

To: The Honorable Mayor and Council Members

From: Alberto Destrade, Purchasing Director 

Date: December 13, 2016

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE PURCHASE ORDERS TO CALVIN, GIORDANO & ASSOCIATES, INC., PIGGYBACKING AN INSPECTION AND PLAN EXAMINATION SERVICES AGREEMENT PURSUANT TO CITY OF FT. LAUDERDALE REQUEST FOR PROPOSAL NO. 855-11487, FOR THE PROVISION OF INSPECTION AND PLAN EXAMINATION SERVICES ON AN AS NEEDED, WHEN NEEDED BASIS, IN THE AMOUNT NOT TO EXCEED THREE HUNDRED THOUSAND DOLLARS (\$300,000) ANNUALLY; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

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**RECOMMENDATION**

Staff is requesting that the Mayor and City Council hereby authorize the City Manager to piggyback an agreement between the City of Fort Lauderdale and Calvin, Giordano, & Associates, Inc. (CGA) awarded as a result of "Request for Proposals (RFP) No. 855-11487" to provide inspection and plan examination services, on an as-needed basis, in an amount no to exceed \$300,000 per year.

**BACKGROUND**

On September 19, 2014, the City of Fort Lauderdale advertised *RFP No. 855-11487* seeking proposals from qualified consulting firms to provide inspection and plan examination services for their Building Department. As a result of this Solicitation, CGA was one of three vendors awarded by the Fort Lauderdale City Commission on February 3, 2015, through agenda item No. 14-1645.

This contract was awarded for an initial term of one year, with the option to renew for an additional three (3) years on a year-by-year basis by means of administrative approval. The commencement date of the initial term was amended from February 3, 2015 to March 7, 2015 thereby changing the expiration of the initial term to March 6, 2016. On December 7, 2015, the City of Fort Lauderdale approved the first of three (3) options to renew administratively effectively extending the contract through March 6, 2017.

In order to supplement the City of North Miami's in-house building inspection and plan review services, the City's Building Department has requested to piggyback on the City of Fort Lauderdale's contract with CGA to use their services on an as-needed basis. These supplemental services shall help meet the Building Department's increasing demand for

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Piggyback of City of Fort Lauderdale Inspection and Plan Examination Services Contract - CGA

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building inspection and plan review services including, but not limited to, structural engineering review, roofing, electrical and mechanical engineering, HVAC, plumbing, landscaping, and building code compliance services.

Given the above, staff recommends approval of the piggyback contract between the City of Fort Lauderdale and CGA to provide the City with inspection and plan review services, on an as-needed basis, for a not-to-exceed amount of \$300,000 per year.

**FUNDING SOURCE**

Funding for this purchase is allocated from the Building Department's Contractual Services fund account.

**ATTACHMENTS**

Resolution

City of Fort Lauderdale Agreement with CGA

Amendment to CGA Agreement

City of Fort Lauderdale Contract Renewal – CGA

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE PURCHASE ORDERS TO CALVIN, GIORDANO & ASSOCIATES, INC., PIGGYBACKING AN INSPECTION AND PLAN EXAMINATION SERVICES AGREEMENT PURSUANT TO CITY OF FT. LAUDERDALE REQUEST FOR PROPOSAL NO. 855-11487, FOR THE PROVISION OF INSPECTION AND PLAN EXAMINATION SERVICES ON AN AS NEEDED, WHEN NEEDED BASIS, IN THE AMOUNT NOT TO EXCEED THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) ANNUALLY; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

**WHEREAS**, the City of North Miami (“City”) requires building inspection and plan review services including structural, roofing, electrical, mechanical, plumbing, gas, mechanical HVAC, landscaping, zoning and engineering services (collectively referred hereto as “Services”), to supplement the City Building Department’s responsibilities; and

**WHEREAS**, on September 19, 2014, the City of Ft. Lauderdale, Florida (“Ft. Lauderdale”), advertised *Request for Proposal No. 855-11487 Inspection and Plan Examination Services*, as amended (“RFP”), seeking sealed proposals from qualified and experienced firms for the provision of Services; and

**WHEREAS**, Calvin, Giordano & Associates, Inc. (“Contractor”), was competitively selected by Ft. Lauderdale for the provision of Services, in accordance with the terms, conditions and specifications contained in the RFP; and

**WHEREAS**, on February 3, 2015, Ft. Lauderdale and Contractor executed an agreement for the provision of Services with an initial revised contract term commencing on March 7, 2015 through March 6, 2016 (“Agreement”); and

**WHEREAS**, on December 7, 2015, the Agreement was again revised by Ft. Lauderdale extending the term through March 6, 2017; and

**WHEREAS**, Contractor has manifested the capability and willingness of providing Services to the City, under the City’s and all other federal, state, and local laws, rules, regulations, directives, codes and ordinances; and

**WHEREAS**, on October 23, 2007, the Mayor and City Council of the City of North Miami adopted Ordinance No. 1244, authorizing the City Manager to approve the purchase of supplies, goods and/or services from current contracts of other governmental entities and cooperatives (“Piggyback”), such as Ft. Lauderdale; and

**WHEREAS**, in accordance with Ordinance No. 1244 (now codified under Chapter 7, Division 5 of the City Code of Ordinances), the City administration respectfully requests that the Mayor and City Council authorize the City Manager to execute purchase orders for the provision of Services, in the amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) annually.

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:**

**Section 1.**     **Authority of City Manager.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Manager to issue purchase orders to Calvin, Giordano & Associates, Inc., piggybacking an Inspection and Plan Examination Services Agreement pursuant to City of Ft. Lauderdale *Request for Proposal No. 855-11487*, for the provision of inspection and plan examination services on an as needed, when needed basis, in the amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) annually.

**Section 2.**     **Effective Date.** This Resolution shall become effective upon adoption.

**PASSED AND ADOPTED** by a \_\_\_\_\_ vote of the Mayor and City Council of the City of North Miami, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
DR. SMITH JOSEPH  
MAYOR

ATTEST:

\_\_\_\_\_  
MICHAEL A. ETIENNE, ESQ.  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

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JEFF P. H. CAZEAU, ESQ.  
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Vote:**

Mayor Smith Joseph, D.O., Pharm. D.  
Vice Mayor Alix Desulme  
Councilman Scott Galvin  
Councilwoman Carol Keys, Esq.  
Councilman Philippe Bien-Aime

\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

**AGREEMENT FOR  
INSPECTION AND PLAN EXAMINATION SERVICES**

**THIS AGREEMENT**, made this 3rd day of February 2015, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Calvin, Giordano & Associates, Inc., a Florida corporation ("Contractor" or "Company"), whose address and phone number are 1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316, phone: 954-921-7781, fax: 954-921-8807, Email: [marketing@cgasolutions.com](mailto:marketing@cgasolutions.com).

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

**WITNESSETH:**

**I. DOCUMENTS**

The following documents (collectively "Contract Documents") are hereby incorporated into and made part of this Agreement (Form P-0001):

- (1) Request for Proposal No.855-11487, Inspection and Plan Examination Services, including any and all addenda, prepared by the City of Fort Lauderdale, ("RFP" or "Exhibit A").
- (2) The Contractor's response to the RFP, dated October 10, 2014, ("Exhibit B").

All Contract Documents may also be collectively referred to as the "Documents." In the event of any conflict between or among the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, specific direction from the City Manager (or designee)
- B. Second, this Agreement (Form P-0001) dated 3rd of February 2015, and any attachments.
- C. Third, Exhibit A
- D. Fourth, Exhibit B

**II. SCOPE**

The Contractor shall perform the Work under the general direction of the City as set forth in the Contract Documents.

Unless otherwise specified herein, the Contractor shall perform all Work identified in this Agreement. The parties agree that the scope of services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the City's Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under this Agreement.

By signing this Agreement, the Contractor represents that it thoroughly reviewed the documents incorporated into this Agreement by reference and that it accepts the description of the Work and the conditions under which the Work is to be performed.

### **III. TERM OF AGREEMENT**

The initial contract period shall commence on April 5, 2015, and shall end on April 4, 2016. In the event the term of this Agreement extends beyond the end of any fiscal year of City, to wit, September 30th, the continuation of this Agreement beyond the end of such fiscal year shall be subject to both the appropriation and the availability of funds.

### **IV. COMPENSATION**

The Contractor agrees to provide the services and/or materials as specified in the Contract Documents at the cost noted on page 13 of this agreement. It is acknowledged and agreed by Contractor that this amount is the maximum payable and constitutes a limitation upon City's obligation to compensate Contractor for Contractor's services related to this Agreement. This maximum amount, however, does not constitute a limitation of any sort upon Contractor's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. Except as otherwise provided in the solicitation, no amount shall be paid to Contractor to reimburse Contractor's expenses.

### **V. METHOD OF BILLING AND PAYMENT**

Contractor may submit invoices for compensation no more often than monthly, but only after the services for which the invoices are submitted have been completed. An original invoice plus one copy are due within fifteen (15) days of the end of the month except the final invoice which must be received no later than sixty (60) days after this Agreement expires. Invoices shall designate the nature of the services performed and/or the goods provided.

City shall pay Contractor within forty-five (45) days of receipt of Contractor's proper invoice, as provided in the Florida Local Government Prompt Payment Act.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by the City's Contract Administrator. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by City.

## **VI. GENERAL CONDITIONS**

### **A. Indemnification**

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

### **B. Intellectual Property**

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, royalties, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any infringement or allegation of infringement of any patent, copyright, or other intellectual property right in connection with the Contractor's or the City's use of any copyrighted, patented or un-patented invention, process, article, material, or device that is manufactured, provided, or used pursuant to this Agreement. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

### **C. Termination for Cause**

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the City erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the Work to the City's satisfaction; or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

**D. Termination for Convenience**

The City reserves the right, in its best interest as determined by the City, to cancel this contract for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that he/she/it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

**E. Cancellation for Unappropriated Funds**

The City reserves the right, in its best interest as determined by the City, to cancel this contract for unappropriated funds or unavailability of funds by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

**F. Insurance**

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the City as "additional insured" shall be at the Contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any required insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this solicitation shall be deemed unacceptable, and shall be considered breach of contract.

**Workers' Compensation and Employers' Liability Insurance**

Limits: Workers' Compensation – Per Chapter 440, Florida Statutes  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

### **Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

### **Automobile Liability Insurance**

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

### **Professional Liability (Errors & Omissions)**

#### Consultants

Limits: \$2,000,000 per occurrence

Certificate holder should be addressed as follows:

City of Fort Lauderdale  
Procurement Services Division  
100 North Andrews Avenue, Room 619  
Fort Lauderdale, FL 33301

### **G. Environmental, Health and Safety**

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Work. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining

all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Work. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any industry or Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof, and warrants that all such persons shall be fit and qualified to carry out the Work.

#### **H. Standard of Care**

Contractor represents that he/she/it is qualified to perform the Work, that Contractor and his/her/its subcontractors possess current, valid state and/or local licenses to perform the Work, and that their services shall be performed in a manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

#### **I. Rights in Documents and Work**

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein.

#### **J. Audit Right and Retention of Records**

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records,

and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract.

**K. Public Entity Crime Act**

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

**L. Independent Contractor**

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever.

**M. Inspection and Non-Waiver**

Contractor shall permit the representatives of CITY to inspect and observe the Work at all times.

The failure of the City to insist upon strict performance of any other terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by Contractor as a waiver of the City's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

**N. Assignment and Performance**

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. In addition, Contractor shall

not subcontract any portion of the work required by this Agreement, except as provided in the Schedule of Subcontractor Participation. City may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Contractor of this Agreement or any right or interest herein without City's written consent.

Contractor represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Contractor shall perform Contractor's duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Contractor's performance and all interim and final product(s) provided to or on behalf of City shall be comparable to the best local and national standards.

In the event Contractor engages any subcontractor in the performance of this Agreement, Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Agreement. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend at Contractor's expense, counsel being subject to City's approval or disapproval, and indemnify and hold City and City's officers, employees, and agents harmless from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, by or in favor of any of Contractor's subcontractors for payment for work performed for City by any of such subcontractors, and from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, occasioned by or arising out of any act or omission by any of Contractor's subcontractors or by any of Contractor's subcontractors' officers, agents, or employees. Contractor's use of subcontractors in connection with this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

**O. Conflicts**

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Contractor.

**P. Schedule and Delays**

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the schedule to be reasonable; provided, however, the parties acknowledge that the schedule might be modified as the City directs.

**Q. Materiality and Waiver of Breach**

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

City's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

**R. Compliance With Laws**

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

**S. Severance**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

**T. Limitation of Liability**

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of \$1,000. Contractor hereby expresses its willingness to enter into this Agreement with Contractor's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of \$1,000 less the amount of all funds actually paid by the City to Contractor pursuant to this Agreement.

Accordingly, and notwithstanding any other term or condition of this Agreement, Contractor hereby agrees that the City shall not be liable to Contractor for damages in an amount in excess of \$1,000 which amount shall be reduced by the amount actually paid by the City to Contractor pursuant to this Agreement, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph

or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Section 768.28, Florida Statutes.

**U. Jurisdiction, Venue, Waiver, Waiver of Jury Trial**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement, and for any other legal proceeding, shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida, Fort Lauderdale Division.

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada of a judgment entered by a court in the United States of America.

**V. Amendments**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Mayor-Commissioner and/or City Manager, as determined by City Charter and Ordinances, and Contractor or others delegated authority to or otherwise authorized to execute same on their behalf.

**W. Prior Agreements**

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

**X. Payable Interest**

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

**Y. Representation of Authority**

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

**AA. Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

**BB. Scrutinized Companies**

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), this Section applies to any contract for goods or services of \$1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2014), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2014), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2014), as may be amended or revised.

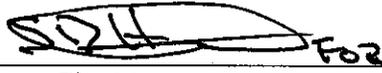
**CC. Public Records**

Contractor shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2014), as may be amended or revised, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the City, all public records in possession of the contractor upon termination of this contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

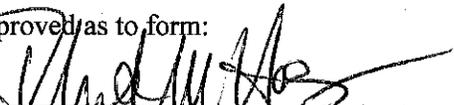
IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE

By:  \_\_\_\_\_

City Manager

Approved/as to form:

 \_\_\_\_\_

Assistant City Attorney

ATTEST:

  
Print Name: Dawn Hopkins  
Title: Secretary

CALVIN, GIORDANO & ASSOCIATES, INC.

By:  \_\_\_\_\_

Dennis J. Giordano  
President

(CORPORATE SEAL)

STATE OF Florida :  
COUNTY OF Broward :

The foregoing instrument was acknowledged before me this 25 day of February, 2015, by Dennis J. Giordano, as president for Calvin, Giordano & Associates, Inc.

(SEAL)

Sara R. Blumkin

Notary Public, State of Florida  
(Signature of Notary Public)



(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known  OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

COST

Bid #                      Inspection and Plan  
855-11487                Examination Services

Calvin Giordano & Associates						
Item #	Item	Qty	Unit	Price	Total	
855-11487-01-01	Inspection and Plan Examination Services	1	each	\$ 2,599,300.00	\$	2,599,300.00

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in modern data management. It discusses how advanced software solutions can streamline data collection, storage, and analysis, leading to more efficient and accurate results.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure the integrity and confidentiality of the organization's data.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of a proactive approach to data management and the continuous improvement of data collection and analysis processes.



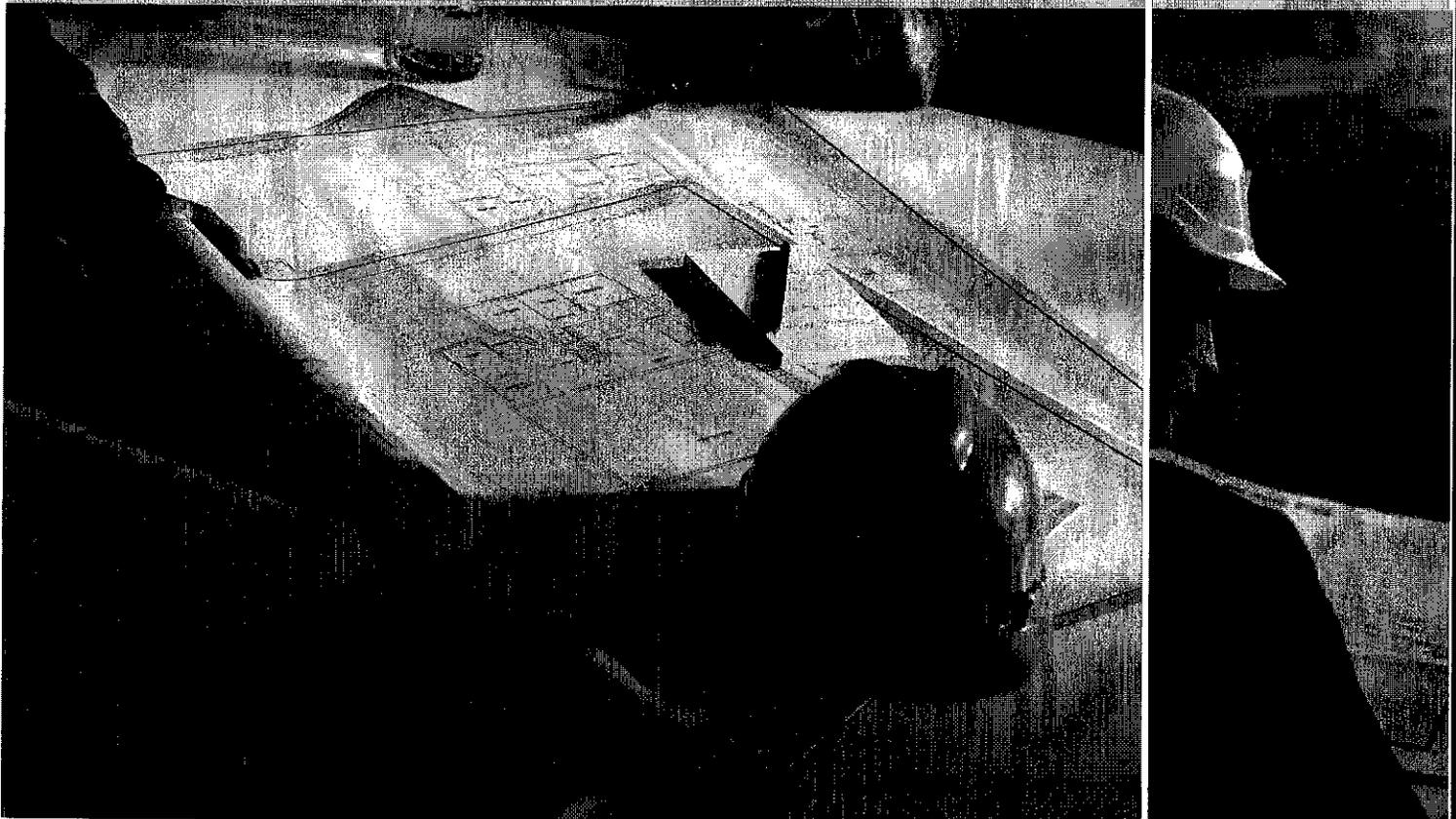
COPY

RFP#  
855-11487

**INSPECTION AND PLAN EXAMINATION SERVICES**

Prepared For: **CITY OF FORT LAUDERDALE**  
100 North Andrews Avenue  
Fort Lauderdale, Florida 33301

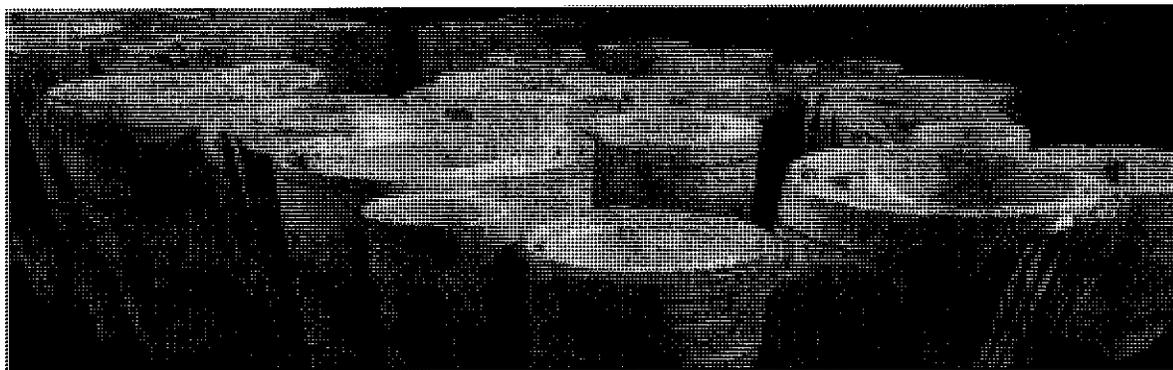
Due Date/Time:  
October 10, 2014  
2:00 P.M.



**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS™

# City of Fort Lauderdale

Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



***RFP#855-11487 – Inspection and Plan Examination Services***

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# City of Fort Lauderdale

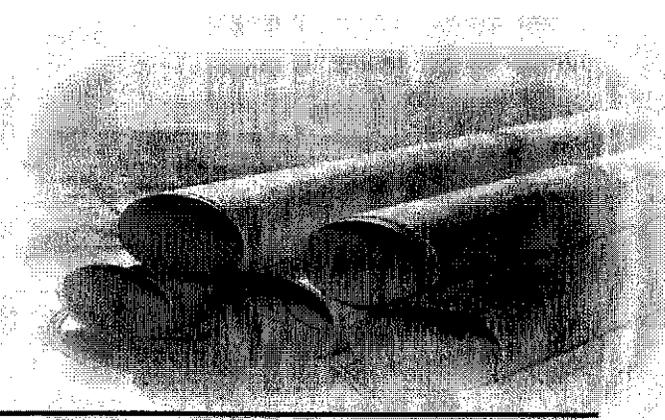
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



***RFP#855-11487 - Inspection and Plan Examination Services***

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## ***Tab 1: Bid/Proposal Signature Page***



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*Calvin, Giordano & Associates, Inc.*

October 10, 2014

**BID/PROPOSAL SIGNATURE PAGE**

**How to submit bids/proposals:** Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

**Please Note:** All fields below must be completed. If the field does not apply to you, please note N/A in that field.

Submitted by:  10/10/14  
(signature) (date)

Name (printed) Dennis Giordano Title: President

Company: (Legal Registration) Calvin, Giordano & Assoc., Inc.

**CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).**

Address: 1800 Eller Drive, Suite 600

City Fort Lauderdale State: FL Zip 33316

Telephone No. 954-921-7781 FAX No. 954-921-8807 Email: marketing@cgasolutions.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): Monthly Services

Payment Terms (section 1.04): Net 45 Total Bid Discount (section 1.05): N/A

Does your firm qualify for MBE or WBE status (section 1.09): MBE N/A WBE N/A

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

Addendum No. None Issued. Date Issued \_\_\_\_\_

P-CARDS: Will your firm accept the City's Credit Card (VISA / MasterCard) as payment for goods/services?

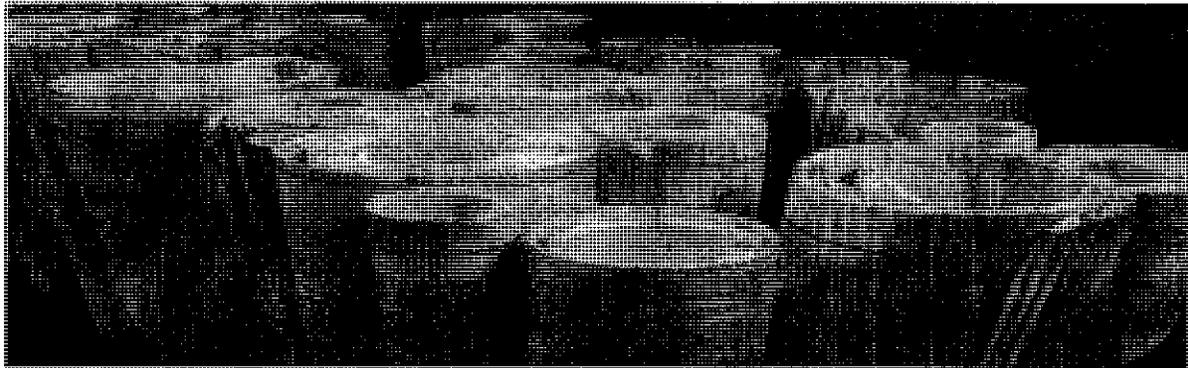
VISA YES \_\_\_\_\_ NO X MasterCard YES \_\_\_\_\_ NO X

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **PLEASE STATE ANY VARIANCES OR EXCEPTIONS BELOW.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances: N/A

# City of Fort Lauderdale

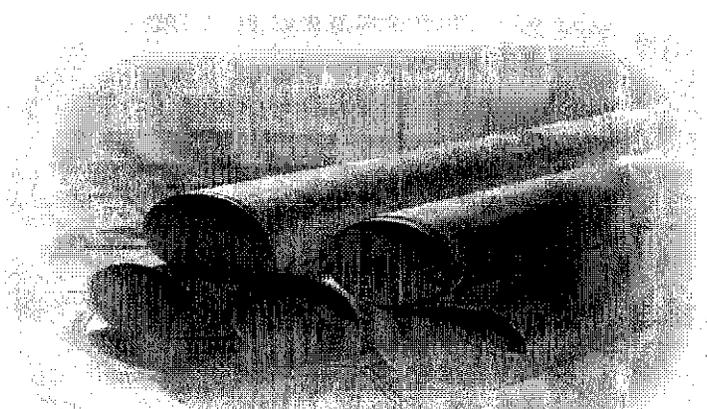
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 - Inspection and Plan Examination Services*

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## *Tab 2: Cost Proposal*



**PART VII - PROPOSAL PAGES – COST PROPOSAL**

Cost to the City: Contractor must quote firm, fixed, regular and overtime hourly rates for all services identified in this request for proposal. Nothing in this section shall be considered a guarantee of a minimum level of work by the City. The hours listed are the current estimates of use anticipated in each area, but the City makes no promise of a minimum number of hours of work for any successful contractor or in any of the areas listed.

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

**Hourly Rates:** The hourly and overtime rates proposed for each service shall include full compensation for labor, use of equipment provided by the contractor, and any other cost to the proposer. The typical regular hours are 7:30 am – 4:30 pm or 8:00 am – 5:00 pm Monday through Friday, excluding official City Holidays. No travel time will be paid for travel to and from offices or homes.

**Inspectors:**

Structural	Regular Hourly Rate.....\$	<u>80</u>	per hour
	Overtime Hourly Rate...\$	<u>120</u>	per hour
Electrical	Regular Hourly Rate.....\$	<u>80</u>	per hour
	Overtime Hourly Rate...\$	<u>120</u>	per hour
Mechanical	Regular Hourly Rate.....\$	<u>80</u>	per hour
	Overtime Hourly Rate...\$	<u>120</u>	per hour
Plumbing	Regular Hourly Rate.....\$	<u>80</u>	per hour
	Overtime Hourly Rate...\$	<u>120</u>	per hour
Engineering	Regular Hourly Rate.....\$	<u>90</u>	per hour
	Overtime Hourly Rate...\$	<u>135</u>	per hour
Landscaping	Regular Hourly Rate.....\$	<u>105</u>	per hour
	Overtime Hourly Rate...\$	<u>157.50</u>	per hour

**Plan Examiners:**

Structural	Regular Hourly Rate.....\$	<u>90</u>	per hour
	Overtime Hourly Rate...\$	<u>135</u>	per hour
Electrical	Regular Hourly Rate.....\$	<u>90</u>	per hour
	Overtime Hourly Rate...\$	<u>135</u>	per hour
Mechanical	Regular Hourly Rate.....\$	<u>90</u>	per hour
	Overtime Hourly Rate...\$	<u>135</u>	per hour
Plumbing	Regular Hourly Rate.....\$	<u>90</u>	per hour
	Overtime Hourly Rate...\$	<u>135</u>	per hour

**Building Officials:**

Asst. Building Official	Regular Hourly Rate.....\$	<u>110</u>	per hour
	Overtime Hourly Rate...\$	<u>165</u>	per hour
Building Official	Regular Hourly Rate.....\$	<u>110</u>	per hour
	Overtime Hourly Rate...\$	<u>165</u>	per hour

Estimated Annual Costs Based on Estimated Hours per Year in each service area as follows:

**Inspectors:**

Structural	8,000 Regular Hours Per year x \$	<u>80</u>	per hour = \$	<u>640,000</u>
Electrical	800 Regular Hours Per Year x \$	<u>80</u>	per hour = \$	<u>64,000</u>
Mechanical	2,000 Regular Hours Per Year x \$	<u>80</u>	per hour = \$	<u>160,000</u>
Plumbing	2,000 Regular Hours Per Year x \$	<u>80</u>	per hour = \$	<u>160,000</u>
Engineering	500 Regular Hours Per Year x \$	<u>90</u>	per hour = \$	<u>45,000</u>
Landscaping	500 Regular Hours Per Year x \$	<u>105</u>	per hour = \$	<u>52,500</u>
<b>Subtotal Inspectors</b>				<b><u>\$1,121,500</u></b>

**Plan Examiners:**

Structural	6,000 Regular Hours Per Year x \$	<u>90</u>	per hour = \$	<u>\$540,000</u>
Electrical	1,200 Regular Hours Per Year x \$	<u>90</u>	per hour = \$	<u>\$108,000</u>
Mechanical	2,000 Regular Hours Per Year x \$	<u>90</u>	per hour = \$	<u>\$180,000</u>
Plumbing	1,300 Regular Hours Per Year x \$	<u>90</u>	per hour = \$	<u>\$117,000</u>
<b>Subtotal Plan Examiners</b>				<b><u>\$945,000</u></b>

**Building Officials:**

Asst. Building Official	240 Regular Hours Per Year x \$	<u>110</u>	per hour = \$	<u>26,400</u>
Building Official	240 Regular Hours Per Year x \$	<u>110</u>	per hour = \$	<u>26,400</u>
<b>Subtotal Building Officials</b>				<b><u>\$ 52,800</u></b>

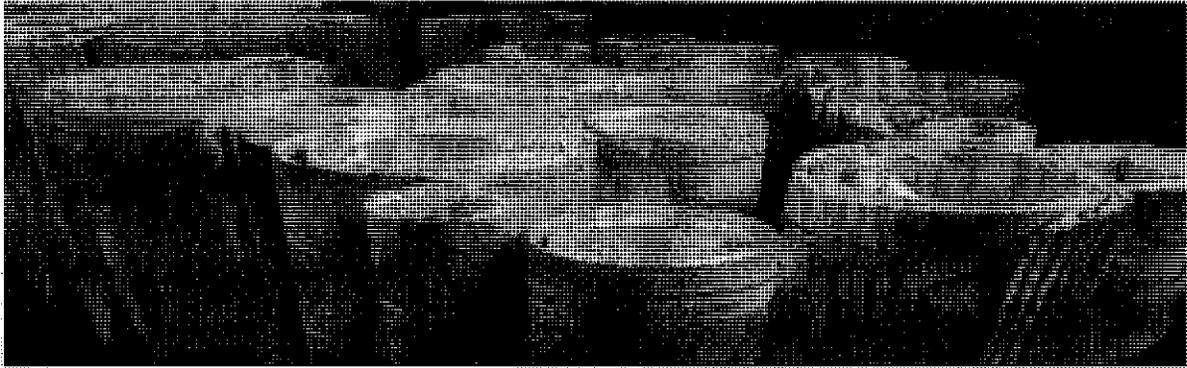
**Emergency/Natural Disaster Inspections**

Structural	1,500 Regular Hours per event x \$	<u>80</u>	per hour = <u>\$120,000</u>
Electrical	1,500 Regular Hours per event x \$	<u>80</u>	per hour = <u>\$120,000</u>
Mechanical	1,500 Regular Hours per event x \$	<u>80</u>	per hour = <u>\$120,000</u>
Plumbing	1,500 Regular Hours per event x \$	<u>80</u>	per hour = <u>\$120,000</u>
<b>Subtotal Emergency/Natural Disaster Inspections</b>			<b><u>\$480,000</u></b>

**Total Inspectors + Plan Examiners + Building Officials + Disaster hours \$2,599,300**

# City of Fort Lauderdale

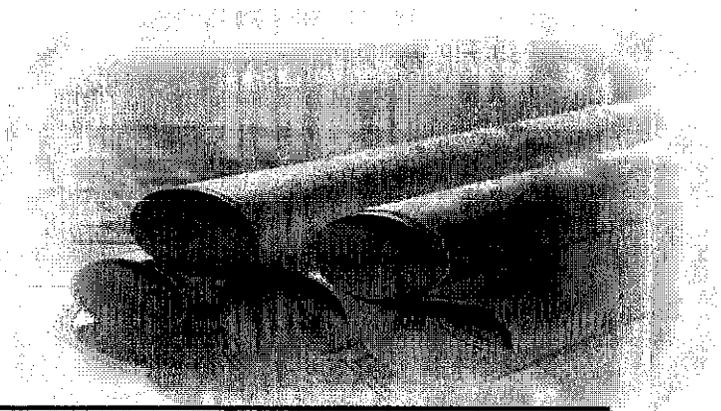
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 - Inspection and Plan Examination Services*

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## ***Tab 3: Non-Collusion Statement***



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*Calvin, Giordano & Associates, Inc.*  
October 10, 2014

**NON-COLLUSION STATEMENT:**

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

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

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

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

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

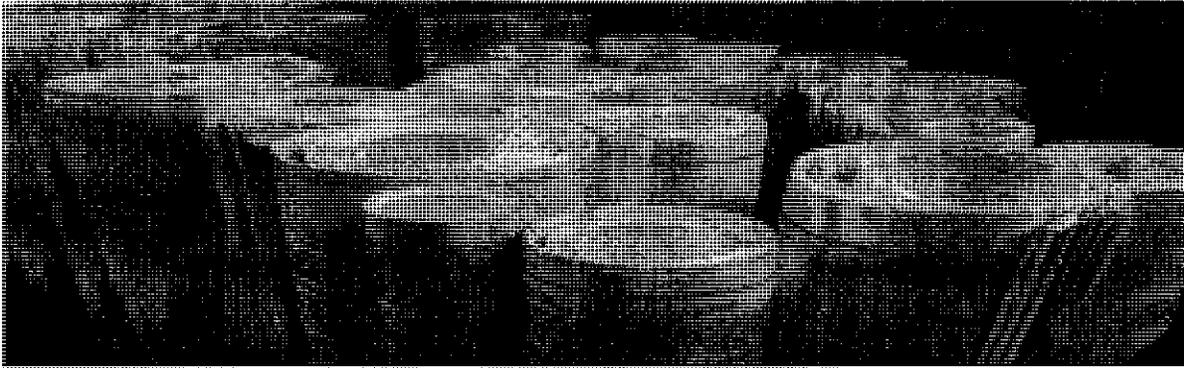
**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

<u>NAME</u>	<u>RELATIONSHIPS</u>
Calvin, Giordano & Associates, Inc. <hr/>	Not applicable. <hr/>
1800 Eller Drive, Suite 600, Ft. Lauderdale, FL 33316 <hr/>	<hr/>
	<hr/>
	<hr/>

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

# City of Fort Lauderdale

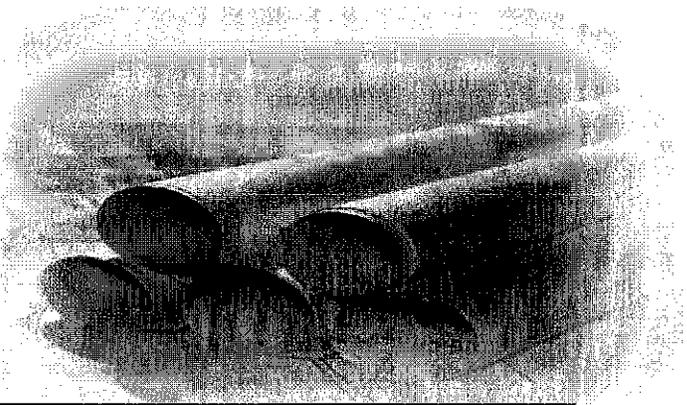
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 - Inspection and Plan Examination Services*

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## *Tab 4: Letter of Interest*



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*Calvin, Giordano & Associates, Inc.*  
October 10, 2014



# Calvin, Giordano & Associates, Inc.

EXCEPTIONAL SOLUTIONS

October 10, 2014

City of Fort Lauderdale  
Procurement Services Division  
City Hall, Room 619  
100 North Andrews Avenue  
Fort Lauderdale, Florida 33301

**RE: RFP# 855-11487 - Inspection and Plan Examination Services**

Dear Sir/Madam:

Please find attached Calvin, Giordano & Associates, Inc. (CGA) proposal to provide **Inspection and Plan Examination Services** for the City of Fort Lauderdale (City), including building (structural), roofing, mechanical, electrical, plumbing, engineering, landscaping, and zoning. CGA has selected a team possessing the diversity of experience and skills necessary to meet the needs and objectives of the City in this endeavor, if selected. CGA corporate headquarters is located at 1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316.

## SERVICES

Operating in Florida and Georgia since 1937, CGA is a highly diversified governmental services firm providing Building Department, Code Enforcement, Zoning, Planning, Landscape Architecture, Traffic Engineering, Civil Engineering, and Project Management services amongst others. Consequently, the CGA Team has the understanding of process and depth of resources to evaluate any issue that may arise. Many of our team members are former long term local government officials who understand the needs of a city. We offer all services with "in-house" resources. In addition, we also have an in-house Information Technologies Department which develops and markets software applications specifically for Building Departments and Code Enforcement.

The **Building Code Services Division** provides local governments with all the resources required to ensure effective code compliance, including the Florida Building Code, state and federal statutes, local ordinances and other rules and regulations dealing with construction, permitting and inspection.

The CGA Team has successful long standing relationships with municipal clients such as the Cities of **Weston, Dania Beach, Hollywood, Miramar, North Lauderdale, Pembroke Pines, West Park and the Town of Surfside.**

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection
- Construction Services
- Contract Government
- Data Technologies & Development
- Emergency Management Services
- Engineering
- Governmental Services
- Indoor Air Quality
- Landscape Architecture & Environmental Services
- Municipal Engineering, Planning
- Public Administration
- Redevelopment & Urban Design
- Renewable Energy
- Resort Development
- Surveying & Mapping
- Transportation Planning & Traffic Engineering
- Utility & Community Maintenance Services
- Water Resources Management

1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316  
Phone: 954.921.7781  
Fax: 954.921.8807

[www.cgasolutions.com](http://www.cgasolutions.com)

**NON-COLLUSION**

The person named as Principal, the staff, and the Company, CGA, noted in the proposal herein, make this proposal without collusion with any other person(s), company or parties submitting a proposal; and the proposal is submitted in all respects fair and in good faith, without collusion or fraud; and upon signing this proposal I have full authority to bind the Company (Contractor), Calvin, Giordano, and Associates, Inc.

**CONTRACT ADMINISTRATOR/PROJECT MANAGER**

The assigned Contract Administrator and Project Manager for this proposal will be George Keller and Norman Bruhn, managing plans review and inspections services. They each possess three decades of experience. They have worked with various municipalities throughout South Florida to deliver quality Building Code Services. Mr. Bruhn will serve as the direct point of contact with the City. As such, he will coordinate all activities respectively with individuals from both the City staff and CGA staff to create a cohesive and efficient relationship.

**Contact Information**

Norman Bruhn, Project Manager  
Building Code Services Director  
10100 Pines Boulevard  
Pembroke Pines, Florida 33026  
Tel: 954-628-3741  
Fax: 954-435-6749  
E-mail: [nbruhn@cgasolutions.com](mailto:nbruhn@cgasolutions.com)

George Keller, Contract Administrator  
Senior Vice-President  
1800 Eller Drive, Suite 600  
Ft. Lauderdale, FL 33316  
Tel: 954-921-7781  
Fax: 954-921-8807  
E-mail: [gkeller@cgasolutions.com](mailto:gkeller@cgasolutions.com)

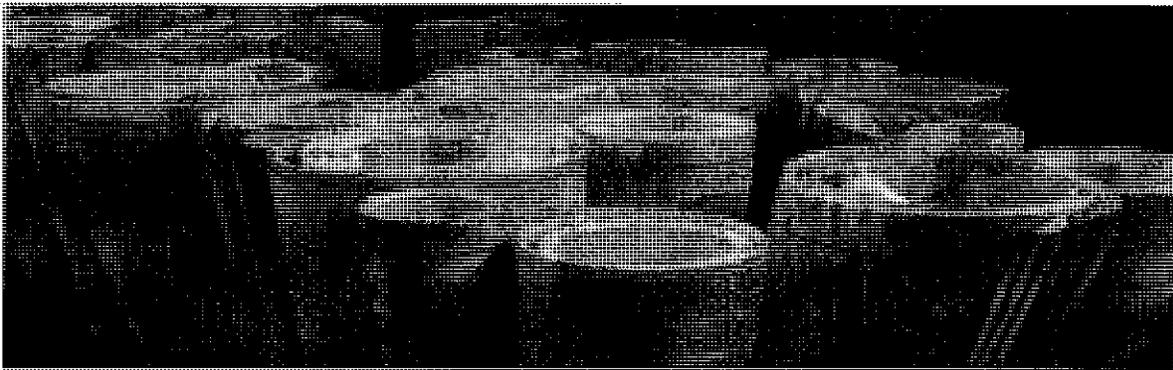
Thank you for giving us the opportunity to respond to this solicitation. We are ready to commence work immediately, and look forward to the continuation of a successful working relationship with the City.

Sincerely,  
**CALVIN, GIORDANO & ASSOCIATES, INC.**

  
Dennis J. Giordano  
President

# City of Fort Lauderdale

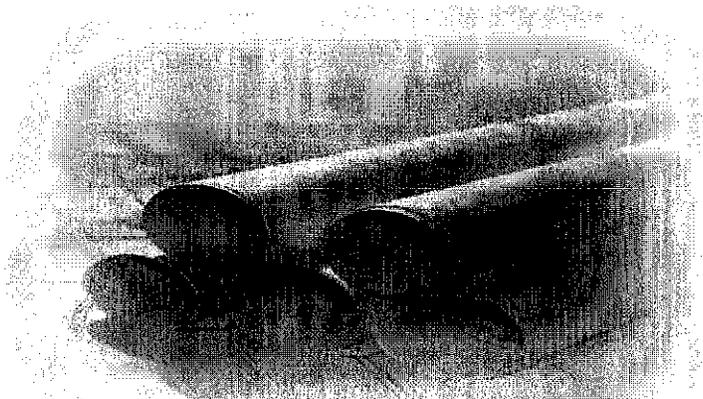
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



***RFP#855-11487 - Inspection and Plan Examination Services***

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## ***Tab 5: Statement of Proposed Services***



## ***Tab 5: Statement of Proposed Services***

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### **Background**

Calvin, Giordano & Associates (CGA) has provided professional services in the South Florida area for over 77 years. CGA is a financially strong company of approximately 320 members. Through the years CGA's commitment to provide "exceptional solutions" and innovative ideas has allowed us to develop as a leader in contract government services and the recipient of numerous awards.

CGA understands that to achieve a winning solution and to offer the highest level of service to the City it must first understand what the City requires. Furthermore, CGA must also have a complete understanding of the services they are providing. This includes how services function from a process standpoint, from a financial perspective, and most importantly the understanding of the end user customer and their concerns. Customer service is held as a high priority by CGA, standards are raised, training is conducted, and customer satisfaction is always pursued.

CGA also understand that a Building Department exists for several reasons which are critical to a municipality and it residents. Many municipalities are currently turning to the private sector for professional support in a variety of outsourcing services. This trend is steadily increasing across the country. CGA provides the City an alternative to control costs, address personnel concerns, enhance service and retain control.

CGA's objective is to create a partnership with the City, its residents and contractors. Our goal is to make to make the permitting and inspection process, and completion of their project as painless as possible. We understand that communication and empathy with and for our customers can assist in transforming a daunting process into a more efficient, less confrontational and beneficial one for all.

### **(a) Assessment of Capability and Approach to Perform the Scope of Services**

CGA will tailor our personnel and services to meet the City of Fort Lauderdale's needs.

The City requires that the successful contractor will provide Building Official, Plans Examiners, Inspectors, and Natural Disaster/Emergency Business Inspections Services to the City; as required by State Statute and Rules, County and City Ordinances.

The City requires that the contractor's resources needed to respond to increased work volume, large scale projects, or conditions requiring additional staffing support be available when and where needed. CGA's headquarters and concentration of most of its over 300 staff members is located here in the immediate Ft. Lauderdale area. CGA has both the scale of operation and expertise needed to respond to Building, Zoning, Engineering and Landscape services needs of the City on an hour by hour basis, which can be adjusted daily as required. Additionally, CGA's extensive track record over the last three decades specializing in contract government services demonstrates the understanding, commitment, and flexibility to successfully deliver professional services on a "as needed" contract basis.

CGA will commit to established time frames for plan review and inspections, both operationally and contractually. CGA is currently adhering to performance standards and time frames in numerous other Cities, under current contracts, which may be verified in reference contacts. Moreover, CGA consistently meets established performance standards and deliverables; our staff prides themselves on it.



CGA Inspectors and Plans Examiners are provided and equipped with late model, full efficient vehicles, identified as desired by the City. Each vehicle has a laptop computer and printer installed in it. This provides staff with enhanced communication abilities. They can instantly and in real time provide to a client inspection results, photographs and computer

printed red tags or other printed documents in the field. In addition, of course, every employee has a cell phone. The cell phone numbers are shared with our municipal partners and our customers as well. Additionally, tracking devices are installed in all CGA vehicles to ensure efficient use of time, resources, work assignment, fuel and location of personnel at all times.



CGA also understand the need to respond to natural disasters and emergency situations. CGA also provides Emergency Management Services and its staff is on call 24 hours a day, 7 days a week, on a one hour notice. We are experienced with hurricane preparedness inspections, damage assessments, and FEMA post disaster recovery. All our inspectors have received ISO training and certifications as required by FEMA.

The Building Services Division at CGA understands the specific needs of the City's Departments. We have not only worked alongside City Building, Zoning, Engineering and Landscaping Officials but also have in house staff that provide outside services to numerous other municipalities. This gives us both a great resource and perspective to the tasks and talents of these important partners in the process.

## **(b) Identification of Proposer's distinctive Competence, Qualifications and Skills**

### **Plan Reviewers**

Plan reviewers are responsible for reviewing the permit applications, plans and all other required documents including shop drawings and product approvals; and measuring them with all applicable regulatory requirements. Plan Reviewers provide comments and feedback regarding conflicts of the plans with applicable codes to facilitate understanding and compliance.

Plans examiners also meet with and assist design professionals, contractors and homeowners to answer questions about the code and its intent. In addition, plans examiners also ensure turn-around times for all project types as required. Expedited plan review for clients with time problems or the need for very aggressive schedules can be addressed.

All trades or disciplines included in the proposed services (structural, mechanical, electrical, plumbing, engineering, landscaping) review the plans and specifications for all types of residential, commercial and industrial projects to ensure compliance with adopted building, electrical, mechanical, plumbing codes, and other city ordinances and state statutes. Upon completion of each review, the plans examiner shall approve the proposed work, or return it for specific code deficiencies and modifications.



### ***Code of Ethics***

The CGA staff pledges that the protection of life, health and property is their solemn responsibility. All the individuals entrusted with the enforcement of the codes shall be committed to a standard of professional behavior that exemplifies the highest ideals and principals of ethical conduct. The governing concepts embodied in this philosophy are characterized herein below, for the benefit and guidance of those so engaged, and for the understanding of the public served.

#### ***CGA shall:***

- At all times place the public's welfare above all other interests and recognize that their chief function is to serve the best interests of all people
- At all times demonstrate integrity, honesty and fairness in all transactions and constantly strive for excellence in all matters of ethical conduct.
- Maintain professional competence in all areas of employment responsibility and encourage the same for all associates at all levels of the organization.
- Accept no personal favors for public services rendered and conscientiously avoid all circumstance that could compromise professional integrity either real or perceived.
- Recognize the ongoing need for the development of new technologies, methods and ideas to enhance the public safety and welfare.
- Reach out a hand of cooperation and understanding to the Community, to Design Professionals, to Contractors and Developers in order establish an alliance whereas the public welfare does not suffer but is enhanced and all interests are considered.

# City of Fort Lauderdale

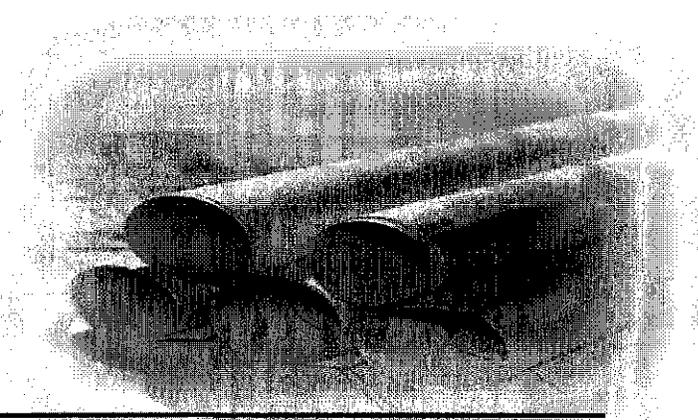
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 – Inspection and Plan Examination Services*

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## *Tab 6: Business Licenses*



# Tab 6: Business Licenses

**State of Florida  
Department of State**

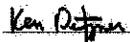
I certify from the records of this office that CALVIN, GIORDANO & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on June 27, 1985.

The document number of this corporation is M17373.

I further certify that said corporation has paid all fees due this office through December 31, 2014, that its most recent annual report/uniform business report was filed on January 9, 2014, and its status is active.

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

*Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this 10th day of January, 2014*

  
**Ken Putman**  
Secretary of State

Authenticate ID: CG2009041403

To authenticate this certificate, scan the following QR code with this ID, and then follow the instructions displayed.

<http://rfls.combix.com/ken.putman@dos.state.fl.us>

**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**  
115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1885 - 864-631-4000  
VALID OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015

DBA: CALVIN GIORDANO & ASSOCIATES INC      Receipt # 211-2116      Business Type: OFFICE COLTY  
Business Name: CALVIN GIORDANO & ASSOCIATES INC      Business Type: OFFICE COLTY

Owner Name: DEBORA GIORDANO      Business Opened: 06/27/1985  
Business Location: 1800 BLAKE DR 600      State/County/Cert/Reg: 050000514  
Business Phone: 954-833-7777      FT LAUDERDALE      Exemption Code:

BROWARD

Tax Amount	Transfer Fee	Per Voting Business Day		Collection Cost	Total Paid
		Number of Businesses	Exemption		
45.00	0.00	1	0.00	9.00	45.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

**THIS BECOMES A TAX RECEIPT**      This tax is levied for the privilege of doing business within Broward County and is non-refundable in nature. You must meet all County and Municipality planning and zoning requirements. This Broward Tax Receipt must be transferred when the business is sold, business name has changed or you leave Broward County. This receipt does not indicate that the business is legal or that it is in accordance with state or local laws and regulations.

**WHEN VALIDATED**

Mailing Address: CALVIN GIORDANO & ASSOCIATES INC      1800 BLAKE DR 600      FT LAUDERDALE, FL 33316      Phone: 954-833-7777      Effective Date: 07/01/2014

**2014 - 2015**

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURAL AND INTERIORS

**CONCRETE**

**THE LANDSCAPE ARCHITECTURE BUSINESS**  
Normal License 1948 REGISTERED  
Under the provisions of Chapter 481, F.S.  
Expiration Date: 09/30/2015

CALVIN GIORDANO & ASSOCIATES INC  
1800 BLAKE DR 600  
FT LAUDERDALE, FL 33316

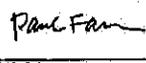
**The American Institute of Certified Planners**  
The Professional Institute of the American Planning Association

hereby qualifies  
**Sarah Sinatra**

as a member  
with all the benefits  
of a Certified Planner and  
responsibility to the  
AICP Code of Ethics  
and Professional Conduct.

Certified Planner Number: 021593

June 29, 2007

        
PRESIDENT      EXECUTIVE DIRECTOR

State of Florida  
Department of Business and Professional Regulation  
Board of Structural Plans Examiners/Inspectors

Heretofore certified  
**Norman J. Bruhn**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**

**Broward County  
Board of Rules & Appeals**  
Certification no: 747

Heretofore certifies  
**Norman J. Bruhn**  
is competent as  
**BUILDING OFFICIAL**

For WEST PARK in accordance with the provisions set forth in the Florida Building Code, Broward County Administrative Code.  
BU 1346 PX 1889 BN 1215 CGC87387

Authorized signature:       Expiration Date: 03-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 752

Heretofore certifies  
**Norman J. Bruhn**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**

License Numbers: Building Official, please see reverse side.  
BU 1346 PX 1889 BN 1215 CGC87387

Authorized signature:       Expiration Date: 03-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 707

Hereby certifies  
**Peter A. Beaudoin**  
is competent as  
**ASSISTANT BUILDING OFFICIAL**  
For **PEMBROKE PINES** in accordance with the provisions set forth in the  
Florida Building Code, Broward County Administrative Code.  
CFC039969 CMC034487 BN 273 BU 1065 PX 980

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 267

Hereby certifies  
**George Desharnais, Jr.**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CGC035093 BN 817 PX 851

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 94

Hereby certifies  
**Peter A. Beaudoin**  
is competent as  
**MECHANICAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CFC039969 CMC036687 BN 273 BU 1065 PX 980

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 482

Hereby certifies  
**George Desharnais, Jr.**  
is competent as  
**CHIEF STRUCTURAL INSPECTOR**  
For **PEMBROKE PINES** in accordance with the provisions set forth in the  
Florida Building Code, Broward County Administrative Code.  
CGC035093 BN 817 PX 851

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 637

Hereby certifies  
**Craig Lewis**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CGC017788 BN 339 PX 966

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 284

Hereby certifies  
**Kenneth Paulison**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CGC005831 BN0003423 PX 2395

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 349

Hereby certifies  
**Kevin Donovan**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
BN 121 PX 1264 CGC37434

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 280

Hereby certifies  
**Ted W. Massing**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CGC033187 BN 3091

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 865

Hereby certifies  
**Nicholas G. DeBlasio**  
is competent as  
**STRUCTURAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
BN 2973 PX 3274 97-CGC-1207A-X

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 724

Hereby certifies  
**Daniel Gonzalez**  
is competent as  
**STRUCTURAL INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
BN 5247 PNP 74271

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 619

Hereby certifies  
**Gabi T. Chamoun**  
 is competent as  
**STRUCTURAL INSPECTOR**  
 License Numbers: Building Official, please see reverse side.  
 BN5856 FX3056 CGC1507104

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 194

Hereby certifies  
**Mark W. Anderson**  
 is competent as  
**STRUCTURAL INSPECTOR**  
 License Numbers: Building Official, please see reverse side.  
 CGC06228 BN 6371

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 745

Hereby certifies  
**K-Maron W. Perdue**  
 is competent as  
**PROVISIONAL STRUCTURAL INSPECTOR**  
 License Numbers: Building Official, please see reverse side.  
 CGC151436 FBI 1638

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 357

Hereby certifies  
**Salvatore Ted Licitra**  
 is competent as  
**ELECTRICAL PLANS EXAMINER/INSPECTOR**  
 License Numbers: Building Official, please see reverse side.  
 BN 361 EC 2280 FX 169

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 568

Hereby certifies  
**Salvatore Ted Licitra**  
 is competent as  
**CHIEF ELECTRICAL INSPECTOR**  
 For PEMBROKE PINES in accordance with the provisions as set forth in the  
 Florida Building Code, Broward County Administrative Code.  
 BN 361 EC 2280 FX 169

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 507

Hereby certifies  
**Salvatore Ted Licitra**  
 is competent as  
**CHIEF ELECTRICAL INSPECTOR**  
 For WEST PARK in accordance with the provisions as set forth in the Florida  
 Building Code, Broward County Administrative Code.  
 BN 361 EC 2280 FX 169

Authorized signature:  Expiration Date: 12-31-2015



**Broward County Board of Rules & Appeals**  
 Certification no: 103

Hereby certifies  
**George Lind**  
 is competent as  
**ELECTRICAL PLANS EXAMINER/INSPECTOR**  
 License Numbers: Building Official, please see reverse side.  
 EC002533 BN 3613 FX 1832

Authorized signature:  Expiration Date: 12-31-2015

**Broward County Board of Rules & Appeals**  
 Certification no: 569

Hereby certifies  
**Robert J. Gonzalez**  
 is competent as  
**CHIEF MECHANICAL INSPECTOR**  
 For PEMBROKE PINES in accordance with the provisions as set forth in the  
 Florida Building Code, Broward County Administrative Code.  
 CMC053180 BN 2330 FX 1463 CGC0057973

Authorized signature:  Expiration Date: 12-31-2015

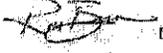
**Broward County Board of Rules & Appeals**  
 Certification no: 356

Hereby certifies  
**Robert J. Gonzalez**  
 is competent as  
**MECHANICAL PLANS EXAMINER/INSPECTOR**  
 License Numbers: Building Official, please see reverse side.  
 CMC053180 BN 2330 FX 1463 CGC0057973

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 790

Hereby certifies  
**Roman Sanchez**  
is competent as  
**CHIEF MECHANICAL INSPECTOR**  
For **PEMBROKE PINES** in accordance with the provisions as set forth in the  
Florida Building Code, Broward County Administrative Code.  
CAC57679 BN 5985 PX 3181

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 703

Hereby certifies  
**Sheila S. Oliver**  
is competent as  
**ASSISTANT BUILDING OFFICIAL**  
For **PEMBROKE PARK** in accordance with the provisions as set forth in the  
Florida Building Code, Broward County Administrative Code.  
CAC817477 BN 828 PX 377 CMC1250012 BU 1775

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 260

Hereby certifies  
**Sheila S. Oliver**  
is competent as  
**MECHANICAL PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CAC817477 BN 828 PX 377 CMC1250012 BU 1775

Authorized signature:  Expiration Date: 12-31-2015

**Broward County  
Board of Rules & Appeals**  
Certification no: 705

Hereby certifies  
**Robert E. Martin**  
is competent as  
**CHIEF PLUMBING INSPECTOR**  
For **PEMBROKE PINES** in accordance with the provisions as set forth in the  
Florida Building Code, Broward County Administrative Code.  
BN 2254 PX 1728 CPC 057547

Authorized signature:  Expiration Date: 12-31-2015

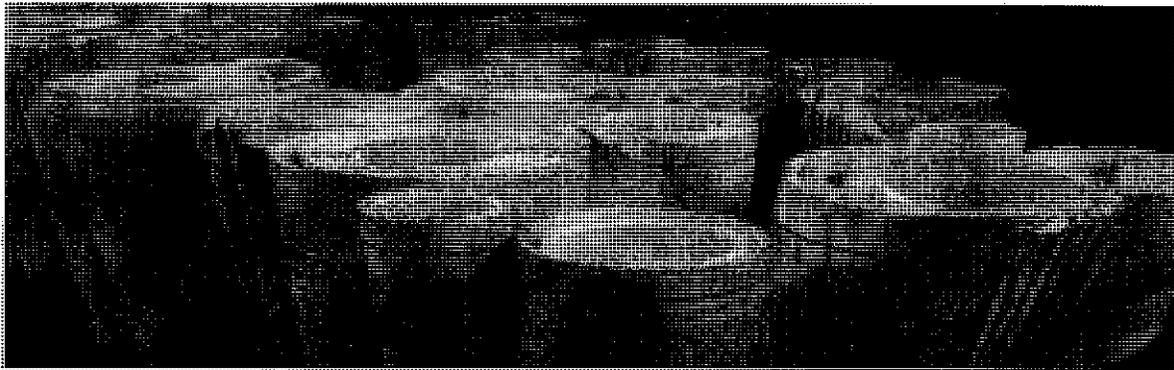
**Broward County  
Board of Rules & Appeals**  
Certification no: 270

Hereby certifies  
**Paul T. Fleming**  
is competent as  
**PLUMBING PLANS EXAMINER/INSPECTOR**  
License Numbers: Building Official, please see reverse side.  
CFC032573 BN 2832 PX 2467

Authorized signature:  Expiration Date: 12-31-2015

# City of Fort Lauderdale

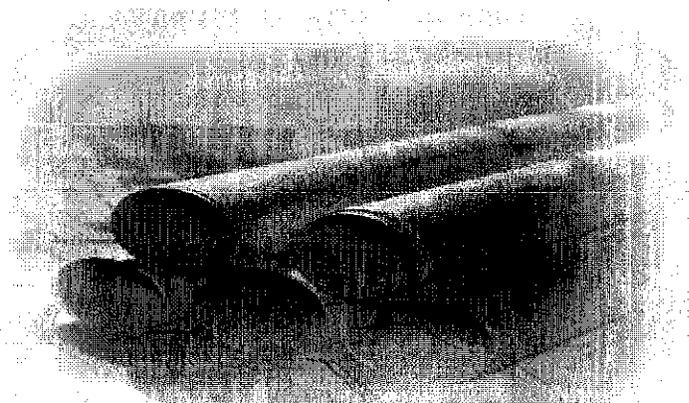
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 - Inspection and Plan Examination Services*

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## *Tab 7: Evidence of Insurance*



# Tab 7: Evidence of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

CALVI-2 OP ID: E1

DATE (MM/DD/YYYY)  
09/03/2014

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

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

<b>PRODUCER</b> Brown & Brown of Florida, Inc. 1201 W Gyprase Creek Rd # 130 P.O. Box 6727 Ft. Lauderdale, FL 33310-5727 Stephen E. Patton, AAI	<b>CONTACT NAME:</b> PHONE (A.C. No. Excl): <b>954-776-2222</b> FAX (A.C. No): <b>954-776-4446</b>	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Calvin, Giordano & Assoc, Inc. Attn: Dennis Giordano 1800 Eller Drive #800 Ft. Lauderdale, FL 33316	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Hartford Casualty Ins. Co	NAIC # 29424
	<b>INSURER B:</b> American Guar & Liab Ins Co	26247
	<b>INSURER C:</b> Hartford Ins. Co. of the S.E.	38261
	<b>INSURER D:</b> Hartford Ins Co of Midwest	37478
	<b>INSURER E:</b> Landmark American Ins. Co.	33138

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		21UUNLK3646	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (EA occurrence) \$ 300,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMPOP AGG \$ 2,000,000
						\$
GEN'L AGGREGATE LIMIT APPLIES PER:						
						POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> LOC
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		21UENJB7000	01/01/2014	01/01/2015	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (PER ACCIDENT) \$
						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		AUC694812804	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 10,000,000
						AGGREGATE \$ 10,000,000
						\$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	21WBNO3209	01/01/2014	01/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
						E.L. EACH ACCIDENT \$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liab Retention: \$200,000		LHR746782 RETRO DATE 8/27/1969	08/27/2014	08/27/2015	Per Claim 2,000,000
						Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**For bid purposes only.**

<b>CERTIFICATE HOLDER</b>  Calvin, Giordano & Associates, Inc. 1800 Eller Drive #800 Ft Lauderdale, FL 33316	<b>CANCELLATION</b> CALVING  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

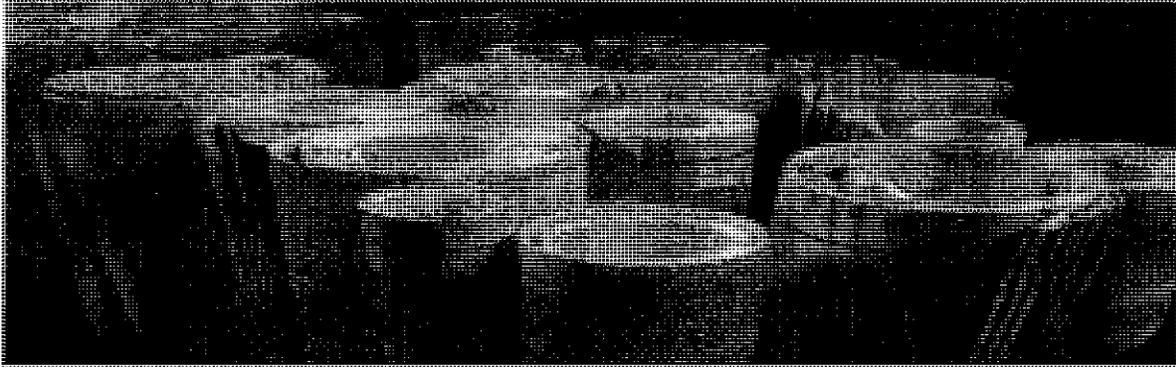
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ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

# City of Fort Lauderdale

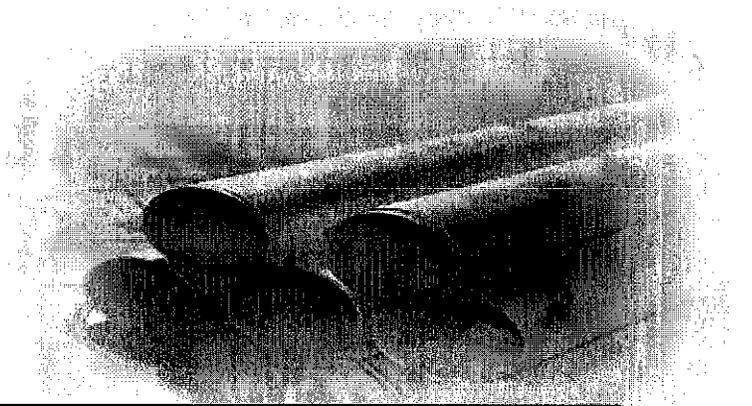
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 – Inspection and Plan Examination Services*

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## *Tab 8: Proposer's Assessment*



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*Calvin, Giordano & Associates, Inc.*  
October 10, 2014

## **Tab 8: Service Needs, Delivery and Transition Plan**

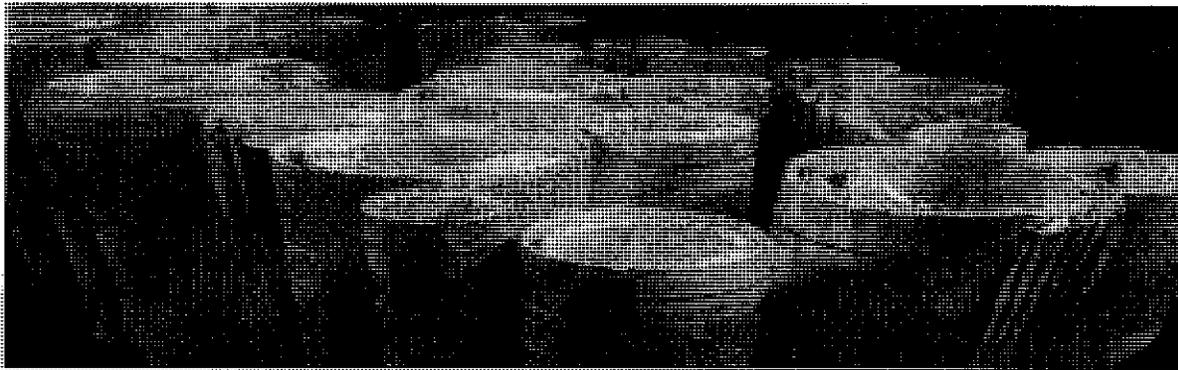
The professional staff of CGA have an extensive amount of experience in providing contract government services over the last three decades. Contract government services for both existing and new municipalities, transitions and new start-ups; entire organizations, or partial services, or specific projects have all been managed successfully by CGA staff. The same CGA staff who in many cases possess significant years of direct "hands on" experience as full time "in house" local government staff/administrators, are those individuals who are dedicated to this successful service delivery for the City of Ft. Lauderdale. For Building Division Services, transitions to contract service have been successfully accomplished in Pembroke Pines, Weston, West Park, Surfside, North Lauderdale, as well as numerous other municipalities with hourly "as needed" contracts. For other services such as Municipal Code Enforcement, Planning, Engineering, Project Management, Human Resources, etc.; CGA has also accomplished transitions in numerous other communities.

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 City'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 additional administrative and professional staff support during the transition period to ensure smooth progress and success. Recognizing that CGA is currently under contract with the City of Ft. Lauderdale to provide the described services, and that our resources are concentrated locally, service delivery can be provided virtually immediately upon execution of contract and direction to proceed. The Service Delivery and Transition Plan detailed in the three functional areas, is more specifically outlined as follows:

1. Discovery/Introductions
  - A. Key City and CGA Personnel Introductions and Relationship Establishment
  - B. Identify Personnel for Approval
  - C. Define Specific Roles and Relationships for City and CGA Personnel
  - D. Identification of Resources, Time, Technology, Equipment, etc.
  - E. 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 In House Training
  
3. Start Up/Implementation
  - A. Finalize Work Assignments, Resource Allocations, Personnel Issues
  - B. Gather, Share, and Assimilate Feedback Amongst Staff
  - C. Establish Customer Satisfaction Surveys
  - D. Provide "Hands On" Supervision and Communication with CBO
  - E. Initiate Operations, Continually Cycling Management, Evaluation, Training, Feedback

# City of Fort Lauderdale

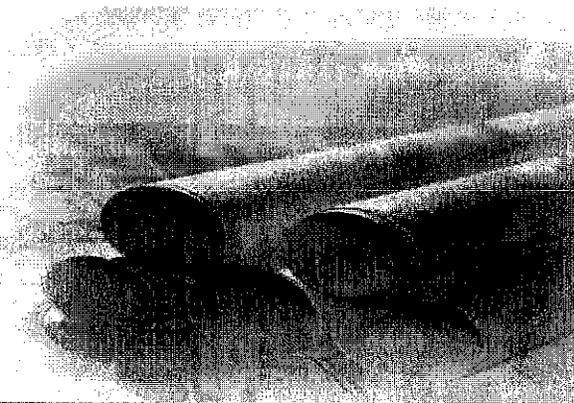
Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 - Inspection and Plan Examination Services*

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## ***Tab 9: Proposer's Ability to Assign Appropriate Resources***



## ***Tab 9: Proposer's Ability to Assign Appropriate Resources to the Account in a Timely Manner***

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CGA's headquarters is located in the City of Fort Lauderdale, where the majority of its professional staff is also concentrated. CGA maintains ample staff to meet the fluctuating needs for plan review and inspection services at other cities in Broward County and routinely makes adjustments to be proactive, maintaining appropriate levels of staff in each discipline. Additional "on-call" employees are always standing by to handle requests to expedite, or for supplemental services.

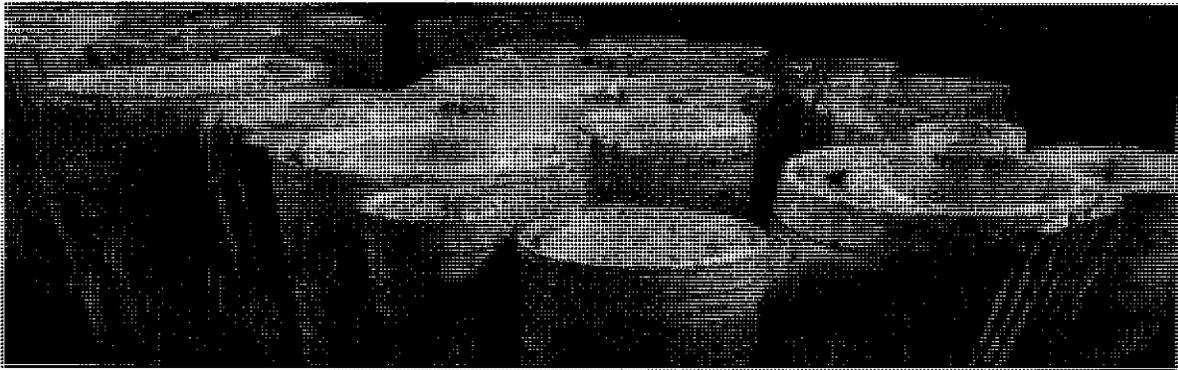
CGA will provide staff for expedited plan review and inspection services the next day after the request is made. Ongoing longer term dedication of personnel is also available upon request of the City.

Most large projects can be reviewed in four to five business days, when expedited. Subsequent expedited repeat reviews can be completed in two to three days depending on the number of disciplines that were previously returned for comment and corrections. Small projects can be reviewed in about a half-day per discipline needed for the plan review.

All employees listed are State and Broward County certified for plan review in their discipline. "On-call" employees are included in the staff list. Expedited plan reviews are a routine service at the cities currently being serviced by Calvin, Giordano, and Associates, Inc. If selected, Calvin, Giordano, and Associates, Inc. will perform the expedited plan review and inspection services thoroughly and efficiently, for the City of Fort Lauderdale.

# City of Fort Lauderdale

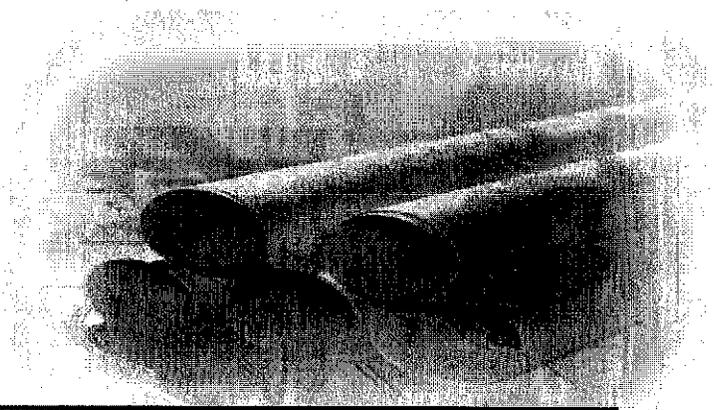
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## *Tab 10: Additional Services Available*



## ***Tab 10: Additional Services Available***

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Calvin, Giordano & Associates, Inc. (CGA) is a multidisciplinary firm that has been located in South Florida for more than 77 years. Since 1937, engineering has been a cornerstone of CGA. Today, with over 300 employees, CGA provides a broad range of services, including roadway design, neighborhood improvements, drainage improvements, utility engineering, grant application services, civil engineering, environmental engineering services, emergency management services, surveying, planning, landscape architecture, geographic information systems (GIS), transportation/traffic engineering, data technology, construction management, building code services, and indoor air quality.

Since its inception, CGA has served as a professional consultant to various municipalities throughout Florida including the cities of Pembroke Pines, West Park, Weston, Pompano, Cooper City, Dania Beach, Hallandale Beach, Hollywood, Miami Beach, Miramar, North Lauderdale, North Miami Beach, Riviera Beach and Sunny Isles Beach, the towns of Davie, Bay Harbor Islands, and Surfside, and the Village of Palmetto Bay, a number of which have been repeat clients for more than 10 years.

If selected, CGA's **Fort Lauderdale office located 1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316** will be the responsible office for this contract. The company's website address is [www.calvin-giordano.com](http://www.calvin-giordano.com).

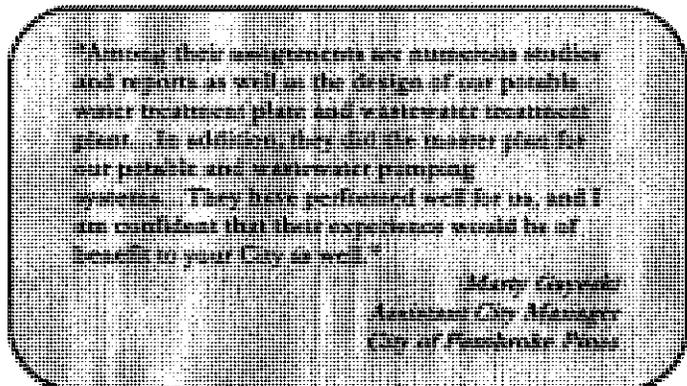
CGA has assembled a team of skilled professionals with experience working for municipal and county governments, as well as representing private sector clients in municipalities and counties throughout the state. CGA will rely on this expertise and proven reliability to provide the stipulated services as requested by the **City of Fort Lauderdale**.

### **COMPANY SERVICES**

#### **CIVIL ENGINEERING**

The Civil Engineering department has extensive experience serving as consulting engineers to more than 12 municipalities and six drainage districts. An area of increased environmental concern is stormwater collection and disposal. CGA is at the forefront of the latest stormwater modeling software and techniques utilized to quantify pollution discharge and remedial technologies to improve water quality and runoff attenuation. Our experience and rapport with local and state agencies in charge of water management permitting has given way to innovative solutions to complex surface water management challenges. Throughout all phases of a project, CGA makes a commitment to provide the utmost levels of quality control and professionalism in the realization of the client's vision and plan. Additionally, we take great pride in always seeking mechanisms and means through which projects can be more sustainable on our economy and environment.

In addition, CGA keeps abreast of the latest EPA, FDEP and SFWMD regulations with respect to drinking water, wastewater, and drainage issues. Our staffs regularly summarize new regulations,



their effect on clients and recommend actions to comply with new regulations. Our staff's wide range of experience allows us to provide comprehensive civil engineering services such as:

- Force main
- Water main
- Sanitary sewer
- Sanitary pump stations
- Stormwater management
- Special assessments
- Emergency power generators
- Maintenance buildings
- Expansion plans
- Odor control systems
- Computer modeling
- Utility rate studies
- Feasibility studies
- Design-build for utility infrastructure
- Construction inspection and observation
- Development of city engineering or planning standards
- Design of subaqueous and aerial crossings
- Utility bond program (\$100,000,000+)
- Special assessments and utility taxes
- State Revolving Fund (SRF)
- Preparation of a risk management program
- Storage tanks

#### **ELECTRICAL ENGINEERING**

The CGA Electrical Department has broad capabilities for the infrastructure and the end use development for commercial, industrial and multi-housing residential projects. The types of services we provide include:

##### **Power Distribution**

- Interior Lighting
- Exterior Lighting
  - Area Lighting
  - Roadway Lighting
  - Sports Lighting
- Power Generator

##### **Communications Systems Distribution**

- Telephone
- Cable TV
- SCADA
- Energy Conservation

#### **PLANNING**

CGA has served as the Consulting Planners to various municipalities throughout South Florida including the municipalities of Hollywood, Miramar, Pahokee, Surfside, West Park, and Weston. These municipalities received short- and long-range planning services, including comprehensive planning. In addition to managing the day-to-day planning activities, CGA also prepares land development regulations, zoning codes and provides development review services.



**CGA's Experience  
as Planning  
Officials for Local  
Governments  
Requires Staying**

The CGA team has more than 50 years of experience working in municipal and county governments, as well as representing private sector clients in municipalities and counties throughout the state. CGA will call upon this array of knowledge to fulfill the planning needs of the **City of Fort Lauderdale**.

CGA also has extensive experience serving as consulting or staff planners to local governments in Brevard, Broward, Martin, Miami-Dade, Monroe, Palm Beach, and St. Lucie counties. This experience spans both the public and private sector and we are often the coordinating entity between municipalities or counties and other agencies such as the Florida Department of Community Affairs, Florida Department of Transportation (FDOT), Florida Department of Environmental Protection, and water management districts. Our relationships with local, state, and even federal regulatory agencies make the intergovernmental coordination process easier for our clients.

Our experience as planning officials for municipalities has kept us abreast of cutting edge, innovative planning and development trends and practices. CGA planners who serve as consulting staff members for the municipalities of Hollywood, Surfside, West Park and Weston fully understand the importance of maintaining close working relationships with municipal staff, City officials and the general public.

Our services include:

- Preparing, updating, amending comprehensive plans
- Land development codes
- Zoning (including overlay districts)
  - Development and site plan review services
- Land use plan amendments
- Public outreach through community workshops, public meetings and hearings
- Rezoning

#### **LANDSCAPE ARCHITECTURE**

The landscape architecture department has a unique blend of qualified professionals who provide a plethora of interests and personal expertise as an underlay to their landscape architectural profession. They are educators, community leaders, activists, volunteers, artists, architects, sculptors and **LEED Accredited Professionals**. This mix of talent allows us to provide our clients with holistic, well-rounded design solutions that, beyond considering all the functional and implementation issues needed to be resolved, ensure a design product that, once built, will provide for longevity, experience, value and unique identities necessary to establish community branding and buy-in. Our staff counts on registered landscape architects with more than 60 years of collective professional experience, supported by a strong team of experts. *The personnel breakdown is as follows:*



- 2 registered landscape architects
- 1 urban designer and branding specialist
- 4 landscape designers, two with advanced graphics design and 3-D capabilities for presentation
- 3 registered arborists
- 4 landscape inspectors
- 2 environmental planners/biologists
- 1 environmental inspector

The Landscape Architecture group has considerable talent and ability within its ranks and also has the resources of the rest of the company to provide all services – expected as well as unexpected – that may be needed during the course of any project. The group has been able to successfully complete less traditional tasks such as applying for and obtaining grants to fund their landscaping projects: the City of Weston was the beneficiary of two separate \$50,000 grants for roadside landscaping. CGA was also responsible for the City of Dania Beach receiving a \$50,000 grant for median improvements landscaping.

The award-winning Landscape Architecture group prides themselves on their ability to coalesce and develop designs that speak to the uniqueness of each 'place'. Community identity and branding are fundamentally important considerations for every project's approach, principally because agencies, municipalities and residents increasingly are becoming aware of the civic value in developing projects that speak to the uniqueness of their communities. These can be built upon the existing architectural character of an area, as we have done in Bay Harbor Islands and their incredible concentration of MiMo buildings, or it can be built upon existing unique natural resources, quality of life considerations, or character of life issues. At CGA, we are not in the business of producing imposing one-size-fits-all approaches to projects.

Customer satisfaction is our primary goal, whether a project involves development or redevelopment, inspection, reporting or design, private client or a public entity. Our broad range of project experience includes:

- Comprehensive plans
- Historic preservation
- Hardscape
- Graphic design and presentation
- Trail and open space design
- Feasibility studies
- Habitat restoration
- Vegetative habitat delineations and assessments
- Arborist and tree mitigation services
- Invasive exotic vegetation monitoring and reporting services
- Wildlife monitoring and reporting services
- Development of wetland mitigation options with an option of profitable cost
- Wetland mitigation monitoring and reporting services
- Master planning
- Landscape and site planning urban revitalization
- Greenway and streetscape design
- Recreational facilities design
- Environmental impact studies
- Site analysis evaluations
- Environmental permitting and coordination with all required agencies
- Vegetation surveys
- Natural resource and preservation monitoring and reporting services
- Wildlife habitat assessments
- Wetland delineations and wetland functionality assessments
- Design of wetland mitigation plans for habit creation or enhancement on or off site
- Community branding

## **SURVEYING AND MAPPING**

The Surveying and Mapping Division offers the services, staff and technology to ensure that every survey project is executed successfully, and to our clients' satisfaction. CGA provides the following survey services:

- Boundary surveys
- Record (as-built) surveys
- Global positioning system surveys
- Sub-surface utility location surveys
- Condominium document preparation
- Right-of-way mapping
- Topographic surveys
- Utility and infrastructure layout
- Hydrographic surveys
- Route surveys for engineering design
- Platting services
- Annexation maps

The Survey department maintains three field crews out of the Fort Lauderdale office and one field crew out of our West Palm Beach office, which can be utilized for any projects for the **City of Fort Lauderdale**. Our firm has nine survey grade GPS systems available and we are capable of both static and RTK GPS surveying. A standard inventory of survey equipment for each crew includes:

- Total Stations data collectors and levels
- Hydrotrac HT 100 Echo Sounder
- Geopack CAiCE, EFB, CEFB
- Civil 3D 2008
- Vector (GPS baseline processing)
- Cyclone 5.6 Laser Scanning software
- Leica Scan Station II
- Microstation V8
- AutoCAD
- AutoCAD LDD 2008
- Trimble Geomatic office
- VSI VaXcavator (slurry excavation system)
- Tracemaster Pipe and Cable Locator

CGA's five professional surveyors (not including field crew) have nearly 140 years of collective surveying experience. In addition to Chapter 177, CGA's surveyors are familiar with Chapter 287.055, Chapter 472, Florida Statute, and 61G17, Florida Administrative Code.

CGA's Surveying and Mapping Division utilizes a slurry excavation system that exposes existing utilities underground by a machine called the VaXcavator. Operated by one of the field survey crews, it allows us to obtain the subsurface information and the horizontal and vertical locations required for design, while realizing cost and time savings for our clients. Additionally, our state-of-the-art Hypack software with Odom sounder allows us to offer hydrographic surveying services. By integrating with our Trimble GPS units, the equipment creates a three-dimensional model of the water body being surveyed and significant savings for our clients. The process we employ is equally as important as the equipment we deploy. All survey requests are assigned to a licensed surveyor and mapper who acts as the project manager. Fieldwork is researched and calculated in the office for the crews prior to going out into the field. The required data is collected electronically using total station instruments, and then downloaded at the end of the day into our computer system for analysis and processing. This data is then provided to our computer technicians to create the final product, all under the watchful eye of the project manager. After undergoing our Quality Assurance/Quality Control process, the final product is delivered to the client.

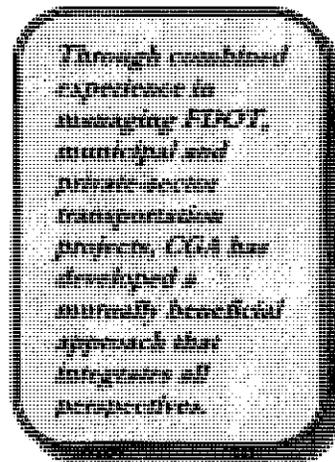


Safety is a primary concern at CGA; therefore, mandatory maintenance of traffic (MOT) training is held twice a year for our field crews and field crew supervisors. Our field vehicles are equipped

with strobe lights, proper signage, safety vests and cones. CGA utilizes the latest in cutting edge technology when preparing surveys to include GPS equipment, automated data collection, laser scanners, underground utility detection technologies and vacuum/slurry subsurface excavation equipment.

### **TRAFFIC/TRANSPORTATION ENGINEERING**

In today's "transportation-focused" market, virtually every regional planning activity and site-specific development involves assessing traffic-related impact. Through combined experience in managing FDOT, municipal and private-sector transportation projects, CGA developed a mutually beneficial approach that integrates all perspectives. We currently provide traffic and transportation municipal services to the cities of Homestead, Lauderhill, Miramar, Parkland, West Park, Weston and the towns of Lantana and Surfside.



### **ROADWAY DESIGN**

CGA has considerable roadway design experience with a variety of municipalities and FDOT in designing road reconstruction and streetscape improvements to both improve pedestrian accessibility, and roadway operations. CGA has also organized public involvement workshops for many of these projects.

Specifically, in terms of transportation and traffic services, CGA offers:

- Transportation element amendments and evaluation
- Roadway design
- Intergovernmental agency coordination
- Major roadway improvements assessment
- Regional transportation travel demand modeling
- Traffic signal warrant studies/signal design
- Emergency evacuation studies and planning
- Traffic safety studies and school zone consideration
- Comprehensive traffic planning
- Transportation concurrency management
- Corridor studies
- Conceptual engineering and design alternatives analysis
- Traffic forecasting design
- Municipal traffic review of site plans and land development applications
- Parking supply and demand analysis
- Project implementation and funding source identification
- Traffic calming grant and funding applications
- Intergovernmental agency coordination and representation

### **CONSTRUCTION MANAGEMENT SERVICES**

CGA has an outstanding in-house Construction Management team with the training, certifications, and experience to handle any roadway, bridge, building, park or utility construction project for the **City of Fort Lauderdale** including urban roadway reconstruction, rural widening or resurfacing, fixed and movable bridges, drainage, lighting and signalization, as well as landscape installation/relocation inspection and maintenance monitoring services.

In addition, our team possesses the expertise to assist the **City of Fort Lauderdale** with numerous specialized construction services such as constructability reviews, traffic control plan analysis, environmental services, public information, survey, utility coordination, schedule and claims

analysis, innovative contracting method recommendations, value engineering proposals, and innovative, project-specific special provision development to address unique technical or administrative aspects of a project.

Our knowledgeable staff will ensure the construction of successful, quality projects that are completed on time and within budget, yet with minimal impact to local residents, business owners and the public.

CGA has performed Construction Management Services for numerous projects throughout South Florida including the following:

- City of Weston Roundabout
- City of Weston Public Works Facility
- City of Weston City Hall
- City of Sunny Isles Beach 172<sup>nd</sup> Street streetscape
- City of Pembroke Pines City Center
- City of Pembroke Pines- Cobblestone Community
- City of Plantation- Temple Kol Ami
- Bay Harbor Island- Kane Concourse and other Community Enhancement projects
- City of West Park- Bus shelters
- City of Hallandale Beach Fly Over

## **ADDITIONAL SERVICES**

### **ENVIRONMENTAL SPECIALTIES AND PERMITTING**

We know from experience that a project's success depends on negotiating a maze of environmental regulations complicating the path from site selection through design to completion. Environmental rules and regulations are dynamic, constantly changing, so as consultants, we keep abreast of changes, giving clients insight and creative solutions to keep their projects moving ahead smoothly.

Our success is based on work experience and established relationships with field representatives from governmental agencies. For example, we have processed more than 100 dredge-and-fill applications for roadway projects to developments with regional impacts.

The environmental staff routinely coordinates details with owners, developers, design engineers, surveyors, as well as governmental agency representatives. It is our goal to obtain reasonable, environmentally sensible solutions for our clients. *Our services include:*

- Conservation and coastal management element amendments and evaluation
- Ecosystem assessment (wetlands, wildlife corridors, rare/endangered plants/animals, critical habitats; salt and freshwater marshes, cypress sloughs, mangrove swamps, lake and
- Jurisdictional wetland (fresh and saltwater) delineations (USACOE, SFWMD, FDEP)
- Site development and feasibility study (environmental impacts)



- estuaries, coastal dunes and upland habitats)
- Water resource permitting for land development (wetland impacts, lake excavations, dredge-and-fill applications)
- Water mitigation design, monitoring and compliance

### **DATA TECHNOLOGIES DEVELOPMENT**

The Data Technologies Development Department offers the latest in software and experience in geographic information systems (GIS), Application Development, 3D visual animation, and information technology. CGA has always believed in breaking new ground with cutting-edge technology and providing these services to its expanding client base. Because of CGA's advanced capabilities with GIS, ESRI, the world leader in the GIS software industry, invited CGA to join its team of business partners.

#### ***Geographic Information System (GIS)***

Currently, CGA is providing full-scale GIS data development or implementation for the cities of Weston, West Park, Surfside, Malabar, Sunny Isles Beach, and the South Broward Drainage District. For the City of Lauderhill, CGA completed multiple data conversion projects involving public utilities and data conversion into the ArcGIS 9.1 environment. Recently, CGA developed a zoning data layer in geodatabase format for Monroe County. Repeat municipal clients underscore the firm's understanding of city and county GIS needs. They understand how they benefit by our having these technologies in place locally, which allows us to test run each module before deployment.

#### ***Application/Database Development***

CGA has also integrated Application/Database Development into the department to escalate the value of custom end-user applications to our clients and to provide custom-designed interactive web-based applications. With CGA as the Application Service provider (server host), the customer benefits from CGA's latest technology and systems architecture that is required for the current competitive market. CGA's fundamental understanding of Application Development and Networking infrastructures provides our clients with a reliable and scalable solution.

#### ***3D Animation***

CGA realized the importance of 3D visual animation in helping clients "see" what a subdivision will look like before breaking ground or being able to "see" the interior of a model, room by room. CGA provides these innovative services and the feedback has been exciting. Clients recognize the impact this technology has when presenting projects to investors, city commissions, bankers, and potential homebuyers. Imagine the value of visually flying through a subdivision, seeing every aspect of the development or selecting specific upgrades inside a model home and virtually walking inside, inspecting every room.

### **MICROBIAL ASSESSMENT AND INDOOR AIR QUALITY**

CGA continues to take a leading role in providing services that best suit the needs of clients in the South Florida region with the addition of the Microbial Assessment and Indoor Air Quality Division. With the recent increase of mold claims and building-associated illnesses in South Florida, CGA now offers this vital service to an array of clients needing assistance with indoor air quality concerns. The department provides a full scope of indoor air quality consulting services ranging from baseline assessments to mold remediation oversight for the construction, development, insurance, investment, real estate, and property management industries. CGA employs state-of-the-art methodology and instrumentation for this line of services and maintains a staff of certified IAQ professionals to handle any concerns addressed by our clients. *CGA can provide the client with the following indoor air quality services:*

- Mold investigations
- Moisture intrusion assessments

- Mold sampling, pre-and post remediation
- Baseline indoor air quality assessments
- Bacteria sampling
- Airborne pathogen sampling
- Certified and experienced, unbiased recommendations
- Mold remediation oversight and supervision
- Sick Building Syndrome investigations
- Volatile chemical sampling
- Long-term datalogging of various indoor air parameters

### **EMERGENCY MANAGEMENT**

The Emergency Management Services Division offers local governments and businesses comprehensive emergency management planning, mitigation, training, exercise and regulatory compliance services. CGA is an innovative consulting firm with an extensive history of providing contractual government services for cities throughout South Florida. Our longstanding municipal partnerships and government experience enables CGA to offer a comprehensive package of contracting services to local governments of which public safety is a vital component. Our experienced emergency managers, planners, public administrators, engineers, public utility specialists, and information technology staff can pool their talents to comprehensively address the full-range of disaster preparedness, response, and recovery needs of your organization.

***Enhanced Preparedness through planning, training, and exercises*** - Facilitate the development of strategies, plans and organizational structures to respond to any disaster and restore your community.

- Comprehensive Emergency Management Plans and Redevelopment Plans
- Exercise and corrective action program with HSEEP compliance
- Long-term recovery plan and post disaster redevelopment
- Comprehensive Emergency Management Plans and Redevelopment Plans
- Human resource and responder family plans
- Evacuation and shelter plans
- Comprehensive training and outreach program
- Continuity of Operations and Business Continuity Plans
- Resource analysis and resource management plans

***Mitigate the impact of hazards and prevent future losses*** - Evaluate the vulnerabilities to hazards in your community and design structural and policy solutions prior to the next disaster.

- Hazard identification, risk assessment, and GIS mapping
- FEMA-based benefit cost analysis
- Local mitigation strategies and project identification
- Integrate hazard mitigation into your comprehensive plan and EAR process

***EMAP Compliance, Certification and Legal Compliance*** - Maintain regulatory compliance, accreditation, and participate in county and regional initiatives.

- Accreditation through the Emergency Management Accreditation Program (EMAP)
- Compliance with National Incident Management System and DHS, Target Capabilities

- Laws, authorities, and financial administration
- Grant funding opportunities
- National Flood Insurance Program, Community Rating System (CRS)

#### **GRANTS APPLICATION SERVICES**

CGA maintains a staff of approximately 12 different professionals from a variety of disciplines including planning, engineering, landscape architecture, GIS, emergency management, and building code services who are engaged in various aspects of Grants Applications Services. For more than two decades, these professionals have successfully identified, researched, applied for, received, administered and conducted contract compliance for a wide range of local, state and federal grants. Procuring and implementing these various grant programs have allowed numerous projects to become a reality serving the local communities; whereas otherwise a lack of funding would have prevented their fruition. CGA's experienced Grants Application Services staff understands not only the process that needs to be pursued, but also the creative nature of this specialized service and the implementation aspect that ultimately leads to the desired results. Services can be provided on an hourly or project-by-project basis depending on the client's needs and circumstances.



**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS

**PROFESSIONAL FEE SCHEDULE**

	Principal	215.00	<b>LANDSCAPE ARCHITECT</b>	
	Contract Administrator	190.00	Associate, Landscape Architect	165.00
	Project Administrator	165.00	Senior Landscape Architect	130.00
	Executive Assistant / Clerical	75.00	Environmental Administrator	125.00
	<b>ENGINEERING</b>		Landscape Architect	115.00
	Associate, Engineering (VI)	190.00	Environmental Specialist	105.00
	Director, Engineering (V)	165.00	Landscape CADD Technician	95.00
	Project Manager (IV)	145.00	Environmental Assistant	85.00
	Project Engineer (III)	125.00	Landscape Inspector/Arborist	105.00
	Engineer (II)	105.00	Landscape Designer	115.00
	Jr. Engineer (I)	100.00	Landscape Site Plan Reviewer	130.00
	Engineer Technician	105.00	<b>SURVEYING</b>	
	Senior CADD Tech Manager	115.00	Associate, Surveying	165.00
	CADD Technician	95.00	Senior Registered Surveyor	145.00
	Traffic Engineer (II)	125.00	Survey Crew	135.00
	Traffic Engineer (I)	100.00	Registered Surveyor	130.00
	Traffic Technician	90.00	Survey Coordinator	105.00
	Permit Administrator	90.00	CADD Technician	95.00
	<b>DATA TECH DEVELOPMENT</b>		3D Laser Scanner	355.00
	Associate, Data Tech Dev.	165.00	Hydrographic Survey Crew	330.00
	GIS Coordinator	145.00	G.P.S. Survey Crew	155.00
	GIS Specialist	125.00	Sub-meter G.P.S.	75.00
	Multi-Media 3D Developer	115.00	Soft Dig (per hole)	480.00
	GIS Technician	100.00	Utility Locates (per hour)	205.00
	Sr. Applications Developer	165.00	<b>INDOOR AIR QUALITY SERVICES</b>	
	Applications Developer	135.00	Sr. Environmental Scientist	115.00
	Network Administrator	155.00	Environmental Scientist	100.00
	System Support Specialist	115.00	<b>CONSTRUCTION</b>	
	IT Support Specialist	85.00	Associate, Construction	165.00
<b>Building Code Services</b>	<b>GOVERNMENTAL SERVICES</b>		Construction Management Director	135.00
Coastal Engineering	Associate, VP	190.00	Construction Manager	125.00
Code Enforcement	Director of Code Enforcement	145.00	Senior Inspector	100.00
Construction Engineering & Inspection	Director of Building Code	145.00	Inspector	90.00
Construction Services	Project Manager	145.00	Construction Coordinator	90.00
Contract Government	Grants Administrator	125.00	<b>EMERGENCY MANAGEMENT</b>	
Data Technologies & Development	Code Enforcement Field Supervisor	110.00	Director	145.00
Emergency Management Services	Code Enforcement Field Inspector	90.00	Planner	105.00
Engineering	Building Official	115.00	Assistant Planner	90.00
Governmental Services	Building Plans Reviewer	90.00	<b>PLANNING</b>	
Indoor Air Quality	Building Inspector	90.00	Associate, Planning	175.00
Landscape Architecture & Environmental Services	Permit Processor	75.00	Director of Planning	145.00
Municipal Engineering	<b>REDEVELOPMENT &amp; URBAN DESIGN</b>		Planning Administrator	135.00
Planning	Revitalization Project Director/Manager	165.00	Assistant Director	125.00
Public Administration	Revitalization Coordinator	130.00	Senior Planner	125.00
Redevelopment & Urban Design	Alternative Funding/Technician	100.00	Assistant Planner	90.00
Renewable Energy	Commercial Zoning Administrator	130.00	<b>EXPERT WITNESS</b>	
Resort Development	Redevelopment Planner	105.00	Principal/Associate	330.00
Surveying & Mapping	Specialist/Downtown Manager	100.00	Registered Engineer/Surveyor	280.00
Transportation Planning & Traffic Engineering	Municipal Administrator	165.00	Project Engineer	230.00
Utility & Community Maintenance Services	Municipal Assistant Administrator	130.00		
Water Resources Management	Municipal Department/Division Head	105.00		

*In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.*

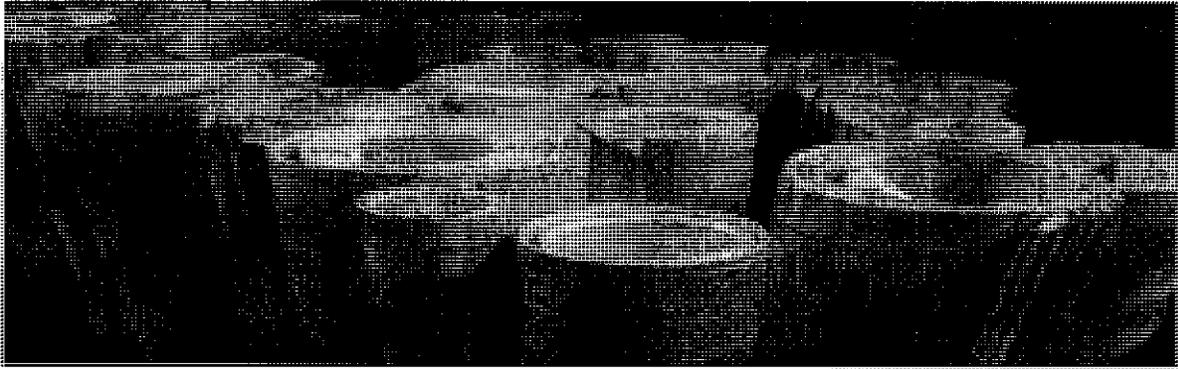
1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316  
Phone: 954.921.7781  
Fax: 954.921.8807

www.cgasolutions.com

Effective February 1, 2011

# City of Fort Lauderdale

Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301



*RFP#855-11487 – Inspection and Plan Examination Services*

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## *Tab 11: List of Clients/References*



**TAB 11: CLIENT REFERENCES**

<p><b>City of Pembroke Pines</b>          Charles Dodge, City Manager          10100 Pines Blvd.          Pembroke Pines, Florida 33026          Telephone: (954)435-6500          E-mail: <a href="mailto:cdodge@ppines.com">cdodge@ppines.com</a></p>	<p>Building Code administration including intake and processing of Building Permits, zoning plan review and inspections, engineering plan review and inspections  <b>Cost: Ongoing Contract based on cost recovery (hourly)</b></p>
<p><b>City of Weston</b>          John Flint, City Manager          2500 Weston Road, Suite 100          Weston, Florida 33331          Telephone: (954)385-2000          E-mail: <a href="mailto:jflint@westonfl.org">jflint@westonfl.org</a></p>	<p>Building Code administration including intake and processing of Building Permits, zoning plan review and inspections, engineering plan review and inspections  <b>Cost: Ongoing Contract based on cost recovery (hourly)</b></p>
<p><b>City of North Lauderdale</b>          Tammy Reid, Community Development Director          701 SW 71<sup>st</sup> Avenue          North Lauderdale, FL 333068          Telephone: (954)724-7048          E-mail: <a href="mailto:tholguin@nlauderdale.org">tholguin@nlauderdale.org</a></p>	<p>Supplied required building official services including supervision of staff, issuing of Certificate of Occupancy and Completion plan review and inspection, supplemental plan review and inspections  <b>Cost: Ongoing contract based on hourly rate for Building Official, inspectors and plans examiner</b></p>
<p><b>Town of Surfside</b>          Gary Word, Town Manager          9293 Harding Avenue          Surfside, Florida 33154          Telephone: (305) 993-1051          E-mail: <a href="mailto:gword@townofsurfsidefl.gov">gword@townofsurfsidefl.gov</a></p>	<p>Building administration, building official, plan review and inspection. Provide all required forms, perform permit intake, plan review, inspections, issuance of Certificates of Occupancy and or completion. Respond in emergency situations for damage assessment.  <b>Cost: Ongoing contract hourly rate</b></p>

## Sara Blumkin

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**From:** George Keller, Jr.  
**Sent:** Wednesday, September 24, 2014 4:09 PM  
**To:** Sara Blumkin  
**Subject:** FW: City Receives High Marks on Customer Service Survey  
**Attachments:** City PR 14-30 City Receives High Marks on Customer Service Survey.pdf  
**Importance:** High

### George R. Keller, Jr.

Senior Vice-President | Governmental Services (Broward)



Calvin, Giordano & Associates, Inc. | 1800 Eller Drive | Suite 600 | Fort Lauderdale, FL 33316  
Office: 954.921.7781 | Direct: 954.266.6477 | Fax: 954.921.8807  
Fort Lauderdale | West Palm Beach | Port St. Lucie | Homestead | Clearwater | Jacksonville | Atlanta

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**From:** Mario Sotolongo  
**Sent:** Thursday, May 15, 2014 3:35 PM  
**To:** William Johnson; George Keller, Jr.  
**Subject:** FW: City Receives High Marks on Customer Service Survey

FYI... The report was presented Tuesday night at the Commission meeting.

### Mario Sotolongo

Supervisor | Code Compliance (Pompano Beach)



Calvin, Giordano & Associates, Inc. | 100 West Atlantic Boulevard | Suite 420 | Pompano Beach, FL 33060  
Office: 954.786.4361 | Direct: 954.245.8944 | Fax: 954.786.5530  
Fort Lauderdale | West Palm Beach | Port St. Lucie | Homestead | Clearwater | Jacksonville | Atlanta

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**From:** Sandra King [<mailto:Sandra.King@copbfl.com>]  
**Sent:** Thursday, May 15, 2014 3:28 PM  
**To:** Sandra King  
**Subject:** City Receives High Marks on Customer Service Survey



# 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%.

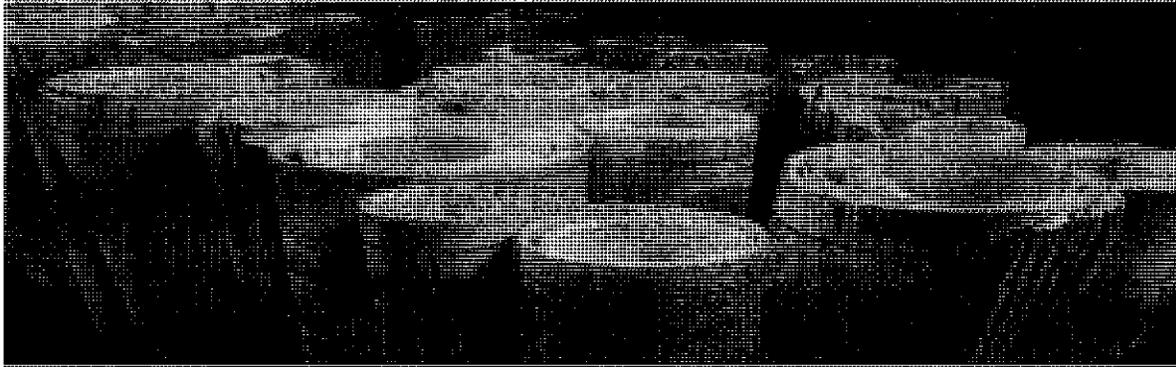
Additionally, building and permitting improved from 56% approval in 2010 to almost 88% in 2014. Code Compliance improved from 43% in 2010 to over 92% in 2014. Another survey question that received very positive results was citizen satisfaction with interactions with City employees which is up to 96.8%.

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](http://www.pompanobeachfl.gov).

# City of Fort Lauderdale

Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue  
Fort Lauderdale, Florida 33301

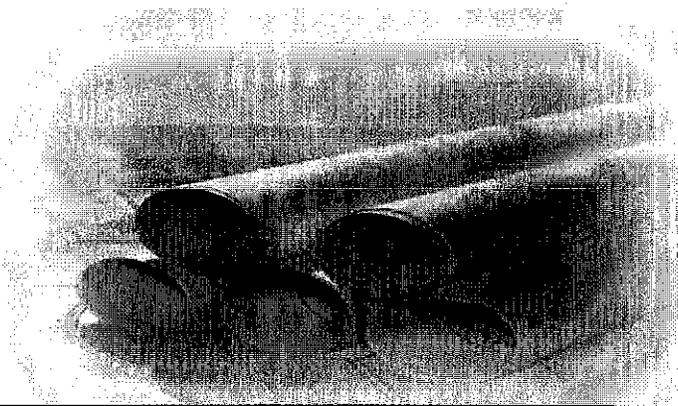


*RFP#855-11487 - Inspection and Plan Examination Services*

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## ***Tab 12: Additional Attachments***

Personnel Resumes.





Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

**George R. Keller, Jr.**  
*Senior Vice President, Governmental Services*

**SUMMARY OF QUALIFICATIONS**

Mr. Keller is a Senior Vice-President with Calvin, Giordano & Associates, Inc. (CGA) and has been a member of its Management Team since 2005. As Senior Vice-President of Governmental Services, he is responsible for acquiring, developing, and managing a variety of public agency contracts, government relations, special projects, consulting services; as well as professional and business development. Prior to joining CGA, Mr. Keller also served as Regional District Manager for Severn Trent Services, engaged in the administration of a variety of special government districts throughout the state of Florida. Mr. Keller also served for twenty-seven years in a wide range of senior public administrator roles in municipal, county and regional government, in the State of Florida.

**AREAS OF EXPERIENCE**

**Contract Governmental Services**

Mr. Keller is responsible for the overall management and development of CGA's Governmental Services, serving since 2005. Contract Governmental Services provide public entities with options and alternatives to needed essential services, for the jurisdiction's constituents. The application of sound business practices, raised performance expectations, "in-house" developed technology, customer service training, and experienced "hands on" managers; delivers enhanced service levels at decreased operating costs. CGA's Contract Governmental Services are tailored and scaled to the needs of the client, eliminating waste and duplication; including hourly, by project, and long-term operations. CGA's Contract Governmental Services include Municipal Code Enforcement, Building Code Services, Finance and Administration, Wind Mitigation Inspections, Project Management, Grants Administration, and Consulting Services, amongst others.

**Administration**

Mr. Keller served as a senior member of Broward County's (\$2.5 billion plus budget/7,000 employees) Management Team, directing the Safety & Emergency Services Department (\$88 million budget/900 employees). Departmental operations included Building Code Services, Zoning, Code Enforcement, Emergency Management, Telecommunications, Medical Examiner/Trauma Services, and Fire Rescue. He also served as one of Broward County's Legislative Coordinators, EOC liaisons, and member of the County's E-Government Task Force. Additionally, he volunteered to serve in the creation of the Broward Emergency Support Team (BEST) providing professional field support to first responders. Mr. Keller has extensive Labor Relations experience representing the agency in arbitrations, mediations, negotiations, grievances and litigation.

Previously, Mr. Keller served as the City of Hollywood's Interim City Manager and Assistant City Manager. As a Member of the City of Hollywood senior management team, he was engaged in the overall operations of the municipality. As Director of the Department of Development Administration, he managed all aspects of Land Use Planning, Real Estate Development, Building Construction, Engineering, Neighborhood Programs, and Capital Improvement Programs. He served as a member of the City's Emergency Response Team as well as the Post Disaster Recovery Department Director. As Assistant City Manager, Mr. Keller was responsible for Growth Management, Economic Development, Annexation, Engineering, Public Works, the Community Redevelopment Agency, and Neighborhood Improvement Programs. He served as representative and staff liaison to a variety of agencies, advisory boards and organizations at public meetings; and facilitated the implementation of quality development and growth of the tax base.

**EDUCATION**

Master of Arts, with  
Teaching Certification

Urban Geography/Urban  
and Regional Planning  
University of Florida,  
Gainesville, Florida, 1978

Bachelor of Science, Urban  
Geography, with Honors  
University of Florida,  
Gainesville, Florida, 1976

Nova Southeastern  
University Law School  
Coursework, 1996

Florida Real Estate License  
(Inactive)

Florida Real Estate  
Appraisal Coursework

Professional Development  
Seminars/Continuing  
Education

**PROFESSIONAL  
MEMBERSHIPS**

AICP (former)

**PROFESSIONAL  
ASSOCIATIONS**

International City/County  
Manager's Association,  
20 Year Service Award

Hollywood Housing  
Authority, Board of  
Commissioners,  
1994-1997



## George R. Keller, Page 2

Mr. Keller administered the U.S. Department of Housing and Urban Development Community Development Program. Responsibilities included the management and evaluation of a multi-million dollar program engaging in neighborhood redevelopment and housing assistance. Specific projects included public works/infrastructure, housing rehabilitation, new housing development and commercial revitalization. He coordinated directly with local, state and federal governments/agencies, private professional, technical and clerical staff. He also has extensive public relations involving the general public, intergovernmental coordination and the news media

### **Economic Development/Redevelopment**

Mr. Keller managed the City of Hollywood's "City Business Center" created to promote economic and business development in the community by facilitating investment and building the tax base through all regulatory processes. He was a senior participant in the production of the City's Economic Development Strategic Plan, Urban Land Institute Downtown Plan and Visions 2000 Program. He served as Interim Director for both the Community Redevelopment Agency and Economic Development Advisory Board; and implemented electronic building plan review and permitting in the City.

Mr. Keller developed local programs/ordinances engaged in downtown redevelopment, beach revitalization and neighborhood preservation. He participated in the production of RFP's and grant applications for consulting services and development projects. Mr. Keller was active in the preparation of economic development programming, and annexation proposals for the local government and property owners.

### **Budget and Financial Management**

Prepared, submitted and managed annual operating and multi-year capital budgets for large, diverse departmental/municipal responsibilities. Identified and developed new and increased revenue sources; while increasing efficiencies/containment through process improvement and applied technology. Administered creative competitive grant applications and procurement from local, state and federal sources. Supported an aggressive posture for public agencies to pursue traditional private sector entrepreneurial opportunities and roles to generate revenues. Prepared program based budgets involving cost estimation and allocation, personnel evaluation and project scheduling. Production of a comprehensive scheme for neighborhood redevelopment and commercial revitalization. Represented the City as a member of the Negotiating Team "at the table" with a variety of bargaining units. Evaluated and developed organizational systems and personnel utilization for productivity increase, cost benefit analysis, and quality control.

### **Planning and Research**

Mr. Keller has completed extensive research and projection of census data applied in developing funding proposals and targeting areas of benefit. Random sample surveying of populations to determine demographic bases, housing conditions and economic data. Development of statistical basis for multi-year plan of neighborhood redevelopment and housing assistance. Assessment of land use, development patterns, population trends, and services required.

Conducted site selection and property acquisition involved in the development of new housing and capital improvements. Developed and updated computerized mapping and databases for various urban areas in Florida. Databases are utilized in assimilating census information and increasing efficiency of service delivery systems.

### **HONORS**

- ICMA 20 Year Service Award
- American Institute of Certified Planners (former)
- Meritorious Service Award, City of Hollywood, 1999
- 1990 Price Waterhouse/South Florida Business Journal "Up and Comers" Award
- Leadership Hollywood Program Graduate
- Hollywood Education Civic Institute Graduate
- The Hollywood Historical Society, Inc. Lifetime Member



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Norman Bruhn Building Official

### PROJECT EXPERIENCE

#### Miami Shores Village - Miami Shores, Florida

- Building Official, Building Chief Inspector, and Building Plans Examiner - Job duties include municipal inspections, plan review, and all building official duties. I am responsible for all means and method of building department operations. Village Manager Tom Benton (9/08 - present)

#### Calvin, Giordano & Associates, Inc - Fort Lauderdale, Florida

- Building Official/Building Director and Chief Structural Inspector (Town of Surfside)(A.B. City of West Park) Supervisor Phil Mastrosimone, B.O. (8/07 - present)

#### Capri Engineering - Sunrise, Florida

- Senior Inspector/Plans Examiner. Job duties included municipal inspection and plan review for nseveral Broward cities, plan review for private provider services and threshold inspections. (4/06 -4/07)

#### City of Cooper City - 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 requ ired by the F. B.C. Supervisor Peter Bueadoin, B.O. (7/02 - 3/06) (4/07- 8/07)

#### Town of Davie - 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. Supervisor Brian Dillon, Chief. (12/00- 7/02)

#### City of Coral Springs - Coral Springs, Florida

- Build ing 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. Supervisor Bill Dumbaugh, B.O. (10/98 - 12/00)

#### Norcot, Inc. - Port St. Lucie, Florida

- Project supervisor in charge of entire jobs from sales, bidding scheduling, and completion. Typeof work was small residential remodels (kitchens, baths, room additions). 50% owner (1 0/93- 8/97)

#### 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 fo rming. Supervisor Bob Dean, owner. (1/93 -10/93)

#### 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 fa cilities at Weston, Publix food store & plaza at Weston, and solid waste transfer station. Supervisor was Greg Ringaman, superintendent. (2/89 - 2/91)

### CERTIFICATIONS & EDUCATION

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  
Associates Degree, Santa  
Fe Community College



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Peter A. Beaudoin

*Mechanical - Plumbing Plans Examiner*

### 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

#### 1985-2006: 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

#### 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.

### 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



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## **George W. Desharnais, Jr.**

*Chief Inspector / Building Inspector / Plans Examiner*

### **SUMMARY OF QUALIFICATIONS**

Mr. Desharnais is a certified building inspector and plans examiner with more than 24 years professional experience. His specialty includes building inspection and building plans examination.

### **PROJECT EXPERIENCE**

#### **2000-Present**

##### **Chief Building Inspector, City of Pembroke Pines**

Responsibilities as Chief included supervising up to 21 plans examiners and building inspectors. Served as Acting Building Official.

#### **1993-2000**

**Building Plans Examiner and Building Inspector;** City of Pembroke Pines; assisted the Chief Plans Examiner and Chief Building Inspector with responsibilities (including training other plans examiners); served as Acting Building Official.

#### **1986-1993**

##### **Bal Harbor Village - Building Inspector and Plans Examiner**

#### **1978-1986**

##### **Homesite Builders, Inc.**

Supervised all phases of residential and commercial construction projects in Dade and Broward Counties.

### **EDUCATION**

Graduated from Hialeah  
High School 1971

### **PROFESSIONAL CERTIFICATION**

Standard Inspector  
Lic# BN817

Standard Plans Examiner  
Lic# PX851

Certified General  
Contractor  
CGC 055093

Building Inspector and  
Plans Examiner, State  
of Florida and Broward  
County Board of Rules and  
Appeals



**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS

## **Ken Paulison**

*Building Inspector / Plans Examiner*

### **SUMMARY OF QUALIFICATIONS**

Mr. Paulison is a certified building inspector and plans examiner with more than 29 years professional experience and over thirteen years in building code enforcement. His specialties include building inspection and plan review of residential and commercial construction.

### **PROFESSIONAL EXPERIENCE**

**2010-Present, Building Inspector and Plans Examiner.** CGA Services for the City of Pembroke Pines; assisted the Chief Building Inspector with commercial and residential plan review and inspections.

**2009-2010, Building Inspector and Plans Examiner.** Nova Engineering, services for the City of Pembroke Pines; assisted the Chief Building Inspector with commercial and residential plan review and inspections.

**1998-2009, Building Inspector and Plans Examiner.** City of Pembroke Pines; assisted the Chief Building Inspector with commercial and residential plan review and inspections.

**1992-1997, Facilities Supervisor, Kislak Mortgage Corporation.** Responsible for maintaining corporate facilities and branch offices; coordinated staff relocations, designed and erected modular office stations.

**1991-1992, Supervisor, Ralph Martin Construction, Inc.** Responsible for supervising interior and exterior metal framing, drywall, and stucco crews on large public projects; Supervised up to 55 employees; involved with all phases of construction.

**1982-1990, General Contractor.** Responsible for all phases of commercial and residential construction.

### **EDUCATION**

North Miami  
Senior High School

### **PROFESSIONAL CERTIFICATION**

Standard Inspector,  
Lic# BN3423

Standard Plans Examiner  
Lic# PX2395

Certified General  
Contractor, CGC 005831

Building Inspector  
and Plans Examiner,  
State of Florida and

Broward County Board of  
Rules and Appeals



**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS

**Kevin J. Donovan**

*Chief Structural Plans Examiner & Inspector*

**SUMMARY OF QUALIFICATIONS**

Mr. Donovan is a professional inspector with knowledge and experience in all phases and types of the construction process. He has experience in all phases of architectural and engineering design, permitting, inspection and construction services and insurance claim management.

**EXPERIENCE**

<b>Calvin, Giordano and Associates, Inc.</b>	Present
Chief Structural Plans Examiner & Inspector	
<b>City of Coconut Creek</b>	2011 - 2014
Structural Building Inspector and Structural Plans Examiner	
<b>Symmetrical Stair Company, Pompano Beach</b>	2009 - 2010
General Manager	
<b>Cartaya &amp; Associates Architects</b>	2008
Construction Project Manager	
<b>Calvin, Giordano &amp; Associates, Inc.</b>	2006 - 2007
Structural Building Inspector and Structural Plans Examiner	
<b>Independent Insurance Adjuster, State of Florida</b>	2004 - Current
<b>City of Tamarac and City of Cooper City</b>	2004
Structural Building Inspector and Structural Plans Examiner	
<b>City of Lauderdale Lakes</b>	2002 - 2004
Building Official, Chief Structural Building Inspector	
<b>Gordon Homes, Boca Raton</b>	2000 - 2001
Construction Project Manager, Commercial and Waterfront Division	
<b>City of Coral Springs 1992 - 2000</b>	
Structural Building Inspector and Structural Plans Examiner	

**EDUCATION**

Associate of Arts,  
Architecture  
University of Florida

Bachelor of Arts,  
Enterprise Economics,  
Florida Atlantic University

**PROFESSIONAL  
LICENSES**

Certified General  
Contractor  
Structural Building  
Inspector  
Structural Plan Examiner  
Insurance Adjuster  
Insurance Umpire



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

**Mark W. Anderson**  
*Building Inspector*

**PROJECT EXPERIENCE**

**City of Hollywood, FL (2006 to 2010)**  
**Building Inspector**

Job Description: Structural Inspections

**Young Enterprises (2003 to 2006)**  
**Superintendent**

Job Description: Supervise all work being done within the company

**Slorp Construction (1995 to 2006)**  
**Superintendent**

Job Description: Supervise shell work on large developments

**CERTIFICATIONS**

Certified Building Inspector  
DBPR BN0006271

Certified General  
Contractor DBPR  
CGC062828



## Kameron Perdue

### Construction Manager

#### Summary

Self motivated, reliable, and organized Construction Manager with experience in a fast paced, deadline oriented environment. Possess excellent people, observation, communication, and time management skills with the ability to multi-task and prioritize work load on a daily basis.

#### Work Experience

##### **Superintendent, *Denmar Construction Group, Miami Shores, FL*** 2011- 2014

- Supervised day to day construction activities
- Read plans, instructions, or specifications to determine work activities
- Coordinated all scopes to ensure work items were installed per plans according to all applicable building codes
- Resolved any working discrepancies to avoid any construction delays
- Scheduled all inspections and coordination meetings

##### **Project Manager, *Imagine This Construction Services, Tampa, FL*** 2010- 2011

- Schedule the project in logical steps and budget time required to meet deadlines.
- Overseen all construction related operations.
- Prepared contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Prepared and submitted budget estimates and progress and cost tracking reports.

##### **Estimator, *Atlantic Icon Corp, Hollywood, FL*** 2010 - 2010

- Analyzed blueprints and other documentation to prepare time, cost, materials, and labor estimates.
- Reviewed material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
- Conferred with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
- Consulted with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
- Monitored construction activities to ensure work efficiency and that quality and workmanship meet project standards and specifications.

##### **Project Engineer, *Balfour Beatty Construction, Plantation, FL*** 2008-2009

- Efficiently reviewed submittals and shop drawings.
- Consistently negotiated and tracked all specified materials for projects to ensure shorter lead times.
- Ensured smooth work flow by recognizing and correcting discrepancies within contract doc's.
- Resolve contractor questions with assistance of project manager and engineers/architects as necessary. Generated and submitted RFIs.

#### EDUCATION

Florida A&M University  
Tallahassee, FL  
Bachelor of Science:  
Construction Engineering  
Technology

G.P.A: 3.0 / 4.0

#### SKILLS & CREDENTIALS

LEED AP  
Certified General Contractor

#### PROFESSIONAL SKILLS

MS Office Suite  
AutoCAD  
Sketch Up  
Adobe Photoshop  
Mac  
Internet Research  
Constructware  
Primavera  
Timberline  
Microsoft Project



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Salvatore Ted Licitra

*Chief Electrical Inspector*

### SUMMARY OF QUALIFICATIONS

Mr. Licitra has more than 20 years of experience as an electrical inspector. Responsibilities include electrical inspections and plan review of municipal and private projects to assure compliance with the South Florida Building Code and the National Electric Code within the jurisdiction of the Broward County Board of Rules and Appeal.

### PROJECT EXPERIENCE

#### **2007-Present: Chief Electrical Inspector, Calvin, Giordano & Associates, Inc., Fort Lauderdale, FL**

- Chief Electrical Inspector at Pembroke Pines and West Park; review and approve all commercial, residential, pools, and industrial plans for permit approval
- Inspect commercial, industrial, and residential buildings to ensure the work was in accordance with the Florida Building Code

#### **2006-2007: Chief Electrical Inspector, Capri Engineering, West Palm Beach, FL**

- Major projects inspected included Marina Grande 264 units, Condominium Twin Tower, 26 Story high rise building in Riviera Beach
- Performed all the electrical rough inspections and finals on this project
- Inspected all the units and common areas including fire pumps, boilers, roof top A/C units and main electrical rooms
- Inspected commercial, industrial and residential buildings to ensure the work was in accordance with the Florida Building Code and the National Electrical Code

#### **1985-2006: Chief Electrical Inspector/Plans Examiner/Supervisor, Broward County, Fort Lauderdale, FL**

- Inspected commercial, industrial and residential buildings to ensure the work was in accordance with the Florida Building Code and the National Electrical Code
- Supervised inspectors and plans examiners for all inspections and plan reviews
- Reviewed and approved electrical plans for permit approval
- Major projects included renovations and new terminals for the Fort Lauderdale-Hollywood International Airport, the rental car facility, 8-story parking garage, rental car facility that included parking on all levels including 64 gasoline dispensers on the bottom level, resource recovery plants

#### **1969-1985: Journeyman Wireman, IBEW Local Union, Hollywood, FL**

- Installed various electrical work for residential, commercial and industrial projects.

### LICENSES

Department of Business and Professional, Master Electrician, EC000228

Department of Business and Professional Standard Plans Examiner, PX169, 2005

Department of Business and Professional Standard Inspector, BN361, 2005

Certified by Broward County Board of Rules and Appeals

### PROFESSIONAL ASSOCIATIONS

Member of the Board of Directors International Association of Electrical Inspectors



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## **George William Kropp** *Electrical Plans Inspector and Examiner*

### **PROJECT EXPERIENCE**

#### **Electrical Inspector and Plans Examiner - City of Pembroke Pines and City of West Park**

Responsible for conducting inspections and reviewing electrical plans for residential and commercial wiring to ensure compliance with the Florida Building Code, National Electrical Code and State Statutes. Issue notices of violations and re-inspect wiring when deficiencies are corrected. Perform inspections of various businesses for their business occupancy licensing.

#### **Electrical Inspector and Plans Examiner - Cooper City Building Department, Cooper City, FL**

Responsible for conducting inspections and reviewing electrical plans for residential and commercial wiring to ensure compliance with the Florida Building Code, National Electrical Code and State Statutes. Issue notices of violations and re-inspect wiring when deficiencies are corrected.

#### **Electrical Inspector and Plans Examiner - Broward County Permitting, Licensing and Consumer Protection Division - Plantation, FL**

Responsible for conducting inspections of residential and commercial electrical wiring to ensure compliance with the Florida Building Code, National Electrical Code and State Statutes. Issue notices of violations and re-inspect wiring when deficiencies are corrected.

#### **Electrical Inspector and Plans Examiner - Broward County Public Schools Building Department, Oakland Park, FL**

Responsible for conducting electrical inspections and reviewing electrical plans to ensure compliance with the Florida Building Code, National Electrical Code, State Board of Education Rules, contract documents and all other applicable codes. Prepare daily inspection reports to document contractor compliance with contract requirements and applicable codes. Issue notices of violations for non-compliance and re-inspect wiring when deficiencies are corrected.

Attend both pre-construction and weekly field meetings at various school construction projects, consult with architects, engineers, general contractors and specialty contractors. Assist in solving field problems through recommendation and coordination with the School District Project Management team.

Perform inspections and prepare punch lists at substantial completion, final completion and one year guarantee periods of various school construction projects.

Responsible for monitoring various testing procedures at school construction projects such as emergency generator load bank testing and meggar testing for resistance to ground at electrical services. Assist the School District fire inspectors with the testing of fire alarm systems throughout the School District.

#### **Electrical Inspector - Broward County Building Code Services, Division Fort Lauderdale, FL**

Responsible for conducting inspections of residential and commercial electrical wiring to ensure compliance with the Florida Building Code, National Electrical Code and State Statutes. Issue notices of violations and re-inspect wiring when deficiencies were corrected. Perform annual inspections of various businesses throughout Broward County for their Broward County Occupational License renewals.

### **EDUCATION**

Diploma, PV301 Contracting and Engineering Course, US Solar Institute, Davie, FL, 2011

Diploma, PV201 Introduction to Photovoltaic Design, Installation and Maintenance, US Solar Institute, Davie, FL, 2011

NABCEP Photovoltaic Entry Level Exam, Passing Score Achievement, 2011

State Requirements for Educational Facilities Course of Instruction, Ch. 423, Florida Building Code, 2004

Diploma, Maintenance Electricity, Residential, Commercial, Industrial Wiring and Motor Controls, 1982, Technician Training School, Pittsburgh, PA

Diploma, Heating, Air-Conditioning and Refrigeration Technician 1983, Technician Training School, Pittsburgh  
Diploma, Hickory High School, 1981, Hermitage, PA

### **CERTIFICATIONS**

Standard Electrical Inspector, Florida State Ch.468, 2004 to current, #BN4825

Standard Electrical Plans Examiner, Florida State Ch.468, 2004 to current, #PX2451

Residential Electrical Inspector, International Code Council, 2004 to current, #5237245-E1

Commercial Electrical Inspector, International Code Council, 2004 to current, #5237245-E2

Electrical Plans Examiner, International Code Council, 2004 to current, #5237245-E3

Master Electrician, Broward County, 1994 to current, CC # 94CME1527X  
Florida State Registered Electrical Contractor #ER0013706, 1994 to 2008



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Robert Gonzalez

*Chief Mechanical Plans Examiner*

### SUMMARY OF QUALIFICATIONS

Mr. Gonzalez has more than 12 years of experience as Mechanical Plans Examiner and mechanical inspector. His responsibilities include mechanical inspections and plan review of municipal and private projects to assure compliance with the South Florida Building Code.

### PROJECT EXPERIENCE

#### **Chief Mechanical Plans Examiner and Inspector, Calvin, Giordano & Associates, Inc., Fort Lauderdale, FL (2007)**

- Responsibilities include the supervision of all mechanical plans examiners and inspectors
- Review and approval of residential, commercial, and industrial type of projects to comply with the Florida Building Code

#### **Chief Mechanical Inspector, CSA Group, Weston, FL (9/2005-2/2007)**

- Reviewed all residential, commercial and industrial plans for compliance with the Florida Building Code
- Inspected mechanical installation for compliance with approved plans for final sign off

#### **Mechanical Inspector, Mechanical Plans Examiner, Broward County, Fort Lauderdale, FL (7/1994-9/2005)**

- Conducted plan examination for the City of Dania and Miramar
- Review all documentation to comply with the Florida Building Code and Mechanical Code
- Conducted inspections on residential, commercial, and industrial projects

#### **Mechanical Designer I, CES Consulting Group Inc., Pompano Beach, FL (1992-1993).**

- Designed cooling and heating load calculations for residential and commercial projects.

#### **President, USA Construction Inc., Miami, FL (1990-1991)**

- Remodel several residential projects

#### **Vice President, American Hood Installation & A/C Corp, Miami, FL (1988-1989)**

- Sales and installation for various commercial, residential projects
- Installation of commercial kitchen hoods
- Sales of various projects sold internationally

#### **Mechanical Manager, R.V. Air Conditioning, Inc., Hialeah, FL (1981-1987)**

- Installation of Air Conditioning and Refrigeration Units for Residential, Commercial and Industrial projects
- Supervision of employees for various construction projects
- Designed mechanical plans to meet the minimum standards for the various codes for Metro Dade County, Broward County, and West Palm Beach

### EDUCATION

Bachelor of Arts, St.  
Thomas University, 1984

### LICENSE AND CERTIFICATIONS

Department of  
Professional Regulation  
Class A Air Conditioning  
Contractor's License, 1987

Department of  
Professional Regulation,  
Mechanical Contractor's  
License, 1991

Department of  
Professional Regulations,  
Sheet Metal Contractor's  
License, 1992

Department of  
Professional Regulation,  
General Contractor's  
License, 1993

Ferris State University  
Certificate, Universal  
Technician, 1995

Department of Bus  
iness and Professional  
Standard Inspector,  
BN2330, 2005

Department of Business  
and Professional Standard  
Inspector, PX1463, 2005

International Code Council  
Residential Combination  
Inspector, 5166039-R5

Certified by Broward  
County Board of Rules and  
Appeals



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## **Roman Sanchez**

*Chief Mechanical Inspector*

### **SUMMARY OF QUALIFICATIONS**

Review plans & permit applications for mechanical work to be done for commercial & residential use. Inspect new and existing mechanical work to ensure compliance with the Building Code. Issue verbal and written notices of code violation and citations for code violations. Assist in resolving complex and sensitive customer service issues in a timely manner, either personally, by telephone or in writing. Enter inspection results on the department's information system software on a daily basis. Maintain high ethical, honest and moral standards.

### **PROJECT EXPERIENCE**

#### **Chief Mechanical Inspector**

##### **City of Coconut Creek, Coconut Creek, FL (March 2013- April 2014)**

Responsible for the mechanical division of the building department. Inspection/plan review work in securing compliance with codes, laws and regulations governing the installation and operation of mechanical systems and equipment for commercial and residential buildings.

#### **Plans Examiner/ Inspector**

##### **Broward County Building Department, FL (November 2006- March 2013)**

Inspection/ Review plans for commercial and residential buildings for compliance with codes, laws and regulations.

#### **Plans Examiner/ Inspector**

##### **Master Refrigeration Inc. (May 1996 - November 2006)**

Run the day to day operation of the family commercial refrigeration and air conditioning business. Reviewed plans for bidding.

### **EDUCATION**

Certified Mechanical  
Inspector: BN5985  
Certified Mechanical Plans  
Examiner: PX3151  
Broward County Board  
of Rules and Appeals  
certification: 41  
Certified Air Conditioning  
Contractors: CAC057679



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

**Robert E. Martin**  
*Chief Plumbing Inspector*

**PROJECT EXPERIENCE**

**Chief Plumbing Inspector** - City of West Park, FL

**Chief Plumbing Inspector** - Town of Surfside

**Plumbing Plans Examiner / Inspector** - City of Pembroke Pines, FL

- Inspected plumbing installations for conformance to governmental codes, sanitation standards and construction specifications.
- Executed daily operations of Plan review & Plumbing Inspections
- Plan reviewed & Inspected Residential, commercial and industrial plumbing systems for conformance to plumbing laws and codes, approved plans and specifications.
- Inspected water-supply systems, drainage and sewer systems, water heater installations, fire sprinkler systems, air and gas piping systems.
- Reviewed plumbing plans, permit applications and verified payment of fees.
- Reviewed complaints concerning alleged violations of plumbing codes.
- Kept records of inspections performed, actions taken and corrections recommended and secured.

**Foreman** - P.G.C. Mechanical - Miami, FL

**Commercial Foreman** - Florida Tropical, Inc. - Fort Lauderdale, FL

**Pipefitting** - Westinghouse, Inc. - Fort Lauderdale, FL

**Pipefitting** - Bechtel, Inc - Fort Lauderdale, FL

**Commercial Foreman** - Florida Tropical, Inc. - Fort Lauderdale, FL

**Residential Foreman** - FDM Mechanical, Inc. - Fort Lauderdale, FL

**Residential Foreman** - G&A Mechanical, Inc. - Fort Lauderdale, FL

**Residential Foreman** - Nagelbush, Inc. - Fort Lauderdale, FL

**Service Plumber** - B&D Plumbing, Inc. - Fort Lauderdale, FL

**Apprentice Plumber** - Nagelbush, Inc. - Fort Lauderdale, FL

**Apprentice Plumber** - Eastcoast Mechanical, Inc. - Fort Lauderdale, FL

**Apprentice Plumber** - Fred Mcgilvery, Inc. - Miami, FL

**EDUCATION**

JATC of Plumbing and  
Pipefitters Apprenticeship  
Program  
1980-1984

**LICENSE:**

#CFC057547  
State Certified Plumbing  
Contractor

#86 -CMP-749-X  
Broward Master Plumber

#BN2254  
Standard Inspector

#PX1728  
Standard Plans Examiner



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Bill Tesauro

*Landscape Reviews and Inspections/Supporting Team Member*

### SUMMARY OF QUALIFICATIONS

Mr. Tesauro is a landscape consultant with more than 30 years of experience in the public and private sectors of South Florida. He worked for the City of Hollywood for 19 years both as a supervisor, assistant forestry landscape superintendent, and acting forestry and landscape superintendent in the Forestry and Landscape Department as well as site planner in the Community Development Department. Currently, Mr. Tesauro is a landscape consultant specializing in landscape DRC review, tree preservation, landscape inspections, landscape and tree preservation code writing, and annual landscape inspections to an extensive range of municipalities and developers throughout the Tri-County Area.

Mr. Tesauro also provides professional written reports, studies, recommendations, handles general public concerns and complains for landscaping in both the private and public sector. He is a Florida Certified Landscape Inspector, and also provides International Society of Arboriculture determinations for existing tree species.

### EXPERIENCE

**Public Sector - City of Hollywood.** Mr. Tesauro utilizes his 19 years of valuable management and professional experience gained from the City of Hollywood for his current position. During his 13 years in the Forestry Landscape Department he was responsible for the operation and administration of all employees engaged in landscape, irrigation, urban forestry, grounds maintenance, tree maintenance, athletic fields, turf management and the operation of a city nursery. Along with this experience, he has over 6 years as a Site Planner in the Community Development Department. There he increased his professional and technical knowledge and had direct responsibility for DRC landscape reviews, tree preservation, landscape inspections, landscape and tree preservation codes writing, and annual landscape inspections.

**Site Plan Reviews.** Mr. Tesauro provides or has provided landscape site plan reviews for the following South Florida Tri-County municipalities: City of Weston, City of Hollywood, City of Miramar, City of West Park, City of North Lauderdale, City of Davie, City of Dania Beach, Town of Surfside, Town of Lake Park, and Village of Wellington.

**Tree Preservation.** Mr. Tesauro provides or has provided Tree Preservation supervision for the following South Florida Tri-County municipalities: City of Weston, City of Hollywood, City of West Park, City of Dania Beach, and Village of Wellington.

**Landscape Inspections.** Mr. Tesauro provides or has provided landscape inspection supervision for the following South Florida Tri-County municipalities: City of Weston, City of Hollywood, City of Miramar, City of West Park, City of North Lauderdale, City of Dania Beach, Town of Surfside, Town of Lake Park, and Village of Wellington.

**Landscape and Tree Preservation Code Writing.** Mr. Tesauro has written or revised Landscape and/or Tree Preservation Codes for the following South Florida municipalities: City of Weston, City of Hollywood, City of West Park, City of Dania Beach, Town of Palm Beach and Town of Surfside.

**Annual landscape Inspections.** Mr. Tesauro provides or has provided Annual Landscape Inspections supervision for the following South Florida municipalities: City of Weston and City of Hollywood.

### EDUCATION

Broward County College,  
AS, Landscape Technology

### PROFESSIONAL REGISTRATION

Past Appointed Broward  
County Tree Advisory  
Committee Member

Landscape Inspectors of  
Florida Certified Landscape  
Inspector #125 and Past  
Board Member

### AWARDS

Public Works Employee  
of the Year, 1985

Nominator of Four National  
Register Big Trees for  
the American Forestry  
Association, 1991

Nominator of Nine Florida  
Champion Trees for the  
Florida Department of  
Agriculture and Consumer  
Services, 1992

Florida Urban Forestry  
Council Award for Maple  
Ridge Mitigation Project,  
2002

19 Continuous Tree  
City USA for the  
City of Hollywood

Tree City USA Growth  
Award for the City of  
Hollywood 1991

City of Weston  
NIMS Level 3 Certification



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Hien Nguyen, ASLA, ISA, FACE

*Landscape Inspector/Supporting Team Member*

### SUMMARY OF QUALIFICATIONS

Ms. Nguyen has a master's degree in landscape architecture and over ten years of experience in environmental science, botany, and landscape architecture. She is particularly well versed in tropical plant taxonomy, physiology, morphology, economic botany, and landscape and tree preservation ordinances necessary elements in providing landscape inspections and code compliance. In addition to being skilled in typical office software programs, she is capable with AutoCAD and Adobe Photoshop. She has been the recipient of numerous awards and has received several grants.

### PROJECT EXPERIENCE

**Town of Palm Beach.** Revised landscape and landscape permitting ordinance.

**City of Weston.** Revised tree preservation ordinance.

**City of West Park.** Co-authored landscape and tree preservation ordinances.

**Town of Surfside.** Co-authored landscape ordinance.

### ARBORIST, INSPECTION, TREE MITIGATION PROJECT EXPERIENCE

**City of Weston, Landscape Code Enforcement.** Enforced city landscape and tree preservation codes for compliance and presented violations to special magistrate.

**City of Weston, Landscape Review and Inspections.** Reviewed and inspected new commercial developments and redevelopment as well as single family residences to ensure code compliance.

**City of Weston, Landscape Inspection Program.** Inspect existing commercial developments for landscape compliance.

**City of Weston, Debris Removal.** Monitored and documented trucks removing debris from residential areas. Documented (measured, GPS, and calculated amount) tree stumps removed throughout the city, and evaluated trees requiring removal because of life safety issues (hazardous trees) and amount of damage done to the tree.

**City of Weston, Tree Permits.** Inspector and permit coordinator for commercial, residential and municipal tree removal and relocation permits.

**Town of Bay Harbor Islands, 96th Street/Kane Concourse.** Inspector for landscape renovations.

**Hardwood Hammocks Recovery after Hurricane Andrew, University of Miami.** Collected soil and plant samples. Tagged, labeled, and measured plant specimens.

### PUBLIC PARTICIPATION & OUTREACH PROJECT EXPERIENCE

**Roots in the City, Florida International University.** As project manager, coordinated garden maintenance and four full-time employees and national volunteer groups. Designed garden layout and wrote grants.

**Little Haiti Park Design Workshop.** Participant of charrette for multi-use park for community.

### BLUEWAYS PROJECT EXPERIENCE

**Virginia Key Beach Park and Biscayne Blueway.** Analyzed and provided conceptual designs that incorporated aquatic and beach front resources with historic segregated recreational areas.

### EDUCATION

Master of Landscape Architecture,  
Florida International University, Miami

B.S., Environmental Studies, Florida International University, Miami

### PROFESSIONAL REGISTRATION AND CERTIFICATION

American Society of Landscape Architects (ASLA), No. 1087025

Florida Association of Code Enforcement (FACE), No. 4589

ISA Certified Arborist, No. FL-5282A

Level I Code Enforcement Certification

Level II Code Enforcement Certification

### AWARDS

2002 Florida Chapter American Society of Landscape Architects - Professional Merit Award for Virginia Key Beach Park and Biscayne Blueways

2001 Commendation from City of Miami Commissioner Arthur Teele, Little Haiti Park Design Workshop

2001 \$25,000 Empowerment Zone Grant

Overtown Horticultural Training Program



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## Mohammed Sharifuzzaman, PE

*Project Manager*

### SUMMARY OF QUALIFICATIONS

Mr. Sharifuzzaman has more than 10 years of professional experience in civil, environmental, and transportation engineering with specialization in hydraulics and hydrologic modeling (H&H), surface water management system design, drainage basin/watershed modeling and floodplain analysis, master drainage study, conceptual/master surface water management system design, stormwater pump station design, stormwater retrofit projects, nutrient loading analysis (TMDL calculations), Stormwater Treatment Area (STA) design, FDOT roadway drainage design, and bridge hydraulics. His extensive experience includes land development projects including commercial/residential/institutional/DRI projects, roadway projects including new construction, widening and reconstruction, RRR and safety improvement projects, and PD&E study. Mr. Sharifuzzaman has worked extensively with permitting agencies including the South Florida Water Management District (SFWMD), the Florida Department of Environmental Protection (FDEP), the Florida Department of Transportation (FDOT), U.S. Army Corps of Engineers (USACE), various municipalities, and counties. His trusted reputation with the permitting agencies has produced a long list of successful and profitable projects. His extensive experience with construction, and thorough knowledge of codes and regulations as they apply to each development, is an asset for any project.

As a project manager of the engineering division at CGA, he serves as a single point of contact for clients, and is fully responsible for project activities and objectives. He reports the teams' progress, workloads, costs and schedule status, as well as any potential deviations from the project milestones, and allocates the multi-disciplinary resources to meet the deliverables. To further assure success of the projects, he provides maximum production and continuity through superior communication.

### STORMWATER PROJECT EXPERIENCE

**City of Hallandale Beach SW/SE Quadrant Drainage Improvements Project, City of Hallandale Beach, Florida;** Schaffer canal drainage basin/Watershed modeling, design and permitting of innovative surface water management systems consisting of pump stations and pressurized injection wells.

**City of Oakland Park Bid Pack No. 9 Infrastructure Improvements Project, City of Oakland Park, Florida;** Cherry Creek watershed modeling, design and permitting for proposed drainage improvements within the coral lakes subdivision of the City of Oakland Park.

**Lloyd Estates Drainage Study, City of Oakland Park, Florida;** H&H study for the Lloyd Estates drainage basin seeking FEMA grants, conceptual design for a pump station across Sleepy River discharging into the SFWMD C-13 canal.

**Eastern Watershed Improvements Project, City of Port St. Lucie, Florida;** Watershed modeling of Eastern watershed and Howard Creek drainage basin, determination of most feasible and optimum drainage improvements to minimize the potential for future flooding.

**Tropical Farms Water Quality Retrofit Project, Martin County, Florida;** Modeling of 1,915 acre Roebuck Creek drainage basin, design and permitting for stormwater treatment area (STA), conversion of ditch/swale conveyance system of Locks Road to a storm pipes conveyance system.

### EDUCATION

M.E., Civil Engineering,  
Lamar University,  
Beaumont, TX, 2000

B.S., Civil Engineering,  
Bangladesh University of  
Engineering & Technology,  
Bangladesh, 1997

### PROFESSIONAL REGISTRATION

Professional Engineer  
State of Florida, No. 67640

Professional Engineer  
State of Texas  
(In-active)



## Mohammed Sharifuzzaman, Page 2

**Warner Creek Water Quality Retrofit Project, Martin County, Florida;** Modeling of 5,029 acre Warner Creek drainage basin, design and permitting for stormwater treatment area (STA), widening/regrading of existing creek, replacement of existing culvert under Pinelake Village Blvd.

**Bonaventure Development District/ Indian Trace Development District, City of Weston, Florida;** Watershed modeling for Bonaventure Development District, Indian Trace Development District, design and permitting for master surface water management systems.

### ROADWAY PROJECT EXPERIENCE

**Krome Avenue Reconstruction Project, FDOT District six, Miami-Dade County, Florida;** Widening of existing roadway to a four lane divided roadway from south of Kendall Drive to north of Tamiami Trail (6.565 miles). Stormwater management system design which includes roadside swales, ditches, and exfiltration trenches, evaluation of existing drainage systems, integration of proposed systems with existing systems.

**NW 67 Ave at NW 36 Street - Perimeter Road, MDAD Roadway Widening Project, Miami-Dade County, Florida;** Stormwater management system design which includes a dry retention area and exfiltration trench to serve the proposed roadway reconstruction at the intersection of NW 67th Avenue and NW 36 Street. Evaluation of existing drainage systems of NW 36 Street, NW 67 Avenue and Perimeter Road, and Miami International Airport Master Drainage System. Drainage design per Miami-Dade Aviation Department (MDAD), SFWMD, FDOT and DERM design criteria.

**Green River Parkway South, New Construction Project, Martin County, Florida;** Master surface water management system design for the 1.80 mile new construction project from north of Jensen Beach Blvd to south of SR 707 per Martin County, SFWMD, and FDOT design criteria. Integration of Haney Creek watershed model and proposed roadway drainage basin, integration of Gibson Property master system and Green River Parkway master system, utilization of common surface water management areas.

### PARK AND RECREATION PROJECT EXPERIENCE

**A.D. Barnes Park Trailhead Improvements Project, Miami-Dade Parks, Recreation, and Open Spaces Department (MDPROS) project, Miami-Dade County, Florida;** Design of ADA accessible boat ramp, fishing piers, picnic areas/shelter, on-street parking along SW 70 Avenue, and a restroom facility with water main and gravity sewer main extension.

**Twin Rivers Park, Rocky Point, Martin County, Florida;** Design and permitting of a circular access drive into the park along with parking areas, improvements to SE Seamark Place (Traffic Calming chicanes, resurfacing), picnic areas/shelters, paved walkways to fishing piers, stormwater retention area, and spreader swales.

**Twin Rivers Park, Rocky Point, Martin County, Florida;** Design and permitting of a circular access drive into the park along with parking areas, improvements to SE Seamark Place (Traffic Calming chicanes, resurfacing), picnic areas/shelters, paved walkways to fishing piers, stormwater retention area, and spreader ales.

### LAND DEVELOPMENT PROJECT EXPERIENCE

**Holy Cross Catholic Church, Martin County, Florida;** Design and permitting of master surface water management system utilizing onsite wetland, dry retention area and wet detention pond for the 19.99 acre institutional development.

**Johnson Honda of Stuart, City of Stuart, Florida;** Design and permitting of the 5.88 acre commercial development site (car dealership facility) including surface water management system, water main extension, gravity sewer main extension, lift station and force main system.

**American Custom Yachts (ACY North), Martin County, Florida;** Design and permitting of the 36 acre commercial development including surface water management system consisting of dry retention area, wet detention area, and onsite wetland.



## Dave Robbins

*Inspector*

### PROJECT EXPERIENCE

Mr. Robbins has more than 37 years of experience in the engineering/construction field, as a draftsman, surveyor and inspector. In his current position as Field Operations Manager, he is involved with water and wastewater plants expansions, as well as lift stations, water and sewer systems, drainage systems and roadways (widening and new), and both active and passive/beach parks. In 1992 and 1993, he worked as a state inspector (thru CGA), writing damage survey reports throughout Dade County with FEMA. In 1996, he worked with FDOT on a widening project of the on ramp to I-75 from Pines Boulevard. In 2002, he was project manager for the Sombrero Beach renovations in Marathon, Florida, a project that included new bathrooms, environmental concerns for turtle nesting and existing dunes, landscaping and walkways, community pavilion and a residential building. His current office responsibilities include quality control reviews and as-built reviews.

#### **Dania Cove, Dania Beach, FL**

Mr. Robbins was the Field Operations Manager. His duties included coordinating, inspected installations of sea walls, docks, restrooms, sidewalks, crossovers, pavilions and playground equipment.

**Project Started:** 2011

**Project Completed:** July 2012

#### **Lift Station Rehab, Cooper City, FL**

Mr. Robbins was the Field Operations Manager for this job. He was in charge of coordinating the rehab/installation of new wet wells and pumps.

**Project Started:** December 2011

**Project Completed:** 2012

#### **Miramar East Water Treatment Plant, Miramar, FL**

Mr. Robbins was the inspector/coordinator for this project. He was in charge of overseeing the demolition of the existing facilities as well as coordinated with the structural engineer as the new building, water tank and filter were installed.

**Project Started:** 2008

**Project Completed:** 2009

#### **North Lauderdale Water Treatment Plant, North Lauderdale, FL**

Mr. Robbins was the inspector/coordinator for this project. He was in charge of overseeing the demolition of the existing facilities as well as coordinated with the structural engineer as the new building, water tank and filter were installed.

**Project Started:** 2011

**Project Completed:** 2013

#### **Siena Townhomes, Hollywood, FL**

Mr. Robbins was the Field Operations Manager. He inspected and tested all areas of infrastructure including; water, sewer, drainage and roadways.

**Project Started:** 2006

**Project Completed:** 2007

#### **Cimmeron Townhomes, Davie, FL**

Mr. Robbins was the Field Operations Manager. He inspected and tested all areas of infrastructure including; water, sewer, drainage and roadways.

**Project Started:** 2004

**Project Completed:** 2005

#### **Sombrero Beach, Marathon FL**

Mr. Robbins was the Field Operations Manager. His duties included coordinating, inspected installations of sea walls, docks, restrooms, sidewalks, crossovers, pavilions and playground equipment.

**Project Started:** 2001

**Project Completed:** 2002

### EDUCATION

Adirondack Community College AS.

Honorable Discharge from U.S. Navy

### CERTIFICATION

TIN#: R152165491440;  
Governor's Hurricane Conference, Recovery Disaster – The Local Government Role, NIMS IS-00700, ICS IS-00200, ICS IS-00100, IS-00800, Erosion Control Certified Inspector, CTQP Asphalt Paving Technician Level 1, FDOT EEO, DBE and Payroll Compliance on Local Area Projects, OSHA Construction Safety + Health, CTQP Intermediate MOT & PENDING Final Estimates Level 1



## **Dave Robbins, Page 2**

### **Pembroke Falls Townhomes, Pembroke Pines, Fl**

Mr. Robbins was the Field Operations Manager. He inspected and tested all areas of infrastructure including; water, sewer, drainage and roadways.

**Project Started: 1995**

**Project Completed: 1999**

### **I-75/Pines Blvd. Turn Lanes**

Mr. Robbins was the Field Operations Manager on this job. He was in charge of inspecting demolition of old roadway and the construction of the new turn lanes, drainage, slopes and field testing.

**Project Started: 1996**

**Project Completed: 1996**

### **FEMA, Dade County, Fl**

Mr. Robbins worked with FEMA as a inspector surveying the damage of Hurricane Andrew writing Damage Survey Report's.

**Project Started: 1992**

**Project Completed: 1993**



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## **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 manager for Calvin, Giordano & Associates, she is the community development director for the City of Weston, the City of West Park and the Town of Surfside. 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.

### **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**

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

### **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.

**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.



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## **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 site plan applications to authoring land development and zoning 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 as well as develops special studies and reports for various municipalities throughout Broward County, Miami-Dade County, Palm Beach County, and St. Lucie County. She also works closely with Community Redevelopment Agencies throughout South Florida as part of CGA's Redevelopment and Urban Design Division, which focuses on community improvement and revitalization.

### **PROJECT EXPERIENCE**

**City of Miami Gardens.** Site plan examination and processing of Planning & Zoning and Building permit applications.

**City of West Park.** Review and prepare Special Exception applications within the Transit Oriented Corridor.

**Town of Cutler Bay.** Conduct review and analysis of proposed small scale amendments and rezoning applications within the Town.

**Town of Medley.** Review site plans for commercial development and prepare staff reports for variance and rezoning applications.

**City of Pahokee.** Process rezoning petitions and present staff reports and recommendations to the Commission and Planning and Zoning boards

**Town of Davie.** Update Data, Inventory, and Analysis portion of Town's Housing Element within the Comprehensive Plan to facilitate affordable housing development.

**Miami-Dade County.** Prepare Finding of Necessity Studies to facilitate the establishment of Community Redevelopment Areas within the County.

**Town of Surfside.** Prepare a complete rewrite of the sign code to include updated standards, elimination of contradictory language, clarification of terms and definitions, and incorporation of modern sign typologies.

### **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



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS

## **Matine Rose Jou** *Planner*

### **SUMMARY OF QUALIFICATIONS**

Ms. Jou is a Planner, providing professional and technical planning support to a range of planning, emergency management, and public administration related projects. Her research has included post-disaster redevelopment, disaster response and recovery planning, downtown economic development, land use regulations, among others. She is trained in the application of GIS-based mapping and analysis. She supports the delivery of municipal building code services and has provided technical support in the drafting of a range of municipal grant applications throughout South Florida. She represents multiple municipal clients in reviewing applications, preparing staff reports, code amendments, attending meetings for current planning activities, including development applications, site plan review, and variances.

### **PROJECT EXPERIENCE**

#### **Planning Services**

- Represents multiple municipalities, including the City of Miami Gardens, City of West Park, Town of Surfside, Town of Medley, and City of Weston in reviewing development applications and site plans, zoning plan review, research and fact-finding, zoning verifications, among others. Corresponds with property owners, developers contractors, and public in understanding and achieving compliance with land development regulations and comprehensive plans.
- Proficient in multiple cities process and permit management software, including Tyler Technology Eden software, InkForce, and Adept Technologies Permitting software.
- Provides research and technical support for all planning activities including Comprehensive Plans, Master Plans, code amendments and drafting of new code provisions. Conducts research and develops reports and recommendations that are comprehensive and city/project specific on a range of planning and zoning issues, development reviews, land use regulations, physical, and social issues.
- Develops staff reports and presentations concerning potential modifications to the land development code, and site plans and variances to planning and zoning boards. Assists in projects for private clients consisting of right-of way vacations and land use plan amendments.

#### **Governmental Services**

Perform administrative office support in providing customer assistance, data processing, and record keeping. Provide assistance regarding requesting and scheduling inspections. Issue, receive, process, and review applications, permits and other regulatory forms. Registers contractors with the City and verifies contractor licensing and valid insurance requirement. Coordinate customer service activities including request for information, technical assistance, and directing citizens to appropriate department official. Develop technical memorandums and reports in support of Building Code Services Departmental activities.

#### **Emergency Management Services**

Assist in coordination of all hazards emergency management planning.

- Post-Disaster Redevelopment Plans: Assisted in the development of multiple Post-Disaster Redevelopment Plans throughout the Florida. The process included organization and facilitation of stakeholder and community engagement meetings, establishment executive leadership buy-in; comprehensive plan

### **EDUCATION**

M.U.R.P., Specialization:  
Sustainability, College of  
Design and Social Inquiry,  
Florida Atlantic University

B.A., Political Science and  
Interdisciplinary Studies:  
Social Science, Ethnic  
Studies Certificate, Dorothy  
F. Schmidt College of Arts  
and Letters, Florida Atlantic  
University

### **PROFESSIONAL AFFILIATIONS**

American Planning  
Association

US Green Building Council  
South Florida Chapter



## Matine Rose Jou, Page 2

reviews; programmatic capacity analysis; technical writing; and report and documentation preparation and development. Clients include the Treasure Coast Regional Planning Council (Martin County, Indian River County, and St. Lucie County), Hernando County, Sumter County, Osceola County, the Cities of Kissimmee, and St. Cloud.

- NIMS ICS All-Hazards Position Specific Training: Assisted in the administration and provision of planning and training for Miami-Dade NIMS Position Specific Training for emergency response personnel managing incidents under the Incident Command System.
- Palm Beach County Local Mitigation Strategy Update: Assisted in the update of the Hazard Vulnerability Assessment for Palm Beach County, which includes comprehensive narrative and methodology for identifying hazards, profiling hazards, and assessing vulnerability for a county with a population over 1,320,134 residents. Vulnerability assessment includes addressing repetitive loss properties; identifying structures, infrastructure, critical facilities, residential and commercial properties; estimating potential losses; analyzing development trends; as well as multi-jurisdictional risk assessments.
- Emergency Operations Center Management Support Team: Research and evaluation of various models of FEMA Typed Incident Management Support Team and Urban Search and Rescue Team. Supported the development of Miami-Dade County Office of Emergency Management procedures for EOC Management Support Team, which identifies the formation, requirements, policies, maintenance, deployment, and financing of the teams

### Grant Management

Identify, research, complete technical application for various municipal engineering, mitigation, stormwater management, and utility improvement related grants. Client awards exceeded \$1 million.

### RELEVANT COURSEWORK AND CERTIFICATIONS

Course Number	Course Description	Date
IS-100.b	Introduction to Incident Command System, ICS-100	09/2011
IS-200.a	ICS for Single Resources and Initial Action Incidents	10/2011
IS-230.a	Fundamentals of Emergency Management	09/2011
IS-700.a	NIMS An Introduction	09/2011
IS-800.a	National Response Framework: An Introduction	09/2011
6-335	Introduction to Incident Command System/Extending the Chain of Command	07/2012
URP-6370	Introduction to GIS for Planners	12/2007
URP-6371	GIS Fundamentals and Analysis, Part 1 & 2	05/2008
PAD-6333	Strategic Planning in the Public Sector	08/2010
URP-6310	Special Topics in Planning	05/2012
URP-6535	Urban Revitalization Strategies	05/2009
URP-6530	Sustainable Development	08/2009
URP-6071	Site Planning	12/2010
URP-6061	Urban Design	12/2010
URP-6430	Globalization and Urban Restructuring	08/2009





City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[www.fortlauderdale.gov](http://www.fortlauderdale.gov)

March 12, 2015

Calvin, Giordano & Associates, Inc.  
Attention: Dennis J. Giordano  
1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316  
Email: [CGiordano@cgasolutions.com](mailto:CGiordano@cgasolutions.com)

**RE: Contract 855-11487 for Inspection & Plan Examination Services**

Dear Mr. Giordano:

Section III – Term of Agreement of the contract dated February 3, 2015, was administratively changed. The initial contract period shall commence on March 7, 2015, and shall end on March 6, 2016.

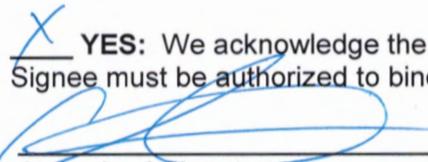
**NOTE: The purpose of this letter is to request your acknowledgement of the change to Section III – Term of Agreement.**

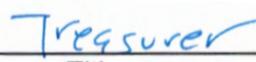
Someone with authorization to sign for your company must place their signature where indicated. **THE FORM SIGNOR MUST BE AN OFFICER OF THE COMPANY OR YOU MUST PROVIDE A DOCUMENT FROM AN OFFICER OF THE COMPANY, THAT AUTHORIZES THOSE LISTED TO SIGN ON THEIR BEHALF.** Only the signature of an authorized officer or someone authorized to bind your company will be accepted.

Your response must be received **no later than 5:00 p.m. on Monday March 16, 2015.**

Your cooperation in this matter is appreciated. For further information please contact Ginah Joseph at 954-828-5142 or [gjoseph@fortlauderdale.gov](mailto:gjoseph@fortlauderdale.gov)

**YES:** We acknowledge the change to Section III – Term of Agreement.  
Signee must be authorized to bind the company.

  
Authorized Signature

  
Title



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, Rm. 619 • Fort Lauderdale, FL 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

December 7, 2015

Calvin, Giordano & Associates, Inc.  
Attn: Dennis J. Giordano  
1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316

Email: [cgiordano@cgasolutions.com](mailto:cgiordano@cgasolutions.com)

**RE: Contract Extension 855-11487-2  
Inspection and Plan Examination Services**

Dear Mr. Giordano:

The extension of the contract noted above has been administratively approved. The revised contract expiration date will be **March 6, 2017**. This contract extension will be the first of three possible extension options.

All terms, conditions and specifications of this contract will remain in effect during the extension period, including insurance and/or performance bond coverage requirements.

If insurance is required for this contract, you should review your expiration date(s) at this time to insure that your coverage is current and provide this office with an updated certificate.

We hope this will continue to be a rewarding and profitable business relationship.

Sincerely,

Contract Administration