KEITH & SCHNARS
ENGINEERS | PLANNERS | SURVEYORS

CEMETERY MASTER PLAN

CITY OF FORT LAUDERDALE

CREATED FOR

RFP # :
12043-885

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, #619
Fort Lauderdale, FL 33301

Proposal Date :
11.16.2017

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BUSINESS ENTITY

Keith & Schnars (K&S) is a premier, full service engineering and consulting firm. We offer multi-disciplinary expertise in the fields of Landscape Architecture, Planning, Civil Engineering, Land Surveying, Construction Management, and Environmental Services. Our company has played a key role in the development of Florida's growing infrastructure. We offer diverse technical and business insight built from proven results for a broad spectrum of public and private clients. Our staff includes a long list of exceptional professionals who are well-versed in all aspects of our core businesses. Their commitment to state-of-the-art technology and practices has allowed the company to distinguish itself as a deliverer of superior, impactful solutions.

With over four decades of experience in the industry, the K&S name has become synonymous with high quality work, innovation, competency, and dedication. We combine insight with knowledge gained over the course of many successful years in operation, to offer innovative results that deliver value.

Excellence is at the heart of the K&S culture. We strive to cultivate a professional philosophy – which is strong, collaborative, and grounded in a clear set of simple values. These standards are the cornerstone of our corporate legacy: Authenticity, Integrity, Innovation, Professionalism, Trustworthiness, and Commitment to Community.

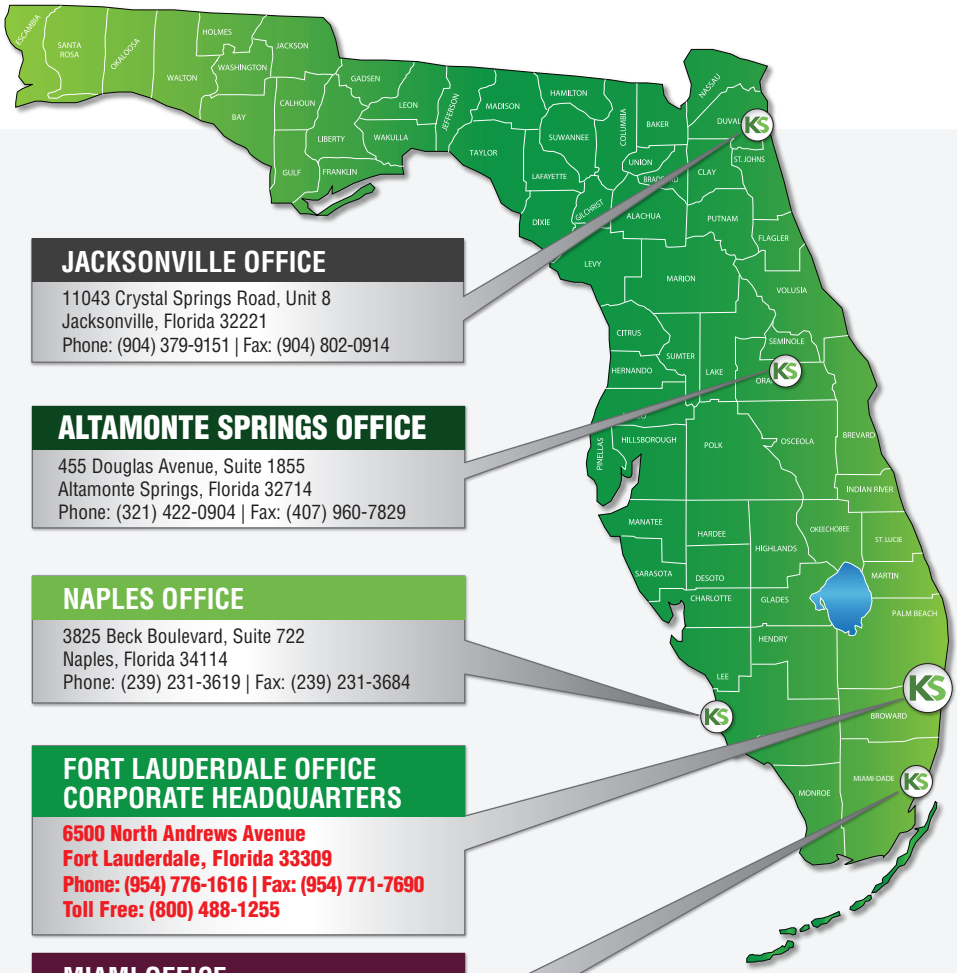
Our values drive the essential elements of our core business, and resonate throughout every task we undertake. They also determine a distinctive character that is evident in every aspect of our work. These principles guide and influence the way we work with each other, as well as how we serve our clients and engage with our communities. We are passionately committed to doing the job right.

Our success is built on trust. Our clients, teammates, and the community our projects affect rely upon us as a responsible partner who minimizes risk. We trust in principles that we believe are not only the right way to do business, but also define how we want to live and work.

OFFICE LOCATIONS

K&S' offices are strategically located throughout the state of Florida to service our current and future clients. Our main headquarters is located in Fort Lauderdale, and our satellite offices are in Miami, Naples, Altamonte Springs, and Jacksonville.

This contract will be serviced from our Fort Lauderdale office.



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OFFICERS, PRINCIPALS, SUPERVISORY STAFF AND KEY INDIVIDUALS WHO WILL BE DIRECTLY INVOLVED WITH THE WORK

ROLE	NAME AND TITLE	OFFICE LOCATION
Officers/Principals of the Firm	Errol Kalayci, Esq., President/ CEO	Fort Lauderdale
	Bruce Reed, RLA Vice President of Landscape Architecture, Planning, and Environmental	Fort Lauderdale
Supervisory Staff	Kirk Hoosac, P.E., Director of Landscape Architecture	Fort Lauderdale
	Heidi Siegel, AICP, Director of Planning and Public Outreach	Fort Lauderdale
	Jake Ozyman, P.E., ENV SP Director of Civil Engineering	Fort Lauderdale
KEY INDIVIDUALS DIRECTLY INVOLVED WITH THIS CONTRACT		
Project Manager	Chris Miller, RLA, ISA, LEED AP, SITES AP, LIAF, FNGLA, IA Assistant Director of Landscape Architecture	Fort Lauderdale
Landscape Architecture	Todd Mohler, RLA, ISA, IA Senior Landscape Architect	Fort Lauderdale
Landscape Architecture	Kirk Hoosac, RLA Director of Landscape Architecture	Fort Lauderdale
Planning & Urban Design/ Historical and Cultural Resources	Heidi Siegel, AICP Director of Planning and Public Outreach	Fort Lauderdale
Planning & Urban Design	Bradley Benmoshé, LEED Green Associate, CPTED Urban Planner & Designer	Fort Lauderdale
Civil Engineering	Jake Ozyman, P.E., ENV SP Director of Civil Engineering	Fort Lauderdale
Surveying and Mapping	Robert K. Krisak, P.L.S. Vice President of Surveying and Mapping	Fort Lauderdale
Environmental Permitting	Marisa Magrino, ISA, FNGLA Senior Environmental Scientist/Permit Coordinator	Fort Lauderdale
Architecture	Tamara Peacock, RA, CPTED	Fort Lauderdale
Cemetery Contractor	Mike Boss	Fort Lauderdale

Chris Miller, RLA, ISA, LEED AP, SITES AP, LIAF, FNGLA, IA

Mr. Miller is a highly qualified landscape architect, with a keen interest in the Green Industry. His variety of experience includes all phases of the design process. This ranges from site analysis, concept generation, and project planning, to landscape, irrigation, and amenity designs; these include both Woodlawn Cemetery and Sunset Memorial Gardens. He has 23 years of experience with creating landscape plans, contact specifications, details, and maintenance plans for the FDOT. He has also served on the committee charged with the responsibility of revising the Florida Grades and Standards for Nursery Plants. He is known for his innovative design solutions and immaculate attention to design details, construction specifications, plan reviews, and hands-on construction inspections.

His extensive array of project experience includes planning, design and construction inspection of commercial developments, parks, municipal centers, streetscapes, FDOT roadway beautification projects, and more. Mr. Miller currently holds 15 Green Industry Certifications.

Todd Mohler, RLA, ISA, IA

Mr. Mohler is a skilled Registered Landscape Architect (RLA), with a depth of knowledge developed through 21 years of professional experience. In the past, Mr. Mohler has worked on both Sunset Memorial Gardens and Woodlawn Cemeteries, and is familiar with the history and the irrgiation systems.

He has specific project experience in parks, major irrigation systems, streetscapes, hospitality, PUDs, and commercial development.

Most recently he has been designing, testing, inspecting, and managing centrally controlled irrigation systems. These services are focused on water conservation and horticultural services, aimed squarely at the sustainability of built landscapes. His thorough understanding of water, soils, and plants within the built environment resulted in a decade long successful consulting career in the private sector. This success included irrigation water management through advanced technologies like soil moisture sensing, weather stations, and computerized central control systems. Mr. Mohler has presented regularly at Florida ASLA conventions, as well as similar Texas ASLA conventions on the subject of water conservation.

Kirk Hoosac, RLA

As a previous FDOT District Landscape Architect in District 6, Mr. Hoosac offers a wide assortment of experience in all phases of landscape architecture. This experience includes plan development, concept generation, construction cost estimating, maintenance cost estimating, site inventory, site and master planning, landscape and irrigation design, project specifications, construction observation, landscape inspection, and quality control. He has participated in a variety of project types including planning and design for transportation, commercial, residential, and municipal projects.

Mr. Hoosac is confident and skilled in performing his responsibilities. From dynamic presentations, to disciplined project management, he brings a positive and proactive approach to his projects.

Heidi Siegel, AICP

Ms. Siegel is the director of the firm's Planning, Public Relations, and Outreach Department. She has 18 years of professional experience in the planning and development field, in both the public and private sector. Prior to joining K&S, Ms. Siegel served as the City Manager for the Village of Biscayne Park in Miami-Dade County. Ms. Siegel has experience and success in:

- Historic Preservation Planning and Legislation
- Reviewing, Updating and Implementing Land Development Regulations and Comprehensive Plans
- Zoning Review Services
- Current Trends, Laws and Solutions
- Department Leadership and Reorganization
- Public Outreach and Consensus Building
- Master Plans
- Public Speaking and Presentation

Bradley Benmoshé, LEED Green Associate, CPTED

Mr. Benmoshé has an eclectic assortment of interdisciplinary experience gained from his work with architects, developers, consultants, and governmental agencies over the past five years. His knowledge was achieved in the fields of architecture, urban design, planning, landscape architecture, and community development. Mr. Benmoshé specializes in sustainable design and effective place making, and has extensive experience with cemetery research. He recently used the historic Evergreen Cemetery as a case study for a journal article he is submitting to the *Journal for Sustainable Development.* The core of the journal addressed sea level rise, spatial inefficiencies, and sustainability.

Furthermore, he has created conceptual designs of innovative and sustainable cemeteries, which illustrate how the cemeteries of tomorrow might look and operate. Having researched and visited more than twenty cemeteries around the world, he has intimate knowledge of cemetery layout, operations, and maintenance issues. His full range of urban design experience includes assisting in the review of development proposals and site plans for conformance with codes, plans, and regulations; as well as, assisting in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances, and other proposals. His experience also consists of conducting field audits and assessments, participating in community design charrettes, reviewing zoning permit applications, and city code of ordinances.

Jake Ozyman, P.E., ENV SP

Over the past 19 years, Mr. Ozyman has successfully managed numerous infrastructure, roadway, land development, and water resource projects. He has an understanding of key stakeholder/agency needs and requirements, and has met those needs without compromising project goals, client budgetary, or schedule requirements. Mr. Ozyman focused on project intent, understood constraints and opportunities, and worked collaboratively in a multi-disciplined environment.

In addition to engineering design expertise, Mr. Ozyman served as the senior project engineer on some of the most complex projects within the metropolitan area. He has specific experience in construction, inspection of highways, and bridges, as well as, entire street infrastructures that include new sidewalks, curbs, road restoration, traffic signals, streetlights, water mains, sanitary and storm sewers, and catch basins. Mr. Ozyman's experience puts an emphasis on project set-ups, management, record keeping, quality control, material testing, closeouts, problem solving, constructability reviews, and estimation.

Robert K. Krisak, P.L.S.

Mr. Krisak has more than 39 years of experience in all phases of land and engineering surveying, including topographic, boundary, hydrographic, as-built, construction layout, and location surveys for highways, residential developments commercial projects, and expert witness testimony. He has gained this experience through a variety of surveying-related positions, including instrument person, drafter, party chief, and field crew coordinator.

Mr. Krisak is familiar with a wide range of state-of-the-art surveying equipment, and is experienced in project management, field survey supervision, office survey procedures, and staff power scheduling. Robert has previously surveyed Sunset Memorial Gardens Cemetery.

Marisa Magrino, ISA, FNGLA

Ms. Magrino is a Senior Environmental Scientist and Permit Coordinator with K&S. She recently served as a Natural Resources Specialist, requiring her to effectively manage projects, issue licenses and permits, conduct biological assessments and wetland determinations, create and review technical reports, map wetland and seagrass in GIS, and ensure compliance with regulations on all levels.

Due to her extensive educational and professional experience, Ms. Magrino is proficient in coastal and wetland species identification, mitigation assessment methodologies (e.g. UMAM, MWRAP, and WATER), and various computer programs. Ms. Magrino has also received her certifications as an ISA Certified Arborist and a PADI Certified Advanced Open Water Rescue Diver.

Tamara Peacock, RA, CPTED

Ms. Peacock has actively practiced in the architectural profession in South Florida for over 20 years. Her areas of expertise include land use planning, historic preservation, design development, production, and contract administration for public sector and private commercial projects. Her public sector projects include parks and recreational facilities, schools, and master planning/city re-development.

Ms. Peacock is widely recognized for her community consensus building ability. She received her B.A. in Architecture in 1979 from the University of Florida, and her M.S. in Architecture in 1981. Ms. Peacock is a Registered Architect and a licensed Building Contractor, as well as an Interim Professor at Florida Atlantic University. She is also CPTED Certified.

Mike Boss

Mr. Boss is President and one of the founders of MBR Construction, Inc. He has an extensive background in construction, with over 30 years of experience in south Florida.

Mr. Boss is currently the Principal-in-Charge and a licensed General Contractor for MBR Construction. Among his many qualifications, it is relevant to mention Mr. Boss' extensive experience in leading, coordinating, and completion numerous Design-Build projects. He has a proven talent for working through the many levels of details necessary for a construction project's success, and is uniquely dedicated to service and honesty. He has contributed to the construction of two of the four Fort Lauderdale owned cemeteries, Woodlawn, and Sunset Memorial Gardens, and site work on Sunset Memorial Gardens.

K&S' TEAM OF 21 PLANNING AND LANDSCAPE ARCHITECTURE STAFF HOLD THE FOLLOWING IN-HOUSE CREDENTIALS:

CERTIFICATIONS	STAFF TOTALS
Registered Landscape Architect (RLA)	5
AICP	2
CPTED	3
ISA Certified Arborist	7
ISA Tree Risk Assessment Qualification	2
SITES AP Certification	1
FNGLA Certified Landscape Contractor (FCLC)	4
FNGLA Certified Horticulture Professional (FCHP)	6
IA Certified Irrigation Designer	2
IA Certified Landscape Irrigation Auditor	2
IA Certified Golf Irrigation Auditor	2
UF/IFAS Advanced Florida Master Naturalist	1
LEED Accredited Professional	3
Green Advantage Certified Practitioner	1
FDEP Storm water Management Inspector	5
Certified Landscape Inspector (LIAF)	8

Summary of Proposal: K&S is familiar with the scope of the project, and is confident we have the most well-rounded, comprehensive team of in-house professionals. With our expert construction and architectural subconsultants, ***we will provide the master planning, operational upgrades, and recommendations for the City of Fort Lauderdale's four cemeteries.*** K&S has an extensive field experience that will benefit the City, and result in detailed asset conditions and assessments. Our historical and cultural preservation expertise will allow us to produce accurate documentation and recommendations. K&S has one of the largest and most qualified landscape inspection teams in the state. This team will give an accurate observation of the natural context, turf, and landscape, as well as an irrigation analysis. Our in-house landscape architecture and planning team of 21 individuals will be instrumental in the site analysis and plans. This team has performed several large landscape park master plans and park expansions over the years. Our extensive public involvement experience will help incorporate the vision of the Cemetery System Board of Trustees. The civil engineering team will assist with roadway and drainage deficiencies and improvements.

K&S has provided surveying and mapping services to clients throughout the state of Florida since 1929. We will combine this long history of experience with our knowledge and use of state-of-the-art LiDAR and GIS technology on this project. We are uniquely qualified for this special endeavor. Our previous surveying experience on Sunset Memorial Gardens, and landscape architectural work on Woodlawn and Sunset Memorial Gardens, distinguishes us from the competition. Further, K&S has completed irrigation work on Sunset Memorial Gardens in the past. This work, combined with our overall irrigation expertise, enhances our advantage over the opposition. In an effort to provide the best team available in south Florida, we have added architectural and construction subconsultants to assist with the best and least invasive methods for the repair and resetting of gravestones and burial plots. Lastly, our team has had great success in long term maintenance planning and funding for FDOT projects. We believe that this will aid us during the review of maintenance plans, costs, and perpetual care funding and level analysis needed to make the appropriate recommendations for future enhancements to the cemetery system.

ORGANIZATIONAL CHART

CITY OF FORT LAUDERDALE

LEGEND
- Keith & Schnars
- The Tamara Peacock Company Architects
- MBR Construction, Inc.

PRINCIPAL-IN-CHARGE
Bruce Reed, RLA
Vice President of Landscape Architecture, Planning, Environmental

PROJECT MANAGER
Chris Miller, RLA, ISA, LEED AP, SITES AP, LIAF, FNGLA, IA
Assistant Director of Landscape Architecture

CEMETERY CONTRACTOR
Mike Boss
Principal

Vilma Rodriguez
Senior Project Manager

ARCHITECTURE
Tamara Peacock, RA CPTED
Historic Preservation Architect

ENVIRONMENTAL PERMITTING
Marisa Magrino, ISA, FNGLA
Senior Environmental Scientist/Permit Coordinator

Barry Ehrlich
Federal & State Permit Specialist

LANDSCAPE ARCHITECTURE
Kirk Hoosac, RLA
Director of Landscape Architecture

Todd Mohler, RLA, ISA, IA
Senior Landscape Architect

Marisol Ortega, ISA, LIAF
Senior Landscape Designer

James Wang, LEED Green Associate
Landscape Designer

Arianna Netzky
Landscape Designer

Albert Jacob, RLA
Design Associate

Alexis Alvey, ISA, FNGLA
Landscape Designer

Christine McKay, LIAF
Landscape Designer

Chase Russell, LIAF, FNGLA
Landscape Designer, Landscape Inspector

Todd Reich, ISA, LIAF, FNGLA
Senior Landscape Inspector

Benjamin Koubek, ISA, LIAF, FNGLA
Landscape Inspector

PLANNING & URBAN DESIGN
Heidi Siegel, AICP
Director of Planning

Bradley Benmoshé, LEED Green Associate, CPTED
Urban Designer

Kristen Nowicki, AICP
Senior Planner

Sofia Thordin
Planner

Kevin Johnson II, CPTED
Urban Designer

HISTORICAL AND CULTURAL RESOURCES
Heidi Siegel, AICP
Director of Planning

Sofia Thordin
Planner

CIVIL ENGINEERING
Jake Ozyman, P.E., ENV SP
Director of Civil Engineering

Robert Zuccaro, P.E.
Senior Project Manager

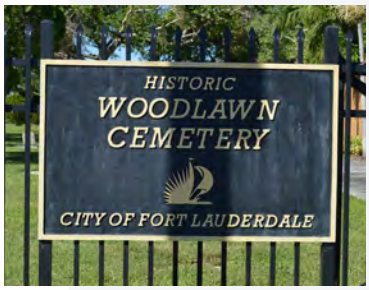
SURVEY AND MAPPING
Robert K. Krisak, P.L.S.
Vice President of Surveying and Mapping

Benjamin Hoyle, P.S.M.
Project Surveyor

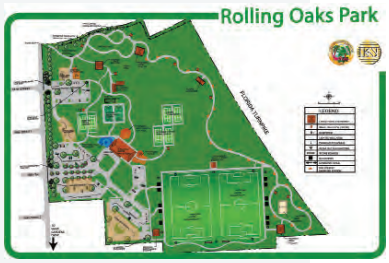
Jason Weiss
Survey Technician and Field Crew Supervisor

PAST PROJECTS FOR AGENCIES SIMILAR IN SIZE AND SCOPE

Sunset Memorial Gardens Cemetery - A serene new building housing vaults, meeting and grieving spaces was proposed to accommodate the growing needs of the cemetery. The intimate planting design screens maintenance areas, utilized several existing canopy trees and provides a restful setting for visitors. K&S provided hardscape, planting, irrigation design and surveying services.

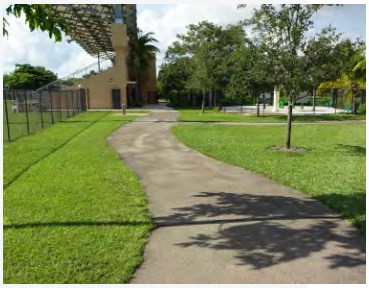


Woodlawn Cemetery - "Show me your cemeteries, and I will tell you what kind of people you have" - Benjamin Franklin. This unique but almost forgotten historic African-American cemetery was revitalized when local residents mobilized to ensure that it received the recognition it deserved. The challenge for the K&S team was to respect the existing gravesites and cultural landscape. This required an intimate, detailed site analysis, as well as a responsibility and sensitivity toward the layers of history, much of it unrecorded. This meant the irrigation piping and head layout was designed in response to these conditions. Even the valve boxes were customized to mimic the pattern and profile of a grave marker. The team worked closely with the Historical Society to ensure all known names were included on the new monuments. The result is a composition of functional walkways and resting areas with a series of story-telling memorials. These memorials were created with custom detailing of colored concrete, split-face concrete block, black granite, and stainless steel markers. Other improvements included welded metal picket fencing, custom cast steel signage, benches, and trash receptacles, each incorporated into a design concept that accommodates and preserves the historic elements of the site. Opening day was a success, with the project lauded by the local paper and attended by local citizens, preachers, and politicians. Services provided: site, planting, and irrigation design.

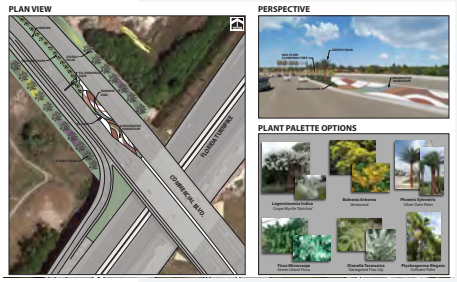


Rolling Oaks and Bunche Parks – K&S' landscape architecture division provided grant assistance and planning services for two parks in Miami Gardens. Our designs for the parks included a nature trail, recreation center, maintenance buildings, pavilions, press boxes, a concession/restroom facility, soccer/football fields, tennis courts, a baseball field, a parcourse, volleyball courts, an aquatic play structure, lighting, signage, parking, and playgrounds. Plans, renderings, and cost estimates were also prepared to assist in grant (Florida Recreation Development Assistant) requirements.

Hillsboro El Rio Park – K&S provided professional landscape architecture, engineering, survey, and environmental services to the City of Boca Raton for the design and site plan approval of a 17-acre park. The park will be built on an abandoned landfill adjacent to a wetland, requiring significant additional permitting and geotechnical involvement. The park features will include entry signage, a grand pavilion and restroom, large and small pavilions with grills, a fitness path, large passive recreation areas, a non-motorized boat launch, sport courts, a large playground, shade structures, and a fitness station. Native plantings will be used to anchor the park features, provide shade and interest, screen the adjacent railway, and buffer the adjacent mangrove wetland. A pedestrian mid-block crossing will connect the north and south portions of the park on opposite sides of SW 18th Street. The crossing provides a median refuge and utilizes a pedestrian actuated beacon system.



Little Haiti Artificial Turf Conversion - K&S was awarded this contract to develop a site plan to redesign the existing path, existing practice field, and amenities located throughout the soccer park. The goal of the design was to implement a new artificial practice field where an existing turf practice field existed. As a result the existing path needed to be relocated and redesigned. A tree disposition plan and additional proposal of trees have been integrated to increase the shade canopy for park goers. A landscape wall was proposed to enhance the aesthetics and experience for park users. The landscape wall was designed to help retain the existing soil, and slope to reduce the impact of having to mitigate/relocate majority of the existing trees.



Major Arterial Corridor Study: Creating Identity and Sense of Place – The Major Arterial Corridor Study examined the City of Tamarac's four major roadways - Commercial Boulevard, University Drive, McNab Road, and SR-7 - for improvements related to the study's three design initiatives: gateways, streetscapes, and neighborhood buffer walls. K&S performed a full site inventory for fifteen miles of roadway, examining all aspects of each corridor. This was completed in order to develop design recommendations and concepts that would help create a cohesive aesthetic, as well as begin to develop a stronger community identity and sense of place. K&S provided graphic renderings (plans, sections, and perspectives) to help illustrate the recommended improvements. In addition to the streetscape analysis, the neighborhood buffer wall initiative required an in depth evaluation of 28 residential neighborhoods. An objective, ranking system was formulated to compare attributes of all 28 neighborhoods, providing the City with an ordered list of neighborhoods recommended to receive buffer walls. As part of the study, K&S held a community outreach meeting, surveying the public to gather feedback. In addition, our team worked closely with City Staff to develop a document for the City to use for years to come.

Windmill Park Concept - K&S' involvement in the original plat work for the development of Windmill Park started in 1987 - then called Coco Parc. In 1990, K&S prepared the original design work for the park, providing the City of Coconut Creek with master planning, site design, landscape, irrigation and parking design, construction inspection, administration services, and overall project coordination assistance. The current park includes active and passive recreation areas, bike, jogging, and nature trails, picnic areas, playgrounds, ball fields, court games, entrance and park signage, wetland mitigation lakes, and multi-purpose buildings.

In 2012, K&S worked closely with the City to develop a conceptual plan for park improvements. This plan included such elements as an additional basketball court, expanded landscapes, open play areas, shelters, proposed parking, walking paths, station-based exercise circuit, separated large and small dog parks, and a restroom facility.

Visioning Apopka - The K&S team guided the community-wide Strategic Plan (with Vision and Re-Branding) for the City of Apopka. To create Apopka's strategic vision plan for the future, the K&S team reflected the City's cultural, historical, and demographic diversities. We sought to include as many participants as possible. To gauge residents and other interested parties' desires about opportunities and challenges, a survey was designed and conducted over a series of months to enable optimum response; over 1,200 responses were collected, tabulated, interpreted, and summarized for policy makers. Participants were also able to express their concerns and desires regarding the future of Apopka at any of the three Mobile Information Station (MIS) events, or five community forums that the K&S team facilitated. To maximize efforts in reaching all members in the project study area, two additional community meetings were held for members of Apopka's African-American and Hispanic communities. For those who needed it, we had K&S staff translating the forum, project information, and graphic boards into Spanish. Additionally, the team created and, to this day, maintains a project website that displays up-to-date information regarding the project's progress.

Plantation Midtown District 2023: An Update of the Conceptual Master Plan - A multi-disciplinary project team with urban planning, economics, and traffic design expertise was engaged for a limited scope of a six month schedule to update the master plan for Plantation's Midtown District. The prior 2002-2016 Plan presented a conceptual master plan for the approximately 1-1/3 square mile area that was also assembled by K&S. The Plan Update is consistent with Midtown District's 1988 Charter for Safe Neighborhood Improvement District as it furthers the pursuit of maintaining a vibrant, livable, and safe community.

The Update's focus was to present a conceptual guide for desired future development based on current input and the prior plan in context with existing conditions, including a market study, and economic and fiscal analyses. Methods used included a combination of field observations, examination of land use trends, consultation with staff and developers about "pipeline" projects, comparison with other areas of Broward County, and application of local and professional knowledge.

Conceptual Design Master Plan for the Proposed NW 7th Avenue Chinatown Cultural Arts and Innovation District - The City of North Miami identified the opportunity to buildup on the existing multicultural context and spirit of entrepreneurship along the NW 7th Avenue Corridor.

Our goals in connection with this project were to promote the transformation of NW 7th Avenue:

- From a commercial corridor to a vibrant mixed-use employment urban district.
- From auto-centric corridor to multi-modal mobility.
- From an eclectic collection of different buildings to a more balanced, unique and attractive destination branded as Chinatown.

The Master Plan provides a new type of development based on traditional urbanism principles that can cater to new markets: immigrants of Chinese and other multi-cultural and ethnic backgrounds, millennial professionals, singles and families, and aging baby boomers. Attractive and financially adequate mixed-use, flexible building types for business and housing are a special focus. The K&S team designed quality urbanism supported by the proper Land Development Code to create a beautiful walkable urbanism that creates value in both short and long term.

The K&S team studied the existing conditions in North Miami, as well as in other high quality places throughout south Florida. We identified that historically there is a walkable block network, adjacency of different building types and uses, forming a fine-grain urbanism. These principles formed the foundation for design guidelines that promote the implementation of Chinatown vision and are also flexible and adaptable. These specific Design Guidelines can ensure predictability for investors, developers, and community. Our team also studied the connectivity to the university campus, adjacent communities, workplace, and transit nodes. The Master Plan promotes connectivity internally at the micro-scale, as well as at the regional, macro-scale.

Our scope of work included an innovated public participation process. We engaged in a series of Community Forums as part of the public-private engagement process.

WILLINGNESS TO MEET TIME AND BUDGET

The K&S team is structured to overlap and interconnect the different disciplines anticipated under this contract. By having disciplines overlapped with our resources, our team offers the City a deep bench and wide breadth of task leaders, technical experts, and production staff. We believe that project management is the most important ingredient in accomplishing the mission, objectives, and goals of any assignment. The essence of project management is the continual search for greater effectiveness through the least costly methods. We will direct each assignment under this contract based upon a carefully thought out work plan and schedule, maximizing the cost and schedule effectiveness to the City. We recognize that our responsibility is to provide prompt, accurate service that does not encumber the City staff with problems or extensive revisions. Effective project control is not a single work task, but a way of doing business. We have reviewed staffing projections and are confident in our ability to provide superior service.

Cost Control is something that the K&S team takes very seriously. It starts with the understanding of a detailed scope. We have a long history of meeting and staying on budget not only through design, but through the construction process as well. Our knowledge of local market conditions will allow the provision of a highly accurate cost throughout the contract.

Quality control is a big part of minimizing costs. The K&S production process requires a Quality Assurance/Quality Control (QA/QC) program for each project. For typical projects, we use a quality control plan that incorporates front check, back check, and quality control review. We propose to use this method on all projects assigned under this contract if approved by the City, or we will tailor the review to correspond with specific requested tasks.

SUSTAINABLE BUSINESS PRACTICES

We are at the forefront of LEED design certification and Best Management Practices. We have implemented sustainable practices into all our designs. More importantly, we have incorporated over 15 million dollars worth of sustainable design in our projects in the past 13 years. The focus of these designs include minimizing environmental impacts, creating "Green Space", reducing maintenance intervals, and using local resources.

K&S understands that sustainable design is an integral part of a modern society to be incorporated into planning, landscape architecture, architecture, and engineering. Major components of sustainable design involves site related activities including stormwater design (water quality and quantity control), site selection, ensuring a variety of alternative modes of transportation, site development, and the heat island effect (the temperature in urban area are greater than their surroundings). There are several strategies used in facilitating sustainable design, which include planting trees to shade buildings from the sun or protect them from wind and the weathering process, using local materials, reclaimed stormwater, water pollution abatement methods, the use of on-site composting and chipping materials to reduce green waste hauling, using native planting, Florida friendly landscape techniques, and buying plantings from local growers to avoid energy use in transportation. The implementation of sustainable design requires the interaction between the design team, the architects, the engineers, and the client working harmoniously to ensure a sustainable integrated design process. Moreover, this process should include site selection, scheme formation, material selection and procurement, and project implementation.

Our design professionals will collaborate with all the major stakeholders to ensure any proposed infrastructure improvements function in a sustainable manner, and sustainability principles will be reflected in all the work and efforts put forth under this contract.

K&S GENERAL BUSINESS STRUCTURE

Type of Structure: Corporation
Address: 6500 North Andrews Avenue, Fort Lauderdale, FL 33309
Phone: (954) 776-1616; Fax: (954) 771-7690
Email: info@ksfla.com
Website: www.ksfla.com

Relative Size: 120 employees
Corporate and key individuals licenses and certifications are included in this section.

CONTACTS

Bruce Reed, RLA – Vice President of LA, Planning and Environmental
breed@ksfla.com
(954) 776-1616, ext. 6744

Kirk Hoosac, RLA - Director of Landscape Architecture
khoosac@kslfa.com
(954) 776-1616, ext. 6759

Heidi Siegel, AICP – Director of Planning and Public Outreach
hsiegel@ksfla.com
(954) 776-1616, ext. 6741

W/MBE: No

STATE OF FLORIDA REGISTRATION

State of Florida
Department of State

I certify from the records of this office that KEITH AND SCHNARS, P.A. is a corporation organized under the laws of the State of Florida, filed on October 6, 1972.

The document number of this corporation is 603751.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on March 31, 2017, and that 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 the Thirty-first day of March, 2017

Secretary of State

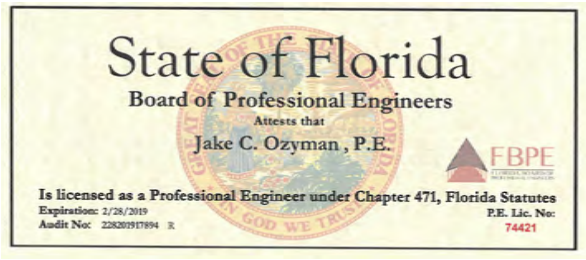
Tracking Number: CC2261241712

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

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

K&S STAFF LICENSES AND CERTIFICATIONS

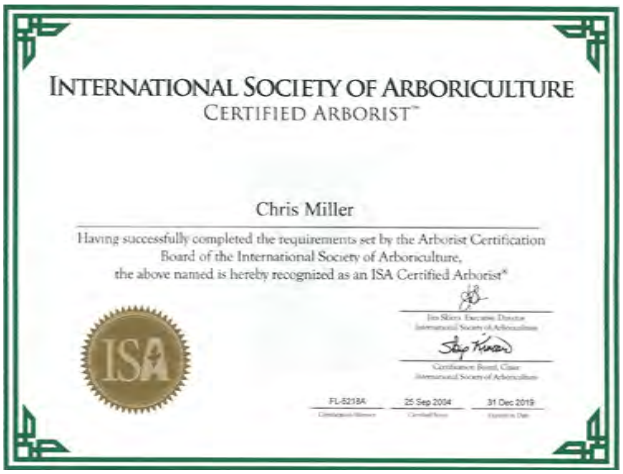
RICK SCOTT, GOVERNOR
JONATHAN ZACHEM, SECRETARY
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
LICENSE NUMBER
LA6666970
The LANDSCAPE ARCHITECT
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2019
MILLER, CHRISTOPHER BENJAMIN JR
1525 SW 17TH STREET
FORT LAUDERDALE FL 33312
ISSUED: 10/11/2017
DISPLAY AS REQUIRED BY LAW
SEQ # L1710110002494


State of Florida
Board of Professional Engineers
Attests that
Jake C. Ozyman , P.E.
FBPE
Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201917894 R
P.E. Lic. No:
74421

RICK SCOTT, GOVERNOR
KEN LAWSON, SECRETARY
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
LICENSE NUMBER
LA0001594
The LANDSCAPE ARCHITECT
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2017
MOHLER, TODD KEENE
32801 HWY 441 N.
293
OKEECHOBEE FL 34972
ISSUED: 10/08/2015
DISPLAY AS REQUIRED BY LAW
SEQ # L1510080001540

RICK SCOTT, GOVERNOR
KEN LAWSON, SECRETARY
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
LICENSE NUMBER
LA6667091
The LANDSCAPE ARCHITECT
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2017
HOOSAC, KIRK PATRICK
2411 NW 31 COURT
OAKLAND PARK FL 33309
ISSUED: 11/15/2015
DISPLAY AS REQUIRED BY LAW
SEQ # L1511150001684

INTERNATIONAL SOCIETY OF ARBORICULTURE
CERTIFIED ARBORIST™
Todd K. Mohler
Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®
ISA
FL-8518A
30 Mar 2013
30 Jun 2019


INTERNATIONAL SOCIETY OF ARBORICULTURE
CERTIFIED ARBORIST™
Chris Miller
Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®
ISA
FL-8218A
25 Sep 2004
31 Dec 2019

QUALIFIED
STORMWATER MANAGEMENT
INSPECTOR
The undersigned hereby acknowledges that
Chris Miller
has successfully met all requirements necessary to be fully qualified through the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program
February 16, 2017
Inspector Number 36998
Hal Lansford
Kevin Coyne

U.S. Green Building Council
HEREBY CERTIFIES THAT
Christopher Miller Jr
HAS ACHIEVED THE DESIGNATION OF
LEED ACCREDITED PROFESSIONAL
BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) GREEN BUILDING RATING SYSTEM.
Date Issued
October 30, 2006

THE IRRIGATION ASSOCIATION

Certifies That On
November 13, 2004

Chris B. Miller
Candidate ID 004629

Successfully Completed All The Necessary Requirements
And Should Henceforth Be Recognized As A

CERTIFIED IRRIGATION CONTRACTOR

Mark Hewitt, CID
Certification Board Chair

THE IRRIGATION ASSOCIATION

Certifies That On
February 10, 2005

Chris B. Miller
Candidate ID: 50157

Successfully Completed All The Necessary Requirements
And Should Henceforth Be Recognized As A

CERTIFIED GOLF IRRIGATION AUDITOR

Mark Hewitt, CID
Chair, Certification Board

CGIA is endorsed by The Golf Course Superintendents Association of America

THE IRRIGATION ASSOCIATION

Certifies That On
July 26, 2006

Chris B. Miller
Candidate Number: 004629

Successfully Completed All The Necessary Requirements
And Should Henceforth Be Recognized As A

CERTIFIED IRRIGATION DESIGNER – COMMERCIAL

Michael Clark CID, CIC, CLIA, CGIA
Chair, Certification Board

THE IRRIGATION ASSOCIATION

Certifies That On
November 12, 2004

Chris B. Miller, CLIA
Candidate ID Number: 50157 CAND ID

Successfully Completed All The Necessary Requirements
And Should Henceforth Be Recognized As A

CERTIFIED LANDSCAPE
IRRIGATION AUDITOR

Mark Hewitt, CID
Chair, Certification Board

FNGLA
CERTIFIED PROFESSIONAL
CONTRACTOR

The Florida Nursery, Growers & Landscape Association
Confers on

Chris Miller CC8 00262

The Title of
FNGLA Certified Landscape Contractor (FCLC)

Expiration Date: December 31, 2018
Certified Since: November 2006

Billy Butterfield, FNGLA President
Merry Mott, FNGLA Certification Director

FNGLA
CERTIFIED PROFESSIONAL
HORTICULTURE

The Florida Nursery, Growers & Landscape Association
Confers on

Chris Miller HC8 05726

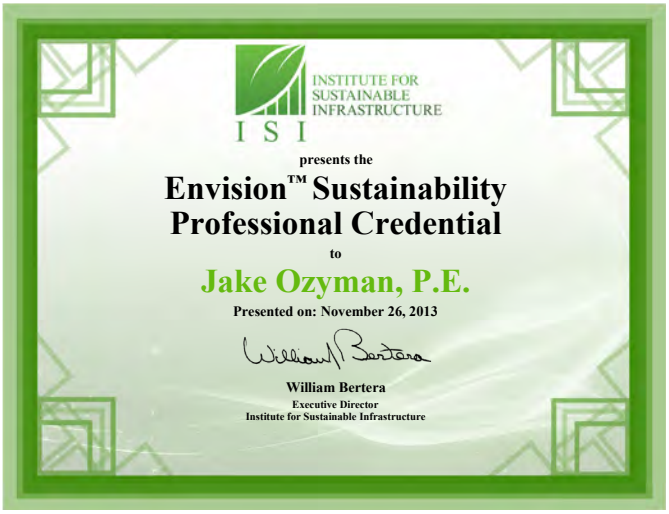
The Title of
FNGLA Certified Horticulture Professional (FCHP)

Expiration Date: December 31, 2018
Certified Since: September 2004

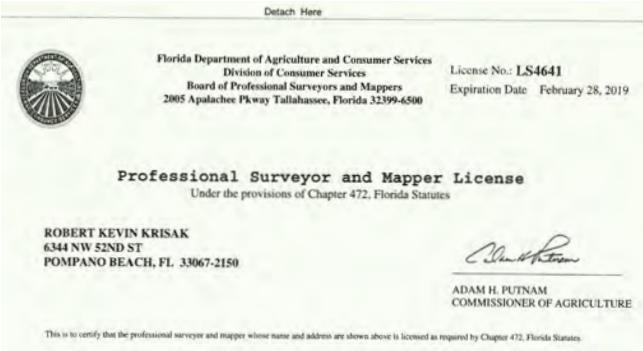
Billy Butterfield, FNGLA President
Merry Mott, FNGLA Certification Director

UNIVERSITY OF FLORIDA
Institute of Food and Agricultural Sciences
UNIVERSITY OF FLORIDA
IFAS EXTENSION
Recognizes
Chris Miller
for successfully completing training in all 3 ecosystem modules of the
Florida Master Naturalist Program
Wetland Systems
Coastal Systems
Upland Habitats
Florida Master Naturalist Program Leader
Florida Master Naturalist Program Coordinator

GREEN ADVANTAGE
ENVIRONMENTAL CERTIFICATION
Green Advantage, Inc.
HEREBY CERTIFIES
Chris Miller
HAVING SUCCESSFULLY MET ALL REQUIREMENTS
HAS ACHIEVED THE ADVANCED DESIGNATION OF
Green Advantage Certified Practitioner™
FOR SUCCESSFULLY DEMONSTRATING LEADERSHIP LEVEL UNDERSTANDING OF CONCEPTS, MATERIALS, AND BEST PRACTICES IMPORTANT TO COMMERCIAL AND RESIDENTIAL GREEN CONSTRUCTION BY PASSING THE GACP EXAM™
Grady O'Rear
CEO, Green Advantage, Inc.
GACP™
APPLIED KNOWLEDGE
Jan 21, 2015
Date Issued
Expiration Date
1100352
Certification Number
Printed on 100% Recycled Paper Using Vegetable Based Inks


INSTITUTE FOR SUSTAINABLE INFRASTRUCTURE
ISI
presents the
Envision™ Sustainability Professional Credential
to
Jake Ozyman, P.E.
Presented on: November 26, 2013
William Bertera
Executive Director
Institute for Sustainable Infrastructure

LEED GREEN ASSOCIATE
GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT
Bradley Benmoshé
HAS ATTAINED THE DESIGNATION OF
LEED® Green Associate™
by demonstrating the knowledge and understanding of green building practices and principles needed to support the use of the LEED green building program.
11091033-GREEN-ASSOCIATE
CREDENTIAL ID
21 DEC 2016
ISSUED
21 DEC 2018
VALID THROUGH
GAIL VITTORI, GBCI CHAIRPERSON
MAHESH RAMANUJAM, GBCI PRESIDENT


Detach Here
Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500
License No.: LS4641
Expiration Date February 28, 2019
Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes
ROBERT KEVIN KRISAK
6344 NW 52ND ST
POMPANO BEACH, FL 33067-2150
ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE
This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

FAU
FLORIDA ATLANTIC UNIVERSITY
College for Design and Social Inquiry
Bradley Benmoshé
has been awarded this certificate after completing the 40-hour CPTED Practitioner Seminar:
Crime Prevention Through Environmental Design
Given in the City of Fort Lauderdale in the State of Florida
August 26, 2013 - December 13, 2013
Instructor
Professor and Dean
Professor and Director

FAU
FLORIDA ATLANTIC UNIVERSITY
College for Design and Social Inquiry

Kevin Johnson

has been awarded this certificate after completing the 40-hour CPTED Certified Practitioner Seminar:

Crime Prevention Through Environmental Design

30 AIA LU/HSW/SD credits and 4 FAU CEUs have been awarded
on this May, 10, 2016 in Fort Lauderdale, Florida

Wesley Hawkins Ph.D., Interim Dean
College for Design & Social Inquiry

John Sandell, AIA
Professor and Director,
School of Architecture

Randall I. Atlas, Ph.D., FAIA, CPP
Instructor

QUALIFIED
STORMWATER MANAGEMENT
INSPECTOR

The undersigned hereby acknowledges that
Marisa Magrino
has successfully met all requirements necessary to be fully qualified through the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program

October 28, 2015
Inspector Number 33987

Hal Lunsford
Beth Alvi

INTERNATIONAL SOCIETY OF ARBORICULTURE
CERTIFIED ARBORIST™

Marisa Magrino-Weldon
Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®

ISA

FL-6436A Aug 08, 2012 Dec 31, 2016

This certifies that
Marisa Magrino
Having shown to possess the necessary qualifications and having complied with the requirements of the
Landscape Inspectors Association of Florida, L.A.A.
was by an order of this body recognized as competent in dispensing of the duties of a
Landscape Inspector
Given under the seal of the Landscape Inspectors Association of Florida, L.A.A. this 5th day of December, 2016
, Certification Chair

APA The American Planning Association's Professional Institute
AICP American Institute of Certified Planners
Making Great Communities Happen

April 11, 2016

Heidi Siegel, AICP
2001 N. 56th Ave.
Hollywood, FL 33021-3907
United States

RE: AICP Certification Verification

Please accept this letter as confirmation that Heidi Siegel, AICP is a current member, in good standing, of the American Institute of Certified Planners, the professional institute of the American Planning Association (APA). The official details of the member's certification are:

AICP Membership Start Date: January 16, 2009
Certification Number: 023225

The American Institute of Certified Planners (AICP) is the American Planning Association's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice.

AICP certified planners carry a high mark of distinction because they are required to meet rigorous standards, maintain their expertise through continuing education, and serve community interests.

For more information about the requirements to become an AICP member, please see our website: www.planning.org/aicp.

Please let us know if we can offer any additional assistance.

Sincerely,

APA Customer Service

American Institute of Certified Planners
The American Planning Association's Professional Institute
205 N. Michigan Ave, Suite 1200
Chicago, IL 60601
AICPexam@planning.org

Chicago Office
205 N. Michigan Avenue
Suite 1200
Chicago, IL 60601-5927
p: 312.431.9100

Washington D.C. Office
1030 15th Street, NW
Suite 750 West
Washington, DC 20005-1503
p: 202.872.0611

President, APA's Professional Institute, American Institute of Certified Planners
Valerie J. Hubbard, AICP

Executive Director
James M. Drinan, JD

planning.org

APPROACH TO SCOPE OF WORK

Creative Innovation Professional Teamwork

The K&S team has earned a reputation for tailoring our work program to our clients and their individual goals. ***The City's Cemetery Master Plan is an excellent opportunity for our firm to employ our proven model of landscape architecture, historic preservation, and civil engineering combined with professional master planning principles.***

We understand that there is a sentimental human connection to these City properties. K&S will approach our work in a manner that is inclusive and sensitive to those who visit and value these sites. ***Due to limited resources associated with perpetual care, K&S will approach this project and make recommendations that are cost-effective and sustainable.***

K&S has a long history of involvement with the Fort Lauderdale cemeteries. In 2002, we worked closely with the City and community to create and implement improvements to the ***Historic Woodlawn Cemetery.*** The challenge for the K&S team was to respect the existing gravesites and cultural landscape. This required intimate site analysis, as well as a responsibility and sensitivity toward the layers of history, much of it unrecorded. This meant the irrigation piping and head layout was designed in response to these conditions. Even the valve boxes were customized to mimic the pattern and profile of a grave marker. The team worked closely with the historical society to ensure all known names were included on the new monuments. The result is a composition of functional walkways and resting areas with a series of story-telling memorials. These were created with custom detailing of colored concrete, split-face concrete block, black granite, and stainless steel markers that have become synonymous with the site today. Other improvements included welded metal picket fencing, custom cast steel signage, benches, and trash receptacles. Each have been incorporated into a design concept that accommodates and preserves the historic elements of the site. Opening day was successful, with the project lauded by the local paper and attended by local citizens, preachers, and politicians.

The City now desires to document the historic context and existing conditions, including the natural environment of each of its municipal cemeteries. Following these assessments, recommendations regarding the maintenance and development of these sites are required. In order to accomplish this, ***K&S will work with the Cemetery Board of Trustees to gather input and create a vision.***

KEY PERSONNEL, PROPOSED METHODOLOGY, PROJECT GOALS, ANTICIPATED OUTCOMES, AND TIMEFRAME

Our team will be led by ***Chris Miller, RLA, ISA, LEED AP, SITE AP, LIAF, FNGLA, IA.*** Mr. Miller serves as our Assistant Director of Landscape Architecture, and has been a project manager on numerous City projects. This project will be a team effort within our multi-disciplinary firm.

Our planning department under the leadership of Director, ***Heidi Siegel, AICP,*** will provide the historical and cultural context for the project. Ms. Siegel holds a master's degree in Historic Preservation Planning, and has been involved in municipal government operations for the past 18 years. Ms. Siegel will also guide the team on long-term strategies and the implementation plan to make sure it is aligned with City operations.

As asset to our team, ***Bradley Benmoshé, LEED Green Associate, CPTED***, has extensive experience with cemetery research. He recently used the historic Evergreen Cemetery as a case study for a journal article he is submitting to the Journal for Sustainable Development. Having researched and visited more than 20 cemeteries around the world, he has intimate knowledge of cemetery layouts, operations, and maintenance issues. Furthermore, he has created conceptual designs of innovative and sustainable cemeteries.

Our multi-disciplinary team will approach this project as follows:

TASK 01

Cemetery Board of Trustees Coordination: The K&S planning team, using proven facilitation techniques, will meet with the Board of Trustees to solicit input and guidance on the short-term and long-term vision of the cemeteries.

Goal: Community Outreach and Input

Anticipated Outcome: Ensure that Master Plan is aligned with the Board of Trustees vision.

Timeframe: Ongoing

TASK 02

Documentation of Historic and Cultural Context: Led by K&S Planning Director, and historic preservationist, Heidi Siegel, AICP, our team will analyze and provide an overview of the historic and cultural significance of each site. This will include research of local archives and resources, oral interviews, site research and documentation.

Goal: Document all four cemeteries equitably.

Anticipated Outcome: Using existing data and information, supplemented by new historic research, our team will provide the City with a thorough history of the municipal cemeteries.

Timeframe: Month 1

TASK 03

Documentation of Natural Context: Led by K&S Senior Environmental Scientist, Marisa Magrino, ISA, FNGLA, our team will analyze and provide an overview of the natural features of each site. This will include soils, topography, geological features, mapping and flora and fauna.

Goal: Identify significant natural features.

Anticipated Outcome: Our team will provide a comprehensive document identifying all natural features within the municipal cemeteries.

Timeframe: Month 1

TASK 04

Geospatial Database: Our in-house survey team will create a database in ArcGIS 10.5 of all features within the cemeteries. This includes perimeter legal boundaries for all sites, mausoleums, buildings and facilities, above ground infrastructure, irrigation lines and equipment, and roadways and paths, including the type.

Goal:	Create a comprehensive database of assets and features within the municipal cemeteries.
Anticipated Outcome:	Deliver a set of ArcGIS Version 10 compatible databases, including geodatabases and ASCII text files.
Timeframe:	Month 1-2

TASK 05

Asset Condition and Assessment: Our architecture team, led by Tamara Peacock, RA, shall provide a methodology for assessing gravesites, and provide an overall conditions assessment using representative examples of grave typologies (style and material) and representative conditions. This will focus on conditions that present a safety hazard.

The K&S landscape architecture team, led by Chris Miller, RLA, will evaluate the condition, efficacy, and appropriateness of all fences and gateways in each of the four cemeteries. He shall make recommendations for repair and/or replacement.

The K&S landscape architecture team will also evaluate the turf conditions and maintenance practices. By interviewing maintenance staff, we will identify areas for improvements, remove harmful or wasteful practices, and guide the resources in the most efficient manner.

Our irrigation designers, also led by Mr. Miller, will assess the existing irrigation systems and existing equipment. Both Mr. Miller, and landscape architect Todd Mohler, RLA, ISA, IA, are certified irrigation designers and auditors that stay current with the Irrigation Best Management Practices (BMPs). Their knowledge will give the City the best insight on what needs to be changed or replaced to reduce consumption and keep the system running as efficient as possible.

The K&S landscape architecture team will also evaluate the cemetery circulation and the conditions of the sidewalk and pathways. Weather it is concrete, pavers, or bonded aggregate, our team will be able give a thorough evaluation, particularly where damage may be coming from tree roots. Our team has many innovative recommendations that have been successfully used in urban tree environments. These include sidewalks ramping over existing trees, so that both trees and sidewalks can coexist and function as intended.

Led by Jake Ozyman, P.E., ENV SP, and our civil team, K&S will evaluate road material, width, and curbing. We will then make recommendations to improve access, as well as prevent threats to grave sites that are adjacent to roads.

The K&S civil team will also identify areas of persistent flood, and areas where storm water poses a threat to cemetery assets. The team will determine if professional engineering services are required, and will prioritize service needs in the Implementation Guide. For example, we offer a service that includes summarizing risks of failure of existing drainage infrastructure with respect to gravesites.

Goal: Assessment of the conditions of the municipal cemetery assets.

Anticipated Outcome: Fully documented condition assessment.

Timeframe: Month 1-2

TASK 06

Site Analysis & Plan: Our civil and planning teams will provide recommendations to increase operational efficiency through alterations in the siting of maintenance and spoils storage areas. Our team shall examine existing and potential nodes for pedestrian-related amenities.

Led by the K&S planning division, our team will provide recommendations to increase operational efficiency public access and asset protection. This will occur through changes to pedestrian and vehicular circulation, parking, as well as addressing ADA accessibility issues.

The K&S urban design team, led by Brad Benmoshé, LEED Green Associate, CPTED, will provide recommendations for the development of cemetery informational and directional signage. This includes wayfinding and marking of cemetery sections. Our team will identify opportunities for visitor kiosks that provide cemetery historical information and maps.

Our CPTED team, led by Kevin Johnson II, CPTED, will determine the major threats to cemetery security, as well as identify strategies for the reduction of crime, vandalism and theft. Furthermore, our team will address theft and security issues with regard to historic iron fencing and other funerary items.

Our landscape architecture team will provide recommendations for standards, specifications, and siting for appropriate selection of site furnishings such as benches, trash receptacles, flag poles and planters.

The landscape architecture team will also provide recommendations to enhance aesthetics, existing tree conditions, species selection, and existing maintenance practices; this will increase operational efficiency, and ensure the health of flora and fauna at the cemeteries specific to:

Goal: Integrate these sites into the community for neighbors to enjoy through spatial organization, circulation, and access.

Anticipated Outcomes: Create trails and reflection areas that are safe, inviting and purposeful to the users that provide connectivity back into the community.

Goal: Identify ways to clearly identify the cemeteries as City assets.

Anticipated Outcomes: Create a cohesive identity for all of the municipal cemeteries.

Goal: Generate a safe and inviting experience.

Anticipated Outcomes: Utilize CPTED principles to address any identified threats to security, and proactively create open areas that reduce crime and become more welcoming.

Timeframe: Month 2-3

TASK 07

Preservation & Conservation: Led by Tamara Peacock, RA, our team will provide recommendations for conservation of gravestones and plot coverings. We will also identify appropriate and accessible methods of restoration and repair of existing markers, such as installing and/or replacing markers. Our recommendations will guide the use of herbicides and pesticides in a manner to prevent further damage to monuments and gravestones. Additional recommendations will include the resetting of gravestones and monuments, repairing fencing and plot curbing, and maintenance of monuments and commemorative features. Within our Implementation Plan, we will ensure proper assessments of existing cemetery building conditions and building restoration prioritization.

Our team also includes MBR construction, Inc., which has performed construction services to cemeteries in the past. The contractor will be able to assist in recommending best practices to restore damaged or leaning monuments, with the care and respect needed in this setting. They will also determine what type of equipment may be needed, and what equipment is feasible to use without disturbing the existing features.

Goal: Provide a plan to restore damaged grave markers to their original state.

Anticipated Outcome: Our historic architect will provide a full report on how to proceed with restoration within the municipal cemeteries.

Timeframe: Month 4

TASK 08

Policy & Funding: Led by K&S Director of Planning, Heidi Siegel, AICP, our team will determine if the cemeteries and/or features within them may be eligible for local, state, or federal designation. We will also identify potential designations, and explain the benefits of each designation.

Led by K&S Registered Landscape Architect, Chris Miller, RLA, our team will identify and make recommendations regarding existing studies and reports on the stability and viability of the Perpetual Care Trust Fund. This will result in a determination of the perpetual care requirement for each of the four cemeteries. We shall conclude if current funding levels are adequate to meet the expected standards of care in perpetuity.

Goal: Identify potential historic designations and grant sources for the sites.

Anticipated Outcome: Provide the City with the necessary resources to pursue designation and future funding opportunities.

Timeframe: Month 5

TASK 09

Cemetery and Sea Level Rise: Led by K&S Director of Civil Engineering, Jake Ozyman, P.E., ENV SP, our team will provide recommendations on the impacts of surface water inundation, and a rising groundwater table. The plan will include, at a minimum: an analysis of low lying areas in each cemetery, as well as a review of current best practices for cemeteries experiencing high ground-water tables. It will be followed by recommendations on areas to prohibit future interment due to elevation, and conclude with a discussion of long term planning for grave sites that may become permanently inundated.

Goal: Minimize effects to the cemeteries due to sea level rise.

Anticipated Outcome: Develop the master plan to identify grave sites in areas of each cemetery least likely to be affected by sea level rise.

Timeframe: Month 5

TASK 10

Cemetery Development and Expansion: Led by K&S Director of Planning, Heidi Siegel, AICP, our team will perform an analysis of the existing capacity, and identify opportunities for greater use of cemetery space at Lauderdale Memorial Park Cemetery, Sunset Memorial Gardens Cemetery and Evergreen Cemetery. We will address the City's desire to plat additional plots within cemetery boundaries. Ms. Siegel will also lead the team to successfully perform the following tasks: project revenue potential with regard to new programs, current inventory, increase inventory, and market adjustment rates. We will also explore the installation of columbarium facilities, cremains gardens, family estate burials, and other types of burial options at cemeteries where appropriate; providing conceptual plans for possible locations, probable cost estimates for installation, and a probable revenue estimate for sales of columbarium spaces;. Finally, we will provide recommendations regarding the appropriateness and process of new monuments or commemorative features in each cemetery.

The K&S landscape architecture team, led by Chris Miller, RLA, will provide general recommendations and best practices for the future design of cemetery irrigation systems. We will provide a probable cost estimate, and prioritize in the Implementation Guide. These efforts will improve the aesthetic of the municipal cemeteries.

K&S will incorporate urban design principles within the landscape plan, as well as the site furnishing plan. These principles will be unique to the City and each individual site. The plans will reflect the neighborhoods that surround each site.

Goal:	Efficiently plan and develop the cemeteries to ensure future expansion.
Anticipated Outcome:	Creatively plan and develop each cemetery.
Timeframe:	Month 5-6

TASK 11

Implementation Guide: Led by K&S Registered Landscape Architect Chris Miller, RLA, our team will provide an implementation guide with recommendations for the rehabilitation, preservation, maintenance, financial solvency, and expansion of the cemeteries.

Goal:	Encourage cultural tourism program
Anticipated Outcome:	Identify the requirements for local, state, and federal historic designation, create signage program and information kiosks.
Timeframe:	Month 6

LONG-RANGE VISION FOR THE FORT LAUDERDALE CEMETERY SYSTEM

K&S believes there is an opportunity to introduce greenspace that connects the existing cemeteries into the surrounding neighborhoods. For example, during a recent site visit, bicyclists, pedestrians, and joggers were observed in the Lauderdale Memorial Park Cemetery. Additionally, pedestrians were observed in the Historic Evergreen Cemetery. Within the Woodlawn Cemetery there is the possibility for better circulation. The existing walkway does not connect to itself, and creates a less appealing user experience.

Each sites possesses an opportunity to augment the previous plaque program that was part of the foregoing K&S scope of work at the Woodlawn Cemetery.

We believe the City should consider making all cemeteries more sustainable through careful analysis of natural conditions, and emerging burial trends. We look forward to receiving direction from the Cemetery Board of Trustees on their vision.

As outlined above, K&S is confident that we can create an action plan that is specific to the conditions of each of the four individual sites. For example, some of the grave markers at Woodlawn Cemetery appear to have used non-conventional methods for lettering. ***Our recommendations will consider these historic conditions.***

Maintenance and Operations Standards and Guidelines

Maintenance, preservation, and rehabilitation are all factors of our practice in evaluating life cycle cost of materials and systems. Similar to our design practices, K&S interviews the maintenance staff and managers. We want to fully understand maintenance capabilities, and prioritize maintenance concerns. This process assesses where excessive resources and funds are being utilized, and allows the team to recommend more sustainable solutions. The processes analyze and evaluate the purpose, effect, and initial and maintenance cost. In rehabilitating site elements and expansions, the evaluation processes includes similar procedures. They factor in changes of design, materials, and phasing. ***As K&S has a complete team of landscape architects, engineers, preservation planners, and cost contractor, our recommendations for preservation, maintenance, and rehabilitation for each existing facility will be highly sustainable, attractive, functional, and historically balanced.***

K&S has completed maintenance manuals that included a mobile version for field staff. The mobile version is a bi-lingual graphic version of the manual, providing examples of proper maintenance practice tailored to each specific site.

Our firm is proud of our past work with the City's cemeteries. As a result of this effort, we have many data files from previous work. This is an advantage to the City, in that it saves time and money throughout the project. We are familiar with the City and sites, and will not depend on the City to hold our hand during this process.

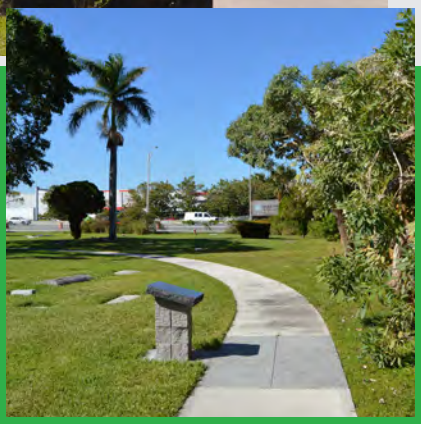
K&S Project Manager, Chris Miller, RLA, will take the lead in making this project a success. By using effective and efficient project management techniques, including strong QA/QC, Mr. Miller will immediately identify resource needs, select the most qualified personnel, and assign responsibilities upon project initiation. Mr. Miller is a well-respected landscape architect, certified arborist, and overall steward of the land. He holds numerous certifications including LEED AP, SITES AP, Master Naturalist, Tree Risk Assessor, and Irrigation Association Certified Irrigation Designer and Auditor. Mr. Miller is very familiar with two of the City's cemeteries, having worked on both Sunset Memorial Gardens and Woodlawn Cemeteries in the past. The current vertical monuments at Woodlawn Cemetery, containing all known names of unmark burials, were directly part of his vision and design sensitivity in conjunction with the requests of the City and the public.

Given the large number of available staff in our ***Fort Lauderdale headquarters***, the City is always assured that K&S can effectively handle any and all project needs simultaneously. The project manager employing constant QA/QC produces a well-coordinated, team-oriented, and staff-sharing management process.

We also believe you will find that our high-level analytical expertise and efficiency make us the cost-effective choice for the City. With that end in mind, we will carefully consider the overall budgetary constraints, and limit our work to that which is truly necessary to achieve project goals.

Consistent with our philosophy that the primary consumer of the project, the City, must play an active role in its implementation, the project manager will be responsible for establishing and monitoring regular internal and external coordination and communication. Our team will meet with City staff weekly or biweekly, if desired, to maintain the project schedule and facilitate communication. These meetings will allow issues to be addressed proactively and with consensus.

The K&S team understands that consensus building with the Cemetery Board of Trustees and requesting approvals from the City Commission will be an important component of this project. Our team includes an experienced and innovative group of professionals. We are dedicated to providing information, obtaining input, and ensuring that all interested parties have meaningful opportunities to participate and influence recommendations for all projects. Our planning division ***supports a variety of the firm's projects, and provides stand-alone public involvement and outreach services for our public and private sector clients.*** Our team has extensive experience with the dynamics of public meeting and hearings. We are aware that project consensus can affect change. We will connect with your audience and become their trusted resource. K&S will raise awareness without invoking fear, and we will make every effort to find out what the issues and concerns are "early", instead of "later".



A MINIMUM OF THREE (3) REFERENCES SHALL BE PROVIDED:

1. **Company Name:** City of Boca Raton, Municipal Service Department
Address: 210 W. Palmetto Park Road
Boca Raton, FL 33432
Contact: Michael J. Dyko / City Project Manager
Phone #: (561) 416-3413
Email: mdyko@myboca.us
Contract Value: $175,715 **Year:** 2016 to Present
Description: Design of a 17-acre park developed on top of an abandoned landfill, including play features, sports courts, shade structures, passive recreation areas, and a non-motorized boat launch.

2. **Company Name:** City of Coconut Creek
Address: 4800 West Copans Road
Coconut Creek, FL 33063
Contact: Scott Stoudenmire / Director of Sustainable Development
Phone #: (954) 973-6756
Email: Sstoudenmire@coconutcreek.net
Contract Value: $4,100,000 **Year:** 2002
Description: Provided the following services for Windmill, Cocoplum, and Lyons/Johnson Parks: master planning, site design, landscape, irrigation and parking design. For Twin Lakes Park: preliminary park development program And for Hosforn Park: ball field renovation, irrigation and planting plan development.

3. **Company Name:** City of Miami Gardens
Address: 18605 NW 27th Avenue
Miami Gardens, FL 33056
Contact: Vernita Nelson / Assistant City Manager
Phone #: (305) 622-8000
Email: vnelson@miamigardens-fl.gov
Contract Value: $55,800 **Year:** 2005
Description: K&S' Landscape Architecture Division provided grant assistance and planning services for two parks in Miami Gardens. Our designs for the parks included a nature trail, recreation center, maintenance buildings, pavilions, press boxes, a concession/restroom facility, soccer/football fields, tennis courts, baseball filed, a par course, volleyball courts, an aquatic play structure, lighting, signage, parking, and playgrounds. Plans, renderings and cost estimates were also prepared to assist in grant (Florida Recreation Development Assistant) requirements.

MINORITY/WOMEN (M/WBE) PARTICIPATION

As a culturally diverse firm, we have long recognized the importance of supporting Small Business Enterprise (SBE) and/or Minority/Women-owned Business Enterprise (M/WBE) participation in our projects. Our contracts reflect this commitment. For example, at Florida Institute of Consulting Engineers (FICE) 2015 annual meeting, we received an award for having the highest percentage of DBE utilization (29%, to be exact) of all engineering consultants in the state of Florida. In 2014, we were recognized by the Florida Department of Transportation (FDOT) for helping the state achieve its overall DBE goal.

Accordingly, we have teamed with The Tamara Peacock Company Architects for preservation and conservation services.

The Tamara Peacock Company Architects is certified as a Small/Woman Business Enterprise (S/WBE) firm by the School Board of Broward County, and a County Business Enterprise and Small Business Enterprise (CBE/SBE) by Broward County Office of Economic and Small business Development.

Procurement & Warehousing Services
SUPPLIER DIVERSITY OUTREACH PROGRAM

THIS CERTIFICATE IS AWARDED TO

The Tamara Peacock Company Architects of Florida

FOR HAVING SUCCESSFULLY MET THE PRESCRIBED STANDARDS SET FORTH BY THE SUPPLIER DIVERSITY OUTREACH PROGRAM OF THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA FOR

CERTIFICATION

Small/Women Business Enterprise (S/WBE)

Non-Minority/Caucasian

ON THIS DAY February 22, 2016

Mary Catherine Coker
Director, Procurement & Warehousing Services

Certification # 3330-00404 94 Expiration Date: 2/21/2019

BROWARD COUNTY FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301
954-357-6400 • FAX 954-357-5874 • TTY 954-357-5684

March 8, 2017

Ms. Tamara Peacock
THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA
6500 N. Andrews Avenue
Fort Lauderdale, Florida 33309

Dear Ms. Peacock:

The Broward County Office of Economic and Small Business Development is pleased to announce that your firm's **County Business Enterprise** and **Small Business Enterprise** certification has been renewed.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE and SBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Architecture and Engineering Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the Internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following areas:

NAICS CODE: 541310

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE SBE
ANNIVERSARY DATE: MARCH 1ST

Broward County Board of County Commissioners
Mark D. Bogen • Beam Furr • Steve Geller • Dale V.C. Holness • Chip LaMarca • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org

The Tamara Peacock Company Architects
6500 North Andrews Avenue
Fort Lauderdale, FL 33309
Phone: (954) 728-8000

THE TAMARA PEACOCK COMPANY Architects

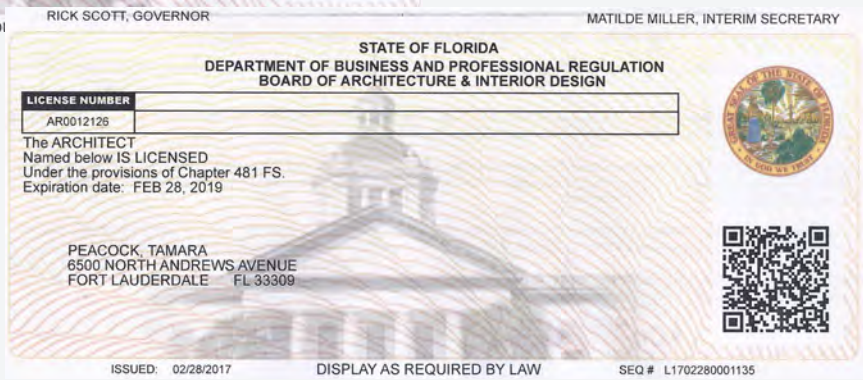
Broward's largest woman-owned architectural firm, The Tamara Peacock Company has been providing top-rank design, planning and construction documents for both private and Public Sectors clients from Tallahassee to South Florida for over 20 years.

Comprised of talented registered architects (RA), architects and interns, they are dedicated to and successful in the development and redevelopment of South Florida in harmony with its' unique natural and culturally diverse environment. Their Principal and Senior RA -- both Florida educated, and oft-awarded -- alone offer over 20 combined years of active practice of architectural, planning and construction documents in South Florida.

The Tamara Peacock Company's successfully targeted creativity on both public works projects -- municipal complexes, schools, parks, prisons -- and on private ventures -- office buildings, commercial plazas, and warehouses -- has resulted in projects as wide-ranging as Donald Trump's Mar-A-Lago to United Parcel Service's Distribution Warehouse to continuing contracts with nine state agencies and local municipalities, and much repeat success with local developers.

Today, their staff of 18 includes registered architects, graduate architects, planners, AutoCAD technicians, and support personnel. Additional affiliates consist of structural engineers, mechanical engineers, and grant specialists. Experienced, and using a state-of-the-art computer/publishing network, this hard working team consistently provides on-time/at-budget professional architectural design services, quality-controlled construction documents with high standard specifications, structural and mechanical engineering and construction administration.

RICK SCOTT, GOVERNOR
MATILDE MILLER, INTERIM SECRETARY
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN
LICENSE NUMBER
AA26002064
The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2019
THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA
6500 NORTH ANDREWS AVENUE
FORT LAUDERDALE FL 33309
ISSUED: 02/28/2017
DISPLAY AS REQ

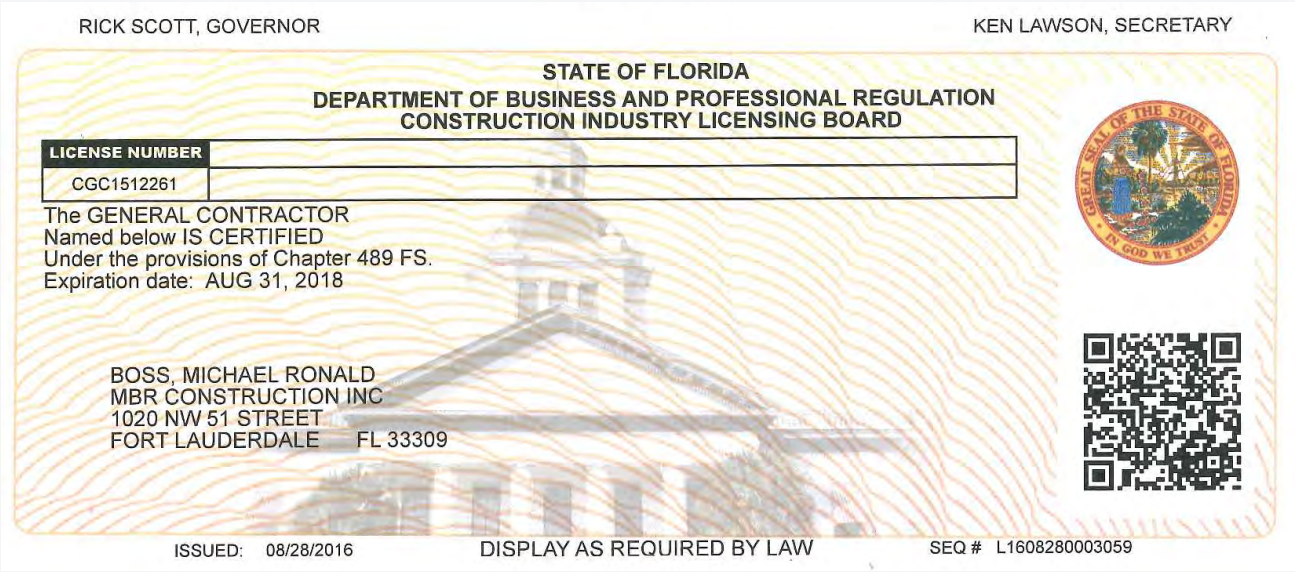

RICK SCOTT, GOVERNOR
MATILDE MILLER, INTERIM SECRETARY
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN
LICENSE NUMBER
AR0012126
The ARCHITECT
Named below IS LICENSED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2019
PEACOCK, TAMARA
6500 NORTH ANDREWS AVENUE
FORT LAUDERDALE FL 33309
ISSUED: 02/28/2017
DISPLAY AS REQUIRED BY LAW
SEQ # L1702280001135

MBR Construction, Inc.
1020 NW 51 Street
Fort Lauderdale, FL 33309
Phone: (954) 486-8404

MBR Construction, Inc. is a South Florida Licensed General Contractor located in Fort Lauderdale specializing in public sector building and infrastructure projects. Over the past two decades, more than 200 such projects have been completed for State, County, and Municipal Agencies throughout Florida.

Founded and incorporated in 1992 by Michael Boss, President, and Ronald Boss, Secretary/Treasurer, MBR is known and recognized as a family owned and operated firm that provides clients with the professionalism they expect from their large contractors while offering a small company, "Principal-in-Charge" style of project management.

MBR Construction, Inc. has established a reputation as a solid producer, an experienced and knowledgeable resource, and a good business partner, regardless of the size or scope of the project. Their clients comprise a substantial list of references for projects completed on time and on budget, through competitive bid, design/build and construction manager type contracts. The list of MBR's projects, completed and in current service to the local communities, includes city halls, educational, public safety, public services, transportation and public health facilities, along with a wide variety of parks, recreational, sports and entertainment complexes of all types throughout Southeast Florida.



RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
CGC1512261

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

BOSS, MICHAEL RONALD
MBR CONSTRUCTION INC
1020 NW 51 STREET
FORT LAUDERDALE FL 33309

ISSUED: 08/28/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1608280003059

A. PROPOSAL CERTIFICATION

BID/PROPOSAL CERTIFICATION

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit http://www.dos.state.fl.us/).

Company: (Legal Registration) Keith and Schnars, P.A. EIN (Optional): 59-1406307

Address: 6500 North Andrews Avenue

City: Fort Lauderdale State: FL Zip: 33309

Telephone No. (954) 776-1616 FAX No. (954) 771-7690 Email: breed@ksfla.com

Delivery: Calendar days after receipt of Purchase Order **(section 1.02 of General Conditions)**: N/A

Total Bid Discount **(section 1.05 of General Conditions)**: N/A

Does your firm qualify for MBE or WBE status **(section 1.09 of General Conditions)**: No MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
1	10/18/17				
2	10/25/17				
3	11/9/17				

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDSYNC you must also click the "Take Exception" button.**

N/A

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars ($500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Bruce Reed, RLA
Name (printed)

Signature

11/16/17
Date:

Vice President of LA, Planning & Environmental
Title

revised 04/10/15

City of Fort Lauderdale Bid 12043-885

City of Fort Lauderdale • Procurement Services Division
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 1

RFP/ ITB No. 12043-885
TITLE: Cemetery Master Plan

ISSUED: (10/18/17)

This addendum is being issued to make the following change(s):

1. Section 2.22 - Proposal Security in now Not Applicable. Bid document has been updated to reflect this change.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Procurement Specialist II

Company Name: Keith & Schnars
(please print)

Bidder's Signature: _____

Date: 11/16/17

Addendum # 2 - made on Oct 25, 2017 1:37:14 PM EDT

Description/Bid Comments: (Information was added)
New Documents: _RFP Pre-Proposal Meeting Sign-In Sheet-From_101917.pdf

Addendum # 3 - made on Nov 09, 2017 12:24:05 PM EST

Previous Bid End Date: Nov 09, 2017 2:00:00 PM EST **New Bid End Date:** Nov 16, 2017 2:00:00 PM EST
Description/Bid Comments: (Information was added)

Change made on Oct 18, 2017 3:45:27 PM EDT

Description/Bid Comments: (Information was added)
Removed Documents: 12043-885 - Cemetery Master Plan_V5.docx
New Documents: 12043-885 - Cemetery Master Plan_V6.docx
New Documents: Addendum 1.doc

B. COST PROPOSAL

City of Fort Lauderdale Bid 12043-885

SECTION VI - COST PROPOSAL PAGE

Proposer Name: Keith & Schnars

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

Note: Attach a breakdown of costs and list staff hours, including but not limited to hourly rates for each staff person dedicated to the project.

Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.

Total Project Cost **$** 238,950

Submitted by:

Bruce Reed, RLA
Name (printed)

Signature

11/16/17
Date

Vice President of LA, Planning & Environmental
Title

C. NON-COLLUSION STATEMENT

City of Fort Lauderdale Bid 12043-885

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

> 3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).
>
> 3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME	RELATIONSHIPS
N/A	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

D. LOCAL BUSINESS PREFERENCE (LBP)

City of Fort Lauderdale Bid 12043-885

LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) _____ Business Name

is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) Keith & Schnars Business Name

is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt **or** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(3) _____ Business Name

is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

(4) _____ Business Name

requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(5) _____ Business Name

requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(6) _____ Business Name

is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.

BIDDER'S COMPANY: Keith & Schnars

AUTHORIZED COMPANY PERSON: Bruce Reed, RLA (NAME) Bruce Reed (SIGNATURE) 11/16/17 (DATE)

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018

DBA:
Business Name: KEITH & SCHNARS PA

Receipt #: 315-51989
Business Type: ENGINEER (P A (ENGINEER/SURVEYOR))

Owner Name: KEITH & SCHNARS PA
Business Location: 6500 N ANDREWS AVE PT LAUDERDALE
Business Phone: 305-776-1616

Business Opened: 07/16/1993
State/County/Cert/Reg: NEED
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		16		

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
45.00	0.00	0.00	0.00	0.00	0.00	45.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

KEITH & SCHNARS PA
6500 N ANDREWS AVENUE
FORT LAUDERDALE, FL
33309-2132

Receipt #WWW-16-00149809
Paid 08/04/2017 45.00

2017 - 2018

CITY OF FORT LAUDERDALE | BUSINESS TAX DIVISION
BUSINESS TAX YEAR 2017-2018

100 N. Andrews Avenue, 1ST Floor, Fort Lauderdale, Florida 33301
(954) 828-5195

All-America City

Business ID: 548818 Business Name: KALAYCI TANZER H
Business Address: 6500 N ANDREWS AVE
Tax Category: ENGINEER Tax#: 548818 Fee:

KALAYCI TANZER H
KEITH AND SCHNARS
6500 N ANDREWS AV
FORT LAUDERDALE, FL 33309

E. CONTRACT PAYMENT METHOD

City of Fort Lauderdale Bid 12043-885

CONTRACT PAYMENT METHOD BY P-CARD

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

X _____ Master Card

_____ Visa Card

Company Name: Keith & Schnars

Bruce Reed, RLA
Name (printed)

Signature

11/16/17
Date:

Vice President of LA, Planning & Environmental
Title

F. COPY OF INSURANCE CERTIFICATE AND LICENSES

ACORD

KEITAND-01 NGHANDUV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/01/2017

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

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

PRODUCER
Ames & Gough
8300 Greensboro Drive
Suite 980
McLean, VA 22102

CONTACT NAME:
PHONE (A/C, No, Ext): (703) 827-2277 FAX (A/C, No): (703) 827-2279
E-MAIL ADDRESS: admin@amesgough.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: National Union Fire Insurance Company	19445
INSURER B: St. Paul Fire and Marine Insurance Company	24767
INSURER C: National Union Fire Insurance Company of Pittsburgh, PA	19445
INSURER D: Continental Casualty Company (CNA) A, XV	20443
INSURER E:	
INSURER F:	

INSURED
Keith and Schnars, P.A.
6500 North Andrews Avenue
Ft. Lauderdale, FL 33309-2132

COVERAGES CERTIFICATE NUMBER: 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			5180214	03/01/2017	03/01/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			2961640	03/01/2017	03/01/2018	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE			ZUP-15T76430-17-NF	03/01/2017	03/01/2018	AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N	N/A		012015938	03/01/2017	03/01/2018	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Professional			AEH006091227	03/01/2017	03/01/2018	Per Claim	2,000,000
D	Liability			AEH006091227	03/01/2017	03/01/2018	Aggregate	4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: ALL PROJECTS WITH BROWARD COUNTY REGARDING ENGINEERING, LANDSCAPING & ENVIRONMENTAL CONSULTING WORK. CERTIFICATE HOLDER, AS CONTRACTOR IS AN ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY WHEN REQUIRED BY WRITTEN CONTRACT SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY. UMBRELLA FOLLOWS FORM TO THE UNDERLYING POLICIES AS RESPECTS TO ADDITIONAL INSUREDS SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS TO THE POLICY.

CERTIFICATE HOLDER
BROWARD COUNTY
1 NORTH UNIVERSITY DRIVE
PLANTATION, FL 33324

CANCELLATION
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

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.
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State of Florida

Board of Professional Engineers

Attests that

Keith & Schnars, P A

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

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: 2/28/2019
Audit No: 228201904481 R

CA Lic. No:
1337

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

License No.: LB1337
Expiration Date February 28, 2019

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

KEITH & SCHNARS P A
6500 N ANDREWS AVE
FT LAUDERDALE, FL 33309-2132

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY

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

LICENSE NUMBER
LCC000137

The LANDSCAPE ARCHITECT BUSINESS
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2019

KEITH AND SCHNARS, PA
6500 N ANDREWS AVE
FT LAUDERDALE FL 33309-2132

ISSUED: 10/11/2017 DISPLAY AS REQUIRED BY LAW SEQ # L1710110002505

G. REFERENCES

Per the City's page on BidSync this requirement for this section is excluded from the Bid Packet.

Bid #12043-885 - Cemetery Master Plan

City of Fort Lauderdale, FL
Time left: 8 days, 3 hrs
Bid started: Oct 04, 2017 3:19:01 PM EDT
Bid ends: Nov 09, 2017 2:00:00 PM EST
Pre-bid conference: Optional

CITY OF FORT LAUDERDALE

Download Bid Packet | Add to My bids

Details | Documents | Q&A | Pre-bid conference

Bid #12043-885 - Cemetery Master Plan RFP

Select the documents you want to view:

- 12043-885 - Cemetery Master Plan_V6.docx [download] Viewed
- GENERAL TERMS CONDITIONS - Rev 9-9-2016.doc [download] Viewed
- Non Collusion Statement.rtf [download] Not viewed
- Non-Discrimination Certification Form 22 Sep 17.doc [download] Viewed
- Contractor Payment by P-Card Form.doc.docx [download] Not viewed
- Local Preference Certification.doc [download] Not viewed
- Addendum 1.doc [download] Viewed
- Bid Proposal Certification Page 2-8-17.doc [download] Viewed
- References.docx [download] Pending acceptance
- RFP Pre-Proposal Meeting Sign-In Sheet-From_101917.pdf [download] Viewed

Select all Deselect all = Included in Bid Packet = Excluded from Bid Packet

Generate zip file
To generate a zip file, select the document(s) you want from the list above and click "Generate zip file"

Download Bid Packet
Bid packet is a .pdf file that includes all documents and bid details, including line items.

Send to Print Vendor
To send documents to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

Fill out the qualifications for this agency. Click here

Addendum # 1 - made on Oct 18, 2017 3:50:18 PM EDT

NON-DISCRIMINATION CERTIFICATION FORM

City of Fort Lauderdale Bid 12043-885

CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH NON-DISCRIMINATION PROVISIONS OF THE CONTRACT

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

(a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding $100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

(i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.

(ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

Bruce Reed

Authorized Signature

Bruce Reed, RLA, Vice President of LA, Planning & Environmental

Print Name and Title

11/16/17

Date

KEITH & SCHNARS

ENGINEERS | PLANNERS | SURVEYORS

ADDRESS

6500 North Andrews Avenue
Fort Lauderdale, Florida 33309

CONTACT

P: 954 776 1616
F: 954 771 7690
Toll Free: 800 488 1255
www.ksfla.com