

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT is made as of this ____ day of _____, 2014, between the City of Coral Gables (hereinafter called the City"), and RS & H, Inc. (hereinafter called the "Professional ").

RECITALS

WHEREAS, the City desires to enter into an agreement with the Professional to develop a Sustainability Master Plan (the "Project"); and

WHEREAS, the City having investigated the qualifications of the Professional to perform the services herein contemplated and found those qualifications satisfactory; and

WHEREAS, the Professional having examined the scope of the services required hereunder and having expressed desire and willingness to provide such services and having presented qualifications to the City in support of those expressed desires; and

WHEREAS, the Professional agrees to accept this Agreement upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, the City agrees to retain the Professional for the development of a Sustainability Master Plan.

I. GENERAL PROVISIONS

This Agreement incorporates and supersedes all previous agreements, written and oral, and all prior and contemporaneous communications between the parties, regarding this subject. The City reserves the right to initiate change to any provision of this Agreement. All such changes shall be accomplished only by mutually signed Amendments.

The Professional shall perform the services as specifically stated in the Request For Qualifications (RFQ), which is attached hereto and incorporated herein as Exhibit "A" and further defined in the Coral Gables Master Plan Scope of Work, Cost Estimate and Schedule attached hereto and incorporated herein as Exhibited "B", and as may be specifically designated and authorized by the City.

1.1 Engagement. The City agrees to engage the Professional for a period specified in paragraph 1.2, and the Professional agrees to accept such engagement and to perform such services for the City upon the terms, and subject to the conditions set forth herein.

1.2 Agreement Period. The terms of the Agreement (the "Professional Period") shall commence within ten (10) days of the execution date of the agreement and shall continue thereafter pursuant to the Project Timeline provided in Attachment "1" of Exhibit "B" or until terminated by the City upon thirty (30) days written notice to the Professional, in accordance with the notice requirements contained in Section XIII. This period may be extended upon mutual agreement between the City and the Professional, for an additional one (1) year period or until terminated by the City upon 30 days written notice to the Professional, in accordance with the notice requirements contained in Section XIII.

1.3 Duties and Responsibilities/Priority of Interpretation. The Code and any City resolutions take precedence over this agreement and its exhibits. This document without exhibits is referred to as the "Base Agreement." In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, service, or other work, or otherwise, between the Base Agreement and the exhibits, or between exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Base Agreement, and then to the exhibits according to the following priority:

- a) City Resolution and applicable Code provisions;
- b) City Request for Qualifications (RFQ) (Exhibit "A");
- c) Sustainability Master Plan Scope of Work, Cost Estimate, Schedule (Exhibit "B");
- d) Professional's Response to RFQ (Exhibit "C");
- e) Insurance Certificates; and
- f) Professional's Exceptions to Terms and Conditions

During the Agreement Period, the Professional will serve as a Consultant to the City and will assist the City in the creation of a Sustainability Master Plan, including conducting a greenhouse gas emission inventory, providing technical expertise, facilitating goal and strategy development, data collection, creating any necessary technical documentation, and the development of the final Sustainability Master Plan document in accordance with the terms, conditions and specifications contained in this Request for Qualifications (RFQ). The Sustainability Master Plan will be a policy document for the City of Coral Gables and will serve as a blueprint for sustainability decision making for the next 10 years, focusing on increments of 5 years. Request for Qualifications 2013.11.27 (Attached hereto).

1.4 Background Investigation. The Professional agrees that all employees including the Professional may be subject to an annual background investigation.

1.5 Driver's License. At City's option, the Professional must provide a valid Florida Driver's License or appropriate commercial driver's license for each employee, agent or sub consultant and be willing and able to operate any required vehicles as authorized by the City. Evidence of compliance with the Defensive Driving Course must be submitted to the City prior to operating a City vehicle or any vehicle where patrons or children are passengers. Individuals must be approved by the Risk Management Division of the City prior to the operation of a City owned vehicle and/or privately owned vehicles while conducting City business. The City reserves the right to request the employee/agent's driving record from the State of Florida, at Professional's expense.

1.6 Confidential Information. The Professional agrees it shall treat the information received by the Professional for the City and in providing services in accordance with this Agreement, in confidential manner, except to the extent necessary in connection with the performance of its obligations under this agreement. Professional shall not disclose the same to anyone other than its employees on a need to know basis and who agree to be bound by the terms of this section, without the written consent of the City. Information will not be deemed confidential if it (i) becomes publicly available other than through the actions of the Professional; (ii) independently developed by the Professional; or (iii) becomes available to the Professional without restriction from a third party. If the Professional is required by a governmental or judicial law, order or regulations to disclose confidential information, it must give prompt written notice to the City in order to allow the City to take appropriate action.

II. PROFESSIONAL SERVICES

2.1 Basic Services. The duties and responsibilities are outlined in the RFQ, which is attached hereto and incorporated herein as Exhibit "A" and further defined in the Coral Gables Master Plan Scope of Work, Cost Estimate and Schedule attached hereto and incorporated herein as Exhibit "B".

2.2 Reporting. The Professional shall comply with the necessary reporting requirements as outlined by the Director or designee for review. In addition, the Professional shall submit a monthly report to the Director or designee, which shall include detailed information regarding the activities of the Professional during the previous month.

2.3 Availability of Professional. The Professional shall make all documents available 24 hours a day, 7 days a week, 365 days a year, in order to satisfy the City's emergency demands for continued, non-interrupted service.

III. COMPENSATION

3.1 Basic Compensation. In full consideration of the services of the Professional hereunder, the Professional shall be paid an amount not to exceed \$200,250 to be billed monthly based on a percentage of the tasks completed and accepted by the City as provided in Exhibit "B", the Coral Gables Master Plan Scope of Work, Cost Estimate and Schedule (August 19, 2014 Supplement) . The City reserves the right to contract with the Professional for additional services. Any increase in the agreed upon amount shall be approved by the Public Works Director with the agreement of the Procurement Division, and shall be in accordance with applicable City and State regulations.

3.2 Expenses. As part of, and in addition to the basic compensation described in this Agreement, the City shall provide the Professional with no additional compensation for any services performed in fulfilling the requirements of this Agreement. All additional requested expenses must be pre-approved through the Director or designee.

IV. INDEPENDENT CONTRACTOR AND PROFESSIONAL HOLD HARMLESS PROVISIONS

4.1 Independent Contractor and Professional. The Professional acknowledges entering into this Agreement as an independent Contractor and Professional, and that the Professional shall therefore be responsible for the deposit and payment of any Federal Income Taxes, FICA, Unemployment Taxes or any similar fees or taxes that become due, and shall be responsible for the collection and payment of all withholdings, contributions and payroll taxes relating to Professional's services, or those of employees of the Professional. The City shall not withhold from sums payable to the Professional , any amount whatsoever for Federal Income Taxes, FICA, Unemployment Insurance Taxes or any similar fees or taxes. The Professional, their employees or agents, will not be considered an employee of the City or entitled to participate in plans, distributions, arrangements or other benefits extended to City employees.

4.2 Agency. Nothing herein shall imply or shall be deemed to imply an agency relationship between the City and Professional.

4.2.1 Professional warrants that it fully complies with applicable Federal statutes and regulations regarding the employment of undocumented workers and others and that all employees performing work under this Agreement meet the citizenship or immigration status requirements set forth in Federal statutes and regulations. Professional shall indemnify, defend, and hold harmless City, its officers and employees from and against any sanctions and any other liability which may be assessed against Professional or City in connection with any alleged violation of any Federal statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder.

4.2.2 The employees and agents of each party, shall while on the premises of the other party, comply with all rules and regulations of the premises, including, but not limited to, security requirements.

4.2.3 Indemnification and Hold Harmless. To the fullest extent permitted by laws and regulations, the Professional shall defend, indemnify, and hold harmless the City, its commissioners, attorneys, administrators, consultants, and employees from and against claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to reasonable fees and charges of attorneys and other Professional's and court and arbitration costs) to the extent caused by any willful, intentional, reckless, or negligent act or omission of Professional, it's sub consultant, or any person or organization employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder and regardless of the negligence of any such indemnified party. Any failure of Professional to comply with the terms of this provision shall be deemed a material breach of this Agreement and may subject Professional to debarment from consideration for future award of city contracts pursuant to Section 2-952(4) of the City of Coral Gables Code of Ordinances.

4.2.4 In any and all claims against the City or any of its consultants, agents, or employees by any employee of Professional, any sub consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Professional or any such sub consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

V. INSURANCE

5.1 Without limiting Professional's indemnification of the City, and during the term of this Agreement, Professional shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the City and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the City. Certificates or other evidence of coverage shall be delivered to:

City of Coral Gables
Insurance Compliance
PO Box 12010 -CE
Hemet, CA 92546-8010

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Agreement, and shall specifically identify this Agreement, and shall contain the express condition that the City is to be given advance written notice by receipted delivery at least thirty (30) days in advance of any cancellation, non-renewal or material change of the insurance policy.

5.2 The Professional shall maintain during the terms, except as noted, of this Agreement the following insurance:

a. **Professional Liability and/or Error and Omissions Insurance** with a limit of liability no less than \$1,000,000 per occurrence with a deductible per claim, if any, not to exceed 5% of the limit of liability providing for all sums which the Respondent shall become legally obligated to pay as damages for claims arising out of the services performed by the Respondent or any person employed, contracted and/or subcontracted in connection with this Agreement. This insurance shall be maintained for three (3) years after any WORK covered by this Agreement.

b. Comprehensive general liability insurance with broad form endorsement or equivalent, including automobile liability, completed operations and products liability, contractual liability, severability of interests with cross liability provision, and personal injury and property damage liability with limits no less than \$1,000,000 per occurrence for bodily injury and property damage, and \$2,000,000 in the aggregate. Said policy or policies shall name City as additional insured on a primary and non-contributory basis and shall reflect the hold harmless provision contained herein.

c. Worker's Compensation Insurance for all employees of Professional as required by Florida Statutes Section 440, and employer's liability insurance with limits not less than, \$1,000,000

d. Automobile Liability insurance covering all owned, non-owned and hired vehicles used in connection with the performance of the work in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

e. Other (or increased amounts of) insurance which City shall from time to time deem advisable or appropriate. Such new or additional insurance to be effective as of the sooner of ninety (90) days after notice thereof or the next annual renewal of any policy being increased (as applicable).

f. All policies shall contain waiver of subrogation against City where applicable, and shall expressly provide that such policy or policies are primary over any other collective insurance the City may have.

g. All of the above insurance is to be placed with insurance companies with an A.M. Best or equivalent rating of "A-", "VI" or better, qualified to do business under laws of the State of Florida.

h. The City shall be named as an additional insured on a primary and non-contributory basis under such policies. Said policies shall contain a "severability of interest or "cross liability" clause without obligation for premium payment of the City. The City reserves the right to request a copy of required policies for review.

i. All insurance policies shall provide for thirty (30) days [ten (10) days for non-payment of premium] advance written notice to City prior to cancellation, non-renewal or material change.

j. The Professional shall furnish Certificates of Insurance to the Risk Management Division of the Human Resources Department prior to the commencement of operations or policy termination, which certificates shall clearly indicate that the City is named as and additional insured on a primary and non-contributory basis and that the Professional has obtained insurance in the type, amount and classification required for strict compliance with this Section and that no material change, cancellation or non-renewal of this insurance shall be effective without thirty (30) [ten (10) days for non-payment of premium] days advance written notice to the City.

5.3 Failure on the part of the Professional to obtain and maintain all required insurance coverage is a material breach upon which the City may, in its sole discretion, immediately suspend Professional's performance or terminate this Agreement.

VI. SOVEREIGN IMMUNITY

6.1 The Professional acknowledges that the Florida Doctrine of Sovereign Immunity bars all claims by Professional against the City other than claims arising out of this Agreement. Specifically, the Professional acknowledges that it cannot and will not assert any claims against the City, unless the claim is based upon a breach by the City of this Agreement. The Professional acknowledges that it has no right and will not make a claim based upon any of the following:

- a. Claims based upon an alleged breach by the City of implied warranties or representations not specifically set forth in this Agreement, as the Parties stipulate that there are no such implied warranties or representations of the City. All obligations of the City are only as set forth in this Agreement.
- b. Claims based upon negligence or any tort arising out of this Agreement.
- c. Claims based upon alleged acts or inaction by any City employee or agent of the City.
- d. Claims based upon an alleged waiver of any of the terms of this Agreement unless such waiver is in writing and signed by an authorized representative for the City and the Professional.

VII. FLORIDA PUBLIC RECORDS LAW FLORIDA STATUTES CHAPTER 119, *et seq.*

7.1 Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute. Supplier acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. Supplier also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the City.

Furthermore, Supplier agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated herein.

VIII. STANDARD OF CARE

8.1 The Professional shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a comparable Professional under similar circumstances and the Professional shall, at no additional cost to the City, re-perform services which fail to satisfy the foregoing standard of care.

IX. NON-DISCRIMINATION

9.1 EEO and ADA: The Professional must be and remain in compliance with all applicable local, state and federal Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) requirements.

9.2 It is understood that the Professional shall not discriminate against any employee in the performance of the contract with respect to hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of age, marital status, race, color, religion, national origin, sex, or disability.

9.3 City Policy Regarding Conduct. All Professionals, their employees, agents and sub consultants must abide by the City's policies regarding conduct. Discrimination, harassment, and/or violations of City policies will not be tolerated and are grounds for termination of the Agreement without harm to the City or its employees.

X. CONFLICT OF INTEREST

10.1 The Professional represents that any potential or actual conflict between private interests and responsibilities under this Agreement shall be immediately disclosed to the City.

XI. CONFIDENTIALITY

11.1 Subject to the requirements of Chapter 119 of the Florida Statutes, no reports, information, computer programs, documentation, and/or data given to or prepared or assembled by the Professional exclusively under this Agreement shall be made available to any individual or organization by the Professional without prior written approval of the City.

XII. OWNERSHIP OF DOCUMENTS

12.1 Any and all documents, records, disks, or other information prepared exclusively under this agreement ("the deliverables"), shall become the property of the City for its use and/or distribution as may be deemed appropriate by the City. Any modification of the Deliverables hereunder or their reuse on another project by the City without the approval of the Professional shall be at the City's sole risk and without liability to the Professional.

XIII. TRUTH-IN-NEGOTIATION CERTIFICATE

13.1 Execution of this Agreement by the Professional shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

13.2 The said rates and costs shall be adjusted to exclude any significant sums should the City determine that the rates and costs were increased due to inaccurate, incomplete, or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The City shall exercise its rights under this "Certificate" within one (1) year following payment.

XIV. NOTICE

14.1 Any notice, request, instruction or other document required or permitted to be given hereunder by either party hereto to the other shall be in writing, and delivered personally, or sent by certified or registered mail, postage prepaid, return receipt requested, to the address set forth for such party at the bottom of this Agreement. Any notice so given shall be deemed received when personally delivered or three (3) business days after mailing. Any party may change the address to which notices are to be sent by giving notice of such change of address to the other party in the manner herein provided for giving notice. Notice as to the City of Coral Gables shall be to:

City Manager
City of Coral Gables
405 Biltmore Way
Coral Gables, FL 33134

cc: City Attorney

Notice as to the Professional shall be to:

Mike McCarthy, MBA, PG
RS & H, Inc.
Sustainability Group Leader
10748 Deerwood Park Boulevard South
Jacksonville, FL 32256

XV. DEFAULT AND TERMINATION

15.1 The City may terminate this Agreement for convenience at any time by providing five (5) days written notice to the Professional. In the event of a termination for cause, due to the Professional's failure to perform in accordance with the terms of this Agreement or the Professional's repudiation of this Agreement by word or conduct, The City may immediately terminate the Agreement and the Professional shall be paid any sums otherwise due and owing under this Agreement only after City has completed the work called for by this Agreement with other forces, and has deducted the cost of such work, and any other damages payable to City, from any contract balance otherwise due and owing to the Professional under this Agreement. In the event of a termination for convenience, the Professional shall be paid for all services performed through the date of termination, based on the percentage of services completed (subject to applicable setoff rights) and the Professional shall not be entitled to any other compensation or damages from the City. If, after notice of termination for cause, it is determined for any reason that Professional was not in default, the rights and obligations of the City and the Professional shall be the same as though the termination had been a termination for convenience. In no event shall the City be liable to Professional for lost profits on any work not performed, overhead, or any other type of consequential, special or indirect damages, and Professional hereby waives the same. Professional may terminate this Agreement due to the City's failure to comply with the material terms of this Agreement after giving City thirty (30) days written notice of its purported default and a reasonable opportunity to cure. Upon termination of this Agreement, all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by Professional or sub consultants, whether finished or not, shall become City property. Failure to timely deliver the documentation shall be cause to withhold any payments due, without recourse by the Professional, until all documentation is delivered to the City.

XVI. UNCONTROLLABLE FORCES

16.1 Neither the City nor Professional shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its

obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storm, lighting, epidemic, war, riot, civil disturbance, sabotage, and governmental action.

16.2 Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

XVII. MODIFICATION

17.1 This Agreement may not be amended or modified unless in writing and signed by both parties.

XVIII. ASSIGNMENT AND SUBCONTRACTING

18.1 This Agreement and the rights of the Professional and obligations hereunder may not be assigned, delegated or subcontracted by the Professional without the express prior written consent of the City. Any assignment, delegation or subcontract without such express prior written consent shall be null and void and shall constitute a material breach of this Agreement, upon which the City may immediately terminate the Agreement in accordance with the provisions of paragraph 13.1 (Termination by Default). The City may assign its rights, together with its obligations hereunder.

XIX. AUDITS

19.1 The Professional shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. Professional shall maintain adequate records to justify all charges and costs incurred in performing the services for at least three (3) years after completion of this Agreement. Professional shall also maintain accurate and complete employment and other records relating to its performance of this Agreement. Professional agrees that City, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement. All financial records, timecards and other employment records, and proprietary data and information shall be kept and maintained by Professional and made available to the City during the terms of this Agreement and for a period of three (3) years thereafter unless City's written permission is given to dispose of any such material prior to such time. All such materials shall be maintained by Professional at a location in Miami-Dade County, Florida, provided that if any such material is located outside Miami-Dade County, then, at City's option Professional shall pay City for travel, per diem, and other costs incurred by City to examine, audit, excerpt, copy or transcribe such material at such other location. The City shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at the Professional's place of business.

In the event that an audit is conducted by Professional specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by Professional, then Professional shall file a copy of the audit report with the City's Auditor within thirty (30) days of Professional's receipt thereof, unless otherwise provided by applicable Federal or State law. City shall make a reasonable effort to maintain the confidentiality of such audit report(s).

Failure on the part of Professional to comply with the provisions of this Paragraph 17.1 shall constitute a material breach upon which the City may terminate or suspend this Agreement.

19.2 City Audit Settlements. If, at any time during or after the term of this Agreement, representatives of the City conduct an audit of Professional regarding the work performed under this Agreement, and if such audit finds that City's dollar liability for any such work is less than payments made

by City to Professional, then the difference shall be either repaid by Professional to City by cash payment upon demand or, at the sole option of City, deducted from any amounts due to Professional from City. If such audit finds that City's dollar liability for such work is more than the payments made by City to Professional, then the difference shall be paid to Professional by cash payment.

XX. AVAILABILITY OF FUNDS

20.1 The obligations of the City under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the City Commission.

XXI. COMPLIANCE WITH LAWS

21.1 In performance of the services, the Professional will comply with applicable regulatory requirements, including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria, and standards. It shall be the responsibility of the Professional to obtain and maintain, at no cost to the City, any and all license and permits required to complete the services provided pursuant to this Agreement.

21.2 Conflict of Interest. Professional covenants that no person employed by the Professional which exercises any functions or responsibilities in connection with this Agreement has any personal financial interests direct or indirect with the City. Professional further covenants that, in the performance of this Agreement, no person having a conflicting interest shall be employed. Any such interests on the part of Professional or its employees must be disclosed in writing to City.

21.3 Professional is aware of the conflict of interest code of the City of Coral Gables, the Conflict of Interest and Code of Ethics of Miami-Dade County, Florida, Section 2-11.1 et seq., and the Ethics Laws of the State of Florida, and agrees that it shall fully comply in all respects with the terms of said laws.

XXII. FEDERAL AND STATE TAXES

22.1 The City is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the City will provide an exemption certificate to the Professional. The Professional shall not be exempted from paying sales tax to its suppliers for materials to fulfill the contractual obligations with the City, nor shall the Professional be authorized to use the City's Tax Exemption Number in securing such materials.

XXIII. SUCCESSORS AND ASSIGNS

23.1 The City and the Professional each binds itself and its partners, successors, assigns, and legal representatives to the other party to this Agreement and to its partners, successors, executors, administrators, assigns, and legal representatives. The Professional shall not assign this Agreement without the express written approval of the City via executed amendment.

XXIV. CONTINGENT FEES

24.1 The Professional warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Professional, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Professional, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

XXV. ENTIRETY OF AGREEMENT

25.1 The City and the Professional agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the City and the Professional pertaining to the services, whether written or

oral. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

XXVI. COUNTERPARTS

26.1 This Agreement may be executed simultaneously in several counterparts, each of which will be an original, but all of which together will constitute one and the same instrument.

XXVII. WAIVER

27.1 A waiver by either the City or the Professional of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

XXVIII. SEVERABILITY, SURVIVAL

28.1 If any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed and deleted.

XXIX. GOVERNING LAW AND VENUE

29.1 The laws of the State of Florida shall govern this Agreement. Any and all legal action necessary to enforce the Agreement will be held in Miami-Dade County, and the Agreement will be interpreted according to the laws of Florida.

29.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement, and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

29.3 The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined to be void.

XXX. TIME IS OF THE ESSENCE

30.1 Time is of the Essence. If any anticipated or actual delays arise, Professional shall immediately so notify the City. Regardless of notice if services or deliveries are not made at the time agreed upon, the City may, at its sole discretion, terminate this Agreement and proceed pursuant to Paragraph 13.1(Termination by Default).

XXXI. WAIVER OF TRIAL BY JURY

31.1 THE PARTIES TO THIS AGREEMENT HEREBY AGREE TO EXHAUST ALL ADMINISTRATIVE REMEDIES BEFORE FILING A LAWSUIT IN CIVIL COURT TO RESOLVE THE DISPUTE. CITY AND CONTRACTOR HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT EITHER MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY ACTION, PROCEEDING OR COUNTERCLAIM BASED UPON THE CONTRACT DOCUMENTS, OR ARISING OUT OF, UNDER, OR IN CONNECTION WITH, THE CONSTRUCTION OF THE WORK, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN), OR ACTIONS OF ANY PARTY.

XXXII. HEADINGS

32.1 The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Approved as to Insurance:

AS TO CITY:

David J. Ruiz
Risk Management Division
of Human Resources

Carmen Olazabal
Interim City Manager

Approved by Department Head
or head of negotiations team as to
the negotiated business terms:

ATTEST:

Ernesto Pino
Interim Director, Public Works

Walter J. Foeman
City Clerk

Approved as to compliance with
Applicable Procurement Requirements:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

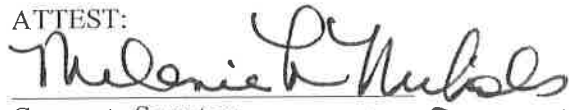
Michael P. Pounds
Chief Procurement Officer

Craig E. Leen
City Attorney

Approved as to Funds Appropriation:

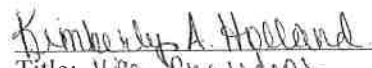
Diana M. Gomez,
Finance Director

ATTEST:



Corporate Secretary
Print Name: Melanie K. Nichols

AS TO PROFESSIONAL



Title: Vice President
Print Name: Kimberly A. Holland

(SEAL)

(OR)

WITNESSES (2):

Print Name: _____

Print Name: _____

REQUEST FOR QUALIFICATIONS

RFQ 2013.11.27 SUSTAINABILITY MASTER PLAN



PROCUREMENT DIVISION

Mailing Address:
2800 S.W. 72nd Avenue
Miami, FL 33155

Solicitation Data

Request Number: **RFQ 2013.11.27**

Title: **Sustainability Master Plan**

Description: The City of Coral Gables is requesting statements of qualifications from experienced and qualified consulting firms for professional services to develop a Sustainability Master Plan (the "Project") pursuant to Florida Statute 287.055 "Consultants Competitive Negotiations Act".

Contact: Margie Gomez
Contract Specialist

Phone: (305) 460-5103

Fax: (305) 261-1601

Email: mgomez@coralgables.com / contracts@coralgables.com

Non-Mandatory Pre-Qualification Conference

Day/Date: Thursday, December 12, 2013

Time: 10:00 a.m.

Location/Mail Address: Procurement Division
2800 S.W. 72nd Avenue
Miami, FL 33155

Submittal Opening

Day/Date: Thursday, January 16, 2014

Time: 2:00 p.m.

Location/Mail Address: Procurement Division
2800 S.W. 72nd Avenue
Miami, FL 33155

RFO Contents

Section 1: Specifications / Scope of Work

Section 2: Additional Requirements (Not Applicable)

Section 3: Attachments

Section 4: Instructions to Respondents

Section 5: Terms and General Conditions

Section 6: Submittal Execution, RFQ Check List

Note: If not submitting a response, please fill out and return the "Statement of No-Response" Form.

Special Accommodation:

In accordance with the Americans with Disabilities Act, any person who believes he or she has a disability requiring the use of a special accommodation at either the scheduled pre-submittal conference or submittal closing should contact the Procurement Division (305) 460-5102, at least two days prior to the event to advise of his/her special requirements.

SECTION 1 – SPECIFICATIONS / SCOPE OF WORK

Pursuant to Florida State Statute 287.055, Consultants Competitive Negotiation Act, the City of Coral Gables is seeking the services from experienced and qualified consulting firms for professional services to develop a Sustainability Master Plan in accordance with the terms, conditions and specifications contained in this Request for Qualifications (RFQ). The consultant will assist the City of Coral Gables in the creation of a Sustainability Master Plan, including conducting a greenhouse gas emission inventory, providing technical expertise, facilitating goal and strategy development, data collection, creating any necessary technical documentation, and the development of the final Sustainability Master Plan document. The Sustainability Master Plan will be a policy document for the City of Coral Gables. It will serve as a blueprint for sustainability decision making for the next 10 years, focusing on increments of 5 years.

Background:

Founded by George Merrick in 1926 who drew inspiration from the Garden City and City Beautiful movements of the 19th and early 20th century, the City of Coral Gables is one of the nation's first fully planned communities. The planned city has several noteworthy individual efforts that incorporate sustainability throughout the various departmental operations, including a successful trolley program, a pedestrian friendly commercial district, an abundant tree canopy and one of the most comprehensive parks and recreation programs in the state.

The City of Coral Gables recognizes the need to develop a plan to help further shape the direction of the City's environmentally sustainable future. With several individual efforts already initiated, the City wants to continue implementing government systems to be more energy efficient, alongside a community that is environmentally sensitive and sustainable.

In order to develop this plan, the scope of services will generally consist of the following:

A. Meeting with the City of Coral Gables Project Team

An interdepartmental Project Team led in part by the City's Environmental Specialist, will oversee the consultant in the development of the Sustainability Master Plan. The consultant shall meet with the Project Team and City Management to discuss the specific information needs of this project as well as other key staff that will provide specific expertise and insight into the various focus areas. In addition, the proposed outline of tasks will be reviewed to ensure complete understanding and agreement by both the consultant and the Project Team members on all phases of the project. Final report format and presentation format will also be discussed.

B. Meetings with other public and private entities

In the course of developing the Sustainability Master Plan, the consultant will need to meet with other stakeholders, public and private entities for data collection, information gathering and existing programs and possible coordination of future goals and strategies.

C. Conduct a baseline emissions inventory and forecast for Citywide and City Government Operations

Based on energy, water and waste data, the consultant will calculate greenhouse gas emissions for a base year and a forecast year; with five year incremental forecasted projections. The inventory and the forecast will capture:

1. A baseline emissions inventory and forecast from the City's internal operations (e.g. municipally owned and/or operated buildings, fleet information, and water consumption). Staff from the City's Public Works Department will be able to assist the consultant in gathering information for the City Government calculations.
2. A Citywide baseline emissions inventory and forecast (e.g., residential and commercial buildings, industry).

D. Work with Project Team to develop goals and objectives for reducing greenhouse gas emissions and conserving energy.

Develop for and build on existing information from the City of Coral Gables, the Comprehensive Master Plan, as well as input (information) from the current process, the consultant will work with the Project Team to develop consensus on goals and objectives in the following six key focus areas:

1. Energy Efficiency (Buildings and Fleet)
2. Resource Conservation
3. Land Use and Development
4. Natural Area Preservation
5. Recycling and Waste Reduction
6. Education and Outreach

The consultant should bring technical expertise to this phase by providing technical insight on the reasonableness of attaining the goals and objectives from the six focus areas. A list of potential and recommended measures/programs the City can undertake with a coordinated ranking (no-cost, low-cost, etc; low-impact, high impact, etc.) and an implementation timeline for each recommended measure/program, including but limited to the following subject areas:

1. Energy conservation;
2. Water conservation;
3. Recycling and waste reduction;
4. Green purchasing (recycled products, reduced packaging, etc.)
5. Green cleaning products;
6. Transportation (vehicles, fuels, carpooling, etc.);
7. Landscaping (native/drought resistant plants, maintenance practices, pesticides/fertilizers, etc.);
8. Renewable energy sources;
9. Alternative water sources (rainwater harvesting, condensate collection, etc.);
10. Clean technology;
11. GHG emissions reduced;
12. Employee education and awareness; and
13. Green building and low impact development.

The Scope of Work may consist of the following, but not limited to:

1. A comprehensive assessment of current energy use, with a detailed breakdown of greenhouse gas emissions from all City owned and operated buildings and facilities, including all lighting equipment and system either owned or billed to the City
2. A comprehensive water consumption assessment for all City owned facilities and/or operations.
3. A comprehensive waste consumption assessment for all City owned facilities.
4. A fuel consumption assessment of the City's fleet, including its trolley system.
5. A Benchmark System that assists the City in comparing its processes and performance metrics to best practices from other municipalities.
6. A GHG Emission Forecast.

- E. The consultant will assist the Project Team in creating a package of strategies to meet the established goals and objectives in each of the six focus areas. The consultant should possess a comprehensive knowledge of best practices and have the technical means to develop the requisite metrics for measuring and reporting performance of the strategies, e.g. environmental and financial savings that result from the implementation of the plan.

The package of strategies must be comprehensive in achieving the broad benefits of reduction in the GHG, energy and cost savings, and the development of renewable energy. The strategies should maximize benefits over the long term.

- F. Experience

The firm selected should have a comprehensive understanding of data collection and analysis within these focus areas. The firm should also be experienced with the guidelines of the Internal Council for Local Environmental

Initiatives (I.C.L.E.I.). The chosen vendor shall follow their guidelines and conduct all greenhouse gas emissions inventory through their Clean Air and Climate Protection (CACP) Software 2009, ICLEI's management tool.

G. Deliverables

With input from the Project Team and City Management, the consultant will compile data, findings and recommendations from the above components into three (3) documents which can be used for implementing and monitoring the strategies over the short and long term.

1. Citywide and City Government Operations for Greenhouse Emissions Inventory
2. An executive summary of the overall Sustainability Master Plan report
3. A comprehensive Sustainability Master Plan

The consultant will submit documents, along with supporting documentation and any public presentation media (e.g., display board, presentation) to the City for review. Documents should be submitted for review in a timely fashion after the completion of key milestones. The consultant will be responsible for making any revisions as required by the City, prior to acceptance of the Sustainability Master Plan. Four (4) hard copies of all deliverables will be provided along with an electronic copy in a Microsoft Office 2007 format. All deliverables become the property of the City of Coral Gables and can be shared or used for presentation of informational purposes at the city's discretion.

Qualified Consulting firms or individuals interested in providing these services for the Project are hereby requested to submit a "Statement of Qualifications" on or before (but not later than) **2:00 p.m., Thursday, January 16, 2014**. Section 6, "Submission Package", check list, and any other required documents must be returned in order for the submittal to be considered for award. The Respondent should submit an original Statement of Qualifications, one (1) disk or memory stick in PDF format and four (4) photocopies (all collated) of their submittal.

RFQ submittals mailed or hand delivered should be addressed as follows: City of Coral Gables, Office of the Chief Procurement Officer, 2800 SW 72nd Avenue, Miami, FL 33155.

NO SUBMISSIONS WILL BE RECEIVED, ACCEPTED, OR CONSIDERED AFTER SAID TIME AND DATE, unless the City, in its sole discretion reasonably exercised, elects to extend the time for submission and receipt of statements.

This solicitation falls under the City of Coral Gables Procurement Code, Section 2-1059 entitled "Cone of Silence" (refer to Schedule H).

SECTION 2– ADDITIONAL REQUIREMENTS

☒

Not Applicable for this RFQ

or

☐

As listed below:

SECTION 3 – ATTACHMENTS

☐

Not Applicable for this RFQ

or

☒

As listed below, and attached at the end of this RFQ:

1. Professional Service Agreement (PSA) for review only.

SECTION 4 – INSTRUCTIONS TO RESPONDENTS

RESPONDENTS: TO ENSURE ACCEPTANCE OF THE SUBMITTAL, THE FOLLOWING INSTRUCTIONS MUST BE ADHERED TO.

4.1. Submission Requirements

All Statement of Qualifications must be submitted in sealed envelopes, delivered or mailed to Chief Procurement Officer, City of Coral Gables, 2800 S.W. 72nd Avenue, Miami, FL 33155. The RFQ number and title must be plainly marked on the outside of the envelope. It will be the sole responsibility of the Respondent to ensure that the Statement of Qualifications reaches the office of the Chief Procurement Officer on or before the closing hour and date shown on the RFQ cover (Page 1). No submittals will be received, accepted, or considered after said time and date, unless the City, in its sole discretion reasonably exercised, elects to extend the time for submission and receipt of submittals.

ELECTRONIC OR FAXED SUBMITTALS WILL NOT BE ACCEPTED

4.2. The RFQ Package

The RFQ package consists of Specifications/Scope of Work, Additional Requirements, Attachments, Instructions to the Respondents, Sample Contract and the following Schedules:

Schedule "A" - Certification

Schedule "B" - Non-Collusion Affidavit

Schedule "C" - Drug Free Statement

Schedule "D" - Qualification Statement

Schedule "E" & "F" not applicable

Schedule "G" - Statement of No Response

Schedule "H" - Code of Ethics and Conflict of Interest, Cone of Silence

Schedule "I" - American with Disabilities Act (ADA)

Schedule "J" - Public Entity Crimes

Schedule "K" - Acknowledgement of Addenda

4.3. Inquiries, Addenda and Modifications

The Respondent must direct any inquiries on the specifications, additional requirements, attachments, terms and general conditions or instructions, in writing, either via Fax (305) 261-1601 or email contracts@coralgables.com, attention to the individual named on Page 1 at the Procurement Division, City of Coral Gables, 2800 S.W. 72nd Avenue, Miami, FL 33155. All inquiries must be received by the Procurement Division no later than **4:00 p.m. Thursday, December 19, 2013.**

Any addenda or other modifications to the Documents will be made in writing, and issued by the City, prior to the time and date of opening. Such written addenda or modifications shall be part of the documents and shall be binding upon each Respondent. No verbal addenda or modifications shall be allowed nor shall any Respondent rely upon any verbal addenda or modifications in preparing or submitting its Statement of Qualifications.

4.4. General Requirements

The Respondent and its Principals in charge of the Project must have demonstrated experience in providing the type of assistance requested. Written statements of qualification should be brief, but may be accompanied by preprinted brochures. Statements shall include, but are not limited to, the following:

1. All pertinent data or information deemed necessary by the Respondent to establish their qualifications for the various projects cited to allow the City to evaluate their submissions based on the criteria described herein.
2. A staffing plan and organizational chart. Include specifics for this project.

4.5. Letter of Interest/Cover Letter

All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. It should contain the Company name, address, and telephone number of the firm submitting the proposal and the name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be

directed. It should briefly state the Proposer's understanding of the services to be rendered, and make a positive commitment to perform according to the requirements noted in this RFP.

4.6. **Additional Requirements**

The Respondent and its Principals must agree to allow duly authorized agents of the City access to any books, documents, papers or records which are directly pertinent to this project for the purposes of making audit examinations, excerpts, and for the purposes of transcriptions and to maintain all required records for three years after the City's final payment and all other pending matters are closed. All successful respondents must agree to enter into an agreement with the City.

4.7. **Familiarity with Laws**

The Respondent should be familiar with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect this Statement of Qualifications. Lack of knowledge on the part of the Respondent shall in no way relieve them from responsibility.

4.8. **Cost Liability**

The Respondent shall bear all costs associated with submitting the Statement of Qualifications, including preparation, site visitation or any travel connected with the Statement of Qualifications.

4.9. **Investigation of Conditions Affecting Operations**

Before responding to the RFQ, each Respondent shall make all investigations and examinations necessary to ascertain conditions and requirements of the Request for Qualifications. Failure to make investigations and examinations shall not relieve the successful Respondent from the obligation to comply in every detail with all provisions and requirements of the RFQ nor shall it be a basis for any claim whatsoever for alteration in any term of or payment required by the Purchase Order or any subsequent Contract.

4.10. **Code of Ethics and Conflict of Interest / Cone of Silence**

The successful Respondent must comply with all laws governing Code of Ethics and Conflicts of Interest, and Cone of Silence.

4.11. **Oral Presentation**

Short-listed firms may be invited to interview with staff at which time each firm will make a brief presentation. After the interview, staff will complete its evaluation of all short-listed firms as to those who will be recommended to the City Commission and their ranking in order of preference. City staff will present their findings and recommendations to the City Commission. In addition, the City Commission may also choose to interview and rank short-listed firms.

4.12. **Compliance with State of Florida Crime Entity**

Please be informed that pursuant to Section 287.133(2) (a), Florida Statutes, "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Statement of Qualifications on a contract to provide any goods or services to the City, may not submit a Statement of Qualifications on a contract with the City for the construction or repair of a public building or public work, may not submit submittals on leases of real property to the City, may not be awarded or perform work as a Respondent, supplier, sub-Respondent, or consultant under a contract with the City, and may not transact business with the City in excess of the threshold amount provided in §287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list." The submittal of a Statement of Qualifications shall constitute an affirmative representation by the Respondent to the City that the Respondent is aware of the Statute and is in full compliance thereof.

4.13. **Respondent Organization**

The Statement of Qualifications should be organized as indicated and adequately address each criteria.

Submittal - Section I: Provide a **Table of Contents** in accordance with and in the same order as the respective "Sections" listed below.

Submittal - Section II: Firm Qualifications

1. Provide a complete company background and history, including, but not limited to: the number of years in business, credentials, licenses, number of employees, an organizational chart identifying key staff members, their level of responsibility, their job titles and how long they have been with the firm (**Submit Standard Form 330, Architect-Engineer Qualifications**).

2. Clearly identify office locations for the following:
 - a. Office location providing primary project management
 - b. Corporate headquarters of the firm
 - c. Office location(s) for any anticipated sub-consultants
3. Provide a statement detailing Respondent's familiarity with permitting agencies and permitting procedures in Miami-Dade County.
4. Submit bank and trade references, the most recent financial statements, D-U-N-S number and other information sufficiently comprehensive to permit an appraisal of the firm's current financial condition.
5. Submit proof of the ability to obtain the required insurances with the limits specified herein.
6. Proposal Summary – Summarize proposal and firm's qualifications. Additionally, the firm may use this section to articulate why their firm is pursuing this work and how it is uniquely qualified to perform it.
7. Provide detailed information on five (5) of the Respondent's most recent and relevant projects similar to those described in the Specifications/Scope of Work. Provide references for these same projects, including:
 - a. Name, address and telephone number of the owner
 - b. Name and telephone number of the owner's Project Manager
 - c. Name, location and address of project
 - d. Description of work
 - e. Contract start and completion date
 - f. Project dollar amount
 - g. Detailed information on any additional services including the reason, amount and description.
 - h. Copies of each full report

Submittal - Section III: Staffing Plan

1. Provide resumes and relevant background information for the company's key personnel (including owner(s), project manager, supervisors, field representatives, field inspectors and other technical personnel), including experience with similar projects.
2. Provide the current and future workload of the assigned staff to indicate their availability to perform and successfully complete the project.
3. Provide pertinent information on the key personnel who will design and engineer the project, including their major achievements. Include related experience on similar completed projects.
4. Provide a statement detailing the Respondent's expertise and experience in working with other disciplines, including coordination with other design professionals and consultants.
5. Provide qualifications, licenses and references for proposed sub-consultants.

Submittal – Section IV: Project Control Experience

1. Provide specific examples of similar initiatives that the Respondent has successfully undertaken with other public entities completed on-time and within budget.
2. Describe Respondent's ability and experience with moving the project along on a fast-track or expedited pace (e.g., staging work, extended hours) while minimizing the impact on building occupants. Explain in detail the methods to be used.
3. Describe respondent's willingness to work with other consultants designated by the City.

4.14. **Respondent Evaluation Criteria**

Firm Qualifications

1. Respondent's qualifications, including, but not limited to: the number of years in business, credentials, licenses, capabilities and size of the firm.
2. The location of Respondent's headquarters and of the staff and any sub-consultants that will be assigned to the project.
3. Respondent's knowledge of permitting agencies and permitting procedures in Miami-Dade County.
4. Respondent's financial stability.
5. Ability of the Respondent to provide required insurance coverage as specified.

Staffing Plan

1. Respondent's ability and experience in providing the required services, including key personnel's demonstrated experience with similar projects.
2. Availability of the Respondent's personnel to perform and successfully complete the project.
3. Respondent's experience on similar projects of the personnel who will design and engineer the project.
4. Respondent's expertise and experience in working with other disciplines, including coordination with other design professionals and sub consultants.
5. References for proposed sub consultants.

Project Control Experience

1. Respondent's demonstrated ability to positively and innovatively move this project with from the conceptual stage into a clearly defined project that may be designed and constructed.
2. Respondent's demonstrated ability to provide schedule control, cost control and quality control for the specified herein. Provide information on experience with similar projects completed on-time and within budget.
3. Respondent's demonstrated willingness to work with other consultants designated by the City.

4.15. **SELECTION**

A Selection Committee will evaluate all written submissions received and will establish a short list of no less than three (3) firms. The City may request additional information if deemed necessary for this evaluation. The Selection Committee may require each short-listed firm to be present for interviews. Upon the completion of the evaluation and interviews, if any, the rank will be presented to the City Commission for authorization to proceed with contract negotiations. Additionally, the City Commission may also choose to interview and rank short-listed firms.

The City will enter into negotiations with the top ranked firm. Should the City be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The City shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, negotiations must be terminated. The City shall then undertake negotiations with the third most qualified firm. Should the City be unable to negotiate a satisfactory contract with the third ranked firm, the City may terminate the negotiations and initiate a new Request for Qualifications process. At the conclusion of a successful negotiation with a firm, the agreement will be submitted to the City Commission for approval.

SECTION 5 – TERMS AND GENERAL CONDITIONS

- 5.1. The City reserves the right to accept or reject any or all submissions, request resubmissions and to enter into negotiations with Respondents as warranted. The City reserves the right to award a contract to those firms whose submissions are most advantageous to and in the best interest of the City. The City reserves the right to request prime consultant to use specific design sub consultant(s) for this project. The City shall be the sole judge of which submission is in its best interest.
- 5.2. The City shall further reserve the right to waive and determine the nature of any minor irregularities. A minor irregularity is a variation from the Request for Statements of Qualifications, terms and conditions which do not constitute failure to substantially comply with requirements set forth in this request. A Respondent may not modify its statement after submission.
- 5.3. **Public Records**
1. Once opened by the City, a response to this Request for Statements of Qualifications is a public record under Chapter 119, Florida Statutes.
 2. Any Respondent awarded a contract under this Request for Statements of Qualifications will be required to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Respondent in conjunction with such contract.
- 5.4. **Indemnification, Hold Harmless & Insurance Requirements**

Indemnification and Hold Harmless Provisions

To the fullest extent permitted by Laws and Regulations, the Respondent who is awarded the solicitation shall defend, indemnify and hold harmless the City and its consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (a) is attributable to property damage, bodily injury, sickness, disease or death, or to injury and (b) is caused in whole or in part by any willful or negligent act or omission of Respondent, any sub consultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

In any and all claims against the City or any of its consultants, agents, or employees by any employee of Respondent, and sub consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Respondent or any such sub consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06 (Chapter 725), Florida Statutes.

Insurance Requirements – General Conditions

Pursuant to the City of Coral Gables Code, Section 2-1007, the Risk Management Division of the Human Resources Department has developed the following insurance requirements to protect the City of Coral Gables to the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill its obligations and responsibilities to the taxpayers and the public.

Consequently, upon receipt of the intent to award notification from the City prior to award and in any event, prior to commencing work, the Respondent shall procure, and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured on a primary and non-contributory basis. The Respondent shall secure and maintain, at its own expense, and keep in effect during the full period of the contract and as required by the Professional Services Agreement, a policy or policies of insurance, and must submit the required documentation to the Risk Management Division for review and approval.

Respondent Requirements

The Respondent shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of "A-" "VI" or better according to the most recent edition of the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the Risk Management Division.

Type of Coverage & Limit of Liability Requirement

Professional Liability and/or Error and Omissions Insurance with a limit of liability no less than \$1,000,000 per occurrence with a deductible per claim, if any, not to exceed 5% of the limit of liability providing for all sums which the Respondent shall become legally obligated to pay as damages for claims arising out of the services performed by the Respondent or any person employed, contracted and/or subcontracted in connection with this Agreement. This insurance shall be maintained for three (3) years after any WORK covered by this Agreement.

Workers' Compensation and Employers Liability Insurance covering all employees, subcontractors, and/or volunteers of the Respondent engaged in the performance of the scope of work associated with this Agreement. Regardless of the number of employees, any Respondent performing work for the City of Coral Gables must procure this coverage. The minimum limits of liability shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following required limits of liability for this project:

Workers' Compensation - Coverage A
Statutory Limits (as required by State of Florida Statutes §440 or Federal Act)

Employers' Liability - Coverage B
\$1,000,000 Limit - Each Accident
\$1,000,000 Limit - Disease each Employee
\$1,000,000 Limit - Disease Policy Limit

Commercial General Liability Insurance written on an occurrence basis including, but not limited to; coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

Each Occurrence Limit - \$1,000,000
Fire Damage Limit (Damage to rented premises) - \$100,000
Personal & Advertising Injury Limit - \$1,000,000
General Aggregate Limit - \$2,000,000
Products & Completed Operations Aggregate Limit - \$2,000,000

Business Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

Combined Single Limit (Each Accident) - \$1,000,000

Minimum Coverage Form (Shall be at least as broad as the most recent edition of):

Workers Compensation - The standard coverage form approved by the State of Jurisdiction.

Commercial General Liability - As a minimum standard, an unendorsed ISO (Insurance Services Office, Inc.) Commercial General Liability coverage form (CG 0001) or its equivalent. A "Claims made" form is unacceptable except for professional or environmental liability.

Commercial Auto Liability - As a minimum standard, an unendorsed ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage form (CA 0001) or its equivalent.

Copies of Endorsements providing the following coverage to the City of Coral Gables meeting the minimum coverage criteria standards must be provided along with the standard Certificate of Insurance:

1. Additional insured status providing coverage on a primary & non-contributory basis, including the exposure of Products and Completed Operations beyond the time period when operations are completed. Coverage cannot be restricted to specific designated premises or be restricted to sole negligence.
2. Waiver of Subrogation
3. Every effort must be made to have all insurance policies endorsed so that Notice of Cancellation, and/or Material Change to the policy are sent directly to the City of Coral Gables by the Insurance Company. The City only requires that the same statutory notice of cancellation or material change that is provided to the first named insured by the insurance company is also provided to the City of Coral Gables. Should the insurance company refuse to provide such notice, it will be the responsibility of the Respondent to immediately provide said notice of cancellation or material change to the City of Coral Gables Risk Management Division by receipted deliver within in 48 hours of receipt of said notice.
4. Notices of Cancellation, and/or Material Change must be provided to the following address:

City of Coral Gables
Insurance Compliance
PO Box 12010 –CE
Hemet, CA 92546-8010

Required Endorsements Minimum Standard (Shall be at least as broad as the most recent edition date of):

Commercial General Liability – Additional Insured Coverage

As a minimum standard, an ISO (Insurance Services Office, Inc.)
(CG 20 10) in conjunction with the (CG 20 37) or their combined equivalents.

All policies shall contain a “severability of interest” or “cross liability” clause without obligation for premium payment of the City.

The City reserves the right to require a complete copy of any insurance policies required by the City. Should the City invoke this right, the policy must be provided directly to the City by the insurance agent or insurance company.

The City reserves the right to require additional insurance requirements at any time during the course of the agreement.

How to Evidence Coverage to the City:

Upon receipt of the intent to award notice from the City, Respondent shall provide all documents evidencing insurance to City of Coral Gables – Insurance Compliance and all documents shall be sent via email to cityofcoralgables@ebix.com with a copy to msparber@coralgables.com. Should you require assistance, contact the dedicated Call Service Lines for City of Coral Gables – Insurance Compliance at (951) 652-2883.

The Certificate Holder section of the Certificate of Insurance should read as follows:

City of Coral Gables
Insurance Compliance
PO Box 12010 –CE
Hemet, CA 92546-8010

The following required documents must be provided to the City:

1. A Certificate of Insurance containing the following information:

Issued to the entity contracting with the City
Evidencing the appropriate Coverage
Evidencing the required Limits of Liability required
Evidencing that coverage is currently in force

2. A copy of each endorsement extending the coverage provided by the insurance policy evidenced to the City.

All Certificates of Insurance must be signed by a person authorized by that insurer to bind or amend coverage on their behalf.

Respondents are encouraged review their individual insurance needs with their insurance agents/brokers regularly to determine the adequacy of the coverage and the limits of liability that are being purchased. In certain circumstances, the City of Coral Gables will require additional insurance to respond to the hold harmless and indemnification clauses executed with the City of Coral Gables. Based on the nature of the work performed, the City of Coral Gables will determine what additional types of insurance and/or higher limits of liability that must be obtained.

Should any of the indemnification and/or insurance provisions above not be complied with by the Respondent, it will be considered an immediate material breach of the contract with the City and the City will be entitled to any and all available remedies.



CITY OF CORAL GABLES REQUIRED COVER SHEET & CHECK LIST WHEN EVIDENCING INSURANCE

This check list was developed to identify the documents required when an entity and/or an individual is evidencing insurance to the City. All applicable boxes must be checked. This form, and other related insurance documents are available @ www.coralgables.com. Under City Departments tab, click on Human Resources, then the Risk Management Division Page.

◀◀◀ THIS FORM MUST BE SUBMITTED WHEN EVIDENCING INSURANCE TO THE CITY ▶▶▶▶

Full Legal Name (as shown on the agreement or permit with the City):	
City Department (that you are working with or that is issuing a permit):	
City Employee (contract manager or employee issuing permit):	
The name & phone # of the individual who completed this check list:	
The date this check list was completed in its entirety:	

☐ **A Certificate of Insurance is attached and the following information is contained therein:**

- ☐ The named insured listed on the Certificate of Insurance exactly matches the name of the individual and/or entity that is required to evidence insurance to the City.
- ☐ The Certificate Holder section of the Certificate of Insurance reads as follows:
City of Coral Gables • Q•~ |æ &^/Ö[{] |ææ &^
PO Box 12010 - CE • Hemet, CA 92546-8010
- ☐ The special provisions section of the Certificate of Insurance contains language affirming that;
 - 1) Endorsements have been issued to all required insurance policies naming the City of Coral Gables as an additional insured on a primary and non-contributory basis (except workers compensation & professional liability insurance) and;
 - 2) That all policies evidenced to the City contain a waiver of subrogation endorsement and;
 - 3) That all policies have been endorsed to ensure that the City receives the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

IF COVERAGE IS REQUIRED FOR THE LINES OF INSURANCE BELOW, THEN THE DOCUMENTS LISTED MUST ALSO BE ATTACHED TO THE CERTIFICATE OF INSURANCE EVIDENCED TO THE CITY

☐ **Copies of the following Commercial General Liability Endorsements (or a copy of the section of the insurance policy that provides this coverage) are attached to this check list:**

- ☐ Endorsement (or a copy of the policy) naming the City of Coral Gables as an Additional Insured on a Primary and Non-Contributory Basis.
- ☐ Waiver of Subrogation Endorsement (or a copy of the policy) in favor of the City.
- ☐ Endorsement providing the City with the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

☐ **Copies of the following Automobile Liability Endorsements (or a copy of the section of the insurance policy that provides this coverage) are attached to this check list:**

- ☐ Endorsement (or a copy of the policy) naming the City of Coral Gables as an Additional Insured on a Primary and Non-Contributory Basis.
- ☐ Waiver of Subrogation Endorsement (or a copy of the policy) in favor of the City.
- ☐ Endorsement providing the City with the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

☐ **Copies of the following Workers Compensation Endorsements (or a copy of the section of the insurance policy that provides this coverage) are attached to this check list:**

- ☐ Waiver of Subrogation Endorsement (or a copy of the policy) in favor of the City.
- ☐ Endorsement providing the City with the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

SECTION 6
RFQ SUBMISSION CHECK LIST

COMPANY NAME: (Please Print): _____

Phone: _____

Fax: _____

-- NOTICE --

BEFORE SUBMITTING YOUR RFQ, MAKE SURE YOU...

- ☐ 1. Carefully read the SPECIFICATIONS/SCOPE OF WORK and then properly fill out the RFQ SHEET and CERTIFICATION PAGE (Schedule "A").
- ☐ 2. Fill out and sign the NON-COLLUSION AFFIDAVIT (Schedule "B") and have it properly notarized.
- ☐ 3. Sign the VENDOR DRUG FREE STATEMENT (Schedule "C").
- ☐ 4. Complete, sign and have notarized RESPONDENT'S QUALIFICATIONS STATEMENT (Schedule "D").
- ☐ 5. Complete STATEMENT OF NO RESPONSE (Schedule "G") if applicable.
- ☐ 6. Sign and return **first page** acknowledging CODE OF ETHICS, CONFLICT OF INTEREST AND CODE OF SILENCE (Schedule "H").
- ☐ 7. Complete, sign and have notarized American with Disabilities Act (ADA) Non-Discrimination Statement (Schedule "I").
- ☐ 8. Complete, sign and have notarized the Sworn Statement Pursuant to Section 287.133 (3) (a), Florida Statutes, On Public Entity Crimes (Schedule "J").
- ☐ 9. Complete and submit Acknowledgement of Addenda (Schedule "K") if applicable.
- ☐ 10. Complete, sign and have notarized LOBBYIST forms (if applicable). Forms available at www.coralgables.com, City Clerk
- ☐ 11. Complete and submit STANDARD FORM 330, Architect-Engineer Qualifications.
- ☐ 12. Clearly mark the RFQ NUMBER AND RFQ NAME on the outside of your envelope.
- ☐ 13. Submit ONE ORIGINAL and FOUR PHOTOCOPIES with ONE disk or memory stick in PDF format of your RFQ.
- ☐ 14. Make sure your RFQ is submitted prior to the deadline. Late RFQs will not be accepted.
- ☐ 15. Include Bond if applicable.

FAILURE TO PROVIDE THE REQUESTED SCHEDULES MAY RESULT IN YOUR RFQ BEING DEEMED NON-RESPONSIVE.

THIS PAGE ALONG WITH SCHEDULES "A" THRU "K" ARE TO BE RETURNED WITH YOUR RFO (DRAW A LINE ACROSS A FORM WHICH IS NOT APPLICABLE).

SCHEDULE "A"
CITY OF CORAL GABLES

CERTIFICATE OF CONSULTANT

I hereby certify that I am _____ and a duly authorized representative of the firm
_____, whose address is _____,
and that neither I, nor the above firm, I here represent has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the City of Coral Gables, and is subject to applicable Local, State and Federal laws, both criminal and civil.

Date

Consultant (signature)

Name (typed or printed)

Federal Employer I.D.

SCHEDULE "B"
CITY OF CORAL GABLES

NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

This affidavit is to be filled in, executed and notarized by the Consultant. If the Response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the Response.

STATE OF _____)
)ss
COUNTY OF _____)

_____, being first duly sworn, deposes and says that
(Type or print name of person who is signing below)

1. He/she is the _____
(Owner, Partner, Officer, Representative or Agent)
of the Consultant that has submitted the attached Response.
2. He/she is fully informed with respect to the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
3. Said Response is made without any connection or common interest in the profits with any other persons making any Response to this solicitation. Said Response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Consultant's officers or employees are employed by the City, indicate name and relationship below.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

1. No lobbyist or other consultant is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

Company Name: _____

Consultant's Authorized Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public (Print, Type or Stamp name of Notary Public)

Personally known _____ or Produced I.D. _____

Type and number of I.D. Produced: _____

_____ Did take an oath, or _____ Did not take an oath

SCHEDULE "C"
CITY OF CORAL GABLES

VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

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's 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 solicitation a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, 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 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 this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

I hereby certify that the company submitting this solicitation has established a Drug Free work place program in accordance with Sate Statute 287.087

VENDOR'S SIGNATURE

COMPANY'S NAME

SCHEDULE "D"
CITY OF CORAL GABLES

CONSULTANT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

Company Name: _____

Address: _____
Street City State Zip Code

Telephone No: (____) _____ Fax No: (____) _____ Email: _____

How many years has your organization been in business under its present name? _____ Years

If Consultant is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

Under what former names has your business operated? : _____

At what address was that business located? _____

Are You Certified? Yes _____ No _____ If Yes, **ATTACH COPY** of Certification.

Are You Licensed? Yes _____ No _____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes _____ No _____ If yes, explain: _____

Please identify each incident within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Consultant's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFQ;

Have you ever been debarred or suspended from doing business with any government entity?

Yes ____ No ____ If Yes, explain _____

Signature of party authorized to sign on behalf of firm.

SCHEDULE "D" (Continued)
CITY OF CORAL GABLES

CONSULTANT'S QUALIFICATION STATEMENT

Print or type name of person signing

Title of person signing

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

(Print, Type or Stamp name of Notary Public)

Personally known _____ or Produced I.D. _____

Type and number of I.D. Produced:

_____ Did take an oath, or _____ Did not take an oath

Please attach additional sheets if a more comprehensive explanation is desired.

SCHEDULE "G"
CITY OF CORAL GABLES

STATEMENT OF NO-RESPONSE

NOTE: If you do not intend to propose on this RFQ, please return this form immediately. Failure to return this form may result in your name being removed from the list of qualified Respondents for the City of Coral Gables. Please indicate Statement of Qualifications name and number on the outside of the envelope.

MAIL TO: CITY OF CORAL GABLES
 2800 S.W. 72nd AVENUE
 MIAMI, FL 33155
 ATTN: CHIEF PROCUREMENT OFFICER

We, the undersigned have declined to respond for the following reason:

_____ Insufficient time to respond to the Request from Statement of Qualifications.

_____ We do not offer these services or an equivalent.

_____ Our schedule would not permit us to perform.

_____ Unable to meet specifications.

_____ Unable to meet Bond requirements.

_____ Specifications unclear (explain below).

_____ Unable to meet insurance requirements.

_____ Other (specify below).

REMARKS:

COMPANY NAME: _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

SCHEDULE "H"
CITY OF CORAL GABLES

CODE OF ETHICS AND CONFLICT OF INTEREST

CONE OF SILENCE

THIS FORM MUST BE COMPLETED BY PERSON RECEIVING THIS BOOKLET AND INCLUDED IN YOUR SUBMITTAL, AS REQUIRED BY CITY OF CORAL GABLES SECTIONS 2-1055 AND 2-1059.

CODE OF ETHICS AND CONFLICT OF INTEREST
CONE OF SILENCE

IS HEREBY ACKNOWLEDGED

Printed Name: _____

Signature: _____

Board/Position/Department: _____

Date: _____

Sec. 2-1055. Ethics

Any attempt by city employees to realize personal gain by conduct inconsistent with proper discharge of their duties is a breach of public trust. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this division is also a breach of ethical standards. The provisions of city ordinances, county ordinances, and state statutes shall be strictly enforced to preserve the public trust.

Sec. 2-1056. Prohibition on transacting business with the city

No commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee shall enter into any contract or transact any business in which that person or a member of the immediate family has a financial interest, direct or indirect with the board or committee of the City of Coral Gables on which that person serves, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Willful violations of this subsection shall constitute malfeasance in office and shall affect forfeiture of office or position. Nothing in this subsection shall prohibit or make illegal (1) the payment of taxes, special assessments or fees for services provided by the city government; (2) the purchase of bonds, anticipation notes or other securities that may be issued by the city through underwriters or directly from time to time. This provision shall not apply to boards and committees which have been exempted by the city commission from the requirement of the city's ethic code.

- (1) *Waiver of prohibition.* The requirements of this subsection may be waived for a particular transaction only by four affirmative votes of the city commission after public hearing upon finding that:
 - a. An open-to-all sealed competitive proposal has been submitted by the offeror; or
 - b. The proposal has been submitted by a person or firm offering services within the scope of the practice of architecture, professional engineering, or registered land surveying, as defined by the laws of the State of Florida and pursuant to the provisions of the Consultants' Competitive Negotiation Act, and when the proposal has been submitted by an offeror defined above; or
 - c. The property or services to be involved in the proposed transaction are unique and the city cannot avail itself of such property or services without entering a transaction which would violate this subsection but for waiver of its requirements; or
 - d. That the property or services to be involved in the proposed transaction are being offered to the city at a cost of no more than 80 percent of fair market value based on a certified appraisal paid for by the offeror; and
 - e. That the proposed transaction will be in the best interest of the city. Such findings shall be spread on the minutes of the commission. This subsection shall be applicable only to prospective transactions, and the city commission may in no case ratify a transaction entered in violation of this subsection.
- (2) *Provisions cumulative.* This subsection shall be taken to be cumulative and shall not be construed to amend or repeal any other law pertaining to the same subject matter.

Sec. 2-1057. Further prohibition on transacting business with the city

No commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee shall enter into any contract or transact any business through a firm, corporation, partnership or business entity in which that person or any member of the immediate family has a controlling financial interest, direct or indirect, with the city board or committee on which they serve, or with any person or agency acting for the city board or committee, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Waiver of this section may only be obtained by following the provisions of section 2-1056.

Additionally, no commission member shall vote on or participate in any way in any matter presented to the city commission if that person has any of the following relationships with any persons or entities which would be or might be directly or indirectly affected by any action of the city commission: (i) officer, director, partner, of counsel, consultant, employee, fiduciary or beneficiary; or (ii) stockholder, bondholder, debtor, or creditor, if in any instance the transaction or matter would affect the commission member in a manner distinct from the manner in which it would affect the public generally. Any commission member who has any of the specified relationships or who would or might, directly or indirectly, realize a profit by

the action of the city commission shall not vote on or participate in any way in the matter.

Sec. 2-1058. Compulsory disclosure by employees of firms doing business with the city

Should any commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee be employed, by a corporation, firm, partnership or business entity in which that person or the immediate family does not have a controlling financial interest, and should the corporation, firm, partnership or business entity have substantial business commitments to or from the city or any city agency, or be subject to direct regulation by the city or a city agency, then the person shall file a sworn statement disclosing such employment and interest with the clerk of the City within 15 days after the person has actual or constructive notice of the relationship.

Sec. 2-1059. Cone of Silence; contracts for the provision of goods and services.

The requirements of section 2-11.1(t) ("Cone of Silence Ordinances") of the Code of Miami-Dade County, Florida, as amended, shall not be applicable to the City of Coral Gables.

- (1) *Purpose and intent.* It is the intent of this article to prevent city commissioners, potential vendors, bidders, offerors or service providers from communicating with city department directors, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed on the request for proposals (RFP), request for qualifications (RFQ), or invitations for bids (IFB).
- (2) *Cone of silence* is defined to mean a prohibition on:
 - a. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department directors, their staff, selection committee or evaluation committee members;
 - b. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between the city commissioners and city department directors, the city departments' staff, selection committee or evaluation committee members.
- (3) *Applicability.*
 - a. The cone of silence shall be applicable only to contracts for the provision of supplies, services and construction for amounts greater than \$25,000.00.
 - b. The cone of silence shall not apply to:
 1. Informal bids as defined in the procurement code;
 2. Emergency purchases of supplies, services or construction;
 3. Duly noticed pre-bid or pre-proposal conferences;
 4. Duly noticed site visits;
 5. Sole source procurements;
 6. Bid waivers;
 7. Oral presentations during duly noticed meetings;
 8. Competitive negotiations;
 9. Public presentations made to the city commission during any duly noticed public meeting;
 10. Contract negotiations and electronic commerce;
 11. Inquiries by the city commissioners or third parties to the city manager or assistant city managers to determine responsibility or responsiveness of bidders/offerors regarding a particular solicitation, or with regard to the process;
 12. Written communications with the chief procurement officer or staff responsible for administering the procurement process for a particular solicitation, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation;
 13. Communications with the city attorney, **city manager or chief procurement officer**;
 14. Communications between a city commissioner, the city manager, assistant city managers, the city clerk and the city attorney;
 15. Communications between a city commissioner, the city manager, assistant city managers, the city clerk, the city attorney and potential offeror, vendors, service providers, lobbyists or consultants;
- (4) *Procedure.*
 - a. *Imposition.* A cone of silence shall be imposed upon each request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) and any other solicitation when advertised. At the time of imposition of the cone of silence, the city manager shall provide public notice of the cone of silence and shall advise the affected department(s) in writing. The affected departments includes, but is not limited to, selection committee members, user departments, department directors, city attorney, city manager, assistant city manager(s), and the city commission.

- b. *Termination.* Except as otherwise provided herein, the cone of silence shall terminate at the time of the city manager's approval of the award, or the city manager's written recommendation to the city commission, as may be applicable, is received by the city clerk, or at such time that bids or proposals are rejected by the city commission or the city manager; provided, however, that if the commission refers the city manager's recommendation back to the city manager or staff for further review, the cone of silence shall be re-imposed until such time as the city manager's subsequent written recommendation is received by the city clerk.
- (5) *Penalties.* Violation of the cone of silence by a particular bidder or offeror shall render any award to said person voidable by the city commission. In addition to any other penalty provided by law, violation of any provision of this ordinance by a city employee shall subject said employee to disciplinary action up to and including dismissal. Any person who violates a provision of this ordinance shall be prohibited from serving on a city competitive selection or evaluation committee unless such appointment is approved by a four-fifths vote of the city commission. A violation of this section by a particular bidder, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

SCHEDULE "I"
CITY OF CORAL GABLES

AMERICANS WITH DISABILITIES ACT (ADA)

DISABILITY NONDISCRIMINATION STATEMENT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted _____
(print name of public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) _____

(If the entity has not FEIN, include Social Security Number of the individual signing this sworn statement:

_____.

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "J"
CITY OF CORAL GABLES

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

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of the public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

Whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) _____

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

_____.

2. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(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 Proposals or applies to Proposal 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.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

SCHEDULE "K"
CITY OF CORAL GABLES

Acknowledgement of Addenda

Request for Qualification (RFQ) No 2013.00.00

SUBMITTED TO:

City of Coral Gables
Office of the Chief Procurement Officer
2800 SW 72 Avenue
Miami, Florida 33155

1. The undersigned agrees, if this RFQ is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFQ and Contract Documents within the Contract time indicated in the RFQ and in accordance with the other terms and conditions of the solicitation and contract documents.
2. The Addenda issued may be downloaded on-line by visiting www.coralgables.com, "Open Bid Invitation".
3. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Qualification.

Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____

4. Company Legal name: _____
Address: _____
City/State/Zip: _____
Telephone No./Fax No.: _____
E-mail: _____

Signature _____ Title: _____
(Print Name and Sign)

PROFESSIONAL SERVICE AGREEMENT

(Draft for Review)

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT is made as of this ____ day of _____, 2014, between the City of Coral Gables (hereinafter called the "City"), and _____ (hereinafter called the "Professional").

RECITALS

WHEREAS, the City desires to enter into an agreement with the Professional to develop a Sustainability Master Plan (the "Project"); and

WHEREAS, the City having investigated the qualifications of the Professional to perform the services herein contemplated and found those qualifications satisfactory; and

WHEREAS, the Professional having examined the scope of the services required hereunder and having expressed desire and willingness to provide such services and having presented qualifications to the City in support of those expressed desires; and

WHEREAS, the Professional agrees to accept this Agreement upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, the City agrees to retain the Professional for a _____.

I. GENERAL PROVISIONS

This Agreement incorporates and supersedes all previous agreements, written and oral, and all prior and contemporaneous communications between the parties, regarding this subject. The City reserves the right to initiate change to any provision of this Agreement. All such changes shall be accomplished only by mutually signed Amendments.

The Professional shall perform the services as specifically stated in the Scope of Services, which is attached hereto and incorporated herein as Exhibit A, and as may be specifically designated and authorized by the City.

1.1 Engagement. The City agrees to engage the Professional for a period specified in paragraph 1.2, and the Professional agrees to accept such engagement and to perform such services for the City upon the terms, and subject to the conditions set forth herein.

1.2 Agreement Period. The terms of the Agreement (the "Professional Period") shall commence _____ and shall continue thereafter for a _____. This period may be extended upon mutual agreement between the City and the Professional, for an _____ or until terminated by the City upon 30 days written notice to the Professional, in accordance with the notice requirements contained in Section XIII.

1.3 Duties and Responsibilities/Priority of Interpretation. The Code and any City resolutions take precedence over this agreement and its exhibits. This document without exhibits is referred to as the "Base Agreement." In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, service, or other work, or otherwise, between the Base Agreement and the exhibits, or between exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Base Agreement, and then to the exhibits according to the following priority:

- a) City Resolution and applicable Code provisions;
- b) City Request for Qualifications (RFQ)
- c) Professional's Response to RFQ
- d) Insurance Certificates

e) Professional's Exceptions to Terms and Conditions

During the Agreement Period, the Professional will serve as a Consultant to the City and will assist the City in the creation of a Sustainability Master Plan, including conducting a greenhouse gas emission inventory, providing technical expertise, facilitating goal and strategy development, data collection, creating any necessary technical documentation, and the development of the final Sustainability Master Plan document in accordance with the terms, conditions and specifications contained in this Request for Qualifications (RFQ). The Sustainability Master Plan will be a policy document for the City of Coral Gables and will serve as a blueprint for sustainability decision making for the next 10 years, focusing on increments of 5 years. Request for Qualifications 2013.11.27 (Attached hereto).

1.4 Background Investigation. The Professional agrees that all employees including the Professional may be subject to an annual background investigation.

1.5 Polygraph Examination. The Professional agrees to submit to polygraph examinations at the request of the Director or designee.

1.6 Medical, Drug Screening and Check-ups. All Professionals, their employees, agents and subProfessionals must satisfactorily complete the City's pre-placement medical and drug screening examinations and be certified as drug free as well as abide by the City's Drug Free Work Place Policy at Professional's expense. The City may require that the Professional and/or their employees, agents and subProfessionals performing services for the City submit to a yearly medical and drug screen examination, at Professional's expense.

1.7 Drug Testing. The Professional agrees to submit to unannounced drug testing at the request of the Director or designee.

1.8 Driver's License. At City's option, the Professional must provide a valid Florida Driver's License or appropriate commercial driver's license for each employee, agent or sub consultant and be willing and able to operate any required vehicles as authorized by the City. Evidence of compliance with the Defensive Driving Course must be submitted to the City prior to operating a City vehicle or any vehicle where patrons or children are passengers. Individuals must be approved by the Risk Management Division of the City prior to the operation of a City owned vehicle and/or privately owned vehicles while conducting City business. The City reserves the right to request the employee/agent's driving record from the State of Florida, at Professional's expense.

1.9 Confidential Information. The Professional agrees that any information received by the Professional for the City and in providing services in accordance with this Agreement which is not publicly available, shall not be revealed to any other persons, firm or organizations.

1.10 Most Favored Public Entity. The Professional represents that the prices charged to City in this Agreement do not exceed existing prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions. If Professional's prices decline, or should Professional, at any time during the term of this Agreement, provide the same goods or services to any other customer at prices below those set forth herein, then such lower prices shall be immediately extended to the City.

II. PROFESSIONAL SERVICES

2.1 Basic Services. The duties and responsibilities are outlined in the RFQ.

2.2 Reporting. The Professional shall comply with the necessary reporting requirements as outlined by the Director or designee for review. In addition, the Professional shall submit a monthly report to the Director or designee, which shall include detailed information regarding the activities of the Professional during the previous month.

2.3 Availability of Professional. The Professional shall make all documents available 24 hours a day, 7 days a week, 365 days a year, in order to satisfy the City's emergency demands for continued, non-interrupted service.

III. COMPENSATION

3.1 Basic Compensation. In full consideration of the services of the Professional hereunder, the Professional shall be paid at a rate stipulated for each of the services described on the RFQ pricing schedule; here attached. The City reserves the right to contract with the Professional for additional services. Any increase in the agreed upon amount shall be approved by the Procurement Division or designee, and shall be in accordance with applicable City and State regulations.

3.2 Expenses. As part of, and in addition to the basic compensation described in this Agreement, the City shall provide the Professional with no additional compensation for any services performed in fulfilling the requirements of this Agreement. All additional requested expenses must be pre-approved through the Director or designee.

IV. INDEPENDENT CONTRACTOR AND PROFESSIONAL HOLD HARMLESS PROVISIONS

4.1 Independent Contractor and Professional. The Professional acknowledges entering into this Agreement as an independent Contractor and Professional, and that the Professional shall therefore be responsible for the deposit and payment of any Federal Income Taxes, FICA, Unemployment Taxes or any similar fees or taxes that become due, and shall be responsible for the collection and payment of all withholdings, contributions and payroll taxes relating to Professional's services, or those of employees of the Professional. The City shall not withhold from sums payable to the Professional, any amount whatsoever for Federal Income Taxes, FICA, Unemployment Insurance Taxes or any similar fees or taxes. The Professional, their employees or agents, will not be considered an employee of the City or entitled to participate in plans, distributions, arrangements or other benefits extended to City employees.

4.2 Agency. Nothing herein shall imply or shall be deemed to imply an agency relationship between the City and Professional.

4.2.1 Professional warrants that it fully complies with all Federal statutes and regulations regarding the employment of undocumented workers and others and that all employees performing work under this Agreement meet the citizenship or immigration status requirements set forth in Federal statutes and regulations. Professional shall indemnify, defend, and hold harmless City, its officers and employees from and against any sanctions and any other liability which may be assessed against Professional or City in connection with any alleged violation of any Federal statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder.

4.2.2 The employees and agents of each party, shall while on the premises of the other party, comply with all rules and regulations of the premises, including, but not limited to, security requirements.

4.2.3 Indemnification and Hold Harmless. To the fullest extent permitted by laws and regulations, the Professional shall defend, indemnify, and hold harmless the City, its commissioners, attorneys, administrators, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other Professional's and court and arbitration costs) arising out of or resulting from the performance of the work and caused in whole or in part by either (i) any willful, intentional, reckless, or negligent act or omission of Professional, any sub consultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder and regardless of the negligence of any such indemnified party, or (ii) any willful, intentional, reckless, or negligent act or omission of any individual or entity not a party to this agreement, or (iii) any negligent act or omission of the City or the City's officers, agents, or employees. The parties expressly agree that this provision shall be construed broadly, and Professional's obligations to pay for the City's legal defense hereunder shall arise

and be fully enforceable when Professional (or any sub consultant or any person or organization directly or indirectly employed by Professional) is alleged to have acted willfully, intentionally, recklessly, or negligently in the performance of the work required under this Agreement. Any failure of Professional to comply with the terms of this provision shall be deemed a material breach of this Agreement and may subject Professional to debarment from consideration for future award of city contracts pursuant to Section 2-952(4) of the City of Coral Gables Code of Ordinances.

4.2.4 In any and all claims against the City or any of its consultants, agents, or employees by any employee of Professional, any sub consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Professional or any such sub consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

V. INSURANCE

5.1 Without limiting Professional's indemnification of the City, and during the term of this Agreement, Professional shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the City and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the City. Certificates or other evidence of coverage shall be delivered to:

City of Coral Gables
Insurance Compliance
PO Box 12010 -CE
Hemet, CA 92546-8010

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Agreement, and shall specifically identify this Agreement, and shall contain the express condition that the City is to be given advance written notice by receipted delivery at least thirty (30) days in advance of any cancellation, non-renewal or material change of the insurance policy.

5.2 The Professional shall maintain during the terms, except as noted, of this Agreement the following insurance:

a. **Professional Liability and/or Error and Omissions Insurance** with a limit of liability no less than \$1,000,000 per occurrence with a deductible per claim, if any, not to exceed 5% of the limit of liability providing for all sums which the Respondent shall become legally obligated to pay as damages for claims arising out of the services performed by the Respondent or any person employed, contracted and/or subcontracted in connection with this Agreement. This insurance shall be maintained for three (3) years after any WORK covered by this Agreement.

b. Comprehensive general liability insurance with broad form endorsement or equivalent, including automobile liability, completed operations and products liability, contractual liability, severability of interests with cross liability provision, and personal injury and property damage liability with limits no less than \$1,000,000 per occurrence for bodily injury and property damage, and \$2,000,000 in the aggregate. Said policy or policies shall name City as additional insured on a primary and non-contributory basis and shall reflect the hold harmless provision contained herein.

c. Worker's Compensation Insurance for all employees of Professional as required by Florida Statutes Section 440, and employer's liability insurance with limits not less than, \$1,000,000

d. Automobile Liability insurance covering all owned, non-owned and hired vehicles used in connection with the performance of the work in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

e. Other (or increased amounts of) insurance which City shall from time to time deem advisable or appropriate. Such new or additional insurance to be effective as of the sooner of ninety (90) days after notice thereof or the next annual renewal of any policy being increased (as applicable).

f. All policies shall contain waiver of subrogation against City where applicable, and shall expressly provide that such policy or policies are primary over any other collective insurance the City may have.

g. All of the above insurance is to be placed with insurance companies with an A.M. Best or equivalent rating of "A-", "VI" or better, qualified to do business under laws of the State of Florida.

h. The City shall be named as an additional insured on a primary and non-contributory basis under such policies. Said policies shall contain a "severability of interest or "cross liability" clause without obligation for premium payment of the City. The City reserves the right to request a copy of required policies for review.

i. All insurance policies shall provide for thirty (30) days [ten (10) days for non-payment of premium] advance written notice to City prior to cancellation, non-renewal or material change.

j. The Professional shall furnish Certificates of Insurance to the Risk Management Division of the Human Resources Department prior to the commencement of operations or policy termination, which certificates shall clearly indicate that the City is named as and additional insured on a primary and non-contributory basis and that the Professional has obtained insurance in the type, amount and classification required for strict compliance with this Section and that no material change, cancellation or non-renewal of this insurance shall be effective without thirty (30) [ten (10) days for non-payment of premium] days advance written notice to the City.

5.3 Failure on the part of the Professional to obtain and maintain all required insurance coverage is a material breach upon which the City may, in its sole discretion, immediately suspend Professional's performance or terminate this Agreement.

VI. SOVEREIGN IMMUNITY

6. The Professional acknowledges that the Florida Doctrine of Sovereign Immunity bars all claims by Professional against the City other than claims arising out of this Agreement. Specifically, the Professional acknowledges that it cannot and will not assert any claims against the City, unless the claim is based upon a breach by the City of this Agreement. The Professional acknowledges that it has no right and will not make a claim based upon any of the following:

a. Claims based upon an alleged breach by the City of implied warranties or representations not specifically set forth in this Agreement, as the Parties stipulate that there are no such implied warranties or representations of the City. All obligations of the City are only as set forth in this Agreement.

b. Claims based upon negligence or any tort arising out of this Agreement.

c. Claims based upon alleged acts or inaction by any City employee or agent of the City.

d. Claims based upon an alleged waiver of any of the terms of this Agreement unless such waiver is in writing and signed by an authorized representative for the City and the Professional.

FLORIDA PUBLIC RECORDS LAW
FLORIDA STATUTES CHAPTER 119, *et seq.*

6.1 Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute. Supplier acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. Supplier also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the City. Furthermore, Supplier agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated herein.

VII. STANDARD OF CARE

7.1 The Professional shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a comparable Professional under similar circumstances and the Professional shall, at no additional cost to the City, re-perform services which fail to satisfy the foregoing standard of care.

7.2 The Professional warrants that all services shall be performed by skilled and competent personnel to the highest Professional standards in the field.

VIII. NON-DISCRIMINATION

8.1 EEO and ADA: The Professional must be and remain in compliance with all local, state and federal Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) requirements.

8.2 It is understood that the Professional shall not discriminate against any employee in the performance of the contract with respect to hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of age, marital status, race, color, religion, national origin, sex, or disability.

8.3 City Policy Regarding Conduct. All Professionals, their employees, agents and sub consultants must abide by the City's policies regarding conduct. Discrimination, harassment, and/or violations of City policies will not be tolerated and are grounds for termination of the Agreement without harm to the City or its employees.

VIII. CONFLICT OF INTEREST

8.1 The Professional represents that it has provided a list of all current clients subject to the jurisdiction of the City. Any potential or actual conflict between private interests and responsibilities under this Agreement shall be immediately disclosed to the City. The Professional agrees that it will not enter into any agreements during the term of this Agreement to provide services for any person or corporation who applies for a permit or other development approval from the City. Upon request of the Professional, and full disclosure of the nature and extent of the proposed representation, the City Manager or his designee shall have the authority to authorize such representation during the term of this Agreement.

IX. CONFIDENTIALITY

9.1 Subject to the requirements of Chapter 119 of the Florida Statutes, no reports, information, computer programs, documentation, and/or data given to or prepared or assembled by the Professional under this Agreement shall be made available to any individual or organization by the Professional without prior written approval of the City.

X. OWNERSHIP OF DOCUMENTS

10.1 Any and all documents, records, disks, or other information shall become the property of the City for its use and/or distribution as may be deemed appropriate by the City.

XI. TRUTH-IN-NEGOTIATION CERTIFICATE

11.1 Execution of this Agreement by the Professional shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

11.2 The said rates and costs shall be adjusted to exclude any significant sums should the City determine that the rates and costs were increased due to inaccurate, incomplete, or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The City shall exercise its rights under this "Certificate" within one (1) year following payment.

XII. NOTICE

12.1 Any notice, request, instruction or other document required or permitted to be given hereunder by either party hereto to the other shall be in writing, and delivered personally, or sent by certified or registered mail, postage prepaid, return receipt requested, to the address set forth for such party at the bottom of this Agreement. Any notice so given shall be deemed received when personally delivered or three (3) business days after mailing. Any party may change the address to which notices are to be sent by giving notice of such change of address to the other party in the manner herein provided for giving notice. Notice as to the City of Coral Gables shall be to:

City Manager
City of Coral Gables
405 Biltmore Way
Coral Gables, FL 33134

cc: City Attorney

Notice as to the Professional shall be to:

XIII. DEFAULT AND TERMINATION

13. The City may terminate this Agreement for convenience at any time by providing five (5) days written notice to the Professional. In the event of a termination for cause, due to the Professional's failure to perform in accordance with the terms of this Agreement or the Professional's repudiation of this Agreement by word or conduct, The City may immediately terminate the Agreement and the Professional shall be paid any sums otherwise due and owing under this Agreement only after City has completed the work called for by this Agreement with other forces, and has deducted the cost of such work, and any other damages payable to City, from any contract balance otherwise due and owing to the Professional under this Agreement. In the event of a termination for convenience, the Professional shall be paid for all services performed through the date of termination, based on the percentage of services completed (subject to applicable setoff rights) and the Professional shall not be entitled to any other compensation or damages from the City. If, after notice of termination for cause, it is determined for any reason that Professional was not in default, the rights and obligations of the City and the Professional shall be the same as though the termination had been a termination for convenience. In no event shall the City be liable to Professional for lost profits on any work not performed, overhead, or any other type of consequential, special or indirect damages, and Professional hereby waives the same. Professional may terminate this Agreement due to the City's failure to comply with the material terms of this Agreement after giving City thirty (30) days written notice of its purported default and a reasonable opportunity to cure. Upon termination of this Agreement, all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by Professional or sub consultants, whether finished or not, shall

become City property. Failure to timely deliver the documentation shall be cause to withhold any payments due, without recourse by the Professional, until all documentation is delivered to the City.

XIV. UNCONTROLLABLE FORCES

14.1 Neither the City nor Professional shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storm, lighting, epidemic, war, riot, civil disturbance, sabotage, and governmental action.

14.2 Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

XV. MODIFICATION

15.1 This Agreement may not be amended or modified unless in writing and signed by both parties.

XVI. ASSIGNMENT AND SUBCONTRACTING

16.1 This Agreement and the rights of the Professional and obligations hereunder may not be assigned, delegated or subcontracted by the Professional without the express prior written consent of the City. Any assignment, delegation or subcontract without such express prior written consent shall be null and void and shall constitute a material breach of this Agreement, upon which the City may immediately terminate the Agreement in accordance with the provisions of paragraph 13.1 (Termination by Default). The City may assign its rights, together with its obligations hereunder.

XVII. AUDITS

17.1 The Professional shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. Professional shall maintain adequate records to justify all charges and costs incurred in performing the services for at least three (3) years after completion of this Agreement. Professional shall also maintain accurate and complete employment and other records relating to its performance of this Agreement. Professional agrees that City, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement. All financial records, timecards and other employment records, and proprietary data and information shall be kept and maintained by Professional and made available to the City during the terms of this Agreement and for a period of three (3) years thereafter unless City's written permission is given to dispose of any such material prior to such time. All such materials shall be maintained by Professional at a location in Miami-Dade County, Florida, provided that if any such material is located outside Miami-Dade County, then, at City's option Professional shall pay City for travel, per diem, and other costs incurred by City to examine, audit, excerpt, copy or transcribe such material at such other location. The City shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at the Professional's place of business.

In the event that an audit is conducted by Professional specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by Professional, then Professional shall file a copy of the audit report with the City's Auditor within thirty (30) days of Professional's receipt

thereof, unless otherwise provided by applicable Federal or State law. City shall make a reasonable effort to maintain the confidentiality of such audit report(s).

Failure on the part of Professional to comply with the provisions of this Paragraph 17.1 shall constitute a material breach upon which the City may terminate or suspend this Agreement.

17.2 City Audit Settlements. If, at any time during or after the term of this Agreement, representatives of the City conduct an audit of Professional regarding the work performed under this Agreement, and if such audit finds that City's dollar liability for any such work is less than payments made by City to Professional, then the difference shall be either repaid by Professional to City by cash payment upon demand or, at the sole option of City, deducted from any amounts due to Professional from City. If such audit finds that City's dollar liability for such work is more than the payments made by City to Professional, then the difference shall be paid to Professional by cash payment.

XVIII. AVAILABILITY OF FUNDS

18.1 The obligations of the City under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the City Commission.

XIX. COMPLIANCE WITH LAWS

19.1 In performance of the services, the Professional will comply with applicable regulatory requirements, including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria, and standards. It shall be the responsibility of the Professional to obtain and maintain, at no cost to the City, any and all license and permits required to complete the services provided pursuant to this Agreement.

19.2 Conflict of Interest. Professional covenants that no person employed by the Professional which exercises any functions or responsibilities in connection with this Agreement has any personal financial interests direct or indirect with the City. Professional further covenants that, in the performance of this Agreement, no person having a conflicting interest shall be employed. Any such interests on the part of Professional or its employees must be disclosed in writing to City.

19.3 Professional is aware of the conflict of interest code of the City of Coral Gables, the Conflict of Interest and Code of Ethics of Miami-Dade County, Florida, Section 2-11.1 et seq., and the Ethics Laws of the State of Florida, and agrees that it shall fully comply in all respects with the terms of said laws.

XX. FEDERAL AND STATE TAXES

20.1 The City is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the City will provide an exemption certificate to the Professional. The Professional shall not be exempted from paying sales tax to its suppliers for materials to fulfill the contractual obligations with the City, nor shall the Professional be authorized to use the City's Tax Exemption Number in securing such materials.

XXI. SUCCESSORS AND ASSIGNS

21.1 The City and the Professional each binds itself and its partners, successors, assigns, and legal representatives to the other party to this Agreement and to its partners, successors, executors, administrators, assigns, and legal representatives. The Professional shall not assign this Agreement without the express written approval of the City via executed amendment.

XXII. CONTINGENT FEES

22.1 The Professional warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Professional, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a

bona fide employee working solely for the Professional, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

XXIII. ENTIRETY OF AGREEMENT

23.1 The City and the Professional agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the City and the Professional pertaining to the services, whether written or oral. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

XXIV. COUNTERPARTS

24.1 This Agreement may be executed simultaneously in several counterparts, each of which will be an original, but all of which together will constitute one and the same instrument.

XXV. WAIVER

25.1 A waiver by either the City or the Professional of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

XXVI. SEVERABILITY, SURVIVAL

26.1 If any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed and deleted.

XXVII. GOVERNING LAW AND VENUE

27.1 The laws of the State of Florida shall govern this Agreement. Any and all legal action necessary to enforce the Agreement will be held in Miami-Dade County, and the Agreement will be interpreted according to the laws of Florida.

27.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement, and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

27.3 The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined to be void.

XXVIII. TIME IS OF THE ESSENCE

28.1 Time is of the Essence. If any anticipated or actual delays arise, Professional shall immediately so notify the City. Regardless of notice if services or deliveries are not made at the time agreed upon, the City may, at its sole discretion, terminate this Agreement and proceed pursuant to Paragraph 13.1(Termination by Default).

XXIX. WAIVER OF TRIAL BY JURY

29.1 THE PARTIES TO THIS AGREEMENT HEREBY AGREE TO EXHAUST ALL ADMINISTRATIVE REMEDIES BEFORE FILING A LAWSUIT IN CIVIL COURT TO RESOLVE THE DISPUTE. CITY AND CONTRACTOR HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT EITHER MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY ACTION, PROCEEDING OR COUNTERCLAIM BASED UPON THE CONTRACT DOCUMENTS, OR ARISING OUT OF, UNDER, OR IN CONNECTION WITH, THE CONSTRUCTION OF THE WORK, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN), OR ACTIONS OF ANY PARTY.

XXX HEADINGS

30.1 The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Approved as to Insurance:

Michael Sparber
Risk Management Division

Approved by Department Head
or head of negotiations team as to
the negotiated business terms

Ernesto Pino
Interim Director, Public Works

Approved as to compliance with
Applicable Procurement Requirements:

Michael P. Pounds,
Chief Procurement Officer

Approved as to Funds Appropriation:

Diana M. Gomez, Finance Director

ATTEST:

Corporate Secretary

Print Name: _____

(SEAL)

(OR)
WITNESSES (2):

Print Name: _____

Print Name: _____

AS TO CITY:

Patrick G. Salerno
City Manager

ATTEST:

Walter J. Foeman
City Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Craig E. Leen
City Attorney

AS TO PROFESSIONAL

President

Print Name: _____



10748 Deerwood Park Boulevard S
Jacksonville, Florida 32256

☎ 904-256-2500
F 904-256-2501
rsandh.com

July 9, 2014

City of Coral Gables
Public Works Department
ATTN: Ernesto R. Pino, RA
Assistant Public Works Director
2800 SW 72nd Avenue
Miami, Florida 33155

RE: Coral Gables Sustainability Master Plan Scope of Work, Cost Estimate and Schedule

Dear Mr. Pino and Mr. Pound,

The RS&H Team consisting of RS&H, Inc.; Zyscovich, Inc. and Erin L. Deady, P.A. is pleased to submit the scope of work, cost estimate and schedule for the Coral Gables Sustainability Master Plan.

The scope of work detailed below responds to all elements of the Scope of Services, Tasks and Action Steps identified during our May 2nd meeting. The scope of work is designed to deliver an integrated sustainability master plan to Coral Gables that identifies opportunities to incorporate and continually support sustainable business practices into Coral Gables government operations and to assess and develop a path forward for community-wide sustainability initiatives that will enhance key aspects of the community.

The scope is divided into 8 tasks and associated subtasks. The cost estimate follows the proposed scope of work. As per your request the cost estimate includes labor hours to complete each task, as well as, the total cost to complete the scope of work. The project schedule is provided in Attachment 1.

SCOPE OF WORK

TASK 1.0 KICK OFF MEETING & ASSESSMENT PREPARATION

The Consultant Team will conduct a meeting with the Interdepartmental Project Team comprised of the City's Environmental Specialist and Department Directors. The purpose of this meeting will be to provide an overview of the SMP project's mission, objectives, strategies and associated scope of work. Specifically, the kick-off meeting will accomplish the following:

- Identify key sustainability issues to be addressed
- Review available supporting data and information
- Review of past, current and ongoing sustainability planning initiatives and projects
- Establish protocols for communication, coordination and shared responsibilities, including a discussion to identify stakeholder groups, community and planning participants, as well as

appropriate communication tools and strategies to ensure an ongoing, transparent, and comprehensive public engagement process

The City of Coral Gables shall provide points of contact for data collection (as described in Task 2.2 below) as well as the individuals that can provide input for the qualitative and quantitative assessments described below.

TASK 2.0 ASSESSMENT AND SOLUTIONS FOR GOVERNMENT OPERATIONS

The sustainability assessment is intended to inventory the City's existing sustainability performance and characterize challenges and opportunities. The Task includes comprehensive data collection, analysis, assessment, and benchmarking.

2.1. Organizational Mapping

The Consultant shall meet with and interview key Coral Gables Staff over a two day period inclusive of Task 1.0. The objective of the meetings is to clarify roles and responsibilities of individuals relative to the focus areas identified in Table 2.1. Before the meetings, Coral Gables staff shall identify the departments and associated personnel that can support initiatives in each of the identified focus areas. An agenda shall be developed by the consultant along with focus area specific data requests (see Task 2.2) so that participants can be prepared to provide information in a timely manner. In addition, the consultant shall meet with representatives from the City's Public Works Department, and other relevant departments, to clarify points of contact and data sources for the Greenhouse Gas (GHG) inventory (see Task 3.1 below). The interview results shall be used to establish an organizational map of existing stakeholder roles and responsibilities.

2.2. Data Requests

The Consultant shall prepare a comprehensive request for the focus areas identified in table 2.1. Data shall be requested for at least three consecutive years ending with the most recent 12 month period available. The Consultant shall submit the data request to contacts identified by Coral Gables Staff prior to the Kick-Off Meeting. Thirty days shall be provided for the City to respond to the data request. We encourage the City to reinforce this deadline since it is one of the more challenging aspects of keeping a sustainability master planning project on schedule.

Table 2.1 Focus Areas and Sustainable Elements

FOCUS AREA	SUSTAINABLE ELEMENTS
Energy Efficiency (Building and Fleet)*	Energy Use Fuel Use Renewable Energy Green Design
Resource Conservation (Facilities)	Water Use Alternative Water Use Green Purchasing Green Cleaning Products Low Impact Design
Land Use and Transportation*	Natural Area Preservation Open Spaces, Parks and Recreation Land Use Regulation Development and Redevelopment Transportation Patterns
Waste Minimization*	Waste Generation Waste Diversion Waste Reduction Waste Repurposing, Recycling and Recovery
Education and Outreach	Audience Message Content Media Tools
Climate Resiliency	Community Rating System (FEMA) Historically Vulnerable Areas (Flooding & Shoreline Erosion) Storm Surge and Evacuation Storm Event and SLR Projections Infrastructure and Natural Resource Resiliency Status

*Includes data collection for the Greenhouse Gas Inventory

2.3. Data Review Memorandum

Consultant shall generate a memorandum summarizing available data and areas where deficiencies or gaps exist and their potential impact on the project. The memorandum shall address:

- Identification of existing sustainability policies, plans, strategies, processes and projects
- Identification of available data to support development of goals, metrics and future monitoring process
- Identification of "gaps" in data that 1) must be filled, 2) could be filled and 3) are not critical
- Identification of methodologies for addressing data that is not available.
- Identification of relevant regulations, rules and laws.

2.4. Qualitative Analysis

The consultant shall review the City's existing sustainability strategies, policies and procedures related to sustainability (e.g. The Trolley Master Plan, Bicycle Master Plan, lighting survey, Development Regulations and Capital Improvement Processes, etc.). This review shall also include City ordinances, the Comprehensive Plan and other regulations.

2.5. Quantitative Analysis

The consultant shall quantitatively analyze sustainability information obtained in response to the information request developed as specified in 2.2 above. The data shall be cross-tabulated, normalized and trended as necessary to produce metrics for assessing the sustainability performance of the City's government operations. The consultant shall establish a quantitative baseline for Coral Gables government managed facilities and infrastructure. This data shall be compiled in a relational database.

2.6. Data Management Assessment

The consultant shall document the processes, tools and analyses Coral Gables currently uses to generate and track its sustainability metrics. The consultant shall identify key metrics not currently collected by the City and barriers that prevent collection. This information shall be used to recommend a tailored data collection, tracking and reporting framework for the City.

2.7. Benchmarking

The consultant shall benchmark the baseline sustainability performance of municipal operations for those focus areas where public information is available from three municipalities. The municipalities to be addressed shall be identified in collaboration with the City's project manager and shall include municipalities that are using ICLEI's ClearPath software.

2.8. Solutions Memorandum

The Consultant shall prepare a solutions memorandum for the City at the completion of task 2.0. The solutions memorandum shall detail the baseline and benchmark results, suggested goals, individuals to be included in the collaborative workshop; potential projects, as well as suggestions for policies, internal education and outreach.

TASK 3.0 GREENHOUSE GAS INVENTORY

The Greenhouse Gas Inventory will supplement Task 2.0 by establishing quantitative baseline and forecast of the Coral Gables' performance – both within government operations and in the community as a whole – in terms of greenhouse gas emissions. Results will help inform collaboration towards sustainability planning.

3.1. Greenhouse Gas Inventory Kick-off Meeting

As part of Task 2.1, Consultant shall meet with the City's Public Works department/GHG Inventory project team to gain a common understanding of the data requirements and schedule for the City's Local Government Operations (LGOP) and City-wide GHG Baseline Inventory and forecast. A draft agenda will be circulated so that participants can begin thinking about data that will be requested, including operational boundaries, scope of the inventory, points of contact, and data needs. The data request specified in 2.2 above shall include internal government operations data needed for the GHG inventory.

3.2. External Data Gathering

Consultant shall work in conjunction with the City's project team to develop data requests for the City to issue to Miami-Dade County, utilities, and other data providers as needed (up to a total of 5 data requests). Where relevant, data derived from the Quantitative Baseline will be incorporated into the Inventory.

3.3. Close Data Gaps:

Working with City's project team, consultant shall provide appropriate follow-up with external data providers to close any gaps. Consultant shall provide up to 3 follow-up calls / emails to each data provider over a period of 30-days. In the event data needed for the inventory cannot be obtained, consultant shall work with the City to develop an alternate methodology; however responsibility for obtaining data shall ultimately belong to the City. Based on past experience, the consultant anticipates challenges obtaining community-wide electricity consumption data from Florida Power and Light (FPL). Consultant shall work with the Coral Gables project team to develop strategies for overcoming this anticipated barrier such as upfront outreach to the utility. In the absence of cooperation with FPL, county-wide data will need to be extrapolated to Coral Gables, however this approach may limit the usefulness of the community-wide GHG inventory as a baseline for energy-related emissions reductions.

3.4. Synthesis, Analysis, and Documentation

Consultant shall compile and analyze the data as it is received, using ICLEI's ClearPath software and following ICLEI's Local Government Operations Protocol (LGOP), Version 1.1., and U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, Version 1.0; or the most recent versions available. Consultant assumes the GHG Inventory will be limited to the emission sources required by these ICLEI protocols; effort needed to quantify additional or optional emissions sources is not included in this scope of work. To facilitate future inventories, consultant shall document methodologies, data sources, and data provider contact information. Consultant assumes that the City will pay all licensing fees needed to authorize the consultant to use ICLEI's ClearPath software. Estimated ICLEI licensing fees are \$1,500.

3.5. Target Setting

The Consultant shall make recommendations on potential GHG reduction targets based on local, state, regional and Federal policies, trends, and regulations as well as potential opportunities for reduction that are identified as a result of the GHG inventory.

3.6. Preliminary GHG Inventory Report

Consultant shall provide the preliminary GHG Inventory and Forecast, including LGOP and City-wide inventories, for the baseline year and forecast year emissions estimates. In addition, the Consultant shall summarize the data in visually appealing infographic and also provide preliminary recommendations for GHG reduction targets and associated opportunities that emerge from the GHG inventory. Data gaps and key assumptions will be highlighted for comment.

3.7. Final GHG Inventory Report

The Consultant shall incorporate comments provided by the City on the preliminary GHG inventory report. The final report shall include the GHG inventory, forecast and summary with visually appealing graphics.

TASK 4 COLLABORATIVE WORKSHOP & COORDINATION WITH PROJECT TEAM

The Consultant's government operations sustainability planning process is designed to harness and build the capacity of Coral Gables' management and staff. Through workshops and coordination with key staff, goals and strategies will be developed for the City's areas of focus.

4.1. Presentation of Results and Preparation for the Collaborative Workshop

The Consultant shall brief the Interdepartmental Project Team on the Solutions Memorandum and the results of the Greenhouse Gas Inventory.

4.2. Collaborative Workshop

Consultant shall organize and facilitate a collaborative workshop based on the results of the Solutions Memorandum. The workshop will take place during two consecutive half day sessions. Attendees will include the Consultant and the City of Coral Gables Interdepartmental Project Team and their designates as identified and agreed to in the final Solutions Memo. Objectives of the workshop shall include reviewing and calibrating the results of the Solutions Memo and the GHG Inventory; identify the City's sustainability mission, vision via a series of participatory self-assessment techniques (e.g. Strengths, Weaknesses, Opportunities, Threats analysis, etc.); reaffirm/reorganize areas of focus and establish long-term, ten year, five year, and near-term goals for each focus area using backcasting techniques; and preliminarily identify strategies for reaching goals.

The workshop shall utilize facilitation techniques to elicit full participation from the Coral Gables Interdepartmental Project Team and incorporate their experience and expertise into the Sustainability Management Plan to the greatest extent possible. During the workshop, the Consultant shall provide the Team with hands on experience with the processes and tools used to develop a project-driven sustainability plan so that the City's capacity for managing a system of continual sustainability improvement is developed.

4.3. Coordination with Interdepartmental Project Team

Members of the Interdepartmental Project Team shall be tasked with developing a suite of strategies for attaining goals within each focus area. Consultant shall support this effort. Support shall include organization of regular, focus-area specific teleconferences with Interdepartmental Project Team members and two onsite meetings with the Interdepartmental Project Team. The meetings shall occur at the mid-point of the Interdepartmental team project development and at the end of the process. Consultant shall provide resources, tools and technical support to the Interdepartmental Project Teams.

TASK 5.0 DEVELOPMENT OF GOVERNMENT OPERATIONS PROJECT DRIVEN SMP

Following coordination with the key functional teams, the consultant shall incorporate the resulting prioritized projects and initiatives along with previous deliverables into a draft Government Operations Sustainability Master Plan (GSMP). This document shall integrate the solutions memorandum and GHG Inventory previously developed. The final GSMP shall include additional documents addressed in later sections of this scope (Tasks 6, 7, and 8).

The project-driven GSMP shall prioritize those projects and initiatives with the potential to deliver substantial returns with low initial investment. This approach is designed to create an enduring funding mechanism to support further greening of City operations by capturing eco-efficiencies related to energy, fuel, water, and waste. Financial returns from these high-priority projects will allow the City to foster public involvement, develop resiliency strategies and promote the broader community-wide initiatives to be incorporated into the 10-year Sustainability Master Plan.

5.1. Executive Summary

This section of the GSMP shall provide a high level overview of the City's operations and facilities sustainability baseline, GHG inventory results, benchmarking findings, overall sustainability vision and goals, and key indicators and targets.

5.2. GHG Inventory

The GSMP shall incorporate the Final LGOP and Community-wide GHG inventories and forecasts (Task 3.7, above). This section shall provide an essential part of the City's quantitative sustainability baseline, since many of the City's sustainability programs will address GHG emissions.

5.3. Solutions Memorandum

The GSMP shall incorporate the Solutions Memorandum discussed in Task 2.8, above. The Solutions Memorandum will include the baseline and benchmarking results from the City's quantitative analysis.

5.4. Project-driven Sustainability Master Plan

The Project-driven GSMP shall build on the collaborative workshops and incorporate projects and initiatives identified by the key functional teams. For each focus area addressed in Table 2.1, the GSMP will provide the baseline, identify metrics, and sustainability targets at 1, 5, and 10 year increments. Within the focus areas, projects and initiatives identified by the key functional teams will address the City's significant aspects with regard to sustainability, emissions reductions, and climate resiliency. The GSMP will prioritize projects that meet the targets and goals identified for their focus area from a triple-bottom line perspective addressing financial returns, environmental benefits (including GHG emissions reductions), and social benefits. The consultant shall develop costs estimates and associated returns according to the method outlined in Task 7.0. The benefits of these projects compared to business-as-usual projections will be highlighted and preliminary timelines and budgets will be provided for prioritized projects. Emissions reductions benefits of the priority projects towards meeting the City's GHG reduction goals shall also be estimated.

5.5. Additional Documents

The following additional documents, discussed below, will augment the GSMP and be included in the final sustainability master plan: Public Involvement Plan and STAR Rating Assessment (Task 6), Implementation Strategy and Project Funding Analysis (Task 7), Marketing and Communications Plan (Task 8).

TASK 6.0 PUBLIC INVOLVEMENT PLAN & COMMUNITY SUSTAINABILITY VISION

Public involvement is key to the integrity and authority of a community sustainability effort. The Consultant shall implement the Public Involvement Plan described below with support from representatives of the City of Coral Gables Interdepartmental Team and the Green Task Force (i.e. the steering committee) where indicated. The plan establishes a roadmap for a comprehensive public process that generates a community sustainability vision statement, sustainability focus areas, and goals for each of the focus areas and strategies to achieve those goals.

The process is participatory, including opportunities for feedback, input and comments from key stakeholders in the community, as well as essential public and private institutions. Key stakeholders shall be organized into Technical Working Groups (TWGs) to address the community-wide sustainability focus areas.

Task 6.1 Community Assessment

The objective of the Community Assessment shall be to identify community issues, priorities and needs, gather information, develop preliminary goals and initiatives and establish an institutional framework for implementation and continuous improvement.

The consultant shall identify other community engagement strategies as part of Task 8 Marketing and Communication Plan. Engagement strategies that may be included are as follows: holding charrettes, creating block leader groups, holding community forums, encouraging the formation of neighborhood ecoteams etc.

Based on the information request specified in 2.2 above, supplemented with additional data requests as necessary, the Consultant shall complete a sustainability assessment of the Coral Gables Community utilizing the STAR Community Index Self-Assessment Checklist and Tool. The Preliminary Assessment will result in preliminary identification of sustainability focus areas around which the TWGs shall be organized. It will also identify a draft community-scale sustainability vision and preliminary objectives for Coral Gables.

As part of this community assessment Coral Gables Interdepartmental team and/or the Green Task Force shall at the request of the Consultant identify stakeholders for participation in the TWGs. For example, stakeholders could be identified from the robust higher education community in and around Coral Gables (e.g. University of Miami, Florida International University, and Miami Dade College). The Consultant shall review these stakeholders with the City's interdepartmental team and prepare a roles and responsibilities matrix for the sustainability focus areas. The roles and responsibility matrix shall be used to facilitate the recruiting of volunteers for the community-wide sustainability plan initiative. The Consultant shall also review the criteria and prioritization process used to identify the sustainability focus areas.

The Preliminary Assessment will be summarized in a draft Community Sustainability Assessment memorandum. The Consultant assumes that the City will pay all licensing fees needed to authorize the consultant to use STAR Community Index documents and tools. Estimated Star Community Index fees are \$500.

In preparation for the Community Sustainability Visioning Process Kick-Off meeting the consultant shall facilitate development of a draft sustainability vision statement for the community. The consultant shall also preliminarily identify sustainability focus areas for the community and summarize the criteria and prioritization process used to develop them.

Task 6.2 Community Sustainability Visioning Process Kick-Off

The consultant shall brief the community sustainability steering committee consisting of representatives from the City's Interdepartmental Project Team and the City's Green Task Force to increase awareness of the City's sustainability opportunities and to begin to create a sustainable vision for the Community's Sustainability Plan. This meeting shall occur in

conjunction with the presentation to the Coral Gables City Commission on the Coral Gables Government Operations SMP.

The presentation shall summarize the Coral Gables government's project driven SMP, the results of the Community Assessment (i.e. STAR Community Index Self-Assessment Checklist and Tool), the draft community sustainability focus areas, as well as, the criteria and process used to select these focus areas.

In preparation for the meeting the consultant shall facilitate development of a draft sustainability vision statement for the community with representatives of the City's interdepartmental team. The consultant shall also preliminarily identify sustainability focus areas for the community and summarize the criteria and prioritization process used to develop it.

The consultant shall facilitate a sustainability visioning exercise with the steering committee and obtain input for the development of the draft Community Sustainability vision statement and the sustainability focus areas. The consultant shall also review the criteria and prioritization process used to select the sustainability focus areas. The Consultant shall also develop a roles and responsibilities matrix for community-wide stakeholders to be recruited for development of the community-wide sustainability plan.

Task 6.3 Community Sustainability Workshop

In preparation for the workshop the Steering Committee shall recruit community stakeholders based upon the roles and responsibilities matrix that the consultant shall develop in collaboration with representatives from the City's Interdepartmental Team. During the workshop attendees shall be briefed on the Coral Gables government project-driven SMP, the results of the Community Assessment (i.e. STAR assessment), as well as the community sustainability focus areas and the criteria and prioritization process used to identify the focus areas. In addition the attendees shall be briefed on the results of the Green Task Forces' draft visioning process.

The objective of Community Sustainability Workshop 1 shall be to develop a draft community sustainability vision statement with the stakeholders through a facilitation process that shall be led by the consultant. Once the draft vision is established the consultant shall introduce the participants to the criteria and prioritization process developed by the steering committee to identify the sustainability focus areas. Feedback from this process shall be used to inform adjustments to the sustainability focus areas in the future.

Participants shall then be organized into technical working groups (TWGs). The TWGs shall address their assigned sustainability focus areas. The consultant shall, with the help of select steering committee members facilitate breakout meetings with each of the TWG's to develop a mission statement for their technical working group and a strengths, weaknesses, opportunities and threats (SWOT) analysis for the community as a whole relative to their assigned sustainability focus areas.

During the second portion of the workshop the TWGs shall revisit their mission statement and SWOT analysis. Participants shall be guided by the consultant through a process that generates strategies that:

- Use strengths to take advantage of opportunities and avoid threats.
- Take advantage of opportunities to overcome weaknesses and
- Minimize weaknesses and avoid threats.

The TWGs shall then select the top three strategies to address their assigned sustainability strategies. The workshop shall conclude with an overview of each TWG's strategies and rationale for selecting them.

Task 6.4 Community Sustainability Document

The Consultant shall utilize the results of the Community Assessment and workshops to produce a Community Sustainability Document. The document shall publish the community's vision for sustainability and identify Coral Gables' focus areas; and the mission for each of these focus areas. Recommendations for bringing the community involvement process to a successful conclusion will be provided. The Consultant shall also provide recommendations for funding sources and mechanisms that will allow the community sustainability planning process to progress. These elements shall be supported by the STAR assessment, community GHG inventory and documentation of the visioning process. As guided by Task 8, the Community's Sustainability Document will be communicated to citizens and mechanisms for soliciting and acting on feedback shall be established. The consultant shall present the community sustainability document to the steering committee and the city commission.

TASK 7.0 IMPLEMENTATION STRATEGY & PREPARATION OF FUNDING ANALYSIS

Task 7.1 Project Cost Estimates and Budget Development

The Consultant shall work with the City's interdepartmental team to develop notional cost estimates (i.e. high, medium and low) and associated returns for suggested government operations projects and initiatives. The top 10 projects that are rated high from a cost benefit analyses perspective that also meet the interdepartmental team's selection criteria will be estimated at an American Society of Professional Estimators Class 3 level (i.e. Design Development Level). An annual sustainability operating budget shall be developed based on these ten (10) project estimates and the amount required to continue to operate Coral Gable's governmental sustainability program infrastructure and also identify the funding needs for the Community-wide Coral Gables Sustainability Plan. This annual sustainability and project budget shall be used to identify approximate annual funds required by the Coral Gables Sustainability Program. The consultant shall also develop project implementation plan for the 10 projects described above identifying the resources required, roles and responsibilities as well as the project schedule. The project cost estimates and associated implementation plans shall be provided in a format that can be

adopted by the City of Coral Gables for other sustainability projects identified by the city or the community.

Task 7.2 Internal and External Funding Mechanisms

An enduring funding mechanism is a critical element of the continued success and evolution of the City's sustainability program. The funding approach will strive to develop a revolving funding mechanism based on the cost avoidance or negative costs generated through operational efficiencies, as well as, those efficiencies that generate revenues. The consultant shall also identify viable grants and other funding programs available through county, state, federal and private funding sources including non-profits. The consultant shall develop an Access database of the external funding opportunities linked to the focus areas within the GSMP and the Community based SMP. The database shall include contact information for each opportunity where appropriate.

To ensure that the SMP can be integrated into the City's existing short- and long-term policy structure, the Consultant shall recommend for revisions to the Comprehensive Plan and Code of Ordinances.

TASK 8.0 MARKETING & COMMUNICATIONS PLAN

Task 8.1 Systematic Marketing and Communication Plan

The consultant shall develop a systematic marketing and communications plan with the objective of increasing transparency and awareness within Coral Gables Government Operations and the city as a whole. The communications plan shall be designed to increase transparency and awareness within Coral Gables government operations and the City as a whole. The key messages and target audiences shall be identified as part of the development of the GSMP and the community-wide SMP. In addition, the project funding analysis in Task 7 shall also inform the key messages and target audiences.

Media formats to be identified within the concise plan shall include webpages, press releases, articles and social media. The consultant shall prepare a press release and prepare an abstract and associated presentation if accepted for presentation at a regional or national conference jointly agreed to by the consultant and the city. The consultant shall undertake the presentations as a courtesy to the city after project completion. The consultant shall also prepare one article for submittal to Public Works Magazine, American City and American County or another publication of the City's choice for potential publication.

COST ESTIMATE AND SCHEDULE

The scope of work detailed above shall be completed for a lump sum fee of \$198,250. In addition, licensing fees as described in Task 3.4 and 6.1 are estimated to total \$2,000, resulting in a total project budget of \$200,250. The project shall be implemented in accordance with the


Coral Gables Sustainability Master Plan
Scope of Work, Cost Estimate and Schedule
June 30, 2014
Page 13 of 13

schedule provided in Attachment 1. The hours required to complete each of the tasks are as follows:

Task Number	Description	Labor Hours
1	Kick Off Meeting & Assessment Preparation	30
2	Assessment & Solutions Development for Gov't Operations	485
3	Greenhouse Gas Inventory	203
4	Collaborative Workshop & Coordination with Project Team	239
5	Development of Government Operations Project Driven SMP	151
6	Public Involvement Plan & Community Sustainability Vision	524
7	Implementation Strategy & Preparation of Project Funding Analysis	236
8	Marketing & Communications Plan	45
Total Hours		1,912

Sincerely,

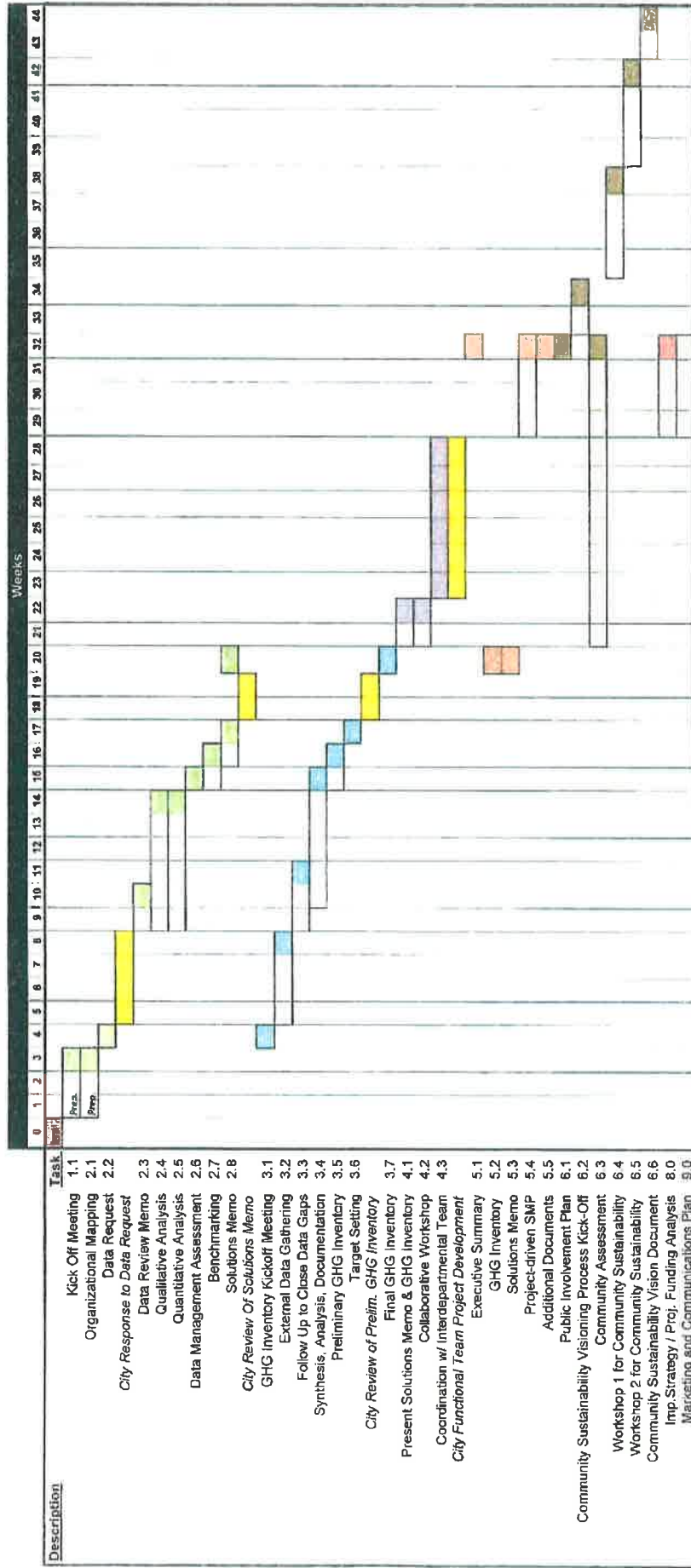

Mike McCarthy, MBA, PG
Sustainability Group Leader


Kim Holland, PE
Vice President

Attachments

ATTACHMENT 1

Coral Gables Sustainability Master Planning Project Timeline



ATTACHMENT 2

Attachment 2 – Comparison of Community Sustainability Assessment Tools

Tool	STAR	SCORE	GRI	EPA Sustainable Communities	TNS Framework	ISIS Accelerator
Long Name	STAR Community Rating System	Sustainability—Competency, Opportunity, Reporting & Evaluation	Global Reporting Initiative	HUD/DOT/EPA Partnership for Sustainable Communities	The Natural Step Framework, aka The Development (FSD)	ISIS Accelerator
Created By	STAR	AXIS Performance Advisors, International Sus Development Foundation, Zero Waste alliance	GRI; UNEP	HUD/DOT/EPA Partnership for Sustainable Communities	Karl-Henrik Robert; TNS International	Alan Atkisson
Link	http://www.starcommunities.org/rating-system	https://www.sustainability-core.com/	https://www.globalreporting.org/	http://www.epa.gov/dcsd/partnership/tools.html#codes	http://www.naturalstep.org/	https://www.atkisson.com/wvd_tools.php
Type(s) of organizations supported	U.S. Communities	Small businesses, Private Sector, Non-profit, municipalities, universities, etc	Any type of organization; few municipalities have GRI reports	US Communities	Any organization; some municipalities have used TNS	Many types of orgs; no municipalities listed
Benchmarking	Allows benchmarking among STAR members; 2 Florida Counties have reported	Tool includes a database of organizations used to compare performance for an accurate assessment; may be limited	Allows benchmarking; however few municipalities have reported	Limited Utility	Limited utility for benchmarking municipalities	Limited utility for benchmarking municipalities
Features	Online reporting tool	Organized by functional areas common to all organizations (HR, facilities, finance, etc). For each business area, scores sustainability performance (incubator to fully integrated)	Standard reporting format; addresses social, environmental and economic impacts	Has collection of tools/resources in various areas such as Climate change, ordinances, environmental justice, housing, etc.	Conceptual tools for planning and engagement; TNS Canada has toolkits for municipalities	Conceptual planning tools
Reporting	Yes, more qualitative focus than metrics	Results in a written report for internal use	Yes, main focus is reporting	Not designed for reporting. Has some limited assessment tools (scorecards)	No detailed reporting or assessment framework	No detailed reporting framework; has Compass assessment tool
Certification	Certification available at different levels depending on the community's sustainability progress. Certification is good for 3 years.	Not available	GRI Application check confirms report meets correct application level; many orgs use 3rd party certification of data	N/A	Not available	Not available
Strengths	Comprehensive; strong on regulatory assessment; US community focus; already used by other communities in Florida; integrated with ICLEI	Evaluates progress towards long term goals; compare status to sustainable levels; used for internal decision making; prioritize actions and allocate resources	Global standard for sustainability reporting	Links to useful tools and information; US community focus	Science-based definition of sustainability; strategic planning process; strong social component; strong on engagement	Engagement
Weaknesses	No overall sustainability definition, not strategically focused; limited to US communities; no engagement piece	Probably not widely used; not focused on communities specifically	Few municipalities have embraced GRI reporting up till now; doesn't look at regulatory piece as well as STAR	Many good resources but not integrated into a comprehensive tool; no unified assessment function; doesn't support benchmarking	High-level, not focused on assessment or reporting	High-level, not focused on assessment or reporting
Training	Free webinars available online	Need to be licensed to use tool	Need GRI licensed training	not applicable / available	Needed for credibility; no licensing required	Requires practitioner training and licensing
Costs	\$500 for the Star Community Index tool use fees; \$1500/year to report (minimum- up to \$15,000/year with support from STAR staff)	< \$100 per assessment	Varies- GRI application check is about \$2500	Free resources	FSD is free to use; specific tools may be licensed	Need license to use tools, cost unclear



10748 Deerwood Park Boulevard S
Jacksonville, Florida 32256

O 904-256-2500
F 904-256-2501
rsandh.com

August 19, 2014

City of Coral Gables
ATTN: Mike Pounds, Chief Procurement Officer
2800 SW 72nd Street
Coral Gables, FL 33155

RE: Sustainability Master Plan Professional Services Agreement

Dear Mr. Pounds,

Per your request, I am providing a supplement to our Coral Gables Master Plan Scope of work, Cost Estimate and Schedule referred to as Exhibit "B" of the above referenced Professional Services Agreement. This supplement assigns a fee to each described task. It is our understanding that this information will be utilized to support monthly invoicing based on percent completion of each described task as described in section 3.1 of the Professional Services Agreement.

Task Number	Description	Fee
1	Kick Off Meeting & Assessment Preparation	\$5,190
2	Assessment & Solutions Development for Gov't Operations	\$48,992
3	Greenhouse Gas Inventory	\$19,103
4	Collaborative Workshop & Coordination with Project Team	\$29,792
5	Development of Government Operations Project Driven SMP	\$16,052
6	Public Involvement Plan & Community Sustainability Vision	\$53,027
7	Implementation Strategy & Preparation of Project Funding Analysis	\$20,661
8	Marketing & Communications Plan	\$7,435
Total Fee		\$200,250

Regards,

Ben Moore, AICP, LEED AP O+M
Energy & Sustainability Planner
RS&H



Statement of Qualifications to Develop a
Sustainability Master Plan for the City of Coral Gables

RFQ 2013.11.27

January 16, 2014



RS&H



Michael Pounds
Office of the Chief Procurement Officer
City of Coral Gables
2800 SW 72nd Avenue
Miami, FL 33155

January 15, 2014

RE: City of Coral Gables Sustainability Master Plan, RFQ 2013.11.27

Dear Mr. Pounds:


It is our pleasure to present this proposal for development of the City of Coral Gables Sustainability Master Plan. The capability, capacity and experience of our multi-discipline Team ensures the delivery of a comprehensive, world-class Sustainability Master Plan with measurable results. RS&H recognizes the City of Coral Gables as a forward thinking regional leader focused on efficient government that prioritizes the quality of life of its residents and its businesses. As such, we are eager to work with the City to further your initiatives.

The RS&H Team's sustainability management experience incorporates proven technical solutions for generating economic benefits – with returns on investment often exceeding 100% – while considering the unique needs of the communities we serve. Our technical areas of expertise include: energy and fuel efficiency, resource conservation, land use development, natural area preservation, recycling and waste reduction and education and outreach, among other capabilities detailed in our proposal. While these technical capabilities are indispensable to the pursuit of sustainability, there are a full range of benefits that lie beyond them (e.g. resilient communities, innovation, productivity, etc.). Achieving these benefits requires adaptive solutions realized through a common vision, stakeholder engagement and motivation, measurement and continual improvement. The RS&H Team delivers both the technical and adaptive solutions essential to the short and long-term success of the City of Coral Gables Sustainability Master Plan.

For this project, RS&H's experience will be supplemented by Zyscovich, Inc. and Erin Deady, PA. Zyscovich, Inc. is an integrated practice of urban planners, architects and landscape architects attuned to the unique qualities of Coral Gables. Their awareness of the City's green initiatives and associated organizational insights on sustainable opportunities will ensure the project's success. Erin Deady, PA has significant project management experience on complex sustainability projects throughout Florida. The firm has secured and managed more than \$6 million in grant funding for sustainability related projects ranging from energy efficiency to natural resource protection.

The team has extensive experience helping local governments in Florida seize opportunities to maximize resource efficiency, while improving the health and resilience of the communities they serve. Within the past 5 years, RS&H has assisted more than 30 Federal, County or local government clients across the State of Florida with more than 50 sustainability projects. Our proposal features several RS&H Team projects that are similar to the services sought by the City of Coral Gables. Each project demonstrates the RS&H Team's years of experience assisting clients with sustainability planning projects, as well as the Team's unique understanding of the challenges and opportunities in a local government context.

In the following proposal, we demonstrate that the RS&H Team has unmatched expertise and experience assisting local governments in Florida with sustainability planning. We have developed an approach that has been proven to yield substantial performance improvement, while empowering organizational resiliency. As a full service sustainability solutions team, the RS&H Team is ready and able to help the City manage all aspects of its Sustainability Master Plan. As always, our core services will meet or exceed the expectations of the Request for Qualifications (RFQ), delivered on schedule and at a competitive price.

	Mr. Mike McCarthy, MBA, PG Sustainability Group Leader
10748 Deerwood Park Boulevard South Jacksonville, FL 32256 (904) 256-2000	10748 Deerwood Park Boulevard South Jacksonville, FL 32256 mike.mccarthy@rsandh.com (904) 256-2263

As per the RFQ requirements the company name , address, and telephone number of RS&H are provided below along with the name, title, address and telephone number for the person to contact who is authorized to represent the firm and to whom correspondence should be directed.

We are hopeful that the City will view the RS&H team as the firm of choice and look forward to working with you on this exciting project.

Respectfully Submitted,



Lisa M. Robert, PE
 Senior Vice President
 RS&H

SECTION I Table of Contents





Request for Qualifications
City of Coral Gables Sustainability Master Plan | RFQ 2013.11.27
January 16, 2013

Section II – Firm Qualifications..... 1

Standard Form 330 23

Section III – Staffing Plan..... 73

Section IV – Project Control Experience 79

Appendix – Schedules 84

SECTION II Firm Qualifications



RS&H

Firm Qualifications



2-1. COMPANY HISTORY

RS&H, whose tradition began in 1941, is an infrastructure and facilities consulting firm with a client-centered program structure that provides value-added solutions to clients around the world. RS&H has been in business for more than 71 years and employs 863 associates in 37 offices nationwide.

RS&H is organized into six, client-focused programs, each with its own staff of engineers, planners, architects, environmental scientists, and technical support personnel. Clients are served by teams of specialists selected for the expertise and experience they can provide in specific areas of interest. These practices are:

- » Transportation
- » Public Infrastructure
- » Aerospace and Defense
- » Aviation
- » Corporate and Commercial
- » Education, Health and Science

RS&H remains on the leading edge of design and delivery technology. Each office is equipped with the latest telecommunication and computer-aided equipment and is linked to other offices through local- and wide-area networks. By continually investing in the technical and professional development of the firm's staff and equipment, RS&H assures clients that they will be working with trained and informed professionals using the most advanced technology available.

RS&H has developed a reputation for client-focused success by providing quality professional service and design excellence. The RS&H mission statement commits to satisfy our clients' facilities and infrastructure needs based upon core values of:

- » Integrity
- » Quality Service
- » Business Success
- » Valuing Associates

Please see the following tabbed section for the RS&H Team's Organizational Chart and Standard Form 330.

RS&H CREDENTIALS AND LICENSURE

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER
LC0000210

The LANDSCAPE ARCHITECT BUSINESS
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2015

REYNOLDS, SMITH AND HILLS INC
10748 DEERWOOD PARK BLVD. SOUTH
JACKSONVILLE FL 322560901

RICK SCOTT
GOVERNOR

ISSUED: 09/04/2013 SEQ # L1309040001942
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

VIVA FLORIDA 501



RS&H was named as
the 2013 Southeast
Design Firm of the
Year by ENR.

State of Florida
Board of Professional Engineers
Attests that
Reynolds, Smith and Hills, Inc.

is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2015
Audit No: 228201502188

Certificate of Authorization

CA Lic. No: 5620

State of Florida Department of State

I certify from the records of this office that REYNOLDS, SMITH AND HILLS INC. is a corporation organized under the laws of the State of Florida, filed on December 28, 1989, effective December 31, 1989.

The document number of this corporation is L38717.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on January 29, 2013, and its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this is
the Twenty ninth day of January,
2013*



Ken Lawson
Secretary of State

Authentication ID: CC7051280986

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

<https://efile.sunbiz.org/certauthver.html>

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER
AAC001886

The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2015

REYNOLDS SMITH & HILLS INC
10748 DEERWOOD PARK BLVD. S.
JACKSONVILLE FL 32256

RICK SCOTT
GOVERNOR

ISSUED: 02/12/2013 SEQ # L1302120000731
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

VIVA FLORIDA 500

THIS DOCUMENT HAS A COLORED BACKGROUND • MICROPRINTING • LINEMARK™ PATENTED PAPER

AC# 6177795

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL GEOLOGISTS

DATE BATCH NUMBER LICENSE NBR
06/28/2012 118213999 09238

The GEOLOGY BUSINESS
Named below IS CERTIFIED
Under the provisions of Chapter 492 FS.
Expiration date: JUL 31, 2014

REYNOLDS, SMITH AND HILLS, INC.
10748 DEERWOOD PARK BLVD SOUTH
JACKSONVILLE FL 32256

RICK SCOTT
GOVERNOR

DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

SEQ# L12062800978

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER
IB26000956

The INTERIOR DESIGN CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2015

REYNOLDS SMITH & HILLS INC
10748 DEERWOOD PARK BLVD. S.
JACKSONVILLE FL 32256

RICK SCOTT
GOVERNOR

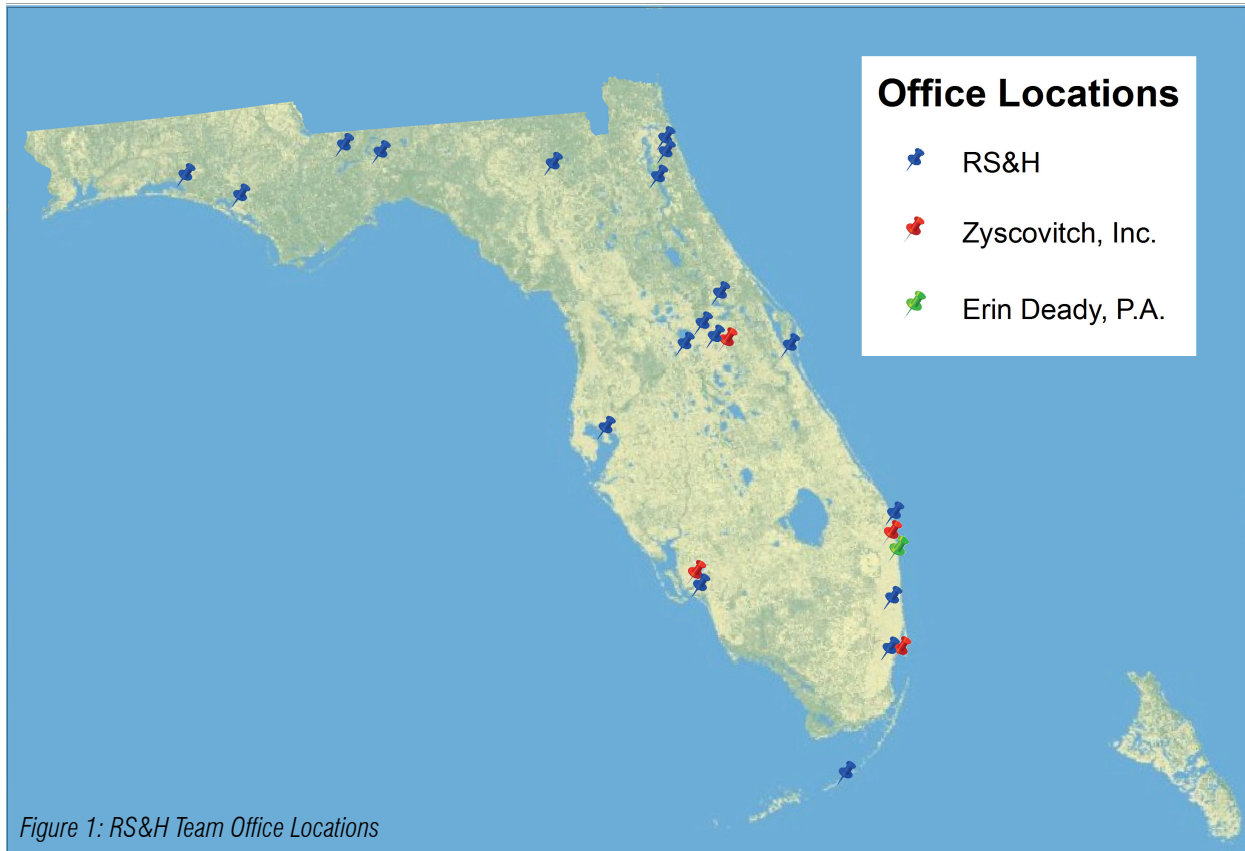
ISSUED: 02/12/2013 SEQ # L1302120000813
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

VIVA FLORIDA 500

2-2. OFFICE LOCATIONS

The work will be performed in our company headquarters, located in Jacksonville, Florida, with support from our seven other Florida offices. The majority of RS&H's projects are supported by multiple offices and our associates are able to work in any office or the field based on project requirements. Our subconsultant, Erin L. Deady, PA, has an office located in Lantana, Florida, and Zyscovich, Inc., headquartered in Miami, has three other offices in South Florida to support project efforts. Figure 1 shows the RS&H Team's convenient office locations.



RS&H Jacksonville 10748 Deerwood Park Boulevard S Jacksonville, FL	RS&H Miami 6161 Blue Lagoon Drive, Suite 200 Miami, FL	RS&H Tampa 1715 North Westshore Boulevard, Suite 500 Tampa, FL	RS&H Fort Lauderdale 3125 West Commercial Boulevard, Suite 130 Ft Lauderdale, FL	RS&H Ft Myers 8211 College Parkway, Suite 143 Fort Myers, FL	RS&H Orlando 1000 Legion Place, Suite 800 Orlando, FL
RS&H Merritt Island 115 Alma Boulevard, Suite 101 Merritt Island, FL	Erin L. Deady, PA 1111 Hypoluxo Road, Suite 207 Lantana, FL	Zyscovich, Inc. 100 N. Biscayne, 27th Floor Miami, FL	Zyscovich, Inc. 500 Australian Avenue, Suite 634 West Palm Beach, FL	Zyscovich, Inc. The Edison Center 2709 Swamp Cabbage Court, Suite 100	Zyscovich, Inc. 100 S. Court Avenue, 3rd Floor Orlando, FL

2-3. FAMILIARITY WITH PERMITTING

RS&H and its team of sub-consultants, Zyscovich, Inc. and Erin L. Deady, PA, have extensive experience working with permitting agencies and procedures in Miami-Dade County.

RS&H has worked closely with the Miami-Dade County Office of Sustainability (OOS) in the past, working to integrate sustainability and accessibility policies and procedures into the County's capital improvement processes. As part of this project, RS&H conducted surveys and interviews with department heads and project managers from 14 units of County government, including the Office of Capital Improvements (OCI), Miami-Dade Transit, Water and Sewer Department (WASD), General Services Administration (GSA), Solid Waste Management (SWM), Public Housing, Public Works, Libraries, etc. RS&H thoroughly researched the County's policies and procedures relating to the sustainability of its building and infrastructure projects and compared them to best practices from across the country. The resulting Sustainable Capital Improvement Process Guidelines and Recommendations directs planning, design, and construction of high-performance buildings and infrastructure in the County.

The RS&H Project Manager, Ben Moore, and Miami-Dade County's Sustainability Program Manager, Patricia Gomez-Acevedo, have gone on to author two journal articles on the project (Moore, B. and Gomez, P. (2013). Policy to Process: Miami-Dade's Sustainable Buildings Program. Proceedings of the World Energy Engineering Conference, Chapter 138; Gomez, P. and Moore, B. (2014). Miami-Dade Moving Forward, Sustainable Buildings Program. Strategic Planning for Energy and the Environment, 33(3)).

As part of the development of a government and community-wide greenhouse gas inventory for the Village of Pinecrest, RS&H worked with OOS, Miami-Dade Transit, and WASD to obtain data on emissions from the Village's share of County transportation and water/wastewater treatment services. The information was incorporated into Pinecrest's community-wide inventory.

RS&H envisions leveraging its existing relationships with principal staff at Miami-Dade County to efficiently develop the city-wide inventory for Coral Gables.

In addition to direct sustainability project experience, RS&H and its sub-consultants have conducted numerous engineering, architecture, planning, and environmental science projects in Miami-Dade County throughout their respective histories. The team has become well acquainted with the various permitting agencies and processes in the county related to municipal buildings and infrastructure, including but not limited to the following permitting agencies and permits:

Permitting Agencies	Permitting
Miami-Dade County Regulatory and Economic Resources (RER)	<ul style="list-style-type: none"> » Class I Permit (Construction Activities in, on, over or upon Tidal Waters or Coastal Wetlands) » Class II Permit (Stormwater Discharges to Surface Waters) » Class III Permit (Construction Activities within Non-Tidal Canals or Areas under the Direct Control of Miami-Dade County) » Class IV Permit (Construction Activities in Freshwater Wetlands) » Class V Permit (Temporary Dewatering)
Florida Department of Environmental Protection (FDEP)	<ul style="list-style-type: none"> » Class V Injection Wells Permit » Construction Generic Permit (NDPES) » Environmental Resource Permit » Sovereign Submerged Lands Easement
South Florida Water Management District (SFWMD)	<ul style="list-style-type: none"> » Environmental Resource Permit » Right-of-Way Occupancy Permit » Water Use (Dewatering or Irrigation) Permit
United States Army Corps of Engineers (USACE)	<ul style="list-style-type: none"> » Section 404 Dredge and Fill Permit » Section 408 Approval
United States Coast Guard (USCG)	<ul style="list-style-type: none"> » Bridge Permit

2-4. FINANCIAL RECORDS

DUNS NUMBER

61-338-7281

FINANCIAL STATEMENT

RS&H's D&B Rating is **4A2**. Please see the following consolidated financial statements for 2013.

REYNOLDS, SMITH AND HILLS, INC.

**Consolidated Financial Statements
Fiscal Year 2013**



Independent Certified Public Accountants Report

To the Board of Directors and Shareholders of
Reynolds, Smith and Hills, Inc.

We have audited the accompanying consolidated financial statements of Reynolds, Smith and Hills, Inc. and its subsidiaries, which comprise the consolidated balance sheets as of March 29, 2013 and March 30, 2012, and the related consolidated statements of comprehensive income, shareholders' equity, and of cash flows for the years then ended.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Company's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Reynolds, Smith and Hills, Inc. and its subsidiaries at of March 29, 2013 and March 30, 2012, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

June 11, 2013

*PricewaterhouseCoopers LLP, Bank of America Building, 50 North Laura Street, Suite 3000, Jacksonville, FL 32202
T: (904) 354 0671, F: (904) 366 3678, www.pwc.com/us*

REYNOLDS, SMITH AND HILLS, INC.
CONSOLIDATED STATEMENTS OF COMPREHENSIVE INCOME
FISCAL YEAR ENDED

in thousands, except per share data	March 29, 2013	March 30, 2012
Gross revenue	\$ 152,700	\$ 135,902
Subcontract and other direct costs	44,195	35,468
Net service revenue	108,505	100,434
Cost of services	36,804	33,856
Gross profit	71,701	66,578
Selling, general and administrative expenses	64,737	61,928
Operating income	6,964	4,650
Other income (expense):		
Interest and other income	47	66
Interest expense	(181)	(121)
Income before income taxes	6,830	4,595
Income tax expense	2,263	1,805
Net income	4,567	2,790
Other comprehensive income	-	-
Comprehensive income	\$ 4,567	\$ 2,790
Weighted average common shares outstanding	355	400
Earnings per common share	\$ 12.86	\$ 6.98

See accompanying notes to consolidated financial statements.

REYNOLDS, SMITH AND HILLS, INC.
CONSOLIDATED BALANCE SHEETS

in thousands	March 29, 2013	March 30, 2012
<u>ASSETS</u>		
Current assets:		
Cash and equivalents	\$ 9,764	\$ 10,542
Short-term investments	3,290	2,010
Accounts receivable, net	22,749	13,076
Unbilled service revenue	16,203	19,207
Deferred income taxes	592	285
Prepaid expenses and other current assets	862	648
Total current assets	53,460	45,768
Property and equipment, net	3,226	2,981
Goodwill	1,601	1,657
Deferred income taxes	-	78
Other assets	267	246
	<u>\$ 58,554</u>	<u>\$ 50,730</u>
<u>LIABILITIES AND SHAREHOLDERS' EQUITY</u>		
Current liabilities:		
Accounts payable	\$ 10,238	\$ 8,674
Accrued expenses	6,026	2,823
Unearned service revenue	5,536	5,256
Current portion of long-term debt	2,064	1,769
Total current liabilities	23,864	18,522
Long-term debt, excluding current portion	2,472	3,474
Deferred income taxes	19	-
Other liabilities	2,321	1,872
Total liabilities	28,676	23,868
Shareholders' Equity:		
Common Stock, \$.01 par value, 4,000 shares authorized; 353 and 360 shares issued and outstanding, respectively	4	4
Paid-in capital	-	-
Notes receivable from employee stock purchases	(1,131)	(651)
Retained earnings	31,005	27,509
Total shareholders' equity	29,878	26,862
	<u>\$ 58,554</u>	<u>\$ 50,730</u>

See accompanying notes to consolidated financial statements.

REYNOLDS, SMITH AND HILLS, INC.
CONSOLIDATED STATEMENTS OF SHAREHOLDERS' EQUITY

in thousands	Common Stock		Paid-In Capital	Notes receivable from employee stock purchases	Retained Earnings	Total
	Shares	Amount				
BALANCE, April 1, 2011	416	\$4	\$ -	\$ (635)	\$31,145	\$30,514
Issuance of common stock	12	-	836	(432)		404
Repurchase of common stock	(68)	-	(836)	35	(6,016)	(6,817)
Payment on notes receivable				381		381
Net income					2,790	2,790
Cash dividends					(410)	(410)
BALANCE, March 30, 2012	360	4	-	(651)	27,509	26,862
Issuance of common stock	20	-	1,390	(842)		548
Repurchase of common stock	(27)	-	(1,390)	43	(894)	(2,241)
Payment on notes receivable				319		319
Net income					4,567	4,567
Cash dividends					(177)	(177)
BALANCE, March 29, 2013	353	\$4	\$ -	\$ (1,131)	\$31,005	\$29,878

See accompanying notes to consolidated financial statements.

REYNOLDS, SMITH AND HILLS, INC.
CONSOLIDATED STATEMENTS OF CASH FLOWS
FISCAL YEAR ENDED

in thousands	March 29, 2013	March 30, 2012
OPERATING ACTIVITIES:		
Net income	\$ 4,567	\$ 2,790
Adjustments to reconcile net income to net cash provided by (used in) operating activities:		
Depreciation and amortization	1,480	1,502
Deferred income taxes	(210)	165
Stock issued as compensation	75	108
Deferred rent charges and other	440	(100)
Bad debt expense	-	42
Change in operating assets and liabilities:		
Accounts receivable and unbilled service revenue	(6,669)	(4,500)
Prepaid expenses and other assets	(235)	(298)
Accounts payable and accrued expenses	4,767	(474)
Unearned service revenue	280	(2,217)
Net cash provided by (used in) operating activities	4,495	(2,982)
INVESTING ACTIVITIES:		
Capital expenditures	(505)	(1,557)
Collections of notes receivable	319	383
Maturities of short term investments	2,210	525
Purchases of short-term investments	(3,490)	-
Net cash used in investing activities	(1,466)	(649)
FINANCING ACTIVITIES:		
Repayments of long-term debt	(1,927)	(1,201)
Proceeds from issuance of common stock	404	204
Proceeds from exercise of stock options	69	121
Repurchase of common stock	(2,176)	(3,580)
Dividends paid	(177)	(410)
Net cash used in financing activities	(3,807)	(4,866)
Net decrease in cash and equivalents	(778)	(8,497)
Cash and equivalents at beginning of year	10,542	19,039
Cash and equivalents at end of year	\$ 9,764	\$ 10,542
SUPPLEMENTAL DISCLOSURE OF CASH PAYMENTS MADE FOR:		
Interest	\$ 181	\$ 117
Income taxes	2,688	2,340
NON-CASH INVESTING AND FINANCING ACTIVITIES:		
Assets acquired through capital leases	\$ 1,220	\$ -
Notes received in stock sale transactions	842	432
Notes/liabilities issued in stock purchase transactions	65	3,267

See accompanying notes to consolidated financial statements.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Business and Presentation - Reynolds, Smith and Hills, Inc. (the “Company”) is a professional service firm operating in the engineering and architectural design services industry with offices throughout the United States. The Company provides a full range of architectural, engineering, planning and environmental services.

These consolidated financial statements and accompanying notes include the accounts of the Company and its wholly-owned subsidiaries. Intercompany transactions and balances have been eliminated.

Fiscal Year - The Company’s fiscal year is a 52 or 53-week period ending on the Friday nearest to March 31. Fiscal years 2013 and 2012, which ended March 29, 2013 and March 30, 2012, respectively, include 52 weeks.

Use of Estimates - The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

Revenue Recognition - Revenue from contract services is recognized on the percentage-of-completion method. Revenue is recorded as costs are incurred, and profit is recognized on each contract based on the percentage that incurred costs bear to estimated total costs. Any loss on contracts is recognized in full when it is foreseeable and can be reasonably determined.

The Company incurs subcontract and other direct costs (out-of-pocket expenses) some of which are passed through directly to its clients. The Company believes that revenue excluding subcontract and other direct costs, more accurately reflects the amounts earned for activities performed by the Company. Accordingly, the Company reports such costs as a reduction of gross revenue resulting in net service revenue.

Unbilled service revenue represents revenues recognized in excess of amounts billed on contracts in process. Unearned service revenue represents billings in excess of revenues recognized on contracts in process. Unbilled service revenues which will not be collected during the next year are not significant.

Cash and Equivalents - Cash and equivalents consist of all liquid investments with original maturities at the date of purchase of three months or less.

Short-Term Investments – Short-term investments consist of certificates of deposit with a maturity of six months at the date of purchase and variable rate securities. These investments are recorded at fair value and any unrealized holding gains and losses, net of relate tax effect, are excluded from earnings and are reported as a separate component of other comprehensive income until realized. The Company has determined that the fair value of its short-term investments fall within Level 1 in the fair value hierarchy.

Property and Equipment - Property and equipment is stated at cost less accumulated depreciation. Depreciation is determined using the straight-line method over the estimated useful lives of the related assets, ranging from three to ten years.

Goodwill - Goodwill is the excess of the purchase price over the fair value of net assets of acquired businesses. The Company does not amortize goodwill, but assesses the recoverability of goodwill at least annually. Based on historical operating losses incurred by an operating division, an impairment charge of \$56,000 was recorded in fiscal year 2013. No impairment charges were recorded for fiscal year 2012.

Income Taxes - The Company and its subsidiaries file a consolidated Federal income tax return. Deferred income taxes result from temporary differences which arise from certain transactions being reported in different periods for financial statement purposes than for tax purposes. Deferred tax assets and liabilities are recognized using an asset and liability approach and are based on differences between the financial statement and tax basis of assets and liabilities using tax rates in effect when the differences are expected to reverse.

Tax positions taken or expected to be taken in a tax return are subject to a recognition threshold and measurement attribute for the financial statements. The tax benefit from an uncertain tax position may only be recognized if it is "more likely than not" the tax position will be sustained on examination by the taxing authorities, based upon the technical merits of the position. The Company has determined there is no impact on the financial statements for fiscal years 2013 and 2012.

Earnings Per Common Share – Earnings per common share is net income divided by the weighted average number of common shares outstanding during the period.

Stock Options – The Company uses fair value recognition to account for stock options.

Fair Value Measurement – Measuring fair value is based on inputs that market participants would use to determine fair value of an asset or liability. A hierarchy of three levels of input may be used to measure fair value. Level 1 inputs include quoted prices in active markets for identical instruments. Level 2 inputs include quoted prices for similar instruments and observable inputs. Level 3 inputs include unobservable inputs based on little or no market activity and which are significant to the fair value of the instrument. There is no effect on the Company's consolidated financial statements. Only cash and equivalents and short-term investments, which are Level 1 securities, fall under the scope of this guidance.

Reclassifications – Certain amounts in the prior fiscal year have been reclassified to conform with the presentation adopted in the current fiscal year.

2. ACCOUNTS RECEIVABLE

Accounts receivable consists of the following (in thousands):

	March 29, 2013	March 30, 2012
Receivables currently due	\$21,686	\$12,398
Contract retentions	<u>1,363</u>	<u>978</u>
	23,049	13,376
Allowance for doubtful accounts	<u>(300)</u>	<u>(300)</u>
	<u>\$22,749</u>	<u>\$13,076</u>

Contract retentions represents amounts billed to clients for services performed that, by the underlying contract terms, will not be paid until the projects meet contractual milestones, or are at or near completion. Balances could be outstanding for several months or years.

3. PROPERTY AND EQUIPMENT

Property and equipment consists of the following (in thousands):

	March 29, 2013	March 30, 2012
Furniture and equipment	\$9,693	\$7,991
Leasehold improvements	<u>1,240</u>	<u>1,217</u>
	10,933	9,208
Accumulated depreciation and amortization	<u>(7,707)</u>	<u>(6,227)</u>
	<u>\$3,226</u>	<u>\$2,981</u>

The Company recorded depreciation and amortization expense of \$1,480,000 and \$1,502,000 for fiscal years 2013 and 2012, respectively. The Company removed fully depreciated equipment of \$2,785,000 in fiscal year 2012. None was removed in fiscal year 2013.

4. ACCRUED EXPENSES

Accrued expenses consist of the following (in thousands):

	March 29, 2013	March 30, 2012
Accrued payroll	\$1,335	\$1,242
Accrued vacation pay	1,265	1,289
Accrued incentive compensation	2,878	-
Warranty reserve	500	250
Other	48	42
	<u>\$6,026</u>	<u>\$2,823</u>

5. DEBT

Long-term debt consists of the following (in thousands):

	March 29, 2013	March 30, 2012
Uncollateralized notes payable to related parties at 3.25%, maturing through 2017	\$3,474	\$5,243
Capital lease obligations	<u>1,062</u>	<u>-</u>
	4,536	5,243
Less current portion	<u>(2,064)</u>	<u>(1,769)</u>
Total long-term debt	<u>\$2,472</u>	<u>\$3,474</u>

The Company has in place a line of credit that provides for borrowings up to \$3 million as of March 29, 2013, with interest at LIBOR plus 2.8%. As of March 29, 2013, there were no borrowings outstanding under the line of credit. The loan agreement, which is scheduled for renewal December 2013, contains financial covenants. The Company was in compliance with all covenants at March 29, 2013 and March 30, 2012. Substantially all of the Company's tangible assets are pledged as collateral pursuant to the loan agreement.

Annual maturities of long-term debt during the next five fiscal years are (in thousands):

	Notes <u>Payable</u>	Capital <u>Leases</u>
2014	\$1,769	\$ 295
2015	569	279
2016	568	257
2017	568	175
2018	-	55
Thereafter	<u>-</u>	<u>1</u>
	<u>\$3,474</u>	<u>\$1,062</u>

6. INCOME TAXES

The provision for income taxes consists of the following (in thousands):

	<u>2013</u>	<u>2012</u>
Current:		
Federal	\$2,015	\$1,381
State	458	257
Deferred:		
Federal	(188)	150
State	(22)	17
	<u>\$2,263</u>	<u>\$1,805</u>

The differences between the provision for income taxes and income taxes computed using the U.S. Federal statutory rate of thirty-four percent are as follows (in thousands):

	<u>2013</u>	<u>2012</u>
Amount computed using statutory rate	\$2,322	\$1,562
Increase (decrease) in taxes resulting from:		
State income taxes, net of federal benefit	279	190
Meals and entertainment	158	175
Domestic production activities deduction	(87)	(141)
Research and development credit	(413)	-
Other	4	19
	<u>\$2,263</u>	<u>\$1,805</u>

The types of temporary differences and their related tax effects which create deferred taxes are summarized as follows (in thousands):

	March 29, <u>2013</u>	March 30, <u>2012</u>
Gross deferred tax assets:		
Allowance for doubtful accounts	\$114	\$114
Allowance for warranty claims	190	95
Excess rental expense over payments	230	52
Accruals not currently deductible	<u>280</u>	<u>246</u>
	<u>814</u>	<u>507</u>
Gross deferred tax liabilities:		
Excess tax over book depreciation	(37)	42
Goodwill	18	36
Prepaid assets	<u>(222)</u>	<u>(222)</u>
	<u>(241)</u>	<u>(144)</u>
	<u>\$573</u>	<u>\$363</u>
Deferred current tax asset, net	\$592	\$285
Deferred non-current tax asset, net	-	78
Deferred non-current tax liability, net	<u>(19)</u>	<u>-</u>
	<u>\$573</u>	<u>\$363</u>

As of March 29, 2013, the Company determined, based on the history of prior taxable earnings and its expectations for the future, taxable income will more likely than not be sufficient to fully realize deferred tax assets and, accordingly, a valuation allowance is not required.

7. LEASES

The Company leases certain office space, equipment and vehicles. While most of the leases are operating leases, certain equipment is leased under capital leases. As leases expire, it can be expected that, in the normal course of business, certain leases will be renewed or replaced.

Rent expense for fiscal years 2013 and 2012 was \$4,790,000 and \$5,000,000, respectively. Real estate taxes, insurance, maintenance and operating expenses applicable to certain leased property are obligations of the Company under the lease agreements.

Future minimum payments required under operating leases are: 2014-\$4,000,000; 2015-\$3,660,000; 2016-\$3,220,000; 2017-\$2,820,000; 2018-\$2,300,000; thereafter-\$1,550,000.

8. CONTINGENCIES

The Company is subject to lawsuits that arise in the normal course of business involving claims typical of those filed against the engineering and architectural professions. These suits primarily allege professional errors and/or omissions. The Company maintains professional liability insurance which insures against risk within the policy limits. There can be no assurances that the policy limits are sufficient to cover all claims. There are no legal proceedings pending or, to the knowledge of the Company, threatened against the Company which are not reserved for or covered by insurance which would have a material adverse effect on the Company's financial position, results of operations, or cash flows.

Revenues from the Florida Department of Transportation account for approximately 35% and 30% of consolidated revenues for each of the fiscal years 2013 and 2012, respectively. The loss of this customer could materially and adversely affect the Company's financial position, results of operations, or cash flows.

9. EMPLOYEE BENEFIT PLAN

The Company sponsors a defined contribution plan that qualifies under Section 401(k) of the Internal Revenue Code. The Plan allows participating employees to contribute up to 100% of their earned compensation to the plan, subject to ERISA contribution limits. The Company contributes 50% of the first 6% of base compensation that a participant contributes to the Plan. For fiscal years 2013 and 2012, the Company contributed \$1,585,000 and \$1,500,000, respectively. Participants in the plan have the option to invest plan assets in the Company's common stock. At March 29, 2013, the Plan held a total of 67,000 shares of the Company's common stock in trust for plan participants, which represents 7% of Plan assets.

10. SHAREHOLDER AGREEMENTS

The Company's Key Associate Shareholders' Agreement which applies to associates purchasing shares of Company stock after February 2008 (exclusive of shares purchased in the Company's 401k plan) provides that shareholders 1) may not sell any shares without first offering them to the Company, 2) that the Company is obligated to purchase shares owned by an associate who dies while employed by the Company, and 3) that the Company has the option to purchase shares from any associate whose employment with the Company terminates. All shares are to be purchased at the then appraised value. As of March 29, 2013, there were 40,000 shares of Company stock covered by the Key Associate Shareholders' Agreement.

The Company's Participating Shareholders' Agreement, which covers six of the Company's major shareholders, provides that each shareholder may not sell any shares without first

offering them to the Company, and that the Company is obligated to purchase shares owned by a shareholder who dies while employed by the Company. In fiscal year 2013, the agreement was amended to provide that upon a shareholder reaching age 60, the shareholder has the right to require the Company to purchase their shares (a “put”) within the following 90 days. If the shareholder does not exercise their “put” at age 60, then upon the shareholder reaching age 62 the Company has the option to purchase all their shares (exclusive of shares held in the Company’s 401k plan) within the following 90 days (the “call”). If the Company does not exercise its “call”, then the shareholder has another “put” to require the Company to purchase their shares within the following 90 days.

If the Company purchases shares when a shareholder reaches age 60 or 62, then the shareholder has the option to 1) sell all shares for their then appraised value, with 20% of the purchase price paid in cash and the balance paid in five equal annual installments, as evidenced by a five-year promissory note bearing interest at prime rate, or 2) may sell 1/6th of the total shares immediately and an equal number of shares in each of the following five years for a price equal to the appraised value at the time of each sale, all payable in cash.

In fiscal year 2012, the Company’s President and Chief Operating Officer reached age 60 and the Company exercised its options to purchase his shares. The shareholder elected to sell all shares at the current price of \$93.00 per share. He sold 38,000 shares for \$3,551,000 (\$710,000 paid in cash and \$2,841,000 by a 5-year promissory note).

In fiscal year 2010, an Executive Vice President reached age 60 and the Company exercised its option to purchase his 42,000 shares. The shareholder elected to sell 1/6th of his total shares then and an equal number of shares in each of the following five years at the appraised value at the time of each sale. In fiscal year 2013, however, the Participating Shareholders’ Agreement was amended to provide that the annual stock purchase scheduled for fiscal year 2014 be deferred until fiscal year 2015, and the final stock purchase scheduled for fiscal year 2015 be deferred until fiscal year 2016.

As of March 29, 2013, there were 70,000 shares of Company stock covered by the Participating Shareholders’ Agreement, exclusive of the two annual purchases referred to above. The following represents the fiscal years in which the remaining four shareholders reach age 60 (the earliest age at which they can exercise their stock “put”) and the number of shares currently owned by them:

Achieve <u>Age 60</u>	Number <u>of Shares</u>
2015	7,000
2016	24,000
2018	28,000
2021	11,000

11. DEFERRED COMPENSATION PLAN

The Company's Deferred Compensation Plan provides a deferred payment to certain major shareholders equal to 10% of the purchase price of all shares of Company stock sold to the Company pursuant to the Participating Shareholders' Agreement. Payment is to be made in five equal annual installments commencing on the later of the recipient reaching age 65 or one year after retirement from the Company. The Company accrued deferred payments of \$65,000 and \$426,000 for fiscal years 2013 and 2012, respectively, and charged Shareholders' Equity.

12. STOCK COMPENSATION PLANS

The Company has incentive and stock-based compensation plans under which selected employees receive shares of stock. The number of shares of common stock issued to employees and directors for fiscal years 2013 and 2012 was 1,000 and 1,000, respectively. Incentive stock options generally are granted with an exercise price equal to 100% of the fair value of a share of common stock on the date of grant, have no more than a 10-year term and vest within five years from the date of grant.

A summary of the stock options and the related transactions is as follows:

	<u>2013</u>		<u>2012</u>	
		Weighted Average Exercise Price		Weighted Average Exercise Price
	<u>Shares</u>	<u>Price</u>	<u>Shares</u>	<u>Price</u>
Outstanding, beginning of year	4,000	\$19	8,000	\$18
Exercised	(3,000)	19	(4,000)	18
Forfeited	-	-	-	-
Outstanding, end of year	<u>1,000</u>	<u>\$19</u>	<u>4,000</u>	<u>\$19</u>
Exercisable	<u>1,000</u>		<u>4,000</u>	

The following table summarizes the status of stock options outstanding at March 29, 2013:

	<u>Options Outstanding</u>			<u>Options Exercisable</u>	
		Weighted Average Remaining Contractual Life (years)	Weighted Average Exercise Price		Weighted Average Exercise Price
Range of Exercise Prices	<u>Shares</u>	<u>Life (years)</u>	<u>Price</u>	<u>Shares</u>	<u>Price</u>
\$19-\$20	1,000	<1	\$19	1,000	\$19

The appraised value of the Company's common stock is determined annually by an independent valuation firm.

13. RELATED PARTY TRANSACTIONS

The Company has notes receivable due from employees for the purchase of Company stock totaling \$1,131,000 and \$651,000 at March 29, 2013 and March 30, 2012, respectively. The loans, which are collateralized with the Company's common stock, earn interest at 2% to 5.3% per year and mature through fiscal year 2020. Principal and interest are paid biweekly.

The Company has notes payable due to current and past employees for the repurchase of Company stock totaling \$3,474,000 and \$5,243,000 at March 29, 2013 and March 30, 2012, respectively.

14. SUBSEQUENT EVENTS

As required, the Company has evaluated subsequent events through the date the financial statements were available for issuance, June 11, 2013, and no such events were noted.

2-5. PROOF OF ABILITY TO OBTAIN INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 12/2/2013

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 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 Harden and Associates 501 Riverside Avenue, Suite 1000 Jacksonville FL 32202		CONTACT NAME: Cara Levine PHONE (A/C, No, Ext): 904-354-3785 FAX (A/C, No): 904-634-1302 E-MAIL: ADDRESS: clevine@hardeninsight.com													
INSURED Reynolds Smith and Hills Inc Suite 300 10748 Deerwood Park Blvd S Jacksonville FL 32256		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A :Charter Oak Fire Insurance Co</td> <td>25615</td> </tr> <tr> <td>INSURER B :Travelers Property/Casualty Co</td> <td>25674</td> </tr> <tr> <td>INSURER C :Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER D :Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER A :Charter Oak Fire Insurance Co	25615	INSURER B :Travelers Property/Casualty Co	25674	INSURER C :Phoenix Insurance Company	25623	INSURER D :Lexington Insurance Company	19437	INSURER E :		INSURER F :	
INSURER A :Charter Oak Fire Insurance Co	25615														
INSURER B :Travelers Property/Casualty Co	25674														
INSURER C :Phoenix Insurance Company	25623														
INSURER D :Lexington Insurance Company	19437														
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER: 1086340351

REVISION NUMBER:

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> No Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		P6304711N755COF13	6/28/2013	6/28/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		P8104621M601COF13 BA3979R87013CAG	6/28/2013	6/28/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Deductible \$500/1000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000		PSMCUP4711N755TIL13	6/28/2013	6/28/2014	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	PVYDNUB5388B30713 PJUB915K337413	12/1/2013	12/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <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
D	Professional Liability with Contractors Pollution Liab. Claims Made; 1/1/42 Retro Date		028395945	6/28/2013	6/28/2014	Per Claim Limit \$5,000,000 Aggregate Limit \$10,000,000 Retention \$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

For Proposal Purposes

A Waiver of Transfer of Right of Recovery Against Other in favor of the certificate holder for General Liability.

*Cancellation clause is 30 days except nonpayment of premium which is 10 days.

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes 10748 Deerwood Park Blvd South Jacksonville FL 32256-0597	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

2-6. PROPOSAL SUMMARY

Please refer to Section H of the RS&H Team's SF 330.

2-7. RELEVANT PROJECTS

Please refer to Section F of the RS&H Team's SF 330 for detailed descriptions of several projects relevant to the City's interest in a Sustainability Management Plan.

The Table below details reference information for five (5) projects. Please see the enclosed copies of the full report for each of these featured projects.

Client	Description	Address	Contact	Phone	Dates	Value
NASA KSC	Sustainability Plan	John F. Kennedy Space Center, FL	Denise Thaller, National Aeronautics/Space Environmental Manager	(321) 867-1599	2011 – 2012	\$45,000
West Palm Beach	Rethink Paradise: West Palm Beach Sustainability Action Plan	401 Clematis Street, West Palm Beach, FL	Penelope Redford Sustainability Manager, City of West Palm Beach	(561) 804-4994	2011	\$105,000
Rock Hill	Resource Efficiency Plan	PO Box 11706, Rock Hill, SC	Marty Burr, Performance Manager	(803) 329-5551	2012-2013	\$62,000
Volusia County	Votran Plan for Sustainability	950 Big Tree Road, South Daytona, FL	Heather Blanck, Assistant General Manager	(239) 438-7222	2010	\$31,833
Green Cove Springs	Climate Action Plan	321 Walnut Street, Green Cove Springs, FL	Danielle Judd, City Manager	(904) 297-7500	2011-2012	\$20,000

SECTION II SF 330 Part I



ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

City of Coral Gables Sustainability Master Plan, Miami, Florida

2. PUBLIC NOTICE DATE

November 27, 2013

3. SOLICITATION OR PROJECT NUMBER

RFQ 2013.11.27

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Mike McCarthy, MBA, PG, LEED AP

5. NAME OF FIRM

Reynolds, Smith and Hills, Inc.

6. TELEPHONE NUMBER

(904) 256-2500

7. FAX NUMBER

(904) 256-2503

8. EMAIL ADDRESS

mike.mccarthy@rsandh.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>			Reynolds, Smith and Hills, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	10748 Deerwood Park Boulevard South, Jacksonville, FL 32256	Project Manager; Engineering; Planning
b.			<input checked="" type="checkbox"/>	Erin L. Deady, P.A. <input type="checkbox"/> CHECK IF BRANCH OFFICE	1111 Hypoluxo Road, Suite 207, Lantana, FL 33462	Planning
c.			<input checked="" type="checkbox"/>	Zyscovich, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	100 N. Biscayne Boulevard 27th Floor Miami, FL 33132	Planning
d.	<input checked="" type="checkbox"/>			Reynolds, Smith and Hills, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	3125 West Commercial Boulevard Suite 130 Fort Lauderdale, FL 33309	Project Manager; Engineering; Planning
e.	<input checked="" type="checkbox"/>			Reynolds, Smith and Hills, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	7007 Jefferson St NE Suite A 15 Albuquerque, NM 87109	Project Manager; Engineering; Planning

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)



PROJECT OFFICER	PROJECT MANAGER	QA/QC OFFICER
Rick E. Chesser, PE ¹	Mike McCarthy, MBA, PG, LEED AP ¹	Paul F. Hutchins, PhD, PE, CEM, LEED AP ¹

SUSTAINABILITY PLANNING	ENERGY EFFICIENCY	RESOURCE CONSERVATION	LAND USE AND DEVELOPMENT	NATURAL AREA PRESERVATION
Ben J. Moore, AICP, LEED GA ¹	William T. Todd, PE, CEM, LEED AP BD+C	Jeff Prewitt, PG, CIEC, CEICC ¹	Thorn Grafton, AIA ²	Grace Perodomo, AIA ²
Erin Deady, Esq., AICP, LEED AP ³	Daniel L. Briller, PE, LEED AP BD+C ¹	Scott W. Vockell, LEED AP ¹	Erin Deady, Esq., AICP, LEED AP ³	Trent Baughn, RA, AICP ²
Frederick N. Jones, AICP ¹	Timothy A. Whitley, PE, CxA, CCP, LEED A ¹	Nathan L. Stinnette ¹	Trent Baughn, RA, AICP ²	Darys Avila ²
Grace Perodomo, AIA ²			Frederick N. Jones, AICP ¹	
			Darys Avila ²	
RECYCLING & WASTE REDUCTION	GREENHOUSE GAS INVENTORY	EDUCATION AND OUTREACH		
Ben Chandler, PG, LEED AP ¹	Nathan L. Stinnette ¹	Bernard Zyscovich, FAIA ²		
Kimberly A. Baier, LEED AP BD+C ¹	Ben J. Moore, AICP, LEED GA ¹	Mike McCarthy, MBA, PG, LEED AP ¹		
Jason T. DiGuglielmo, LEED AP, CIE ¹	Candace L. Dorn, LEED AP ¹	Erin Deady, Esq., AICP, LEED AP ³		
		Ben J. Moore, AICP LEED GA ¹		

LEGEND

- ¹ RS&H
- ² Zyscovich Inc.
- ³ Erin L. Deady, PA

SECTION II SF 330 Part E Resumes



RS&H[®]

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Mike McCarthy, MBA, PG, LEED AP	Project Manager, Education & Outreach	34	26

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

MBA / Sustainability Professional Geologist: FL, NC
Bachelor of Science / Geological Sciences

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Professional Geologist: FL, NC
LEED AP

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. McCarthy is a sustainability professional and professional geologist focused on integrating sustainable business practices into organization-wide operations. His award-winning local, national, and global sustainability programs engage the workforce and generate positive net financial returns and environmental and social benefits. His experience includes environmental consulting, remediation, and geological engineering. His extensive list of publications and presentations on surmounting the barriers to organizational sustainability and increasing sustainability awareness have been delivered to universities, cities, counties, industry trade groups, the Department of Defense, and international symposiums.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Votran's Integrated Sustainability Plan, Volusia County Florida	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Led development of a long-term vision for sustainability for operations, by identifying and prioritizing the projects that help realize indirect and direct economic returns and improve Votran's environmental performance. Scope: Facilitated a sustainability plan that addressed green procurement, facility design, waste minimization and fuel, energy and water efficiency while generating \$1.7 million in net returns. In 2011, the Florida Public Trust Association recognized the sustainability plan as the Most Innovative Project of the Year.		
b.	Sustainability Plan, NASA Kennedy Space Center, FL	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Facilitated the development of KSC's integrated sustainability plan using principles of organizational dynamics to surmount barriers to implementing organization-wide sustainability initiatives. Mr. McCarthy and his team, in collaboration with KSC, developed a project-driven sustainability plan that integrates and motivates 18 business units through 200+ unique sustainability projects. The process included a sustainability workshop and facilitation of project development and final plan preparation. In 2012, the NASA project leader and her team were awarded the NASA Blue Marble Award for the project.		
c.	Defense Commissary Agency (DeCA), Global Environmental Management Systems	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Collaborated with DeCA business units to create an integrated ISO-14001 conforming Environmental Management System focussed on Sustainable Business Practices. Developed and implemented a robust management system to process critical environmental concerns at 250+ facilities employing more than 18,000 staff in thirteen (13) countries. The Secretary of Defense recognized the project for Outstanding Environmental Performance.		
d.	Rainwater Harvesting, Fort Lauderdale-Hollywood International Airport Fort Lauderdale-Hollywood, FL	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Evaluated irrigation demand and rain water harvesting opportunity to reduce potable water consumption. Scope: Proved the viability of a large-scale rainwater harvesting system to meet the 15 million gallons per year of irrigation demand for a 23-acre community park/buffer area. Scope: Evaluated the hydrogeologic and hydrologic characteristics of a stormwater pond in the Biscayne Aquifer. Water quality analyses, regulatory reviews and constructability assessments verified that the stormwater pond was a viable collection point. The conceptual design has a payback period of one year and a projected return on investment more than three times the construction costs over a five-year period.		
e.	Effective Waste Management Program (EWMP) Defense Commissary Agency (DeCA), Nationwide	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Led development and implementation of DeCA's EWMP business plan, and conducted the proof of concept at commissaries throughout the United States. Scope: Using waste profile surveys and commodity market analyses, the project team developed conservative financial analyses and projections based on a pay-as-you-go approach. Since its inception in 2007, the program has yielded more than \$30 million in net revenue.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Rick Chesser, PE	Project Officer	44	9

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Ft. Lauderdale, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science / Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Professional Engineer: FL

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Prior to joining RS&H, Mr. Chesser served as the Florida Department of Transportation's (FDOT), District 4, Secretary and was responsible for the planning, development and implementation of the District's Five-Year Work Program, including multimodal planning, design, right-of-way acquisition, administration, project development and environment studies, permitting, engineering design, construction/construction engineering and inspection, maintenance and operations, legal counsel and public information activities in the five-county area (Broward, Palm Beach, Martin, St. Lucie and Indian River Counties) of Southeast Florida.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
I-595 Project Development and Environment Study Broward County, Florida	2014 (est)	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>a. Project Manager. Responsible for the development of a multilane interstate corridor on new alignment through central Broward County linking I-75 with I-95 and US 1 in eastern Broward County, with direct access to Fort Lauderdale-Hollywood International Airport. Instrumental in securing federal and state funding for the project. Also served as the District Project Director to advance the project to construction, including program management, project coordination, consultant team management, public information and media relations and coordination with local governments, the Broward Metropolitan Planning Organization and other community stakeholders.</p>		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Expressway System Plan for Broward County, Florida	2010	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>b. Project Manager. Responsible for the planning, project development and environmental studies for an expressway network in Broward County, including the Port Everglades and Sawgrass Expressways. The Port Everglades Expressway eventually was constructed as I-595 in Broward County. The Sawgrass Expressway was eventually constructed and now links I-95 in northern Broward County to I-75 and I-595 in central/southern Broward County.</p>		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Funding Agreement for the SR A1A Corridor Reconstruction Project, Broward County, Florida	2011	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>c. Responsible for providing technical support and strategic analysis for Florida Department of Transportation (FDOT) negotiators to acquire the South Florida Rail Corridor, formerly a 70-mile segment of the CSX system. Corridor was seen as a major multimodal corridor investment to enable the state's first commuter rail system to be implemented in January 1989. Project included a two-phase approach which would transition the full management of the corridor to FDOT at a key milestone.</p>		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
I-95 Widening Project, Palm Beach County, Florida	2011	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>d. Project Director. Responsible for the reconstruction of I-95, one of Palm Beach County's most significant north-south corridors, as well as several major interchanges, including a major connection to the Palm Beach International Airport and Downtown West Palm Beach.</p>		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
I-95 Widening Project, Broward County, Florida	2011	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>e. Project Director. Responsible for the oversight of the reconstruction of South Florida's major north-south artery, including several major interchanges, throughout Broward County from approximately Deerfield Beach (on the north) to north of the Golden Glades Interchange (in Miami-Dade County). Project was the largest infrastructure improvement project in District 4's history.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Paul F. Hutchins, Jr., Ph.D., PE, LEED AP, CEM	QA/QC Officer	40	35

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Doctorate / Engineering Science
Master of Science / Operations Research
Bachelor of Science / Engineering Physics

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

FL / Industrial Engineer
Certified Energy Manager
LEED Accredited Professional

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Dr. Hutchins has over 40 years of extensive experience with commissioning, energy audits, training, building energy modeling, and analysis. Expert with long term energy planning for organizations as well as energy cost reduction and equipment efficiency. Dr. Hutchins has been a technical reviewer for sustainable projects and frequently assists businesses with establishing long term energy goals to foster efficient building operations and maintenance.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Energy Engineering Services, Defense Commissary Agency Various Locations Worldwide	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Officer-RS&H was responsible for the development and analysis of energy and water projects; commissioning, re-commissioning and retro-commissioning of commissaries; preparation of audit reports and specialized engineering studies; energy data management and analysis; energy awareness and maintenance training and presentations in the US, Europe and the Far East; life cycle and economic analysis; site investigations, surveys and designs for minor construction, facility repair and equipment replacement. Scope: RS&H assisted DeCA in the development and implementation of an Environmental Management System (EMS) in accordance with ISO 14001 and guidance contained in Executive Order 13148 (Greening the Government) and DOD directives. Savings to date exceed \$147M. Size: 250+		
b.	Energy Audits for The Exchange Five U.S. Military Installations: FL, OK, AL, CA	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Officer-Performed energy audits to assess existing conditions of energy using equipment and identify Energy Conservation Measures. A large part of this project involves evaluating the accuracy of the utility bills. RS&H has identified over \$550,000 in billing errors that were credited to The Exchange. Scope: RS&H performed energy audits of 29 Exchange buildings at five installations. An important aspect of these audits was to investigate any utility over-charges by the installation. RS&H identified nearly \$560,000 of annual overcharges and 34 low cost/no cost measures that save about \$192,000 per year. The Exchange received refunds totaling \$750,000 for utility overages as a result of analysis.		
c.	WATTS (Web-based AAFES Utility Tracking System) Throughout the US	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Officer-Designed and implemented a utility use and cost database that is accessible via the Internet. WATTS is accessed by almost 300 users, who enter utility use and cost data for over 900 facilities throughout the U.S. Reports are generated that allow the Exchange to identify high energy-using buildings, find billing errors, and track their progress towards energy intensity reduction goals. Developed the Web-based AAFES UTility Tracking System, WATTS.		
d.	Re/Retro-Commissioning GSA Buildings Miami and West Palm Beach, FL; Atlanta, GA; Mobile, AL; Greenville, MS	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Officer-RS&H was responsible for site visits, data collection, Energy Conservation Measure development and economic analysis, Functional Performance Testing, and report writing. RS&H data collection teams were responsible for three buildings with a combined gross area of 417,149 square feet. Scope: RS&H provided Task Management, Energy Audit and Re/Retro-Commissioning services for seven Federal Buildings in GSA Region 4, SE United States.		
e.	Orlando International Airport Energy Services, Orlando, FL	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Officer-RS&H reviewed record design documents in preparation of performing energy audits and analysis for central chilled water plants in four of the Airport's terminal buildings. RS&H inspected the equipment, controls and operating methods and recommended energy and water conservation opportunities and low-cost/no-cost projects that will provide energy, water and maintenance cost savings.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Ben Moore, AICP, LEED GA	Sustainability Planning, GHG Inventory, Education & Outreach	8	4

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Environmental Management / Energy, Economics and Policy
Bachelor of Arts / Comparative Literature

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Certified Planner, AICP
LEED Green Associate

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Moore's experience includes facility energy analysis reports, municipal energy conservation strategies, sustainable transit system management initiatives, and greenhouse gas mitigation through local land use. He has provided sustainable planning for clients, as well as design and procurement of renewable energy systems. Mr. Moore is an expert in sustainable capital improvement policies / procedures and comprehensive sustainability planning.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Energy Conservation Program Defense Commissary Agency, Worldwide	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Energy Planner-Responsible for analysis and development of energy and water projects. RS&H prepared energy audit reports and studies; energy data management and analysis; energy awareness and maintenance training; life cycle and economic analysis; site investigations, surveys and designs for minor construction, facility repair and equipment replacement; construction drawing and specifications; design drawings and specification review of new and renovation projects; design criteria for new and retrofit applications. Size: 250+ commissaries		
b.	Kennedy Space Center Sustainability Plan NASA Kennedy Space Center, FL	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Energy Planner-Drafted energy scoping document for a comprehensive, multi-sector sustainability planning effort for Kennedy Space Center. Developed EMS initiatives into sustainable management systems that incorporate the requirements of EO 13514 into a cohesive project-oriented plan. RS&H developed and facilitated sustainability workshops to motivate and engage KSC employees and promote buy-in to KSC's sustainability initiatives. In 2012 the NASA project leader and her team were awarded NASA's Blue Marble award for the project which recognizes groups and individuals demonstrating exceptional environmental leadership in support of NASA's missions and goals.		
c.	Votran's Integrated Sustainability Plan Volusia County, FL	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Energy Planner-Assisted development of a long-term vision for sustainable operations by identifying and prioritizing the projects that help realize indirect and direct economic returns and improve Votran's Environmental performance. Facilitated a sustainability plan that addresses green procurement, facility design, waste minimization and fuel, energy and water efficiency while generating \$1.7 million in net returns. In 2011, the Florida Public Transit Association recognized the sustainability plan as the Most Innovative Project of the Year.		
d.	Sustainable Capital Improvement Process Miami-Dade County, FL	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Developed a guidebook and training program for incorporating sustainable and accessible design into the County's capital improvement process. Utilized surveys, interviews and a review of County policies and national best practices to characterize baseline conditions. RS&H created guidelines for implementing new construction and major renovation projects that maximize energy, minimize greenhouse gas emissions, and increase the use of renewable energy, based on the USGBC LEED Rating Systems, computer-based energy modeling, life cycle cost analysis and project commissioning. Provided best practices for incorporating sustainability and accessibility to non-building capital improvements (e.g. transit systems, waste water treatment, port and airports).		
e.	Sustainable City Operations Rock Hill, SC	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager-Coordinated effort to develop a Resource Efficiency Plan for the City's energy, water, waste, vehicle fleet and land use and transportation operations. RS&H developed a plan to systematically improve the resource efficiency of the City of Rock Hills operations and created a detailed baseline for defining goals, developing and implementing an effective plan, and measuring the results of improvement efforts.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
Erin L. Deady, Esq. AICP, LEED AP	Sustainability Planning, Land Use & Development, Education & Outreach	a. TOTAL 16	2

15. FIRM NAME AND LOCATION (City and State)

Erin L. Deady, P.A.
Lantana, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Arts- Marine Sciences
Masters of Public Administration
Juris Doctorate of Law

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida Bar
Florida American Planning Association
U.S. Green Building Council, LEED Accredited Professional

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Ms. Deady has completed work as either a prime or subcontractor on 10 sustainability, energy and climate planning efforts across Florida. Completed (as prime contractor) work for 8 municipalities in Palm Beach County the Town of Lantana, the Town of Haverhill, the City of Atlantis, the Town of Palm Beach Shores and the Town of Ocean Ridge on various grant, sustainability and climate initiatives and plans. She is the immediate Past Chair of the Environmental and Land Use Law Section of the Florida Bar and makes approximately 20+ presentations a year on energy, energy finance, climate and sustainability initiatives both within, and outside of Florida.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	City of West Palm Beach Sustainability Action Plan West Palm Beach, FL	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Wrote and managed the development of the City's branding and sustainability planning effort from 2010-2011. She managed two subconsultants regarding the greenhouse gas inventory and outreach components and was responsible for delivering the final plan to the City. Cost: \$103,000. She was the responsible Principal on the project, managing the budget, schedule and all deliverables.		
b.	Energize Lake Worth Lake Worth, FL	2010-2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Led the project team including three subcontractors that completed a greenhouse gas inventory, an outreach strategy and energy audits of all of the City's buildings and facilities. The Plan also included policy recommendations for implementation including Code and Comprehensive Plan revisions to achieve energy reduction goals. Cost: \$199,000. Her role on the project was as the responsible Principal, managing the budget, schedule and all deliverables.		
c.	Climate Action Plan City of Boynton Beach, FL	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Worked as a subcontractor to manage the City's Energy Efficiency Community Block Grant and was responsible for developing and finalizing the Climate Action Plan incorporating elements of the completed greenhouse gas inventory. She integrated recommendations for revisions to the City's Comprehensive Plan and Code of Ordinances to implement the strategies in the Plan. Cost: \$199,000. Led the team developing the approach to the Climate Action Plan including an implementation strategy and policy recommendations.		
d.	Sustainability and Climate Plan Marathon, FL	2011-2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	With its unique climate, resiliency and sustainability challenges, the City of Marathon completed an energy audit of its facilities as well as a greenhouse gas inventory and Sustainability and Climate Plan. Was a subconsultant on the project but managed the development of the greenhouse gas inventory and overall Plan. Cost: \$50,000. With the designation of the Keys as an Area of Critical State Concern and significantly controlled growth and development, Ms. Deady provided key recommendations within a heavily environmentally related context for the City to prepare for climate resiliency challenges.		
e.	Municipal Energy Conservation Coalition Lantana, Haverhill, Atlantis, Palm Beach Shores and Ocean Ridge	2010-2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Managed all aspects of grant project to coordinate 5 municipalities on projects ranging from municipal facilities retrofits to development of a community and municipal greenhouse gas inventory, a sustainability strategy, energy rebate program and transportation strategy. Managed the grant reporting and administration, budget, all subcontractors and maintained all required reporting for final project auditing purposes. Cost: \$1,236,000. Conceived of the grant, developed the partnership, pre and post-grant Memoranda of Understanding and all reporting for the State of Florida under the State's Energy Efficiency Conservation Strategy program.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Frederick Jones, AICP	Land Use & Development	12	5

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.

Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Urban and Regional Planning
Bachelor of Arts / Anthropology

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Certified Planner, American Institute of Certified Planners (No. 020918), 2006

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Jones has experience with entitlement and regulatory planning processes, with more extensive experience in due diligence, site impact analyses, and permitting for a variety of land development projects. Planning Commissioner, City of Jacksonville Beach, 2006-2013; Member, American Planning Association; Member, Urban Land Institute, Sustainability Committee; Northeast Florida Regional Leadership Academy, 2011

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Climate Action Plan, City of Bartow, Florida	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Transportation Planner. Developed a plan for reducing waste and greenhouse gas emissions for the City of Bartow, FL (population: 17,501). The project created a greenhouse gas inventory of both government operations and the Bartow community. In addition, a profile of community strengths and weaknesses and a database of resource conservation measures were assembled in order to prioritize sustainable projects. RS&H recommended a portfolio of projects to improve energy efficiency in buildings, increase recycling and reduce dependence on foreign fuels, among other measures.		
b.	Climate Action Plan, City of Green Cove Springs, Florida	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Transportation Planner. Based on qualitative and quantitative analysis, a GHG inventory and a database of actions, RS&H developed a strategy for climate stewardship responsive to the City's unique interests. The plan is designed to reduce resource consumption and greenhouse gas emissions within government operations and in the wider community. Through a focus on reducing costs, the plan establishes a framework for continuous improvement and provides recommendations for funding projects.		
c.	Design Principles for Mobility, City of Jacksonville, Florida	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. RS&H developed a best practices handbook in support of the City of Jacksonville's 2030 Mobility Plan. The Mobility Plan establishes a new paradigm for infrastructure planning, design, and implementation with a multimodal emphasis. The plan identifies future transportation needs and uses a simple fee structure based on vehicle miles traveled to fund prioritized improvements throughout designated mobility zones; thus creating a more predictable, decision-making environment.		
d.	Natural Gas Fuels Strategy North Florida TPO	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Transportation Planner. RS&H is assisting the North Florida Transportation Planning Organization (NFTPO) with a multi-phase effort to develop and implement a strategy to advance compressed and liquefied natural gas (CNG / LNG) transportation systems. Relative to gasoline and diesel fuels, natural gas fuels feature reduced greenhouse gas emissions, lessened health impacts, and lower resource costs, among other advantages. However, widespread adoption of natural gas fuels faces the barrier of coordinating investment in both fuel supply and demand; fueling infrastructure and CNG / LNG vehicles.		
e.	Orange County Comprehensive Plan Amendment, Orange County, Florida	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Transportation Planner. RS&H completed a preliminary analysis of the county's present Comprehensive Plan, identifying policies consistent with the intent of HB 697. The team also reviewed best practices from across the state and developed recommended policy language, as well as measurement and verification protocols, for new plan elements. Using GIS, RS&H developed an energy efficiency map series based on a preliminary methodology that evaluates transit corridors, residential densities, brownfields, and conservation areas, among other inputs. The map series was used to identify Energy Conservation Areas.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
William T. Todd, PE, CEM, LEED AP BD+C	Energy Efficiency	a. TOTAL	b. WITH CURRENT FIRM
		33	30

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science / Mechanical Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Professional Engineer: FL
LEED Accredited Professional; Certified Energy Auditor: FL Certified Energy Manager

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Todd has extensive experience in development and design of energy and water conservation projects. His expertise includes heating, ventilating and air conditioning systems, refrigeration systems, industrial processes, lighting systems, utility-consumption and utility-rate analysis for commercial and industrial facilities. His experience also includes technical reviews, feasibility studies, life-cycle cost analyses, HVAC system design, computer simulation of building's utility consumption.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Energy Engineering Services, Defense Commissary Agency Various Locations Worldwide	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Utility Analysis & Audits PM-Responsible for the development and analysis of energy and water projects; commissioning, re-commissioning and retrocommissioning of commissaries; preparation of audit reports and specialized engineering studies; energy data management and analysis. Scope: RS&H assisted DeCA in the development and implementation of an Environmental Management System (EMS) in accordance with ISO 14001 and guidance contained in Executive Order 13148 (Greening the Government) and DOD directives Size: 250+ commissaries.		
b.	Energy Audits for The Exchange Five U.S. Military Installations: FL, OK, AL, and CA	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Utility Analysis & Audits PM-A large part of this project involves evaluating the accuracy of the utility bills. RS&H has identified over \$550,000 in billing errors that were credited to The Exchange. Scope: Performed energy audits to assess existing conditions of energy using equipment and identify Energy Conservation Measures.		
c.	The Exchange LEED Evaluation Dallas, TX	2008	2014
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope : Utility Analysis PM-Led the RS&H effort to evaluate sustainable design features for LEED Compliance. Scope: Complete analysis of the cost involved in implementing the requirements.		
d.	Orlando International Airport Energy Services Orlando, FL	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Utility Analysis & Audits PM-RS&H reviewed record design documents in preparation of performing energy audits and analysis for central chilled water plants in four of the Airport's terminal buildings. RS&H inspected the equipment, controls and operating methods and recommended energy and water conservation opportunities and low-cost/no-cost projects that will provide energy, water and maintenance cost savings. Scope: RS&H was selected to provide architectural and engineering energy management consulting services for the Greater Orlando Aviation Authority (GOAA). Orlando International Airport covers nearly 15,000 acres and has five terminal buildings. Size: 4.5M SF		
e.	Department of Veterans Affairs Facility Energy Assessments Dayton, OH; Wadsworth, OH; Indiantown Gap, PA	2006	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: LEED Project Administrator-Performed energy assessments and conducted field surveys to develop energy conservation projects for 10 buildings representing 40,156 Sq. Ft. Scope: Recommended ECMs included T8 lamps and electronic ballasts; occupancy sensor lighting control; photocell control of exterior lighting; HVAC controls re-programming or upgrades; DHW line insulation; and programmable thermostats. The potential savings upon implementation are \$23k per year, reducing energy costs by 23%. Size:40,156 SF		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Daniel Briller, PE, LEED AP BD+C	Energy Efficiency	24	1

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Energy Engineering
Bachelor of Science / Mechanical Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Mechanical Engineer: MO, IL

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Briller has over 20 years of experience in developing design guidelines and conducting design reviews of high performance and sustainable buildings. He is an expert in sustainable and LEED design standards and has experience with assisting organizations in understanding, achieving and improving levels of operation through long-term planning.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Environmental Management Systems Program Defense Commissary Agency, Various Locations Nationwide	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Technical Reviewer-Responsible for the development and analysis of energy and water projects; commissioning, re-commissioning and retro-commissioning of commissaries. RS&H prepared audit reports and specialized engineering studies; energy data management and analysis; energy awareness and maintenance training; life cycle and economic analysis; site investigations, surveys and designs for minor construction, facility repair and equipment replacement; construction drawings and specifications; design drawing and specification review of new and renovation projects. Size: 18 commissaries		
b.	Impact Semetrics Study and Energy and Carbon Baselines Denver International Airport, CO	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Technical Reviewer-Prepared a benchmark of energy consumption at airports from on-site and off-site sources. Scope: Completed semetrics study that incorporated data from previous studies completed at San Francisco International Airport to estimate future energy consumption and evaluate potential effects of regulatory, market, and technological factors on future energy use patterns.		
c.	EPA Sustainable Design Standards Washington, DC	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Technical Reviewer-Assisted the EPA, in revamping the agency's national architecture and engineering guidelines to reflect sustainable design and construction practices. Scope: Updated and expanded the EPA's comprehensive architecture and engineering guidelines to reflect sustainability requirements imposed by federal statutes, regulations, and executive orders. Directed a team of over 20 technical professionals of various disciplines and worked closely with different departments within EPA to ensure their interests and needs were addressed.		
d.	Federal Aviation Administration NextGen ATC Designs Washington, DC	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Technical Reviewer-Provided expert guidance to the Next Generation Air Transportation Systems (NextGen) Facilities Program on high performance green buildings and conducted various energy studies and analyses. Estimated energy consumption, greenhouse gas (GHG) emissions, and water consumption for proposed new facilities. Responsible for reviewing energy audit reports from FAA facilities nationwide and using this data to project energy usage for new facilities to select the most suitable energy efficiency measures for future implementation.		
e.	Federal Aviation Authority NextGen EMS Program Denver International Airport, CO	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Technical Reviewer- Oversaw Environmental Management System (EMS) Program, complete energy use and carbon footprint inventory of Denver International Airport (all stationary facilities, aircraft flights, and ground transportation). This project provided FAA, for the first time, with a methodology to baseline these parameters for airports of any size. In addition, the project included developing an integrated suite of metrics that FAA could monitor future energy consumption and greenhouse gas emissions, taking into account the dynamic changes occurring in the energy industry and potential future regulation of carbon.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Timothy Whitley, PE, CxA, CCP, LEED A	Energy Efficiency	5	5

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Albuquerque, NM

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science / Mechanical Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Registered Professional Engineer: FL, GA, NV, MD, NM, TX

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Whitley is a licensed Professional Engineer/Mechanical/Certified Commissioning Authority/Certified Commissioning Professional with RS&H's Aerospace and Defense Program. With more than 20 years of experience, his typical project responsibilities include project management, documentation, design review and construction inspection during all phases of project commissioning (Cx). He is responsible for the overall commissioning process of all projects. Mr. Whitley's experience includes a variety of projects including commercial office buildings, retail centers, educational facilities, healthcare facilities, data centers, and bio-containment/research facilities. Mr. Whitley is also a LEED Accredited Professional having commissioned several projects that have been certified with the USGBC.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	NASA Ordnance Operations Facility Cx Kennedy Space Center, FL	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager for the commissioning plan preparation with brief design review, commissioning kick-off meeting and commissioning field inspection report review.		
b.	AAFES Energy Management Service	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Participated in many energy audits, reviewed energy audits and maintained access reporting system for Web Based Energy Management System (WATTS).		
c.	DeCA FY07-08 Energy Audits Ft. Lee, VA	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Maintained Access Reporting System for Web Based Energy Management System (DeCA EMR).		
d.	DeCA HQ HVAC RCx Ft. Lee, VA	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Cx Authority-Project Manager for Cx plan preparation with brief design review, kick-off meeting, Cx field inspection report, lead Cx functional performance testing visit and prepared final report.		
e.	DeCA EA Assessments Ft. Lee, VA	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Participated in many energy audits and assessments. Reviewed energy audit and assessment reports.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jeffrey Prewitt, PG, CIEC, CEICC	Resource Conservation	27	7

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Geology
Bachelor of Arts / Geology

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Licensed Professional Geologist: IN, TN, KY, IL; Certified Indoor Environmental Consultant; Certified Indoor Air Quality Professional; Certified Environmental Infection Control Consultant; Certified Microbial Remediation Supervisor; LEED Accredited Professional; Operations and Maintenance, Certification Board of ACAC

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Prewitt implements effective environmental management systems and sustainable business practices that balance environmental performance with our clients' business objectives. He has over 25 years' experience providing environmental consulting with extensive experience with indoor environments, water conservation and source development, and environmental compliance.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Defense Commissary Agency (DeCA), Worldwide Environmental Management System	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional/Project Manager-Managed project as well as annual evaluations, OMB reporting, and updates of the ISO 14001 compliant EMS. Prepared and implemented environmental management plans for newly recognized environmental aspects in accordance with E.O. 13423 and 13514. Collected and evaluated data for water conservation and prepared water management plans for commissaries throughout the US and Europe. Evaluated legal and other requirements for environmental aspects for compliance in Europe including chemical management, waste, electronic equipment, packaging and packaging waste. Prepared a refrigerant management plan for use at the DeCA's 270 commissaries. Prepared training videos for commissary associates relating to refrigerant management, water conservation and hazardous materials management. Provided technical support to DeCA regarding regulatory and compliance issues. As a result of its EMS, DeCA has realized over \$30 million in benefits from an ongoing waste management program, conserved over 56 million gallons of water, and removed over \$22 million in environmental liabilities.		
b.	Atlantic Undersea Test and Evaluation Center (AUTEC) Andros Island, Bahamas	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional/Senior Geologist-Supported complete design services for construction of a wind energy generation system (Wind Turbine Generator) in a sole source aquifer recharge zone and wellhead protection zone. Evaluated karst, hydrogeology and saltwater intrusion site characteristics. Provided specifications and design modifications to protect the well field, wellhead protection zone and aquifer recharge zone during wind turbine construction and operation.		
c.	Rainwater Harvesting Fort Lauderdale-Hollywood International Airport Hollywood, FL	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional/Senior Geologist-Evaluated irrigation demand and rainwater harvest potential to conserve potable water. Evaluated potential for water quality impact of extracting water from a storm water pond hydraulically connected to the Biscayne Aquifer. Conceptual design will eliminate the use of 15 million gallons of potable water per year for irrigation with a payback period of one year.		
d.	Antilles Elementary School Fort Buchanan, PR	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional/Hydrogeologist- Evaluated karst and potential for subsurface stormwater management for the new Antilles Elementary School Design. Evaluated potential for using injection wells for storm water management/aquifer recharge. Evaluated use of permeable pavements relative to epikarst and karst bedrock in the area for LEED. Performed karst and hydrogeology consulting for new building design for RFP development. Cost: \$38.7M Size: 139,250 SF		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Scott Vockell, LEED AP	Resource Conservation	23	12

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Engineering Technology / Mechanical Design

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

LEED Accredited Professional, 2006

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

As a Senior Environmental Specialist, Mr. Vockell has more than 18 years experience in site assessment, remediation, compliance and environmental management. He has conducted or managed assessment and remediation projects ranging in size from small petroleum spills to large-scale natural gas processing facilities. Assessment experience includes collection, interpretation and communication of surface and subsurface conditions and contaminant transport mechanisms. Remediation experience includes emergency response, source removal and the design, construction, operation and maintenance of remediation systems. Experience includes compliance support for a 2,500-mile intrastate natural gas pipeline system including compressor and metering stations. Environmental management experience includes quarterly environmental liability calculations for 263 facilities in the US and 12 foreign countries and the annual review and summary of federal and Department of Defense regulations affecting these facilities. FEMA Public Assistance experience includes disaster relief deployments to Ohio and Florida.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	FEMA Hurricanes Ike and Gustav (Declared Event DR-1786-LA) and Hurricane Rita (Declared Event DR-1607-LA), Lake Charles, Calcasieu Parrish, Louisiana	2008	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Specialist for the Department of Homeland Security Federal Emergency Management Agency (FEMA). Prepared/revised existing Project Worksheets documenting damages (physical and financial) sustained by state and local governments (Applicants) as a result of Hurricanes Ike, Gustav, and Rita declared storm events. Revised Project Worksheets to delete estimated restoration costs and capture actual construction costs based on contractor invoices/change orders. Developed and documented Hazard Mitigation Proposals funding the restoration of three (3) potable water pumping stations to pre-disaster capacity including facility improvements designed to prevent or lessen similar damages from future disasters.		
b.	FEMA Severe Storm and Flooding Events (Declared Event DR-1831-FL), Gilchrist County, Florida, Bay County, Florida, Walton County, Florida, Washington County, Florida, and the City of Tallahassee, Florida	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Specialist for FEMA. Prepared Project Worksheets documenting \$1.1 million in damages (physical and financial) sustained by state and local governments (Applicants) as a result of the March 26, 2009 through May 5, 2009 declared storm and flooding events. Documented damages included debris removal from county roads, emergency protective measures from flooding, downed trees, and power lines, flood damage to a county park, overloaded underground drainage systems and seventy-three flood damaged roadways across three (3) Florida counties.		
c.	FEMA Tropical Storm Ike (Declared Event DR-1805-OH), Akron, Summit County, Ohio and Batavia, Clermont County, Ohio	2008	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Specialist for FEMA. Prepared Project Worksheets documenting damages (physical and financial) sustained by state and local governments (Applicants) as a result of the September 14, 2008 declared storm event. Documented damages included debris removal from public roads, emergency protective measures from downed trees and power lines, wind damage to University of Akron facilities (Dorms and Public Works), flooding at Summit County Public School facilities and damage to numerous infrastructure facilities within Summit County.		
d.	FEMA South Dakota Flooding (Declared Event DR-1915-SD), Roberts County, South Dakota and Pierre, Hughes County, South Dakota	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Specialist for FEMA. Prepared Project Worksheets documenting damages (physical and financial) sustained by state and local governments (Applicants) to roads and drainage systems as a result of the March through June, 2009 declared flooding event. Documented damages included debris removal from county roads, emergency protective measures from flooding and washed out roads, bridges and culverts, overloaded underground drainage systems and flood damaged roadways across northeast and central South Dakota.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Nathan Stinette	Resource Conservation, GHG Inventory	7	3

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Strategic Leadership Towards Sustainability
Bachelor of Science / Geographic Science

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

N/A

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Stinette has more than seven years of professional experience in natural resource conservation and geographic analysis. His areas of expertise include greenhouse gas (GHG) emissions, sustainability plans and reports, sustainability communications and engagement, GIS mapping and analysis, environmental compliance support, environmental assessment, and data collection.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Village of Pinecrest Miami-Dade County, Florida	2013	N/A
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Village of Pinecrest, Miami-Dade County, Florida. Conducted a community-wide inventory of Pinecrest's GHG emissions. Obtained data from utilities, local government and private enterprises, calculated emissions, and produced an inventory adhering to ICLEI protocols. Prepared a forecast of future emissions that will help Pinecrest select appropriate mitigation strategies.		
Austin-Bergstrom International Airport (ABIA) Texas	2010-2011	N/A
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Co-authored a Baseline Assessment Report summarizing ABIA's environmental initiatives, allowing the airport to track progress towards sustainability and GHG emissions reduction goals. The report established a sustainability baseline, identified metrics and trends, benchmarked performance against other airports, and provided policy recommendations to improve ABIA's environmental programs.		
NASA Kennedy Space Center (KSC) Sustainability Plan Merritt Island, Florida	2011	N/A
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Helped develop workshops for KSC that engaged over 100 KSC employees and gave them effective tools for sustainability planning. Conducted benchmarking studies and identified Best Management Practices (BMPs) for KSC's operations, along with relevant Federal and Agency sustainability goals. Contributed to KSC's strategic 5-year sustainability plan, which coordinates the initiatives of the Center's various working groups, and positions the agency as a leader in sustainability.		
United Launch Alliance (ULA) Cape Canaveral, Florida	2011	N/A
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Worked to develop a sustainability business case for ULA operations by creating a GIS database of facilities to analyze utility data and identify conservation opportunities. By implementing business case recommendations, ULA can potentially realize \$300,000 or more in cost avoidance over a five-year period.		
Defense Commissary Agency (DeCA) Worldwide	2011	N/A
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Scope: Assisted in updating and maintaining DeCA's ISO-14001 compliant EMS. Supported DeCA's efforts to engage employees in sustainability by authoring training video scripts and website content, and developed training materials to help employees at DeCA facilities identify environmental compliance issues and preventative actions. As a result of its EMS, DeCA has realized over \$30 million in benefits from an ongoing waste management program, conserved over 56 million gallons of water, and removed over \$22 million in environmental liabilities.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Darys Avila	Land Use & Development, Natural Area Preservation	3	3

15. FIRM NAME AND LOCATION (City and State)

Zyscovich, Inc.
Miami, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Architecture and Urban Design
Graduate School of Architecture / Planning and Preservation (GSAPP)

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Institute of Certified Planners (AICP) Certification in progress.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Tampa Innovation Alliance Master Plan, Tampa, FL	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm The City of Coconut Creek commissioned Zyscovich to create a vision and development plan for 430 acres of predominantly undeveloped land. Following the County Mayor Kristin Jacob's initiative to preserve natural resources and promote sustainable and green design, Zyscovich created a master plan which preserves the natural landscape and provides a blueprint for sustainable building design, while providing the first centralized mixed-use activity zone for the City's residents. All buildings within the MainStreet District are required to be, at a minimum, LEED certified by the U.S. Green Building Council (USGBC) or certified by the Florida Green Building Coalition. Role: Urban Designer Size: 430 Acres Cost: \$207 K		
b.	City of Jacksonville Vision Plan and Future Land Use Plan, Jacksonville, FL	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Vision plans for three planning districts in the City of Jacksonville, together with the new Future Land Use Map and Element, provide a blueprint for future sustainable development in the entire City (800+ square miles). With oversight by Commission appointed Steering Committees, Zyscovich crafted Vision Plans that address a dwindling vacant land supply through sustainable strategies that include mixed-use redevelopment and infill, improved connectivity and a variety of transportation choices, and the conservation and expansion of public open space. Land use overlays were created and implemented to incentivize development within the core areas of the City through increased development entitlements. Role: Project Manager Cost: \$1.2 M		
c.	Downtown Lafayette Strategic Framework Plan, Lafayette, LA	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm The Zyscovich team, working closely with the community, developed a strategy for a district-based structure for downtown Lafayette. Physical barriers were identified (both internally and externally) and key issues were addressed. The team supplemented the recommended district structure with a series of strategic proposals that seek to mitigate those barriers including: the major thoroughfares which ring the downtown; large blocks which weaken connectivity at the edges of the downtown, lack of high-quality and safe parking to attract new business to the area, and scattered vacant parcels and parking lots which create gaps in the urban fabric. The following five guiding strategies represent opportunities to overcome these physical barriers and reinforce the individual districts which comprise downtown Lafayette, and include: (1) Reinforcing existing paths; (2) Focusing on the Core; (3) Increasing the Variety of Open Space; (4) Enhancing Mobility with New Paths and Better Entrances; and (5) Improving Connections from Downtown to UL. Role: Urban Designer Cost: 150 K		
d.	Cocoa Beach CRA Downtown Vision and Zoning, Cocoa Beach, FL	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm With hundreds of tourists traversing its downtown main street to reach major destinations to the north, the Cocoa Beach Design Standards Manual offers an opportunity to strengthen the downtown's image and its ability to capture high quality tourist traffic by improving the building stock and quality of development. The Cocoa Beach Design Standards Manual achieves this by first defining a vision for future improvements and development in the Downtown Area to enhance and augment the existing character and by then creating a character driven and design-based standards manual to be used as a regulatory framework to implement the vision. This project will establishes a planning vision by identifying issues, opportunities and major principles for moving forward with the character driven and design-based Design Standards Manual and it included include input from the community at large. Role: Urban Designer Cost: \$212 K		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Bernard Zyscovich, FAIA	Education & Outreach	43	37

15. FIRM NAME AND LOCATION (City and State)

Zyscovich, Inc.
Miami, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science / Architecture
Special Study in Urban Design, Università Di Architettura, Venice, Italy, 1969

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida / Architecture
NCARB Certification

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Getting Real About Urbanism by Bernard Zyscovich & Douglas Porter; Zyscovich, Architecture and Real Urbanism by Bernard Zyscovich, Preface by Frank O. Gehry; The Techniques for Real Urbanism, 2007 by Urban Land Institute (ULI); Parking or Urban Place making, Multifamily Trends, Spring 2004; A Miami Midtown, Multifamily Trends, Winter 2004; Firm of the Year 2008-2009

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	New Orleans (Post Katrina) Neighborhood Redevelopment Plans, New Orleans, LA	2007	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Zyscovich assisted with community-based neighborhood-by-neighborhood planning for flooded areas of the City which were central to decisions associated with the recovery of the most devastated areas of New Orleans following Hurricane Katrina. These carefully prepared revitalization plans were formed into a citywide recovery and improvement plan for submission to the State of Louisiana and the federal government. Role: Principal-in-Charge Size: Citywide Cost: 105K		
b.	Pine Jog Elementary School and the FAU Environmental Education Center, West Palm Beach, FL	2007	2008
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm The School District of Palm Beach County and Florida Atlantic University are pioneering a new direction for high performance schools in Florida. Their respective missions are to inspire and excite Palm Beach County residents in the science and art of restoring the natural landscape and promoting our role as citizens in safeguarding the planet's natural resources. The partners are integrating the curriculum by combining both traditional and built environmental education to provide a comprehensive program of ecological awareness and stewardship. Role: Principal-in-Charge Size: 155,000 SF Cost: \$30.3M		
c.	City of Jacksonville Vision Plan and Future Land Use Plan, Jacksonville, FL	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Vision plans for three planning districts in the City of Jacksonville, together with the new Future Land Use Map and Element, provide a blueprint for future sustainable development in the entire City (800+ square miles). With oversight by Commission appointed Steering Committees, Zyscovich crafted Vision Plans that address a dwindling vacant land supply through sustainable strategies that include mixed-use redevelopment and infill, improved connectivity and a variety of transportation choices, and the conservation and expansion of public open space. Land use overlays were created and implemented to incentivize development within the core areas of the City through increased development entitlements. Role: Project Manager Cost: \$1.2 M		
d.	Coconut Grove Library Historic Renovation and Remodeling and Addition, Coconut Grove, FL	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm This project entails the expansion and modification of the existing building. The work will update the building's accessibility, including the addition of an elevator, and life safety code compliance, while providing new HVAC, electrical, plumbing and storm drainage. The expansion of the building requires the sensitive addition of new glazing at the main reading room and a new entry foyer. Trees have been preserved and a new entry plaza and landscaping will return the building to its cultural significance in Miami's Coconut Grove community. Role: Historic Preservation Project Manager Size: 7,500 SF Cost: \$2 M		
e.	Miami Senior High School Master Plan, Programming, Phasing, Historic Renovation, Remodeling, Reroofing & New Additions, Miami, FL	2009	2014
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Zyscovich was commissioned by Miami-Dade County Public Schools to master plan the restoration of the historic Miami Senior High School to its original grandeur, while updating it to a state-of-the-art high school. A net gain of approximately 120,000 SF of new construction, including some demolition, is planned to meet the facilities program. In addition, a new 227-space, three-level parking structure of approximately 77,000 SF is provided on the school property across the street from the gym. Role: Principal-in-Charge Size: 509,950 SF Cost: \$49.8 M		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Trent Baughn, RA, AICP, LEED AP	Land Use & Development, Natural Area Preservation	14	8

15. FIRM NAME AND LOCATION (City and State)

Zyscovich, Inc.
Miami, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Architecture
Bachelor of Science / Architectural Engineering Technology

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida / Architecture

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Institute of Certified Planners; Transportation Aesthetics Review Committee (TARC)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Coconut Creek Mainstreet Vision, Master Plan and Design Guidelines, Coconut Creek, FL	2005	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>The City of Coconut Creek commissioned Zyscovich to create a vision and development plan for 430 acres of predominantly undeveloped land. Following the County Mayor Kristin Jacob's initiative to preserve natural resources and promote sustainable and green design, Zyscovich created a master plan which preserves the natural landscape and provides a blueprint for sustainable building design, while providing the first centralized mixed-use activity zone for the City's residents. All buildings within the MainStreet District are required to be, at a minimum, LEED® certified by the U.S. Green Building Council (USGBC) or certified by the Florida Green Building Coalition. Role: Project Manager Size: 430 Acres Cost: \$207 K</p>		
b.	Miami DDA Downtown Master Plan Study, Miami, FL	2007	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>This Master Plan study created a "road map" that merges urbanism and architecture with market, economic, social, and sustainability issues. It set forth sustainable strategies focusing on improved mobility, public realm and open space, and the urban forest and green infrastructure, and recommended guidelines for future development. Zyscovich focused on establishing a framework to guide private and public development in coordination with public realm improvements, establishing a market-based rationale for sustainable urban revitalization, Role: Project Manager Size: Citywide (+1,000 Acres) Cost: \$ 590 K</p>		
c.	Midtown Miami Master Plan and Zoning, Miami, FL	2006	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>This vacant, 56-acre site was identified as an opportunity to reintegrate the city street grid and create a mixed-use district for the surrounding neighborhood. As the site's master planners and master architects, the team partnered with the City of Miami to change the land use from Industrial to Restricted Commercial and create Special District Zoning and Design Guidelines. Role: Project Manager Size: 56 Acres Cost \$275 K</p>		
d.	Downtown West Palm Beach Zoning and Master Plan Update, West Palm Beach, FL	2009	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Zyscovich worked with an economic consultant and a City appointed Advisory Board to investigate the major planning potentials and create a new Vision for the redevelopment of downtown West Palm Beach. The most significant outcomes included linking the two main retail centers with a new business district and creating development incentives to attract Class A office uses, adopting a new zoning code and land use plan based on 13 new neighborhood sub-districts with distinctive characteristics, designing zoning parameters for a range of lot sizes and street types, developing the zoning mechanism to return a defunct main street into a neighborhood shopping corridor and enabling reuse of an industrial district for arts, retail, and residential uses. Role: Senior Urban Designer Size: Citywide Cost: \$450 K</p>		
e.	City of Jacksonville Vision Plan and Future Land Use Plan, Jacksonville, FL	2010	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Vision plans for three planning districts in the City of Jacksonville, together with the new Future Land Use Map and Element, provide a blueprint for future sustainable development in the entire City (800+ square miles). With oversight by Commission appointed Steering Committees, Zyscovich crafted Vision Plans that address a dwindling vacant land supply through sustainable strategies that include mixed-use redevelopment and infill, improved connectivity and a variety of transportation choices, and the conservation and expansion of public open space. Land use overlays were created and implemented to incentivize development within the core areas of the City through increased development entitlements. Role: Project Manager Cost: \$1.2 M</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Thorn Grafton, AIA, LEED AP BD+C	Land Use and Development	34	8.5

15. FIRM NAME AND LOCATION (City and State)

Zyscovich, Inc.
Miami, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Architecture
Bachelor of Architecture

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida / Architecture
LEED AP Building Design and Construction

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Member Amer Inst of Architects, Miami Chapt (continuous 1979-1014); President, Bd of Trustees, Marjory Stoneman Douglas Biscayne Nature Center, (1992-1994 & 2012-2014); Green Visionary Award, Coral Gables Chamber of Commerce 2011 Green Means Green Award; LEED AP; Miami Chapter AIA Sustainable Design Architect of the Year 2010; Tulane University Graduate Preservation Program - Richard Koch Annual Preservation Lecturer, 2004; Florida Trust for Historic Preservation Award - Shelbourne House Miami Beach 1997 and Hurt Building Opa-locka 1992; City of Miami Historic and Environmental Preservation Board; Miami-Dade County Shoreline Development Review Board; FIU - South Florida Native Landscaping; Harvard Graduate School of Design - Sustainable Design with Randall Croxton, FAIA; Historic Preservation Magazine Article on Thorn Grafton, Preservation Architect, 1991

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	New Orleans (Post Katrina) Neighborhood Redevelopment Plans, New Orleans, LA	2007	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm This project for the City of New Orleans (the City Council) on an emergency basis in late 2005 in the aftermath of Hurricane Katrina. Planning scope was 5 flooded neighborhoods containing some of the most significant historic resources in the City- Tremé, Seventh Ward, Fauborg St. John, and Fairgrounds/Dessaix. We worked for 8 months w/ remaining & displaced residents and an economic planner to identify/ prioritize the neighborhood rebuilding projects necessary to restore (initially) functionality and (eventually) a sustainable sense of community. FEMA & the State used the completed plans to assign emergency rebuilding funding.		
b.	Coconut Grove Library Historic Renovation, Remodeling and Addition, Coconut Grove, FL	2006 - 2013	2013
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm The School District of Palm Beach County retained the firm for 4 separate sustainable school projects. The first was Pine Jog Elementary (In 2008, Florida's first LEED Gold new public school campus), in partnership with Florida Atlantic University in a 150 acre pineland habitat. This multiple award-winning school pioneered the concept of integrating the high-performance building with the curriculum, combining both traditional and environmental education to provide a comprehensive program of ecological awareness and stewardship. The latest school is Galaxy Elementary (2013) and targets LEED Platinum. It is the first CHOICE (magnet) school specifically designed to provide E3 learning (Energy, Environment, Engineering), and will serve the District's underprivileged and minority populations. Principal Size: 155,000 SF Total Cost, 4 schools: \$80 M		
c.	Coconut Grove Library Historic Renovation, Remodeling and Addition, Coconut Grove, FL	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm This project for Miami-Dade County entails the expansion and modification of the existing building (owned by the City of Miami), portions of which were built in the early 1900's with a major addition in the 1960's. The work updates the building's accessibility, including the addition of an elevator, and life safety code compliance, with all new HVAC, electrical, plumbing and storm drainage. The expansion of the building requires the sensitive addition of new glazing at the main reading room and a new entry foyer, both of which are designed as an expression of today's design style and technology, while preserving the identities of the two original volumes. The interiors will be updated and new library technology added. Trees have been preserved and augmented and a new entry plaza and landscaping will return the building to its cultural and historic significance on an important historic site in Miami's Coconut Grove community. Construction Documents completed. Role: Project Manager / Preservation Architect. Size: 8,000 SF Cost: \$2 M		
d.	Miami Sr. High School Master Plan, Miami, FL	2009	2014
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Zyscovich was commissioned by Miami-Dade County Public Schools to master plan, and provide construction documents and administration of the restoration of the historic Miami Senior High School to its original grandeur, while updating it to a state-of-the-art high school. A net gain of approximately 120,000 SF of new construction, with demolition of later additions, meets the facilities program. In addition, a new 227-space, three-level parking structure of approximately 77,000 SF is provided on the school property across the street from the gym. The project is phased with new construction and site utilities occurring first, followed by the historically-authentic rehabilitation of the original buildings, while students remain on-site throughout. Role: Historic Preservation Architect/ Project Manager Size: 509,950 SF; Cost: bid \$49.8 M final cost approximate x. \$53 M including changes		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Grace Perdomo, Assoc, AIA	Natural Area Preservation, Sustainability Planning	20	Year 1

15. FIRM NAME AND LOCATION (City and State)

Zyscovich, Inc.
Miami, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Architecture / Urban Design
Bachelor of Architecture

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

N/A

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Institute of Certified Planners (AICP) Certification in progress.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	New Orleans (Post Katrina) Neighborhood Redevelopment Plans, New Orleans, LA	2007	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Zyscovich assisted with community-based neighborhood-by-neighborhood planning for flooded areas of the City that were central to decisions associated with the recovery of the most devastated areas of New Orleans following Hurricane Katrina. These carefully prepared revitalization plans were formed into a citywide recovery and improvement plan for submission to the State of Louisiana and the federal government. Role: Senior Urban Planner. Size: Citywide Cost: 105K		
b.	Albany GA HUD Choice Neighborhood Transformation Plan	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Grace Perdomo created a comprehensive community vision and master plan to transform this distressed neighborhood and provide significant incentives for the local community to take critical steps to create viable neighborhood transformation. Based on extensive community outreach and participation, the plan was crafted to align with the City's overall vision for the revitalization of downtown Albany. Emphasis includes goals to improve and expand housing opportunities and access to basic services such as retail and health; improve the quality of the local public schools; improve public assets including neighborhood parks and connectivity to nearby recreation areas; offer effective transportation alternatives; increase access to jobs and levels of employment; and strengthen public safety and reduce crime rates. Role: Principal Urban Planner. Size: 238 acres and over 1000 du. Cost: \$34.5 M		
c.	Charlotte NC HUD Hope VI Revitalization Plan	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Grace Perdomo provided master planning, urban design and grant writing services to the Charlotte Housing Authority for this recently awarded \$20.9 million HUD HOPE VI Revitalization grant to transform the Boulevard Homes public housing development into a new mixed-income, mixed-use and sustainable community. The plan's sustainability program will ensure that the new community fulfills the requirements of LEED for Homes (multifamily) and the Enterprise Green Communities Criteria as well as achieves outcomes in areas consistent with the adoption of LEED 2009 for Neighborhood Development (LEED-ND) Rating System. Role: Principal Urban Designer. Size: 330 new du & mixed uses on 34 acres. Cost: \$132 M		
d.	Culver City CA Sustainability Design Assessment	2007	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Grace Perdomo served as project team leader for the AIA's Sustainable Design Assessment Team (SDAT) to assist Culver City in the process of developing and implementing a sustainable community plan as part of its General Plan Update (GPU) and challenge the community to include bold changes in policy, infrastructure, capital improvements, building and development codes, and economic strategies, all aimed at making Culver City more livable and sustainable. The SDAT served as a starting point to focus the city's GPU on principles of sustainability and set goals for reduction of greenhouse gas emissions and sprawl. Role: AIA SDAT Team Leader. Size: Citywide Cost: \$50 K grant for planning plus expenses		
e.	Albany NY Sustainability Design Assessment	2007	2014
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Grace Perdomo served as a member of the AIA's Sustainable Design Assessment Team (SDAT) to assist Albany and its citizens in addressing key issues facing the community. These included addressing the vacant properties in many of the city's neighborhoods, building a more sustainable transportation system, better stewardship of the city's open spaces and promoting energy efficiency. All of these were framed in the context of the city's plans to embark on a process to implement more sustainable policies and practices citywide. Role: Urban Designer. Size: Citywide Cost: 50 K grant for planning plus expenses		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Ben Chandler, PG, LEED AP	Recycling & Waste Reduction	27	11

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Geological Sciences

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Professional Geologist: FL, AL, IN, TX
LEED Accredited Professional

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Chandler is a licensed Professional Geologist managing a variety of sustainability planning, waste minimization, data management and environmental compliance projects. His leadership not only has brought cost-effective ideas that enhance an organization's bottom line, but establishes a true sustainable connection between an organization, their workforce and the community. Over the past 25 years, Mr. Chandler has worked with airport authorities, DoD Agency's, NASA, DOT, cities, counties, municipalities, and the oil and gas industry.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Effective Waste Management Plan (EWMP) Implementation DeCA 175 CONUS Facilities	2012	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Manager-Managed an RS&H team that implemented DeCA's EWMP at 175 commissaries across the US. The EWMP implementation trained nearly 1,000 commissary associates. Through RS&H's implementation, training, data monitoring and program recommendations, DeCA's EWMP contributed more than \$30M in recycling revenue and identified \$2.6M in solid waste cost avoidance over the last six years. Mr. Chandler's continual improvement strategies involved performing waste sorts at nine commissaries to identify additional revenues and cost avoidance opportunities. The waste sort data revealed 80% of the waste destined for the landfill could be diverted saving the Agency an additional -\$3.5 million annually and positioning them as a net zero waste agency.</p>		
b.	Waste Management Reporting Website - Data Management DeCA - Worldwide	2013	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Manager-Managed an RS&H team that designed an internet-based reporting tool used to monitor and continually improve DeCA's EWM. The customized website streamlines data collection efforts and provides instant feedback allowing DeCA to proactively manage sustainable and environmental initiatives worldwide. Key features include: the amount of waste disposed and associated costs; the type and amount of recyclable materials diverted from landfills for reuse; waste and recycling contracts, associated infrastructure, and a "Dashboard" reporting feature.</p>		
c.	Business Case - Effective Waste Management Plan (EWMP) DeCA - CONUS	2007	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Deputy Project Manager-Assisted in development of a comprehensive business case that effectively addressed waste management DeCA's 180 CONUS facilities. The EWMP business case established new recycling programs, recycling contracts ensuring recycling revenue was returned to DeCA, and realized solid waste cost avoidance, lowering the burden on appropriated funds. The Agency approved business case identified returns of greater than \$5M a year.</p>		
d.	Business Case Proof of Concept - EWMP DeCA - Texas, Virginia and West Virginia	2007	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Deputy Project Manager-Assisted in developing and implementing a pilot test program that tested the business case concept, increased recycling rates, reduced solid waste amounts, and ensured compliance with applicable waste regulations. Over an eight-week period, Mr. Chandler coordinated data collection efforts at 18 facilities with a focus on the amount of cardboard & plastic recycled and the amount of solid waste generated and disposed. Concept verification phase also obtained information regarding contract mechanisms, recycling rates and solid waste disposal costs. This test proved the business case concept in that the EWMP enhanced the Agency's bottom line through improved environmental performance.</p>		
e.	Sustainability Planning, ISO Environmental Management System (EMS) US Department of Defense Commissary Agency (DeCA) - Worldwide	2011	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Deputy Project Manager-Designed and implemented an ISO 14001 compatible EMS for the Agency's global operations. Responsible for developing and structuring key EMS components (Environmental Policy, Planning, Operation and Implementation, Monitoring and Checking and Management Review) for the Agency. Authored and implemented numerous procedures, work instructions, and customized forms essential to ISO 14001.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Kimberly Baier, LEED AP BD+C	Recycling & Waste Reduction	7	7

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Environmental Science
Bachelor of Arts / Chemistry

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

LEED AP Building Design and Construction, 2011
LEED Accredited Professional, 2007

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Ms. Baier has more than five years experience managing environmental and laboratory projects. She has implemented document control and data management systems for large clients, and coordinated data collection, analysis, and report preparation for sustainable initiatives. In addition, Ms. Baier has prepared and implemented management plans for resource conservation under an ISO 14001 compliant Environmental Management System.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Energy Efficiency Conservation Block Grant, Jacksonville	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Developed a solid waste management plan for the city of Jacksonville. Within this plan, proposed a waste management pilot program for four city buildings to satisfy the materials management component of the EECBG funding. This pilot program encompassed the principal of zero waste , expanded green purchasing initiatives , developed electronic stewardship initiatives and increased effective waste management awareness through an education campaign.		
b.	Effective Waste Management Program, Defense Commissary Agency, Worldwide	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Implemented a comprehensive waste management training and data collection program in 69 facilities. Prepared materials and conducted training of more than 350 employees. Liaisoned with client's personnel facilitating waste and recycling data collection. Analyzed waste generation and recycling data to prepare location-specific summary reports assisting client to realize significant cost savings. Client realized over \$5.5 million in recycling revenue and solid waste cost avoidance in first year.		
c.	Waterview LEED EBOM, Jacksonville, Florida--Technical Support for Waste Management	2013	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Planned, coordinated, and implemented a waste audit of Waterview's waste containers. This waste audit quantified waste types and generation rates allowing for the development of environmentally preferable alternatives to disposal. Analyzed the data obtained from this waste audit and developed waste diversion goals. Researched local recycling contractors to assist in diversion of materials from the waste containers. A building-wide waste minimization and recycling program was implemented as part of RS&H's LEED EB certification and has achieved over 50% diversion rate.		
d.	Affirmative Procurement Program, Defense Commissary Agency, Worldwide	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mapped the purchasing patterns of fourteen distinct business units of a multi-national organization. Used information to develop a comprehensive Green Procurement program targeted towards, energy efficient and environmentally benign products.		
e.	Environmental Management System (EMS) Implementation Services, Defense Commissary Agency, Worldwide	2006	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Under agency's ISO 14001 compliant EMS, supported development of Environmental Management Programs and their implementation throughout the organization. Managed information from more than 200 facilities on EMS Awareness training of more than 16,000 employees. Coordinated development of client's document and record control system.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jason DiGuglielmo, LEED AP, CIE	Recycling & Waste Reduction	12	7

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science / Health Sciences

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

LEED Accredited Professional, 2007

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. DiGuglielmo has approximately nine years of professional experience in indoor air quality investigations, soil and groundwater remediation, environmental site assessments and compliance, and inspection of stormwater erosion and sedimentation control. Mr. DiGuglielmo's experience also includes observation of subcontractors and supervision of projects involving collection of field data.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Effective Waste Management Plan, Defense Commissary Agency, Worldwide	2011	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Conducted waste surveys to identify and quantify commodities in a commissary's waste stream. Responsible for preparing site specific health and safety plans and coordinating field efforts. Responsibilities also included working to sort and weigh solid waste, preparing reports, and performing quality assurance and quality control reviews.</p>		
b.	Toxic Materials Compliance Manual, Defense Commissary Agency, Worldwide	2011	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Prepared a Toxic Materials Compliance Manual for associates of the Defense Commissary Agency. Key topics included proper handling of hazardous materials, health effects associated with hazardous materials, personal protective equipment, and materials safety data sheets.</p>		
c.	Proactive Indoor Air Quality Surveys for 18 Schools, US Department of Defense Domestic Dependent Elementary and Secondary Schools, Eastern U.S. and Caribbean	2013	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Performed indoor air quality surveys to evaluate ventilation in the schools. Field activities included data collection of carbon dioxide (CO2), temperature, and humidity levels from occupied classrooms, administrative areas, and outdoors. Responsibilities also included report preparation and providing recommendations for low-cost solutions for each school to improve air quality and comfort cooling.</p>		
d.	Microbial Inspections and Remediation Protocols, US Department of Defense Domestic Dependent Elementary and Secondary Schools, Guantanamo Bay, Cuba	2013	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Performed microbial inspections of classrooms and offices for W.T. Sampson Elementary School and Middle/High School. Responsibilities also included report preparation of microbial remediation protocols.</p>		
e.	Microbial Remediation, US Army Corps of Engineers, Norfolk, Virginia	2013	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Performed inspection of three buildings in Fort Monroe, Virginia to document microbial impacts and to prepare a remediation protocol. Also performed supervision of mold remediation contractors and inspection of remedial efforts for each building. Responsibilities also included preparation of the Final Remediation Protocol and Post-Microbial Remediation Report.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Candace Dorn, LEED AP	Greenhouse Gas Inventory	8	5

15. FIRM NAME AND LOCATION (City and State)

Reynolds, Smith and Hills, Inc.
Jacksonville, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Master of Science / Environmental Planning and Management
Bachelor of Science / Environmental Science

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

LEED Accredited Professional, 2009

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Ms. Dorn has implemented numerous sustainable business practices and assessing and documenting environmental conditions in the areas of sustainable programs, transit and transportation, environmental assessment and natural resources. Her areas of expertise include environmental stewardship, site assessment, environmental compliance, wetland delineation, pollution prevention and groundwater and soil investigation.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Votran Climate Action Plan, Volusia County Florida	2010	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional-Led development of a long-term vision for sustainability for operations, by identifying and prioritizing the projects that help realize indirect and direct economic returns and improve Votran's environmental performance. RS&H conducted a GHG inventory and Climate Action Plan and established a baseline for measuring reductions. The team, working with the agency, then identified practical measures for reducing emissions by cutting fuel consumption and increasing ridership. The new sustainability guidelines will allow Votran to realize more than \$1.6M in economic benefits through 2015.		
b.	NASA Kennedy Space Center Sustainability Plan, Kennedy Space Center, FL	2011	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional-Assisted with development of sustainability workshops. Authored slides, workshop exercises, and instructional materials, as well as the workshop agenda Scope: Developed EMS initiatives into sustainable management systems that incorporate the requirements of EO 13514 into a cohesive project-oriented plan. RS&H developed and facilitated sustainability workshops to motivate and engage KSC employees and promote buy-in to KSC's sustainability initiatives. RS&H was awarded NASA's Blue Marble award for the workshop which recognizes groups and individuals demonstrating exceptional environmental leadership in support of NASA's missions and goals.		
c.	Effective Waste Management Program Defense Commissary Agency, Nationwide	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional-Assisted in the preparation of quarterly reports for zone implementation and the implementation of training and data collection materials supporting EWMP initiatives. Scope: Developed EWMP business case based on waste profile surveys conducted at VA, GA, FL, and CA commissaries. Conducted proof of concept surveys at 18 commissaries in TX and VA. RS&H developed EMR software that assists DeCA with documenting waste management initiatives of over 200 facilities in a central database. Cost: \$825,000 Size: 105 commissaries		
d.	Environmental Management Systems Program Defense Commissary Agency, Worldwide	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional-Provided technical support for environmental management plans and newly recognized environmental aspects. Assisted in developing green procurement criteria and objectives for commissary operations. Prepared recommendations for green packaging initiatives and green procurement. Scope: Assists DeCA's Core Team in designing, implementing and maintaining the EMS. To date, the team has identified nine significant environmental aspects and developed an Environmental Management Program. Size: 250+ commissaries		
e.	Indoor Air Quality Surveys, USACE Norfolk	2012	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Sustainability Professional-Drafted scope of work documents, health and safety plans, and a communications plan for Indoor Air Quality (IAQ) sampling and microbial remediation projects. Provided quality control for IAQ proposals, data tables, and reports. Scope: The U.S. Army Corps of Engineers (USACE) retained RS&H to evaluate indoor air quality and environmental concerns at two DODEA schools. RS&H performed a multi-phase investigation to evaluate potential external and internal sources of indoor air quality (IAQ) and environmental contaminants. Size: 140,000 SF		

SECTION II SF 330 Part F Projects



RS&H

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; text-align: center;">1</div>
21. TITLE AND LOCATION (City and State) Kennedy Space Center Sustainability Plan Cape Canaveral, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2012 CONSTRUCTION (if applicable):
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER NASA	b. POINT OF CONTACT NAME Denise Thaller	c. POINT OF CONTACT TELEPHONE NUMBER (321) 867-1599
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)		

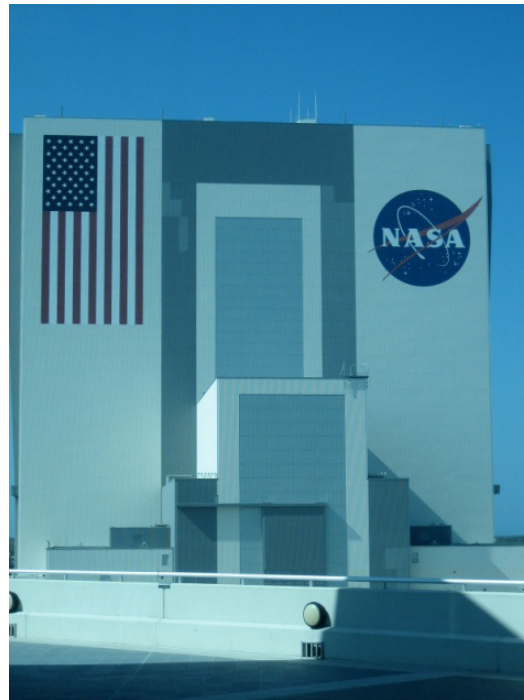
RS&H collaborated with NASA's Kennedy Space Center (KSC) to develop a workforce-engaging and project-driven sustainability plan. The plan meets the requirements of Executive Order (EO) 13514, NASA's Strategic Sustainability Performance Plan (SSPP) and KSC's Sustainability Vision. As a result, KSC's project manager received NASA's Blue Marble Award.

RS&H focused on the needs of the client, assessed potential barriers to organizational sustainability, and collaborated with KSC to develop an effective approach to surmount them. RS&H's listening skills, expertise in sustainability planning and organizational dynamics, as well as our strong project management skills, were all pivotal to the project's success. Key elements of RS&H's quality control process included development of an implementation plan that integrates quality control throughout the projects, peer reviews of all deliverables, monthly assessments of project performance, and client satisfaction.

Through effective planning and execution, a sustainability culture is now permeating all of KSC. The initiative is led by senior management, pushed by middle management, and inspired by the entire workforce. To increase employee engagement, RS&H facilitated a sustainability planning workshop with more than 100 attendees, representing 18 distinct business units. The workshop raised awareness of EO 13514 and other Federal Government requirements, and provided hands-on experience with techniques that integrate sustainability throughout an organization. During the six months of plan development, RS&H coordinated meetings and provided leadership and guidance on sustainability planning.

The KSC Sustainability Plan details more than 200 unique projects that:

- » Energize the Center's sustainability culture
- » Enhance pollution prevention efforts
- » Promote sustainable acquisition
- » Increase recycling and decrease waste
- » Increase process and energy efficiencies
- » Meet or exceed Executive Order and NASA sustainability goals
- » Benefit the community



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME RS&H	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Deputy Project Manager

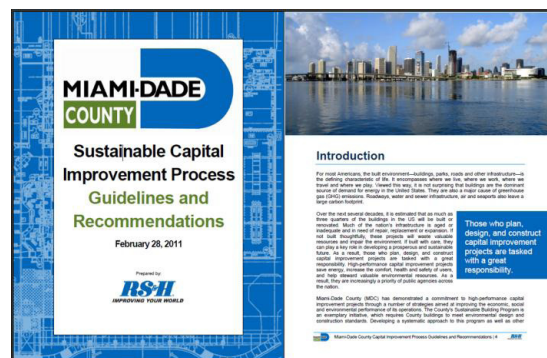
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; font-weight: bold;">2</div>
21. TITLE AND LOCATION (City and State) Sustainable and Accessible Capital Improvement Process Miami-Dade County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2010-2011 CONSTRUCTION (if applicable): N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Miami-Dade County	b. POINT OF CONTACT NAME Patricia Gomez, PE, CEM, LEED AP	c. POINT OF CONTACT TELEPHONE NUMBER (352) 343-9503
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)		

RS&H worked with Miami-Dade County to integrate sustainability and accessibility policies and procedures into its capital improvement process. RS&H assessed the County's present performance, developed new guidelines and recommendations for improvement and provided education and training services to support implementation.

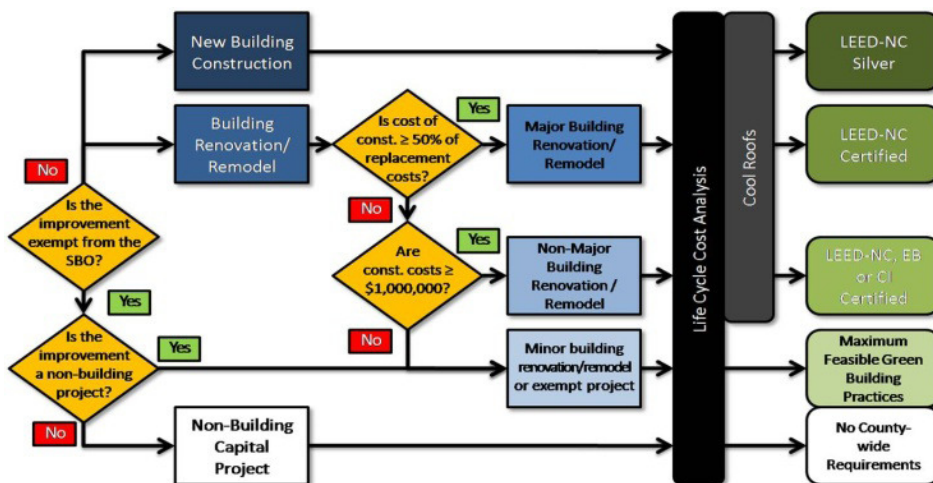
Methods employed included surveys, interviews and workshops with County engineers, architects, project managers and other CIP professionals. RS&H also reviewed County ordinances, orders and administrative controls. Current policies and procedures were benchmarked against BMPs identified within the federal government, the State of Florida and the cities of Atlanta, Chicago, Los Angeles, New York City, Philadelphia, Portland, San Francisco and Seattle. RS&H identified strengths, weaknesses, opportunities and threats related to the sustainability and accessibility.

RS&H created guidelines and recommendations for implementing new construction and major renovation projects that maximize energy, minimize greenhouse gas emissions, and increase the use of renewable energy. They also ensure compliance with the ADA. Guidelines incorporate techniques to improve project performance, including minimum design standards, life-cycle cost accounting, energy modeling, and commissioning, as well as the LEED Rating Systems.

In order to implement the new guidelines, RS&H developed and led training and orientation modules for County professionals. Modules included an orientation to the new guidelines for CIP professionals, a Train-the-Trainer curriculum for senior staff and a policies and recommendations brief for high-level decision-makers. MDC subsequently incorporated guidelines into a new implementing order.



Project Demonstrates:	
✓	Energy Planning and Analysis
✓	LEED/Sustainable Design Services
✓	ADA Design Services
✓	Education and Training



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME RS&H	(2) FIRM LOCATION (City and State) Jacksonville, FL
		(3) ROLE Energy Analysis and Planning
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
		(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; font-weight: bold; text-align: center;">3</div>				
21. TITLE AND LOCATION (City and State) West Palm Beach Sustainability Action Plan West Palm Beach, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2011</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2011	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2011	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER City of West Palm Beach	b. POINT OF CONTACT NAME Penelope Redford	c. POINT OF CONTACT TELEPHONE NUMBER (561) 804-4994				
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)						



Project Demonstrates:	
✓	Optimizing of Operations
✓	Energy Efficiency
✓	Alternative Energy
✓	Greenhouse Gas Emissions
✓	Climate Change Mitigation and Adaptation
✓	Strategic Planning
✓	Community Outreach

Erin Deady was the Project Manager for the City of West Palm Beach's Sustainability Action Plan (approximately 11 months in duration). The initiative included a greenhouse gas inventory, public outreach and engagement and ultimately production of the overall plan. The Focus Areas include: Natural Resources & Water Conservation; Land Use, Redevelopment & Transportation; Sustainable Buildings & Housing; Waste Management & Recycling; Growing a Green Economy; and Urban Agriculture & Community Gardens. Because the Office of Sustainability is housed within the Utilities Department, the Plan had a particular focus on creating a baseline of current water resource, infrastructure and conservation initiatives and capitalizing on where to make improvements.

The planning process included numerous unique attributes to build internal and external stakeholder support. For instance, the Team conducted approximately 30 internal and external stakeholder interviews to gain insights into the support, level of understanding and perceived challenges for implementing the sustainability planning effort. The process also included a widely attended workshop to perform various exercises to develop goals and strategies including ranking those by using Turning Point polling software to provide immediate and live feedback on participant's preferences on implementing solutions.

The project served as a cornerstone of the Office of Sustainability's new branding effort "Rethinking Paradise for a Green City" and the City has begun tracking progress towards implementing its goals.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Erin L. Deady, P.A	Lantana, FL	Project Manager
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; font-weight: bold;">4</div>				
21. TITLE AND LOCATION <i>(City and State)</i> Comprehensive Sustainability Services More than 300 locations across the globe		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(if applicable)</i></td> </tr> <tr> <td>Ongoing</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>	Ongoing	N/A
PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>					
Ongoing	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER Defense Commissary Agency (DeCA)	b. POINT OF CONTACT NAME Mark Leeper	c. POINT OF CONTACT TELEPHONE NUMBER (804) 734-8000 x8626				

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*



Since 1995, RS&H has been providing award-winning, comprehensive sustainability services to DeCA. RS&H developed and maintains a database and web-based portal that tracks and manages energy, water and waste volumes and expenses, along with additional core facility data, for nearly 300 locations world-wide. The database tracks DeCA's progress towards federally mandated goals through reporting functions. Reports are used to identify and prioritize facility assessments and investment in building upgrades.

In support of this work, RS&H has performed energy and water assessments of over 70 facilities totaling more than 3 million square feet. Audits and commissioning efforts have been conducted at locations in the US, Germany, Japan and Guam. Efficiency and improvement projects that have been implemented provide an annual cost savings over \$1.5 million with an average 3 year pay back. RS&H audits have included condition and safety assessments and recommendations for improving the non-utility operations and maintenance of facilities.

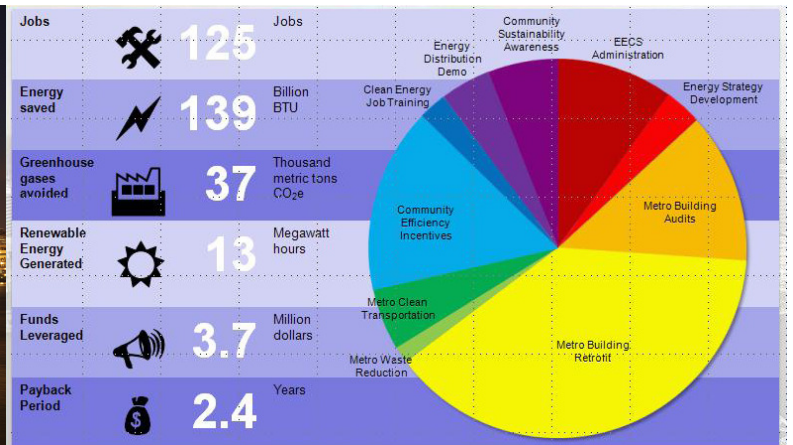
Project Demonstrates:	
✓	Comprehensive Sustainability Planning
✓	Facility Resource Efficiency
✓	Sustainability Revenue
✓	Greenhouse Gas Accounting

RS&H has assisted DeCA in developing its Environmental Management System (EMS) in accordance with ISO 14001. Features of DeCA's EMS include a Solid Waste Management Program that realized a net benefit of more than \$36 million in 6 years for DeCA, an ROI of almost 18 to 1. Water conservation and leak detection programs have saved over 955 million gallons.

In addition to core facility assessment services, RS&H has conducted over 50 classes and produced training videos educating DeCA employees on how to operate facilities optimally. RS&H has also provided recommendations to update DeCA's Design Guidelines relating to resource efficiency, including insights regarding USGBC's LEED rating system.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME RS&H	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE Project Manager

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; font-weight: bold; text-align: center;">5</div>				
21. TITLE AND LOCATION (City and State) Energy Efficiency and Conservation Strategy Jacksonville, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2009</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2009	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2009	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER City of Jacksonville	b. POINT OF CONTACT NAME Ebenezer Gujjarlapudi	c. POINT OF CONTACT TELEPHONE NUMBER (904) 255-7245				
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)						



RS&H worked with the City of Jacksonville, Florida to secure a \$7.8 million Energy Efficiency and Conservation Block Grant (EECBG). As part of this process, RS&H developed an Energy Efficiency and Conservation Strategy (EECS) for the City. The EECS outlined a comprehensive strategy for utilizing grant funds to save energy, reduce greenhouse gas emissions and create jobs throughout the region.

In this role, RS&H gathered and analyzed detailed information on City operations, interviewed over 100 stakeholders, and solicited over 50 public comments. Through this process, over 200 potential energy-saving projects were identified. RS&H quantitatively and qualitatively analyzed these projects from an environmental, social and economic perspective. A project selection matrix evaluated the energy savings, greenhouse gas abatement, developing a decision-making matrix for selecting high-value projects. .

Working with City officials, as well as the Cities of Atlantic Beach, Neptune Beach, Jacksonville Beach, the Town of Baldwin, Duval County Public Schools, and the Jacksonville Aviation, Electric, Port and Transportation Authorities, RS&H developed a suite of eight programs, encompassing 19 individual projects that comprise the City's Energy Efficiency and Conservation Strategy. These projects address building energy audits and retrofits, lighting controls, utility monitoring software, waste management, low emission vehicles, residential energy efficiency and solar rebates, renewable energy and geothermal demonstration projects, clean technology job training, and community sustainability awareness.

Together, these projects were projected to save over 40 million kilowatt hours of energy and avoid 37 thousand metric tons of greenhouse gasses per year, while creating 125 jobs. Savings equate approximately to the amount of energy used by 3,000 local homes. Including the costs of development and administration, the portfolio exhibits an estimated simple payback of 2.4 years or a return on investment of 56 percent over three years. In addition, the program will leverage an additional \$3.7 million in project funding from the community. The project was delivered on time and 44% under budget.

Project Demonstrates:	
✓	Energy Planning and Analysis
✓	Energy Project Evaluation
✓	Greenhouse Gas Accounting
✓	Energy Efficiency Program Design

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RS&H	Jacksonville, FL	Energy Analysis and Planning
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 24pt; text-align: center;">6</div>				
21. TITLE AND LOCATION <i>(City and State)</i> Village of Pinecrest Greenhouse Gas Inventory and Forecast Miami-Dade County, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(if applicable)</i></td> </tr> <tr> <td>2014</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>	2014	N/A
PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>					
2014	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER Village of Pinecrest	b. POINT OF CONTACT NAME Angela Gasca	c. POINT OF CONTACT TELEPHONE NUMBER (305) 234-2121				
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>						

The Village of Pinecrest, located in Miami-Dade County, Florida, established sustainability goals to save money through energy and water cost reductions, and to reduce its dependence on foreign oil and fossil fuels. To this end, Pinecrest joined ICLEI-Local Governments for Sustainability and made a commitment to achieve ICLEI's Five Milestones. A GHG inventory is required as part of the first milestone, "Sustainability Assessment."

RS&H is working closely with the Village of Pinecrest to complete an accurate, meaningful GHG emissions inventory and forecast that will allow the Village to benchmark sustainability performance, measure progress, and plan effectively for the future. The inventory will have two separate components, addressing emissions produced in the community at large and those directly related to local government operations (LGOP). The community inventory has been completed, and the local government operations inventory is currently in progress.

RS&H obtained data needed to complete the community inventory from Miami-Dade County, local utility companies, Florida Department of Transportation, and other sources. Using an innovative combination of Federal, State of Florida, and regional transportation models, RS&H calculated Vehicle Miles Travelled to estimate emissions from transportation, the sector contributing the largest share of Pinecrest's community inventory. Other emissions sources included in the inventory were: natural gas and electricity consumption, solid waste disposal, and process energy associated with potable water distribution and wastewater collection/treatment.

The inventory was prepared using ICLEI's CACP software and following the principles of relevance, completeness, consistency, transparency, and accuracy. The effort was extensively documented by RS&H to facilitate future updates to the emissions estimates. Emissions were calculated for a baseline year (2010) and the most recent year (2012), allowing recent progress in emissions reductions to be quantified.

RS&H also prepared a forecast of community emissions, using the two inventory years and trends in transportation fuel use, population, and economic growth to estimate future emissions in 2014, 2020 and 2030. These estimates will help Pinecrest achieve its long term sustainability goals by tailoring appropriate strategies to meet emissions reduction targets.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME RS&H	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE Energy Analysis and Planning

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; font-weight: bold;">7</div>				
21. TITLE AND LOCATION (City and State) Resource Efficiency Plan City Rock Hill, SC		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2012</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2012	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2012	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER City of Rock Hill	b. POINT OF CONTACT NAME Rebecca Hooks	c. POINT OF CONTACT TELEPHONE NUMBER (803) 326-3832				

A detailed baseline is essential for defining goals, developing and implementing an effective plan, and measuring the results of improvement efforts. Accordingly, RS&H focused on characterizing past and current performance at Rock Hill, while performing preliminary facilitation, planning and implementation tasks that will serve as the framework for more in-depth phases of effort. The resulting deliverable – a document of the City’s baseline performance and a roadmap for continual improvement – will function as a resource for decision-making, a guide for project management and a prospectus for grants and other funding opportunities.

RS&H characterized the City’s resource efficiency performance by compiling and analyzing three years of data for six significant aspects of municipal operations: land use and transportation, energy and greenhouse gases, water, waste, fleet management and regulation. In addition to analyzing performance and assessing trends, RS&H benchmarked the City of Rock Hill against three peer municipalities: Charlotte, NC; Gainesville, FL; and Greenville, SC.

The baseline served as the foundation of a series of workshops with City staff representing all key aspects of municipal operations. Under RS&H’s facilitation, staff evaluated the City’s strengths, weaknesses, opportunities and threats; identified five areas for future focus; and established preliminary goals, objectives, initiatives and metrics for each focus area over a twenty year horizon.

RS&H supplemented the City’s preliminary planning by establishing Resource Efficiency Plans (REPs) for land use / transportation, energy, water, waste and fleet management. These REPs will serve as tools for design, implementation and measurement of initiatives aimed at continuously improving on the City’s three-year performance baseline. Recommendations for public and private funding resources for supporting a long-term commitment to resource efficiency improvement were integrated into each REP, based on RS&H’s extensive experience with grants and other sources of funding that support resource efficiency.



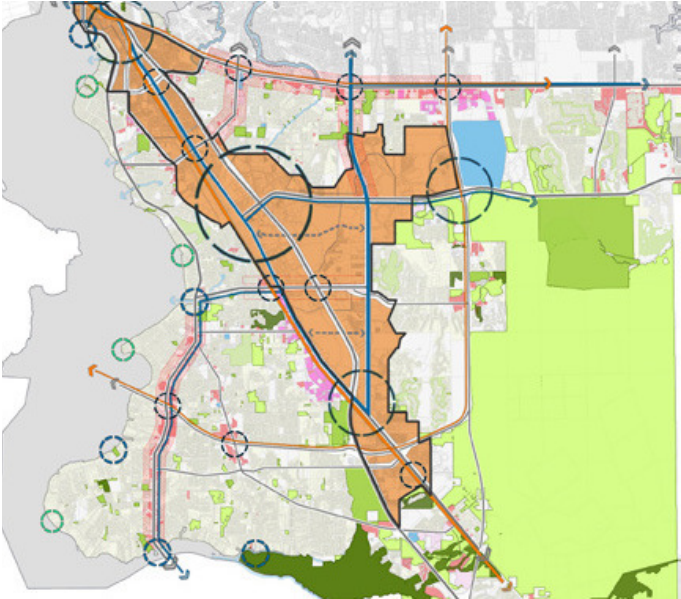
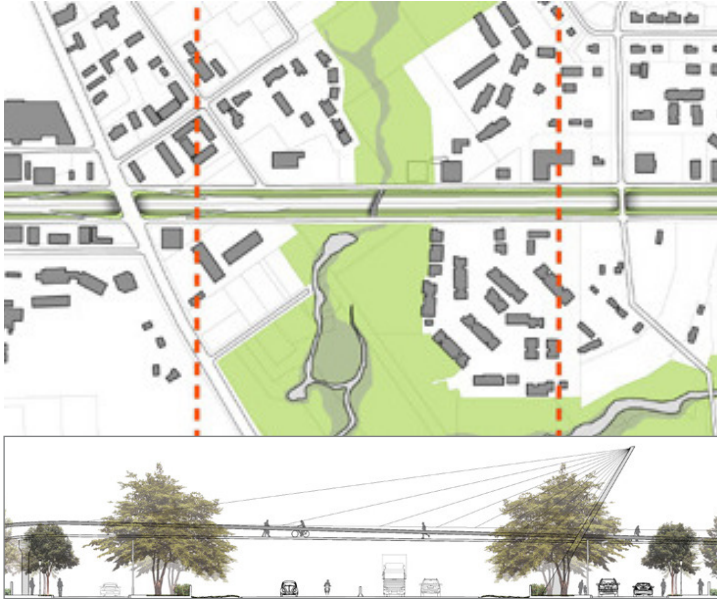

Project Demonstrates:

- ✓ Climate Action Planning
- ✓ Greenhouse Gas Accounting
- ✓ Facility Resource Efficiency
- ✓ Fleet Management
- ✓ Facilitation and Visioning

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME RS&H	(2) FIRM LOCATION (City and State) Jacksonville, FL
		(3) ROLE Energy Analysis & Planning
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
		(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 24pt; text-align: center;">8</div>				
21. TITLE AND LOCATION (City and State) City of Jacksonville Vision Plan and Future Land Use Jacksonville, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2010</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2010	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2010	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER City of Jacksonville	b. POINT OF CONTACT NAME William Killingsworth	c. POINT OF CONTACT TELEPHONE NUMBER (904) 630-2879				

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Proposed Pedestrian Bridge Across the Limited Access Expressway

The City of Jacksonville embarked on a two plus year long planning study to develop Visions for Planning Districts 1—The Urban Core, 2 – Greater Arlington/Beaches, and 3 – The Southeast, plus a future land-use plan for the entire city. The success of this grassroots effort has been in great part due to the thoughtful and creative input from the community. The purpose of the plans has been to identify sustainable community goals, objectives, and planning potentials for growth.

Now completed, the Vision Plans, together with the new Future Land use Map and Future Land Use Element, provide a blueprint for sustainable future development throughout the entire city. The vision includes strategies for enhancing the quality of life by addressing neighborhood preservation, industrial preservation, and green infrastructure.

The vision and planning process included a public outreach process with a blog that allowed direct and real-time communication with the community. The development of the plans included community conversations and a steering committee for each district. The vision plans are framed by guiding principles developed as a result of the process.

The five guiding principles, which vary a bit from district to district, are:

1. Community Character/Uniqueness
2. Mixed Land Uses/Density/Redevelopment Infill
3. Improving Transportation Choice
4. Economic Growth
5. Open Space/Green Infrastructure

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Zyscovich, Inc.	(2) FIRM LOCATION (City and State) Miami, FL
		(3) ROLE Energy Analysis and Planning
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
		(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; text-align: center;">9</div>				
21. TITLE AND LOCATION (City and State) Sustainability Management Planning Volusia County, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2010</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2010	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2010	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER Volusia County TPO	b. POINT OF CONTACT NAME Heather Blanck	c. POINT OF CONTACT TELEPHONE NUMBER (386) 761-7700				
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)						



Project Demonstrates:	
✓	Optimizing Operations
✓	Strategic Planning
✓	Fleet Management
✓	Community Outreach
✓	Greenhouse Gas Accounting

The Volusia County's public transportation system (Votran) provides the mobility needs of Volusia County. As such, Votran is uniquely positioned to educate and promote pragmatic sustainable solutions in Volusia County.

RS&H worked with Votran to develop a long-term vision for sustainability in its operations, by identifying and prioritizing the projects that will help realize indirect and direct economic returns and improve upon Votran's environmental performance.

In the first phase of the project, RS&H established a baseline of environmental performance at Votran, including a preliminary greenhouse gas inventory, a comparison of operating procedures with Best Management Practices, and development of a portfolio of options to improve financial, social and environmental performance. In phase two, RS&H derived a return on investment for opportunities for improvement in the areas of energy, water, waste and air quality. In phase three, RS&H formalized and detailed the elements of Votran's systematic process to manage enterprise-wide sustainability initiatives and improvements for the next five years.

By implementing the Sustainability Management Plan, Votran has the potential to realize over \$1.7 million in direct and indirect economic benefits through 2015. Approximately \$800,000 will be generated from reduced fuel consumption. Votran also has the potential to realize approximately \$700,000 in revenue by addressing GHG emissions through the increased use of public transit by Volusia County residents.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RS&H	Jacksonville, FL	Project Manager
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="font-size: 2em; font-weight: bold; text-align: center;">10</div>
21. TITLE AND LOCATION (City and State) Alternative Fuels, Vehicles and Infrastructure Strategy	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <div style="text-align: center;">2013</div>	CONSTRUCTION (if applicable) <div style="text-align: center;">N/A</div>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER North Florida TPO	b. POINT OF CONTACT NAME Jeff Sheffield	c. POINT OF CONTACT TELEPHONE NUMBER (904) 306-7512

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

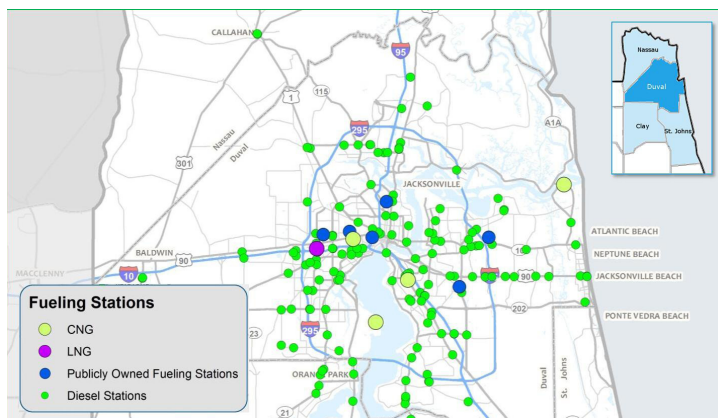
RS&H is assisting the North Florida Transportation Planning Organization (NFTPO) with a multi-phase effort to develop and implement a strategy to advance alternative fuels, alternative fuel vehicles and supporting infrastructure.

Relative to gasoline and diesel fuels, alternative fuels – including biodiesel, electricity, ethanol, hydrogen, natural gas and propane – feature reduced greenhouse gas emissions, lessened health impacts, and lower resource costs. However, widespread adoption of alternative fuels faces the barrier of coordinating investment in both fuel supply and demand, including both vehicles and fueling infrastructure.

In Phase One of its efforts, RS&H developed an inventory of vehicle fleets and fueling infrastructure in Duval, Nassau, Clay and St. Johns Counties. RS&H collected data on regional diesel fuel consumption and vehicle fleets. It also developed and administered interviews and surveys with significant fleet operators. Utilizing Geographical Information Systems, the locations and key characteristics of fleets were mapped. Locations of existing public and private petroleum-based and alternative fueling infrastructure were also mapped. RS&H worked with local gas distribution companies to understand the location of gas transmission and distribution infrastructure and its impact on a future CNG / LNG system and with electric utilities to understand support for electric vehicle charging stations.

Using this geospatial database as a basis, RS&H developed a preliminary business case for phased development of CNG and LNG fueling stations coordinated with targeted investment in fleet conversions. Supplementing this vision is a proposed gas liquefaction / LNG storage hub situated at the Jacksonville Port Authority, extending the utility of natural gas fuels to marine vessels, while supporting drayage, heavy duty long haul transport as well as regional CNG infrastructure.

In the current phase of work, RS&H is developing business cases for biodiesel, electricity, ethanol, hydrogen and propane, with an aim towards development of partnerships for project implementation. The result will be a regional master plan for advancing alternatives in the region.



		Project Demonstrates:											
		✓	Alternate Fuel Consulting										
		✓	Fleet Inventory Management										
		✓	Climate Change Mitigation										
		✓	Transportation Planning										
		✓	Strategic Planning										

Metric	Total	Data Collection											
		City of Jacksonville	St. Johns County	JEA	JTA	City of Green Cove Springs	Clay County	Florida Public Utilities	Nassau County Public Schools	JAA	St. Johns County School District	City of Atlantic Beach	Clay Electric Cooperative
Average Age of Vehicle Fleet (Years)	8												
Total Vehicles	6,167												
Lt Duty Vehicles	4,466												
Medium Duty Vehicles	663												
Heavy Duty Vehicles	1,038												
Total Fuel Gallons	8,786,726												
Diesel Fuel Gallons	4,226,101												
Unleaded Fuel Gallon	4,523,045												
E85 Fuel Gallons	14,529												
Biodiesel Fuel Gallons	21,600												
LPG Fuel Gallons	1,450												
Total VMT	147,264,790												
Lt Duty VMT	128,971,093												
Medium Duty VMT	9,604,041												
Heavy Duty VMT	8,689,656												
Total 12 Month Purchases	393												
Lt Duty 12 Month Purchases	365												
Med Duty 12 Month Purchases	28												
Heavy Duty 12 Month Purchases	0												

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME RS&H	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Alternative Fuel Analysis and Planning
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

SECTION II SF 330 Part G Matrix



G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Examples Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Mike McCarthy, MBA, PG, LEED AP	Project Manager, Education & Outreach	■			■	■	■	■		■	
Rick Chesser, PE	Project Officer/Planner										
Dr. Paul F. Hutchins, Jr., Ph.D., PE, LEED AP, CEM	QA/QC		■		■	■		■			
Ben Moore, AICP, LEED GA	Sustainability Planning, GHG Inventory, Education & Outreach	■	■		■	■	■	■		■	■
Erin L. Deady	Sustainability Planning, Land Use & Development, Education & Outreach			■							
Frederick Jones, AICP	Land Use & Development					■	■	■			■
William T. Todd, PE, CEM, LEED AP BD+C	Energy Efficiency		■		■	■	■	■			
Daniel Briller, PE, LEED AP BD+C	Energy Efficiency				■						
Timothy Whitley, PE, CxA, CCP, LEED A	Energy Efficiency	■			■	■					
Jeffrey Prewitt, PG, CIEC, CEICC	Resource Conservation	■	■		■	■	■	■		■	
Scott Vockell, LEED AP	Resource Conservation				■						
Nathan Stinette	Resource Conservation, GHG Inventory	■			■		■	■			■
Darys Avila	Land Use & Development, Natural Area Preservation								■		
Bernard Zyscovich, FAIA	Education & Outreach								■		
Thorn Grafton, AIA	Land Use & Development								■		
Grace Perdomo, AIA	Natural Area Preservation, Sustainability Planning								■		
Trent Baughn, RA, AICP	Land Use & Development, Natural Area Preservation								■		
Ben Chandler, PG, LEED AP	Recycling & Waste Reduction				■						
Kimberly Baier, LEED AP BD+C	Recycling & Waste Reduction	■			■	■		■		■	
Jason DiGuglielmo, LEED AP, CIE	Recycling & Waste Reduction				■						
Candace Dorn, LEED AP	Greenhouse Gas Inventory	■			■	■		■		■	■

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

No.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	No.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	NASA KSC	6	City of Pinecrest
2	Miami-Dade County	7	City of Rock Hill
3	West Palm Beach	8	City of Jacksonville Vision Plan (Zyscovich)
4	DeCA	9	VOTRAN
5	City of Jacksonville Energy Efficiency and Conservation Strategy (RS&H)	10	North Florida TPO

SECTION II SF 330 Part H Additional Information



H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

At its root, sustainability improves the quality of life and promotes the efficient use of resources. Coral Gables is well positioned to capitalize on these inherent values. As a beautifully planned and well-maintained community Coral Gables boasts a very attractive residential and international business setting with many of the essential features and services that will allow the city to quickly realize the economic, social and environmental benefits of sustainability.

For more than 12 years, RS&H has worked with local, national and international clients to integrate sustainable business practices into their operations. With more than fifty sustainability projects in Florida for thirty clients, the RS&H Team is well versed in the technical and business solutions essential to succeeding with sustainability in the Sunshine state.

The Team we have assembled for this project, RS&H, Zyscovich, Inc. (Zyscovich) and Erin L. Deady, PA, is uniquely qualified to serve the needs of the City of Coral Gables. Zyscovich's integrated practice of urban planners, architects and landscape architects are attuned to the unique qualities of Coral Gables. Their awareness of the City's green initiatives and associated organizational insights on opportunities and sustainability leaders will ensure the project's success. The firm's visioning and sustainable planning services have provided a blueprint for future development in communities seeking to update and/or create future land use maps and associated elements as part of a comprehensive planning effort. Zyscovich has also provided sustainable building design services for a number of South Florida agencies and has successfully met the required goals and objectives.

Ms. Erin Deady of Erin L. Deady, PA is an Attorney, Certified Planner and LEED Accredited Professional, with significant project management experience on complex sustainability, energy and climate projects throughout Florida. These projects included and implemented public engagement and outreach strategies as well as integrated Sustainability Master Plans into local government policy and decision making processes. In addition, she has used her impressive expertise to secure more than \$6 million in grant funding for sustainability, energy and climate projects.

Our Team's experience underscores the fact that the benefits of sustainability are best realized by creating quick wins and leveraging economic incentives that encourage the pursuit of organization-wide sustainability initiatives. For example, our energy efficiency practice has delivered more than \$125 million in cost avoidance to our clients. Our waste to revenue programs extract valuable commodities from the waste stream and convert them into revenue. One of our clients is generating more than \$5.5 million in net revenue from their RS&H designed and executed system. They have realized a total return of more than \$33 million in net revenue to date, more than 20 times their initial investment.

Our technical and business solutions succeed because of the commitment of senior management to the overall success of the organization. The RS&H Team works with our clients to craft a strategic vision around sustainability. As part of the development process we identify key sustainability champions within the organization and work with them on a coordinated approach to continuously cultivate management support and employee engagement. These attributes coupled with our technical expertise are the primary reasons why our client's short and long-term sustainability initiatives succeed.

Overall the RS&H Team's technical expertise includes focus areas including energy and fuel conservation, greenhouse gas (GHG) management, resource conservation, land use development, natural area preservation, recycling and waste minimization and education and outreach. Our Team is also well versed in locating alternative funding sources within organizations and externally through grants. A brief overview of our technical expertise is provided below:

ENERGY AND FUEL CONSERVATION

The City of Coral Gables operates numerous facilities and assets that consume energy. Examples include 17 municipal buildings, utility infrastructure (e.g. pump stations), street lights and a vehicle fleet. RS&H worked with the City of Jacksonville to develop over 500 energy efficiency projects resulting in an estimated annual avoided cost of \$300,000 and an ROI of 18%. Business cases for sustained investment were developed, showing that an aggressive approach could produce higher returns and net benefits in excess of \$6.5 million. Based on a quantitative baseline of the City of Rock Hill's vehicle fleet, including fuel use, vehicle miles travelled (VMT), expenditures and emissions, RS&H helped set goals to increase fleet fuel economy by 100% relative to a 2011 baseline using a mix of technology and education.

RESOURCE CONSERVATION

The City of Coral Gables operates numerous facilities and assets that consume energy. Examples include 17 municipal buildings, utility infrastructure (e.g. pump stations), street lights and a vehicle fleet. RS&H worked with the City of Jacksonville to develop over 500 energy efficiency projects resulting in an estimated annual avoided cost of \$300,000 and an ROI of 18%. Business cases for sustained investment were developed, showing that an aggressive approach could produce higher returns and net benefits in excess of \$6.5 million. Based on a quantitative baseline of the City of Rock Hill's vehicle fleet, including fuel use, vehicle miles travelled (VMT), expenditures and emissions, RS&H helped set goals to increase fleet fuel economy by 100% relative to a 2011 baseline using a mix of technology and education.

LAND USE AND DEVELOPMENT

Land Use is the most visible of the sustainability planning components. The Team's approach is focused on four key components. First is a strong sense of place. As one of the nation's first fully planned communities, decisions about land use and development in Coral Gables should celebrate what is unique about its people, culture, heritage, and natural history. Second is integration of sustainable features. Green building and low impact development should be emphasized, while ensuring public and private facilities meet the daily needs of all residents. Third, is multimodal connectivity. Bicycle and pedestrian modes should be prioritized, with daily needs clustered near population centers. RS&H worked with Orange County to address these issues through an update to the County's Comprehensive Plan, incorporating sustainability goals and objectives into each of the Plan's elements.

NATURAL AREA PRESERVATION

The City of Coral Gables is graced with a distinctive tree canopy and one of the most comprehensive parks and recreation programs in the state. These assets are part of the City's "Green Infrastructure." Green infrastructure is the system of land and vegetation comprising a community's ecosystem and which can be used to help offset negative environmental impacts of human habitation, for example storm water runoff and urban heat island effect. Cities across the country are beginning to realize the benefit of green infrastructure as natural capital by recognizing how it can help meet multiple municipal goals in cost-effective ways. For example, instead of considering the tree canopy a maintenance expense, it may be re-conceptualized as an asset, providing clean water and air, among many other benefits. One of the Team's more innovative projects rescued a dying wetland and cypress tree ecosystem drained by municipal well field pumping. The award-winning design cascades excess storm water runoff through a series of infiltration ponds to rehabilitate the vitality of the ecosystem and remove the flooding hazard for adjacent communities.

RECYCLING AND WASTE MINIMIZATION

A high percentage of waste streams contain commodities that can be converted into revenue. Through waste stream analyses and process improvements the RS&H Team has helped clients move towards their zero waste generation goals while increasing recycling revenues. For the Defense Commissary Agency, RS&H developed and helped the Agency implement a compelling business case that has generated more than \$33 million in net recycling revenues for the Agency over six (6) years while reducing solid waste disposal costs. RS&H has also conducted waste sorts to help the Agency identify options to further reduce its waste volumes through composting.

EDUCATION AND OUTREACH

Sustainability efforts depend upon effectively engaging stakeholders both internally and externally. The Team is committed to promoting the City of Coral Gables Sustainability Master Plan through innovative community outreach techniques. The RS&H Team has developed and produced internal education and outreach programs and materials that have been used to train more than 20,000 individual throughout the world. The Team is also well versed in conducting effective community outreach initiatives for sustainable master plans using webpages, web-based tools (e.g. MindMixer) community meetings and workshops.

The Team's award-winning local, national and international sustainability projects, backed by the ability to generate significant financial successes for our clients, surmount the barriers to organizational sustainability by crafting a strategic vision, generating organizational support, motivating internal and external stakeholders and fostering continual improvement. RS&H applied this approach to NASA's first ever center-wide sustainability plan. The Kennedy Space Center (KSC) Sustainability Plan, consisting of more than 200 unique projects developed over a nine month period of collaboration, received the coveted Blue Marble Award for environmental excellence. The approach detailed in the following pages reflects the RS&H Team's understanding of the characteristics of successful sustainable organizations and how to foster them within the City of Coral Gables.

PROJECT APPROACH

INTRODUCTION

RS&H has worked with and trained more than 20,000 people in the US and 12 other countries to successfully integrate sustainability into their operations. As a result our clients have generated more than \$30 million in net revenue and saved more than \$100 million through sustainability projects. These results were realized by fostering organizations focused on innovative solutions, stakeholder engagement and proven results.

The project approach detailed below incorporates the best practices RS&H and its sub-consultants have developed to engage clients across Florida and around the world to actualize a commitment to sustainability. It will result in a project-driven Sustainability Master Plan for the City of Coral Gables, harnessing top-down, bottom-up management values to motivate employees, and inspire triple bottom line performance: business success, enhanced quality of life and environmental stewardship.

RS&H looks forward to working with the City to craft a scope of work and project approach tailored specifically to its objectives.

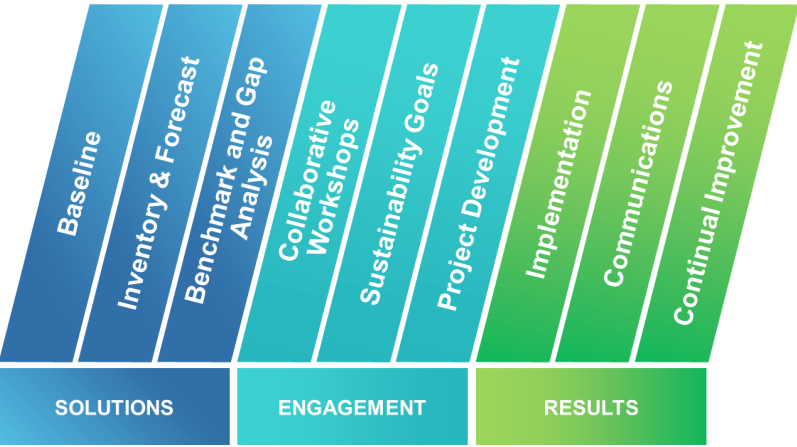


Figure 1: Project Approach Fundamentals

series of activities described in detail on the following pages. Collectively, these project components respond to all the elements identified in the RFQ.

Solutions entail understanding City Government and the community it serves. Qualitative assessments will produce an understanding of the institutions, politics and cultures that drive innovation in Coral Gables, while quantitative assessments will ground insights in conclusions derived from available data. Solutions will flow from identifying challenges and recognizing the opportunities inherent in the City’s present and future state.

Solutions emergent from qualifying and quantifying the City’s baseline and forecasted conditions will facilitate Engagement. **Engagement** consists of informed cross discipline collaboration among the City’s diverse staff and stakeholders, with support and facilitation provided by the RS&H Team. Out of this collaboration, projects tailored to Coral Gables will emerge along with the local leaders who will ultimately be responsible for sustainability performance. A Sustainability Master Plan will document this process and provide a roadmap for the future.

With a Sustainability Master Plan in place, the work of consultants will rapidly be replaced by a native organization for producing sustainability Results. **Results** will unfold over the course of five years, ten years and beyond. RS&H will provide initial guidance on plan implementation, funding options and recommendations for overcoming barriers. Customized

OVERVIEW OF PROJECT APPROACH

Sustainability does not propagate via a reductionist methodology. It requires empowerment of human systems – in this case focusing the government operations of Coral Gables. It demands effective orchestration of organizations, politics and culture. The approach focuses on understanding these aspects qualitatively and quantitatively in order to effectively engage key stakeholders. The approach recognizes that members of a diverse community capture more resources and produce more enduring outcomes than a monoculture.

The project approach is grouped into three fundamentals: **Solutions**, **Engagement** and **Results**. The outputs of each are the result of a

When evaluating capital projects, does your department require life-cycle costs analysis of project components?

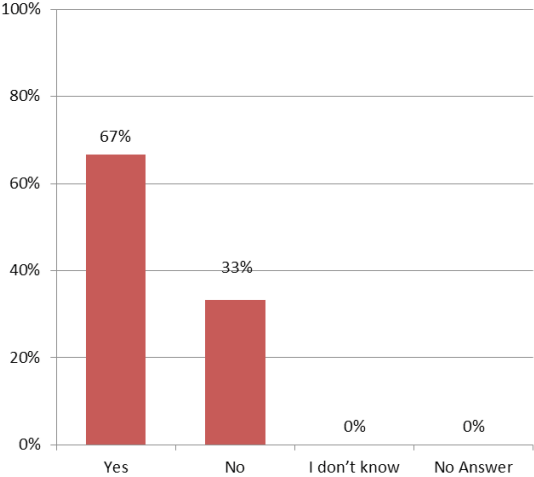


Figure 2: Sample Miami-Dade County Survey Results

communications will lay the groundwork for a developing a culture dedicated to an innovative, efficient City focused on enhancing quality of life and economic development using sustainability as one of its tools.

RS&H will begin the project by conducting a Kick-Off Meeting with the City's Project Manager and Environmental Specialist, Sonja Succar Ferré and key stakeholders, providing an overview of the project strategy, milestones and deliverables. The meeting will begin the process of integrating the City's organizational structure and existing efforts into a systematic process for achieving triple bottom line performance. Case studies of RS&H's work for local government will be used to illustrate RS&H's approach and share best practices. Through dialogue with the City's key staff, RS&H will refine strategic priorities and identify key contacts and resources integral to gathering data and establishing the qualitative and quantitative baselines.

SOLUTIONS

With consensus on the overall project strategy reached via the Kick-Off Meeting, the RS&H Team will qualitatively and quantitatively establish baseline and forecasted sustainability performance. Solutions will derive from assessing community capacity, evaluating baseline performance, with respect to key resources, inventorying and forecasting greenhouse gas emissions, benchmarking the City against peers and analyzing key gaps where improved performance is desirable.

QUALITATIVE AND QUANTITATIVE BASELINE

RS&H will qualitatively characterize Coral Gables by reviewing past activities and present capacity. Through a thorough review of the City's existing sustainability policies (e.g. the Trolley Master Plan, Bicycle Master Plan, the Lighting Survey, etc.), and other relevant plans, strategies and processes (e.g. comprehensive plans, development regulations, capital improvement processes, procurement, etc.), RS&H will familiarize itself with the City's efforts to date.

Interviews with key stakeholders identified by the City's Project Management (e.g. representative from key City departments, the Green Task Force, etc.) will be conducted to establish an organizational map of existing stakeholder roles and responsibilities. Mapping will help RS&H identify opportunities to develop internal / external relationships to increase the depth and breadth of sustainability in Coral Gables.

RS&H utilized similar techniques to integrate sustainability principles into Miami-Dade County's Capital Improvement Process (CIP). RS&H conducted a literature review of County policies, procedures, and planning documents. Leaders from 14 distinct departments involved in capital improvements were surveyed using a web-based questionnaire. Follow-up interviews were conducted based on the survey. The result was twofold: a clear picture of the County's current CIP performance and employee-generated input on how best to improve the process. The qualitative assessment RS&H will conduct for Coral Gables will assess the depth, degree, and diffusion of sustainability throughout the organization.

The RS&H Team will quantitatively analyze key economic, environmental and social metrics currently tracked by the City / its key stakeholders. RS&H will work with the City's Project Manager to determine the information to be collected and issue a data request accordingly. Information that will likely be included in the data collection effort include information on: air quality, energy, solid waste reduction and recycling, natural resources, water conservation and management, community investment and development, fleet management and transportation, buildings and facilities and human resources. Data will be cross-tabulated, normalized, and trended as necessary to produce metrics for assessing the City's sustainability performance.

In addition, RS&H will document the processes, tools and analyses Coral Gables presently utilizes to produce the information to be collected. It will also identify key metrics not currently collected by the City and any barriers that prevent collection. Insights derived here will be utilized later in the process to develop protocols for tracking and evaluating progress over time via a tailored reporting framework.

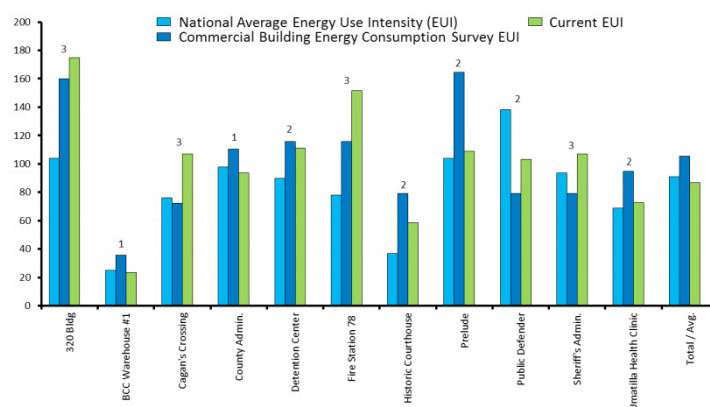


Figure 3: Sample Lake County Baseline Assessment

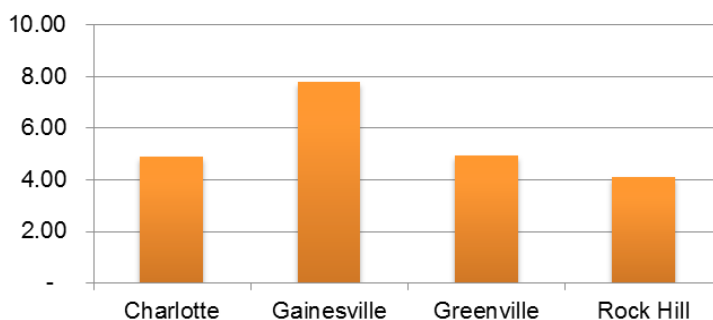


Figure 4: Sample Rock Hill Fleet GHG Intensity Benchmarking

In 2011, RS&H established a qualitative baseline for Lake County's 25 most energy-intensive facilities. Twenty-four months of physical and operational data was collected and analyzed utilizing ENERGY STAR Portfolio Manager to evaluate opportunities for organizational improvement. In 2012, it quantitatively analyzed the vehicle fleet of the City of Rock Hill, South Carolina. Three years of fuel, vehicle miles travelled and expenditure data were analyzed and a greenhouse gas inventory was produced. Based on the assessment, RS&H benchmarked the city against peers. RS&H then recommended alternative fuels for heavy duty fleet vehicles and strategies to reduce VMT for light-duty vehicles.

Utilizing a similar approach, the quantitative assessment will establish a baseline for facility and infrastructure energy use, water consumption, waste consumption and fleet operations. This baseline will do more than pave the way for a greenhouse gas inventory and forecast. It will establish a basis for comparing Coral Gables to its peers, identify areas for improvement, establish inputs for business planning and provide a reference for evaluating tools for enterprise-wide data management.

GREENHOUSE GAS INVENTORY AND FORECAST

The analyses conducted as part of the resource baseline will form the basis of the greenhouse gas inventory of government operations. This will be supplemented by data collection and analysis required to produce a citywide emissions inventory.

RS&H will work with the Coral Gables Project Team, and other data providers as determined at the Kick-off meeting, to specifying and collect information needed for the community-wide inventory. Since developing a community-wide GHG inventory depends on the availability of data beyond the operational control of the City, RS&H will coordinate with the Project Team to obtain additional data from utilities and other providers. RS&H's experience conducting GHG assessments for municipalities in Miami-Dade County will facilitate this process.

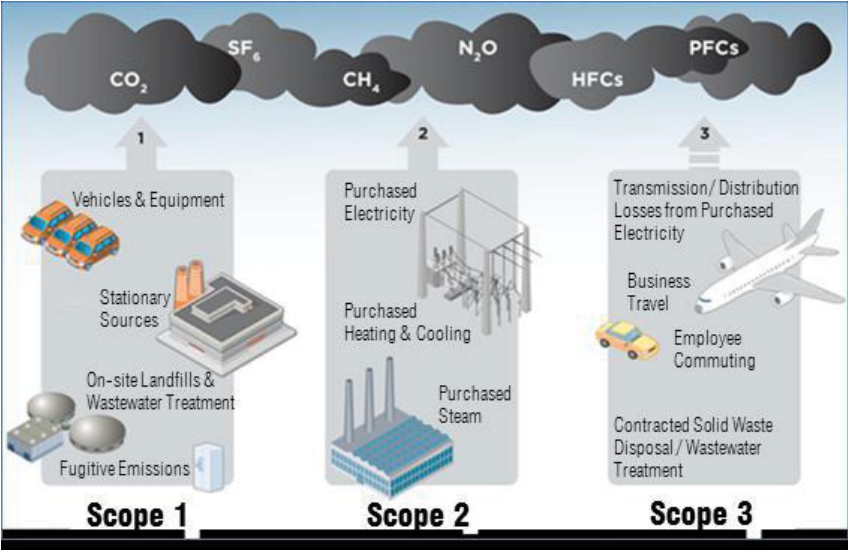


Figure 5: GHG Emissions Scopes (adapted from ICLEI/WRI protocols)

After receiving sufficient information, RS&H will proceed to establish the GHG emissions inventory based on available data. The government inventory will be conducted in accordance with ICLEI's Local Government Operations Protocol (LGOP), Version 1.1. The citywide inventory will be conducted in accordance with the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, Version 1.0, released by ICLEI in October, 2012. The inventories will be completed

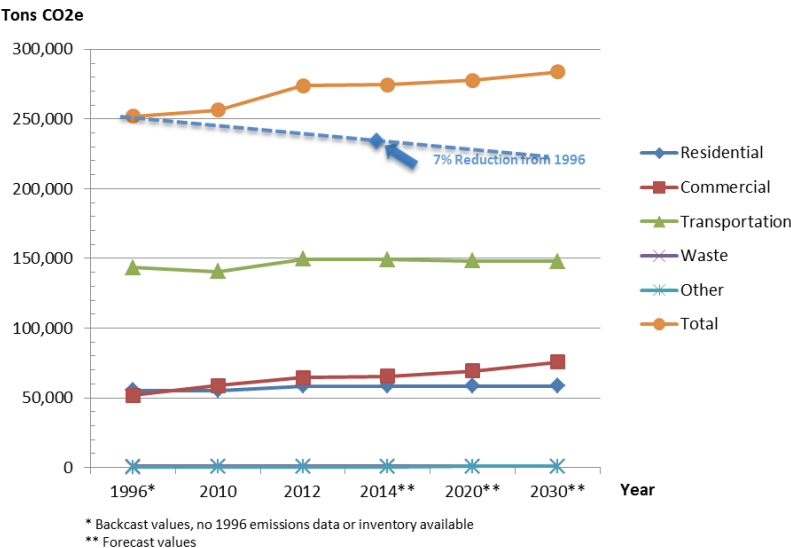


Figure 6: Sample Village of Pinecrest GHG Inventory & Forecast

using the 2009 version ICLEI's CACP software. Since ICLEI has announced its intention to replace CACP with a web-based version of its GHG accounting software in early 2014, RS&H will confirm the ICLEI-supported GHG accounting tool used for this project with the City's Project Manager prior to proceeding with the inventory. The RS&H Team assumes the City will authorize RS&H to access the ICLEI-supported software for data input purposes.

The facilities and operations included in the government operations inventory will be specified in collaboration with the City's Project Manager. The following sectors are commonly included: buildings, vehicle fleets, streetlights and signals, water and sewage and solid waste. Similarly, the scope of the citywide inventory will be determined in a similar manner. Typically, the residential, commercial, industrial, transportation, water/

wastewater treatment and solid waste sectors are included. Both the City's internal inventory and the community-wide inventory will include Scope 1 (direct) and Scope 2 (purchased energy) GHG emissions (see Figure 5). RS&H will work with the City's Project Manager to determine whether to include Scope 3 (indirect emissions) for sources such as employee travel, commutes and the overall supply chain.

RS&H will also develop GHG emissions forecasts for both the local government operations and community-wide inventories. The forecasts will show the likely emissions totals in one or more future years under a "business as usual" scenario, based on local economic growth and prevailing trends in energy mixture and consumption rates. This information is useful as a point of reference as the City seeks to develop emissions reduction targets and compare actual reductions to forecast emissions levels.

In 2013, RS&H conducted a citywide and government emissions inventory for the Village of Pinecrest in Miami-Dade County. RS&H worked with several stakeholders relevant to Coral Gables in collecting the data to complete the effort, including Miami-Dade County Water and Sewer Department, Miami-Dade Transit and Florida Power and Light. As part of community and government protocols produced for Green Cove Springs, Newberry and Bartow, Florida in 2012, RS&H developed a geospatial analysis of community transportation emissions. Since transportation emissions average 45% of GHG emissions statewide, understanding the patterns of transportation related emissions at the municipal level can inform local and regional transportation planning. RS&H is capable of applying similar geospatial techniques to citywide transportation and buildings emissions in Coral Gables.

BENCHMARKING & GAP ANALYSIS

Establishing a baseline allows objective comparisons between Coral Gables' sustainability achievements and other municipalities. The areas to be benchmarked will be consistent with metrics derived from the qualitative and quantitative analyses. The RS&H Team proposes to utilize standard such as the STAR Community Rating System to benchmark the City. The Sustainability Tools for Assessing and Rating Communities (STAR) tool was developed by ICLEI, U.S. Green Building Council, the National League of Cities and the Center for American Progress. The STAR framework assesses cities according to 7 goal areas (i.e. Built Environment; Climate & Energy; Economy & Jobs; Education, Arts & Community; Equality & Empowerment; Health & Safety; and Natural Systems). Each area contains 5-7 objectives, amounting to 44 dimensions by which to measure and evaluate the City's performance and compare it to peers across the nation. Ultimately, Coral Gables can use the tool to achieve third party recognition and verification of its sustainability attainment and track its progress relative to its peers over time.

Working with the City of Rock Hill, South Carolina, RS&H benchmarked the baseline sustainability ("resource efficiency") performance of municipal operations in six sectors (i.e. land use and transportation, energy, water, waste, fleet and policies / procedures) against three peer municipalities. RS&H worked with the City to identify its peers based on a variety of criteria, ensuring actionable results relevant to the City's "marketplace." The effort revealed areas where Rock Hill was a clear leader. It also highlighted exemplars for improvement, details of which were subsequently included into the City's sustainability planning processes.

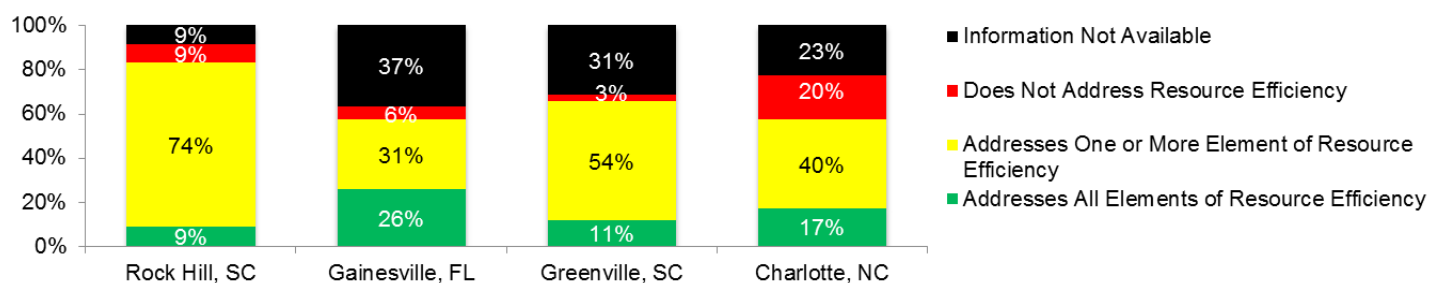


Figure 7: Sample City of Rock Hill Policy Benchmarking

Upon completion of benchmarking efforts, a gap analysis will be performed. The gap analysis will determine areas where the City would like to improve. For example, if Coral Gables is currently diverting less than 50 % of its solid waste stream to the landfill through recycling and composting and peer benchmarks point to a higher recycling value then cost-effective strategies to increase diversion can be evaluated. In addition, gap analysis can inform an assessment of the City's risk exposure. RS&H used a similar process to identify gaps in the environmental management system utilized at Austin-Bergstrom International Airport. Recommendations were provided for enhancing the airport's environmental organization based on the ISO 14001 standard. The results of the Gap Analysis performed for Coral Gables will be used to inform development of achievable sustainability goals and identify the strategies necessary to meet them.

ENGAGEMENT

The results of the Solutions phase of the project can be summarized in two deliverables. A government and citywide greenhouse gas inventory report and a “Solutions Memo,” compiling key qualitative and quantitative metrics, the City’s position relative to peer communities and best management practices for closing identified gaps, will be prepared. The inventory and memo will be the “launch pad” for the Engagement phase, during which the RS&H Team will facilitate interactions between City stakeholders.

A Sustainability Master Plan Team (SMP Team) will be assembled with help from the City’s Project Manager. The SMP Team may include sustainability leaders selected from City departments and members of the Green Task Force. It may also include additional leaders selected from the community as necessary to achieve goals. Working collaboratively, the RS&H Team and the SMP Team will establish sustainability goals, develop projects to meet those goals and produce a Sustainability Master Plan.

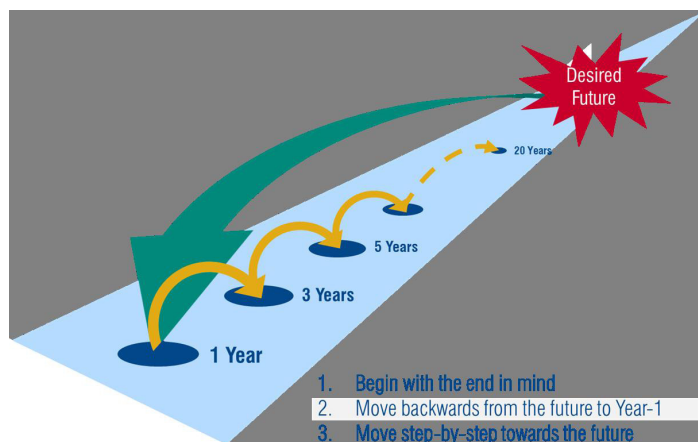


Figure 8: The Backcasting Process

COLLABORATIVE WORKSHOP

RS&H’s overall objective for this project is to replace the need for outside expertise with a vibrant, local sustainability culture empowered by resident experts. The RS&H Team’s sustainability professionals will facilitate a workshop or series of workshops attended by the SMP Team that will train participants on the techniques and tools essential to developing specific projects that will be integrated into the City’s project-driven sustainability plan.

Prior to the workshop, RS&H and the City’s Project Manager shall refine workshop elements to align the agenda and materials with the workshop objectives. The collaboration will provide an opportunity to preview presentation elements, discuss enhancements and familiarize participants with their roles during the workshop.

The workshops will prepare the SMP Team to collaboratively develop the Sustainability Master Plan. Highlights of the workshop agenda will include development of sustainability awareness, a review of the Solution’s Memo, discussion of Best Management Practices and development of preliminary goals. An “icebreaker” session will provide attendees an opportunity to become familiar with their working groups and to identify the City’s sustainability strengths, weaknesses, opportunities and threats. The RS&H Team shall teach the format, logic and process of developing sustainability projects by introducing a Process Flow Mapping technique to visualize resource, material and energy flows from a sustainability perspective. The benchmarking portion of the workshop will introduce attendees to efficient techniques for researching best practices within the public sector and the community.

RS&H will train participants on the use of backcasting. Backcasting is a technique that requires individuals to visualize their organization’s future and then develop interim goals and associated projects to manifest it. Backcasting differs from forecasting. It isn’t about projecting future outcomes; it is about deciding what future is desired, and then identifying steps to achieve it. As famed management consultant Peter Drucker says (quoting Abraham Lincoln): “The best way to predict the future is to create it.”

Putting these tools and techniques together into an integrated project planning and implementation process spurred by continual improvement creates a positive feedback loop proven to yield significant social, environmental and economic benefits. At the conclusion of the workshop, participants will understand the City’s current reality and future aspirations and will be motivated through incentives, prompts and commitments to develop creative strategies that will increase the sustainability of their community.

Figure 9: RS&H Facilitation of a Sustainability Workshop at NASA KSC



RS&H collaborated with NASA's KSC to develop an integrated sustainability workshop and six-month facilitation effort to develop a center-wide project driven sustainability plan. The plan was the first ever created for a NASA center. More than 100 KSC staff attended the six hour workshop, representing eighteen business units. Following the workshop, RS&H facilitated additional breakout meetings, provided sustainability consulting, and leadership and guidance on the use of the sustainability planning tools. As a result, KSC developed over 200+ unique sustainability projects that involve personnel from across the Center united in a common goal. In 2012, the KSC project leader and Team were awarded the coveted NASA Blue Marble Award for Environmental Excellence.

SUSTAINABILITY GOALS

During or following the workshop process, RS&H will collaborate with the SMP Team to set goals that are consistent with the City's current progress towards sustainability and that take into account available resources. Based on the backcasting process, goals will be developed for the six focus areas identified by the City in its RFQ, including Energy Efficiency, Resource Conservation, Land Use and Development, Natural Area Preservation, Recycling and Waste Reduction, and Education and Outreach. Goals will be based on the ten and five year milestones identified in the RFQ. RS&H will also explore development of one and three year goals with the SMP Team. Such goals may help the City build momentum and garner stakeholder support for their longer term sustainability efforts.

Goals will be calibrated to accord with access to financial resources, staff time, technical knowledge, and the ability to leverage existing relationships. The financial performance will also be considered. For example, RS&H helped Fort Lauderdale-Hollywood International Airport achieve water and green space goals by evaluating conversion of an existing storm water pond to a rainwater harvesting system that will irrigate a greenbelt area on the airport property. RS&H calculated that the project would avoid approximately \$70,000 in irrigation costs and save approximately 15 million gallons of potable water per year.

Concurrent with goal review and adoption, RS&H will collaborate with City staff to identify the departments, business units and stakeholders within the City that can achieve the sustainability goals. Within each of these areas a leader will be selected that has the capacity to engage their fellow employees while also possessing the ability to manage projects and see them through to completion. If not already a member of the SMP Team, these individuals will be formally recruited to the process of developing a Sustainability Master Plan for the City.

PROJECT DEVELOPMENT

During the month following the workshop(s), RS&H will facilitate and participate in meetings with SMP Team members. RS&H will train and familiarize participants with a process to systematically examine, understand, improve and manage sustainable initiatives and practices to develop viable projects integrated into the SMP. With these skills, key staff and community members will be capable of leading a long-term effort to improve the City's triple-bottom line performance.

In the course of the collaboration period, groups will identify and prioritize projects, identify the resources, schedule, and coordination required to design and implement sustainability projects over the next year, while reinforcing lessons introduced at the workshops. The process will empower stakeholders to identify areas where they can make a difference in their community by creating positive feedback loops. It will strengthen top-down and bottom-up management via two-way communication – a hallmark of sustainable organizations. Meanwhile, RS&H will aid groups with technical elements of project development, ensure that projects are aligned with Coral Gables' sustainability goals and available resources, and assist with methods to evaluate and select projects for inclusion in the SMP.

RS&H developed a suite of sustainability projects for the City of Jacksonville. The project portfolio represented a comprehensive strategy for utilizing nearly \$8 million in grant funds to save energy, reduce greenhouse gas emissions and create jobs throughout the region. Through collaboration with a core Team of City staffers, as well as diverse stakeholders throughout the City, including input from 150 public participants, over 200 potential sustainability projects were identified. A decision matrix evaluated the energy savings, greenhouse gas abatement, cost and other factors of each project, permitting an objective process for selecting high-ROI projects. The final suite of projects included building energy audits and retrofits, a variety of lighting controls, utility monitoring software, waste minimization projects, electric vehicles and charging infrastructure, residential energy efficiency and solar rebates, renewable energy and geothermal demonstration projects, clean technology job training, and community sustainability awareness programs. Together, these projects were projected to save over 40 million kilowatt hours of energy and avoid 37 thousand metric tons of greenhouse gasses per year. Including the costs of development and administration, the portfolio exhibits an estimated simple payback of 2.4 years or a return on investment of 56 percent over three years. The City successfully completed implementation of these projects in the last quarter of 2013.

RESULTS

At the end of the Engagement phase, RS&H will prepare a draft Sustainability Management Plan for review and approval by the City. The SMP will document the entire development process, so City staff may use it as a resource for continuous planning and process improvement. Also delivered will be an executive summary to the SMP, designed to concisely and attractively communicate the SMP to City stakeholders. Once approved, the Sustainability Management Plan will provide a schedule for implementing projects prioritized to achieve Results. While results will unfold over the course of five years, ten years and beyond, the RS&H Team can provide initial guidance on plan implementation and communication.

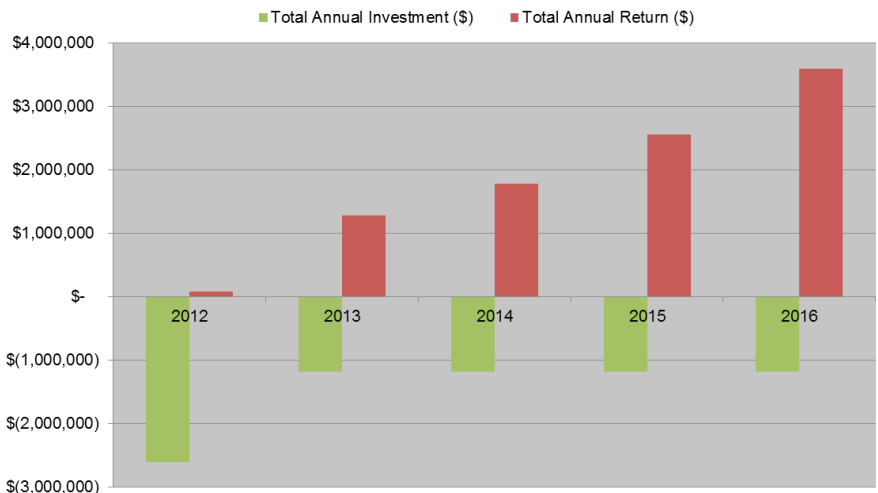


Figure 10: 5 Year Cash Flow Analysis for City of Jacksonville Energy Efficiency Programs

IMPLEMENTATION

Implementation of the SMP will unfold over several years, directed by leaders identified via the engagement phase. RS&H Team will provide initial assistance with several key aspects of implementation, including scheduling, overcoming common obstacles, and data management.

As part of project development, RS&H will work with the SMP Team to develop schedules for each project. As part of implementation services, RS&H can work with the SMP Team to refine these schedules and develop a master project schedule and project management plan.

Building off the work conducted during the Solutions phase, particularly the qualitative analysis, RS&H will identify barriers to implementation of SMP projects and propose recommendations for overcoming them. Recommendations may include changes to City, regulations, plans or procedures. A common barrier for many sustainability projects is funding. RS&H and its sub-consultants continuously monitor sustainability funding sources and techniques. The Team also has a proven track record of assisting clients seek and obtain grant funding for sustainability projects. The RS&H Team can develop a catalogue of relevant funding resources and techniques for the City based on the projects included in its SMP.

COMMUNICATIONS

Effectively communicating the City's Sustainability Master Plan to its stakeholders will be essential for its long-term success. The RS&H Team can work with appropriate Coral Gables staff to develop a strategy to brand the it's planning effort, develop web applications, present the plan to the City Commission and other key stakeholders, and establish a process for annually reporting progress to all.

RS&H will help the City brand it's SMP as fiscally responsible, business-friendly, and supportive of Coral Gables' unique culture and heritage. Effective campaigns, such as Miami-Dade Green and Power 2 Charlotte will be evaluated and best practices identified. These concepts can be refined throughout the Solutions and Engagement phases of the project. Eventually, the brand will reflect the goals and projects of the SMP, conveying the City's effort in a clear and engaging fashion.

A web presence for the sustainability planning process can be established early on in the project as a tool to solicit input and organize work products. As the project moves through its phases, the RS&H Team can work with the City's Project Managers to strategically update City staff, stakeholder groups and the public about project progress, as necessary, building momentum for continued commitment to sustainability in Coral Gables. Upon completion of the SMP, a public website can be developed to communicate it interactively. Such a website can be the center of a campaign to educate, inform and build trust with the City's stakeholders, utilizing traditional media outlets, real-time outlets, web and social media (i.e., Face Book, Twitter, Linked-in, QR codes, etc.).

Once the SMP is complete, RS&H looks forward to working with the City Project Manager to help present it to the public and to the City Commission. Buy-in from both groups is crucial and the plan will be developed to ensure it is achievable.

CONTINUAL IMPROVEMENT

The final phase of this cycle, which involves implementing projects and reporting and interpreting results, is essential for driving continual improvement. The reason is that insights that accrue from implementation may be used to inform an improved cycle of assessment, planning and implementation. Without such a process, significant goals are difficult to achieve.



Once a robust sustainability data management system is in place, RS&H can work with the City to develop policies and procedures for annually reporting on its progress towards achieving its sustainability goals. The Global Reporting Initiative (GRI) is an internationally recognized standard for annual reporting on sustainability. Further, the STAR Community Index, discussed in the benchmarking section, may also be used to obtain third party verification and recognition for the City's efforts. RS&H can structure the SMP, as well as its data management recommendations, to ensure that utilizing such standards for sustainability reporting and validation is feasible.

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

RE
Jin MBot

January 15, 2014

Lisa M. Robert, PE – Senior Vice President

SECTION II SF 330 Part II



ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)


2a. FIRM (OR BRANCH OFFICE) NAME Reynolds, Smith and Hills, Inc.			3. YEAR ESTABLISHED 1990		DUNS NUMBER 613387281	
2b. STREET 10748 Deerwood Park Boulevard, South			5. OWNERSHIP			
2c. CITY Jacksonville			2d. STATE FL		2e. ZIP CODE 32256	
6a. POINT OF CONTACT NAME AND TITLE Mike McCarthy, MBA, PG, LEED AP			a. TYPE Corporation			
6b. TELEPHONE NUMBER (904) 256-2263			b. SMALL BUSINESS STATUS No			
6c. E-MAIL ADDRESS Mike.mccarthy@rsandh.com			7. NAME OF FIRM (If block 2a is a branch office) Reynolds, Smith and Hills, Inc.			
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
02	Administrative	118	66		Design-Build	6
06	Architect	83	32		Engineering Consultations and Reports	6
16	Construction Manager	24	2	A05	Airports; Navajids; Airport Lighting; Aircraft	6
07	Biologist	1	1	A06	Airports; Terminals; & Hangers; Frieght	8
08	CADD Technician	39	19	B02	Bridges	4
12	Civil Engineer	136	33	C10	Commercial Building; (low rise); Shopping	4
15	Construction Inspector	75	6	C13	Computer Facilities; Computer Service	6
21	Electrical Engineer	22	13	C15	Construction Management	4
24	Environmental Scientist	23	9	E02	Educational Facilities; Classrooms	6
25	Fire Protection Engineer	4	3	E07	Energy Conservation; New Energy Sources	6
29	Geographic Information System	3	1	H07	Highways; Streets; Airfield Paving; Parking	8
37	Interior Designer	7	5	I01	Industrial Buildings; Manufacturing Plants	4
39	Landscape Architect	6	4	I05	Interior Design; Space Planning	5
42	Mechanical Engineer	39	15	L01	Laboratories; Medical Research Facilites	5
47	Planners: Urban/Regional	38	16	O01	Office Building; Industrial Parks	6
56	Specifications Writer	33	29	P05	Planning (Community; Regional; Areawide &	7
57	Structural Engineer	50	26	P06	Planning (Site, Installation and Project)	4
58	Technician/Analyst	23	12	T03	Traffic & Transportation Engineering	6
60	Transportation Engineer	88	21		Architectural Consultation/Surveys	4
62	Water Resources Engineer	22	7		Land Subdivision and Development	5
	Other Employees	18	14		Management	8
Total		852	334		Financial Establishments (Banks)	6

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	7	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	DATE January 15, 2014
c. NAME AND TITLE Lisa M. Robert, PE – Senior Vice President	

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Reynolds, Smith and Hills, Inc.			3. YEAR ESTABLISHED 1990		DUNS NUMBER 096085253	
2b. STREET 3125 West Commercial Boulevard, Suite 130			5. OWNERSHIP			
2c. CITY Fort Lauderdale			2d. STATE FL		2e. ZIP CODE 33309-3448	
6a. POINT OF CONTACT NAME AND TITLE Mike McCarthy, MBA, PG, LEED AP			a. TYPE Corporation			
6b. TELEPHONE NUMBER (904) 256-2263			6c. E-MAIL ADDRESS Mike.mccarthy@rsandh.com		b. SMALL BUSINESS STATUS No	
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
02	Administrative	118	4	B02	Bridges	5
06	Architect	83	2	E09	Environmental Impact Studies, Assessments	2
08	CADD Technician	39	1	G01	Garages; Vehicle Maintenance Facilities;	1
12	Civil Engineer	136	7	H04	Heating, Ventilating, Air Conditioning	1
15	Construction Inspector	75	0	H07	Highways; Streets; Airfield Paving; Parking	7
16	Construction Manager	24	0	P05	Planning (Community; Regional; Areawide &	2
21	Electrical Engineer	22	0	T03	Traffic & Transportation Engineering	8
24	Environmental Scientist	23	3	T06	Tunnels & Subways	1
25	Fire Protection Engineer	4	0			
29	Geographic Information System	3	0			
37	Interior Designer	7	0			
39	Landscape Architect	6	0			
42	Mechanical Engineer	39	0			
47	Planners: Urban/Regional	38	0			
56	Specifications Writer	33	0			
57	Structural Engineer	50	0			
58	Technician/Analyst	23	0			
60	Transportation Engineer	88	9			
62	Water Resources Engineer	22	2			
	Other Employees	19	0			
Total		852	28			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
(Insert revenue index number shown at right)


a. Federal Work	1
b. Non-Federal Work	6
c. Total Work	6

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	DATE January 15, 2013
c. NAME AND TITLE Lisa M. Robert, PE – Senior Vice President	

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

WUD 14-001

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)


2a. FIRM (OR BRANCH OFFICE) NAME Erin L. Deady, P.A.			3. YEAR ESTABLISHED 2011		DUNS NUMBER 062307334	
2b. STREET 1111 Hypoluxo Road, Suite 207			5. OWNERSHIP a. TYPE Sub-chapter S Corporation			
2c. CITY Lantana		2d. STATE FL	2e. ZIP CODE 33462			
6a. POINT OF CONTACT NAME AND TITLE Erin L. Deady, President			b. SMALL BUSINESS STATUS Small Business Administration Woman Owned Business			
6b. TELEPHONE NUMBER 561.586.7116		6c. E-MAIL ADDRESS erin@deadylaw.com		7. NAME OF FIRM (If block 2a is a branch office)		
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
02	Administrative			A06	Airports; Terminals; & Hangers; Freight Handling	
08	CADD Technician			B01	Barracks, Dormitories	
13	Communications Engineer			C05	Child Care/Development Facilities	
48	Project Manager			C11	Community Facilities	
54	Security Specialist			D07	Dining Halls; Clubs; Restaurants	
56	Spécifications Writer			E02	Educational Facilities; Classrooms	
				H09	Hospital & Medical Facilities	
				H11	Housing	
				L01	Laboratories; Medical Research Facilities	
				O01	Office Building; Industrial Parks	
				P08	Prisons & Correctional Facilities	
				S02	Security Systems	
	Total	6				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	3	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	DATE
	1/14/2014
c. NAME AND TITLE	
Erin L. Deachy - President	

AUTHORIZED FOR LOCAL REPRODUCTION
STANDARD FORM 320 (6/2004) PAGE 6

ARCHITECT ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

Project No. 2013.11.27

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Zyscovich, Inc.			3. YEAR ESTABLISHED 1986	4. DUNS NUMBER 177052818
2b. STREET 100 N. Biscayne Blvd., 27 th Floor			5. OWNERSHIP	
2c. CITY Miami			2d. STATE FL	2e. ZIP CODE 33132
6a. POINT OF CONTACT NAME AND TITLE Bernard Zyscovich, FAIA, President			a. TYPE Corporation	
6b. TELEPHONE NUMBER 305.372.5222			b. SMALL BUSINESS STATUS N/A	
6c. E-MAIL ADDRESS Bernard@zyscovich.com			7. NAME OF FIRM (If block 2a is a branch office) N/A	
8a. FORMER FIRM NAME(S) (If any) Zyscovich Architects			8b. YR. ESTABLISHED 1977	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Document Control / Administration / Accounting	6	6	A06	Airports; Terminals & Hangars	4
06	Architect	54	49	C06	Churches; Chapels	3
08	CADD Technician	15	15	C10	Commercial Buildings (low rise) Shopping Centers	1
15	Construction Manager/ Inspector	5	4	D07	Dining Halls; Clubs; Restaurants	1
37	Interior Designer	4	4	E02	Educational Facilities: Classrooms	6
47	Planner: Urban/Regional	3	2	F02	Field Houses; Gyms	1
	3D/ Graphics Specialist	1	1	G01	Garages; Vehicles Maint Facilities; Parking Decks	1
	Graphic Designer	2	2	H08	Historical Preservation	1
	Marketing Staff	3	3	H10	Hotels; Motels	1
				H11	Housing	7
				I05	Interior Design	3
				L04	Libraries; Museums; Galleries	1
				P05	Planning (Community, Regional)	5
				P06	Planning (Site, Installation & Project)	5
				R04	Recreational Facilities (Parks, Marinas, etc.)	3
				R06	Rehabilitation	5
				U02	Urban Renewals; Community Devel.	3
	Other Employees			Z01	Zoning; Land Use Studies	3
Total		93	86			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

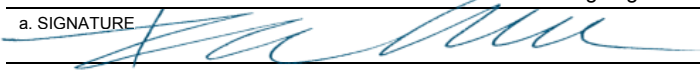
a. Federal Work	3
b. Non-Federal Work	8
c. Total Work	8

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000. | 6. \$2 million to less than \$5 million |
| 2. \$100,00 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE January 16, 2014
c. NAME AND TITLE Bernard Zyscovich, FAIA, President	

SECTION III Staffing Plan



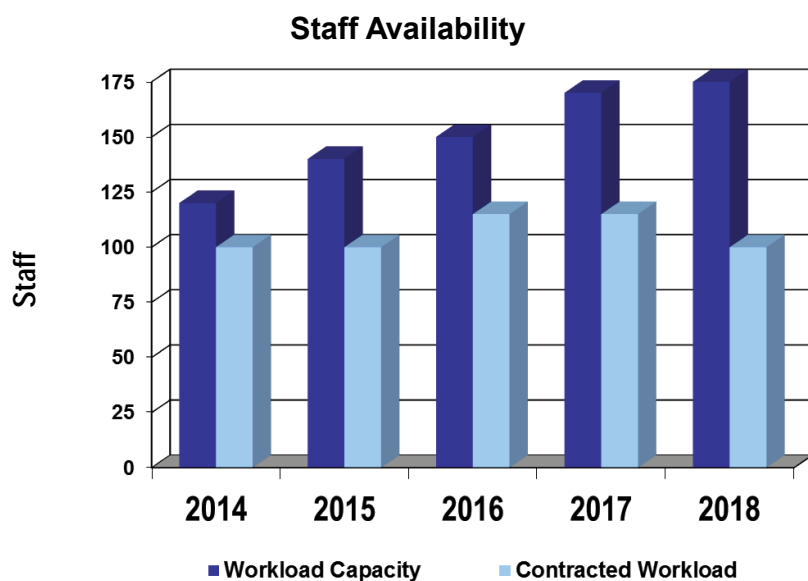
3-1. RESUMES OF KEY PERSONNEL

Please see Part E of the RS&H Team's SF 330 for resumes of the Team's key personnel.

3-2. WORKLOAD

One of RS&H's greatest strengths is its resources. We have the personnel to immediately assign to this contract and its associated task orders. It is our mission to make this contract and the associated tasks a top priority.

According to our labor management tracking system, on or about February 2014, we expect a contracted workload of approximately 62 percent of our Jacksonville office capability allowing us more than sufficient resources and time to begin work immediately. With the exception of a few projects, the majority of our projects are nearing completion. The commitment to our resources required for those projects are included in the Staff Availability Chart. RS&H employs 865 employees with 285 employees located in the Jacksonville office. We utilize a workload leveling procedure that identifies our corporate commitment and availability of personnel over time.



ABILITY TO MEET DEADLINES

RS&H prides itself on its ability to meet client schedules, and often exceed delivery requirements. We demonstrate this commitment by finding better approaches to complete the job more efficiently and faster without sacrificing the quality of our services or deliverables. We use a thorough and efficient project control and delivery system to assure project budget control and staffing needs. We place the right people on the project at the outset and do not change out our outstanding performers to ensure continuity of project staff and project-specific staff knowledge. Many of our public and private-sector jobs include monthly or quarterly sampling and reporting and we take great pride in always meeting these regulatory requirements with consistent, high quality staff, and project deliverables.

3-3. KEY PERSONNEL

RS&H and its team of sub-consultants have provided award winning, nationally recognized sustainability services to a diverse range of clients across the globe for more than 30 years. We are well versed in the development, implementation, and communication of Sustainability Master Plans. We offer fully integrated, multidiscipline experience and expertise in:

- » **Energy Efficiency**
- » **Resource Conservation**
- » **Land Use and Development**
- » **Natural Area Preservation**
- » **Recycling and Waste Reduction**
- » **Education and Outreach**

Our experience with Florida governments positions us to help Coral Gables thrive, while achieving its economic, quality of life, and environmental goals. For specific examples of relevant projects, as well as RS&H's approach to achieving sustainability excellence in these focus areas, please see SF330 Part H in Section II.

The project team will be led by **Project Manager, Mike McCarthy, PG, MBA, LEED AP**. As leader of the company's Sustainability Services Group, Mr. McCarthy is a sustainability professional and professional geologist focused on integrating triple-bottom-line business practices into organization-wide operations. He has assembled a project team of in-house professionals and sub-consultant partners to provide cutting-edge, comprehensive insights into the County's sustainability objectives.

Mr. McCarthy's award-winning local, national, and global sustainability programs engage stakeholders, generate positive net financial returns and promote healthy, resilient communities. Mr. McCarthy has managed hundreds of multidisciplinary sustainability and environmental management projects for government clients throughout the world and across Florida. He has over 30 years of experience with sustainability planning, environmental consulting, remediation, and geological engineering. Mr. McCarthy will oversee all sustainability planning activities and manage the sub-consultant partners to meet the objectives of Coral Gables.

Rick Chesser, PE, Vice President and Director of the Public Infrastructure and Transportation's Southeastern Region, will serve as Project Officer. Based in RS&H's Ft. Lauderdale office, Mr. Chesser will ensure that the RS&H team delivers high-quality services that thoroughly meet the needs of the City.

Dr. Paul Hutchins, PE, CEM, LEED AP, a nationally recognized energy and data management expert, will serve as QA/QC Officer. Mr. Hutchins leads RS&H's Energy Services Group. He will ensure that project deliverables meet the technical standards of RS&H and Coral Gables.

Complementing RS&H's in-house sustainability professionals are two carefully selected sub-consultants, Zyscovich, Inc. and Erin Deady, PA.

Zyscovich is an integrated urban design, architecture and interior design firm headquartered in Miami with offices throughout Florida. It has garnered a national reputation for creative, sustainable design solutions. Zyscovich has developed the concept of Real Urbanism®, a design philosophy that supports sustainable development through understanding past and present development patterns, local needs, and economic opportunities. Zyscovich's Principal for this project is Bernard Zyscovich, FAIA founder of the firm. With over 40 years' experience, he has led creative teams on a wide range of sustainable projects, from the urban planning of major U.S. cities to building design. Mr. Zyscovich will lead his firm's experienced urban designers and planners on tasks primarily related to Land Use and Development, Natural Area Conservation and Education and Outreach.

Erin L. Deady, Esq., AICP, LEED AP is Principal of Erin L. Deady, PA – a full service legal, planning and consulting firm providing sustainability services to local governments, special districts, interlocal authorizes and private sector corporations. Ms. Deady has over 15 years' experience in sustainability law, planning and project management. She has managed a dozen sustainability planning projects for local governments in the State of Florida, including Boynton Beach, Century, Lake Worth, Marathon, Orlando, West Palm Beach, Monroe County, Lee County, Canaveral Port Authority, and is working with a team on the Heartland 2060 project. Ms. Deady will support tasks related to overall strategy development, goal prioritization, and development of implementation strategies in all focus areas.

The combined Team has helped clients secure more than \$6 million in grant funding, generate more than \$30 million in net revenue through waste reduction, and save more than \$150 million through resource efficiency measures through sustainability and strategic planning projects. These results were realized by awareness of internal and external opportunities and through fostering organizations focused on innovation, stakeholder engagement, and a common sense of purpose. The Team's award-winning local, national, and international sustainability projects surmount the barriers to organizational sustainability by crafting a strategic vision, generating organizational support, motivating internal and external stakeholders, and fostering continual improvement.

3-4. EXPERIENCE WITH OTHER DISCIPLINES

The RS&H team is uniquely experienced and well-qualified to lead the Sustainability Master Plan effort for Coral Gables. This is not a Team that specializes in other disciplines and is attempting to "break into" the practice of sustainability planning. We are a compilation of experts in the field that have completed multiple sustainability projects individually and together.

The Team has completed well over 50 sustainability projects for as many clients. Each of these projects has been multi-discipline, since sustainability is by nature a multi-discipline field. It requires expertise from a diversity of technical and professional areas, including engineering, architecture, planning, science, law, economics and communications, among others. Most importantly, it requires the ability to synthesize these diverse specialties into a program that balances people, planet and profit. The Team has received national recognition for its ability to provide valuable sustainability services to its clients.

The Team's success is predicated on harnessing the multi-discipline expertise of its associates for the benefit of its clients. Our business success is predicated on the ability to work closely with other design professionals and consultants as part of a team. The firms have worked with each other in the past to pursue and complete sustainability projects. The project team has been carefully structured to address the distinctive challenges and opportunities present in Coral Gables. It includes professionally registered engineers, architects, planners, scientists, and attorneys willing and able to work with other disciplines as required. The RS&H Team combines multidiscipline experience in the full variety of sustainability focus areas with specialized expertise in the technical requirements of implementing sustainability solutions in a municipal context.

3-5. SUBCONSULTANT QUALIFICATIONS

ERIN L. DEADY, PA

Erin L. Deady, P.A. is a full service firm incorporated within the State of Florida (and Palm Beach County) providing legal, planning and consulting services to local government and private sector clients since being formed in 2011. The contact person for this project will be Erin L. Deady, Esq., AICP, LEED AP (P. 561.586.7116 / F. 561.586.9611) and the location of the office is: 1111 Hypoluxo Road, Suite 207, Lantana, FL 33462. The firm also employs outside contractors and teams as workload dictates. Their clients include small and large local governments as well as special districts, interlocal authorities and private sector corporations including agricultural and land development interests.

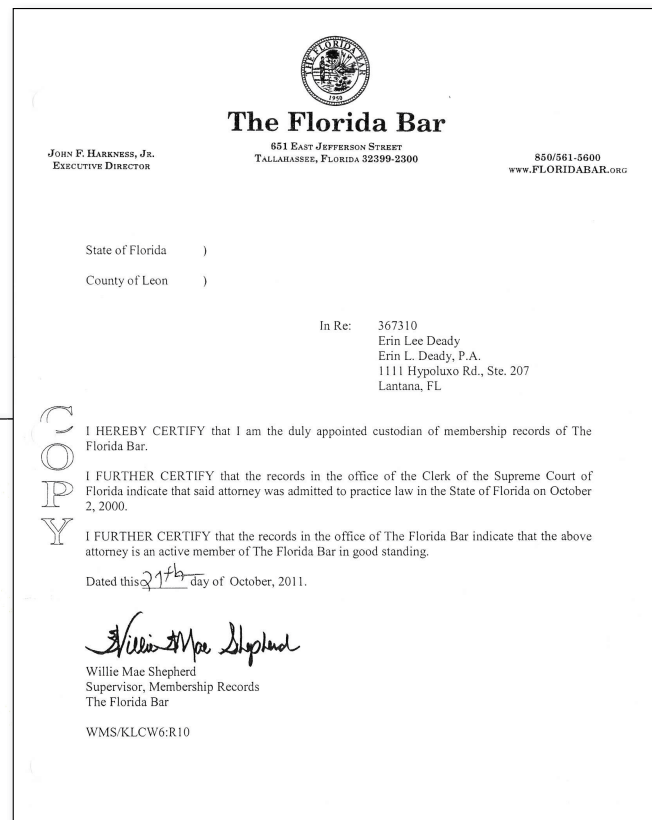
Ms. Deady, who will serve in a Sustainability Planning role, has significant experience that includes seven years with a national not-for-profit organization as well as eight years of experience at a private law firm, before successfully incorporating her own firm two years ago. Ms. Deady has also achieved several other accreditations:

- » Planning Accreditation by the American Institute of Certified Planners
- » Certification in Leadership in Energy and Environmental Design, US Green Building Council
- » U.S. Small Business Administration, Economically Disadvantaged Woman Owned Business

In addition to being an attorney and certified land planner, Ms. Deady has significant project management experience on numerous complex projects involving the development and implementation of public engagement and outreach strategies and integration of Sustainability Management Plans ("SMP") into local government policy and decision-making processes. Representative projects include:

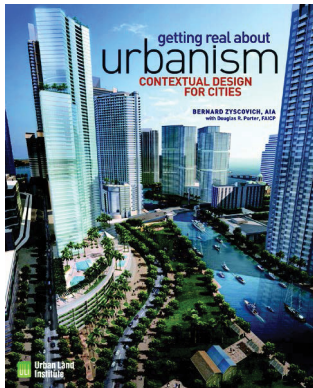
- » City of Boynton Beach, Climate Action Plan
- » City of Lake Worth, Energize Lake Worth
- » City of West Palm Beach, Sustainability Action Plan
- » Municipal Energy Conservation Coalition
- » Monroe County EAR and Comprehensive Plan Update
- » Lee County Sustainability Plan
- » Town of Century Energy Efficiency Conservation Strategy
- » City of Marathon, Sustainability and Climate Plan
- » Canaveral Port Authority, Sustainability White Paper
- » Heartland 2060 Energy Baseline Inventory
- » Green Works Orlando Community Action Plan, Orlando

LICENSES



ZYSCOVICH, INC.

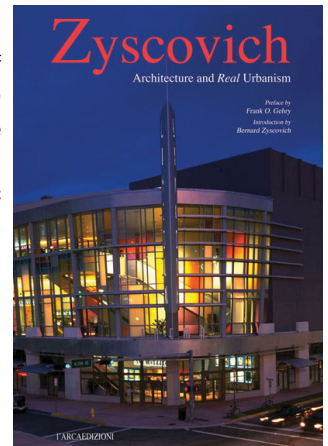
Zyscovich Architects is a 90+ person integrated Urban Design, Architecture and Interior Design firm headquartered in downtown Miami with additional offices throughout Florida and in New York City, Bogotá and Tobago. For 37 years, the firm has garnered a national reputation for the creative solutions it brings to complex redevelopment projects that balance the needs of the local economy and the desires of the community.



SUSTAINABLE URBAN DESIGN: Zyscovich has specific and extensive experience in Sustainable Design, including the City of Coconut Creek for which Zyscovich created a master plan that preserves the natural landscape and provides a blueprint for sustainable building design, while providing the first centralized mixed-use activity zone for the City's residents.

WORKING WITH MULTIPLE STAKEHOLDERS: Zyscovich has worked with Owners, City officials, developers, and key stakeholders to develop clear Visions and implementable Master Plans. By collaborating and forming a true partnership, they are able to identify the most important issues and develop realistic and financially feasible solutions. The firm fully understands the factors involved in structuring successful finance and development deals. As part of their master planning and visioning efforts, they favor building consensus by presenting ideas that motivate the community to embrace a comprehensive vision.

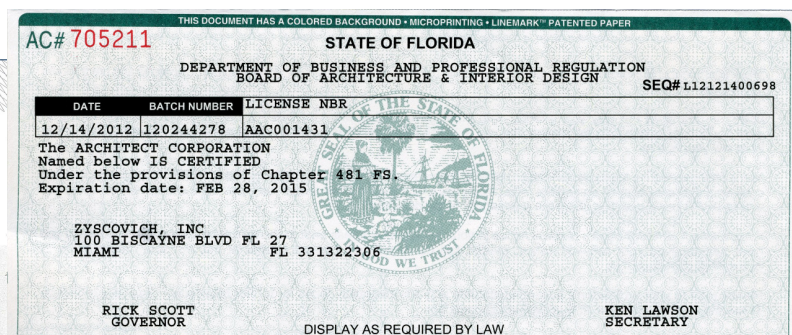
A CUSTOMIZED APPROACH TO CREATING VALUE: Zyscovich approaches urban planning and design projects by identifying opportunities to capitalize on past and present characteristics of a particular place. They have termed this design philosophy Real Urbanism®. Real Urbanism® is a concept that supports sustainable development by understanding how a city came to be and considers past and present development patterns, local needs for better communities, and economic obstacles and opportunities. Zyscovich focuses on merging the economic development opportunities with appropriate design solutions.



EXPERTISE AND RECOGNITION BY OUR PEERS: Some of their relevant awards include:

- » AIA Florida's Firm of the Year
- » APA Florida Award of Excellence for the City of West Palm Beach Planning and Zoning
- » AIA Florida Award of Excellence in Architecture for the 500 Block of Collins
- » AIA Florida Unbuilt Honor Award for the Downtown Miami DDA Master Plan Study
- » APA Outstanding Urban Design Project or Study for Midtown Miami

LICENSES AND REFERENCES



State of Florida Department of State

I certify from the records of this office that ZYSCOVICH, INC. is a corporation organized under the laws of the State of Florida, filed on October 30, 1986, effective October 30, 1986.

The document number of this corporation is M40936.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on January 3, 2013, and its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this is
the Third day of January, 2013*



Ken Diefen
Secretary of State

Authentication ID: CC9659715048

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

<https://efile.sunbiz.org/certauthver.html>



September 21, 2007

Ted Coymann and Selection Committee
City of Fort Myers
Purchasing & Contracts
Administration Division
1820 Hendry Street
Fort Myers, FL 33902

Re: Recommendation Letter for Zyscovich Architects

To Whom It May Concern:

In my role as Executive Director of the Miami Downtown Development Authority, I have been working with Bernard Zyscovich and the firm's Urban Design Team over the last two years. As the lead Urban Design consultant, their primary responsibility was updating the Downtown Miami Master Plan working in coordination with a multi-disciplined technical team.

Their staff was always professional and responsive. The team's work reflected the firm's ability to establish a vision, strategy and implementation plan that maximizes market, economic and community opportunities.

Likewise, the firm's ability to conceive as well as communicate innovative urban solutions is one of their most important strengths, which offers their clients a distinct advantage.

I am pleased to recommend Zyscovich Architects for your project.

If you have any questions, please feel free to contact me at (305) 579-6675.

Sincerely,

Dana Nottingham
Dana A. Nottingham
Executive Director

cc: Bernard Zyscovich

MIAMI DOWNTOWN DEVELOPMENT AUTHORITY

200 S. Biscayne Boulevard, Suite 2020
Wachovia Financial Center
Miami, Florida 33131

Phone: 305-579-6675
Fax: 305-371-2423

Web: www.miamidda.com



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

Miami Beach Redevelopment Agency
Tel: (305) 673-7193, Fax: (305) 673-7772

April 1, 2011

RE: Zyscovich, Inc.

To Whom This May Concern:

The City of Miami Beach has retained the services of Zyscovich, Inc. for a series of important projects throughout the years. Most recently, in 2002, Zyscovich prepared an updated Master Plan for the central core area of the City, specifically to address the use of two critically important surface lots for the expansion of the New World Symphony and the development of a park, which were anticipated to further enhance the City's position as a global destination. On January 25, 2011, The New World Symphony's New World Center and the City's Soundscape Park were officially opened, which together with a new 550-space municipal parking garage, have achieved significant international acclaim.

It should be noted that Zyscovich's vision for the City Center area, conceived initially as part of the original Redevelopment Plan in 1993 as well as the above-referenced Master Plan update in 2002, has since come to fruition.

Zyscovich was also involved in the Loews Hotel Project, a public-private venture responsible for attracting the first convention-quality hotel development to Miami Beach in more than 30 years. Specifically, they were responsible for the design and restoration of the historic St. Moritz Hotel, perhaps the most important art deco landmark property in the City, which was restored as part of the Loews project. Zyscovich was also responsible for the design of the Anchor Shops and Parking Garage, which was built to accommodate the parking requirements for the Loews and the Royal Palm hotels. The 800-car facility which includes 21,000 square feet of retail space, involved an extremely complex and delicate relocation of two historic buildings, whose facades were actually incorporated into the garage.

Zyscovich has maintained a successful and productive working relationship with the city staff and has always been available to provide clear answers to our questions.

It is my pleasure to advance my recommendation of Zyscovich, Inc.

Sincerely,

Kent O. Bonde
Kent O. Bonde
Redevelopment Coordinator

KOB

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

"... the firm's ability to conceive as well as communicate innovative urban solutions is one of their most important strengths, which offers their clients a distinct advantage."

Dana A. Nottingham
Executive Director
Miami Downtown Development Authority

SECTION IV Project Control Experience



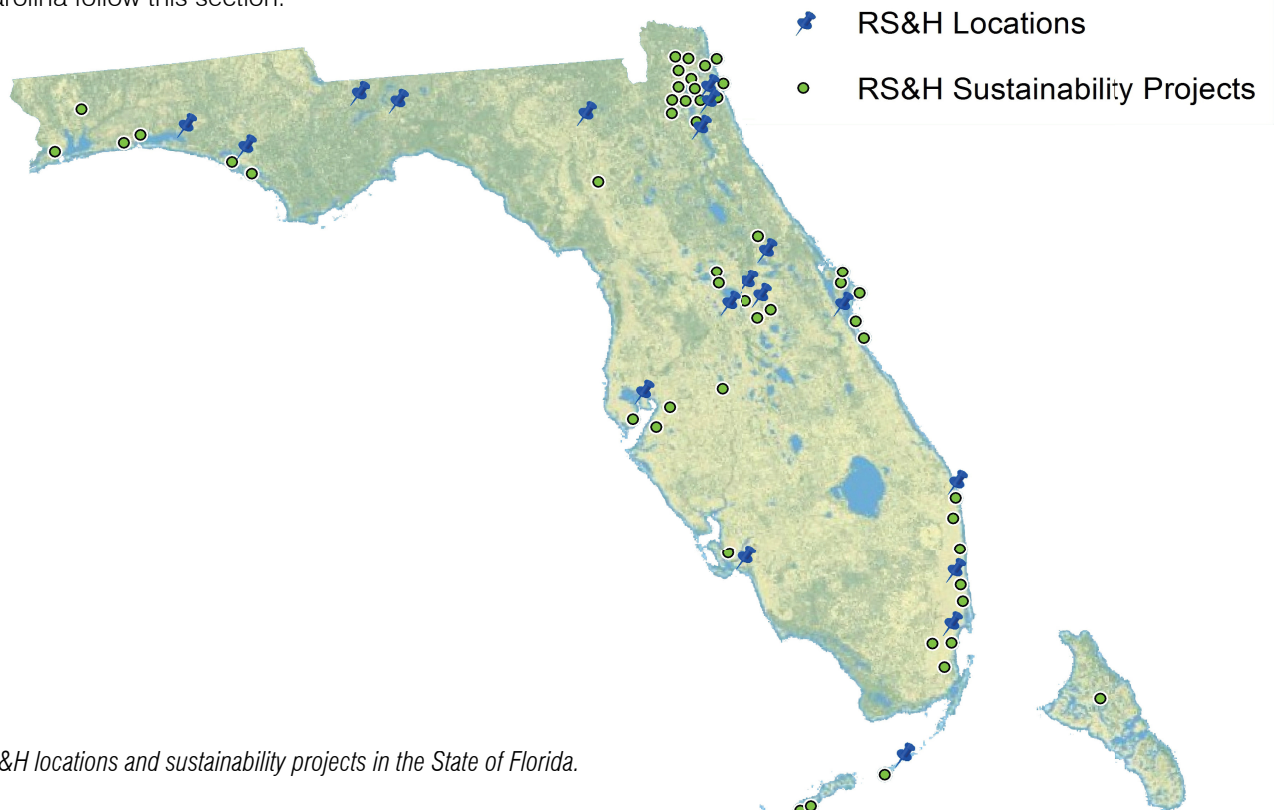
RS&H

4-1. SIMILAR PROJECT INITIATIVES

While RS&H's experience is international in scope, its roots are traced to Florida. It maintains its headquarters in Jacksonville, with 17 additional offices in Marathon, Miami, Ft. Lauderdale, West Palm Beach, Ft. Meyers, Tampa, Deltona, Orlando, Merritt Island, Green Cove Springs, Lake City, Freeport, Quincy, Tallahassee, and Southport. RS&H maintains strong sensitivity to local values through an unrelenting commitment to client and stakeholder input. By involving stakeholders directly in our work and listening carefully to what we hear, our team gives creative expression to the character of the community. We build on local traditions to define the shared vision unique to each place. RS&H believes this approach is essential for successful sustainability projects, which require community-wide buy-in and collective action. The result of RS&H's place-centered approach is a practical methodology, based on proven techniques, leading to a one-of-a-kind plan custom-tailored to the unique flavor of the City of Coral Gables.

RS&H has extensive experience helping local governments in Florida seize opportunities to maximize resource efficiency, while improving the health and resilience of the communities they serve. Within the past 5 years, RS&H has assisted over 30 Federal, County or local government clients across the State of Florida and the Bahamas with over 50 sustainability projects.

Ten projects are presented in the RS&H Team's SF 330 Part F that RS&H has been recently engaged in that are similar to the services sought by the City of Coral Gables. Each project demonstrates RS&H's years of experience assisting clients with sustainability planning projects, as well as the firm's unique understanding of challenges and opportunities inherent in pursuing such projects in a local government context. For each project, full references are provided. Letters of Reference from Miami-Dade County; the City of Pinecrest; Volusia County / Votran; Duval County / City of Jacksonville; and Rock Hill, South Carolina follow this section.



Map of RS&H locations and sustainability projects in the State of Florida.

The RS&H Team has years of experience assisting local governments in Florida with sustainability projects. A detailed project history, including project descriptions is included in Part F of the enclosed SF 330. The table below summarizes these projects, including the client name, location, contact information, and contract duration. Also included in this section are five Letters of Reference from Miami-Dade County; the Village of Pinecrest, Florida; the City of Jacksonville, Florida; Volusia/Volusia County, Florida; and Rock Hill, South Carolina, respectively.

Client	Project	Address	Contact	Phone	Initiated	Completed
NASA KSC	Sustainability Plan	John F Kennedy Space Center, FL	Denise Thaller, National Aeronautics/Space Environmental Manager	(321) 867-1599	2011	2012
Miami-Dade County	Sustainable and Accessible Capital Improvement Process	300 N.E. 2nd Ave, Miami FL	Patricia Gomez, Miami-Dade County	(352) 343-9503	2010	2011
City of West Palm Beach	West Palm Beach Sustainability Action Plan	401 Clematis Street West Palm Beach, FL	Penelope Redford Sustainability Manager, City of West Palm Beach	(561) 804-4994	2011	2011
DeCA Nationwide	Waste Minimization Program	2250 Foulis Street, Lackland, TX	Mark Leeper, Defense Commissary Agency Project Manager	(804) 734-8000 ext. 8626	2007	2012
City of Jacksonville	Energy Efficiency and Conservation Strategy	220 East Bay Street, Jacksonville, FL	Ebenezer Gujjarlapudi, Director, City of Jacksonville	(904) 255-7245	2009	2009
Village of Pinecrest	Greenhouse Gas Inventory and Forecast	12645 Pinecrest Pkwy, Pinecrest, FL	Yocelyn Galiano Gomez, Village Manager	(305) 234-2121	2013	Ongoing
City of Rock Hill	Resource Efficiency Plan	PO Box 11706 Rock Hill, SC	Rebecca Hooks, City of Rock Hill	(803) 326-3832	2012	2013
City of Jacksonville	City of Jacksonville Vision Plan and Future Land Use	220 East Bay Street, Jacksonville, FL	William Killingsworth Director, Planning and Development, COJ	(904) 630-2879	2010	2010
Volusia County	Votran Plan for Sustainability	950 Big Tree Road, South Daytona, FL	Heather Blanck, Asstistant General Manager	(386) 761-7700	2010	2010
North Florida TPO	Natural Gas Fuels Strategy NFTP	1022 Prudential Dr, Jacksonville, FL	Jeff Sheffield, North Florida TPO Executive Director	(904) 306-7512	2013	Ongoing



Department of Regulatory & Economic Resources
Planning Division
Office of Sustainability
111 NW 1st Street • 12th Floor
Miami, FL 3312
T 305-376-6663
<http://www.miamidade.gov/green/>

August 20, 2013

Reynolds, Smith and Hills, Inc.
c/o Ben Moore, AICP, LEED AP
10748 Deerwood Park Boulevard South
Jacksonville, FL 32256

**RE: Contract No. RFP 703
Sustainable Capital Improvement Process Consultant Services**

To whom it may concern:

Miami-Dade County retained Reynolds, Smith and Hills, Inc. (RS&H) for sustainability consulting services over the course of 2010 and 2011. RS&H served as lead consultant for Miami-Dade County's effort to develop sustainability policies and procedures to be integrated into the County's capital improvement processes.

Based on a review of policies, interviews, surveys, and workshops, RS&H created guidelines and recommendations for implementing capital improvements that maximize energy, minimize greenhouse gas emissions, and increase the use of renewable energy. In order to implement the new guidelines, RS&H developed and lead training and orientation modules for County professionals.

RS&H provided detailed work on schedule, within budget and communicated results professionally. The County has been satisfied with RS&H's work and would recommend its sustainability consulting services.

Sincerely,

Patricia Gomez-Acevedo, PE, CEM, LEED AP
Sustainability Program Manager
Office of Sustainability
Miami-Dade County Regulatory and Economic Resources Department
Planning Division



Yocelyn Galano Gomez, ICMA-CM
Village Manager
manager@pinecrest-fl.gov

VILLAGE OF PINECREST
Office of the Village Manager

August 19, 2013

Reynolds, Smith and Hills, Inc.
ATTN: Mike McCarthy, MBA, PG, LEED AP
10748 Deerwood Park Boulevard South
Jacksonville, FL 32256

**RE: Sustainability Consulting Services
Community Greenhouse Gas Emission Inventory and Forecast**

To Whom it May Concern:

The Village of Pinecrest retained RS&H for sustainability consulting services. RS&H developed a Community Greenhouse Gas Emission Inventory and Forecast for the Village to benchmark sustainability performance, measure progress and plan effectively for the future.

RS&H provided detailed work on schedule, within budget and communicated results professionally. The Village of Pinecrest has been satisfied with RS&H's work and would recommend its sustainability consulting services.

Sincerely,

Angela Gasco
Administrative Services Manager
Village of Pinecrest

12645 Pinecrest Parkway, Pinecrest, Florida 33156
T: 305.234.2121 | F: 305.234.2131
www.pinecrest-fl.gov



"RS&H provided detailed work on schedule, within budget and communicated results professionally. The Village of Pinecrest has been satisfied with RS&H's work and would recommend its sustainability consulting services."

Angelo Gasca
Administrative Services Manager
Village of Pinecrest

"Mike McCaarthys knowledge and expertise in the field is combined with a hands-on approach to each deliverable. He is an outstanding project manager, whose team created a much valued product."

Heather Blanck
Assistant General Manager
Votran, Volusia County, Florida

NEIGHBORHOODS DEPARTMENT



September 19, 2013

Reynolds, Smith and Hills, Inc.
c/o Mike McCarthy, PE, MBA, LEED AP
10748 Deerwood Park Boulevard South
Jacksonville, FL 32256

RE: Contract No. RFP P-45-09
Program Management Services for the Energy Efficiency Conservation Block Grant Program, Phase I

Contract No. RFP-32-10
Energy Efficiency and Conservation Program Management

To Whom It May Concern:

The City of Jacksonville has retained RS&H for sustainability consulting services over the course of 2009 through the present date. RS&H is serving as lead consultant for City's Energy Efficiency and Conservation Block Grant (EECBG) Program.

RS&H has worked with the City to apply for and secure a \$7.8 million Energy Efficiency and Conservation Block Grant from the U.S. Department of Energy. RS&H worked with the City to design a comprehensive portfolio of over 400 individual projects estimated to save 40 million kilowatt hours of energy and avoid 37 thousand metric tons of greenhouse gas emissions. In addition to helping design the program, RS&H currently serves as the City's technical resource for implementing its strategy, aiding the city with project management, planning, procurement, design, measurement and verification and quality control and assurance.

RS&H has provided detailed work on schedule, within budget and communicated results professionally. The City has been satisfied with RS&H's work to date and would recommend its energy and sustainability consulting services.

Sincerely,

Kevin Grant
Environmental & Compliance Operations Administrator
Environmental Efficiency Grants Project Manager
City of Jacksonville, Neighborhoods Department

Office of the Director

214 North Hogan Street, 5th Floor | Jacksonville, FL 32202 | Phone: 904.255.7245 | Fax: 904.588.0519 | www.coj.net



August 19, 2013

Reynolds, Smith and Hills, Inc.
Attn: Mike McCarthy, MRA, PG, LEED AP
10748 Deerwood Park Boulevard South
Jacksonville, FL 32256

RE: Sustainability Consulting Services
Development of an Integrated Sustainability Implementation Plan

To Whom It May Concern:

Votran, Volusia County's public transportation system, retained RS&H for sustainability consulting services. RS&H developed an Integrated Sustainability Implementation Plan, which provides Votran a systematic process to manage enterprise-wide sustainability initiatives and improvements over a five (5) year period. In 2011, Votran was awarded the Most Innovative Project of the Year Award for the project from the Florida Public Transit Association.

RS&H provided detailed work on schedule, within budget and communicated results professionally. Mike McCarthy's knowledge and expertise in the field is combined with a hands-on approach to each deliverable. He is an outstanding project manager, whose team created a much valued product. Votran has been very satisfied with RS&H's work and recommends their sustainability consulting services.

Sincerely,

Heather Blanck
Assistant General Manager
Votran, Volusia County, Florida

950 BIG TREE ROAD — SOUTH DAYTONA, FLORIDA 32119-0815
(386) 756-7496 — FAX (386) 756-7487

A service of Volusia County Government



August 16, 2013
Reynolds, Smith and Hills, Inc.
c/o Ben Moore, AICP, LEED Green Associate
10748 Deerwood Park Boulevard South
Jacksonville, FL 32256

RE: Resource Efficiency Plan

To Whom it May Concern:

The City of Rock Hill retained RS&H for sustainability consulting services 2012 through the present date. RS&H served as lead consultant for City's efforts to assess sustainability challenges and opportunities.

RS&H worked with the City to characterize it's resource efficiency performance. It compiled and analyzed three years of data for six significant aspects of municipal operations: land use and transportation, energy, water, waste, fleet management and regulation. RS&H benchmarked results against three peer municipalities. Under RS&H's facilitation, staff evaluated the City's strengths, weaknesses, opportunities and threats; identified five areas for future focus; and established preliminary goals, objectives, initiatives and metrics for each focus area over a twenty year horizon. A Resource Efficiency Plan was developed inclusive of the six focus area. The plan serves as a tool for design, implementation and measurement of initiatives aimed at continuously improving the City's performance. Recommendations for public and private funding resources were also provided.

RS&H has provided detailed work on schedule, within budget and communicated results professionally. The City has been satisfied with RS&H's work to date.

Sincerely,

Rebecca Hooks
Grants Administrator
City of Rock Hill

CITY OF ROCK HILL
155 JOHNSON STREET, P.O. Box 11766
ROCK HILL, SC 29731-1766, 803-329-7600

4-2. WILLINGNESS TO WORK WITH CONSULTANTS

The RS&H Team has been assembled specifically to assist Coral Gables seize triple-bottom-line opportunities via its Sustainability Master Plan. It looks forward to working closely with the City staff, as well as any consultants designated by the City, to complete the SMP.

All of the sustainability projects completed by the RS&H team in the past have been multi-discipline efforts, requiring collaboration between a diversity of technical and professional areas. Each project has also succeeded on the basis of understanding and improving organizational relationships.

The three firms that comprise the RS&H Team are all familiar with the importance of working collaboratively with one another, with our clients, and with other stakeholders, including consultants designated by the City, in order to achieve project goals.

APPENDIX: Schedules



SECTION 6
RFQ SUBMISSION CHECK LIST

COMPANY NAME: (Please Print): Reynolds, Smith and Hills, Inc.

Phone: (904) 256-2500

Fax: (904) 256-2503

-- NOTICE --

BEFORE SUBMITTING YOUR RFQ, MAKE SURE YOU...

- ☒ 1. Carefully read the SPECIFICATIONS/SCOPE OF WORK and then properly fill out the RFQ SHEET and CERTIFICATION PAGE (Schedule "A").
- ☒ 2. Fill out and sign the NON-COLLUSION AFFIDAVIT (Schedule "B") and have it properly notarized.
- ☒ 3. Sign the VENDOR DRUG FREE STATEMENT (Schedule "C").
- ☒ 4. Complete, sign and have notarized RESPONDENT'S QUALIFICATIONS STATEMENT (Schedule "D").
- ☒ 5. Complete STATEMENT OF NO RESPONSE (Schedule "G") if applicable.
- ☒ 6. Sign and return **first page** acknowledging CODE OF ETHICS, CONFLICT OF INTEREST AND CONE OF SILENCE (Schedule "H").
- ☒ 7. Complete, sign and have notarized American with Disabilities Act (ADA) Non-Discrimination Statement (Schedule "I").
- ☒ 8. Complete, sign and have notarized the Sworn Statement Pursuant to Section 287.133 (3) (a), Florida Statutes, On Public Entity Crimes (Schedule "J").
- ☒ 9. Complete and submit Acknowledgement of Addenda (Schedule "K") if applicable.
- ☒ 10. Complete, sign and have notarized LOBBYIST forms (if applicable). Forms available at www.coralgables.com, City Clerk
- ☒ 11. Complete and submit STANDARD FORM 330, Architect-Engineer Qualifications.
- ☒ 12. Clearly mark the RFQ NUMBER AND RFQ NAME on the outside of your envelope.
- ☒ 13. Submit ONE ORIGINAL and FOUR PHOTOCOPIES with ONE disk or memory stick in PDF format of your RFQ.
- ☒ 14. Make sure your RFQ is submitted prior to the deadline. Late RFQs will not be accepted.
- ☒ 15. Include Bond if applicable.

FAILURE TO PROVIDE THE REQUESTED SCHEDULES MAY RESULT IN YOUR RFQ BEING DEEMED NON-RESPONSIVE.

THIS PAGE ALONG WITH SCHEDULES "A" THRU "K" ARE TO BE RETURNED WITH YOUR RFO (DRAW A LINE ACROSS A FORM WHICH IS NOT APPLICABLE).

SCHEDULE "A"
CITY OF CORAL GABLES

CERTIFICATE OF CONSULTANT

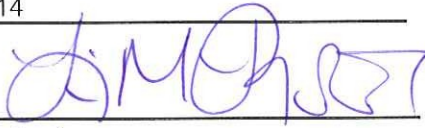
I hereby certify that I am Lisa M. Robert, PE and a duly authorized representative of the firm
Reynolds, Smith and Hills, Inc., whose address is 10748 Deerwood Park Blvd S,
Jacksonville, FL 32256
and that neither I, nor the above firm, I here represent has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the City of Coral Gables, and is subject to applicable Local, State and Federal laws, both criminal and civil.

January 14, 2014

Date



Consultant (signature)

Lisa M. Robert, PE

Name (typed or printed)

65-0577658

Federal Employer I.D.

NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

Page 18 of 44

SCHEDULE "C"
CITY OF CORAL GABLES

VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

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's 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 solicitation a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, 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 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 this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

I hereby certify that the company submitting this solicitation has established a Drug Free work place program in accordance with Sate Statute 287.087



VENDOR'S SIGNATURE

Reynolds, Smith and Hills, Inc.

COMPANY'S NAME

SCHEDULE "D"
CITY OF CORAL GABLES

CONSULTANT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

Company Name: Reynolds, Smith and Hills, Inc.

Address: 10748 Deerwood Park Blvd S Jacksonville FL 32256
Street City State Zip Code

Telephone No: (904) 256-2500 Fax No: (904) 256-2503 Email: lisa.robert@rsandh.com

How many years has your organization been in business under its present name? 24 Years

If Consultant is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue;

Under what former names has your business operated? : Please see attached (A).

At what address was that business located? Our firm's headquarters always has and continues to be in Jacksonville, FL.

Are You Certified? Yes X No _____ If Yes, **ATTACH COPY** of Certification.
Are You Licensed? Yes X No _____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes _____ No X If yes, explain: _____

Please identify each incident within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Consultant's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFQ;
Please see attached (B).

Have you ever been debarred or suspended from doing business with any government entity?

Yes _____ No X If Yes, explain _____

Signature of party authorized to sign on behalf of firm.



SCHEDULE "D" (Continued)
CITY OF CORAL GABLES

CONSULTANT'S QUALIFICATION STATEMENT

Lisa M. Robert, PE

Print or type name of person signing

Senior Vice President

Title of person signing

Subscribed and sworn to before me this 15TH day of JANUARY, 20 14



Notary Public

BONNIE FAIRCLOTH
(Print, Type or Stamp name of Notary Public)

Personally known ☒ or Produced I.D. _____

Type and number of I.D. Produced:

☒ Did take an oath, or _____ Did not take an oath



BONNIE FAIRCLOTH
MY COMMISSION # FF 045206
EXPIRES: August 26, 2017
Bonded Thru Budget Notary Services

Please attach additional sheets if a more comprehensive explanation is desired.

SCHEDULE "D" ATTACHMENT

(A) Prior to becoming Reynolds, Smith and Hills, Inc. in 1989, RS&H operated under: *RS&H / RS&H Hunter / Hunter Services, Inc.* (1987 – 1989); *Reynolds, Smith and Hills Architects-Engineers-Planners, Inc.* (1969 – 1987); and *Reynolds, Smith and Hills, Architects and Engineers* (1942 – 1969).

(B) RS&H has no litigation under contracts of the same or similar type services to be provided under this RFQ.

SCHEDULE "G"
CITY OF CORAL GABLES

STATEMENT OF NO-RESPONSE

NOTE: If you do not intend to propose on this RFQ, please return this form immediately. Failure to return this form may result in your name being removed from the list of qualified Respondents for the City of Coral Gables. Please indicate Statement of Qualifications name and number on the outside of the envelope.

MAIL TO: CITY OF CORAL GABLES
2800 S.W. 72nd AVENUE
MIAMI, FL 33155
ATTN: CHIEF PROCUREMENT OFFICER

We, the undersigned have declined to respond for the following reason:

- ☐ Insufficient time to respond to the Request from Statement of Qualifications.
- ☐ We do not offer these services or an equivalent.
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications.
- ☐ Unable to meet Bond requirements.
- ☐ Specifications unclear (explain below).
- ☐ Unable to meet insurance requirements.
- ☐ Other (specify below).

REMARKS:

COMPANY NAME: _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

SCHEDULE "H"
CITY OF CORAL GABLES

CODE OF ETHICS AND CONFLICT OF INTEREST

CONE OF SILENCE

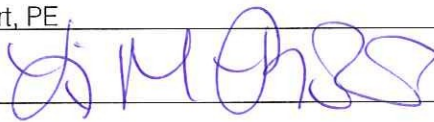
THIS FORM MUST BE COMPLETED BY PERSON RECEIVING THIS BOOKLET AND INCLUDED IN YOUR SUBMITTAL, AS REQUIRED BY CITY OF CORAL GABLES SECTIONS 2-1055 AND 2-1059.

CODE OF ETHICS AND CONFLICT OF INTEREST
CONE OF SILENCE

IS HEREBY ACKNOWLEDGED

Printed Name: Lisa M. Robert, PE

Signature: _____



Board/Position/Department: Senior Vice President

Date: January 14, 2014

SCHEDULE "I"
CITY OF CORAL GABLES

AMERICANS WITH DISABILITIES ACT (ADA)

DISABILITY NONDISCRIMINATION STATEMENT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted City of Coral Gables

(print name of public entity)

by Lisa M. Robert, PE – Senior Vice President

(print individual's name and title)

for Reynolds, Smith and Hills, Inc.

(print name of entity submitting sworn statement)

whose business address is: 10748 Deerwood Park Blvd S Jacksonville, FL 32256

and (if applicable) its Federal Employer Identification Number (FEIN) 65-0577658

(If the entity has not FEIN, include Social Security Number of the individual signing this sworn statement:



I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "I" (CONTINUED)
CITY OF CORAL GABLES

AMERICANS WITH DISABILITIES ACT (ADA)

Lisa M. Robert, PE

Print or type name of person signing

Senior Vice President

Title of person signing

Subscribed and sworn to before me this 15TH day of JANUARY, 20 14


Notary Public

BONNIE FAIRCLOTH

(Print, Type or Stamp name of Notary Public)

Personally known ☒ or Produced I.D. _____

Type and number of I.D. Produced:

☒ Did take an oath, or ☐ Did not take an oath



BONNIE FAIRCLOTH
MY COMMISSION # FF 045206
EXPIRES: August 26, 2017
Bonded Thru Budget Notary Services

SCHEDULE "J"
CITY OF CORAL GABLES

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

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Coral Gables
[print name of the public entity]

by Lisa M. Robert, PE – Senior Vice President
[print individual's name and title]

for Reynolds, Smith and Hills, Inc.
[print name of entity submitting sworn statement]

Whose business address is: 10748 Deerwood Park Blvd S Jacksonville, FL 32256

and (if applicable) its Federal Employer Identification Number (FEIN) 65-0577658

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

- _____.
2. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
 3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
 4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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 36 months shall be considered an affiliate.
 5. I understand that a "person" as defined in Paragraph 287.133(1)(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 Proposals or applies to Proposal 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.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

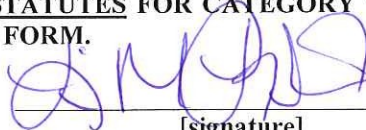
X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent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

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



[signature]

SCHEDULE "K"
CITY OF CORAL GABLES

Acknowledgement of Addenda

Request for Qualification (RFQ) No 2013.00.00

SUBMITTED TO:

City of Coral Gables
Office of the Chief Procurement Officer
2800 SW 72 Avenue
Miami, Florida 33155

1. The undersigned agrees, if this RFQ is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFQ and Contract Documents within the Contract time indicated in the RFQ and in accordance with the other terms and conditions of the solicitation and contract documents.
2. The Addenda issued may be downloaded on-line by visiting www.coralgables.com, "Open Bid Invitation".
3. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Qualification.

Addendum No. 1 Date December 18 Addendum No. _____ Date _____

Addendum No. 2 Date January 9 Addendum No. _____ Date _____

Addendum No. 3 Date January 10 Addendum No. _____ Date _____

Addendum No. 4 Date January 10 Addendum No. _____ Date _____

4. Company Legal name: Reynolds, Smith and Hills, Inc.
Address: 10748 Deerwood Park Blvd S
City/State/Zip: Jacksonville, FL 32256
Telephone No./Fax No.: (904) 256-2500
E-mail: Lisa.Robert@rsandh.com

Signature


(Print Name and Sign)

Title: Senior Vice President