

LAUDERDALE

ELLEN
23, 1914
19, 1994

RALPH
OCT. 26,
JULY 28,

Cemetery Master Plan
RFQ BID 12043-885

November 16, 2017

Prepared by:

KEITH
& ASSOCIATES, INC.



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*Creativity is the
power to connect
the seemingly
unconnected -*

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Executive Summary

1.0

Dear Selection Committee for Cemetery Master Plan Project RFQ 12043-885,

It is with great pleasure that Keith and Associates provides our team submittal for the Cemetery Master Plan Project RFQ 12043-885. We applaud the City of Fort Lauderdale for continuing to reinvest in key assets integral to the community in order to ensure their continued viability. Over the past several decades, the City has continued to grow and has astutely recognized that these final resting places serve an important role within the community. These cemeteries document the city's history, rich cultural heritage and provide a wonderful opportunity for preservation not only of physical features but also of a tradition that is uniquely Fort Lauderdale.

This type of foresight and ultimately investment in this revered public realm helps to ensure these cemeteries continue to operate successfully. A wide range of users can connect to these public and in some cases historic spaces, ultimately enriching the multi-cultural fabric of our community. There are however, practical concerns in the management, maintenance and preservation of the cemeteries that must be planned for responsibly, as well as with a visionary slant to best prepare for future challenges. This is why we believe our team is uniquely prepared to best serve the needs of this master planning endeavor. We offer a unique blend of experiences, ranging from extensive local knowledge to applying accepted best practices specifically for cemetery master planning. We understand the myriad issues at hand and can therefore devise nuanced solutions that meet the stated goals of creating a cemetery master plan that provides guidance for the preservation and development of the cemeteries by establishing goals and providing an implementation guide by which to achieve those goals.

Keith and Associates (KA) is a multi-disciplinary firm that provides holistic site development solutions. KA is on the verge of celebrating its 20th anniversary, is a team of more than 100 professionals and is led by President Dodie Keith-Lazowick. KA is headquartered in Pompano Beach with offices in Miami, Orlando, Delray Beach and recently opened its newest office in Fort Lauderdale. This project would be run from our Fort Lauderdale location under the leadership of Paul Weinberg, PLA, serving as principal in charge and Contract Manager.

KA has long been recognized as a veteran firm within Broward county and was recently named as a top 20 woman owned firm by the South Florida Business Journal. KA and its staff are active members of the local community, participating in the Riverwalk Trust, Chamber and Greater Fort Lauderdale Alliance. KA has the expertise to provide Planning, Landscape Architecture, Survey, subsurface utility engineering (SUE), Civil Engineering, Transportation Engineering, Construction Engineering Inspection, Public Engagement/Consensus and Program/Construction Management.

We believe that for a project to be successful collaboration with the best minds in the industry is key. For this reason, we have partnered with our friends at Grever & Ward (G&W), Grant Thornton, Brizaga and Bartlett Tree to provide additional key qualifications to further secure the project's success. G&W is a nationally recognized expert in cemetery design, planning and consultation having served more than 4,000 cemeteries, many in Florida throughout the last 76 years. Grant Thornton is the U.S. member firm of Grant Thornton International Ltd, one of the world's leading organizations of independent audit, tax and advisory firms. They understand the requirements of fulfilling the perpetual care obligations, as they have worked with perpetual care funds for clients throughout the country and have authored numerous white papers on this exact topic. Brizaga is dedicated to helping individuals, businesses and governments understand and begin to

address the effects of a changing environment, including sea level rise. Bartlett Tree is recognized as one of the world leaders in the care of trees, ensuring that any preservation, relocation or reestablishment of the city's trees are considered with the utmost expertise.

KA believes in a holistic approach to the planning and design process that can be categorized into three general phases:

Exploration Phase – The process of becoming familiar with an area through extensive analysis.

Inspiration Phase – The process of developing ideas emanating from the exploration process.

Implementation Phase – The process of activating a decision or plan.

Each phase builds on the previous and seeks to combine a triple bottom line perspective; with an emphasis on Social, Ecological and Economic influences. This context based design approach considers multiple facets of the development process that results in a resilient solution that is cultivated for each project and task.

We further believe authenticity is what is needed in great public realm design, as these spaces are recognizable and distinct for the location, culture and community. The KA team has been curated to provide this balance between context and forward thinking ideas, practical experience and commitment to excellence that aims to support the Cemetery Master Plan

Best Regards,

A handwritten signature in dark ink, appearing to read 'Paul Weinberg', with a stylized, cursive script.

Paul Weinberg, PLA, ASLA

Keith and Associates
2312 S Andrews Ave
Fort Lauderdale, FL 33316
PH: 954-788-3400
CL: 954-593-7848



Experience and Qualifications



Firm Overview

Keith and Associates has a dedicated team of more than 100 professionals. Founded nearly 20 years ago, the Keith team's roots stem from the City of Fort Lauderdale where our founder Mr. Bill Keith was raised. The Keith team has called Broward County home for its duration and now in addition to the headquarters in Pompano Beach is excited to announce the opening of its Fort Lauderdale location. Our staff combines the technical work experience of a diverse pool of professionals with an extensive working knowledge of local and regional projects, with particular emphasis on governmental land development and re-purposing projects.

This convergence of experience has resulted in the development of important relationships with key agencies, in addition to a tremendous database of knowledge and information concerning local, past and ongoing projects, which is an invaluable asset we can provide to our clients.



Relevant Experiences

KA has the capacity to deliver a holistic approach to land development with services and expertise under one leadership team. This includes comprehensive planning, survey/SUE, landscape architecture, civil engineering, transportation/traffic engineering and construction management. This start to finish service capability has been put to practice in many different arenas within both the public and private sectors.

The projects that have resulted from these efforts have received many awards on the local and national level and also have resulted in a high number of repeat clients. Our team has worked with many municipalities including Fort Lauderdale, Pompano Beach, Deerfield Beach, Lighthouse Point, Parkland, Southwest Ranches, Davie and Coral Springs. We therefore, understand the constraints impacting municipal projects. This extensive municipal experience affords us the opportunity to be a strong partner to the City from day one.

In addition to our ongoing relationship with these agencies, our team has completed relevant projects that have addressed urban development, master planning and infrastructure improvements within the context of multi-disciplinary professional services. Our teaming partner Grever & Ward has served more than 4,000 cemeteries nationally, 30 of which are in Florida and include:

City of Boca Raton Cemetery, Boca Raton
Port Mayaca Cemetery, Canal Pt.
West Elfers Cemetery, Clearwater
City of Deerfield Beach Cemetery, Deerfield Beach
Gainesville Memorial Gardens, Gainesville
Pleasant Grove Memorial, Inverness
Lake Wales Cemetery, Lake Wales
Palm Beach Memorial Park, Lantana
Our Lady of Mercy Cemetery, Miami
Sharon Gardens, Miami
Palm Royale Cemetery & Mausoleum, Naples
Heritage Gardens, Niceville/Valparaiso
Queen of Heaven Cemetery, North Lauderdale
Woodland Cemetery, Orlando
Fountainhead Memorial Park, Palm Bay
Curlew Hills Memory Gardens, Palm Harbor
Catholic Cemetery, Panama City
Forest Lawn Memorial Cemetery, Panama City
Holy Cross Cemetery, Pensacola
New Cemetery, Plant City
Saint Andrew's Cemetery, Sanford
Evergreen Cemetery, St. Augustine
St. Augustine Memorial Park, St. Augustine
Manasta Memorial Park, Sarasota
Gan Shalom Cemetery, Tampa

St. Paul Catholic Church Cemetery, Tampa
Woodlawn Cemetery, Tampa
Clark Road Diocesan Cemetery, Venice
Venice Memorial Gardens, Venice
Chapel Hill Memorial Park, Winter Park

Representative experience includes:

Forest Lawn Memorial Gardens – Forrest Lawn Cemetery offers funeral and burial services in their state of the art facility. The site features one of the world’s only pyramid-style indoor mausoleum outside of Egypt. Its total 24 acre site offers burial, cremation and private monument plots with outdoor gardens, benches and memorial plazas. The existing site is over 24 acres and includes burial, cremation and private monument plots with outdoor gardens, benches and memorial plazas. The expansion includes a burial plot expansion to the existing Forest Lawn Cemetery site with associated paving, drainage, and landscaping improvements. The expansion will take place on the northwest portion of the site totaling 1.73 acres in project area. Adequate vehicular access will be provided via a 24 foot paved driveway connection to the existing chapel to the proposed plot expansion and further connecting to the main drive. This will also provide adequate fire access and circulation throughout the site. The landscape design includes the installation of 33 trees and 200 shrubs. The drainage design includes catch basins that are connected to existing stormwater management facilities on the property. The overall design is considered compatible with existing uses surrounding the site and is consistent with requisite codes.

Nova Master Drainage - Nova Southeastern University Master Drainage System project includes developing three conceptual master storm water management systems for three portions of the active NSU main campus. The Master Stormwater Management plans are designed in conjunction with the proposed University’s 2020 Conceptual Master Plan. The NSU main campus is broken into 3 independent zones of stormwater management systems that individually discharge to the Central Broward Water Control District basin. The conceptual designs for the zones include creating stormwater attenuation and management systems that comply with the CBWCD, U.S. Army Corps of Engineers, Florida Department of Environmental Protection, Florida Department of Transportation, Broward County Environmental Protection and Growth Management District, Town of Davie, and SFWMD criteria.

MLK Boulevard and Old Pompano Area Downtown Connectivity – During Phase 1, Keith and Associates performed an area-wide study of the “Old” (Historic) Pompano Area and MLK Boulevard existing roadway and utility infrastructure to create an underground utilities atlas map, as well as to analyze the existing roadway infrastructure for suitability, connectivity and circulation. Using the information gathered, Keith and Associates prepared an assessment and recommendations on suitability of infrastructure improvements in anticipation of the area becoming a major multi-modal center with the upcoming All Aboard Florida passenger train project. For Phase 2 Keith and Associates assembled a multi-disciplinary team to lead the improvements.

"I have known the firm for over 15 years and have worked extensively with them. Staff is great to work with. One of the firm's main strengths is their knowledge of the public sector's operations and goals. It has been my experience that Staff is very sensitive to the community at large and how our Commission feels about that. That's something I found that helps Keith and Associates to be stronger and more responsive."

Horacio Danovich, CIP Engineer, City of Pompano Beach CRA



Tunnel Top Park and Levitt Pavilion - The Riverwalk and Downtown Development Authority of Fort Lauderdale have been studying a number of visionary projects to connect and activate the downtown riverfront district corridor. Paul Weinberg has been a part of the visioning for two key projects including Tunnel Top Park and Levitt Pavilion.

Each project is set to create a stage within the public realm that links the surrounding context together. The Tunnel Top Park will be a mini Kilde Warren Deck park or High Line for the City and bridge the gap between Laura Ward Plaza, the riverfront and the Las Olas Corridor. The Levitt Pavilion project is a re-visioning project for the Esplanade Park. The project will include a special event stage, water features and also serve to create a more intuitive connection between the 2nd street corridor and the Riverfront.

Wintergreen Gorge Cemetery Master Planning, Construction & New Section 7 Development - The Wintergreen Gorge Cemetery Project is an example of cemetery master planning for a partially developed property that led directly into construction planning of a new section, followed by design and field layout of that section. Grever & Ward, Inc. prepared comprehensive master plans for the remaining 73 acres of usable cemetery land. Specific studies included land use with projections of burial space areas, estimated yields of graves, roads and access, landscape patterns, drainage and grading design including provision for future soil surpluses from grave excavations, water supply and distribution. Expansion phasing was programmed and a narrative report with development cost opinions (Phase 1 and Total Property) was included.

Creekside Trail Developments Forest Lawn Cemetery - The Forest Lawn Cemetery Project is an example of the planning of new pedestrian walkways and interment space in context with the historic character of the cemetery. Grever & Ward, Inc. prepared graphics to allow the cemetery to communicate the project to potential lot owners and to the public. The illustrations explained the cemetery's commitment to public access, environmental education and tourism. Aesthetics, topography, accessibility and site lines were carefully considered when aligning the path through the vegetation that is established on the site. The project is configured in a way that can be implemented in a series of phases.

Clark Road Cemetery New Cemetery Master Plan - The Clark Road Cemetery Master Plan was a multidisciplinary effort led by Grever & Ward, Inc. to design a new and first cemetery for the Diocese of Venice, Florida. Along with comprehensive master planning of the 75 acre property, key components of the design were to accommodate the seasonally high (18" to 24") water table to allow ground burial, address four wetlands and other environmentally sensitive areas. With the groundwater and wetland geotechnical base information, Grever & Ward prepared a three plan sheet package to ensure the optimum yield of future interment space, efficient operations, maintenance and seamless phased expandability. A Phase 1 supplement was then extended from the overall master plan to address the minimum startup facilities and interment options for roughly one-third of the property (27 acres ±). These startup facilities included the primary cemetery entrance treatment with signage, a service entrance and maintenance center, cemetery office and expandable chapel mausoleum complex.

Erie Cemetery Historic Cemetery Section 1 Addition - The Erie Cemetery Project for Section 1 (2.73 acres) is part of a historically significant cemetery and section that includes prominent memorial art and burials that include Admiral Perry's shipbuilder (Daniel Dobbins) from the War of 1812, Revolutionary War commanders and early industry magnates. It is an example of a successful planning effort by Grever & Ward, Inc. to preserve the overall character and beauty of the historical cemetery, but at the same time introducing new burial space, which was a continuous request by the surrounding community. The project started with Grever & Ward topographically mapping and recording the locations of all family memorials with family names and individual foot markers that generally formed circular or octagonal plot shapes. The 465 locational memorial shots were then meshed with original lot maps and compared with lot burial diagrams to produce an accurate base map for planning. Through careful study, a total of 542 new graves were planned in adjacent "carriage paths" in patterns that are sympathetic to the original circular family plots. An additional 245 future graves were also studied (for potential only) in other large, unused portions of the original plots. Through proper legal procedure and advertising, the available space in these long unused plots will be potentially usable someday.



Oak Lawn Cemetery Cemetery Master Planning and Cremation Garden Development - The Oak Lawn Cemetery Project is an example of Grever & Ward, Inc.'s comprehensive planning services, providing a master plan for the remaining 22 acres of the 80 acre property. Along with land use planning, the master planning included slope analysis and long-range grading/earthwork and drainage coordination. The master planning site was challenging in terms of a large area of wetland and unusable steep slopes (20%-40%). The design focused on future road placement to minimize earthwork and provide the highest yield of usable burial space. Areas of abrupt terrain were unsuitable for traditional burial space, but alternative use of cremation-only development was recommended to take advantage of uniquely attractive wooded knolls and outcrops.

Garden of the Holy Family Columbarium Garden Development - The Garden of the Holy Family is a project that illustrates the ability for a cemetery that is essentially out of developable land to, on a small site, provide a high number of interment sites in a way that is attractive, meets a growing need (cremation options) and can extend the financial life of the cemetery.

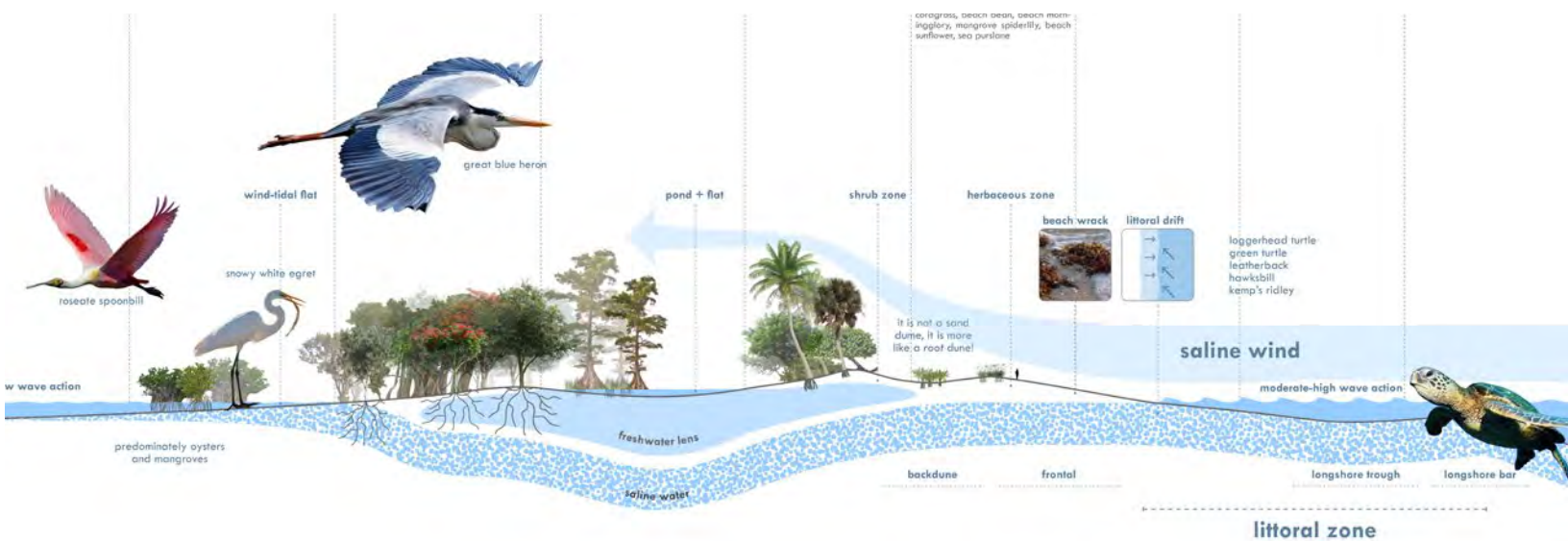
Calvary Cemetery, located in Queens, New York, includes 365 total acres that are fully developed with nearly 2 million burials since its beginning in 1848. With very little annual income to offset its large expense of cemetery maintenance, Grever & Ward, Inc. was retained to study the overall property for potential new additions to the salable cemetery interment space. Part of this work included a common practice of removing non-essential roadways, followed by new grave layout (to date, providing 4,072 new graves). A little-used granite storage building was identified as a location for an above-ground cremation niche wall/columbarium development to provide 1,488 double-capacity niches (nearly 3,000 urn sites) on the small, irregularly-shaped one-tenth of an acre site. The asymmetrical site footprint guided the concept of an interesting shape for the outdoor space, with inward reflection. Despite a growing cremation rate, Calvary Cemetery had no previously available outdoor niche spaces until the opening of the Holy Family Garden in 2015.



Sustainability Practices

KA is devoted to improving the built and natural environments we are fortunate to be a part of and for our team that starts at our home offices. Sustainability requires a more holistic approach than before; one that looks at a triple bottom line from economics, social and ecological aspects. Our team is committed to recycling programs and typical standards to eliminate excessive use and waste. We seek to utilize the most energy efficient systems and to minimize the need for travel and our carbon footprint through the use of technology platforms that allow person to person communication via the web.

Our team understands the importance of community and is involved in a number of non-profit organizations that focus on the homeless, single moms, as well as organizations like Birch State Park and the Riverwalk in order to do our part in assisting in the preservation of both people and place in the areas we are privileged to work within. For our team, sustainability is more than a recycling program or a non-print email signature, we seek to make an impact that embraces the full community that in turn supports us.



Business Structure and Licenses

Keith and Associates, Inc. was incorporated as a Florida corporation in 1998. Ms. Dodie Keith-Lazowick is the managing principal/owner and serves as the corporate officer for the firm. Our responsible office for this contract will be located at 2312 S. Andrews Avenue, Ft. Lauderdale, FL 33316 and the principal in charge will be Mr. Paul Weinberg who may be reached at 954-788-3400 or via email at pweinberg@keith-associates.com. Our multi-disciplinary firm is comprised of 5 management staff, 71 technical personnel and 12 supportive staff. All requisite licenses may be found within this response submittal.

Key Personnel

The Keith Team is fortunate to have expertise represented in every arena relative to land development. Our core team is represented below.



Dodie Keith-Lazowick, PLS
President



Paul Weinberg, PLA, ASLA
Vice President of Landscape
Architecture and Design
Director



Stephen Williams, PE
Vice President of Engineering



**Traci Scheppske, CGC, CM-BIM,
LEED AP**
Vice President



Michael Vonder Meulen, AICP
Senior Planner



Lee Powers, PE
Director of Surveying and
Mapping

Project Manager and Design Lead - Paul Weinberg, PLA will serve as the main point of contact for the project. Paul has had nearly 20 years of experience in the City of Fort Lauderdale and has had extensive experience leading dynamic teams at EDSA, Raymond Jungles and TBG Partners and has recently joined the KA team to advance the teams Planning and Landscape Architecture studio. He has lead teams on significant projects in south Florida as well as around the globe.

Paul led or was heavily involved in the development and delivery of extensive urban planning developments such as Tunnel Top Park and Levitt Pavilion, the Pompano Beach CRA, Fort Lauderdale Beach Streetscape, Smothers Park, Miami Beach Botanical Garden and has recently been heavily involved in the reshaping of the public realm in many key private development projects in downtown and the beach.

Project Team

Our team was selected with emphasis placed on professional consultants recognized as leaders in their field and experienced in servicing municipal, re-purposing projects.

Grever & Ward, Inc. and its precedent firm, Earl C. Grever, of East Aurora, NY, has been providing consulting services to the cemetery industry continuously for 76 years. In that time, Grever & Ward, Inc. has served more than 4,000 cemeteries, municipal, religious, military and private, throughout the United States and Canada. Cemetery design, planning and consultation is their primary service, and consequently they are in close touch with ongoing changes that occur in this industry of community service. Primarily Landscape Architects, the personnel of Grever & Ward, Inc. have unparalleled professional experience in cemetery planning and design. With their broad background of consultation and planning for cemeteries, Grever & Ward, Inc. has encountered and experienced most conceivable situations in the planning and development of new cemeteries, and in the expansion and renovation of existing cemeteries.

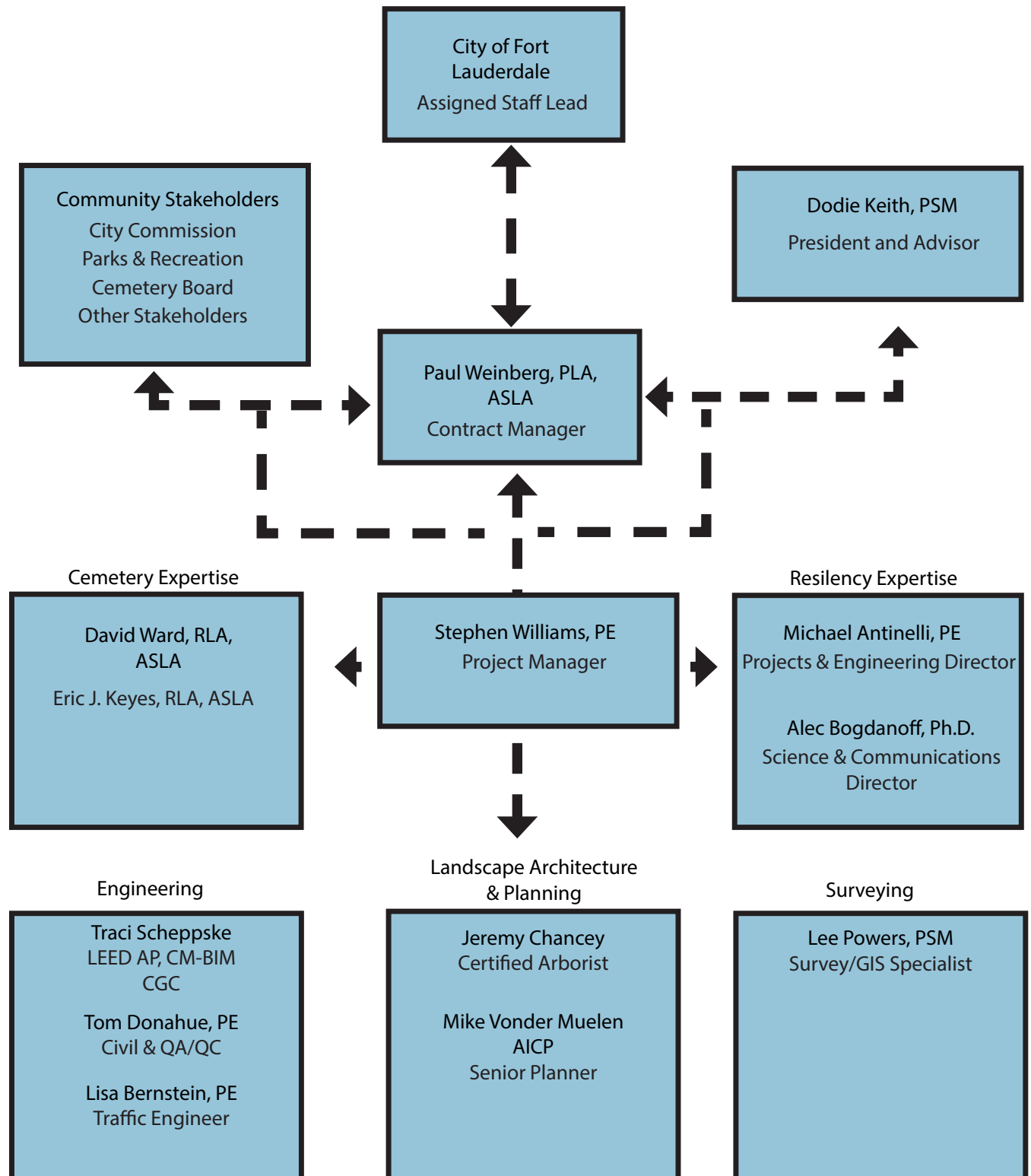
Grant Thornton was founded in Chicago in 1924, Grant Thornton LLP (Grant Thornton) and is the U.S. member firm of Grant Thornton International Ltd, one of the world's leading organizations of independent audit, tax and advisory firms. With offices nationwide, including in Fort Lauderdale, they readily serve public sector, not-for-profit organizations and private sector clients. Ensuring sufficient funds for cemeteries' perpetual care operations is a complex issue fraught with a variety of accounting, moral and legal considerations. Grant Thornton provides experts who are well-versed in the nuances of this specialized area of practice.

Brizaga, Inc. was founded by two friends of nearly two decades dedicated to helping individuals, businesses and governments understand and address the effects of a changing environment, emphasizing sea level rise. They bring a unique perspective by weaving the worlds of science, engineering, policy and communications to foster innovative and unique solutions to some of our greatest challenges. Their team has experience assessing vulnerability and risk to flooding and sea level rise, planning adaptation strategies for specific challenges and public engagement to build widespread support. They distill these complex technical topics to help policy-makers and the general public better understand their interdependencies and make the best choices to adapt. With over 40 combined years of political, environmental and engineering experience, their team is here to help create a vibrant, viable and better tomorrow.

Jeremy Chancey has recently joined the Bartlett Tree team bringing his local Fort Lauderdale expertise to the nationally acclaimed firm.

Organizational Structure - Detail

The KA team will utilize the following key personnel to ensure the success of the project. Paul Weinberg will be your single point of contact.



Team Resumes

ADOLPHINE "DODIE" KEITH-LAZOWICK, P.L.S.

President



Experience Highlights

More than 35 years of surveying and mapping experience

Expertise in preparation of survey data for use in land title transfers, platting, design surveys, right of way and municipal mapping

Education

*Bachelors of Science in Land Surveying
University of Florida, 1982*

Professional Registration

Professional Surveyor & Mapper, Florida (#4105), 1984

Professional Affiliations

Florida Survey and Mapping Society (F.S.M.S.)

Broward County Chapter of F.S.M.S.

American Congress on Surveying and Mapping

National Society of Professional Surveyors

Publications

Co-editor, "Laws and Regulations Affecting Surveying Practice in Florida," ACSM/ FSPLS Student Chapter, 1982.

Co-author, "Total Station Capability," Proceedings of the ASCM, Fall 1984, San Antonio, TX, 1984.

Ms. Dodie Keith-Lazowick, with over 35 years of professional experience, succeeds her father, Bill Keith, as a second-generation professional surveyor, President and Managing Principal of the firm. Ms. Keith-Lazowick handles the daily operations of the firm. She serves as the Corporate Officer for all contracts, assuming responsibility for providing sufficient resource allocations and corporate commitment to our diverse client base.

Ms. Keith-Lazowick is well known to the community and the agencies through her years of professional practice, local involvement and as a 55+ year resident of Broward County. Her extensive experience has encompassed many phases of planning, design and construction including Civil Engineering, Surveying and Mapping, Comprehensive Land Planning, Landscape Architecture, Subsurface Utility Locations and Utility Coordination, and Construction Management. As a Senior Project Coordinator-Manager, she has supervised and provided complete development services of both public and private projects for commercial, industrial, transportation, aviation, marine, mixed-use and residential developments. She has particular expertise in governmental liaison and has been extremely successful as an advocate for the permitting and approvals of our projects due to her professional proactive approach.

PROJECT EXPERIENCE

Nova Southeastern University, Stormwater Master Plan, Broward County, FL: Ms. Keith-Lazowick served as Contract Manager/Principal-In-Charge for the Broward County School District for the proposed master drainage improvements of the central campus area, a +/- 75 acres site which is a part of larger study area that will be accomplished in multiple phases. Mr. Thiele is responsible for the drainage study and design of the existing and proposed stormwater facilities; to provide solutions to future impacts to the existing stormwater facilities, prepare required engineering reports, permitting coordination and development of construction plans and specifications.

Pompano Beach Downtown Connectivity Plan, Phase 1 & 2: Keith and Associates was responsible for performing an area wide study of the Northwest CRA existing infrastructure to create an underground utilities atlas map as well as to analyze the existing roadway infrastructure for suitability, connectivity and circulation. Keith and Associates prepared an assessment of the existing facilities and provided recommendations on suitability of the CRA's proposed land use. Based on the approved Connectivity Plan provided by the Pompano Beach CRA, the improvements included pedestrian-friendly streetscape with landscape/hardscape beautification features along MLK Blvd and in the Old Pompano Downtown; including special pavement materials, pedestrian lighting and roadway, streetscape furnishings, utility adjustments and drainage and roadway improvements.

School Board of Broward County – Program Management Services

Ms. Keith-Lazowick served as Contract Manager/Principal-In-Charge for the Broward County School District under the HEERY Program Management Team on new construction, comprehensive renovation and new addition projects. Her responsibilities focused on staffing, scheduling and resources for the \$50M capital projects contract. Project samples included complete roof replacements, HVAC renovations, ADA compliance, lead and asbestos abatements, drainage and site improvements, demolition and building renovations.

PAUL WEINBERG, PLA, ASLA

Vice President of Landscape Architecture and Design Director



Experience Highlights

*More than 17 years of
landscape architecture and
design*

Education

*Bachelor of Science,
Landscape Architecture,
Michigan State University,
2000*

Registration

*Registered Landscape
Architect, State of Florida,
#6666804 (2005)*

*Council of Landscape
Architecture Registration
Boards (CLARB Certified)*

Professional Affiliations

*Urban Land Institute,
Member*

*American Society of
Landscape Architects (ASLA),
Member*

*American Resort
Development Association
(ARDA), Member*

*Riverwalk Trust, Board
Member*

*MSU Landscape Architecture
Advisory Board, Board
Member*

Mr. Paul Weinberg, PLA, is a multi-talented designer and team leader who has been based in South Florida since 2000. During this time, he has worked with a variety of significant public sector projects including urban parks, plazas, streetscapes and waterfront projects that provide meaning and purpose to the community. He has a unique understanding of how to create immersive and memorable public spaces that strengthen civic identity to bring vitality to the larger area. Mr. Weinberg works with artists and other consultants with innovative skills to create transcendent spaces. He is committed to a team-based approach that delivers creative, thought-provoking solutions tailored to the distinct character of each project.

PROJECT EXPERIENCE

Fort Lauderdale Beach Streetscape Master Plan, Fort Lauderdale, FL: Mr. Weinberg led a team of designers to develop complete street guidelines for the Beach CRA district including site furniture, pedestrian walkways, transit stops, water taxi stops, signage and roadway cross sections.

Levitt Pavilion and Esplanade Park, Fort Lauderdale, FL: Mr. Weinberg led a team to develop a design for a new concert venue and pavilion in downtown Fort Lauderdale at the Esplanade Park. A primary goal was to embrace local heritage of Native American culture and celebrate the river location while providing a state-of-the-art park and concert facility.

City of Fort Lauderdale Tunnel Top Park, Fort Lauderdale, FL: Mr. Weinberg developed the design for the Tunnel Top Park which extends the Laura Ward Plaza on Las Olas Boulevard in Fort Lauderdale.

Heritage Park and Plaza, Destin, FL: Mr. Weinberg served as Principal-In-Charge for this waterfront civic environment project, which provides a window and gateway into the harbor from Destin's main drive. The park design provides a barrier-free access point to the harbor and includes an interactive water feature, iconic lighting and art elements and an elevated stage and overlook.

Fort Lauderdale Riverwalk Corridor Study, Fort Lauderdale, FL: Mr. Weinberg led a team to develop a design for a new concert venue and pavilion in Downtown Fort Lauderdale at the Esplanade Park. A primary goal was to embrace local heritage of Native American culture and celebrate the river location while providing a state-of-the-art park and concert facility. The project is a catalyst to new development in Fort Lauderdale's civic core and will provide citizens with an attractive public environment for daily use and special events, including the addition of an iconic tunnel top park.

Columbus Riverfront, Columbus, GA: Mr. Weinberg helped to design a 3-block waterfront project along the Chattahoochee River to generate new daily activity and improve the urban setting.

PROFESSIONAL HISTORY

2017-Present: **VP of Landscape Architecture & Design Director**, Keith and Associates, Pompano Beach, Florida
2012-2017: *Managing Principal*, TBG Partners, Fort Lauderdale, Florida
2010-2012: *COO*, Raymond Jungles, Miami, Florida
2000-2010: *Vice President*, EDSA, Fort Lauderdale, Florida



Experience Highlights

Design and management of Land Development and Governmental Civil Engineering projects including water, sewer, paving, grading, drainage and roadway projects

Education

*B.S., Civil Engineering,
University of Florida, 1977*

Professional Registration

State of Florida Professional Engineer, #32090, 1982

Professional Affiliations

American Society of Civil Engineers (ASCE), Member

Florida Engineering Society (FES), Member

National Society of Professional Engineers (NSPE)

Mr. Stephen has been engaged in civil and transportation engineering design and construction in South Florida since 1970. Mr. Williams has served as the record engineer for numerous transportation, utility, water management, municipal, aviation, recreation, roadway and land development (governmental, residential, mixed-use and commercial) projects in South Florida. These include projects at Florida's Turnpike, Miami International and Fort Lauderdale-Hollywood International Airports and multiple projects for the local municipalities, school districts and universities. Projects have included roadway and site engineering design and analysis (paving, grading, drainage, water and sanitary sewer design and construction administration) for both private and governmental clients. He has served as the general municipal civil engineering consultant to cities of Oakland Park, Miramar, Plantation, Fort Lauderdale, Sunrise, Pompano Beach and Tamarac throughout his career. Notably, Mr. Williams developed a SWMM EXTRAN computer model for the 55,000-acre Indian River Farms Water Control District.

Mr. Williams is fully knowledgeable with local Maintenance of Traffic regulations and has prepared numerous Traffic Control Plans in accordance FDOT Design Standards Index No. 600. He also serves as the Firm's Senior Quality Assurance / Quality Control Officer and continuously monitors all projects for compliance with our established Quality Assurance/Quality Control (QA/QC) Program. He has experience with computer programming and Computer Aided Design and Drafting (CADD) systems and the National CAD Standard. His computer experience includes stormwater modeling, programming, mapping, GIS and project management.

PROJECT EXPERIENCE

City of Ft. Lauderdale, NE/NW 6 Street (Sistrunk Boulevard): FM: 409421-1-58-01. This 2.3-mile urban corridor is a Streetscape and Enhancement Project from NW 24th Avenue to Federal Highway (US-1). Mr. Williams served as the lead site design engineer and Project Manager during the construction phase. This project involved lane reductions, on-street parking, wider sidewalks, drainage improvements, decorative street and pedestrian lighting, bus shelters, landscaping, signalization upgrades and sanitary sewer design. Post Design Services representative to City. (

Everglades Holiday Park, Broward County, FL: Keith and Associates is providing comprehensive design, permitting, bid and construction phase services associated with site improvements at Everglades Holiday Park. The improvements include renovation, construction and/or reconstruction of boat docks, boat ramps, parking, ancillary buildings, limited utility infrastructure, other minor park related amenities and improvements. This project will include LEED "Green" design principles. Mr. Williams is serving as the project manager and Engineer of Record.

Port Everglades A/E Services, Fort Lauderdale, FL: Keith and Associates is providing landside civil engineering, surveying and subsurface utility engineering (SUE) services for this continuing services contract. Mr. Williams is serving as Keith and Associates' senior project manager responsible for coordinating all design, surveying and SUE efforts. He is also the firm's liaison with the owner and other consultants. This contract is an on-call general services type contract, which is utilized to provide any array of civil engineering services to the client.

Port Everglades Southport Phase IX-B, Fort Lauderdale, FL: Mr. Williams served as the lead site design engineer and Project Manager for construction of the paved laydown/storage yards for shipping containers, as well construction of an additional 1.2 acre. dry retention area.

**Experience Highlights**

More than 30 years of owner's rep, project management and design experience

Expertise in overseeing all aspects of engineering design, permitting and construction for governmental and private sector projects.

Education

A.S., Architecture and Engineering Design, Catonsville Community College, Catonsville, MD, 1988.

Professional Registration

State of Florida, Certified General Contractor # 1516581

Professional Training/Seminars

Certification of Management Building Information Modeling CM-BIM

Green Building Certification Institute LEED Accredited Professional

Strategies for Success in LEED and Urban Heat Island Effect

Environmental Resource Protection - Design/Permitting seminar, South Florida Water Management District.

Turner School of Construction Management Certification

Professional/Civic Affiliations

BIM Smart Foundation Member

BuildingSMART Foundation Member

South Florida Water Management District Regulatory Peer Review Forum (Participant)

Ms. Traci Scheppske has more than 30 years of owner's rep, project management and design experience. As Senior Engineering Manager, she has provided complete project services overseeing all aspects of the Engineering design, permitting and construction for multiple projects for both commercial and residential developments. Her responsibilities include engineering design and complete project management for land development projects with emphasis on site development, water distribution, sanitary sewer, drainage and roadway design. In addition to cost estimating, quantity take-offs and bid evaluations, she has extensive experience with project scheduling and coordination for design and construction. She regularly coordinates efforts for utility service/relocation with FPL, Bellsouth/AT&T Cable, gas etc., as well as, various disciplines such as Planning, Surveying, Architectural, Landscaping and Construction.

PROJECT EXPERIENCE

Nova Southeastern University, Stormwater Master Plan, Broward County, FL: Mrs. Scheppske serves as the senior project manager for the proposed master drainage improvements of the central campus area, a +/- 75 acres site which is a part of larger study area that will be accomplished in multiple phases. She is responsible for the drainage study and design of the existing and proposed stormwater facilities; to provide solutions to future impacts to the existing stormwater facilities, prepare required engineering reports, permitting coordination and development of construction plans and specifications.

Parkland Comprehensive Master Plan for "The Wedge": Keith and Associates was the Prime consultant responsible for the City of Parkland Comprehensive Master Plan for "The Wedge" The Master Plan was developed through an analysis of existing conditions, an analysis of Level of Service Standards, Meetings Property Stakeholders and Agencies having jurisdiction. The Master Plan addresses the future land use, zoning, future school sites, parks, fire stations, roadway and utility infrastructure to support the future development.

Lake Worth Master Plan: Keith and Associates served as a subconsultant to develop a comprehensive redevelopment plan for the City of Lake Worth. This plan included review and analysis of previous plans created for the City, data, Comprehensive plans, zoning in progress and land development regulations. Ms. Scheppske served as Senior Engineering Manager for the project assisting in design, planning and community visioning. Keith and Associates was involved in the many public meetings and consensus building through visioning seminars and workshops.

Pompano Air Park Master Drainage Plan: Keith and Associates was responsible for surveying, data collection and site reconnaissance, as well as performing permitting due diligence and permit processing coordination, expediting and assistance. The Project consisted of Field reconnaissance, surveys and review of all available city information and data affecting drainage and storm drainage infrastructure, preparation of analyses, design reports, feasibility studies and design alternative, recommendations, along with associated project cost estimates for related infrastructure improvements, update of the SWMPPP and recommendations for implementation, monitoring and reporting, meetings and presentations before stakeholder groups, Advisory Boards and elected officials and preparation of required submittal packages for agency having jurisdiction.



Experience Highlights

More than 39 years of civil engineering, planning and environmental studies experience

Education

*B.S., Civil Engineering,
Northeastern University, 1978*

Professional Registration

*State of Florida Professional
Engineer, #60529, 2003*

Professional Affiliations

*National Association of
Industrial and Office Parks
(NAIOP), Member*

*Institute of Transportation
Engineers, Gold Coast
Chapter, Member*

Mr. Thomas Donahue has more than 39 years of experience in civil engineering projects including 14 years in South Florida. His qualifications include engineering design, quality assurance/quality control management, planning and environmental studies. Mr. Donahue's comprehensive experience includes: residential, commercial and industrial development; site plans; airports; highways; environmental analysis; local, state and federal permitting; right-of-way plans; utility and military designs. Project management experience includes management of professional staff of engineers, landscape architects and CAD personnel; administration; marketing and business development; development of project scope of work; contract negotiations; budgets; scheduling; personnel; quality control; training; presentations; oversight of resident inspectors and surveyors; review and processing of contractor's pay requests; funding reimbursement; and client contact.

PROJECT EXPERIENCE

Roadway Pavement Management Study and Design, Logan International Airport, Boston, MA (MPA 1.717AL) - Through a series of three projects, Project Engineer responsible for researching and preparing a roadway system inventory documenting the construction and maintenance history of all roadway improvements from 1948 to the present. Supervised thorough field inspection of all pavements for pavement distresses, and calculated a pavement condition index report. Developed a plan with recommendations for roadway pavement replacement or maintenance. Prepared construction plans for roadway maintenance and repairs including plans, specifications and estimate.

Pavement Management Study, Logan International Airport, Boston, MA/Hanscom Airfield, Bedford, MA (MPA 1.596) - Research and preparation of a construction and maintenance study of all airfield pavements. Developed airfield-wide layout drawings for use in pavement inspection of two major airfields.

Sunshine Water Control District (SWCD), Coral Springs, FL: Mr. Donahue was responsible for providing consulting services to assist in the control and management of surface water. His responsibilities included the management of capital improvement projects; review of stormwater applications; review and updates to the Master Plan; preparation of estimates; canal restoration and culvert replacement programs; hydraulic studies and modeling; review of existing and proposed collection systems and their impacts on runoff; preparation of reclamation plans; and identification and monitoring within the watershed. Mr. Donahue was also responsible for two new pump station replacements at a cost of \$7 million, serving 16,000 landowners and 5,000 acres of residential and commercial lands. The project was named the 2012 Project of the Year by the Broward County Chapter of the American Society of Civil Engineers.

La Preserve, Fort Lauderdale, FL: Mr. Donahue developed a 67-single family lot subdivision on 15 acres with a park including a lake, bridge and gazebo. The site was a former nursery and the design emphasized preservation and relocation of 777 trees along with one-quarter acre of wetland mitigation.

Coral Baptist Church/Church By The Glades, Coral Springs, FL: Mr. Donahue was responsible for site planning, civil engineering and landscape architecture for onsite improvements, together with applicable construction-related services. The project included design and permitting of a sanctuary and educational facility, four acres of paved parking, turn lanes, extension of a closed drainage system and a monument sign.



Experience Highlights

More than 33 years of experience in traffic and transportation engineering

Expertise in traffic studies, signing and marking plans & evaluations, parking analyses and signal warrant studies

Education

*B.S. Civil Engineering,
University of Central Florida,
1995*

Professional Registration

State of Florida Professional Engineer, #55470, 1999

Certifications

FDOT Advanced Maintenance of Traffic

Professional Affiliation

*Fellow, Institute of Transportation Engineers
Member, Florida Section*

Ms. Lisa Bernstein, P.E., is an accomplished transportation engineer with 33 years of experience in both the public and private sector. She has reviewed and managed projects from roadway construction to traffic impact studies. She is proficient in plan design and review including site plans, signing and marking, signalization, traffic control agreements, permit review and submittals. She has prepared and reviewed trip generation reports, traffic impact studies, signal warrant analyses, parking studies, roadway compliance reports, crash analyses and land use amendments. Ms. Bernstein interacts well with clients and government staff to produce positive results that benefit the project.

PROJECT EXPERIENCE

Transportation Study SR-A1A Hillsborough Beach Boulevard to Boca Raton City Limits, Deerfield Beach, FL: Ms. Bernstein served as project manager for this transportation study consisting of traffic counts, pedestrian counts, conceptual roadway alignment designs, parking evaluation over a few days.

Signal Design, Broward County, FL: Ms. Bernstein performed various signal designs throughout Broward County including:

- Commercial Boulevard from NW 47th Avenue to NW 33rd Avenue
- Sunrise Boulevard from Middle River Drive to NE 26th Avenue
- SR7 and Prospect Road
- University Drive at Nova Southeastern and SE 36th Street
- Broward County School Flashers at SR7 and NW 41st Street

Winfield Drive, Margate, FL: Ms. Bernstein performed Traffic Data Analysis along Winfield Drive, just west of SR 7 in Margate, Florida. The data was used for the implementation of proposed traffic calming improvements for the roadway corridor.

Colonial Drive, Margate, FL: Ms. Bernstein performed Traffic Data Analysis along Colonial Drive, just west of SR 7 in Margate, Florida. The data was used for the implementation of a proposed pedestrian crossing for the Northwest Regional Hospital.

Multi-Use Recreational Trails (MURT), Plantation, FL: Ms. Bernstein served as project manager for the design of two (2) MURTs which included 10-foot paths, landscaping and site amenities.

Intersection Lane Improvements, Plantation, FL: Ms. Bernstein served as project manager for the design of intersection improvements where lanes were added to increase capacity.

La Perle Estates #1, Davie, FL: Ms. Bernstein performed a Trip Generation and Sight Distance Analysis study along SW 61 Avenue in Davie, Florida. The study was done to determine if there would be any impacts to the surrounding roadway network. The sight distance analysis was performed to confirm that the proposed building and driveway locations would not be in conflict with vehicular traffic movements.

Long Lake Ranches, Davie, FL: Ms. Bernstein prepared a traffic control plan documenting the neighborhoods existing signing and marking and any required improvements needed to meet state and local standards. This was done in order for the community to receive traffic enforcement from the Town of Davie, Florida.

Forest Lawn South, Davie, FL: Ms. Bernstein performed a Trip Generation Analysis for a proposed cemetery improvement along SR 84 in the Town of Davie, Florida.

**Experience Highlights**

More than 30 years of planning, zoning and project management experience

Expertise in zoning ordinances, site planning, comprehensive and current planning and project management

Education

Bachelors of Urban Planning Degree, University of Cincinnati, Ohio, 1986

Achievement of Professional Practice Certificate, University of Cincinnati, Ohio, 1986

Graduate Studies, Florida Atlantic University, Boca Raton, FL, 1993-1995

Professional Registration

American Institute of Certified Planners Certificate #9153, Washington, DC, 1991

Professional Affiliations

Urban Planner Representative for the City of Fort Lauderdale CRA Board (2012-Present)

Urban Land Institute (2004-Present)

American Planning Association (1982-Present)

Editor, Broward Planning, American Planning Association Section Newsletter (1994)

Mr. Michael Vonder Meulen has over 30 years of local, national and international experience in urban planning, zoning and project management systems. Since 1986, Mr. Vonder Meulen's experience has included many phases of Public Sector and Private Sector Land Planning, Site Planning and Permitting services. He has directed project services, from planning, design and construction management throughout the United States, Caribbean and Brazil. He has drafted numerous zoning text amendments for many cities throughout South Florida including new and revised residential, commercial, educational, mixed use and transit oriented districts, density monitoring systems (DMS) and transfer of development rights (TDRs). Mr. Vonder Meulen also has extensive comprehensive planning experience preparing many Comprehensive Plans, Evaluation and Appraisal Reports (EARs) and Comprehensive Plan updates and amendments. He also has experience with grant writing in which he was awarded grants for more than \$9 million including Florida Recreation Development Assistance Program (FRDAP), Land and Water Conservation Fund (LWCF), and Intermodal Surface Transportation Efficiency Act (ISTEA).

PROJECT EXPERIENCE

Parkland Comprehensive Master Plan for "The Wedge": Mr. Vonder Meulen served as the Senior Planner responsible for this master planning endeavor. The Master plan area consists of 1,949-acre wedge shaped property located between County Line Road and Loxahatchee Road from Palm Beach County to Broward County. It was imperative to identify the future development characteristics and the impacts to the City of Parkland and North Springs Improvement District (NSID) whom will be providing services to these future developments in these annexation areas. The plan was developed through an analysis of existing conditions, an analysis of Level of Service Standards, Meetings Property Stakeholders, and Agencies having jurisdiction.

Broward County Convention Center Master Plan Study, Fort Lauderdale, FL: Keith and Associates provided planning, civil, survey and landscape architecture to help develop the master plan for the Broward County Convention Center, during a process that included developing an understanding and doing critical analysis in a number of key areas. This process was continued throughout the course of the master planning process to regularly inform the decisions which resulted in the vision ultimately presented.

Fort Lauderdale-Hollywood International Airport (FLL) Airport Master Plan: Keith and Associates prepared a draft Comprehensive Plan Amendments for the Comprehensive Plan of Broward County, City of Fort Lauderdale, City of Hollywood and City of Dania Beach for consistency with Florida State Statutes and the FLL Airport Master Plan. Requirements included reviewing all existing goals, objectives and policies of each Comprehensive Plan and preparing draft amendments to address; including references to the FLL Airport Master Plan and address and deficiencies with the existing Comprehensive Plans.

Pompano Beach Downtown Connectivity Plan, Phase 1 & 2: Keith and Associates was

responsible for performing an area-wide study of the Northwest CRA existing infrastructure to create an underground utilities atlas map as well as to analyze the existing roadway infrastructure for suitability, connectivity and circulation. The firm prepared an assessment of the existing facilities and provided recommendations on suitability of the CRA's proposed land use. Based on the approved Connectivity Plan, the proposed improvements included pedestrian friendly streetscape with landscape/hardscape beautification features along MLK Blvd and Old Pompano Downtown

LEE POWERS, P.S.M.

Director of Surveying & Mapping



Experience Highlights

Over 12 years of experience in land surveying and mapping in South Florida

Education

B.S. of Land Surveying & Geomatics Engineering, Purdue University, West Lafayette, Indiana 2005

Professional Registration

Florida Professional Surveyor & Mapper, #6805 (Obtained 2010)

Professional Affiliations

BIM Smart Foundation Member

BuildingSMART Foundation Member

Florida Society of Professional Surveyors & Mappers

Certifications

Transportation Worker Identification Credential (TWIC)

Mr. Lee Powers has over 12 years of experience in land surveying and mapping in South Florida. He has worked with many local municipalities and government agencies to create and/or modernize their GIS Systems. He has also performed construction, right-of-way, control, ALTA, boundary, as-built and topographic (both acreage and coastal) surveys. He has extensive laser scanning experience with a particular emphasis on architectural modeling, historical preservation and infrastructure monitoring. He is well-versed in the scan-to-model workflow. He coordinates our BIM/VDC staff to ensure a quality and accurate model. Mr. Powers has extensive Project Management experience for large-scale projects and continuing service type contracts for both public and private sector clients. He is knowledgeable in the use of a wide range of state-of-the-art surveying equipment and associated computer technologies. He has extensive experience in field crew supervision, quality control and client relations.

PROJECT EXPERIENCE

Broward County Water & Wastewater Services (WWS) GPS/GIS Project: The goal of this 18-month project was to obtain sub-meter accurate NAD83 HARN state plane coordinates for the WWS' surface visible features and to populate the WWS GIS shapefiles with the pertinent utility survey information. Mr. Powers served as the Project Surveyor for this utility location project. Keith and Associates utilized WWS' existing GIS database to determine where the 17,000 existing utilities should be located. Survey crews were then tasked with locating these utilities and any other WWS utility in the UAZ, with survey-grade GPS (Geographic Positioning System) receivers. These surveyed positions were then used to update WWS' GIS database. The end result is a GIS database that contains the location of every WWS utility within a tenth of a foot of their "real-world" location.

City of Parkland GIS Services: Keith and Associates is responsible for the maintenance of the City of Parkland's GIS data and maps. Mr. Powers serves as the GIS Specialist for these ongoing services. GIS tasks include updating the City's streetmap, land use, zoning and commission district maps and databases. The project also includes developing custom maps to meet the individual needs of the city.

The Wave Modern Streetcar Project, Ft. Lauderdale, FL: Keith and Associates was tasked with providing Surveying and Subsurface Utility Engineering (SUE) services for this modern streetcar in Downtown Fort Lauderdale between Northwest 6th Street and Southeast 17th Street. The system would operate 5 modern streetcars in mixed traffic along existing roadways and would utilize transit signal priority. Mr. Powers served as Project Surveyor providing project control, aerial targets, topography/DTM, aerial clearances, drainage and sanitary details, recovery of property and right-of-way monumentation, boundary surveys, and survey support for the geotechnical operations.

Ocean Terrace Block, Miami Beach, FL: Keith and Associates performed the laser scan of the façade of all structures on the Ocean Terrace Block from 73rd Street to 75th Street. Some of these structures were characteristic of the Art Deco style. Vertical Datum was referenced to the National Geodetic Vertical Datum of 1929 to match the existing survey as supplied by the client. Horizontal Datum was assumed and the deliverable was provided in a point cloud, in RCP format.



**David G. Ward, R.L.A., A.S.L.A.
President**

Experience Highlights

34 years of experience in Landscape Architecture, specializing in cemetery design and planning

Education

Bachelor of Science, Landscape Architecture, SUNY College of Environmental Science and Forestry, 1983

Registrations

Registered Landscape Architect, State of New York	License # 001819-1 (1987)
Registered Landscape Architect, State of Connecticut	License # LAR.0000896 (1999)
Registered Landscape Architect, State of Pennsylvania	License # LA001638R (2000)
Registered Landscape Architect, State of Massachusetts	License # 1238 (2000)
Registered Landscape Architect, State of Ohio	License # LA.0000949 (2000)
Council of Landscape Architecture Registration Boards	(CLARB Certified) # 731
Certified Professional in Erosion and Sediment Control	(CPESC)

Professional Affiliations/Memberships

American Society of Landscape Architects (ASLA) Member # 386341
Board Member, Town of Orchard Park Conservation Board (1993 – Present)

David Ward is a Landscape Architect, specializing in cemetery design and planning since 1983. During this time, he has worked on a wide variety of cemetery planning projects throughout the United States, Canada and some internationally. David is fully committed to maintaining highly responsive firm service to clients and projects ranging from several hundred acres down to small-scale, intricate sites. As President and company owner, he oversees all client services and is fully engaged with design oversight, project management, client communications, site visits and analysis, presentations, meetings and on-site cemetery consultation. He is a frequent conference speaker and periodical author for cemetery industry organizations.

Project Experience

Project No. 1 – Wintergreen Gorge Cemetery - Erie, PA

This project began with a comprehensive master plan and continued through site work and construction documents, interment section design, landscape contract, field burial space layout and sales mapping. Through that process, David served in project coordination, client communications, design review and refinement and construction contract management.



Project No. 3 – Diocese of Venice - Venice, FL

David was involved in proposing comprehensive master planning services to the Diocese of Venice for the development of a 75+ acre new and first cemetery for the diocese. His work began with an initial site visit and analysis and presentation to the cemetery committee and Bishop. Extensive coordination and collaboration was necessary with a local multidisciplinary firm (Wilson Miller Stantec), and David served as liaison among the two firms and the client.

Project No. 4 – Erie Cemetery - Erie, PA

For this historically-sensitive addition of new interment sites for a Victorian-era section, David served as client liaison, design vision and initial site assessment and topographic mapping. Following client presentation, he coordinated the implementation stage of lot corner layout and final sales mapping.

Project No. 5 – Oak Lawn Cemetery - Fairfield, CT

This project started with on-site consultation followed by comprehensive master planning, multi-product cremation garden development and construction. David's role included on-site consultation, site assessment, design oversight and client liaison with presentations to the Cemetery Executive Committee. For the cremation garden component, David's role included initial concept development, on-site assessment of soil conditions, existing trees and slopes, including topographic site base mapping.

Project No. 6 – Calvary Cemetery - Queens, NY

This project was initiated with an aerial topographic mapping of all surface development for the 365 acre Calvary Cemeteries 1, 2, 3 and 4. Individual memorials and lot structures were recorded for the entire site. David's role was in reviewing/analyzing this mapping to assess the availability of space for future additions of interment sites in the otherwise fully developed properties. Three of the largest usable sites were designed for attractive, high-yield cremation gardens with varied products. An initial construction project for the Garden of the Holy Family was selected and completed in 2014. David's role was in site visits and client meetings, design refinement and coordination among all participants including the client, consulting engineers and niche manufacturer.



Eric J. Keyes, R.L.A., A.S.L.A.
Vice President

Experience Highlights

22 years of experience in Landscape Architecture, specializing in cemetery design and planning

Education

Bachelor of Science, Landscape Architecture, SUNY College of Environmental Science and Forestry, 1995

Registrations

Registered Landscape Architect, State of New York License # 001819-1 (2002)
Registered Landscape Architect, State of Colorado License # LA.0001144 (2015)
Council of Landscape Architecture Registration Boards (CLARB Certified) # 40600
Certified Professional in Erosion and Sediment Control (CPESC)

Professional Affiliations/Memberships

American Society of Landscape Architects (ASLA) Member # 1037790

Eric Keyes is a Landscape Architect, specializing in cemetery design and planning since 1995. During this time, he has worked on a wide variety of cemetery projects across the country and a few internationally. Eric is fully committed to the clients of Grever & Ward, Inc. Besides his role as Vice President, he is a lead designer, project manager and is multifaceted in computer-aided design and drafting, has an affinity for landscape graphics, illustrating and 3D modeling. Eric is also involved in cemetery industry conferences and conventions.

Project Experience

Project No. 1 – Wintergreen Gorge Cemetery - Erie, PA

Eric led the master planning project with road layout and circulation design, slope and drainage analysis. He coordinated with civil engineering team members throughout the design development of Phase 1. In addition, he was involved in the interment planning/design for the site, coupled with the landscape design.

Project No. 2 – Forest Lawn Cemetery - Buffalo, NY

The historical character of the prestigious Forest Lawn Cemetery was critical in the decisions made regarding the placement of a pedestrian trail system along Scajaquada Creek. The scope of the project entailed site analysis, schematic concept drawings, alternative alignments and material options. Graphic illustrations for presentation to the public was the main task for the project. Eric served as client liaison, designer and produced all related documents through final presentation.



Project No. 3 – Diocese of Venice - Venice, FL

Eric's role in the master planning project was road layout, grading and drainage design. He studied development phasing and interment area programming. Eric also schematically designed entry features that promote the identity of the cemetery while carefully considering access and safety.

Project No. 4 – Erie Cemetery - Erie, PA

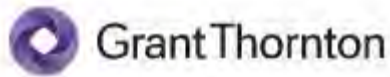
Eric was fully involved in the space recovery study of a section for this historic cemetery located in the City of Erie, Pennsylvania. The carriage paths of the past were not needed with current access and maintenance practices. With the assessment of cemetery-supplied lot cards, available land for interment was delineated and recorded. New grave space was designed to meet the current needs of the cemetery. Eric was responsible for lot design and field layout of approximately 500 graves, bringing new life to an "old" section.

Project No. 5 – Oak Lawn Cemetery - Fairfield, CT

Eric's role in the 22 acre master plan for Oak Lawn Cemetery was slope analysis, road layout, grading and drainage design. He was also responsible for the design of the cremation garden in the attractive knolls and unique outcrops. Other responsibilities included construction plan review and visualization studies for the garden's diverse cremation products.

Project No. 6 – Calvary Cemetery - Queens, NY

This space recovery project was a Grever & Ward team effort, where Eric's role was computer 3D modeling and design, along with construction planning. Coordination with local engineering firms and niche/columbarium manufacturer was critical to the success of the project. The resulting high yield of cremation products helped extend the financial life of the cemetery.



Joseph Mulligan – Senior Manager

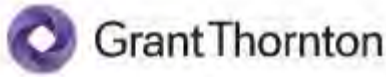
Not-for-Profit and Higher Education Advisory Services Practice

Joe is a Senior Manager with significant experience in the areas of strategy, business planning, financial analysis, performance improvement, and change management. His experience includes extensive collaboration with privately-held, not-for-profit, and municipal organizations – leading teams to provide informed analysis and guiding the identification and pursuit of operational and strategic opportunities. Joseph’s most recent work has focused in the areas of strategy formulation and execution, cemetery perpetual care and organizational assessments, long-term financial planning and modeling, and operational improvement.

Joe’s experience spans a variety of sectors including not-for-profit, higher education, and hospitality. Some of his recent clients include AARP, AHRC New York City, AIDS Arms, Albany Law School, American Arbitration Association, Hadassah, Jewish Community Center of San Francisco, Ladies Professional Golfers Association, Lions Clubs International, Massachusetts Medical Society, Massachusetts Teachers Association, National Insurance Producer Registry, National Marrow Donor Program, New York Institute of Technology, Oxfam International, the Roman Catholic Diocese of Bridgeport, the Roman Catholic Archdiocese of Chicago, the Roman Catholic Diocese of Fall River, the Roman Catholic Archdiocese of Hartford, the Roman Catholic Diocese of Paterson (NJ), Rotary International, St. Charles Borromeo Seminary, St. John’s University, St. Joseph’s College, Seton Hall University, Shinnyo-en, Stony Brook Foundation, Thunderbird School of Global Management, the U.S. Fund for UNICEF, the United States Golf Association, the U.S. Meat Export Federation, Wagner College, the Wolfpack Club, and Young Harris College.

Joe has presented to national audiences on a variety of topics including diocesan business planning, performance improvement, cemetery perpetual care, and reserves planning in not-for-profit organizations. He has authored a variety of Grant Thornton whitepapers and articles including: “Managing cemetery perpetual care obligations in your diocese”, “Resourcefulness, creativity can help further your mission”, “Enhancing the strategic value of the finance function”, “Reserves planning: A step-by-step approach for nonprofit organizations”, “7 ways to enhance graduate outcomes at your university”, and “Evaluating an M&A strategy to expand impact and enhance outcomes”.

Joe holds a Bachelor of Science in Management, cum laude, from Clemson University. He also holds a MBA from the Stern School of Business at New York University. There, he graduated with distinction, specializing in the fields of Strategy, Finance, and Leadership & Change Management. Joe is a member of the Project Management Institute.



Ryan Maupin

Principal, Advisory Services

Ryan has 15 years of restructuring experience advising US-based and international companies, secured and unsecured creditors, sovereign wealth and private equity funds in workout situations both in-court and out-of-court.

Ryan has served as financial advisory to guarantor of private student loans with more than \$18 billion in outstanding guarantees in its efforts to reorganize while in Chapter 11. He was responsible for developing and maintaining a three statement forecast model and also helped create a methodology and supporting models to calculate contingent claims for more than 13 million student loans in Debtor's portfolio.

Ryan's experience includes advising a large not-for-profit organization and led a team that designed and implemented a short and long-term cash forecast model and assisted the organization in developing various cost-cutting initiatives and assisted with the strategic disposition of assets during the restructuring process.

Ryan has also served as Crisis Manager for a large institution where his team assessed the organization's short-term cash flow and working capital needs, negotiated a turnaround plan with lenders, developed various cost-cutting initiatives and provided advice with regard to the strategic disposition of certain long-term assets.

He also has experience with model development and validation of cash flows under various prepayment scenarios for a \$160 million Timeshare-loans backed Notes portfolio for a major global bank's securitization group. Ryan reconstructed the cash flows related to various prepayment scenarios as well as callable options for the notes backed by over 11,300 time-share loans. Analysis also included validation of over 50 different stratification schedules

Prior to his work at Grant Thornton and KPMG, Ryan was a Consultant at Navigant Capital Advisors, a boutique investment banking firm specializing in advisory mandates.

Ryan received a Bachelor of Science from Millikin University.

ALEC S. BOGDANOFF, PH. D.



Position: President, Science & Communications Director

Specialization: Climate Policy and Communications, Public Outreach, Meteorology and Oceanography

Education: **Ph.D.**, Physical Oceanography, Massachusetts Institute of Technology (MIT) / Woods Hole Oceanographic Institute (WHOI), 2016
M.Sc., Meteorology, Florida State University, 2010
B.Sc., Meteorology, Florida State University, 2008

Affiliations: American Meteorological Society (AMS)
American Geophysical Union (AGU)
Urban Land Institute (ULI)

KEY QUALIFICATIONS

Alec Bogdanoff, Ph.D. is a policy-trained oceanographer and meteorologist with nearly two decades of political experience, including managing campaigns. He also has extensive experience in simplifying and effectively communicating complex scientific processes with private citizens and other interested parties. Prior to founding Brizaga, Inc., he served as the Science Director for a startup company focused on flood risk mapping where he was placed in responsible charge of identifying and processing appropriate datasets and models, as well as developing and instituting algorithms for internal technologies.

He has taken part in panel discussions dealing directly with resiliency planning for sea level rise hosted by many public and private entities across the United States, including the Greater Miami Chamber of Commerce and the Urban Land Institute. He recently addressed members of the Florida State Legislature and the United States Congress to discuss solutions to the effects that sea level rise will have on infrastructure, insurance, and the economy

Alec founded Brizaga, Inc. with a vision to assist businesses and communities in becoming more resilient to the effects of sea level rise and long-term changes in weather patterns. With an impressive leadership and service record including critical roles with the Broader Impacts Group and the Science Policy Initiative at MIT, he is positioned to elevate communities to be more resilient against rising seas.

PROFESSIONAL EXPERIENCE

John A. Knauss Sea Grant Fellow,
Office of Senator Edward J. Markey, 2016–2017
Coordinated relevant policy with senior staff; Drafted speeches, legislation, amendments, policy briefs, oversight letters, and press releases on issues pertaining to the environment, oceans, fisheries, water, and wildlife. Drafted and introduced legislation to improve federal water

infrastructure statutes, identified promotional opportunities, and negotiated modified provision of the bill into the Water Resources Development Act of 2016. Prepared statements, memos and questions, and handled relevant legislation in the Senate Committee on Environment and Public Works (EPW), and the Senate Committee on Commerce, Science, and Transportation. Drafted hearing memos and helped facilitate witnesses in Ranking Member Markey's EPW subcommittee. In addition, coordinated LGBTI portfolio, including

legislation, drafted agency letters, and provided policy recommendations.

Community Outreach for Rising Above, City of Miami Beach, 2017

Directed a team of scientists and engineers in the science communication element of a community outreach program hosted by the City of Miami Beach as part of its “Rising Above” campaign for sea level rise adaptation. Developed handouts and take-home documents for homeowners to understand the expected effects of sea level rise specific to their community, as well as to learn the actions that could be taken on an individual basis to become a resilient community. Performed quality control for the supplemental report to the City providing specific elevations, sea level rise projections, and illustrations to visualize the effects of sea level rise on a property level.

Vulnerability Assessment & Adaptation Strategies Village of Key Biscayne, 2017

Prepared the final sea level rise vulnerability assessment and adaptation strategy report for the Village of Key Biscayne. Specifically examined roadway elevations and sea level rise projections to communicate the most vulnerable areas within the Village due to sea level rise and storm surge. Participated in a panel discussion and Q&A session to present the preliminary findings to community stakeholders.

ACADEMIC EXPERIENCE

Member, President, ExVD & CVD Chair, Science Policy Initiative, MIT

Worked to engage scientists with the public and policy-makers, and learned effective communication skills with non-scientists. Attended 2014 Congressional Visit Days, a two-day event to bring scientists and engineers to Washington DC to learn about the DC process, and engage with elected officials and their staff. Coordinator and Chair of the 2014 Executive Visit Days and 2015 Congressional Visit Days. President for June 2015 until January 2016, when Knauss Fellowship started.

PUBLICATIONS

Clayson, C. A., and A. S. Bogdanoff, 2013: The effect of diurnal sea surface temperature warming on

climatological air-sea fluxes. J. Climate, 26, doi:10.1175/JCLI-D-12-00062.1.

Bogdanoff, A. S., D. L. Westphal, J. R. Campbell, J. A. Cummings, E. J. Hyer, J. S. Reid, and C. A. Clayson, 2015: Sensitivity of infrared sea surface temperature retrievals to the vertical distribution of airborne dust aerosol. Remote Sens. Environ., 159, doi:10.1016/j.rse.2014.12.002.

MICHAEL A. ANTINELLI, PE, CFM



Position:	Vice President, Projects & Engineering Director
Specialization:	Project Management, Civil and Coastal Engineering, Floodplain Management, Public Outreach
Education:	M.Sc. , Coastal and Oceanographic Engineering, University of Florida, 2011 B.Sc. , Civil Engineering, University of Florida, 2010
Licensure:	Professional Engineer, State of Florida (#78513) Certified Floodplain Manager
Affiliations:	American Society of Civil Engineers (ASCE) Coasts, Oceans, Ports and Rivers Institute (COPRI) Association of State Floodplain Managers (ASFPM) American Society of Adaptation Professionals (ASAP)

KEY QUALIFICATIONS

Michael A. Antinelli, PE, CFM is a licensed Professional Engineer in the State of Florida with extensive experience in the practices of coastal, waterfront, and site civil engineering. He has developed and managed projects and budgets at every level, from the project planning and conceptual design stages through design development, construction, and project closeout. As a Certified Floodplain Manager, he couples the technical components of coastal engineering with the regulatory standards implemented by the FEMA Flood Insurance Program to provide municipalities and private citizens with the most comprehensive set of guidelines and direction for adaptation planning for flood related incidents and disasters, including sea level rise and storm surge.

He has played a critical role in many public infrastructure and capital improvements projects as well as outreach programs directly related to coastal development and resiliency for clients including the City of Miami, the City of Miami Beach, and the New York City Economic Development Corporation. His technical expertise encompasses beach nourishment, bulkheads and seawalls, breakwaters and revetments, marinas, site civil engineering, FEMA coastal zone modeling and mapping, environmental permitting, and computer applications in flood modeling and asset management.

Michael founded Brizaga, Inc. with a vision to unify the cities and communities leading the adaptation and resilience efforts, to provide policy makers with the tools needed to make the most informed decisions, and to help private citizens overcome the challenges they will face on their journeys to a better, more resilient tomorrow.

PROFESSIONAL EXPERIENCE

Community Outreach for Rising Above, Miami Beach, FL

Authored a supplemental report to the City of Miami Beach providing specific elevations, sea level rise projections, and illustrations to

visualize the effects of sea level rise on a property level. Participated in the science communication element of a community outreach program hosted by the City as part of its "Rising Above" campaign for sea level rise adaptation. Developed handouts and take-home documents for homeowners to understand the expected effects of sea level rise specific to their community, as well as to learn the actions that could be taken on an individual basis to become a resilient community.

**Vulnerability Assessment & Adaptation Strategies
Village of Key Biscayne, 2017**

Consulted the author for the final sea level rise vulnerability assessment and adaptation strategy report for the Village of Key Biscayne. Specific input detailed extent of roadway flooding due to sea level rise and possible adaptation measures to mitigate vulnerabilities.

**Rockaway Beach Boardwalks Reconstruction
Queens, NY**

Performed condition surveys of properties that may be affected by construction and communicated directly with and made house calls for residents and other project stakeholders. Presented the sequence of construction for one phase of the project to community members at a public forum. Provided on-call engineering services to evaluate construction deficiencies and provide assessments on potential causation. Provided engineering services in conjunction with noise and vibration monitoring for pile driving operations throughout the 5-mile long project.

**Waterfront Facilities Maintenance Management
System**

New York, NY

Provided computer modeling services to develop an asset management tool for the New York City Economic Development Corporation. The management system consisted of a geographic information system (GIS) detailing the type, condition, and owner of all waterfront facilities along the 520-mile shoreline of the five boroughs of New York City.

Beach Nourishment Projects

Broward and Miami-Dade Counties, FL

Performed coastal engineering analysis and design and assisted in the processing of permit applications for three separate maintenance beach nourishment projects in Hollywood, FL, the Village of Key Biscayne, and Sunny Isles Beach. Assembled contract documents including bid forms, reviewed bids and provided recommendations to the Owner for contractor selection. Performed post-construction analysis and monitoring reports to document beach transformation and evaluate overall success of the projects.

**Museum Park
Miami, FL**

Participated in the development of design for the 40-acre waterfront public park space in the heart of downtown Miami. Served as the resident engineer responsible for responding to construction inquiries, verifying works complete, and approving the release of payment to the Contractor. Coordinated directly between the Owner, Contractor, and Engineer of Record.

Jeremy T. Chancey

Curriculum Vitae

Arboricultural and Landscape Consultant

Consulting arborist, tree expert, landscape consultant providing services for architects, landscape architects, landscape contractors, developers, builders, municipalities, golf course managers, homeowners, insurance companies, commercial property owners and managers in the United States, Caribbean and Brazil for over 28 years.

Work Experience

- Current: Local Manager - Bartlett Tree Experts
- 2004 – 2017: President - JTC Management Group, Inc. - Landscape & Arboricultural Consulting Services for U.S., Caribbean and Latin America
- 2003 - 2008: Partner - Brasil Fancy - Ornamental Plant Nursery
- 1993 - 2010: President - JTC Brasil Landscape Consulting, Design & Construction Firm
- 1991 - 1993: Vice-President - Softscapes - Landscapes for Living, Inc. - Landscape Operations
- 1988 - 1993: General Manager - L. Thomas Chancey & Associates, Inc. - Landscape Architecture, Consulting, Construction and Tree Care Company

Areas of Expertise

- Tree Management Plan Development
- Specimen Tree Preservation and Relocation
- Landscape and Tree Appraisals
- Upland Tree Permitting, Mitigation, Monitoring and Compliance
- Tree Risk Assessment
- Landscape Specification, Construction and Inspection
- Landscape Management Plan Development and Training
- Landscape Architectural Team Coordination and Planning
- Landscape Plan Review
- Specimen Plant Procurement
-

Education

- Over 440 hours of Continuing Education since 2001 including:
 - ISA Tree Risk Assessment Qualification
 - Advanced Arboriculture

Jeremy T. Chancey 2500 Southwest 21st Street Fort Lauderdale, Florida 33312 (954) 612-2500

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- Urban Forest Management
 - ISA and Worldwide Urban Forestry
 - Structural Tree Pruning
 - i-Tree: New Technologies to Assess the Urban Forest
 - Tree Preservation on Construction Sites
 - Health Care for Senior Trees
 - Tree Risk Assessment & Demonstrations of Decay
 - Florida Department of Environmental Protection Uniform Mitigation Assessment Method (UMAM)
 - Sustainable Landscapes Design to Inspection
 - Trees and Lightning
 - Designing Spaces for Trees
 - Tree Selection - Right Tree, Right Place
 - Green Infrastructure
 - Urban Planning and Urban Soils
 - Aspects of Urban Forestry and Vegetation Management
 - Tree Inventories
 - The Value of Trees in Landscape Projects
- Graduated with honors from University School, Nova University, Davie, Florida

Licenses and Certifications

- International Society of Arboriculture (ISA) Certified Arborist FL 0762-A
- International Society of Arboriculture (ISA) Tree Risk Assessment Qualified
- Landscape Inspectors Association of Florida (LIAF) Certified Landscape Inspector
- Florida Department of Transportation Certified Roadside Vegetation Management

Elected or Appointed Positions

- Board of Directors, International Society of Arboriculture (ISA) Florida Chapter
- President, Riverland Preservation Society, Fort Lauderdale, Florida
- Board of Directors, International Society of Arboriculture (ISA) Brazil Chapter
- Vice President, Urban Forestry Council of Brazil (SBAU)
- Board of Directors, Landscape Inspectors Association of Florida (LIAF)
- Vice President, Landscape Inspectors Association of Florida (LIAF)
- International Society of Arboriculture (ISA) International Development Committee Member
- International Society of Arboriculture (ISA) Finance Committee Member
- International Society of Arboriculture (ISA) Governance Committee Member

Jeremy T. Chancey 2500 Southwest 21st Street Fort Lauderdale, Florida 33312 (954) 612-2500

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Skills/Accomplishments

- Bilingual, fluent in Portuguese
- Coordinated the effort between International Society of Arboriculture (ISA) and the Urban Forestry Council of Brazil (SBAU) to introduce ISA Certification Programs to Brazil which included:
 - Certified Arborist Exam
 - Educational presentations and training
 - Translation and publication of "The Glossary of Arboriculture Terms" from English to Portuguese
 - Developing Continuing Educational Units for Certified Arborists

Professional Affiliations

- American Society of Consulting Arborists (ASCA)
- International Society of Arboriculture (ISA)
- Florida Chapter, ISA
- Landscape Inspectors Association of Florida (LIAF)
- Florida Urban Forestry Council (FUFC)

Presentations

- Landscape Inspectors Association of Florida Annual Conference, Sunrise, FL, Instructor, Florida Grades and Standards, Step 7, Grading Trees and Improving the Grade
- Landscape Inspectors Association of Florida Tree Pruning and Roots Seminar, Instructor, Weston, Florida
- City of Sao Paulo Planning Department, Sao Paulo, Brazil
- City of Sao Paulo Parks and Recreation Department, Sao Paulo, Brazil
- Florida Chapter, International Society of Arboriculture, Orlando, Florida
- Golf Course Superintendents Association, Orlando, Florida
- International Landscape Conference, Pistoia, Italy
- Landscape Inspectors Association of Florida Annual Conference , Plantation, Florida
- Urban Forestry Conference, Minas Gerais, Brazil
- Urban Forestry Conference, Manaus, Brazil
- Urban Forestry Conference, Parana, Brazil
- Urban Forestry Conference, Recife, Brazil
- Urban Forestry Conference, Rio Branco, Brazil
- Urban Forestry Conference, Vitoria, Brazil

Jeremy T. Chancey 2500 Southwest 21st Street Fort Lauderdale, Florida 33312 (954) 612-2500

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Approach to Scope of Work

3.0

PROJECT UNDERSTANDING and VISION

KA understands the City's goal to provide historic context, conditions assessment and recommendations in a clear, organized public document to guide the preservation, management and development of the three key municipal cemeteries. The four cemeteries Evergreen, Lauderdale Memorial, Sunset Memorial and Woodlawn play a key role in the preservation of memories for the Citizens of this great City. The City, like many others, is challenged to maintain these historic spaces within the context of the overall greater public realm. There must be a balance between aesthetic, maintenance, history, culture and economic responsibility.

More specifically, we understand the goals as stated in the RFQ include the following:

- Develop a Geo-spatial Database
- Develop Asset Condition and Assessment
- Develop Site Analysis and Plan
- Develop Preservation and Conservation Policy and Funding – Specifically as tied to the Perpetual Care Fund
- Develop an Implementation Guide

The initial project goals are clearly stated, however prior to finalizing any approach on vision for the project, our team believes it would be key to allow a proper process and collaborative approach to the process. Our visioning process starts with the exploration specific program elements and builds with the overlay of context to create an authentic narrative. Our team believes in making every project unique to its location and that there should be no preconceived design approach when it comes to the public realm. The end result of this process should be one that achieves excellence in design and aesthetic appearance, but more importantly serves the needs of the community and improves the social and ecological experience of the place, while keeping the economic influence always in perspective.

No 'idea' is designed...

Ideas are discovered, expressed and developed. Like promises they must be unambiguously and honestly shared...

APPROACH

KA believes in a holistic approach to the planning and design process that can be categorized into three general phases:

Exploration Phase – The process of becoming familiar with an area through extensive analysis.

Inspiration Phase – The process of developing ideas emanating from the exploration process.

Implementation Phase – The process of activating a decision or plan.

Each phase builds on the previous and seeks to combine a triple bottom line perspective; with an emphasis on Social, Ecology and Economic influences. This context based design approach considers multiple facets of the development process to result in a resilient solution that is cultivated for each project and task.



Project Administration and Public Consensus –

Prior to the initiation of the project an outline for project administration and public consensus will be developed and agreed upon. These items will relate to internal and external communications and seek to keep all project goals, expectations and outcomes aligned. As part of this initial task a detailed schedule will be refined and communicated. We recognize the management of the project and schedule is key to the success.

1. The KA team will provide a Project Manager and staff to administer the professional services described in this Scope of Services for the duration of the project. This will include a detailed schedule and budget that will be monitored and updated as appropriate.

2. The KA team shall be available for progress meetings with City Staff, Boards and Elected Officials throughout the duration of the project.

3. The KA team shall assist with development of presentations and public outreach meetings in an effort to communicate the intent of the project to the public. This may also include the facilitation of a workshop with various stakeholders at key points through the design process.

Project Schedule and QA/QC –

Additionally, at the start of the project KA will define/develop in coordination with staff a detailed project schedule and procedures for QA/QC that will guide the project tasks. While all work elements must be executed in a quality fashion, they also must be performed responsively, in accordance with the city's schedule and budget objectives. The depth of staff, both in number and experience, will permit us to continue to satisfy our project commitments for the city, without sacrificing quality and responsiveness. Potential delays and cost overruns are contained and minimized through routine weekly department meetings aimed at maximizing project scheduling effectiveness. Senior management oversight and weekly interaction ensures that the delivery, budget and project communication maintain the utmost priority within the Firm. Communication is the key to identifying and resolving project pitfalls quickly, while maintaining schedules and budgets. We have found great success utilizing an approach that has led to effectively identifying problems and quickly defining solutions.

A major aspect of the Project Management and the quality commitment to this contract is independent peer review as part of our contract quality control/quality assurance program. Quality is obtained by successfully providing proper project approach, constant project supervision and communication, complete project documentation, active senior management involvement and a final formal quality review prior to submission to the city. Quality Control reviews are performed at many levels by key staff throughout

the project time-line, including daily field reviews, weekly project status reviews, milestone reviews, and closures/data/calculations reviews. The Keith and Associates Team continually monitors its QA/QC plan and makes adjustments as lessons learned are implemented into the Plan.

Communication is paramount in any project; it becomes even more magnified in the public arena. Our team believes in thorough communication and understands how to effectively communicate graphically, verbally and in written format. The attention to detail in our communication ensures that expectations can be articulated, discussed and agreed on to set the stage for success. This inherent focus on communication is embedded within our QA/QC process and is implemented through the design process.

Cost Management and Budget Review –

While our team will be looking at each phase of the triple bottom line in our design process, we will pay close attention to the overall bottom line. We understand that accurate cost estimating and budgeting is essential to the success of any project in the public realm and this one is no different. Often, elected officials are asked to vote on items with budget considerations playing a large part in their decisions. Our team of designers, engineers and construction managers have the experience to provide these cost reviews at each stage of design. Initially, we will work with City Staff to identify both the program and associated budget ranges in the earlier phases. Once the parameters have been established, the future phases of design will work back to these agreed-to budgets, or in the scenario that a budget is to be changed, it will include a series of agreed upon decisions that would drive this type of change. Typically, our team is used to agreeing to a budget early on and meeting or exceeding those budgets throughout the process. We know that the costs associated with the projects are extremely important and we rely on our decades of built work, along with knowledge of the industry and the local market conditions to develop this information.



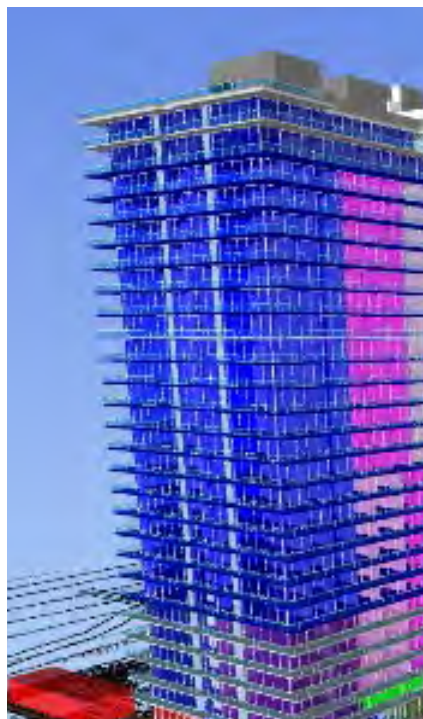
Public Meeting

EXPLORATION PHASE

Data Gathering and Analysis - The purpose of this task is to work collaboratively with the staff and community to understand the context and influences on the project areas and to communicate these for review and discussion.

Geospatial Database - A data base will be collected as first step in this initial phase. The accuracy and completeness of the information will determine the long term success of the master plan and its recommendations. Additionally, this data will serve as a tool for ongoing maintenance, care and historic preservation for the cemeteries. Our team has the technology to develop a complete 3D scan of each of the four facilities that will allow a point cloud of information to be created. The accuracy of the information will afford a complete Revit or GIS database to be created. The detail will include every built and natural element that is in these cemeteries today. In addition, we will locate underground utilities to determine the infrastructure layout that will serve the projects for the future. This ability to perform this level of accurate data gathering will ensure the starting point for the Master Plan is one built on complete physical data. The team will provide this data in a format that will allow management within the City's overall GIS data base.

Additionally, the team will review code and local government planning documents as part of this initial phase. The end goal is to develop an overview of the study area, previously prepared concepts and other influences to highlight strengths, weaknesses and opportunities. These findings will then be developed into a series of presentations for review/input of the City and stakeholders.



Typical items evaluated at this stage will include, but not limited to;

- Administrative Procedures and Staffing
- Economic Procedures and Funding
- Grave Markers
- Perimeter Fencing and Gateways
- Roadways, Sidewalks and Pedestrian Areas
- Drainage Systems
- Turf, Irrigation and Landscape
- Pedestrian counts
- Roadway counts
- Multi-modal and Mass Transit
- Ecologic and Climate considerations, including sea level rise
- CPTED Principles
- Viewshed and historic areas
- 3rd Party Agency or Stakeholder interest
(FDOT, County, FPL, SFWMD, Etc.)
- Existing and Future Landuse and Zoning
- Existing and proposed development (public or private) adjacent project

The team will develop a Site Analysis and Preliminary Plan as part of this phase. This preliminary document will serve to provide review of existing condition and also set the outline for the master plan document for review of the team. This initial document will focus on the review and recommendation in the following areas:

- Overall Spatial Organization
- Circulation and Access
- Signage and Interpretation
- Security and Vandalism
- Site Furnishings
- Landscape
- As well as other key items noted above

INSPIRATION PHASE

Based on the completed and approved Exploration Phase, the KA team will develop initial recommendations and analysis for review of the City Staff, Board and Stakeholders. The intent of this phase is to develop the “big ideas” and determine which of the ideas provide the best overall solution for the goals. Typically at this phase there will be a number of ideas or concepts developed for the project. Each will take a slightly contrasting approach – all of them will take input from the City, Stakeholders and appropriate team members to ensure the directions represent the community’s desire for the public realm. The drawings and presentations prepared during this phase of design will be more conceptual in nature, however they will be based off the detailed information gathered during the Exploration Phase.

Presentations, documents and drawings produced in this phase may include Illustrative plans, diagrams, before and after photo visualizations, 3D renderings, character imagery, opinions of probability costs, and other related graphic presentations to convey the overall intent of design. These documents will be reviewed and coordinated with staff, community and all identified stakeholders. If determined appropriate by the Team, this phase may also include a series of public workshops or community input sessions. Please refer to the project administration and public consensus description for additional information.

The deliverables in this phase will consider options to address four main components of the overall master plan. These include Preservation & Conservation, Policy & Funding, Cemetery and Sea Level Rise and Cemetery Development and Expansion.

Preservation & Conservation – The team will provide recommendation for maintenance or restoration for all key components within each cemetery. This will include but is not limited to gravestones, plot coverings, fencing. We will provide methods of restoration and repair as well as ongoing maintenance to physical, natural and infrastructure systems within the cemeteries. The assessment will also indicate the priority for restoration of key cemetery buildings.

In addition to the maintenance and repair of the existing conditions, the team will review the overall cemeteries and individual key features with respect to a potential Historic Designation. We will identify the potential benefits of designations at the local, state and federal levels. In addition to the potential benefit the team will also describe the potential conflicts these designations may cause for the future expansion, planning or maintenance within the facilities.

Policy & Funding – The team will make recommendation on existing funds held in the Perpetual Care Fund, as well as any other potential funding strategies. In an age when long term care plans are often in jeopardy, we understand the importance of planning for an managing these funds well to ensure the promises made to care for these sacred grounds is indeed held in perpetuity. We also understand the pressures of a City government to maintain the overall public realm in an excellent manner. The team will provide a detailed analysis of existing funds, compared to a year over year cost of maintenance to determine the adequacy of the existing funds. Based on the results of this review the team will make recommendations of how to utilize surplus funds and/or how to plan for and mitigate a potential a future deficit.

Cemetery and Sea Level Rise – The team will identify the specific vulnerabilities at each cemetery. Using the geodata base collected during the Exploration Phase, will evaluate the elevations across each cemetery as it relates to the

sea level rise projections employed by the South Florida Regional Climate Change Compact. We will build a risk matrix to intersect with the geospatial database, indicating the timeline and physical extents to which the cemetery grounds, mausoleums, buildings and facilities, and roadways and paths are expected to be subject to saturation and/or flooding. We will take special consideration of tidal influences and variability to understand the point at which appropriate adaptation action is recommended.

Cemetery Development and Expansion – The team will provide recommendations for the future development of each cemetery. In addition to existing available land this may also take into account the decommissioning of some redundant roadways or other facilities that may open other valuable areas for consideration. The recommendation will explore columbarium facilities, cremains gardens, family estate burial, and other best practices.

IMPLEMENTATION PHASE

Based on the completed and approved Inspiration Phase the KA team will develop a final master plan document. This document will serve to finalize the recommendations made during the preliminary master plan development as well as incorporate feedback from the City, Board and Stakeholders. This final document will include recommendations for the rehabilitation, preservation, maintenance, financial solvency, and expansion of the cemeteries. It will also include a list of prioritized projects including opinions of probable costs, potential funding sources and tentative schedules.

At the completion of the Implementation Phase, KA will work with City Staff to develop a high level maintenance guideline and schedule to ensure that any systems, equipment or elements within the cemeteries are properly maintained. This step ensures that the City's initial investment in the master plan process can be immediately put to work and is not lost over time. This maintenance guide will serve as a "how to" manual and will also allow the City to evaluate the performance of the project to make decisions for future improvements.

TECHNOLOGIES –

The KA team possesses a number of technologies that allow us to communicate and deliver on our ideas in a more effective manner. Our team utilizes these technologies both in the field and in the office to verify accuracy of existing features through our 3D Scanning, Survey and SUE capabilities. This up front due diligence allows our team to ensure the base plans and data that is used to create future implementation plans is accurate and coordinated. In the design process, our team utilizes a number of visualization tools to create photo realistic renderings and video animations that are often key to presenting ideas to the Public and Elected Officials who are not often accustomed to reading detailed plans. Often, we utilize drone images or footage as a part of this visualization to show before and after scenarios.

Our team utilizes multiple software platforms as well for both design and project management including but not limited to: AutoCAD, CivilCAD, Microstation, Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, Etc), Sketch-up, Lumion, Base-camp, Microsoft Suite (Word, Excel, Power Point, Project Scheduler, Etc), Skype and we also have full plotting and scanning capacity in office making production as efficient and cost effective as possible.



Laser Scan Model

WORKLOAD –

The KA team has a staff of more than a 100 dedicated professionals and schedule management and QA/QC is an integral part of our ongoing performance. In addition to relevant project experience our team utilizes project and team scheduling as part of our regular work flow to ensure project deadlines are met. If given the opportunity, our team has anticipated the capacity of this effort in conjunction with our current and future projected workloads. We are confident that we have the capacity to deliver results on time to meet the expectations of the City and stakeholders for the Cemetery Master Plan.





References

4.0

City of Pompano Beach CRA
Horacio Danovich, CIP Engineer
100 West Atlantic Boulevard
Pompano Beach, Florida 33060
Tel: (954) 786-7834
Email: horacio.danovich@copbfl.com

Description of Work: Keith and Associates performed an area-wide study of the “Old” (Historic) Pompano Area and MLK Boulevard existing roadway and utility infrastructure to create an underground utilities atlas map as well as to analyze the existing roadway infrastructure for suitability, connectivity and circulation

Year Completed: 2015
Budget: Estimated construction costs of \$4.5 Million

Levitt Foundation - Fort Lauderdale, Florida
Courtney Crush
333 North New River Drive East
Suite 1500
Fort Lauderdale, FL 33301
(954)-522-2010
ccrush@crushlaw.com

Description of Work: Re-invention of Esplanade park in downtown Fort Lauderdale in conjunction with the addition of a new state of the art events platform and stage. Study context of surrounding uses and develop iconic statement for this Riverfront park.

Year Completed: Ongoing – Currently in Conceptual and Consensus Building Process
Budget: Estimated construction costs of \$2.5 Million

City of Parkland - Parkland, Florida
Mr. Sowande Johnson, P.E.
City Engineer
City of Parkland
6600 University Drive
Parkland, FL 33067
(954) 757-4144
sjohnson@cityofparkland.org

Description of Work: City of Parkland Comprehensive Master Plan for “the Wedge”. Keith and Associates served as the Prime Consultant responsible for the City of Parkland Comprehensive Master Plan for “The Wedge”. The Master Plan area consisted of a 1,949 acre wedge shaped property located between County Line Road and Loxahatchee Road from Palm Beach County to Broward

County. With the transfer of this property into Broward County, it was imperative to identify the future development characteristics and the impacts to the City of Parkland and North Springs Improvement District (NSID) whom will be providing services to these future developments.

Year Completed: 2011

Budget: \$55,000

J. Clarke Kuebler, General Manager - The Erie Cemetery Association

Erie, Pennsylvania

Tel: (814) 459-2463

Description of Work: Cemetery master planning for a partially developed property that led directly into construction planning of a new section, followed by design and field layout of that section.

Year Completed: 2017

Joseph P. Dispenza, President - The Forest Lawn Cemetery/Crematory Group

Buffalo, New York

Tel: (716) 885-1600

Description of Work: The Forest Lawn Cemetery Project is an example of the planning of new pedestrian walkways and interment space in context with the historic character of the cemetery.

Year Completed: 2017 for professional services

Peter M. McPartland, Director of Finance - Diocese of Venice in Florida

Venice, Florida

Tel: (914) 484-9543

Description of Work: The Clark Road Cemetery Master Plan was a multidisciplinary effort led by Grever & Ward, Inc. to design a new and first cemetery for the Diocese of Venice, Florida. Along with comprehensive master planning of the 75 acre property, key components of the design were to accommodate the seasonally high (18" to 24") water table to allow ground burial, address four wetlands and other environmentally sensitive areas

Year Completed: 2012



Minority (MBE) Participation

5.0

OMPANO BEACH

Minority (MBE) Participation

As a certified DBE firm, Keith and Associates, Inc. understands the importance of working with certified minority business enterprise firms to ensure equal opportunity. The firm is committed to supporting the City in its efforts to promote small businesses. When possible and available, we look to include companies certified as minority, women and service-disabled veteran business enterprises.

2/7/2017

WebFOCUS Report

Florida UCP DBE Directory

Number of Records Returned: 1
Selection Criteria:
Vendor: KEITHANDASSOCIATES INC

Vendor Name: [KEITHANDASSOCIATES INC](#)
DBE Certification: CERTIFIED MBE Certification:
DBA: Former Name:
Business Description: SURVEYING SUE LANDSCAPE ARCHITECTURE PLANNING CIVIL ENGINEERING

Mailing Address: 301 EAST ATLANTIC BLVD
POMPANO, FL 33060

Contact Name: DODIE KEITH LAZOWICK Phone: (954) 788-3400 Fax: (954) 788-3500
Email: MAIL@KEITH-ASSOCIATES.COM

ACDBE Status: N

Statewide Availability: Y

Certified NAICS

541330	Engineering Services
541370	Surveying and Mapping (except Geophysical) Services
541611	Administrative Management and General Management Consulting Services

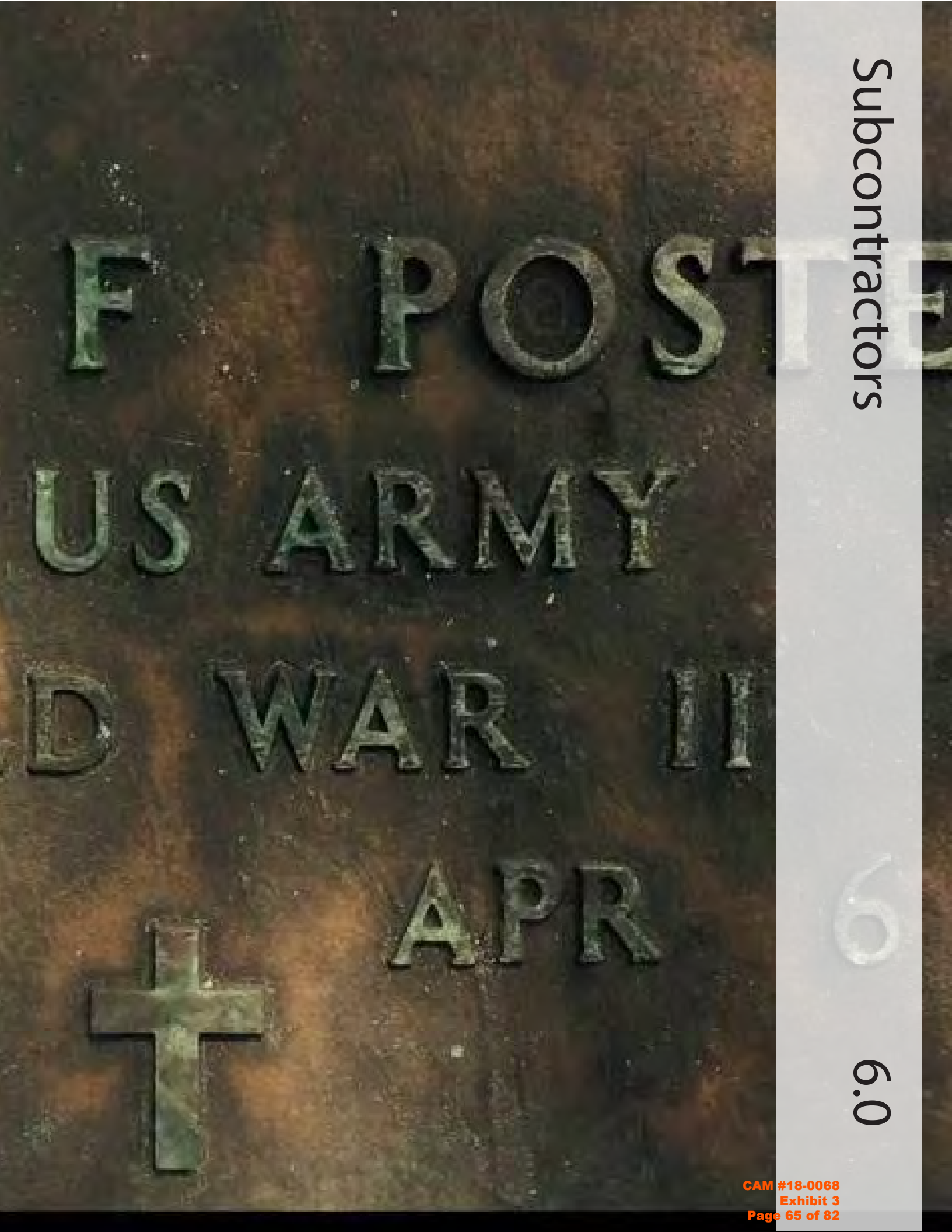


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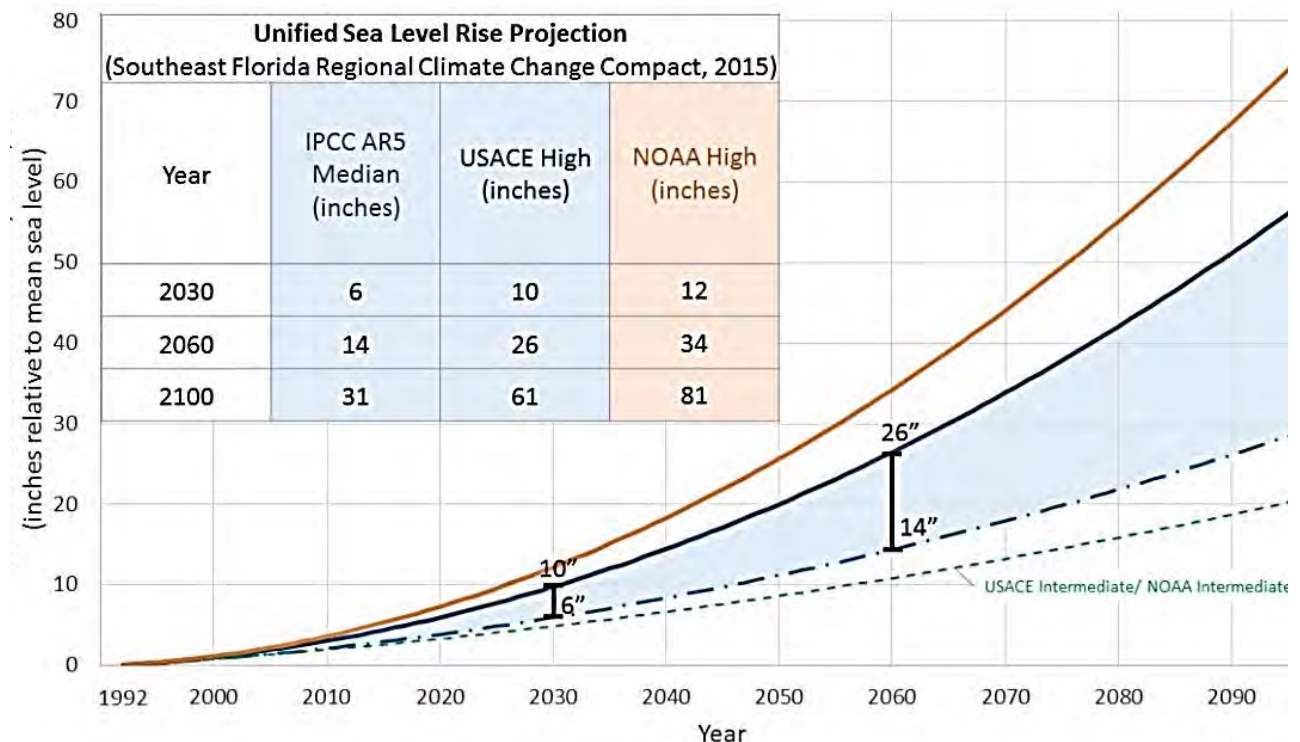
As previously stated within the proposal, we have selected our team with emphasis placed on professional consultants recognized as leader in their field and experienced in servicing municipal projects.

Grever & Ward are leaders in cemetery planning and design. They have served cemeteries continuously and completely since 1939 through three generations of landscape architects.

Grant Thornton will analyze the perpetual care fund and will provide recommendations to ensure future needs are met.

Bartlett Tree experts offer a complement of services to maintain beautiful, healthy trees and shrubs. As certified arborists, they are experts in diagnosis and treating problems to help protect plants, as well as their clients' overall investment.

Brizaga is a local firm specializing in sea level rise analytics and communications, and will be responsible for identifying the specific vulnerabilities at each cemetery. Using high-resolution Light Detection and Radar (LiDAR), property elevation surveys, and current and future conditions groundwater mapping, Brizaga will evaluate the elevations across each cemetery as it relates to the sea level rise projections employed by the South Florida Regional Climate Change Compact. They will build a risk matrix to intersect with the geospatial database, indicating the timeline and physical extents to which the cemetery grounds, mausoleums, buildings and facilities, and roadways and paths are expected to be subject to saturation and/or flooding. They will take special consideration of tidal influences and variability to understand the point at which appropriate adaptation action is recommended.







LEGEND



DECIDUOUS SHADE TREE
OR SMALL FLOWERING TREE

Required Forms



7.0

Bid/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 Associates, Inc. EIN (Optional): _____

Address: 2312 S. Andrews Avenue

City: Fort Lauderdale State: FL Zip: 33316

Telephone No. 954-788-3400 FAX No. N/A Email: pweinberg@keith-associates.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): as per contract

Total Bid Discount (section 1.05 of General Conditions): _____

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): N/A 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
<u>1</u>	<u>10/18/17</u>	<u>3</u>	<u>11/9/17</u>	_____	_____
<u>2</u>	<u>10/25/17</u>	_____	_____	_____	_____

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:
Paul Weinberg, PLA

Name (printed)
11/16/17

Date:

Signature
Vice President of Landscape Architecture and Design Director

Title

Cost Proposal Page

City of Fort Lauderdale

Bid 12043-885

SECTION VI - COST PROPOSAL PAGE

Proposer Name: Keith and Associates, Inc.

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 \$ \$238,750.00

Submitted by:

Paul Weinberg, PLA
Name (printed)

11/9/17
Date


Signature

Vice President of Landscape Architecture and Design Director
Title

Fort Lauderdale Cemetery Master Plan

		Personnel and Hourly Rates															
		Tasks															
No.	Scope Item	Description	Principal	Prof Engineer (PE)	Sr. Proj Manager	Funding Specialist	Prof Surveyor & Mapper	Senior Landscape Architect	Professional Engineer	Landscape Architect	Design Staff	GIS Specialist	CADD Tech	Survey Party (2) Person	Task Subtotals		
			\$225.00	\$125.00	\$160.00	\$175.00	\$120.00	\$130.00	\$100.00	\$100.00	\$80.00	\$80.00	\$80.00	\$110.00			
001	3.3.3	Geospatial Database	4	2	2		40		8			80		220	\$ 44,070.00		
002	3.3.4	Asset Condition & Assessment	8					35		32	16				\$ 10,930.00		
003	3.3.4.1	Grave Markers						2							\$ 260.00		
004	3.3.4.2	Perimeter Fencing and Gateways		4	2			4	40	8	16		8		\$ 8,060.00		
005	3.3.4.3	Roadways		4	2			2	70	8	16		16		\$ 11,440.00		
006	3.3.4.4	Drainage Systems		4	2			4	70	12	24		16		\$ 12,740.00		
007	3.3.4.5	Turf						2							\$ 260.00		
008	3.3.4.6	Irrigation													\$ -		
009	3.3.4.7	Sidewalks and Pedestrian Pathways		4	2			4	35	8	12		8		\$ 7,240.00		
010	3.3.5	Site Analysis & Plan	8					20		24	32		40		\$ 12,560.00		
011	3.3.5.1	Spatial Organization		2	2			4	8	12					\$ 3,090.00		
012	3.3.5.2	Circulation and Access		2	2			2	8	8					\$ 2,430.00		
013	3.3.5.3	Signage and Interpretation		2	2			4	8	14					\$ 3,290.00		
014	3.3.5.4	Security and Vandalism			2			1		4					\$ 530.00		
015	3.3.5.5	Site Furnishings						1		8					\$ 930.00		
016	3.3.5.6	Landscape								8	12		40		\$ 4,960.00		
017	3.3.6	Preservation & Conservation	8		16			8		20	20		40		\$ 12,200.00		
018	3.3.7	Policy & Funding	8		16	60		8							\$ 15,900.00		
019	3.3.7.1	Historic Designation				20									\$ 3,500.00		
020	3.3.7.2	Perpetual Care Funding				120									\$ 21,000.00		
021	3.3.8	Cemetery & Sea Level Rise	8					8		12	16				\$ 5,320.00		
022	3.3.9	Cemetery Development & Expansion	8					45		55	32		50		\$ 19,710.00		
023	3.3.9.1	Land Use						6		8	16				\$ 2,860.00		
024	3.3.9.2	Project Revenue Potential						4							\$ 520.00		
025	3.3.9.3	New Facilities and Efeatures						4		32	16				\$ 5,000.00		
026	3.3.9.4	New Monuments or Commemorative Features						2		4					\$ 920.00		
027	3.3.9.5	Best Practices Future Design						2			4				\$ 580.00		
028	3.3.10	Implementation Guide	8					22		20	40				\$ 9,860.00		
029															\$ -		
030															\$ -		
031															\$ -		
032															\$ -		
033															\$ -		
Personnel Hours			60	24	48	200	40	196	247	297	272	80	298	220	\$ 220,060.00		
Personnel Cost			\$ 13,500.00	\$ 3,000.00	\$ 7,680.00	\$ 35,000.00	\$ 4,800.00	\$ 25,480.00	\$ 24,700.00	\$ 29,700.00	\$ 21,760.00	\$ 6,400.00	\$ 23,840.00	\$ 24,200.00			
Personnel Subtotal		\$													220,060.00		
Miscellaneous Expenses		\$													2,140.00		
Direct Expenses		\$													16,550.00		
GRAND TOTAL		\$													238,750.00		

Non-collusion Statement

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.

<u>NAME</u>	<u>RELATIONSHIPS</u>
<u>Paul Weinberg, PLA</u>	<u>N/A</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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.

Local Business Preference

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) _____ 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.
Business Name

(2) Keith and Associates, Inc. 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.
Business Name

(3) _____ 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.
Business Name

(4) _____ 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.
Business Name

(5) _____ 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.
Business Name

(6) _____ 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.
Business Name

BIDDER'S COMPANY: Keith and Associates, Inc.

AUTHORIZED COMPANY PERSON: Paul Weinberg, PLA 11/9/17
NAME SIGNATURE DATE



Contract Payment Method

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

 X Visa Card

Company Name: Keith and Associates, Inc.

Paul Weinberg, PLA

Name (printed)


Signature

11/9/17

Date

Vice President of Landscape Architecture and Design Director

Title

Non-Discrimination

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.



Authorized Signature

Paul Weinberg, Vice President of Landscape Architecture and Design Director

Print Name and Title

11/16/17

Date

Addendum 1



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 and Associates, Inc.
(please print)

Bidder's Signature: 

Date: 11/16/17

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2017

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 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 Frank H. Furman, Inc. 1314 East Atlantic Blvd. P. O. Box 1927 Pompano Beach FL 33061		CONTACT NAME: Tina Shannon PHONE (A/C, No. Ext): (954) 943-5050 FAX (A/C, No.): (954) 942-6310 E-MAIL ADDRESS: tina@furmaninsurance.com															
INSURED Keith & Associates Inc 301 E Atlantic Boulevard Pompano Beach FL 33060		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Charter Oak Fire Ins Co (tl)</td> <td>25615</td> </tr> <tr> <td>INSURER B: Travelers</td> <td></td> </tr> <tr> <td>INSURER C: Travelers Property Casualty Co of</td> <td>25674</td> </tr> <tr> <td>INSURER D: AXIS Insurance Company</td> <td>37273</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Charter Oak Fire Ins Co (tl)	25615	INSURER B: Travelers		INSURER C: Travelers Property Casualty Co of	25674	INSURER D: AXIS Insurance Company	37273	INSURER E:		INSURER F:	
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INSURER C: Travelers Property Casualty Co of	25674																
INSURER D: AXIS Insurance Company	37273																
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER: 2017 Master Liability

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			660 1J215564	2/19/2017	2/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA 0J942585	2/19/2017	2/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP 0J961409	2/19/2017	2/19/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB 1J651558 States: FL per item 3A	2/19/2017	2/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			DP002191-01-2017	3/13/2017	3/13/2018	Each Claim \$2,000,000 Aggregate \$6,000,000

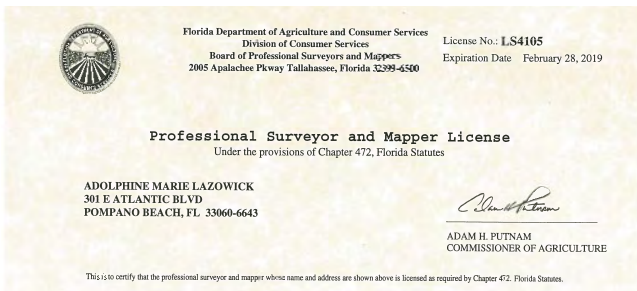
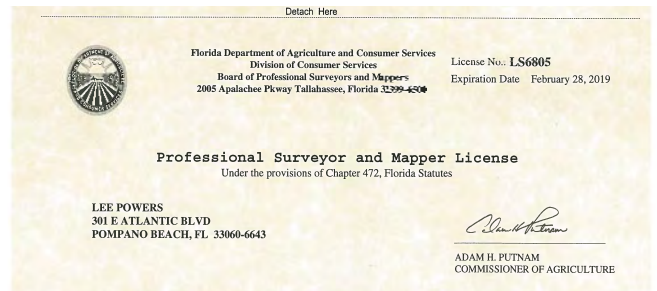
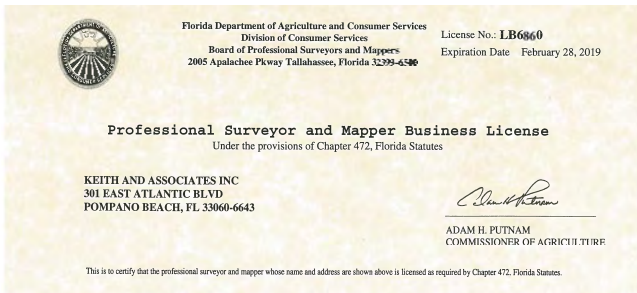
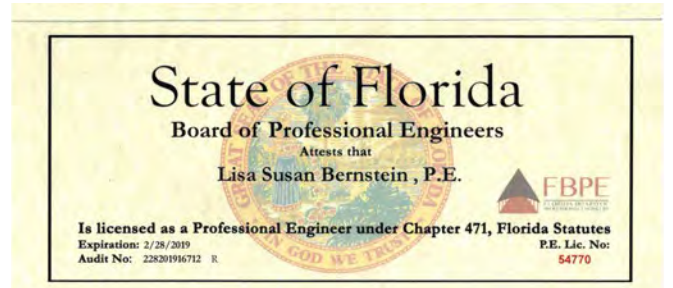
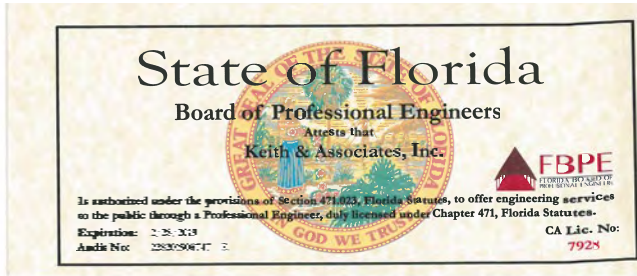
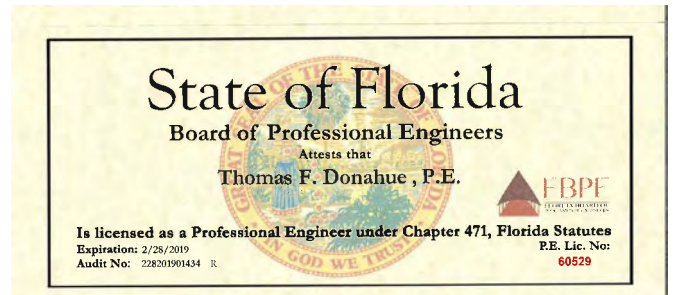
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Dirk DeJong/TS

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Licensee Details

Licensee Information

Name: WEINBERG, PAUL HARVEY (Primary Name)
Main Address: 140 NW 107TH TERRACE
County: PLANTATION Florida 33324
BROWARD

License Mailing:

License Location:

License Information

License Type: Registered Landscape Architect
Rank: Landscape Arc
License Number: LA6666804
Status: Current, Active
License Date: 10/10/2005
Expires: 11/30/2017

Special Qualifications

Qualification Effective

AICP

Michael Joseph Vonder Meulen

HAS QUALIFIED AS A
MEMBER
AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1991
DATE OF MEMBERSHIP

Samuel H. Sharpe
PRESIDENT
David Johnson
EXECUTIVE DIRECTOR

CAM #18-0068
Exhibit 3
Page 79 of 82

State of Florida

Department of State

I certify from the records of this office that KEITH AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on January 20, 1998, effective January 16, 1998.

The document number of this corporation is P98000006011.

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 January 12, 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 Twelveth day of January, 2017*



Ken Detjen
Secretary of State

Tracking Number: CC0884050659

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

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



Miami Delray Beach Fort Lauderdale Orlando Pompano Beach