



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Electronic

**REQUEST FOR QUALIFICATIONS FOR GENERAL PLANNING SERVICES
FOR THE VILLAGE'S COMMUNITY DEVELOPMENT DEPARTMENT**

**RFQ#
2015-01**

Prepared For: **THE VILLAGE OF ESTERO**
21500 Three Oaks Pkwy
Estero, FL 33928

**Due Date/Time:
August 5, 2015
2:00 P.M.**



TABLE OF CONTENTS

Letter of Interest

Section 1	Firm Qualification.....	1
	▪ Mission	1
	▪ Transition Plan.....	3
	▪ Planning	4
	▪ Geographic Information Systems (GIS) and Information Technologies (IT)	8
	▪ Building Code Services	9
	▪ Code Compliance.....	13
	○ Customer Satisfaction Press Release	15
Section 2	Project Experience	16
Section 3	Resumes.....	22



August 5, 2015

Mr. Peter Lombardi, Interim Village Manager
Village of Estero
21500 Three Oaks Pkwy
Estero, FL 33928

RE: RFQ #2015-01 for General Planning Services for the Village's Community Development Department

Dear Mr. Lombardi:

Calvin, Giordano & Associates, Inc. (CGA) is pleased to submit our qualifications for consideration to provide **GENERAL PLANNING SERVICES** as set forth in and pursuant to the RFQ issued by the Village. We have reviewed the scope of services contemplated by the Village of Estero, and have identified a project team with the necessary experience and skills to successfully complete all requested services. Calvin, Giordano and Associates has been assisting the public sector by providing contract services for all aspects of government needs relative to planning and zoning, code enforcement, building code services, landscape architecture, engineering, traffic engineering, surveying, construction management and inspection, and GIS. **CGA is a leader in assisting newly incorporated communities establish their policies and procedures as they transition from County government.** Our staff has been instrumental with the Cities of Weston and West Park and the Town of Loxahatchee Groves in this regard.

CGA is a well-established multi-disciplinary firm headquartered in Fort Lauderdale, with satellite offices located in West Palm Beach, Port St. Lucie, Homestead, Clearwater, Jacksonville, Florida and Atlanta, Georgia. For more than 75 years, our firm has been providing consulting services to both private and public sector clients. CGA's mission is to provide innovative services that exceed client expectations. With a diverse team of professionals and technical staff, CGA possesses the expertise and experience that encompasses all facets of the planning and development process as well as all other tasks that fall under the direction of the Community Development Department

We have carefully reviewed the scope of services requested by the Village and fully understand the effort required to provide ongoing Community Development Department functions and are committed to devoting the suitable staff and resources to ensure total success.

I, Shelley Eichner, AICP will serve as the Principal-in-Charge and Sarah Sinatra Gould shall serve as the Project Manager.

PRINCIPAL-IN-CHARGE

Shelley Eichner, AICP
Senior Vice President
seichner@cgasolutions.com
Office: (954) 921-7781
Fax: (954) 921-8807

PROJECT MANAGER

Sarah Sinatra Gould, AICP
Planning Department Director
ssinatra@cgasolutions.com
Office: (954) 921-7781
Fax: (954) 921-8807

Building Code Services
Coastal Engineering
Code Enforcement
Construction Engineering and Inspection
Construction Services
Contract Government
Data Technologies and Development
Emergency Management Services
Engineering
Environmental Services
Facilities Management
Indoor Air Quality
Landscape Architecture
Municipal Engineering
Planning
Public Administration
Redevelopment and Urban Design
Surveying and Mapping
Traffic Engineering
Transportation Planning

GSA Contract Holder

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

Thank you for giving us the opportunity to respond to this request for qualifications. I know that given the opportunity, CGA's extensive county and local government experience and expertise can provide the quality services the Village of Estero desires and expects.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.



Shelley Eichner, AICP
Senior Vice President

MISSION

Calvin, Giordano & Associates', Inc. (CGA) mission for the implementation of our services, is to provide cost effective, customer centered services for the effective implementation and enforcement of the Village of Estero, Lee County and the State of Florida Ordinances, Laws and Codes. Our mission includes making Village of Estero Community Development Department an exceptional place to do business.

The professional staff at Calvin, Giordano & Associates, Inc (CGA) has an extensive amount of experience in providing contract government services, specifically to newly incorporated municipalities. Our expertise has been obtained over the past two decades of contract government services throughout the State of Florida. The proposed CGA staff possesses decades of hands on experience in operating local government entities both as in house employees and as contract service providers. These are the individuals that will be dedicated to the successful service delivery for the Village of Estero. CGA's various divisions have successfully accomplished the transition to contract services in the Town of Davie CRA, City of Deerfield Beach, Town of Lauderdale By The Sea, Town of Loxahatchee Groves, City of Pompano, Town of Surfside, City of Weston and the City of West Park as well as numerous other municipalities with hourly "as needed" contracts. CGA has successfully accomplished dozens of transitions for a variety of services including but not limited to, Planning and Community Development, Building Code Services, Engineering, Project Management, Public Services and Code Enforcement in numerous other Florida municipalities. The approach and philosophy that CGA applies to transitioning service delivery is to ensure the integration of existing and new resources. Specifically we will identify and define the scope of work, expectations and deliverables.

Experience with Newly Incorporated Municipalities

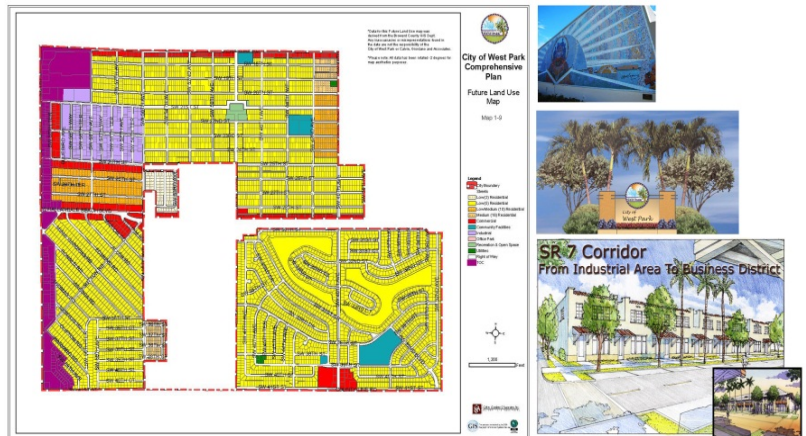
CGA completed the first Comprehensive Plans for the **Cities of Weston, West Park and the Town of Loxahatchee Groves** soon after their incorporation.



City of Weston. The City of Weston is a master planned community consisting of 25 square miles located in western Broward County. The area was originally developed in the 1980's by the Arvida Corporation and its Indian Trace Community Development District. During the early 1990's, as residents began to populate the area, it became apparent that County government, located over twenty miles away did not understand the goals of the residents. Furthermore, as a tax "donor" community, many of the financial resources generated were used to fund projects outside of the area. On September 1, 1996, the residents voted overwhelmingly to incorporate to ensure that control of land use, zoning and maintenance of the "Weston" lifestyle was established and maintained. Six months later, an additional 1200 acres that was developed much earlier was annexed. CGA, as the district engineers, took on the role of city staff (planning, engineering, and landscape architecture) in this contract city. CGA continues to provide planning, engineering, landscape architecture as well as code compliance services for the City.

City of West Park. The City of West Park incorporated in 2005 to ensure redevelopment received focused attention and that services such as code enforcement were provided on a level equal to incorporated cities.

CGA prepared the first comprehensive plan and first zoning code to reflect the need for redevelopment, urban design principles, and park and open space for residents. CGA continues to provide ongoing municipal planning, building and code compliance services for the City of West Park.



Town of Loxahatchee Groves. The Town of Loxahatchee Groves is an eclectic semi-rural community where some residents wished for few regulations and others desired a more environmentally friendly approach to existing and future development. The Town incorporated in 2006 to protect this rural, agricultural community at the edge of urban development in Palm Beach County. Calvin, Giordano & Associates was hired to prepare the Town's first Comprehensive Plan.

A major challenge was to balance the needs and oftentimes conflicting desires of residents, landowners, and the independent Water Control District and develop a set of goals, objectives, and policies for the Comprehensive Plan. A visioning process was undertaken to determine the needs and desires of the various groups on a variety of issues to create a strategic plan for the Town. The strategic vision plan was the guiding tool in developing the Comprehensive Plan. Throughout the process, staff regularly communicated and met with elected officials, Town staff, and residents to ensure that the plan is reflective of the community. Public workshops focused on common themes and consensus building to craft a Comprehensive Plan that suited such varied interests.

Prior to final adoption, drafts of the plan were readily available in print and on the Town's website and stakeholders were encouraged to review and provide comments on THEIR plan.

The adopted Comprehensive Plan focused on balancing agricultural uses with residential uses, supported equestrian trails, and protected the overall rural lifestyle of the Groves while meeting all the state statutory requirements.



TRANSITION PLAN

The professional staff of CGA has an extensive amount of experience in contract government services for both existing and new municipalities, transitions and new start-ups; entire organizations, or partial services, or specific projects. The same CGA staff who assisted in the transition to contract government are those individuals who have been selected for the successful service delivery for the Village of Estero. The following approach will be subject to the guidance and needs of the Community Development Director, Mary Gibbs and the Vice-Mayor, Howard Leviton, as the Planning and Zoning Liaison.

The approach and philosophy that CGA applies to transitioning service delivery is essentially ensuring the integration of existing and new people and resources, and specifically defining work programs and expectations/deliverables. Our recommended approach, which is of course flexible to the Village's interests, is defined in three functional areas; 1) Discovery/Introductions, 2) Definition of Work Programs/Processes, and 3) Start Up/Implementation. There is overlap amongst the three components as some elements of each of the three functional areas will occur concurrently. CGA will dedicate any and all support staff during the transition period to ensure smooth progress and success. The Transition Plan detailed in the three functional areas, following contract execution, is more specifically defined as follows:

1. Discovery/Introductions
 - A. Key Village and CGA Personnel Introductions and Relationship Building
 - B. Define Specific Roles and Relationships for Village and CGA Personnel
 - C. Identification of Resources, Time, Technology, Equipment, etc.
 - D. Data Research and Gathering for Critical Information
2. Work Program and Processes
 - A. Define Specific Areas of Work Program
 - B. Evaluate Processes and Recommendations for Improvement
 - C. Integration of Personnel and Resources
 - D. Define Performance Measures. Written Procedures, Checklists
 - E. Define Customer Service and Ethics Expectations
 - F. Conduct Training
3. Start Up/Implementation
 - A. Finalize Work Assignments and Resource Allocations
 - B. Gather, Share, and Assimilate Feedback Amongst Staff
 - C. Establish Customer Satisfaction Surveys
 - D. Provide "Hands On" Supervision and Communication
 - E. Initiate Operations, Continually Cycling Management, Evaluation, Training, Feedback

PLANNING

With a diverse team of professionals and technical staff, CGA possesses the expertise and experience that encompasses all facets of the planning and development process. CGA provides current, comprehensive planning and/or zoning services throughout Florida and several of our planners currently serve as consulting staff members as well as Community Development Directors for several municipalities. This responsibility requires complete understanding of planning policy and historic precedence to equitably administer zoning and development codes. This role also requires stellar written and verbal communication skills and the ability to maintain professional working relationships with not only colleagues and staff persons but also municipal officials, neighborhood activists and the community at-large. CGA recognizes the uniqueness of each community and easily adapts to a variety of environments. The contract government model's effectiveness has been tested in all of these areas with positive results.

Comprehensive Planning

CGA's multidisciplinary team members have worked together to build a long resume of providing comprehensive planning services throughout our many years of experience. An important component of those plans and long-term visions typically include analyses and discussions on environmental protection, prevention of sprawl, housing opportunities, improving neighborhoods, building upon existing community character, coordinating infrastructure improvements and maintaining and improving quality of life.

Land Development and Zoning Codes

CGA has prepared codes which have assisted municipalities' in their desire to either attract new development, create greater safeguards from development that appears too intense or to clarify code language for ease of use. Some of these ordinances include TOC and TOD ordinances, an overlay district to accommodate places of public assembly consistent with the Religious Land Use and Institutional Persons Act (RLUIPA) and corridor analyses resulting in codes to help manage large lot aggregation to avoid over development. Other new zoning concepts include the preparation of solar panel and car charging station ordinances. In this case, the municipality wanted to encourage green technology, but understood the importance of having regulations in place for aesthetic purposes. These ordinances provided the municipality with those protections, while not hindering sustainable designs.

CGA also has experience developing and implementing hybrid form-based codes. With this experience we can prepare strategies that can improve the plans through text and map changes to reflect 21st Century development patterns and techniques.

Development Review

CGA has undertaken the role of both leading and supporting planning and zoning departments in several newly incorporated communities for more than 15 years. A common theme that all of these communities have is a desire to set their own destiny in terms of planning and zoning. The City of Weston incorporated in 1996 and the City of West Park incorporated in 2005. From the beginning, CGA has handled all of the planning and zoning activities for these two cities. We have developed all of the policies and procedures for planning and zoning reviews, modified and updated all comprehensive plans, codes and land development regulations. CGA also leads the Planning Departments in the Towns of Surfside and Medley. While these are long time established municipalities, both towns lacked full service departments and had serious deficiencies in their processes. CGA has formalized the development process and created standards for applications, including timeframes for completion of tasks.

CGA provides current planning and development review/zoning services to several municipalities throughout Florida and acts as the primary Development Review Committee (DRC) contact. CGA's planning staff possesses a thorough and complete understanding of planning processes from both a public and private perspective and from municipal to state authority. CGA staff participates in and regularly attends conferences and seminars at the local, state and national levels in order to keep abreast of trends in planning.

Our planning and zoning staff are instrumental in shepherding projects from development review through completion of construction. They generally coordinate all disciplines involved in development review, permit issuance and construction through certificate of occupancy (CO). CGA can create a schedule for Development Review, based on the level of service required by the Village, including a set time for staff to review plans, provide comments and meet with the applicant.

The process that we engage in as a reviewing entity starts off with conducting a site visit once we receive a set of the plans from the Village. Over the years, this has been a critical component to ensure that the comments generated are poignant to the development of the project and addresses current on-site conditions. Depending on the project, the initial site visit can also be coordinated with Village Staff, particularly if there are sensitive considerations that need to be accounted for, such as proximity to critical land uses or utilities or the presence of valuable natural resources that deserve a complete analysis. Specifically, by conducting this site visit we have been able to verify vegetation that is mislabeled, omitted or incorrectly accounted for on the plan's included surveys.

An example of a Development Review process is as follows: applications are submitted to the Planning Department. Staff reviews the application for completeness and circulates to the Development Review members. Staff has 10 calendar days to review and provide written comments to the Planning Department. The Planning Department compiles the comments and forwards the applicant the written comments prior to the Development Review meeting. Prior to the meeting with the applicant, CGA staff will always seek to coordinate with Village Staff and other reviewing consultants, as needed, to mediate any potential conflicts in comments being generated by the various team members. Staff also encourages a pre-application meeting prior to submitting a site plan, rezoning, variance, or other development plan to confirm the applicant understands the process.

It has been our practice to work closely with municipal Staff in the development of the comments and in attending any pre-application meeting coordinated with the applicant prior to officially submitting a site plan.

After the final revisions and upon review of the site plan by the DRC members, the site plan will be scheduled for public hearings, if applicable. If needed and upon request by the Village, CGA staff can prepare draft staff reports for the Planning and Zoning Commission and Village Council and attend the scheduled meetings to answer questions or provide any further clarifications.

Historic Preservation

CGA's planning staff work in a variety of settings, including some jurisdictions with significant historic features. CGA is currently working with the Miami-Dade County Historic Board to introduce incentives for historic preservation within the development process. We also have experience analyzing zoning code impacts to historic districts and have been involved in projects that successfully incorporate historic structures into new development schemes. The Surf Club, is a private club in Surfside, Florida, was designed by Russel Pancoast and built in 1930. It was a winter spot for celebrities and politicians of the

time and the site is made up of four acres of oceanfront property. It had many additions and renovations, but the original plans were discovered. A developer purchased the site with the intent of building a large condominium hotel. CGA staff, on behalf of the Town, worked with the Historic Board and the developer to support a project sensitive to an important historic structure. The developer is currently restoring the project to its former glory and, for the first time since it was constructed, opening it to the public as the primary feature of their development.

Original Surf Club from 1930s



Proposed historic renovation and coordination with future development



Transportation Planning

In today's transportation focused market, virtually every regional planning activity and site-specific development involves assessing traffic-related impact. From our combined experience in managing FDOT, municipal and developer driven transportation projects, we have developed a mutually beneficial approach that integrates both public and private-sector perspectives. We currently provide transportation municipal services to many local governments as well as being the district-wide general planning consultant for FDOT District 4, assisting with developments of regional impact, methodology letters of understanding, transportation planning, interchange review and traffic analysis review.



Our Traffic Engineers are a part of the review process for all land development applications and will provide the Village with a comprehensive, non-biased approach to ensuring the Village's interests are protected.

Environmental Review

CGA has extensive experience with environmental review and provides on-going environmental services to a number of municipalities. CGA is responsible for the environmental resource management and environmental planning services to the City of Weston including, wetland mitigation and permitting, invasive and exotic vegetation control administration, site plan review landscape inspection services and annual landscape inspections. CGA reviews all development applications for compliance to the City's landscape and tree preservation codes.



CGA has environmental specialists on board who can maintain the Bald Eagle data and staff the advisory committee. CGA has acted as certified endangered species monitor in multiple construction projects throughout the state of Florida. Each project required the observers be certified and approved through the FFWCC. The majority of our observers have advanced degrees in their respective fields.



GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND INFORMATION TECHNOLOGIES (IT)

GIS

The Data Technologies and Development Department at CGA has been involved in the full spectrum GIS development for over 16 years, inclusive of, but not limited to, data development, data management, QA/QC, generalized mapping, data collection, data analysis, customize GIS web applications and GIS web hosting, just to name a few. CGA has also been an ESRI Business Partner for over eight years. This position allows us to leverage additional resources from the world's industry leader to ensure that our client's needs and requirements are met with the highest standards.

CGA has installed an optimum GIS network environment to handle most client needs. There are two network environments specifically dedicated for GIS, in an effort to provide the highest level of quality service and support. During the initial planning stages of all GIS projects, CGA conducts an assessment to become familiar with not only the project requirements, but also the goals, objectives and expectations of the stakeholders. In addition, other components of the assessment include the project responsibilities of both CGA and government agency staff.

CGA has on staff GIS professionals with various specialties such as:

GIS Design	Application Development
GIS Analysis	Desktop GIS
Emergency Management	GIS Web Applications
Land Surveying	GIS Web Hosting
Public Works / Utility Mapping	Client Server GIS Applications
Cadastre Mapping	Database Customization
GIS / RDBMS Management (DBA)	Mobile GIS Application Development
Database tuning and performance	Real-time mobile GIS "INKforce"
	Disconnected GIS

CGA is an authorized ESRI Business Partner, Microsoft Certified Partner, and have developed INKforce™, a GIS based mobile application for Code Enforcement Tracking (CET), Building and Permitting Tracking (BPT), Fire Inspections Tracking (FIT), Planning and Zoning (PNZ) and Business Tax Receipts (BTR).

IT

CGA's Data Technologies and Development Department offers professional experience in the field of IT. Our knowledge spans from Desktop Support to complex Network Implementations. We have been involved with municipal agency contracts ranging from stepping into evaluating and managing an existing environment to designing, planning and implementing a new environment. Our different levels of expertise allow us to provide the right professional depending on the task that you require. We tailor our service specifically to your needs.

BUILDING CODE SERVICES

Norman Bruhn, Director of Building Code Services, will be the lead contact for the CGA Building Department for the Village of Estero. Norman is a State of Florida Licensed General Contractor and Building Official with over 30 years of experience in the construction industry. Peter Beaudoin, State of Florida Certified Building Official, will assist him with over 20 years of experience in Building Departments. The Building Code Services Division management team will provide the Village with strong management focused on customer service.



Building Code Operations

The CGA Building Code Services Division is prepared to provide an efficient and friendly Building Department to serve the Village of Estero and its customers. The CGA Building Division is comprised of more than 50 full-time experienced employees with the dedication and knowledge required to properly provide Building Code Services. The Building Code Services Division has many responsibilities. Every aspect of the permitting process is very important. The process can be broken down into five functional areas. Of course each functional area has overlap and depends on the success of each for the success of the Division. The five functional areas are:

- Permit Intake
- Plan Review/Processing
- Inspections
- Permit Closeout (Certificates)
- File Maintenance

Permit Intake

The customer service counter is the face of the Building Division. When a customer enters the department it is the permitting staff's responsibility to make the customer's experience positive. The staff will be dressed in a professional logoed shirt. CGA staff will provide an efficient and professional experience for the customer. Each customer will be greeted and receive an acknowledgement that they will be assisted in

a timely manner. Staffing at the customer service counter will fluctuate as needed to maintain a minimal wait time. CGA's permitting staff's experience and training will provide seamless customer service.

- All permitting professionals will dress appropriately. Professional color coordinated logoed shirts.
- FRIENDLY and PROFESSIONAL staff.
- Digital permit applications will be utilized for small single use permits including water heaters, air conditioner change outs, and re-roofs.
- Permit checklist will provide the customer with the information needed to assist in the process.

Plan Review and Processing

Permit application and plans will be reviewed with a goal of five business days. We understand that fluctuations in the workload may not always allow us to maintain that threshold but all reviews will be completed in no more than 10 business days for large projects and five business days for minor permits. This is accomplished by having an efficient system and a qualified staff. CGA plan reviewers will provide approval to all applications when the file is in compliance with the applicable laws, codes and ordinances. If the permit file is found to be deficient, concise comments will be provided identifying the deficiencies. CGA staff will provide the customer with a clear path to approval. All plan reviews will be documented in the permitting software at the time the review is complete. When all disciplines and departments have approved a file the permit will be processed immediately, the customer will be contacted and the permit will be issued. CGA understands that a day delay by any one individual in this process will delay the entire project and is unacceptable.

- Provide qualified and experienced professionals trained to provide efficient and effective reviews.
- Provide concise comments specific to the project. The review comments will provide a clear path to approval.
- All review staff will be available for customer consultations for professional and friendly assistance.

Inspections

CGA will provide several customer friendly methods to request an inspection. After scheduling an inspection, our inspectors will provide a complete and efficient inspection. The inspection staff is trained to reduce cost with effective inspection routing. Every inspector will be provided with mobile electronic access to the permitting software for real time data entries into our INKforce system. CGA is always leading the way in terms of applying automation and technology to improve and expedite service delivery. INKforce is also utilized in the Code Compliance process, which results in a fully integrated system. Inspection staff are trained to assist customers in the field. This is accomplished by managing the inspection requirements on a project. The inspectors will review the project and inform the customer of the next required inspection and any items needed for the inspection. By planning ahead with the customer the inspector is able to reduce the number of visits required to a project, resulting in a code compliant project.

- Implement inspection-scheduling procedures.
- Provide electronic access in each inspector vehicle. This will increase productivity and customer service. Customers will be able to view the inspection results in real time to allow them to move forward with the project.
- Effectively route inspections.

- Provide inspection management. This process provides guidance to the customer with communications at the site. The inspectors will review the project and inform the customer of the next required inspection and any items needed for the inspection.



Permit Close Out

The successful completion of a permit includes the permit closeout. This step of the permitting process is sometimes not given the level of effort it is due. This process includes reviewing the file to ensure that all documents have been received and completed. Producing all required certificates (certificate of occupancy or completion) and insuring that copies have been transmitted to the property appraiser's office for assessment. Organizing the file for effective record keeping is a necessary part of the process.

- Implementation of a tracking system for permit closeout.
- Issuing a letter for all permits that will expire in the next 45 days. This will assist in reducing the number of incomplete/expired permits.
- Issuing a letter for all permits that have expired. This will allow the permit holder to act prior to the need for a new permit under Florida law.

File Maintenance

The permitting staff is also responsible for accurate and consistent file maintenance. This appears to be a simple process but is often overlooked. CGA utilizes a simple but effective method to organize the permit



files. Every file receives a permit number and is filed in numerical order by the permit number. The files are organized into three categories; files in process, issued permit and completed permits. Every CGA staff member is familiar with the filing system and can locate a file without assistance.

- Ensuring that all files are correctly marked with a valid permit number.
- Centralizing all permit files into 3 categories. (in review, issued, closed)
- Prepare each file for scanning during the closeout process.
- Assist in facilitating the complete implementation of electronic file storage. Work to make each electronic file available online.

Floodplain Review

CGA's building division provides complete floodplain management with certified floodplain managers. This allows the building division to provide a single solution to our customers. We provide services including, assisting a community to join the national flood insurance program, ordinance development and plan review.

CODE COMPLIANCE

Management Plan

As a result of our hard work and dedication to our clients, we have been able to grow our Code Compliance Department to over 25 staff members. Our supervisors average 25 years of municipal and private experience in the code compliance arena. Every code compliance officer is FACE certified and many have obtained multiple FACE certifications. Each project staffing level varies accordingly with the geography, population and scope, but in most cases CGA provides our clients with the Supervisor, Lead Code Compliance Officer, Code Compliance Officers, Lead Administrator and Code Administrators. The full service compliment of staff allows us to streamline the entire process including the Hearing Examiner process.

Operations Plan

CGA will implement a comprehensive turnkey code compliance program for the Village applying the following principles and business model. CGA will assign full time dedicated field inspectors, who will work proactively in the field, not reactively from the office. GIS based maps and field activity will be monitored by management in person, as well as by electronic tracking devices installed in all vehicles.

CGA will carefully select personnel with positive, flexible, customer service orientated attitudes; who are able to create a "results" oriented approach, not a traditional "process" oriented approach. Secondly, CGA will provide ongoing professional development training to all staff members, to "train up" individual abilities. Customer Service will continuously be reinforced as a top priority that we, CGA, are providing on behalf of our client, the Village, to all of its local citizens. A proactive, in the field, "on view" philosophy of identifying code violations (based upon established priorities with the Village) will be implemented by all staff, as opposed to solely a reactive complaint driven approach which is traditionally utilized. In this manner, far greater productivity, volume and results in terms of public contact and code compliance will be achieved. Our INKforce software fully automates all Code Compliance and Hearing Examiner functions, forms and data. Municipal code compliance is a very long, detailed, labor intensive process; especially if conducted in a manual, hard copy, traditional process. INKforce removes many of the manual mundane tasks associated with the Code Compliance process. By automating the process we are able to minimize user errors, which can cause cases to be lost or thrown out, are greatly reduced.

Service Level Improvement

CGA's business model for providing municipal Code Compliance Services is designed and operates in a manner that allows it to be more efficient and effective than traditional manual systems, with approximately one-third less staffing resources; along with realizing a commensurate cost savings. Every step, process and form of the Code Compliance process from initial information through compliance is fully programmed and automated in the **INKforce** software. Additionally all staff members work on laptops in the field, with real time Internet connection and printers, in their vehicles, to expedite information and customer friendly service delivery. Necessary information is entered into electronic versions of forms, notices, agendas and correspondence, which are systematically generated by the software; saving a great deal of time and manual hard copy labor. Staff members are able to use their time more efficiently in the

field working with residents and businesses to improve and maintain their properties through compliance. This automated process results in cost efficiencies and expedited compliance for the Village and residents.

In addition to automating the day to day forms, including NOV, Hearing Examiner Agendas, and orders, INKforce also delivers automated reporting which includes, but is not limited to:

- Daily, weekly or monthly total NOV and Complaint Reporting
 - Includes complaint/NOV type and quantity
- Heat map reporting
 - Allowing Village Staff and CGA Management to efficiently dispatch additional staff when needed
- Automated Hearing Examiner agenda creation



This business model and approach, coupled with a committed priority to productive attitudes, training, professional development, and customer service, allows for increased services, at a lower operating expense. This model is currently operating successfully in the cities of Deerfield Beach, Pompano, Weston, and West Park and the Town of Lauderdale-By-The-Sea.

CGA TRAINING AND SAFETY STANDARDS

CGA prides itself on maintaining a high level of efficiency and safety. We have found that a safe working environment lends itself to an efficient working environment. This starts with a quality, highly trained staff. CGA team members are trained on a continuous basis utilizing several methods. CGA provides in house training through professional programs, mentoring, continuing education, participation in local seminars, and participation in training opportunities. Recent training of Code Compliance Division staff includes but is not limited to:

- 1) Florida Association of Code Enforcement (FACE)
- 2) CGA on boarding and in-house customer service training
- 3) Voluntary self-performed in house safety audits and reporting
- 4) Monthly safety tailgate meetings

All CGA employees receive proper Personal Protective Equipment (PPE) and the associated training. CGA is in the process of expanding our OSHA training. We currently have over 25 employees that are 10-hour OSHA certified, including Chris Giordano.



PRESS RELEASE

City of Pompano Beach

100 West Atlantic Boulevard | Pompano Beach, FL 33060

Press Release Date: 5/15/14

City Receives High Marks on Customer Service Survey

In March of 2010 and April of 2012, Customer Service Surveys were conducted for residents with the goal of benchmarking and improving City services. The surveys were taken from a cross section of City of Pompano Beach residents by an outside firm to determine their attitudes and perceptions towards various City services. In April of this year, the third follow-up Customer Service Survey was completed. Numerous programs and initiatives set in motion after the first survey were continued and new ones were created to continue bolstering citizen satisfaction based on the 2012 survey results.

The results of the third survey are extremely encouraging and speak to the success of staff initiatives to improve customer service in the City of Pompano Beach.

The overall impression of the City of Pompano Beach was rated as very positive with 93.8% of the respondents indicating that their impression was either favorable or very favorable. This rating is up from 60.5% in 2010 and 87.2% in 2012. Conversely, only 0.5 felt the impression of the City was unfavorable, down from 7.3% in 2010 and 1.3% in 2012. The performance of the City government has significantly increased since 2010 by 44.2% with favorable or very favorable rating of 83.3%.

Additionally, building and permitting improved from 56% approval in 2010 to almost 88% in 2014. Code Compliance improved from 43% in 2010 to over 92% in 2014. Another survey question that received very positive results was citizen satisfaction with interactions with City employees which is up to 96.8%.

This Customer Service Survey is confirmation that the City of Pompano Beach continues to make great strides in improving City services customer satisfaction. With this very important feedback we will continue our effort to improve our City's customer experience.

The entire 2014 Customer Service Survey results can be viewed by visiting the City's web site at www.pompanobeachfl.gov.



SECTION 2 PROJECT EXPERIENCE

See the following pages for some examples of Calvin, Giordano & Associates' project experience relevant to the scope of work specified in this RFQ.



PEMBROKE PINES BUILDING CODE DEPARTMENT Pembroke Pines, Florida



The City of Pembroke Pines is one of the largest cities in Broward County, and at one point was the fastest growing in the nation. The City maintained a sizable building and zoning department to accommodate the robust activity. However, as economic conditions slowed, resulting in major decreases in building activity, the City was forced to evaluate options to cut costs and provide building and zoning services. The City chose to contract the overall Building Department services to a private contractor. In June, 2009 the Pembroke Pines City Commissioners voted to approve a multi-year contract with CGA to administrate the City's Building Code Services.

As a result of CGA's service delivery as a "turnkey" contract government services provider; the city eliminated its entire annual operating deficit and enhanced customer service.

Client

City of Pembroke Pines

Contact information at time of project:

Charles Dodge
City Manager
10100 Pines Boulevard
Pembroke Pines, FL 33026
(954) 431-4884

Project Date

July 2009 - Current

Services Provided

Building Code Services

Principal in Charge

Dennis J. Giordano

Team Members

Norman Bruhn
Joanne Maglietta
George Desharnais

Company Role

Prime



CODE COMPLIANCE SERVICES Pompano Beach, Florida



CGA has provided the Pompano Beach with Comprehensive Code Compliance services since 2010. CGA has implemented our automated software INKforce, which has allowed us to increase our compliance officers time on the streets to 99% and reduced their in office time to less than 1%. This increased efficiency and presence on the streets has fueled our dramatic increase in the City's resident customer satisfaction survey, which has seen an increase of resident satisfaction of the code compliance department from 43% in 2010 to 92% in the most recent survey conducted in 2014.

Client

City of Pompano Beach

Contact information at time of project:

Dennis Beach
100 West Atlantic Blvd
Pompano Beach, FL 33060
(954) 786-4600

Project Date

2010 - Current

Services Provided

Comprehensive Code
Compliance

Principal-in-Charge

Dennis J. Giordano

Team Members

William Johnson
Mario Sotolongo
Bernard Pita

Company Role

Prime



LAND DEVELOPMENT PLANNING SERVICES Surfside, Florida



CGA was selected to provide review of land development plan services for the Town. CGA met this challenge by providing planning personnel that were knowledgeable about Town and County Codes and local interagency coordination. The entire CGA multi-disciplinary team serves as an available resource.

CGA planning staff is available to the public during all regular working hours and attends Town and all necessary inter-local government meetings. CGA planning staff reviews and processes commercial and residential development projects; reviewed and processed all specialized planning functions such as variances, conditional uses, FLUM and zoning amendments as well as text amendments; prepares all necessary staff reports and CGA works closely with the Town administration, Code Compliance and Building Departments to provide seamless, efficient services to the community.

CGA also prepared the Town's EAR-based Amendments. The project included revised Comprehensive Plan Data Inventory and Analysis including current transportation data, population projections, and housing analysis. The revised Goals, Objectives, and Policies reflected Surfside's interest in incorporating many of the concepts advanced in the November 2006 Townwide Charrette. Additionally, consideration was made to assure the Comprehensive Plan addressed improved transportation along Collins and Harding Avenue.

Client

Town of Surfside

Contact information at time of project:

Guillermo Olmedillo
Town Manager
9293 Harding Avenue
Surfside, FL 33154
(305) 861-4863

Project Date

2006-Present

Services Provided

Planning and Zoning
Civil Engineering
Landscape Architecture
Data Technologies

Principal in Charge

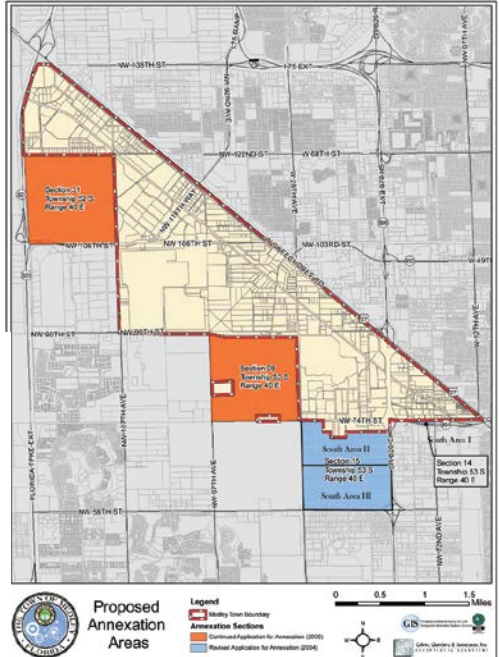
Shelley Eichner, AICP

Team Members

Sarah Sinatra Gould, AICP
Robert McSweeney, PE
Gianno Feoli, ASLA, AIA
Chris Giordano



MEDLEY PLANNING AND ZONING Medley, Florida



Client
Town of Medley

Contact information at time of project:
Jorge Corzo, PE, CFM
Town Engineer
7777 NW 72 Avenue
Medley, FL 33166
(305) 887-9541 Ext. 143

Project Date
2009-Present

Services Provided
Planning and Zoning
Emergency Management

Principal in Charge
Shelley Eichner, AICP

Team Members
Sarah Sinatra Gould, AICP
Matine Jou

General Planning and Zoning Services

CGA staff has been designated as the Town Planners. In this role, CGA staff reviews all site plans and performs zoning permit reviews for all building permits. Staff interacts with the public and Town staff on a daily basis and performs all day to day planning and zoning activities required by the Town.

Emergency Management

CGA has assisted the Town in the preparation of their Comprehensive Emergency Management Plan as well as hosted “table top” exercises to prepare the Town Staff in case of an emergency.

EAR-based Comprehensive Plan Amendments

CGA responded to the Objections, Recommendations and Comments (ORC) Report for the Town of Medley’s EAR-based Amendments. Our comprehensive planning team successfully took action on State of Florida concerns including environmental issues related to solid waste facilities located in the Town, HB697 greenhouse reduction strategies, and water supply planning. The EAR-based Amendments were found in compliance by the State in April 2009.

Annexation Study

CGA prepared the Medley Annexation Study according to the requirements of Chapter 20, Article I, Section 20-3 of the Miami-Dade County Code to document the key characteristics and impacts of the proposed annexation by the Town of Medley. The Town decided not to proceed with the proposed annexations at that time, but may consider the annexations in the future.



GENERAL PLANNING SERVICES Weston, Florida



Client

City of Weston

Contact information at time of project:

Denise Barrett
Director of
Communications
17200 Royal Palm Blvd
Weston, Florida 33326
(954) 385-2000
dbarrett@westonfl.org

Project Date

1996-Present

Services Provided

Planning and Zoning
Comp Plans
EAR
Traffic Engineering
Civil Engineering
Environmental Services
GIS

Principal in Charge

Shelley Eichner, AICP

Team Members

Sarah Sinatra Gould, AICP
Sandra Lee, AICP CEP,
LEED AP BD+C
Bill Tesauro

CGA has provided professional planning services to the City of Weston since its incorporation in 1996. Services include site plan review, variances, conditional use applications, and future land use map amendments. CGA has prepared all development standards, design guidelines, land development regulations and administrative materials related to planning for the City of Weston.

CGA personnel are on call to provide the public with day-to-day zoning assistance as well as presentations to the City Commission. Planning functions include intergovernmental coordination with County and neighboring cities on key land use issues.

SECTION 3 RESUMES

See the following pages for resumes of all key personnel.



Shelley Eichner, AICP *Senior Vice President*

SUMMARY OF QUALIFICATIONS

Ms. Eichner is a Senior Vice President and a Partner of Calvin, Giordano & Associates and oversees all private sector and public sector planning activities. She has over 30 years of diversified planning and platting experience in securing land development approvals, land use plan amendments and local government planning.

Ms. Eichner previously served as Senior Planner for Broward County's Department of Planning and Environmental Protection. She managed and supervised plat applications, created a permit monitoring system, and monitored compliance with all aspects of development approvals. Duties included coordinating the development review agencies in the preparation and adoption of the ordinances amending the Weston Development of Regional Impact.

PROJECT EXPERIENCE

Growth Management Director and Provision of General Planning Services: City of West Park, City of Weston, Town of Surfside, Town of Loxahatchee Groves. Responsible for all planning activities, including plat and site plan review as well as the creation and modification of land development regulations; establishment of zoning, landscaping, sign codes; and, preparation of a master park plan. Oversaw communication and coordination between city management, elected officials, major developers, and residents.

Site Plan Review: Supervised preparation and presentation of site plan reviews and reports under an ongoing cost recovery process. Plans from the cities are distributed to various plan review disciplines and the final reports are presented in a cohesive and consistent manner.

Comprehensive Planning: Supervised preparation of comprehensive plans, evaluation and appraisal reports, EAR-based amendments, water supply plan goals, and capital improvements element updates for various local governments.

Zoning Codes: City Weston, City of West Park, City of Sunny Isles Beach, Town of Surfside. Responsible for preparation, presentation and adoption of zoning codes. Direction required the coordination of workshops and consensus building among the elected officials, residents and developers in the city.

Transit Oriented Development: Sheridan Station-side Village, Hollywood, Florida. Coordinated all planning and engineering services for the site plan application and land use plan amendment for the Sheridan Station-side Village, a mixed-use development integrating an existing Tri-rail station and other transit services.

Town Center Zoning Overlay Districts: City of Hollywood, City of Miami Gardens, City of Sunny Isles Beach. Responsible for development of zoning overlay district comprising zoning criteria, architectural, and landscape requirements leading to town center master plan implementation and for special districts.

Ongoing Private Development Coordination: Responsible for coordinating all aspects of land development activities including platting and site planning, rezoning, and obtaining all government approvals and building permits. Specific tasks involve ensuring that engineering, survey, landscape architecture, and construction management personnel are working together to bring a project to completion.

EDUCATION

M.P.A., Florida Atlantic University, Boca Raton, FL

B.A., Psychology and Management, McGill University, Montreal, Canada

PROFESSIONAL REGISTRATION

American Institute of Certified Planners
No. 116948

PROFESSIONAL ASSOCIATIONS

American Planning Association -
Past President of Broward Chapter

PROFESSIONAL MEMBERSHIPS

Broward County Management Efficiency and Study Committee, Member (Appointed by County Commission); Chair of Growth Management Subcommittee, 2004-2006, & 2009-2011

Technical Advisory Group to the Broward County League of Cities, Chair, 2003-2006

Chair Staff Working Group, School Board of Broward County, 2005-Present
Broward County Oversight Committee, 2009 - Present

Broward County League of Cities Scholarship Committee, Chair, 2010 - Present



Sarah Sinatra Gould, AICP

Director, Planning Department

SUMMARY OF QUALIFICATIONS

Ms. Sinatra has over 10 years of planning experience including municipal planning director duties such as processing zoning requests, land use plan amendments, site plan reviews, plats rezoning petitions, variances, vacation/abandonments and all other development application reviews. She holds a Master's degree in Urban and Regional Planning from FAU. Ms. Sinatra has also written evaluation and appraisal reports, comprehensive plans and zoning and land development codes. She is experienced in writing form-based codes and transit-oriented zoning codes. As the planning department director for Calvin, Giordano & Associates, she acts as the community development director for the City of Weston, the City of West Park and the Town Planner for the Towns of Surfside and Medley. For those entities, she carries out day-to-day planning and zoning activities, presents staff reports and recommendations to the commissions, the planning and zoning boards and provides customer service assistance to residents, developers and business owners.

PROJECT EXPERIENCE

Comprehensive Planning

Town of Surfside EAR. Identified items of concern from the Town's 2006 Charrette, including transportation planning and traffic issues. The EAR also recognized challenges with density and intensity.

Town of Surfside EAR Based Amendments. Incorporated many issues from the Town's 2006 Charrette and provided an analysis on tourist/hotel uses.

City of West Park Comprehensive Plan. Prepared the City's first Comprehensive Plan.

City of Sunny Isles Beach EAR. The City's intense population growth resulted in the need for an evaluation of recreation and open space uses and traffic concerns.

Sheridan Stationside Land Use Plan Amendment. Completed an amendment to the City of Hollywood and the Broward County Land Use Plans to change the land use designation on 40 acres to Transit Oriented Development (TOD). This included residential, hotel units, commercial office at a rail station to create true transit development. There was also an affordable housing component.

City of West Park Transit Oriented Corridor Land Use Plan Amendment. Amended the City and County Land Use Plans to create a Transit Oriented Corridor (TOC) for the City of West Park. The designation provided 575,000 square feet of office space, 500,000 square feet of commercial area, 200 hotel rooms and 1,500 new residential units to a depressed portion of US 441/ SR7.

Zoning and Land Development Codes

City of West Park Land Development and Zoning Code. Prepared the City's first Land Development and Zoning Code. These ordinances included new sign and landscape criteria to provide an identity for the newly incorporated City.

Town of Surfside Zoning Code. Created a modified form-based code for the Town. Facilitated many months of workshops to gain as much input as possible from the residents. The code resulted in "McMansion" standards to avoid over building in the single family neighborhood. This code also included new landscape regulations to provide more substantial buffers between uses.

Town of Surfside Design Guidelines. The design of buildings and their compatibility

EDUCATION

B.A. in Political Science, Florida Atlantic University, 1997-2001

Masters in Urban and Regional Planning, Florida Atlantic University, 2001-2003

PROFESSIONAL CREDENTIALS

American Institute of Certified Planners No. 158802

American Planning Association

Florida Chapter of the American Planning Association

Appointed member of the Miami-Dade Shoreline Development Review Committee



Sarah Sinatra Gould, Page 2

for the Town became issues of concern. A number of workshops were held to gain public participation in crafting design guidelines for the Town.

City of Hollywood. Created zoning guidelines and distance separation requirements for homeless shelters, free restaurants, half-way housing, and substance abuse clinics.

Town of Medley. Analyzed solid waste activities in the Town and prepared new zoning category to correct non-conformities.

Collier County Post Disaster Temporary Housing Study. Reviewed the County's Comprehensive Plan and Zoning Code to determine where housing could be located after a disaster as well as identifying sections of the code to be waived in post disaster conditions.

City of West Park Enterprise Zone. Prepared housing, population and income data as well as mapping data for inclusion into the Broward County Enterprise Zone. The State of Florida granted inclusion of the City in the Broward Enterprise Zone in 2010.

Town of Surfside. Prepared an overhaul of the Town's sign code. Added illumination standards and made allowance for LED screens to accommodate the business owners' requests.

Municipal Planning Staff

City of West Park, Planning and Zoning Director. Oversee the day to day functions of the Planning and Zoning Department. Respond to zoning calls from property owners and interested parties. Created the development review process for the City and chair the development review group meetings. Review zoning permits and certificates of use. Complete development reviews including site plans, plats, variances, special exceptions, land use plan amendments and rezoning applications. Created the necessary applications for these development reviews and prepare all staff memorandums to the City Commission.

City of Weston, Director of Development Services. Process development review applications including site plans, plats, variances, special exceptions, land use plan amendments and rezoning as well as managing the Planning and Zoning Department. Prepare items for the Development Review Committee (DRC) and the City Commission by chairing the DRC meeting, preparing the staff memorandum to the City Commission and presenting the application to the City Commission.

Town of Surfside, Town Planner. Respond to zoning calls from the public. Created the development review process for the Town and chair the development review group meetings. Review zoning permits and prepare items for the Design Review Board Meeting. Present site plans and permits to the Design Review Board, which analyze architectural and design standards in completing the review. Complete development reviews including site plans, plats, variances, special exceptions, land use plan amendments and rezoning applications. Prepare all staff memorandums and present the items to the Planning and Zoning Board and the Town Commission.

Town of Medley, Town Planner. Process development review applications including site plans, plats, variances, special exceptions, land use plan amendments and rezoning as well as the managing the agenda for the Development Review Committee (DRC). Prepare and present applications to the Town Council.

City of Pahokee, Consulting Planner. Provide zoning assistance to the City and to the general public. Review development applications including site plans, plats, variances, conditions uses, and rezoning applications. Prepare staff memorandums and present the items to the Planning and Zoning Board and the City Commission.



Richard D. Cannone, AICP *Planning Administrator*

SUMMARY OF QUALIFICATIONS

Richard Cannone, a Planning Administrator at Calvin, Giordano & Associates is responsible for the preparation of comprehensive land use plan amendments for public and private clients, as well as assisting the Planning Department with required analyses for EAR-based Amendments and Comprehensive Plans. In addition to comprehensive planning, Mr. Cannone will assist the Department in representing various municipal clients of CGA by reviewing applications, preparing staff reports and attending meetings for current planning activities, including but not limited to development applications such as rezoning, site plan and plat review, special exception, conditional use and amendments to the comprehensive plan. When required, Mr. Cannone will be responsible for project management, scheduling and budgeting for private and public sector clients.

PROJECT EXPERIENCE

Assistant Project Manager the Related Group, 2013-2014. Facilitate and assist the Vice President in all phases of entitlements, development and construction, including permitting, customer service, sales/marketing, management, association turnover and other problems or issues related to the timely finalization of the project. Negotiate a variety of contract with vendors, as well as agreements, easements and other instruments with local and state governments.

Planning Administrator Broward County, 2013. Supervisory and administrative work managing comprehensive planning, land use, special projects, zoning, code enforcement and redevelopment in Broward County.

Planning Administrator Calvin, Giordano & Associates, 2011-2013. Responsible for project management, scheduling and budgeting for private and public sector clients, the preparation of comprehensive land use plan amendments and land development regulations for public and private clients, as well as assisting the Planning Department with required analyses for Comprehensive Plan Amendments, Comprehensive Plans, Annexation Studies, Neighborhood Plans, Design Guidelines and Zoning/Land Development regulations. Currently implementing a variety of land development code amendments based upon strategies identified in the Comprehensive Plan for municipal clients.

- **Town of Medley Consulting Planner.** Responsible for all planning activities including plat and site plan review as well as the creation and modification of land development regulations; updating the Town's zoning codes; and preparation of a solid waste overlay project. Oversees communication and coordination between Town management, elected officials, major developers, and residents. Creation of Certificate of Use Ordinance and BTR Ordinance.
- **City of Pahokee, Florida.** Preparation of site plan reviews and reports for the City of Pahokee under ongoing cost recovery process. Plans from the City are distributed to various plan review disciplines and the final reports are presented in a cohesive and consistent manner.
- **Preparation of Annexation Studies for the City**
- **City of Hallandale Beach, Florida. RAC and Fashion Row Arts Districts.** Update of City Land Development/Zoning Codes and Overlay Districts consistent with the City-wide Master Plan and Regional Activity Center.
- **Ongoing Private Development Coordination:** Responsible for coordinating all aspects of land development activities including platting and site planning, rezoning, and obtaining all government approvals and building permits.

EDUCATION

MS Public Management,
St. Thomas University,
Miami, Florida

BS Community and
Regional Planning,
Iowa State University,
Ames, Iowa

PROFESSIONAL REGISTRATION

American Institute of
Certified Planners

TRAINING

Affordable Housing Finance

Real Estate Development
Finance

Home Inspection

Community/Neighborhood
Organizing

Effective Lobbying

Asset and Property
Management

Conflict Resolution

Communicating with
difficult people

Economic Development
Marketing

Economic Development
Finance

NIMS IS 700, IS 800, ICS
100, ICS 200 and
Emergency Management
Coordination



Richard Cannone, AICP, Page 2

- **City of Hallandale Beach, Hallandale Beach, Florida.** Director, Development Services, Housing, Economic Development and CRA Departments. Performed highly complex and responsible managerial and administrative work directing physical and economic development/redevelopment, community redevelopment, planning and zoning programs, and code enforcement/compliance to ensure growth of City and efficient use of City's resources in adherence with long and short-term goals, ordinances, policies and procedures pertaining to development services. Directed and supervised the operation and oversaw the daily activities of the Economic Development, Planning and Zoning, Code Compliance, Building, Community Redevelopment Agency and Engineering divisions within the Department of Development Services that included a staff of 35 full time employees and a budget of approximately \$15 million. Acted as primary liaison with the public and City officials in the receipt, processing, review and recommendation of all land development applications. Responded to public inquiries regarding City development and planning. Consulted with investors and developers who are reviewing the City, prepared and gave presentations to various interested civic and professional groups as it relates to redevelopment of the City.

City Manager/Finance Director City of Clairton, 2010-2011. Chief Executive Officer of a Pennsylvania Third Class City located in the Pittsburgh, Pennsylvania metropolitan area with a total budget of approximately \$3.5 million and 40 employees. Responsible to a five member City Council for the day-to-day operations of the municipality including, but not limited to, finance and budgeting, economic development, building, planning, code enforcement, community development, public works, library, contract management for utilities and other contracts, public safety (police, volunteer fire and EMS), risk management, recreation (including management of regional swimming pool) administration, labor negotiations and personnel matters.

City Manager City of Weslaco, 2009-2010. Chief Executive Officer of a municipality along the United States/Mexico Border. Annual General Fund Budget of approximately \$29 million with 350 employees. Responsible to a five member City Council for the day-to-day operations of the municipality including, but not limited to, finance and budgeting, economic development, building, planning, code enforcement, community development, public works, library, contract management for utilities and other contracts, public safety (police, fire, EMS), risk management, recreation, regional airport, homeland security, administration, labor negotiations and personnel matters.

Development Services/CRA/Economic Development Director City of Hallandale Beach, 2007-2009 & 2010. Duties & Responsibilities: Directed and supervised the operation and oversaw the daily activities of the Economic Development, Housing, Planning and Zoning, Code Compliance, Building, Community Redevelopment Agency and Engineering divisions within the Department of Development Services that includes a staff of 35 full time employees, 10 contract employees and a budget of approximately \$15 million as well as assist in the implementation of the City's Capital Improvement Program.

Senior Land Planner Greenberg Traurig, 2005-2007. Duties & Responsibilities: Senior Land Planner with International Law firm. Work closely with land use and environmental attorneys in developing and implementing innovative growth management and project strategies to assist clients with problem solving and achieving compliance with planning and regulatory requirements

Principal Planner City of Coral Gables, 2003-2005. Duties & Responsibilities: Perform professional planning and supervisory duties. Administer the review of all Planning Department applications to include comprehensive land use plan amendments, re-zoning, developments of regional impact, notice of proposed change applications, annexations, site plans, plats, abandonment's, and conditional uses. Advise developers and property owners of policies and regulations.



Nakeischea Loi Smith, AICP

Senior Planner

SUMMARY OF QUALIFICATIONS

Ms. Smith has seven years of municipal planning experience ranging from processing building permits and reviewing zoning applications to authoring land development and zoning ordinances, codes and regulations for both local and international governments. She holds a Master's degree in City Planning from the Massachusetts Institute of Technology where she specialized in Housing, Community and Economic Development. As the Senior Planner at Calvin, Giordano & Associates, Ms. Smith carries out general planning and zoning functions for the City of Miami Gardens, City of Pahokee, City of West Park, Town of Cutler Bay, Town of Medley and Town of Surfside in addition to developing special studies and preparing reports. She also works closely with Community Redevelopment Agencies throughout Florida as part of CGA's Redevelopment and Urban Design Division, which focuses on community improvement and revitalization.

PROJECT EXPERIENCE

City of Pahokee, Florida. Processed rezoning petitions and presented staff reports and recommendations to the commission and planning and zoning boards.

Town of Cutler Bay, Florida. Conducted an analysis of ordinances related to cost recovery and notice/advertisement procedures. Prepared recommendations and drafted proposed language to be included in the revised land development regulations.

Town of Medley, Florida. Reviewed site plans for commercial development and prepared staff reports for variance and rezoning applications.

Town of Surfside, Florida. Analyzed the existing sign code and identified issues and inconsistencies. Prepared a rewrite of the sign code to include updated standards, elimination of contradictory language, clarification of terms and definitions, and incorporation of modern sign typologies.

Martin County, Florida. Assisted in the development of the County's first form-based code within the seven Community Redevelopment Areas.

Miami-Dade County, Florida. Prepared a Finding of Necessity Study for the establishment of a Metrozoo-Richmond Heights Community Redevelopment Area.

Nassau, Bahamas. Established the country's first Business Improvement District within downtown Nassau.

YEARS OF EXPERIENCE

7

EDUCATION

MA, City Planning,
Massachusetts Institute of
Technology, 2007

BA, Sociology,
Northeastern Illinois
University, 2004

AA, French, Northeastern
Illinois University, 2004

AA, Spanish, Houghton
College, 1998

PROFESSIONAL AFFILIATIONS

American Institute of
Certified Planners
No. 165215

Business Member of the
City of Hollywood Green
Team Advisory Committee



Chris Giordano, MSC

Director of Management Services

SUMMARY OF QUALIFICATIONS

Chris Giordano has ten years of construction management experience. After graduating from the University of Central Florida with a Bachelor of Science in Electrical Engineering Technology, he pursued a career in the construction management industry. Chris held the positions of Project Administrator, Project Manager, Contracts Manager, and finally Project Controls Manager for the Orion Marine Group before deciding being appointed Project Administrator at Calvin, Giordano & Associates, Inc.

Chris has managed hundreds of millions of dollars in construction. The clients for these projects ranged from federal, state, local and private clients. Chris gained construction experience throughout the southeastern United States as well as in the Caribbean.

PROJECT EXPERIENCE

Director of Management Services – Governmental Services. Calvin, Giordano, & Associates, Inc., Fort Lauderdale, FL.

- Coordinates and Assist in the Management of all Government Contracts
- Manages the Production of Bid Documents, Responses to RFIs, and Bidding Process
- Recommend Award of Contracts to City Commission
- Manage the Contractor's Submittals, Payment Applications, Claims, Change Orders
- Ensure Contractors are Maintaining Current Schedule and Budget Goals.
- Manage and Direct all Required Subconsultants and Inspectors as Needed

Capital Improvement Projects Managed:

- Town of Surfside Utility Rehabilitation Project
- Town of Surfside Community and Aquatic Center Construction
- Town of Surfside Comprehensive Traffic Study and Analysis
- Town of Surfside Seawall Inspection, Design and Reconstruction
- Sunny Isles Beach Newport Fishing Pier Project Administration and Permitting
- Sunny Isles Beach North Bay Road Bridge Project Administration and Permitting
- Port Sutton Manatee Observation
- Jupiter Maintenance Dredging Manatee Observation
- Tampa MATOC Dredging Manatee Observation

PROJECT CONTROLS MANAGER & CHIEF ESTIMATOR

Orion Dredging Services, LLC, Jacksonville, FL. (2008 – 2009)

- Create and Present all PSR & PCSR Reports for Division, Primavera Progress Schedules, Cost and Revenue Forecasts, and Direct Cost and Schedule Support to Project Managers.
- Perform all Bid Estimates for Federal, State, Local, Private and International Projects.
- Forecast Every Project on a Monthly Basis and Present Findings in Monthly PCSR Meetings.
- Managed Multiple Public Works Contracts Concurrent with PCM & Estimating Duties.

Marine Construction Projects Managed:

- Pier Construction and Cruise Ship Berth Dredging-Waterside Improvements, Labadee, Haiti.
- USACE Blount Island Emergency Dredging for Navy Ship Traffic and Mooring – Jacksonville, FL

EDUCATION

BSEET, Electrical Engineering Technology, Concentration on Computer Systems. University of Central Florida, 2005

PROFESSIONAL REGISTRATION

Florida Marine Specialty Contractor (Active License) No. SCC131151012

OSHA 10-Hour Safety Certified



Chris Giordano, Page 2

- TPA FY 08 Maintenance Dredging for Commercial Ship Traffic and Mooring – Tampa, FL
- Port Everglades Maintenance Dredging for Commercial Ship Traffic and Mooring – Fort Lauderdale, FL

Contract Manager; Subaqueous Services, Inc., Orlando, FL. (2004 – 2008)

- Managed Office Staff of 10 Employees.
- Maintained all Correspondence with Owners/Engineers.
- Managed \$44 million In Annual Contract Backlog.
- Created and Attended all Presentations for Governments, Citizens, Conferences and Private Firms.
- Created Project Tracking Databases.

Marine Construction Projects Managed:

- Volusia County Emergency Beach Nourishment – Dune Restoration.
- Miami Dade County BEAR 1 (Beach Erosion and Re-nourishment)
- Tampa Port Authority Hookers Point Expansion.
- Jaxport Dames Point Expansion – Project One.
- SFWMD Lake Trafford Restoration – Phase II.
- FIND MSA 434/434C DMMA Construction.
- Island Pointe Marina Dredging.
- Bayou Grande Villas Maintenance Dredging.
- Port Everglades Maintenance Dredging.
- Panama City Marina and Homeowner Canal Dredging.
- Peace River Hurricane Debris Cleanup.
- FP&L Hurricane Debris Cleanup.
- Hendry County Oxbow Dredging.
- SFWMD S-65A Rock Rip Rap Bank Restoration.

Engineering Inspector Intern, GLC Construction, Hallandale, FL. (1999 – 2001)

- Air Tested Concrete.
- Slump Tested Concrete.
- Inspected Pollution Retard Baffles.
- Inspected Mud Work on Drainage Structures.



Norman Bruhn

Director of Building Code Services

SUMMARY OF QUALIFICATIONS

Norman Bruhn has over 25 years of construction management experience. After graduating from Santa Fe College with an Associates of Arts in Criminal Justice, he pursued a career in the construction industry. Norman has held the positions of Assistant Superintendent, Project Supervisor, Chief Structural Inspector and Plans Examiner, and finally the Building Official for numerous cities and organizations such as Norcot Inc., City of Coal Springs, Town of Davie, City of Cooper City, Capri Engineering, Miami Shores Village, and City of Pembroke Pines.

At Calvin, Giordano & Associates, Inc., Norman has been appointed the Director of Building Code Services where he oversees all of our Building Code employees throughout all of Broward County in municipalities such as Fort Lauderdale, Pembroke Pines, West Park, Pompano Beach, Weston, Lighthouse Point, and Deerfield Beach.

PROJECT EXPERIENCE

09/2008 - Present: Miami Shores Village, Florida

Building Official, Building Chief Inspector, and Building Plans Examiner

- Job duties include municipal inspections, plan review, and all building official duties.
- Responsible for all means and method of building department operations.

08/2007-09-2008: Calvin, Giordano & Associates, Inc., Fort Lauderdale, Florida

- Building Official/Building Director and Chief Structural Inspector (Town of Surfside)(A.B. City of West Park)

04/2006-04/2007: Capri Engineering, Sunrise, Florida

- Senior Inspector/Plans Examiner. Job duties included municipal inspection and plan review for several Broward cities, plan review for private provider services and threshold inspections.

07/2002-03-2006 & 04/2007-08/2007: City of Cooper City, Florida

- Assistant Building Official/Chief Structural Inspector. Job duties include supervision of inspectors and plan reviewers. Performance of administrative tasks including the issuing of Certificate of Occupancy as required by the F. B.C.

12/2000-07/2002: Town of Davie, Florida

- Building Inspector for structural aspects of new construction, alterations and additions of all types of construction. Job duties include performing all inspections required by the S.F.B.C. including F.A.C.

10/1998-12/2000: City of Coral Springs, Florida

- Building Inspector for structural aspects of new construction, alterations and additions of all types of construction. Job duties include performing all inspections required by the S.F.B.C. including F.A.C.

10/1993-08-1997: Norcot, Inc., Port St. Lucie, Florida

- Project supervisor in charge of entire jobs from sales, bidding scheduling, and completion. Type of work was small residential remodels (kitchens, baths, room additions). 50% owner

EDUCATION

Associates Degree
Santa Fe Community
College

LICENSES & CERTIFICATIONS

Florida State Certified
General Contractor
CG-C057387

Florida State Certified
Roofing Contractor
CCC-1329044

Florida State Certified
Structural Inspector
BN-3525

Florida State Certified Plans
Examiner, PX-1809

Florida State Building Code
Administrator
BU-1346



Norman Bruhn, Page 2

01-1993-10-1993: B & D Structures, Inc., North Miami Beach, Florida

- Structural supervisor for concrete forming crew with 5 to 15 men in my direct supervision. Job duties included all layout, material ordering, scheduling concrete/pumps, and forming.

02/1989-02-1991: Rogers & Ford Construction, Boynton Beach, Florida

- Assistant supervisor with 2 to 20 men in my direct supervision. Job duties included layout and supervising production. Projects included Club and facilities at Weston, Publix food store & plaza at Weston, and solid waste transfer station.

01/1985-02/1989: North South Construction / Ocean Properties Limited, Boynton Beach, Florida

- Assistant superintendent traveling to 5 states building Marriott Hotels.



Peter A. Beaudoin

Assistant Building Official

SUMMARY OF QUALIFICATIONS

Peter Beaudoin has over 40 years of construction experience. Peter has held management positions of Mechanical Superintendent, Chief Inspector and Plan Reviewer for both Plumbing and Mechanical, and Building Official for several municipalities such as the City of Cooper City, Coral Springs, West Park, Pembroke Pines, Deerfield Beach, and Lighthouse Point. Being licensed and certified in mechanical and plumbing along with his many years of experience, makes Peter a versatile asset to Calvin, Giordano & Associates, Inc.

PROJECT EXPERIENCE

2007-Present: Chief Mechanical Inspector/ Plumbing plans Examiner

- Review construction Plans in the Mechanical and Plumbing disciplines for conformity to the Florida Building Code as well as local agencies requirements. Assist the contractors, engineers and architects as well as owner builders with corrections and interpretations
- Performed field inspections in both disciplines when code violations were observed correction notices were issued and follow up inspections were performed for compliance
- Supervised one field inspector and part time will call inspectors when needed and in the absence of the Building official I assumed the full responsibilities including issuing certificates of occupancies

1993-2007: Building Official Chief Mechanical / Chief Plumbing Inspector, City of Cooper City, FL

- In September 1993 this was an entry level inspector's position. I performed field inspections for compliance to the South Florida Building code under the supervision of the Building Official and Chief Mechanical Inspector Doval Sallustio. I qualified for and received my Plumbers certification through the Broward County Board of Rules and Appeals and performed field inspections for compliance to the South Florida Building Code as well as the health department and utilities and local agencies again under the direction of Mr. Sallustio
- I qualified and received the Standard plans examiners license from the Department of Business and Professional Regulation for the Mechanical and Plumbing disciplines.
- I reviewed construction plans for the conformity to the South Florida Building as well as the new Florida Building Codes
- September 1998 I was promoted to Chief Mechanical and Plumbing Inspector
- November 2005 I was promoted and assumed the duties of the Building official
- My duties included over seeing a department with 8 employees administrating the department budget employee evaluations, attending commission meetings and issuing Certificates of occupancies and also performed Mechanical/Plumbing plans review and Inspections

1980-1993: Mechanical Superintendent, Ivey Mechanical Contractors, Nashville, Tennessee

- Over saw the installation of sheet metal duct work, chillers, air-handlers, steam and chill water piping systems in various hospitals in Broward County Including Coral Springs Medical Center , Hollywood Memorial, University Hospital in Tamarac Florida and Northwest Regional Medical Center in Margate Florida

LICENSES

Plumbing State of Florida
Contractors CFC039969
(inactive)

Broward County Board
of Rules and Appeals
Mechanical Plans Examiner
/ Inspector

Broward County Board
of Rules and Appeals
Plumbing Plans Examiner/
Inspector

Department of Business
and Professional
Regulation Building Code
Administrator BU1065

Department of Business
and Professional
Regulation Standard Plans
Examiner PX980

Department of Business
and professional
Regulation) Standard
Inspector (BN273



Peter A. Beaudoin, Page 2

1972-1979: Gordon F. Merrick Oil Company, Plaistow, New Hampshire

- Assist in the installation of boilers and forced hot air furnaces, threaded steel pipe for oil storage tanks.



Mario Sotolongo

Senior Code Enforcement Supervisor

SUMMARY OF QUALIFICATIONS

Mario Sotolongo has over twenty (20) years of professional experience in the construction industry. Mr. Sotolongo is the Senior Code Enforcement Supervisor in the City of Pompano Beach, a division of the Governmental Services Department with Calvin, Giordano & Associates, Inc. (CGA). Since Mr. Sotolongo has been with CGA, he has become FACE Level IV certified and obtained a Yellow Belt in Lean Six Sigma.

PROFESSIONAL EXPERIENCE

2012 to Present: Calvin, Giordano & Associates, Inc., Government Services Code Compliance Supervisor, City of Pompano Beach Code Inspector, Zone 5 (Highlands)

200-2012: City of Fort Lauderdale, Department of Sustainable Development Code Enforcement Officer. (Levels I, II and III)

- Trained and qualified in Noise Regulations, City wide
- Enforcement of Artificial lighting restrictions during Sea Turtle nesting season
- Artificial lighting restrictions, City wide
- Uniform Land Development Regulations
- Special Entertainment Districts (noise and special regulations)
- Special Reaction Team (Specialized Enforcement Actions City wide)

2003-2006: Nelco Companies / AAA Glass & Mirror Glass and Glazing Contractor

- Inside Sales
- Outside Sales
- Building Permit Applications
- Office Manager

1992-1999: National Glass and Construction Company, Miami, FL Building Contractor, specializing in Commercial Glass and Glazing

- Vice President (1997 to 1999)
- Project Manager
- Designer (CAD Level I)
- Estimator (1992 to 1997)
- Sales and Estimating
- Drafting
- Building Permit Applications

1990-1992: Lloyd's Register of Shipping, La Habana, Cuba, British Ships Classification Society

Inspection and Insurance Adjuster

- Assistant to Senior Inspector (1991 to 1992)
- Report Review and Translation
- Automotive Mechanic and Driver (1990 to 1991)
- Report Review and Translation

1989-1990: MAINCON B.V., Dutch Ships Handlers Corporation Supply of spare parts to ocean going vessels

- Local Sales and Technical Representative
- General Office Management
- Sales and Technical assistance to vessel owners

EDUCATION

School of Engineering, Universidad de la Habana, CUJAE, Cuba. Associate in Mechanical

School of Engineering, Universidad de la Habana, ISCAH, Cuba. Associate in Mechanical Engineering

CERTIFICATIONS / PROFESSIONAL REGISTRATIONS

Green Building and Sustainable Development Course

Quest Technologies Environmental Noise Reduction

FL Institute of Government - FACE Level IV

FL Institute of Government - FACE Level III

FL Institute of Government - FACE Level II

FL Institute of Government - FACE Level I

BCC Institute of Public Safety - Parking Enforcement Specialist

Dade County - Trade Bldgt Specialty Metal Awnings and Shutter

MDCC Real Estate FREC Course I



Sandra Lee, AICP CEP, LEED AP BC+D, CFM
Director, Environmental

SUMMARY OF QUALIFICATIONS

Ms. Lee has 20 years of professional experience and directs CGA’s Environmental Department coordinating our regulatory permitting, environmental planning, site assessment, resource management and environmental technical support services. Before joining CGA, Ms. Lee was a Biologist with the Growth Management Division of Monroe County. During the three years that CGA provided planning and zoning services for the newly incorporated City of Marathon, she lived full-time in the Florida Keys and was responsible initially for all the environmental planning for the City of Marathon and subsequently for a full range of planning services for the City. Prior to relocating to Fort Lauderdale, Ms. Lee was a resident of the Florida Keys for 10 years where she became very familiar with the environmental sensitivities regarding the flora, fauna, land and special government programs governing and protecting the 160-mile string of coral islands making up the Keys, a designated area of critical State concern. In general, Ms. Lee:

- Provides technical support, environmental resource management, environmental planning and sustainable development services to public and private entities
- Provides permitting services to obtain environmental resources permits at the local, state and federal level
- Coordinates interagency and multi-disciplinary team efforts
- Provides most feasible development and mitigation options, and the probable costs for mitigation options
- Prepares Coastal and Conservation Elements for Comprehensive plans, coordinates on Comprehensive Plan Evaluation and Appraisal Reports (EAR) and EAR based amendments
- Designs wetland mitigation plans, provides bidding and construction oversight services for the construction and installation of mitigation and natural areas
- Manages the compliance monitoring on over 2,000 acres of constructed wetlands and administers the maintenance contract on over 2,000 acres of created and enhanced wetlands
- Conducts and manages field staff conducting wetland, wildlife and habitat assessments, imperiled species surveys, mitigation compliance monitoring reporting, and tree surveys

ENVIRONMENTAL RESOURCE PERMITTING EXPERIENCE

Archdiocese of Miami Blessed John XXIII Religious Facility, Miramar, Florida. Responsible for environmental permitting, which included the site assessments, wetland assessments and obtaining a U.S. COE, a Broward County and two South Florida Water Management District permits; one for the development site and one for a newly constructed off-site mitigation area. Nearly the entirety of the development site was wetland and was comprised of multiple habitat types and qualities. The Archdiocese had previously obtained environmental resource permits for this project and purchased mitigation previously constructed under a prior project. However, the Archdiocese had let all permits expire and needed to again go through the entire permitting process, under new regulatory criteria. Permitting required extensive negotiation to allow previously purchased mitigation credit from a private development site to continue to apply to this project. Additional off-site mitigation was also required. Also designed the newly constructed off-site mitigation area, conducted the mitigation construction oversight and long term compliance monitoring, and the conducted maintenance oversight for the off-site mitigation area.

YEARS OF EXPERIENCE
20

EDUCATION
M.A. Biology/Ecology,
Magna Cum Laude
St. Cloud State University,
Minnesota

B.A. Biology/Botany,
Magna Cum Laude
St. Cloud State University,
Minnesota

PROFESSIONAL REGISTRATION
American Institute of
Certified Planners
No. 018627

Green Building
Certification Institute
LEED A.P. BD+C
NO. 10215598

Association of State
Floodplain Managers CFM
No. US-07579

Florida DEP Qualified
Stormwater Management
Inspector
No. 5889



Sandra Lee, AICP CEP, LEED AP BD+C, CFM, Page 2

Pembroke Lakes Square/Miramar Pinelands Natural Area, Miramar, Florida. Responsible for coordinating and finalizing the permitting through the U.S. COE, Broward County and the SFWMD with mitigation plan components from multiple firms for the construction of a commercial complex in Pembroke Pines on a 26+ acre site that was entirely wetlands. Mitigation was constructed in Miramar on the County-owned Miramar Pinelands Natural Area that was purchased with State funding. The project required a tri-party agreement with County Commission approval for mitigation construction on County park land. The project also required obtaining a permit modification for additional adjacent wetlands purchased and added to the development site; coordinated the purchase of mitigation bank credits for the additional land.

Dania Basin 5 Drainage Improvements, Dania Beach, Florida. Designed and permitted a unique bio-swale stormwater improvement system to benefit both the developed and adjacent natural habitats. Conducted all site and wetland functional assessments for permitting and processed permits through the U.S. COE, the South Florida Water Management District and Broward County; permitting required extensive negotiation with various Divisions of Broward County for use of County land that is designated wilderness area, mangrove habitat, and serves as a buffer to West Lake Park. The project required the development of an Agreement with the County and the City requiring approval by the County Commission. The construction of the bio-swale did require unavoidable impacts to wetlands; however, the swale design included enhancements that created greater wetland functional gain than the functional loss through the impacts. The project restored historic sheet flow of freshwater to the West Lake Park habitat.

Foxcroft Multi-Family Residential Development, Miramar, Florida. Responsible for site assessments and obtaining a U.S. COE, Broward County, and a South Florida Water Management District permit for the redevelopment of a golf course into a residential development. Mitigation bank credits were purchased for the U.S. COE permit and on-site mitigation was conducted for Broward County. Additionally, over 20 acres of non-mitigation created wetland habitat was designed and included in the final plan.

Public Lands, Weston, Florida. Responsible for obtaining a water use permit from the South Florida Water Management District for nearly 1,000 acres of irrigated public land.

City Center Parking, Pembroke Pines, Florida. Responsible for environmental permitting, which included the site assessments, wetland assessments and obtaining a U.S. COE, a Broward County and a South Florida Water Management District permit for the development site and for a newly constructed off-site mitigation area. Nearly the entirety of the development site was wetland and was comprised of multiple habitat types and qualities; also developed the mitigation plan for the conversion of an off-site golf course to wetland habitats. The development fell within an FPL power line easement requiring additional coordination and approvals with FPL. The U.S. COE permit required the coordination of purchasing mitigation bank credits. Economic developments in 2014 lead to the City selling the off-site golf course. Currently working with the City to release the recorded conservation easement and modify the issued permits to allow the City build the parking facility with mitigation bank credits instead of designed off-site mitigation.

Dania Cove Park, Dania Beach, Florida. Obtained local, state and federal permits to install site improvements required by a Florida Communities Trust and a Parks for People grant including dock, shoreline platform, and shoreline protection measures on a City park located along the Dania cut-off canal. Designed a stabilization system for a badly eroded and unstable shoreline embankment and developed a shoreline vegetation plan.

Ortanique Residential Subdivision, Pompano Beach, Florida. On behalf of the City CRA obtained an ongoing Florida Fish and Wildlife Conservation Commission permit to relocate burrowing owls and collapse burrows to allow on-going site grading work to be conducted within the subdivision.

Drainage Improvements, Lake Park, Florida. Conducted a submerged aquatic vegetation survey and obtained a U.S. COE and SFWMD permit for installation of a new outfall and upgrades to existing outfalls into the Lake Worth Lagoon for a Town drainage improvement project.

FPL Substation, Dania Beach, Florida. Conducted the site assessments and wildlife survey and obtained a U.S. COE and a Florida Department of Environmental Protection permit for the expansion of an electric substation in mangrove habitat recognized as Outstanding Florida Waters, and coordinated the purchase of mitigation bank credits for the wetland impacts.



Sandra Lee, AICP CEP, LEED AP BD+C, CFM, Page 3

Pembroke Harbor/Pembroke Cay, Pembroke Pines, Florida. Responsible for coordinating the final issuance of permits, with multiple firms, for a 170 acre residential and commercial development project that required 34 acres of on-site mitigation and the purchase of 55 mitigation bank credits. Completed the final wetland mitigation plan and planting chart. Conducted the site assessment and obtained a permit modification for a roadway extension which included additional wetland impacts and the purchase of additional mitigation bank credits.

A1A Improvements and Bike Lanes, Jupiter, Florida. Obtained environmental permits, conducted the site assessments, including shoreline and submerged aquatic vegetation surveys, for new outfalls into the Lake Worth Creek Aquatic Preserve which is recognized as Outstanding Florida Waters. Conducted the investigations to complete and submit the environmental LAP documentation.

Drainage Improvements, Weston, Florida. Obtained a US COE and a Broward County permit, and modified two South Florida Water Management District master surface water permits for drainage improvements including culvert replacements.

Increment III Mitigation Areas, Weston, Florida. Re-permitted Increment III of the Weston DRI through Broward County for document consistency with the final mitigation conditions, and amended the Increment II Conservation Easement dedicated to the Florida Department of Environmental Protection.

WETLAND MITIGATION COMPLIANCE MONITORING EXPERIENCE

Increment III, Weston, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on 1,535 acres of sawgrass marsh, tree island, constructed refugia, and lake-shelf habitat, documented utilization by a wide variety of wildlife including the federally listed Snail Kite.

Pembroke Falls, Pembroke Pines, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on 204 acres of forested wetland, marsh, hammock, and open water, documented utilization by a wide variety of wildlife including the federally listed Wood Stork.

Memorial Hospital, Miramar, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on 51 acres containing slough, marsh, wet prairie, and tree island habitat; documented utilization by a wide variety of wildlife including flamingos.

Isles at Weston, Weston, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on 65 acres of marsh containing shallow channels and hydric islands which also contains an archaeological site.

Berman Preserve, Davie, Florida Conducted the quarterly, five year compliance monitoring and reporting program on 28 acres of marsh, tree islands, slough, forested uplands, and forested wetlands.

Blessed John XXIII Religious Facility, Miramar, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on seven acres of slough, marsh, and wet prairie habitat located among other mitigation sites.

Pembroke Harbor, Pembroke Pines, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on 34 acres of wetland containing emergent marsh, tree islands, and open water with a hydric berm separating the mitigation from an adjacent drainage canal. Obtained a contract to continue oversight after the regulated compliance monitoring period.

Miramar Pinelands, Broward County, Florida. Conducted the quarterly, five year compliance monitoring and reporting program on 32 acres of wetland creation located on Broward County Park land at the historic head of the Snake Creek slough, contains open water and wet prairie habitat.

ROADWAY PROJECT EXPERIENCE

Pines Boulevard widening, Pembroke Pines, Florida. Completed the Contamination Screening Evaluation Report and the State Environmental Impact Report.

A1A Improvements and Bike Lanes, Jupiter, Florida. Completed the site assessments including shoreline and submerged aquatic vegetation surveys for new outfalls into the Lake Worth Creek Aquatic Preserve, which is recognized as Outstanding Florida Waters. Conducted the investigations to complete and submit the environmental LAP documentation.



Sandra Lee, AICP CEP, LEED AP BD+C, CFM, Page 4

Holmberg Road Sidewalk Installation, Parkland, Florida. Conducted the site assessments for the installation a 6' wide concrete sidewalk along the north side of Holmberg Road from NW 71st Terrace east to SR 7, conducted the investigations to complete and the submit the environmental LAP documentation.

Bonaventure Boulevard Roundabouts at Saddle Club Road and at Lakeview Drive, Weston, Florida. Conducted the site assessments and conducted the investigations to complete and submit the environmental LAP documentation.

Bus Stop Improvements and Greenway, West Park, Florida. Conducted the site assessments for improvements to bus stop locations along Pembroke Road and Hallandale Beach Boulevard and for a pedestrian 'Greenway' consisting of a seven-foot-wide meandering sidewalk with pathway lighting, benches, trash receptacles, sod and small groupings of palms and accent trees to be constructed along the east side of Barak Obama Boulevard. Conducted the investigations to complete and submit the environmental LAP documentation.

MUNICIPAL EXPERIENCE

Environmental Management, Weston, Florida: Responsible for the environmental resource management and environmental planning services to the City and the administration of the maintenance contracts on over 2,000 acres of created and enhanced wetlands.

Land Clearing Review, Loxahatchee Groves, Florida. On behalf of the Town reviewed and issued the land clearing permit for a 15+ acre religious facility on Pineland habitat, developed the tree mitigation plan, developed the performance guarantee estimate, conducted the site inspections to ensure compliance to the issued permit, and final permit close-out.

Environmental Planning, Marathon, Florida During the three years that CGA provided planning and zoning services for the newly incorporated City of Marathon, Ms. Lee lived full-time in the Florida Keys and was responsible initially for all the environmental planning for the City of Marathon and subsequently for a full range of planning services for the City. Ms. Lee worked closely with the City Administration, Code Compliance and Building Department to provide seamless, efficient services to the community. She reviewed and processed all applications for commercial and residential development, implemented the local 'Rate of Growth' residential allocation system, reviewed and processed specialized planning functions such as variances, conditional uses, FLUM, zoning and text amendments; and prepared all necessary staff reports and public notices gaining in depth experience in implementing:

- Heightened habitat, wetland and shoreline protection measures;
- Transfer of development rights to protect sensitive habitat;
- Coastal protection measures;
- Habitat Open Space overlays to protect sensitive habitat; and
- Rate of Growth measures

Code Review, Palm Beach, Florida. Requested by the Town to review the Town's Ocean Vista zoning requirements and the State laws relative to the regulations for trimming vegetation on beach dunes to identify inconsistencies and to make recommendations to the Town to achieve consistency with the State regulations.

Community Rating System Certification, Weston and Pembroke Pines, Florida. Compiled and submitted the annual certification documents to FEMA for the CRS participation in the NFIP. Obtained an upgraded CRS score for the City of Weston.

NPDES Annual Reporting, Town of Surfside, the City of Sunny Isles Beach and City of Pembroke Pines, Florida. Compiled and submitted the annual MS4 reporting documents for the Town of Surfside, the City of Sunny Isles Beach and Pembroke Pines.



Sandra Lee, AICP CEP, LEED AP BD+C, CFM, Page 5

GRANT ADMINISTRATION

Dania Cove Park, Dania Beach. Coordinated with the County and State on gaining approval for the project site design, tracked all expenditures and processed and obtained all grant disbursements for the City from the Florida for Communities Trust and the Parks for People Grants for the site development, and closed out the grants.

Bonaventure Pump Stations, Weston. Tracked all expenditures and processed and obtained all grant disbursements funds for the City from a Florida Division of Emergency Management Hazard Mitigation grant, a South Florida Water Management District grant, and a Florida Department of Environmental Protection grant.

Stormwater Improvements, West Park. Tracked all expenditures and processed and obtained all grant disbursements funds for the City from South Florida Water Management District and a Florida Department of Environmental Protection grant.

Sanitary Sewer Improvements, Surfside. Tracked all expenditures and processed and obtained all grant disbursements funds for the City from a Florida Department of Environmental Protection grant.

Drainage Improvements, Surfside. Tracking all expenditures to process disbursement requests for two Florida Department of Environmental Protection Department grants.

PROFESSIONAL ORGANIZATION ACTIVITIES

Ms. Lee currently serves as the President of Board of Directors of the South Florida Chapter of the U.S. Green Building Council and actively participates in the Chapter activities and educational programs. Throughout 2009 she served on the Greenhouse Gas Reduction Subcommittee of the Broward County Climate Change Task Force and participated in the Built Environment working group. Ms. Lee is also actively involved with and currently serves as a Board officer for the South Florida Association of Environmental Professionals.



Eric Czerniejewski, P.E., ENV SP *Director of Traffic Engineering*

SUMMARY OF QUALIFICATIONS

Eric Czerniejewski, P.E., is the Director of Traffic Engineering for CGA with 18 years of experience in transportation infrastructure design, traffic engineering and transportation planning. He has experience in transportation projects that include preparation of traffic studies including corridor studies, traffic impact studies, mobility studies and parking utilization and reduction studies. He is also specialized in signalization design, roadway design, managing, designing and permitting select transportation infrastructure engineering projects; planning, developing and coordinating civil engineering design documents; and coordinating construction engineering and inspection. Some of his relevant mobility plan experience includes development of citywide mobility plan for the City of Fort Lauderdale, preparation of the campus master mobility plans for Florida International University and Florida Atlantic University campuses as well as Memorial Health Care Joe DiMaggio Hospital campus. He is certified to prepare traffic control plans and process LAP projects by FDOT.

PROJECT EXPERIENCE

Transportation Manager, City of Fort Lauderdale -Managed and supervised the traffic engineering, transportation planning and transportation design program for the City of Fort Lauderdale (City) Transportation and Mobility Department including all Department traffic engineers and transportation planners.

Managed the Downtown Fort Lauderdale Transportation Management Associations' (TMA) Citywide Sun Trolley community bus service including development of the Uptown Link and route extensions. Developed and submitted relevant grant applications for transportation and transit projects including TIGER, Transportation Enhancement, EPA Green Streets and FTA New Freedom. Developed the Capital Improvement Plan (CIP) for traffic, roadway, transit, aviation and parking improvement projects aligned with the City Commission Action Plan. Developed and Monitored Citywide Strategic Plan Performance Measures for Transportation initiatives including Sun Trolley/Community Bus Equipment, Routes and Fares. Developed the key citywide long-range transportation plan including the 2015-2035 comprehensive strategic multimodal program entitled Connecting the Blocks- Creating Options for Moving People-Created the City Complete Streets Guidelines

- Managed the citywide review of all transportation elements of the Development Review Committee to determine traffic impacts for new development projects submitted for approval. Included review of all traffic impact studies and parking studies and ensured that walkability and alternate modes of transportation was being provided along the transportation network adjacent to the development site.
- Collaborated with Government Agency Partners including the Downtown TMA. The Florida Department of Transportation (FDOT), Broward Metropolitan Planning Organization (MPO), South Florida Regional Transportation Authority, Broward County, Federal Aviation Administration and adjacent municipalities on all public transit, traffic engineering and transportation projects in the City.
- These included the following projects in the City Commission Action Plan:
- The Wave Streetcar, Florida East Coast All Aboard Florida, SR-A1A Rehabilitation and Modification projects, Broward Blvd Gateway Implementation Project, FDOT Advanced Transportation Management System Central Broward Corridor Project, Central Broward East West Transit, SFRTA Tri-Rail Coastal Link, Downtown and Uptown Mobility Hub Development Initiatives, Downtown Units Land Use Plan Amendment.

EDUCATION

Bachelor of Science (BS), Civil Engineering, SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE, Edwardsville, Illinois

CERTIFICATIONS & LICENSES

Professional Engineer License (#58002)

ENVISION Sustainability Professional Certification

Advanced Maintenance of Traffic Certification (FDOT)

PROFESSIONAL AFFILIATIONS

ASCE Region 5 Governor

ASCE Broward Past President

ASCE National Public Policy Committee

AWARDS

ASCE Government Engineer of the Year (2013)

ASCE Engineer of the Year (2011)

ASCE Young Engineer of the Year (2006)



Eric Czerniejewski, PE, ENV SP, Page 2

FDOT District 6 Districtwide Public Transportation Consultant Contract - Provided studies, performed evaluations, developed strategies, and secured funding for highway, transit, rail, freight and seaport projects while enhancing performance for all transportation modes. These analyses required expertise in collecting data, assessing the context, validation of data, analysis of demands, forecasting and growth and provided transit design and construction determinations in conjunction to responding to public and private stakeholders concerns. Completed the following projects as part of this Contract:

- Miami Dade Aviation Department (MDAD) Triennial Safety Audit of MDAD Automated People
- Mover Systems- Audit Review of the MDAD Transit Security Program Plan and System Safety Program Plan
- Miami Dade Transit (MDT) Triennial Safety Audit of Bus and Rail Systems- Audit Review of the MDAD Transit Security Program Plan and System Safety Program Plan

Broward MPO Pompano Beach Education Corridor Transit Study - Due Diligence was performed to determine the feasibility of a transit shuttle or circulator to improve access to the educational facilities along the Coconut Creek Parkway corridor that runs through Pompano Beach, Margate, Coconut Creek and Coral Springs. This included estimating capital and operating costs, identifying opportunities and/or constraints and coordinating proposed transit improvements with other plans or projects including: land use plans, traffic, roadway and sidewalk projects, interface with existing and future Tri-Rail service and Mobility Hubs for the Premium Transit Corridors at Sample Road and University Drive (Gateway Hub).

Hallandale Beach Boulevard Corridor Improvements- Project Manager who performed the design and permit approvals for Florida Department of Transportation (FDOT) and Broward County Traffic Engineering Department for the conversion of two Hallandale Beach one-way collector roadways, to two-way facilities. The two key issues addressed were evaluation of the geometrics and centerline transition through the intersections, as well as improving the overall travel time between US 1 and SR A1A. This included the evaluation of the existing and future vehicle delays in traffic flow on Hallandale Beach Boulevard. The geometric alignment included eliminating a southbound through movement for each intersection. The analysis of the traffic flow on Hallandale Beach Boulevard required a progression analysis of the traffic signals from US 1 to SR A1A, which detailed the net change in the signal cycles and the effect on the traffic flow. In addition, left-turn flashing arrows (permitted left turn), elimination of pedestrian crosswalks and modification to signals to eliminate crossing maneuvers, cycle reductions and improvement to traffic flow were also a part of the traffic analysis. Services provided included traffic engineering and transportation planning, signalization design, roadway design, drainage design, public participation and utility coordination. The signalization design included incorporation of upgraded pedestrian signal infrastructure, as well as revised signal phasing and timings.

Coral Station at Brickell Way Traffic Impact Analysis - This traffic impact study evaluated the anticipated traffic impacts within a downtown Miami area for a proposed mixed-use development. The site features offices, apartments, restaurants, retail and a parking garage. The analysis included data collection, trip generation and distribution, forecasted future volumes and a traffic signal warrant analysis. In addition, Consultant looked at other approved project traffic within a one-mile radius of the project to better predict the future capacity of the surrounding roadways. Synchro capacity analysis software was used to evaluate traffic operations and followed MUTCD guidelines for the traffic signal warrant analysis.

Florida Department of Transportation (FDOT) District 6 Biscayne Boulevard (NE 5th Street to NE 13th Street) - In order to continue the enhancements of the US 1 Corridor for the City of Miami, Consultant developed a streetscape design to unify the area surrounding the American Airlines Arena, Bicentennial Park and the Performing Arts Center. Enhancement of the pedestrian corridor and integration with the existing Roberto Burle Marx paving design, directly to the south, was integral in the design of the project. Coordinated with the City of Miami during the design process, participated in numerous public involvement and design meetings, and incorporated access management concepts, including limited vehicular access and multi-modal transportation. Improvements included specialty paving and lighting elements. This project was part of a multi-year continuing service contract with FDOT District 6.



Michael Conner, RLA, ASLA *Senior Landscape Architect*

SUMMARY OF QUALIFICATIONS

Mr. Conner has more than 30 years of combined experience in municipal, commercial, and private sector work. As a Registered Landscape Architect and a Certified Arborist, he is also knowledgeable in all aspects of urban and community forestry planning and tree inventory and appraisal – particularly in built-out environments in the South Florida area. His expertise lies in site planning, hardscape and landscape design. He also has successful experience in public space creation and planning, environmental mitigation, contract administration, site inspections, and grant writing. **He will contribute his expertise in native planting, arborist services, and landscape construction administration for landscape projects.**

PROJECT EXPERIENCE

Library Park, Weston, Florida; Project Manager, Lead Designer. Responsible for the design detailing and construction administration of a five-acre passive-use park with a signature fountain component, outdoor classroom facilities and a historical narrative trail adjacent to a public library, a middle school and a high school. Mr Connor provided site design beyond the conceptual level, planting selection and irrigation design, implementing the City's adopted wayfinding and branding components, visibility and security design, and coordination with an architectural sub-consultant for the development of restroom facilities.

Peace Mound Park, Weston, Florida; Project Manager. Responsible for the design detailing and construction administration of a waterfront passive park with the purpose of ensuring celebrating the existence of an archaeological Tequesta Indian burial mound. Mr. Connor was responsible for conducting an audit of over 200 existing trees, determining their health and relocation parameters and coordinating the mitigation of any vegetation that needed to be removed.

Bonaventure Boulevard and Blatt Road Roundabout, Weston, FL; Construction Landscape Architect: Provided landscape design and coordinated with traffic, electrical and civil engineering for a new roundabout. The project included the integration of landscape planting signage, branding, wayfinding, lighting, bicycle trails and pedestrian pathways.

NW 27th Avenue Streetscape, Miami-Dade County, Florida; Project Manager, Lead Designer. Developed a planting and irrigation design for the FDOT roadway through two cities and several districts. Mr. Connor was responsible for all permitting and coordination of several consumptive-use permits for varying zones through various segmented agencies and three municipalities, the implementation of City wayfinding and detailing specialty planting design to provide each city with their own character.

Memorial Regional Hospital 35th Avenue Streetscape, Hollywood, Florida; Design Team Member. Responsible for the construction detailing of hardscape components and planting for a streetscape design and wayfinding for a re-dedicated roadway segment to the hospital campus as part of this LEED-Gold project.

SW 48th Avenue Median Enhancement, West Park, Florida; Project Manager, Lead Designer. Assisted the City in obtaining grant funding for the beautification of roadway medians. Provided landscape and irrigation design as well as construction administration for the four-block project.

YEARS OF EXPERIENCE

25+

EDUCATION

B.S. Landscape Architecture
Ball State University,
Indiana, 1985

B.S., Environmental Design
Ball State University,
Indiana, 1985

Ball State Honors College
Sigma Lambda Alpha,
Landscape Architecture
Honor Society

PROFESSIONAL REGISTRATION

Landscape Architect,
Florida License
#LA0001181

ISA Certified Arborist
License #FL0777

PROFESSIONAL ASSOCIATIONS

American Society of
Landscape Architects
Chairperson 1990
Broward Section

Florida Urban Forestry
Council
President 1999

Landscape Inspectors
Society of Florida

International Society
of Arboriculture



Curt A. Keyser, PE

Director of Engineering

SUMMARY OF QUALIFICATIONS

Mr. Keyser has more than 20 years of leadership, management, and engineering experience, including full P&L responsibility. He has an extensive project management background that includes 350+ storage tank compliance programs, 200+ corporate image re-branding initiatives, and multiple ADA compliance upgrade design projects for such companies as BP, Shell, Texaco, Hess, and others.

- Operations Leadership – Possesses solid experience and proven success in managing complex operations, cross-functional teams, and million-dollar budgets. Equally effective as a leader and key contributor. Applies a hands-on, participatory approach to team management that celebrates employee success and provides ongoing feedback for improvement.
- Strategic Planning and Execution – Maintains effective balance between big picture, strategic thinking and a focus on the details necessary for program execution. Success in achieving buy-in from upper management for key strategies.
- Organizational Change Management – Frequently serves as a key catalyst for change and manager of game-changing initiatives, including mergers/ acquisitions, market downturns, and turnarounds for under-performing operations.

PROJECT EXPERIENCE

Pinnacle Development Services, Fort Lauderdale, Florida. As president, held full P&L responsibility for engineering consulting firm, managing team of seven and a \$1.2 million annual budget. Drove sales initiatives, including bid and proposal preparation/submission. Oversaw all design and permitting work.

Petropac Solutions, Fort Lauderdale, Florida. Vice president of engineering, branch manager; promoted to direct all aspects of 11 departments within the largest branch operation of a \$35 million retail petroleum service company, as well as directing engineering projects/initiatives. Supervised team of more than 100 and administered a \$20 million annual budget, reporting directly to the company president. Oversaw all activities involving general construction, engineering, permitting, facilities maintenance, petroleum contracting, and environmental compliance. Maintained relationships with a client base that included Shell, 7-Eleven, BP, Texaco, and Amoco.

D.F. Consultants, Fort Lauderdale, Florida. General manager; scheduled, executed, and managed all engineering and permitting tasks for a retail petroleum consulting firm, leading a team of 10 that included CADD draftsmen and permit expeditors. Serviced a client base that included Chevron, Mobil, Hess, and Shell among others. In charge of overall quality control and improvement for engineering drawings and documents.

Shell Oil Company, Fort Lauderdale, Florida. District engineer; promoted to handle construction and related functions (including due diligence, design, and permitting) involving new retail sites and major capital investments. Planned and administered \$20 million annual budget.

WATER AND WASTEWATER TREATMENT PLANT CONSTRUCTION AND RENOVATION

Water Treatment Plant Communications Towers, Palm Beach County, Florida. Project manager and engineer-of-record for design and construction of communications towers at Palm Beach County Water Treatment Plant #9, Water Treatment Plant #11, and Morikami Park Reclaimed Water Treatment Plant.

EDUCATION

Bachelor of Science in Mechanical Engineering
Virginia Polytechnic Institute & State University,
1990

CERTIFICATIONS & LICENSES

Professional Engineering Licenses, Florida (#51407) and Pennsylvania (#PE053306E)

Certified Building Contractor License, Florida (#CBC1250810)

Certified Pollutant Storage Systems Specialty Contractor License, Florida (#PCC56807)

Certified Underground Utilities and Excavation Contractor License, Florida (#CUC1223786)

Certified Plumbing Contractor License, Florida (#CFC1425870)

Certified Mechanical Contractor License, Florida (#CMC1249334)

PROFESSIONAL AFFILIATIONS

Member: American Society of Civil Engineers, Florida Engineering Society, and National Society of Professional Engineers

Member: Cooper City's Planning and Zoning Advisory Board, 2000 – 2004; Served as Board Chairman, 2003 – 2004



Curt A. Keyser, PE, Page 2

Water Treatment Plant Degasifier Improvements, Delray Beach, Florida. Project manager for major improvements to the odor control system at Palm Beach County Water Treatment Plant #3.

Water Treatment Plant Hypochlorite System Improvements, Delray Beach, Florida. Project manager for major improvements to the hypochlorite pump and piping system, including removal and replacement of all pumps, pipes, valves, meters, and appurtenances within the existing hypochlorite room at Palm Beach County Water Treatment Plant #3.

UTILITIES INSTALLATION

Eagle Transport Lift Station and Force Main Installation, Port Everglades, Florida. Project manager for abandonment of septic system and installation of new lift station with two-inch diameter HDPE force main connected to existing eight-inch sanitary force main.

Gravity Sewer Main Extension, Miami Gardens, Florida. Project manager and engineer-of-record for abandonment of septic system and installation of new oil/water separator, 130-linear-foot, six-inch diameter sanitary lateral, and 425-linear-foot, eight-inch diameter gravity sanitary main connected to existing sanitary manhole. Project included open-cutting and maintenance of traffic for busy six-lane thoroughfare.

Advance Auto Parts Lift Station and Force Main Installation, Hollywood, Florida. Project manager and engineer-of-record for installation of new lift station with two-inch diameter x 1500-linear-foot HDPE force main connected to existing eight-inch sanitary force main.

Shell Oil Lift Station and Force Main Installation, Plantation, Florida. Project manager for abandonment of septic system and installation of new lift station with two-inch diameter x 1200-linear-foot HDPE force main connected to existing eight-inch sanitary force main.

ROADWAY AND DRAINAGE DESIGN

Pines Mobil Turn Lane, Pembroke Pines, Florida. Project manager and lead designer for increased storage and taper at left turn lane from northbound University Drive to westbound Pines Boulevard in connection with the redevelopment of the Mobil gas station on the northwest corner of the intersection.

Pines Boulevard Bus Stop, Pembroke Pines, Florida. Project manager and lead designer for Broward County Mass Transit Authority bus stop bay on north side of Pines Boulevard West of University Drive in connection with the redevelopment of the Mobil gas station on the northwest corner of that intersection.

Shell Access Road, Dania Beach, Florida. Project manager and lead designer for access road, and associated drainage, from Stirling Road to rear of proposed Shell gas station for future development of a hotel.

NPDES Municipal Separate Stormwater System (MS4) 2013 Annual Report, City of Weston, Florida. Project manager for the preparation of the City's annual report. Coordinated with City's director of public works to collect and assemble required data and to complete and submit report in compliance with FDEP requirements.



Antoine Jackson

GIS Specialist

SUMMARY OF QUALIFICATIONS

Mr. Jackson has managed federal, state and local projects. He has more than 15 years of experience in civil engineering and GIS. His expertise includes conveying GIS/spatial information to a non-GIS/technical audience. His experience includes GIS spatial and attribute data management, integrating data from disparate sources, defining data types, identifying data anomalies and responding to business requests for database changes.

PROFESSIONAL EXPERIENCE

Calvin, Giordano & Associates - Fort Lauderdale, Florida USA - GIS Specialist

- Member of Data Technologies and Development Division
- Assist GIS Manager, Project Managers and / or Project Engineers in various GIS related projects
- Daily activities included the production of spatial data, development and maintenance of spatial
- Enterprise databases, topological analysis, data conversion between various formats, and spatial analyzes
- Develop tools to automate the monthly updates of parcel ownership (Created custom ArcToolbox tools to automate monthly property updates)
- Collaborate in the ten-year program of the Office of the U.S. Census [2010 Decennial Census Local
- Programming using VBA Script language in order to customize ArcPad applications
7x

Cogent Infotech, Miami Dade County. GIS Analyst

Develops a wide variety of computerized maps and map layers through the use of automated drafting equipment by interpreting source data, electronically drafting or digitizing the information into the computer data base, adhering to pre-established Assessor and GIS mapping conventions and following pre-established procedures and sequences; quality assures layers for accuracy; identifies and corrects GIS errors; establishes and maintains GIS and computer data files; determines scale, line size and color to print hard copies of computerized maps using a plotter; trains staff to interpret source documents and use automated drafting equipment; may act as departmental liaison regarding the Geographic Information System (GIS); may assist in writing and simplifying procedures; may act as a lead worker to extra-help staff; graphically depicts parcel splits, combinations and land boundary adjustments, including subdivisions, condominiums and townhouses, through the use of computer aided drafting techniques and tools, by interpreting and researching legal descriptions on recorded deeds and survey maps; prepares chronology of changes to parcels requiring additional research; transfers revised parcel drawings to Assessor computer files and the County GIS utilizing standards and protocols appropriate to each function; calculates land areas; annually revises parcel maps to reflect tax code area changes by evaluating information provided by the State Board of Equalization; answers questions and provides information to the public and staff regarding assessment maps; prepares legal descriptions of tax delinquent properties, describing property boundaries in relation to adjacent properties by researching and combining existing descriptions; completes supporting forms, paperwork and correspondence to relay completion of parcel changes to the property owners and staff.

EDUCATION

Oklahoma Comm. College,
Oklahoma City, OK
Drafting Degree

Rose State College
Midwest City, OK.
Associate Degree
Electrical Engineering

TRAINING

Formal training for Geo
Media, Huntsville, Alabama

ESRI Arc Map at Metro
Tech, Norman, OK



Antoine Jackson, Page 2

Aerotek, Williams Energy. GIS Analyst, 09/12 - 02/14

- Maintain geospatial attributes associated with the pipeline system
- This includes maintaining the centerline position of the pipeline, valve locations, pipe attributes and other information that pertains to the pipeline that are stored in SDE and SQL database
- Responsible for generating alignment sheets, HCA maps and risk assessment data sheets
- I used ESRI products and custom pipeline application will be utilized to perform tasks and develop solutions that are unique to each project
- Coordinate with engineering to define potential HCA impacts as defined in CFR49 Part 195 and will be a member of the audit team responding to DOT audits; manages and maintains data for National Pipeline Mapping System (NPMS) annual submission
- Worked directly with field personnel to collect, process, incorporate and correct data for pipeline updates
- Conducts research, queries, and creates custom data and maps for various internal customers
- Responsible for data acquisition and integration as new pipeline systems are acquired
- Support GIS department with basic mapping assistance, research, and printing
- Assist with data acquisition and integration when new pipelines and/or facilities are acquired
- Create, maintain, and input pipeline information into GIS-based pipeline management and maintenance system
- Input pipeline maintenance records
- Verifying data using PODS, ArcGIS PODS tool bar and of PODS data model organization

Randstan Engineering, Shell Oil Houston, GIS Analyst. TX 05/12- 08/12

Responsible for completing assigned tasks under the supervision of the Project Manager. Under limited supervision, assists in the design, development, implementation, and maintenance of systems, software, GIS, and data integration solutions to administrative, scientific and technical problems through the use of computer technology.

- Develops and modifies simple applications and scripts using ArcObjects, Python, VBScript Oracle, and Model Builder
- Participated in documentation compliance reviews and related remediation for system security and controls
- Creates new computer programs or edits existing programs in order to produce maps and automate procedures
- Maintains databases for GIS-related metadata
- Writes documentation as necessary
- Participates as needed, in meetings with developers and client staff to fully understand expected project outcomes
- Works cooperatively with managers to complete assigned work
- Proactively seeks input and clarification from other employees assigned to given projects in order to minimize time spent in performing the essential duties of the position

City of Houston, Houston, TX, Project Tech. 02/08-04/12

Work closely with the Engineering & Construction Division's Substitute Services Program. Obtains the property owner's signed right of entry agreement for the sanitary sewer and water CIP projects that require substitute service. I prepared technical standards, engineering drafting of plans for various projects. I have developed a data base for the Developers Participation Contracts using Access, VB, and Arc Map. Performs reference drawings and obtain project data from outside sources. Prepares, maintains, and updates reports and records. Conduct field investigations.

- Mapped existing and future water, storm and sewer routes
- Reviewed customer's as built plans
- Create maps and graphs, using GIS software and related equipment
- Review water/wastewater as-built and additional engineering drawings
- Use additional ESRI tools to validate and modify GIS layers
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS



Antoine Jackson, Page 3

- Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps
- Analyze spatial data for geographic statistics to incorporate into documents and reports
- Design and update database, applying additional knowledge of spatial feature representations
- Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales
- Analyze geographic relationships among varying types of data
- Prepare metadata and other documentation
- Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer
- Present information to users and answer questions
- Retrieve stored maps



Timothy N. Rodriguez

Applications Development Manager

SUMMARY OF QUALIFICATIONS

Mr. Rodriguez is the Applications Developer Manager for the Data Technologies and Development Group at Calvin, Giordano & Associates. He holds more than eleven years of experience in programming technologies such as VB, VB.Net, C#, COM+, ASP, JAVA, XML, XSL, MSSQL Server 7.0 – 2008, Crystal Reports, Reporting Services 2005, AJAX, Team Foundation Services, MS Project 2010, ESRI ARC GIS Server. Tim has successfully created and deployed various projects in regards to critical business processes which required him to assess, gather, and develop requirements which carefully adhered to the budget and scheduling constraints.

PROJECT EXPERIENCE

INKforce.net Enterprise Government Software

Designed, and helped developed a web-based data driven, GIS, building and permitting, code enforcement, planning and zoning and online payment portal system to help automate the process of everyday functions for the each municipality listed.

- City of Weston Florida
- City of West Park Florida
- Town of Pembroke Park Florida
- City of Pembroke Pines Florida
- Miami Dade County Florida
- Town of Lake Park Florida
- City of Madeira Beach
- Managed the enterprise wide software rollout of the INKforce.net enterprise software solution
- Managed the deployment of our enterprise wide support ticketing software
- Responsible for rolling out the Team Foundation Services software application which incorporates all areas of our software development cycles and PNPs
- Continue managing a group of software developers which provide customized processes, reports and analytics for both internal and external customers
- Responsible for continued development in budgeting, resource allocations and projections for growth management
- Responsible for documenting and discovering new opportunities for the firm's external customers' business requirements.
- Facilitated in the design and project management of the proposal tracking system. This application was customized to create, monitor, track and provide analytical reports specific to the proposal process. The systems internal workflow was constructed to provide much need constraints by introducing a role based security platform which added several levels of auditing capabilities at every stage within the proposals lifecycle.
- Designed and developed a web-based data driven, GIS surveying system to automate the process of collecting evacuation responses for Palm Beach County. The system provided county employees the ability to collect, analyze, compile problem areas in relation to disaster management evacuation
- City of Odessa Texas
- Prince George County Virginia
- City of Pompano Beach Florida
- City of Greenacres Florida
- City of Sunny Isles Beach Florida
- Town of Lauderdale By The Sea
- Palm Beach County

YEARS OF EXPERIENCE

11+

EDUCATION

Master of Business Administration Florida International University, 2012

Bachelor of Science in Management Information Systems, Florida International University, 2007

PROFESSIONAL ACHIEVEMENTS

Vice President of Miramar, Pembroke Pines Chamber of Commerce Leadership Group XXII 2009

Addressed Governor Crist on behalf of Young Professionals during the Governors breakfast (Broward Days 2009)

First ever recipient of the Corporate Annual Continues Improvement Award, 2004 (American Mobile Healthcare)

Active Member of the GCUG (Gold Coast User Group) for Microsoft Developers and Professionals

Active Member of PASS (Professional Association for SQL Server Technologies)