



THE CITY OF POSITIVE PROGRESSION

CITY OF WEST PARK
CITY COMMISSION MEETING AGENDA
COMMISSION CHAMBER
1965 SOUTH STATE ROAD 7, WEST PARK, FL 33023

WEDNESDAY, SEPTEMBER 21, 2016
7:00 P.M.

www.cityofwestpark.org
Phone: 954-989-2688 Fax: 954-989-2684

Mayor: Eric H. Jones
Vice Mayor: Rita "Peaches" Mack
Commissioner: Thomas Dorsett
Commissioner: Brian Johnson
Commissioner: Kristine Judeikis

City Manager: W. Ajibola Balogun
City Attorney: Burnadette Norris-Weeks
City Clerk: Alexandra Grant

City of West Park Ordinance No. 2012-05 requires all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay an annual fee of \$100.00 per Resolution No. 2012-43. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence "City" action. "City" action is broadly described to include the ranking and selection of professional consultants and virtually all legislative, quasi-judicial and administrative action.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **PRESENTATIONS**
 1. **Proclamation:** *Hunger Action Month 2016*
6. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**
7. **APPROVAL OF MINUTES**
 1. August 17, 2016 – Regular Commission Meeting
8. **RESOLUTIONS – CONSENT ITEMS**
 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CANCELING THE REGULARLY SCHEDULED MEETING OF THE CITY COMMISSION FOR OCTOBER 5, 2016 AND AUTHORIZING THE CITY ADMINISTRATOR TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE
Resolution 2016-99
 2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, RESCINDING RESOLUTION NO. 2016-38 AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT A REVISED 2017-2018 GRANT FUNDING APPLICATION TO THE FLORIDA DEPARTMENT OF STATE FOR THE CONSTRUCTION OF A CULTURAL CENTER AT MCTYRE PARK AND AUTHORIZING MATCHING FUNDS OF ONE MILLION DOLLARS (\$1,000,000.00) FROM THE UNDESIGNATED FUND BALANCE; PROVIDING FOR AN EFFECTIVE DATE
Resolution 2016-100

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING THE EXECUTION OF AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF WEST PARK AND JOHN WILSON FOR TRAFFIC INFRACTION ENFORCEMENT OFFICER SERVICES; PROVIDING FOR AN EFFECTIVE DATE

Resolution 2016-101

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, SELECTING PERRIN INTERNATIONAL SERVICES, INC., TO PROVIDE PROFESSIONAL CONSTRUCTION ENGINEERING, INSPECTION AND ADMINISTRATION SERVICES TO THE CITY OF WEST PARK, IN RESPONSE TO THE CITY'S REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS (RFQ) NO. 16-0909 FOR PROFESSIONAL CONSTRUCTION ENGINEERING, INSPECTION AND ADMINISTRATION SERVICES; AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE ATTACHED PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WEST PARK AND PERRIN INTERNATIONAL SERVICES, INC.; PROVIDING FOR AN ALLOCATION OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE

Resolution 2016-102

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING THE FIRST AMENDMENT TO THE SETTLEMENT AGREEMENT WITH BROWARD COUNTY FOR THE LITIGATION, STYLED *CITY OF SUNRISE ET. AL. V BROWARD COUNTY*, AND AUTHORIZING THE EXECUTION THEREOF; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Resolution 2016-103

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A FIRST AMENDMENT TO THE MCTYRE PARK OPERATING AGREEMENT BETWEEN THE CITY OF WEST PARK AND BROWARD COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

Resolution 2016-104

9. CITY MANAGER'S REPORT – W. Ajibola Balogun, City Manager

A. Updates / Status

- i. Conceptual Plans for Proposed SW 25th Street Improvement
- ii. Collaboration with MPO & FDOT for Pedestrian Facilities Improvement along Sutton Road
- iii. Public Private Partnership (P3) Opportunities for the Development of the Vacant Lot at the northeast corner of State Road 7 & SW 25th Street
- iv. Small Business Grant Program – Fourth Round

- v. Update on Funding Request Submitted to Vice Mayor Barbara Sharief for Water Tower Park Development
- vi. Recognition of Gold Star Veterans and Families during the 2016 Mayor's Gala
- vii. Free Fresh Produce / Foods Distribution – September 22, 2016 at 11:00 am

B. Monthly Budget Report: August, 2016 – Christopher Wallace, Finance Director

10. NEW BUSINESS

11. FUTURE AGENDA ITEMS

**12. FOR THE GOOD OF THE ORDER & COMMISSIONER COMMENTS /
ANNOUNCEMENTS**

13. ADJOURNMENT

RULES OF PROCEDURE

WHO MAY SPEAK

Meetings of the City Commission are open to the public. They are not, however, public forums. Any resident who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

SPEAKING ON ITEMS ON THE AGENDA

- **Consent Agenda Items** – These are items, which the Commission does not need to discuss individually, and which are voted on as a group. Any Commissioner who wishes to discuss any individual item on the consent agenda may request the Mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
- **Regular Agenda Items** – These are items, which the Commission will discuss individually in the order listed on the agenda. By majority vote, the City Commission may permit any person to be heard on an item at a non-public hearing.
- **Public Hearing Items** – This portion of the agenda is to obtain input from the public on some ordinances, resolutions and zoning applications. The chair will permit any person to be heard on the item during formal public hearings.

SPEAKING ON SUBJECTS NOT ON THE AGENDA

Any resident may address the Commission on any items pertaining to City business during the Opportunity For The Public To Address the Commission portion of the agenda. Persons wishing to speak must sign in with the City Clerk before the start of the meeting.

ADDRESSING THE COMMISSION, MANNER & TIME

By majority vote the City Commission may invite citizen discussion on any agenda item. In every case where a citizen is recognized by the Mayor to discuss an agenda item, the citizen shall step to the podium/microphone, state his or her name and address for the benefit of the city clerk, identify any group or organization he or she represents and shall then succinctly state his or her position regarding the item before the city commission. Any question, which shall be related to the business of the City and deemed appropriate by the Mayor, shall be directed to the Mayor and the Mayor shall then re-direct the question to the appropriate Commissioner or City staff to answer the citizen question which shall be related to the business of the City.

All comments or questions of the public are to be directed to the Mayor as presiding officer only. There shall be no cross conversations or questions of any other persons. The length of time each individual may speak should be limited in the interest of order and conduct of the business at hand. Comments to the Commission by individual citizens shall be limited to two (2) minutes during the citizens request period. The City Clerk shall be charged with the responsibility of notifying each citizen thirty (30) seconds before said time shall elapse and when said time limit has expired.

APPEALS

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DECORUM

If a member of the audience becomes unruly, the Mayor has the right to require the person to leave the room. If a crowd becomes unruly, the mayor may recess or adjourn the meeting. Please turn off all cell phones and pagers.

CONTACT INFORMATION

If anyone has questions or comments about anything on the meeting agenda, please contact the City Administrator at 954-989-2688.

AMERICANS WITH DISABILITY ACT

In accordance with the Americans with Disability Act and Florida Statute 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact the city clerk no later than three (3) days prior to the meeting at (954)-989-2688 for assistance.

**THE CITY OF WEST PARK
CITY COMMISSION MEETING MINUTES
AUGUST 17, 2016
7:00 p.m.**

1. CALL TO ORDER

The **Regular Meeting** of the City Commission of the City of West Park was held in the Commission Chamber, 1965 South State Road 7, West Park, Florida on **Wednesday, August 17, 2016**. Mayor Jones called the meeting to order at 7:00 p.m.

2. ROLL CALL

The city clerk called the roll. The following were present: Mayor Jones, Vice Mayor Mack, and Commissioners Thomas Dorsett, Brian Johnson, and Kristine Judeikis.

Also present were: W. Ajibola Balogun, City Manager; Burnadette Norris-Weeks, City Attorney; Christopher Wallace, Finance Director; Lavelle Jenrette, Assistant to the City Manager; Carol Aubrun, Programs and Services Manager; Wiener Chalvire, Permit and Account Analyst; Debon Campbell, Intergovernmental Affairs Liaison; Dan Millien, Public Works Superintendent; Shelly Eichner, Planning Department; Maritza Prebal, Supervisor of Administrative Services; Gia Lagana, Administrative Assistant; and Alexandra Grant, City Clerk.

3. INVOCATION

Mayor Jones led the invocation.

4. PLEDGE OF ALLEGIANCE

Mayor Jones led the Pledge of Allegiance.

5. PRESENTATIONS

1. Presentation: *Back to School Supplies Giveaway*

Mayor Jones and the Commission members presented *Back to School* backpacks and school supplies to several students from the City's Parks and Recreation program.

2. Presentation: Certificate of Appreciation: *Boys and Girls Club of Tomorrow With Purpose*

Mayor Jones and the Commission members presented a Certificate of Appreciation to Ms. Diane Hall Robinson's organization Boys and Girls Club of Tomorrow With Purpose, in recognition of her efforts to uplift and mentor youth in the community.

3. Presentation: Zika Virus Awareness Update: Dr. Paula Thaqi, Director, Broward Health of

Department

Dr. Paula Thaqi, Director of the Broward Health Department, gave a brief presentation and update on Zika Virus and mosquito abatement and reduction activities.

Commissioner Johnson asked for the number of confirmed Zika cases in Broward County. Dr. Thaqi stated there were 85 travel related cases confirmed in Broward County.

Vice Mayor Mack asked Dr. Thaqi to clarify the means of transmission of the virus. Dr. Thaqi stated the virus can be transmitted via sexual conduct, blood transfusion, from a pregnant woman to the fetus during pregnancy or delivery.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION

Mayor Jones opened the public comments portion of the meeting.

Ms. Rhonda Brayboy, 4880 SW 21 Street, asked what steps could be taken to have her father, Robbie Brayboy, recognized as a pioneer of the City, and spoke of his various contributions to the community's development over several decades.

Mayor Jones deferred to the City Manager. Mr. Balogun said Staff would address this request.

Commissioner Dorsett said he had worked along with Mr. Brayboy for many years and was willing to assist with any efforts to recognize him. Mayor Jones said Staff would handle this matter.

Mr. Bill Valentine, owner of AB Pawn and Gun, 2013 South State Road 7, voiced concern about the difficulty customers have accessing the entrance to his store because of construction along 441. He asked whether he could get permission to install temporary banners while construction was ongoing, so people could easily locate the entrance to his store.

Mayor Jones advised that Staff would handle this item.

Ms. Sharnell Jackson, introduced herself and announced her candidacy for the Broward County School Board, District 9 race.

Ms. Monique Seymour Payne, 5042 Pembroke Road, voiced concern about trash in the alleyway behind this property, between Pembroke Road and 18th Street, and whether this could be cleaned. Mayor Jones advised that Staff would look into this.

Ms. Seymour Payne also voiced concern about signs posted on the traffic box on the property which were an eyesore. Mayor Jones said Staff would look into this.

Mayor Jones closed the public comments portion of the meeting.

7. RESOLUTIONS – CONSENT ITEMS

A motion was made by Commissioner Judeikis, and seconded by Commissioner Johnson, to approve the Consent Agenda.

Mayor Jones asked for a roll call vote. In a roll call vote, all voted in favor and the following actions were taken:

- 1. ADOPTED RESOLUTION 2016-84: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, REAPPOINTING DOMINIQUE DUMERVIL TO THE EDUCATION ADVISORY COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE**

2. **ADOPTED RESOLUTION 2016-85:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, SCHEDULING A SPECIAL MEETING OF THE CITY COMMISSION FOR SEPTEMBER 14, 2016; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

8. RESOLUTIONS – QUASI-JUDICIAL ITEM: PUBLIC HEARING

The City Clerk read the following resolution title into the record:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CONSIDERING PROJECT NO. 06-5644.78, A PETITION FOR SPECIAL EXCEPTION PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY’S CODE OF ORDINANCES ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” FOR ALMA INVESTMENTS OF HALLANDALE, LLC LOCATED AT 5711-5721 WEST HALLANDALE BEACH BOULEVARD, WEST PARK, FLORIDA, PROVIDING FOR AN EFFECTIVE DATE

Resolution 2016-86

A motion was made by Commissioner Judeikis, and seconded by Commissioner Johnson, to approve.

The City Clerk swore in the applicant and all present to give testimony on this item.
Ms. Norris-Weeks read aloud the rules of the Quasi-Judicial Hearing.

Ms. Shelly Eichner, of the Planning Department, gave a presentation explaining the background on this item. She stated that Staff recommended approval with conditions outlined in the resolution.

Ms. Sabrina Singletary, the applicant, agreed to the conditions outlined.

Mr. Louis Grant, on behalf of the applicant, agreed to the conditions outlined.

Ms. Norris-Weeks asked the Commission members if there were any ex-parte communications with the applicant. There were Commission members replied no.

Commissioner Johnson asked who determined the hours of operation. Ms. Singletary said she selected these hours.

Commissioner Johnson asked if existing noise ordinances pertaining to amplified sound applied to this establishment. Mr. Balogun replied affirmatively and said this was part of the City Code.

Vice Mayor Mack asked for clarification on the parking conditions.

Ms. Eichner stated the Code requires one space per 200 square foot area; however the site currently had 57 parking spaces which makes it a nonconforming use currently.

Vice Mack asked whether alcohol would be served. Ms. Eichner explained that this would be partially a restaurant with food and alcohol considered accessory uses to a billiard hall; she said as long as they catered and served food on site this was permitted.

Vice Mayor Mack stated that by approving this request, future establishments or clubs that served alcohol might come forward for requests of this nature.

Commissioner Johnson voiced support of this request and said the City needs more businesses.

He pointed out that the Commission can vote Yes or No to future applicants depending on the requests.

Mayor Jones opened the public hearing on this item.
As no one spoke, Mayor Jones closed the public hearing.

Mayor Jones asked for a roll call vote, and the vote was as follows:

Commissioner Johnson	Yes
Commissioner Dorsett	Yes
Commissioner Judeikis	Yes
Vice Mayor Mack	No
Mayor Jones	Yes

(Motion passed 4-1)

9. CITY MANAGER’S REPORT – W. Ajibola Balogun

1. Status/Updates:

i. Charter Review Committee Workshop and Meeting

Mr. Balogun indicated that the agenda packet included documents pertaining to the Charter Review Committee and announced that a meeting was scheduled for Thursday, September 22, 2016 when the City Attorney would give a Sunshine Law and Rules of Procedure workshop to the members.

(Supplemental materials for this item were submitted and are filed with the records of this meeting).

ii. Third Round of 2016 Mom and Pop Small Business Grant Program

Mr. Balogun announced that the City was re-issuing the 2016 Mom and Pop Small Business Grant program for a third round as there was still funding left to award two small businesses \$5,000 each if they met the requirements. He stated that effective August 18, 2016, the City would re-advertise the grant process on the City’s website and in the Community Newspaper. He said Staff would bring a recommendation to the Commission at the September 21, 2016 meeting if there were any qualified applicants. He stressed that the Cone of Silence pertaining to this item would begin on August 18, 2016.

Mayor Jones reported that he had received an email alleging that applicants who previously received grants had “sold out”. He stressed this was not the case and said this was a grant the City issued yearly.

(Supplemental materials for this item were submitted and are filed with the records of this

meeting).

iii. Update Regarding Traffic Intrusion Along SW 40 Avenue Per County Line road Development

Mr. Balogun stated that per Chief Brooks of the Police Department, traffic controls were being done along the corridor with citations being issued by the police department. He added that a Notice of Bid Invitation would be advertised on August 30, 2016 for this project.

(Supplemental materials for this item were submitted and are filed with the records of this meeting).

iv. Update from Proposed TOC Expansion Workshops

Mr. Balogun deferred to Staff. Ms. Prebal and Mr. Campbell gave a PowerPoint presentation with an update on the progress of the Proposed TOC Expansion workshops and meetings.

Mr. Balogun presented Staff's five alternate options as follows:

1. Do nothing.
2. Do not extend the TOC to the Pembroke Road Corridor
3. Do not extend the TOC to the Pembroke Road Corridor, but keep depth to SW 18th Street only
4. Extend the TOC to Pembroke Road Corridor to only those properties abutting Pembroke Road
5. Extend the TOC to Hallandale Beach Boulevard Corridor and not Pembroke Road

Mr. Balogun said Staff was open to creating a hybrid recommendation from the five options presented.

Mayor Jones opened this item to Public Comments.

Mr. Richard Days, 5232 Pembroke Road, owner of Days Dry Cleaners, read aloud a statement outlining his concern about the impacts of added traffic to businesses along Pembroke Road. He spoke in favor of recommendations that will improve opportunities for the business district along Pembroke Road.

Ms. Gwendolyn Broussard, 4190 SW 19 Street, asked how many more workshops were scheduled on this item before the Commission decided whether to move forward. Mayor Jones said another workshop was scheduled for September. Mr. Balogun stated that if the current proposal had gone smoothly, the initial schedule would have been kept; however, depending on the discussion by the Commission that evening, the schedule may change.

Ms. Annie Anderson, 5251 SW 22 Street, advised that she had submitted a letter in support of the proposed improvements along Pembroke Road as she felt it was in desperate need of growth and improvement. She thanked the Commission for its hard work and dedication to the City.

Ms. Carolyn Hardy, 4400, 4402, and 4430 SW 18 Street, asked that Options 4 and 5 be considered. She also stated she had a proposed Option 6, which was to start with 441 where it is all commercial property, from County Line Road up to Pembroke Road; she also spoke in support of the Option to expand the TOC from Pembroke Road to the alleyways only, and not disrupt the homes of residents on 18th and 19th Streets.

Mayor Jones stressed that the purpose of the workshops was to ascertain what residents wanted and reiterated that no one was forcing any residents from their homes.

Ms. Sharon Brown, 5015 SW 18 Street, voiced concern about her recently built home and suggested that other areas in the City be selected for improvements.

Ms. Sheila Strachan Powell, 5634 SW 20 Street, commented that businesses existed along Pembroke Road with ample parking, yet they were now sitting empty. She asked about the tax implications to residents if businesses opened on Pembroke Road in the future then failed. She also asked if a wall would be erected along 19th Street.

Mayor Jones said the City could not make guarantees but it was necessary to generate potential before anything can happen.

Mr. Philip Seymour, owner of various properties on Pembroke Road, spoke from his point of view as a realtor and investor and said this proposal was a good thing. He voiced concern about the impact to property values of homes.

Commissioner Johnson voiced concern about stories and rumors that were made up and circulated throughout the City following earlier workshops on this proposal. He stated that upon reflection, he felt the main issue of contention in the community was the fact that the Commission had the prior opportunity to participate in the 2005 Charrette process when the TOC Corridor was first being envisioned. Commissioner Johnson said in light of the many concerns raised by the public, he recommended not voting on any of the proposed options. He suggested that the Commission explore the idea of holding a new Charrette process where residents have an option to participate in a 7-day visioning process for the City, with a chance to ask the same questions the Commission was able to ask in their individual meetings with the planners.

Commissioner Dorsett stated he was part of the first Charrette and said he agreed with Commissioner Johnson's recommendation.

Vice Mayor Mack said she felt the fear factor exhibited was because people feared the City would say one thing and do another, and that there was a trust issue involved.

Commissioner Johnson said while the proposal was noble, he believed the process undertaken was flawed as it did not engage the community in the first place.

Mayor Jones stated he was involved in the original Charrette and that 20-25 people maximum had participated, which was not a large number of people. He also pointed out that while this was held 12 years ago, the improvements were just now being started on 441, thereby proving how long this process may take.

Commissioner Judeikis commented that to her understanding, the goal of the proposal was to try and make the land use and zoning code match with what existed and to set a vision for the area many years down the road. She suggested that the public back away from considering the rumors and review this proposal with cooler heads.

A motion was made by Commissioner Johnson, and seconded by Commissioner Dorsett, to modify the current process; to delay any decision on any of the options presented; and to allow for a Charette process that engaged the community where their recommendations would be considered.

Mayor Jones asked for a roll call vote. In a roll call vote, all voted in favor

Vice Mayor Mack asked who would decide who gets to participate in the Charrette. She said it was clear residents were concerned about their properties' long term future.

Commissioner Johnson suggested getting an outside expert who can facilitate the process.

Mayor Jones said before moving forward the City should explore the cost of pursuing such an effort.

Discussion ensued further on this topic.

(Supplemental materials for this item were submitted and are filed with the records of this meeting).

v. Broward Boating Improvement Grant Program

Mr. Balogun advised that Staff recently learned about the Broward Boating Improvement Grant opportunity to apply for public funding toward improvements to the Twin Lakes area. He stated that Staff would present this at an upcoming Twin Lakes Water Control District Advisory Board meeting and provide an update to the Commission in the future.

Commissioner Johnson asked if the community said no to the public access requirement of the grant, would the City still apply for the grant.

Mr. Balogun said if they said no Staff would not invest the time in submitting the application and the process would stop.

(Supplemental materials for this item were submitted and are filed with the records of this meeting).

vi. Letter from Representative Shevrin Jones requesting to collaborate

Mr. Balogun advised that he had received a letter from State Representative Shevrin Jones requesting that the City host a police and community town hall conversation in September, 2016 with the Commission's partnership and support.

Commissioner Johnson suggested the possibility of hosting and/or merging this meeting with the Miami Gardens HOA meeting scheduled for September 27, 2016.

(Supplemental materials for this item were submitted and are filed with the records of this meeting).

vii. Soil Exploration Activities Scheduled - SW 48th Avenue Improvements

Mr. Balogun indicated that he had received an update from FDOT advising of dates when soil boring surveys would be done as part of the SW 48 Avenue improvements.

(Supplemental materials for this item were submitted and are filed with the records of this meeting).

B. Monthly Budget Report: July, 2016: Christopher Wallace, Finance Director

Mr. Wallace presented the July, 2016 Budget Report.

12. NEW BUSINESS

13. FUTURE AGENDA ITEMS

14. FOR THE GOOD OF THE ORDER & COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Mr. Balogun advised that there were free mosquito repellents available for the public.
- Commissioner Dorsett stressed the need for caution with making promises to the community and suggested letting the City Manager attempt to take care of issues concerning the City.

15. ADJOURNMENT

There being no further business to come before this Body, the meeting adjourned at 9:27 p.m.

Respectfully Submitted By:

Alexandra Grant, City Clerk

Approved at the _____ City Commission Meeting

Eric H. Jones, Mayor

RESOLUTION NO.: 2016-99

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CANCELING THE REGULARLY SCHEDULED MEETING OF THE CITY COMMISSION FOR OCTOBER 5, 2016 AND AUTHORIZING THE CITY ADMINISTRATOR TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of West Park ("City Commission") has a regularly scheduled meeting of the City Commission set for October 5, 2016; and

WHEREAS, the City Administrator and other essential city staff are needed for a major grant interview to be held in Orlando before a state board considering grant funding for cultural facilities; and

WHEREAS, the City Commission desires to cancel the regularly scheduled October 5, 2016 commission meeting; and

WHEREAS, the City Commission has determined that such action is in the best interests of the City and its residents.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Cancellation of Regular City Commission Meeting. The City Commission of the City of West Park hereby cancels the regularly scheduled meeting of the City Commission for October 5, 2016.

Section 3. Authorization of City Administrator. The City Administrator of the City of West Park is hereby authorized to take all necessary and expedient action to carry out the intent of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 21st day of September 2016.

Eric H. Jones, Jr., Mayor

ATTEST:

Alexandra Grant, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)

RESOLUTION NO. 2016-100

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, RESCINDING RESOLUTION NO. 2016-38 AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT A REVISED 2017-2018 GRANT FUNDING APPLICATION TO THE FLORIDA DEPARTMENT OF STATE FOR THE CONSTRUCTION OF A CULTURAL CENTER AT MCTYRE PARK AND AUTHORIZING MATCHING FUNDS OF ONE MILLION DOLLARS (\$1,000,000.00) FROM THE UNDESIGNATED FUND BALANCE; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on May 4, 2016 the City Commission of the City of West Park ("City Commission") passed Resolution 2016-38, thereby expressing a desire to submit a grant funding application to the Florida Department of State for the construction of a Cultural Center at McTyre Park; and

WHEREAS, pursuant to Resolution 2016-38, the City Commission authorized matching funds in the amount of Five Hundred Thousand Dollars (\$500,000.00) to be allocated from the City's undesignated fund balance; and

WHEREAS, the City Commission now desires to rescind Resolution 2016-38 and amend its application to authorize matching funds in the amount of One Million Dollars (\$1,000,000.00) from the City's undesignated fund balance, pursuant to the requirements outlined in the grant funding application; and

WHEREAS, pursuant to Section 265.283(7), Florida Statutes, a cultural facility is a building which, shall be used for the programming, production, presentation, and exhibition of any of the arts and cultural disciplines; and

WHEREAS, such disciplines include: music, dance, theatre, creative writing, literature, architecture painting, sculpture, folk arts, photography, crafts, media arts, visual arts, and programs of museums; and

WHEREAS, the City Commission, upon recommendation of the City Administrator, desires to authorize the City Administrator to submit a revised application to the Florida Department of State for its 2017-2018 Cultural Facilities grant funding cycle.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Rescission of Resolution 2016-38. The City Commission of the City of West Park, Florida hereby rescinds Resolution 2016-38 in its entirety.

Section 3. Authority of City Administrator. The City Commission of the City of West Park, Florida hereby authorizes the City Administrator to submit a revised application for the 2017-2018 Florida Department of State's Cultural Facilities grant, which is marked and attached hereto as Exhibit "A. The City Administrator is further authorized to take all necessary and expedient action to carry out the aims of this Resolution, including such modifications to the application as may be necessary to facilitate timely submission thereof.

Section 3. Allocation of Matching Funds. The City Commission hereby authorizes the allocation of One Million Dollars (\$1,000,000.00) in matching funds from the City's undesignated fund balance.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 21st day of September 2016.

Eric H. Jones, Jr., Mayor

ATTEST:

Alexandra Grant, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)



**CITY OF WEST PARK
INTER-OFFICE MEMORANDUM**

Agenda #: 9A (ii)

To: City Commission **Date:** September 7, 2016
From: W. Ajibola Balogun, City Manager
Re: **Response from Florida Department of State Regarding the City's 2018 Cultural Facilities Grant Application**

As follow up to my report to the Commission during the June 2016 meeting regarding the Cultural Facilities grant that we submitted to the Florida Department of State, we received the attached email informing us that our application was recommended for Phase 2 of the application review process. Phase 2 of the application review process consists of a panel interview of all recommended applicants. In the notice that I received, we are required to bring the following interview:

1. Provide documentation of required match of \$1,000,000 in the form of a City Resolution signed and dated for submission at the panel meeting on October 5 in Orlando. City budget requires 2:1 match.
OR
Reduce the request to \$250,000 and revise the scope of work and project budget to total \$750,000. You will then provide Match \$500,000 (which is the match provided in the City resolution submitted with your application).
2. Provide a letter showing that the School Board of Miami-Dade County intends to renew their lease with Broward County so that Broward County may renew your City's Operating Agreement for the park and that the County will extend the Operating Agreement. The grant review panel will have concerns about the Operating Agreement statement referenced above: "*However, in no event shall the term of this Agreement extend beyond October 19, 2023.*" The lease term should be extended to at least June 30, 2028 to comply with program requirements.

Regarding item 1 above, we are committed to seek additional grant funds that would total \$500,000 at least, thus giving us a total match of \$1,000,000. However, to meet the requirement of this application, we recommend committing to additional \$500,000 from the undesignated fund balance until we can apply for other grants.

To address item 2, we have been working with both Broward and Miami-Dade Schools to secure an extension to the agreement to 2050. After multiple emails and telephone conferences coordinated by our lobbyist, we have been able to secure attached draft second amendment to the lease that Miami-Dade School Board is scheduled to consider later this month. The County Administrator has also committed to issue a letter recommending the extension of our sub-lease of the Park to the County Commission.

As indicated in the attached notice (e-mail) from the Florida Department of State, the panel interview is scheduled for October 5, 2016 from 9:00am to conclusion. The interview will be held at the Mad Cow Theatre, Orlando, Florida. I want to present the application to the panel along with a couple of my Staff members, but the date of the interview will coincide with our first meeting in October. If it is okay with the Commission, I will submit a resolution during the September 21, 2016, requesting to cancel the October 5, 2016 Commission meeting, because I do not have a time sensitive item for the October 5, 2016 meeting.

Should you have any further questions please do not hesitate to call me.

END OF MEMORANDUM

RESOLUTION NO. 2016-101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING THE EXECUTION OF AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF WEST PARK AND JOHN WILSON FOR TRAFFIC INFRACTION ENFORCEMENT OFFICER SERVICES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, effective August 26, 2013, the City of West Park ("City") entered into a three-year Employment Agreement with John Wilson ("Wilson") to serve in the capacity of Traffic Infraction Enforcement Officer for red light camera violations; and

WHEREAS, the Agreement with Wilson has since expired and the City desires to enter in a subsequent agreement with Wilson for a one (1) year term, subject to certain conditions, as the City's Traffic Infraction Enforcement Officer; and

WHEREAS, the City Commission desires to authorize the City Administrator to enter into a new Employment Agreement between the City and Wilson for Traffic Infraction Enforcement Officer Services, consistent with the terms and conditions as set forth in Exhibit "A" hereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Authorization for Execution of Agreement. The City Commission of the City of West Park hereby authorizes the City Administrator to execute the Employment Agreement between the City and John Wilson for Traffic Infraction Enforcement Officer Services relating to red light camera violations as specifically set forth in Exhibit "A" attached hereto.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 21st day of September 2016.

Eric H. Jones, Jr., Mayor

ATTEST:

Alexandra Grant, City Clerk

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of September 2016, by and between the CITY OF WEST PARK, a Florida municipal corporation ("CITY"), and John Wilson, (hereinafter referred to as "Employee").

WHEREAS, the CITY desires to employ the services of Employee as the Traffic Enforcement Officer more particularly described herein; and

WHEREAS, Employee desires to be employed as the CITY's Traffic Infraction Enforcement Officer for a term of one year or for a shorter period of time if the City ceases to have a traffic enforcement program related to red light cameras in place or other reasons as determined by City; and

NOW THEREFORE, in consideration of the premises and the mutual covenants herein contained, the CITY and the Employee mutually agree as follows:

1. DUTIES:

CITY hereby agrees to employ Employee (John Wilson) as the City's Traffic Infraction Enforcement Officer and Employee hereby accepts employment to perform the functions and duties specified in the Traffic Enforcement Officer Job Specification, which may be changed, from time to time, in the discretion of the City Administrator.

2. TERM:

A. Employee agrees to remain in the employ of the CITY for one (1) year commencing upon the execution of this contract. Nothing in this Agreement shall limit, prevent or otherwise interfere with the right of Employee to resign at any time from his position with the CITY, subject only to thirty (30) days written notice.

B. Nothing in this Agreement shall limit, prevent or otherwise interfere with the right of the CITY to terminate the services of Employee, at any time, subject to two (2) week's notice or two (2) weeks of pay in lieu of notice if the City ceases to continue a red light camera safety program or for any other reason as determined by City. Employee agrees that the CITY's decision to terminate this Agreement shall not be subject to challenge, grievance, or appeal in any forum or for any reason.

3. SALARY AND LEAVE:

A. CITY agrees to pay Employee for services rendered pursuant to this Agreement a salary of Thirty (\$30.00) Dollars per hour for up to One Hundred and Thirty Five (135) hours per month, subject to all applicable tax withholdings and deductions (Social Security, Medicare and Federal Income Taxes), and payable at the same time and intervals as other employees of the

City are paid.

4. OTHER ITEMS AND CONDITIONS OF EMPLOYMENT:

A. The City Administrator shall fix any other such terms and conditions of employment as he/she may determine from time to time as it relates to the performance of the Employee, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City ordinance or law.

B. Employee shall not be entitled to any benefits offered by the CITY in any form except Pension Contribution pursuant to FRS/State requirements.

C. Unless otherwise restricted herein, all work rules and job requirements set forth in the City's Charter, ordinances, polices and procedures, as well as any statues, laws or rules that apply to the requirements necessary to perform the duties of the City's Traffic Infraction Enforcement Officer, as they presently exist or as may be amended from time to time, shall apply to the Employee, along with such terms outlined herein.

D. Employee agrees that he shall maintain any and all certifications and credentials required to perform the duties of the Traffic Infraction Enforcement Officer. Nothing in this provision shall limit CITY from sending Employee to any job-related training or CITY required trainings.

5. GENERAL PROVISIONS:

A. This Agreement constitutes the entire agreement between the parties and the parties hereto agree that it supersedes all other oral and written agreements or understandings. No modification or addition hereto or waiver or cancellation of any provision herein shall be valid except by a writing signed by both parties.

B. This Agreement shall not be assignable by Employee.

C. If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and the remainder of this agreement shall be deemed valid, severable remain in full force and effect.

D. This Agreement shall become effective upon execution.

E. This Agreement shall be construed in accordance with and governing by the laws of the State of Florida. While litigation is not contemplated by this Agreement, exclusive venue for any litigation shall be in Broward County, Florida and any claim, objection or dispute arising out of the terms of this Agreement may only be litigated in a non-jury trial in the Seventeenth Judicial Circuit, in and for Broward County, Florida.

IN WITNESS WHEREOF the undersigned parties have executed this Agreement on the date indicated above.

ATTEST:

CITY OF WEST PARK:

Alexandra Grant, City Clerk

By: _____
W. Ajibola Balogun, City Administrator

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Burnadette Norris-Weeks
City Attorney

EMPLOYEE:

By: _____
John Wilson

RESOLUTION NO. 2013-80

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF WEST PARK AND JOHN WILSON FOR TRAFFIC INFRACTION ENFORCEMENT OFFICER SERVICES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, effective August 25, 2013, the Broward Sheriff's Office ("BSO") will no longer perform services related to the red light camera traffic enforcement program for the City of West Park ("City"); and

WHEREAS, the City Administrator desires to employ John Wilson ("Wilson") to serve in the capacity of Traffic Infraction Enforcement Officer for red light camera violations; and

WHEREAS, the City Administrator recommends that the City enter into an agreement with Wilson to formalize his position as the City's Traffic Infraction Enforcement Officer; and

WHEREAS, the City Commission of the City of West Park ("City Commission") desires to authorize the City Administrator to execute the employment agreement between the City and Wilson for Traffic Infraction Enforcement Officer Services, as set forth in the Employment Agreement attached hereto as Exhibit "A".

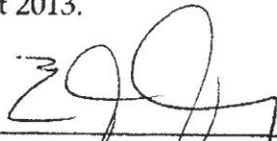
NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

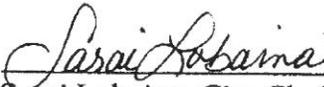
Section 2. Authorization for Execution. The City Commission of the City of West Park hereby authorizes the City Administrator to execute the employment agreement between the City and John Wilson for Traffic Infraction Enforcement Officer Services relating to red light camera violations as specifically set forth in Exhibit "A" attached hereto.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

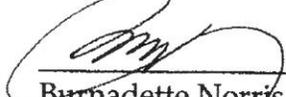
PASSED and ADOPTED this 21st day of August 2013.


Eric H. Jones, Jr., Mayor

ATTEST:


Sarai Lobaina, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**


Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: Commissioner Dorsett

Seconded by: Commissioner Mack

VOTE:

Commissioner Dorsett	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Fyffe	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Mack	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Vice-Mayor Brunson	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Mayor Jones	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)

Experience

Davie Police Department

06/12 to present

Traffic Infraction Enforcement Officer responsible for the day to day operations and administration of the Intersection Safety (Red Light Camera) Program. Reviews video for red light running violations and compliance with State of Florida Statute, makes decisions requiring independent judgment; exercises tact, firmness, and maintains professionalism during contact with the public and stresses excellent customer service.

Baptist Hospital of Miami

03/09 to 07//11

Director of Security responsible for all aspects of Security, Parking, and Transportation. BHM is an 800 bed medical facility including a pediatric hospital and cancer center. BHM enjoys the distinction of being one of the top 100 hospitals in the nation in employee satisfaction and employs over 5000 employees. Duties included:

- Acting chair of the Environment of Care Committee in the absence of the Safety Officer, responsible for the 7 management plans associated with the EOC
- Remain current on all trends in security and safety and provide training for all employees as well as executive staff. This required the acquisition of NIMS 200, 300, and 700 training
- Work closely with all aspects of the EOC and actively participate in audits by the Joint Commission, ACHA, and other regulatory agencies as necessary
- Work with Risk Management in conducting hazardous surveillance and assessing the overall safety of the facility. This resulted in the implementation of a program which reduced accidents and the hospital's exposure to false "slip and fall" claims
- Work closely with construction services on projects to conduct ICRA's and insure that all life safety requirements are followed
- Development and administration of a \$3.2 million budget
- Contract administration
- Purchasing
- Critical Incident Management
- Developing policies and procedures compliant with organizational philosophy and corporate compliance to achieve departmental and organizational goals

My responsibilities included a host of other duties involved in insuring the safety of the employees, patients, and over 100,000 visitors per month as well as transportation services throughout the vast parking area.

Seminole Police Department **09/07 to 07/08**

Police Captain responsible for the support services division of the department. This consisted of communications, property and evidence, personnel administration, training, internal affairs, and criminal investigations. During my short tenure at SPD, we were able to upgrade the fleet, communication, and training throughout the department. Achieved great improvement in morale throughout the department as well as the perception of the department throughout several counties in Florida where reservations exist.

Memorial Regional Hospital **06/02 to 06/07**

Director of Security responsible for all aspects of Security, Parking, and Transportation. MRH is a 724 bed medical facility including a pediatric hospital and cancer center. MRH enjoys the distinction of being a level 1 trauma center and employees over 4000 employees. Duties included:

- Acting chair of the Environment of Care Committee in the absence of the Safety Officer, responsible for the 7 management plans associated with the EOC
- Remain current on all trends in security and safety and provide training for all employees as well as executive staff. This required the acquisition of NIMS 200, 300, and 700 training
- Work closely with all aspects of the EOC and actively participate in audits by the Joint Commission, ACHA, and other regulatory agencies as necessary
- Work with Risk Management in conducting hazardous surveillance and assessing the overall safety of the facility. This resulted in the implementation of a program which reduced accidents and the hospital's exposure to false "slip and fall" claims
- Work closely with construction services on projects to conduct ICRA's and insure that all safety requirements are followed.
- Work closely with construction services on projects to conduct ICRA's and insure that all life safety requirements are followed

- Development and administration of a \$4.2 million budget
- Contract administration
- Purchasing
- Critical Incident Management
- Developing policies and procedures compliant with organizational philosophy and corporate compliance to achieve departmental and organizational goals
- Work closely with construction services on projects to conduct ICRA's and insure that all safety requirements are followed.

My responsibilities included a host of other duties involved in insuring the safety of the employees, patients, and over 100,000 visitors per month as well as providing security and insuring the safety of persons at 12 satellite facilities.

Hollywood Police Department

08/79 to 06/02

Police Captain 02/00 to 06/02

Commander-Special Operations Section – Assigned command of the Special Operations Section of the Community Oriented Policing Division overseeing the efforts of 1 Lieutenant, 5 Sergeants, 32 Police Officers, 3 Data Entry Clerks, 2 Criminal Analysts, and 56 part-time School Crossing Guards. This section is comprised of the Marine Unit, Motorcycle Unit, Beach Patrol Unit, Downtown Unit, Traffic Homicide Investigation Unit, Special Events, and School Crossing Guards. The Special Operations Budget for FY 2001/2002 is \$4million.

Initiated a “team” concept for traffic homicide investigations. Developed 2 teams of traffic homicide investigators comprised of 1 Police Officer and 2 Community Service Officers specially trained and equipped to investigate traffic crashes resulting in serious injuries and/or fatalities. These teams rotate to an “on-call” status.

Obtained technological equipment to assist in complex investigations and crime scene mapping.

Authored “Restoring Community Trust” for submission and consideration for the Dr. Herman Goldstein Problem Oriented

Policing Award presented by the Police Executive Research Forum.

Enhanced technology Department-wide via the justification and purchase of over 40-speed measuring (radar) devices including laser.

Enhanced the image and effectiveness of Officers in the Downtown and Beach area through the acquisition of electric vehicles for high visibility and public relations.

Enhanced traffic safety throughout the City by justifying and increasing the number of Officers assigned for traffic safety and enforcement. This resulted in a 66% reduction in the number of traffic fatalities the first year.

Authored numerous Policies and Standard Operation Procedures for inclusion in the Department's Operation manual in preparation for State of Florida Accreditation.

Developed a three-year strategic plan for the Special Operations Section.

Commander – Patrol Section – overseeing the efforts of 7 Lieutenants, 14 Sergeants, 146 Officers, and 16 Support Personnel engaged in day to day Police activities. This section is comprised of Patrol and Canine. The budget for the Patrol Section in FY2000/2001 was \$14 million.

Instrumental in transitioning the Hollywood Detention Center into a regional processing center, servicing multiple agencies, operated by the Sheriff's Department. This resulted in savings of over \$700,000 annually to the City of Hollywood.

Managed a \$2.5 million construction/renovation project to the Police Headquarters Building.

Coordinated all Community Policing Efforts throughout district 2. This consists of 8 Neighborhood Police Teams charged with the responsibility of improving the quality of life for residents, business owners, and visitors throughout the district.

Developed a one-year strategic plan for the Patrol Section.

Oversaw performance records of Patrol forces through field observation, examination of complaints, and conferences with Police Personnel.

Developed and implemented a system of tracking high-speed pursuits and insuring adherence of Department policies and State Statutes.

Developed PowerPoint presentations concerning the re-organization of the Police Department for Community/Civic Organizations.

Police Lieutenant

8/92 – 2/00

Commander – Traffic Unit – Responsible for traffic enforcement and accident investigation throughout the City's streets and waterways.

Co-authored the re-organization of the entire Patrol Division into the COMMUNITY ORIENTED POLICING Division to reflect the Department's commitment to Community Oriented Policing. This resulted in the creation of Neighborhood Police Teams and Dual Accountability Policing. The results have been overwhelmingly embraced by the Officers, Citizens, and elected Officials. Since the implementation of this plan, Hollywood has realized a consistent reduction in crime rates and a significant increase in community involvement.

Obtained grant funding for the acquisition of a new vessel for the Marine Patrol and additional hours of patrol time.

Commander – Juvenile Unit – Responsible for the efforts of 1 Sergeant, 7 School Resource Officers, 2 D.A.R.E. Officers, 2 Community Resource Officers, and 3 Detectives assigned to conduct investigations involving juvenile victims and/or suspects, and all gang related activity.

Initiated funding and plans for a new Police Athletic League (PAL) facility. An 8,500 square foot, \$1.3 million dollar facility with game rooms, classrooms, gymnasium, and outdoor basketball courts opened in November 2001.

Expanded the D.A.R.E. program to include all public and private grade schools in the City.

Authored and administered grants for day-care programs and anti-gang programs conducted by private social service organizations.

Re-organized the Police Athletic League to include written by-laws and a Citizen's Board of Directors.

Liaison between the City of Hollywood Police Department and the School Board of Broward County.

Administration – Assigned to work on special projects for the Chief's Office.

Instrumental in the Design, Construction, and Implementation of the Department's 800 megahertz, trunked communication system.

Coordinated the renovation of the Communications Center.

Conducted numerous studies to improve the efficiency and effectiveness of the Police Department.

Patrol – Assigned as Shift Commander of the Alpha (Midnight) shift responsible for the oversight of day to day patrol operations and response to critical incidents. This shift consisted of 4 Sergeants and 40 Officers.

Sergeant **10/88 - 08/92**

During 4 years as a Police Sergeant, I held supervisory positions in the Detective Division, Juvenile Unit, and Patrol Division.

Police Officer **01/80 – 10/88**

During over 8 years as a Police Officer I held positions in the Patrol Division, Training Unit, Personnel Unit, and Street Crimes Unit.

**Education
And Training:**

Florida International University – Miami, Florida
Master of Public Administration Degree – December, 1996

Florida International University – Miami, Florida
Bachelor of Arts Degree, Criminal Justice – December, 1992

Federal Bureau of Investigation National Academy
Quantico, Virginia – 165th Session

Federal Bureau of Investigation
Florida Executive Development Seminar – 2001

Plus – Hundreds of hours of advanced management, operational
and tactical training.

**Honors
And Awards**

“Who’s Who” among Professional Managers

Numerous internal and external commendations

Chief’s Special Recognition Award

Numerous “Community Involvement” Awards

Numerous “Administrative Excellence” Awards

Academy “Honor Medallion”

**Professional
Affiliations**

International Association of Chiefs of Police

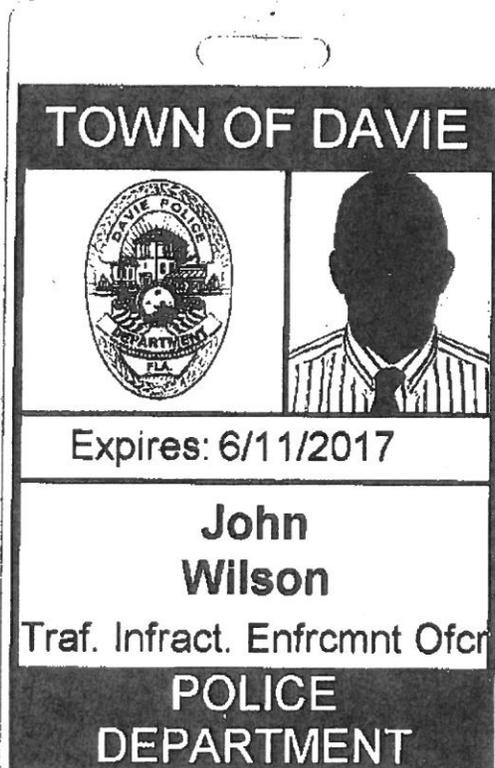
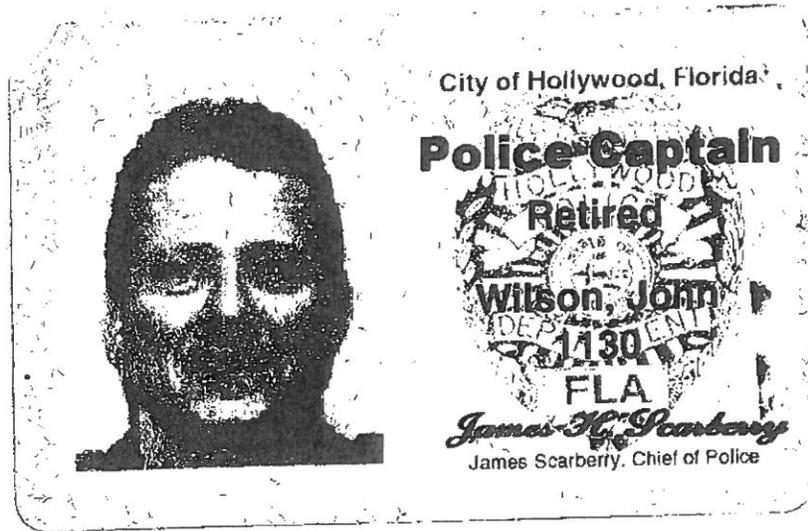
Broward County Chiefs of Police Association

F.B.I. National Academy Associates

Broward County Crime Commission

Broward County Police Benevolent Association

American Society of Industrial Security



RESOLUTION NO. 2016-102

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, SELECTING PERRIN INTERNATIONAL SERVICES, INC., TO PROVIDE PROFESSIONAL CONSTRUCTION ENGINEERING, INSPECTION AND ADMINISTRATION SERVICES TO THE CITY OF WEST PARK, IN RESPONSE TO THE CITY'S REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS (RFQ) NO. 16-0909 FOR PROFESSIONAL CONSTRUCTION ENGINEERING, INSPECTION AND ADMINISTRATION SERVICES; AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE ATTACHED PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WEST PARK AND PERRIN INTERNATIONAL SERVICES, INC.; PROVIDING FOR AN ALLOCATION OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of West Park ("City") is in need of an independent contractor to provide professional construction engineering, inspection and administration services to the City for the SW 40th Avenue (Barak Obama Boulevard) Streetscape Enhancement Project; and

WHEREAS, in September 2016, the City issued a Request for Letters of Interest and Qualifications (RFQ) No. 16-0909 for Professional Construction Engineering Inspection and Administration services; and

WHEREAS, the City Administrator has confirmed that the services were procured in accordance with the Consultants' Competitive Negotiation Act, set forth in Section 287.055, Florida Statutes; and

WHEREAS, Perrin International Services, Inc. ("Perrin"), responded to the City's RFQ for Professional Construction Engineering, Inspection and Administration services and has expressed the capability and desire to perform the services described in the City's RFQ and the Professional Services Agreement, attached hereto as Exhibit "A", in the amount of One Hundred Fifty-Two Thousand Three Hundred Thirty-Five Dollars (\$152,335.00) for the scope of work; and;

WHEREAS, proper notice was provided and all parties hereto have complied with all legal requirements; and

WHEREAS, the City Administrator has recommended that the City retain Perrin to provide professional construction engineering, inspection and administration services for the SW 40th Avenue (Barak Obama Boulevard) Streetscape Enhancement Project; and

WHEREAS, the City Commission of the City of West Park, upon recommendation of the City Administrator, desires to retain Perrin to provide professional construction engineering, inspection and administration services and other related services as expressed in the City's RFQ, and as set forth in the Agreement marked Exhibit "A" which is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. RFQ-Construction Engineering, Inspection and Administration Services. The City Commission of the City of West Park hereby selects Perrin International Services, Inc., to provide construction engineering, inspection and administration services to the City of West Park, in response to the City's Request for Letters of Interest and Qualifications (RFQ) No. 16-0909 for Professional Construction Engineering Inspection and Administration Services.

Section 3. Authority of Mayor and City Administrator. The City Commission of the City of West Park hereby authorizes the Mayor and the City Administrator to enter into the attached Professional Services Agreement with Perrin International Services, Inc. for Professional Construction Engineering Inspection and Administration Services, which is attached hereto as Exhibit "A", together with such non-material changes as may be acceptable to the City Administrator and approved as to form and legality by the City Attorney.

Section 4. Allocation of Funds. The City Commission hereby authorizes the expenditure for Professional Construction Engineering Inspection and Administration Services from account numbers 01-41-00-541-633, 01-41-00-541-635 and 11-38-00-538-640.

Section 5. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 21st day of September 2016.

Eric H. Jones, Jr., Mayor

ATTEST:

Alexandra Grant, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)



**PROFESSIONAL SERVICES AGREEMENT FOR
PROFESSIONAL CONSTRUCTION ENGINEERING INSPECTION AND ADMINISTRATION
SERVICES**

THIS AGREEMENT made and entered into this ____ day of _____, 2016, by and between the City of West Park, a political subdivision of the State of Florida, hereinafter referred to as "City" and Perrin International Services, Inc., authorized to do business in the State of Florida, hereinafter referred to as the "Consultant".

WHEREAS, the City of West Park ("City") issued a Request for Letters of Interest and Qualifications (RFQ) No. 16-0909 for Professional Construction Engineering Inspection and Administration services; and

WHEREAS, the City desires to hire the Consultant to provide professional construction engineering inspection and administration services ("Services") to the City for the SW 40th Avenue (Barak Obama Boulevard) Streetscape Enhancement Project as expressed in the City's Request for Letters of Interest and Qualifications (RFQ) No. 16-0909, which was advertised, and to which Consultant responded; and

WHEREAS, the Consultant has expressed the capability and desire to perform the Services described in Exhibit "A" attached hereto and by this reference incorporated herein as described in the City's RFQ No. 16-0909; and

WHEREAS, the City Administrator has confirmed that the City's Request for Letter of Interest and Qualifications (RFQ) was undertaken in accordance with Section 287.055, Florida Statutes, Florida's Consultant Competitive Negotiation Act and the parties hereto have complied with all the requirements therein; and

WHEREAS, the Consultant and City desire to enter into the foregoing Agreement for a period of one (1) year from the execution hereof and perform all professional services in connection with the WORK, as described herein, for the SW 40th Avenue (Barak Obama Boulevard) Streetscape Enhancement Project.

NOW, THEREFORE, in consideration of the mutual terms and conditions, the Parties agree as follows:

ARTICLE 1

1.1 The following documents are incorporated and made part of this Agreement:

- Request for Letter of Interest and Qualification (Exhibit "A").
- Consultant's Compensation Rates (Exhibit "B")

The above Recitals are incorporated herein by reference.

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

- Specific written direction from the City Administrator (or designee).
- This Agreement and any attachments.
- Exhibit "A"
- Exhibit "B"

ARTICLE 2

SERVICES AND RESPONSIBILITIES

2.1 General

2.1.1 The Consultant agrees, upon issuance of a Notice to Proceed (or similar written work authorization) to perform for the benefit of the City part or all of the Services set forth herein and in the exhibits and for roadway engineering, drainage design, civil engineering services, traffic engineering services, environmental engineering services and architectural services. Consultant shall perform these services and all related Services in accordance with standard industry practice. The Consultant shall guard against defects in its work or its consultants or sub-contractors work.

2.1.2. City reserves, at all times, the right to perform any and all engineering or architectural work in-house or with other engineers. This Agreement does not confer any exclusive rights to Consultant for work to be performed on behalf of the City, nor does it obligate the City in any manner to guarantee work for Consultant. Consultant may submit proposals for any professional services for which proposals may be publicly solicited by the City outside of this agreement.

2.1.3 City will confer with Consultant before any Notice to Proceed or work authorization is issued to discuss the scope of the work; the time needed to complete the work and the fee for the services to be rendered in connection with such work.

2.1.4. Consultant will submit a proposal upon the City's request prior to the issuance of a Notice to Proceed or work authorization. No payment will be made for the

Consultant's time and services in connection with the preparation of any proposal for services.

2.1.5. City will furnish to Consultant plans and other data available in the City files pertaining to the work to be performed under this agreement promptly after each Notice to Proceed.

2.1.6. Consultant agrees to produce and distribute minutes, within two (2) working days after each meeting at which their presence is required.

2.1.7. City agrees to designate a representative who shall examine the documents submitted by Consultant and render decisions within two (2) working days to avoid unreasonable delay in the progress of Consultant's services. Consultant shall keep the City's representative advised of project status at all times.

2.1.8 City agrees to issue all directives and approval in writing. City is not obligated to pay for any work performed without written approval.

ARTICLE 3 PROFESSIONAL SERVICES

Professional Services: The general scope of professional services to be provided by the consultant shall encompass Construction Engineering Inspection and Construction Administration Services. Consultant's services shall include providing the necessary personnel to manage and oversee the streetscape and infrastructure improvements to SW 40th Avenue / Barak Obama Boulevard as set forth below:

3.1. Bidding and Negotiation Phase:

- A. Consultant shall assist the CITY in obtaining bids and awarding and preparing construction contracts. Consultant shall attend all pre-bid conferences. Consultant shall be present during the bid opening and as part of his/her assistance to the CITY will tally, evaluate and issue a recommendation to the CITY after verifying bond, insurance documents, questionnaire and reference submitted by the constructor.
- B. Consultant shall issue Addenda through the CITY as appropriate to clarify, correct or change Bid Documents.
- C. If Pre-Qualification of bidders is required as set forth in the Request for Qualification, CONSULTANT shall assist City in developing qualification criteria, review qualifications of prospective bidders, and recommend acceptance or rejection of the prospective bidders.

- D. If the lowest responsible/responsive Base Bid received exceeds the Total Allocated Funds the CITY may:
1. Approve the increase in Project Cost and award a construction contractor,
 2. Reject all bids and rebid the Project within a reasonable time with no change in the Project, or
 3. direct Consultant to review and recommend revision to the Project scope or quality, or both, as approved by the CITY and review potential changes with the lowest responsive/responsible bidder or rebid the Project, or
 4. Suspend or abandon the Project, or
 5. Exercise all options under the City Charter and State Law.

NOTE: Under item (2) above, Consultant shall, without additional compensation, assist the City in obtaining re-bids, and awarding the re-bid of the project. Under item (3) above, when the lowest responsible bid is over 15% of the Consultant estimate, the Consultant shall, without additional compensation, modify the Construction Documents as necessary to bring the Probable Construction Cost within the Total Allocated Funds.

- E. For the purpose of payment to the Consultant, the Bidding Phase will terminate and the services of the Consultant will be considered complete upon signing of an Agreement with a Contractor. Rejection of bids by the City does not constitute cancellation of the project.

3.2 General Administration of the Construction Contract:

- A. The Construction Phase will begin with the award of the Construction Contract and will end when the Contractor's final Payment Certificate is approved and paid by the CITY.
- B. Consultant, as the representative of the CITY during the Construction Phase, shall advise and consult with the CITY and shall have authority to act on behalf of the CITY to the extent provided in the General Conditions and as modified in the Supplementary Conditions of the Construction Contract.
- C. Consultant shall attend pre-construction meetings.
- D. Consultant shall at all times have access to the project wherever it is in preparation or progress.
- E. Consultant shall visit the site at least twice per week and at all key construction events to ascertain the progress of the Project and to determine in general if the WORK is progressing in accordance with the Contract Documents. On the basis of on-site observations, Consultant will use reasonable and customary care to

guard the CITY against defects and deficiencies in the WORK. If necessary, Consultant may be required to provide continuous daily on-site observations to check the quality or quantity of the WORK as set forth in this Agreement and defined by the Scope of WORK issued for the individual project. On the basis of the on-site observations, Consultant will advise the CITY as to the progress of and any observed defects and deficiencies in the WORK immediately in writing.

- F. Consultant shall furnish the CITY with a written report of all observations of the WORK made by him/her during each visit to the WORK. He/she shall also note the general status and progress of the WORK, and shall submit same in a timely manner. Consultant shall ascertain at least monthly that the Contractor is making timely, accurate, and complete notations on record drawings.
- G. Based on observations at the site and on the Contractor's Payment Certificate, Consultant shall determine the amount due the Contractor on account and he shall recommend approval of the Certificate in such amounts. The recommendation of approval of a Payment Certificate shall constitute a representation by Consultant to the CITY that, he certifies to the CITY that the WORK has progressed to the point indicated, and the quality of the WORK is in accordance with the Contract Documents subject to:
 - 1. An evaluation of the WORK for conformance with the contract documents upon substantial completion.
 - 2. The results of any subsequent tests required by the contract documents.
 - 3. Minor deviations from the contract documents correctable prior to completion and acceptance of the project.
- H. Consultant shall have an affirmative duty to recommend rejection of WORK, which does not conform, to the Contract Documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure compliance with the Contract Documents, he will have authority (with the City's prior approval) to recommend special inspections or testing of any WORK deemed not to be in accordance with the Contract whether or not such WORK has been fabricated and delivered to the Project, or installed and completed.
- I. Consultant shall promptly review and approve shop drawings, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the Contract Documents. Changes or substitutions to the Contract Documents shall not be authorized without concurrence with the CITY.
- J. Consultant shall review and recommend action on proposed Change Orders within the scope of the Project initiated by others, and initiate proposed change orders as required by his own observations.

- K. Consultant shall examine the WORK upon receipt of the Contractor's Certificate of Substantial Completion of the Project. A Punch List of any defects and discrepancies in the WORK required to be corrected by the Contractor shall be prepared by Consultant in conjunction with representatives of the CITY and satisfactory performance obtained before Consultant recommends execution of Certificate of Final Acceptance and final payment to the Contractor. He/she shall obtain from the Contractor all warranties, guarantees, operating and maintenance manuals for equipment, releases of lien and such other documents and certificates as may be required by applicable codes, laws, policy regulations and the specifications, and deliver them to the CITY.
- L. Consultant shall provide assistance in obtaining Contractor's compliance with the Contract Documents relative to, 1) initial instruction of CITY personnel in the operation and maintenance of any equipment or system, 2) initial start-up and testing, adjusting and balancing of equipment and systems, and, 3) final clean-up of the project.
- M. Consultant shall provide necessary public relations coordination and communication of the project's update to property owners and businesses that about the project. All communication, to include presentations, flyers, memoranda, letters etc., shall also be provided to the City and neighboring cities affected by the project.

3.3 Post-Construction Administration

- A. Consultant shall prepare and provide the CITY with a written manual, to be used by the CITY, outlining the implementation plan of all the required maintenance necessary to keep the proposed WORK operational in a safe and effective manner.
- B. Consultant shall furnish to the CITY, reproducible record drawings updated based on information furnished by the Contractor; such drawings shall become the property of the CITY.
- C. Consultant shall assist in the inspection of the specified work one (1) month before the expiration of any guarantee period or the sixth month whichever is earlier and report any defective WORK in the Project under terms of the guarantee/warranties for correction. Consultant shall assist the City with the administration of guarantee/warranties for correction of defective work that may be discovered during the said period.

**ARTICLE 4
CITY'S RESPONSIBILITIES**

4.1 The City shall do the following in a timely manner so as not to delay the services of the Consultant:

4.1.1 Designate in writing a person to act as the City's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions and receive information with respect to the Consultant's services for a particular project.

4.1.2 Provide all criteria and full information as to the City's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

4.1.3 Assist the Consultant by placing at the Consultant's disposal all available information pertinent to the Project including previous reports and any other data relative to construction of the Project.

4.1.4 Furnish to the Consultant, if required for performance of the Consultant's services (except where otherwise furnished by the Consultant as Additional Services), the following:

4.1.4.1 Data prepared by, or services of others, including without limitation borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment;

4.1.4.2 Appropriate professional interpretations of all of the foregoing;

4.1.4.3 Environmental assessment and impact statements;

4.1.4.4 Property, boundary, easement, right-of-way, topographic and utility surveys;

4.1.4.5 Property descriptions;

4.1.4.6 Zoning, deed and other land use restrictions;

4.1.4.7 Approvals and permits required in the City's jurisdiction and those from outside agencies unless such approvals and permits are the responsibility of the Consultant, all of which the Consultant may use and rely upon in performing services under this Agreement; and

4.1.4.8 Arrange for access to and make all provisions for the Consultant to enter upon the City's property as required for the Consultant to perform services under this Agreement.

ARTICLE 5 SEQUENCE OF SERVICES AND TIME FOR PERFORMANCE

5.1 This Agreement shall commence upon the execution by both parties and shall continue for a term of one (1) year, unless terminated sooner as provided for in this Agreement. The Consultant understands and acknowledges that the Services to be performed during the term hereof will be governed by this Agreement, and that there is no guarantee of future work being given to the Consultant.

5.2 The services rendered by Consultant for work shall be commenced upon written notice to proceed from the City subsequent to execution of this Agreement and shall be completed within the time based on reasonable determination stated in said Notice to Proceed.

5.3 A reasonable extension of time will be granted in the event there is a delay on the part of the City in fulfilling its part of the Agreement, change of scope of work or should any other events beyond the control of consultant render performance of duties impossible.

5.4 When the City issues a Notice to Proceed or work authorizations to the Consultant, each such authorization will contain a stated completion schedule. Failure of the Consultant to meet the stated schedule will constitute a default, for which payment for services may be withheld until default is cured. Time extensions will be reviewed, upon request, for extenuating circumstances. It is anticipated and intended that the Consultant will be authorized to begin new work authorizations on a "rolling" basis, as some already assigned work authorizations near timely completion. If a subsequent work authorization is issued to the Consultant before it has completed the current work authorization, the completion date for each work authorization will remain independent of each other, so that the Consultant will prioritize the uncompleted work authorization from the first work authorization and finish them as soon as practical. Failure to complete these "older" work authorizations in a timely manner may adversely impact upon continued early authorization to start a subsequent work.

5.5 When the Consultant has exceeded the stated completion date, including any extension for extenuating circumstances which may have been granted, a written notice of Default will be issued to the Consultant and payment for services rendered shall be withheld.

5.6 Should the Consultant exceed the assigned completion time of an individual work authorization, the City reserves the right not to issue to the Consultant any further work authorizations until such time as there is no longer in a Default and the Consultant has demonstrated, to the City's satisfaction, that the reasons for tardy completion have been

addressed and are not likely to be repeated in subsequent work authorizations. This restricted issuance provision may result in the Consultant not being issued all of the planned work the City anticipated in this Agreement. The Consultant shall have no right to the balance of any work, nor to any compensation associated with these non-issued work authorizations, due to the Consultant being in Default.

5.7 Should the Consultant remain in Default for a time period of fifteen (15) consecutive calendar days, the City may, at its option, retain another Consultant to perform any Work arising out of this Agreement and/or terminate this Agreement.

ARTICLE 6 DELAY IN PERFORMANCE/SUSPENSION OR ABANDONMENT

6.1 City shall be entitled to withhold progress payments to Consultant for services rendered until completion of services to the City's satisfaction.

6.2 A delay due to an Act of God, fire, lockout, strike or labor dispute, manufacturing delay, riot or civil commotion, act of public enemy or other cause beyond the control of Consultant, or by interruption of or delay in transportation, labor trouble from whatever cause arising and whether or not the demands of the employees involved are reasonable and with City's power to concede, partial or complete suspension of City's operations, compliance with any order or request of any governmental officer, department, agency, or committee shall not subject City to any liability to Consultant. At the City's option, the period specified for performance of services shall be extended by the period of delay occasioned by any such circumstance, and services omitted shall be made or performed during such extension, or the services so omitted shall extend this Agreement for a period equal to such delay. During this period such delay shall not constitute a delay by the Consultant.

ARTICLE 7 COMPENSATION AND METHOD OF PAYMENT

7.1 City agrees to compensate Consultant for the services performed pursuant to the provisions of this Agreement based on the attached **Exhibit "B"**, or as otherwise agreed to between the parties and set forth in a written amendment to this Agreement.

7.2 The City shall pay Consultant within thirty (30) days of receipt of any invoice the total shown to be due on such invoice, provided the City has accepted the Consultant's performance.

ARTICLE 8 OWNERSHIP OF DOCUMENTS

8.1 All documents, design plans and specifications resulting from the professional services rendered by the Consultant under this Agreement shall be deemed the sole property of the City, and the City shall have all rights incident to the sole ownership. The reuse of any such documents, design plans, and specifications by the City or any project not covered by this Agreement without the written authorization of Consultant shall be at City's sole risk. Consultant agrees that all documents maintained and generated pursuant to this contractual relationship between City and Consultant shall be subject to all provisions of Chapter 119.01 et. seq. Florida Statutes.

8.2 The Consultant shall agree to indemnify and hold harmless the City, from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant.

ARTICLE 9 COURT APPEARANCE, CONFERENCES AND HEARINGS

9.1 This Agreement shall obligate the Consultant to prepare for and appear in litigation or any other proceeding on behalf of the City for any dispute arising out of this Agreement. Except for litigation caused by errors or omissions of the Consultant, Consultant shall be compensated for such litigation support services at its prevailing rates for such services.

9.2 The Consultant shall confer with the City during the performance of the Services regarding the interpretation of this Agreement, the correction of errors and omissions, the preparation of any necessary revisions to correct errors and omissions or the clarification of service requirements, all without compensation.

ARTICLE 10 REPRESENTATIONS

10.1 The Consultant shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement and all services performed under this Agreement shall be done in a professional manner.

10.2 The Consultant represents, with full knowledge that the City is relying upon these representations when entering into this Agreement with the Consultant, that the Consultant has the professional expertise, experience and manpower to perform the services as described in this Agreement.

10.3 The Consultant shall be responsible for technically deficient designs, reports or studies due to Consultant's errors and omissions, for four years after the date of final acceptance of the Services by the City or as provided under Florida law, which ever is greater. The Consultant shall, upon the request of the City, promptly correct or replace all deficient work due to errors or omissions which fall below the recognized standard of care, without cost to City. The Consultant shall also be responsible for all damages resulting from

the Consultant's documents. Payment in full by the City for services performed does not constitute a waiver of this representation.

10.4 All services performed by the Consultant shall be to the satisfaction of the City. In cases of disagreement or ambiguity, the City shall decide all questions, difficulties and disputes of whatever nature that may arise under this Agreement. Specifically, the City shall decide all questions, difficulties and disputes of whatever nature which may arise by reason of this agreement, the prosecution and fulfillment of the services and the character, quality, amount and value and the City's decisions upon all claims, questions and disputes shall be final, conclusive and binding upon the parties unless such determination is clearly arbitrary or unreasonable. In the event that Consultant does not agree with the position of the City, Consultant shall advise the City Administrator in writing that Consultant desires to seek resolution of such dispute, claim or controversy by arbitration in accordance with Paragraph 27 herein.

10.5 The Consultant warrants and represents that all of its employees, other Consultants and sub-contractors are treated equally during employment or retention without regard to race, color, religion, gender, age or national origin.

10.6 The Consultant represents that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this contract and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for the Consultant any fee, commission, percentage fee, gifts or any other considerations contingent upon or resulting from the award or making of this contract. For breach or violation of this representation, the City shall have the right to cancel this Agreement without liability to the Consultant or any third party. Execution of this Agreement by Consultant shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of this Agreement.

ARTICLE 11 NOTICES

All notices or other communications which shall or may be given pursuant to this Agreement shall be in writing and shall be delivered by personal service, or by registered mail addressed to the other party at the address indicated or as may be changed from time to time. Such notice shall be deemed given on the day on which personally served, or if by mail, on the date of actual receipt.

Consultant: Greg Perry, P.E., Principal
Perrin International Services, Inc.
12491 SW 134 Court, Suite #20
Miami, Florida 33186

City: W. Ajibola Balogun, City Administrator
City of West Park
P.O. Box 5710
West Park, Florida 33083

Copy To: Burnadette Norris-Weeks, City Attorney
Burnadette Norris-Weeks, P.A.
401 North Avenue of the Arts
Fort Lauderdale, Florida 33311

**ARTICLE 12
AUDIT RIGHTS**

The City reserves the right to audit the records of the Consultant covered by this Agreement at any time during the execution of the Services and for a period of three (3) years after final payment is made for any Work performed.

**ARTICLE 13
SUBCONTRACTING**

13.1 No Services shall be subcontracted, assigned, or transferred under this Agreement without the prior consent of the City, which consent maybe withheld.

13.2 The Consultant shall be fully responsible to the City for all acts and omissions of any agents or employees, or approved subcontractors. Subcontractors shall be approved by City, in writing, and have appropriate general liability, professional liability, and workers' compensation insurance, or be covered by Consultant's insurance. Consultant shall furnish the City with appropriate proof of insurance and releases from all subcontractors in connection with the work performed.

ARTICLE 14 TERMINATION

14.1 The City retains the right to terminate Consultant's services and/or this Agreement, with or without cause, upon ten (10) days written notice, at any time prior without penalty. City shall only be responsible to pay the Consultant for any service actually rendered up to the date of termination. Consultant shall not be entitled to any other amounts or damages, including but not limited to anticipated profits or consequential damages, special damages or any other type of damages upon termination by the City pursuant to this Article.

14.2 It is understood by the City and Consultant that any payment to Consultant shall be made only if Consultant is not in default under the terms of this Agreement.

14.3. Upon receipt of a Termination Notice and except as otherwise directed by the City, Consultant shall:

14.3.1 Stop work on the date and to the extent specified.

14.3.2 Terminate and settle all orders relating to the terminated work.

14.3.3 Transfer all work in progress, completed work, and other materials related to the terminated work to the City.

ARTICLE 15 DEFAULT

15.1 An event of default shall mean a breach of this Agreement by the Consultant. Without limiting the generality of the foregoing and in addition to those instances referred to as a breach, an event of default shall include the following:

Consultant has not performed services on a timely basis;
Consultant has refused or failed to supply enough properly skilled Personnel;
Consultant has failed to make prompt payment to subcontractors or suppliers for any services after receiving payment from the City for such services or supplies;
Consultant has failed to obtain the approval of the City where required by this Agreement;
Consultant has failed in any representations made in this Agreement; or
Consultant has refused or failed to provide the Services as defined in this Agreement; or
Consultant has filed bankruptcy or any other such insolvency proceeding and the same is not discharged within 90 days of such date.

15.2 In an Event of Default, the Consultant shall be liable for all damages resulting from the default, including:

The difference between the amount that has been paid to the Consultant and the amount required to complete the Consultant's work, provided the fees by the firm

replacing the Consultant are reasonable and the hourly rates do not exceed the Consultant's rates. This amount shall also include procurement and administrative costs incurred by the City. Consequential damages and Incidental damages.

15.3 The City may take advantage of each and every remedy specifically existing at law or in equity. Each and every remedy shall be in addition to every other remedy given or otherwise existing and may be exercised from time to time and as often and in such order as may be deemed expedient by the City. The exercise or the beginning of the exercise of one remedy shall not be deemed to be a waiver of the right to exercise any other remedy. The City's rights and remedies as set forth in this Agreement are not exclusive and are in addition to any other rights and remedies available to the City in law or in equity.

ARTICLE 16 INDEMNIFICATION

16.1 Consultant shall indemnify and hold harmless the City, its trustees, elected and appointed officers, agents, servants and employees, from any and all claims, demands, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by, arising out of, or resulting from the negligence, recklessness, errors, omissions or intentionally wrongful conduct of the Consultant or its employees, agents, servants, partners, principals, sub-consultants or other persons utilized by the Consultant in the performance of this Agreement.

Consultant shall pay all claims and losses in connection therewith and Consultant expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Consultant shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its elected and appointed officers, agents, servants and employees as herein provided. Nothing contained herein shall be deemed a waiver of sovereign immunity.

ARTICLE 17 INSURANCE

17.1 Throughout the term of this Agreement, the Consultant shall maintain in force at its own expense and name the City and an additional insured for insurance as follows:

17.1.1 Workers' Compensation: Workers' Compensation Insurance with statutory limits, including coverage for Employer's Liability, with limits not less than \$1,000,000.00.

17.1.2 General Liability: Commercial General Liability with limits not less than \$1,000,000.00 each occurrence combined single limit for Bodily Injury and Property damage including coverage for contractual liability, personal injury, broad form property damage, products and completed operations. This coverage is required by the Consultant and any subcontractor or anyone directly or indirectly employed by either of them. The City shall be named additional insured.

17.1.3 Automobile Liability: Comprehensive or Business Automobile Liability Insurance with not less than \$500,000 each occurrence combined single limit for Bodily Injury and Property Damage including coverage for owned, hire and non-owned vehicles as applicable. The Consultant and any of its approved subcontractors shall take out and maintain this insurance coverage against claims for damages resulting from bodily injury, including wrongful death and property damage which may arise from the operations of any owned, hired or non-owned automobiles and/or equipment used in any endeavor in connection with the carrying out of this Agreement. The City shall be named as an additional insured.

17.1.4 Professional Liability: The Consultant, its officers, employees and agents will provide the City a Certificate of Insurance evidencing professional liability insurance with limits of not less than \$1,000,000.00 aggregate with respect to acts, errors or omissions in connection with professional services to be provided under this Agreement and any deductible is not to exceed \$25,000.00 for each claim. Consultant represents it is financially responsible for the deductible amount. The Consultant shall maintain professional liability insurance during the term of this Agreement and for a period of four (4) years from the date of completion of each Project. In the event that Consultant goes out of business during the term of this Agreement or the four (4) year period described above, Consultant shall purchase Extended Reporting Coverage for claims arising out of Consultant's negligent acts errors and omissions during the term of the Professional Liability Policy.

17.1.5 Subcontractor's Insurance: Each subcontractor, to the extent applicable, shall furnish to the Consultant two (2) copies of the Certificate of Insurance and Consultant shall furnish one copy of the Certificate to the City, and shall name the City as an additional insured.

17.2 All insurance policies required of the Consultant shall be written by a company with a Best's rating of B+ or better and duly authorized and licensed to do business in the State of Florida and be executed by duly licensed agents upon whom service of process may be made in Miami-Dade County, Florida. The City may accept coverage with carriers having lower Best's ratings upon review of financial information concerning Consultant and the insurance carrier.

17.3 The required insurance shall be proved under occurrence based policies, which Consultant shall maintain continuously throughout the term of this Agreement.

17.4 Any deductibles or self-insured retentions must be declared to and approved by the City Administrator or designee prior to the start of work under this Agreement. The City reserves the right to request additional documentation, financial or other such documentation as well as such additional insurance as the City Administrator deems appropriate, prior to giving approval of the deductible or self-insured retention and prior to executing the Agreement. The City Administrator or designee, prior to the change taking

effect, must approve any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy.

**ARTICLE 18
ATTORNEYS FEES**

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, expenses and court costs, including appellate fees incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 19
CODES, ORDINANCES, AND LAW**

The Consultant shall abide and be governed by all applicable local, state and federal codes, ordinances, and laws, rules, regulations and directives regarding the Consultant's Services.

**ARTICLE 20
ENTIRETY OF AGREEMENT**

This Agreement and its attachments constitute the sole and only Agreement of the parties and sets forth the rights, duties, and obligations of each party. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

**ARTICLE 21
NON-EXCLUSIVE AGREEMENT**

The professional services to be provided by the Consultant pursuant to this Agreement shall be nonexclusive, and nothing shall preclude the City from engaging other firms to perform similar professional services.

**ARTICLE 22
GOVERNING LAW; VENUE**

This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue shall be in Broward County, Florida.

**ARTICLE 23
INDEPENDENT CONTRACTOR**

Consultant and its employees and agents shall be deemed to be independent contractors and not City agents or employees. The Consultant, its employees or agents shall not attain

any rights or benefits under the City's retirement plan nor any rights generally afforded the City's classified or unclassified employees. The Consultant shall not be deemed entitled to the Florida Workers' Compensation benefits as a City employee.

**ARTICLE 24
NONDISCRIMINATION**

Consultant agrees that it shall not discriminate as to race, sex, color, creed, national origin, or disability, in connection with its performance under this Agreement.

**ARTICLE 25
AMENDMENTS**

No amendments to this Agreement shall be binding on either party unless in writing and signed by both parties.

**ARTICLE 26
CONDUCT/CONFLICT OF INTEREST**

Consultant covenants that no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Agreement has any personal financial interest, direct or indirect, with Consultants or vendors providing professional services on projects assigned to the Consultant, except as fully disclosed and approved by the City. Consultant further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed.

**ARTICLE 27
ARBITRATION**

Any claims, controversies or disputes arising out of the terms of this Agreement or its interpretation shall be settled by arbitration in the State of Florida in accordance with the rules, procedures and regulations of the American Arbitration Association and the judgment upon award may be entered in any court having jurisdiction thereof.

**ARTICLE 28
OTHER PROVISIONS**

28.1 Title and paragraph headings are for convenient reference and are not a part of this Agreement.

28.2 No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same of any other provision, and no waiver shall be effective unless made in writing.

28.3 Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida by a court of competent jurisdiction, such provision, paragraph, sentence, word or phrase shall be deemed modified in order to conform with Florida law. If not modifiable to conform with such law, then it shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force an effect.

28.4 This Agreement is binding upon the parties hereto their heirs, successors and assigns.

28.5 This Agreement shall not be construed against the party who drafted the same as all parties to this Agreement have had legal and business advisory's review the adequacy of the same.

28.6 This Agreement may not be assigned by the Consultant without the express written consent of the City, which consent may be withheld.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY OF WEST PARK

ATTEST:

Alexandra Grant, City Clerk

BY: _____
Eric H. Jones, Jr., Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Burnadette Norris-Weeks, City Attorney

W. Ajibola Balogun, City Administrator

EXHIBIT "B"
CONSULTANT COMPENSATION RATES

Consultant's professional fees for the scope of work set forth above is shown below and is based on **Attachment "C" - Estimate of Work Effort and Cost**, which estimates an overall construction duration not to exceed Two Hundred and Seventy (270) calendar days for substantial completion.

I.	Construction Administration & CEI Services	\$125,845.00
II.	Public Relations Services	\$26,490.00
	TOTAL	\$152,335.00*

* Total sum is based on hourly fees and shall not exceed \$152,335.00.

(Services and billing will be phased in accordance with construction and set forth in the Attachment "C" to the Agreement.)

Reimbursable Expenses

Reimbursable expenses for the printing of drawings and specifications, deliveries and courier services, as required, will be invoiced directly to the City.

ATTACHMENT "C"
ESTIMATE OF WORK EFFORT AND COST



SERVICES, INC.

CGC1521088 CA31111

September 12, 2016

W. Ajibola Balogun, R.E.M.
City Manager
CITY OF WEST PARK
1965 South State Road 7
West Park, Florida 33023

**RE: City of West Park
SW 40th Avenue (Barack Obama Blvd.) Streetscape Enhancement
Perrin International Services, Inc. No. 0106.06B**

Dear Mr. Balogun:

Pursuant to your request, Palm Engineering Group is pleased to present this proposal for Construction Engineering and Inspection and Administration Services (CEI) on the above referenced project located in the City of West Park. This work will consist of providing the necessary personnel to manage and oversee the streetscape/infrastructure improvements.

Based on our understanding of the project, the general scope of the professional CEI services shall be as follows:

A. General Administration of the Construction Contract:

- Preparation of pre-construction meeting agenda, attendance at pre-construction meeting and preparation of minutes.
- Monitoring of the Contractor's on-site construction activities and inspection of materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects is constructed in reasonable conformity with such documents. Maintenance of detailed accurate records of the Contractor's daily operations and of significant events that affect the work.
- Monitoring and inspecting Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with local and state procedures.
- Promptly facilitate the review and approval of shop drawings and samples by the Engineer of Record for conformance with the design concept and Contract Documents.
- Verifying that the Contractor is conducting inspections, performing required testing, updating record drawings, preparing reports and monitoring all storm water pollution prevention measures associated with the project.
- Analyzing the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-

built, etc.) for compliance with the contract documents.

- Conducting progress meetings and reporting at least once monthly during normal construction activity. Meeting schedule may be modified if deemed necessary by Owner and Contractor.
- Provide necessary public relations coordination and communication of the project status to property owners, business and neighboring communities adjacent to the project. All communication to include meetings, flyers, memoranda, and other written correspondence.
- Responding to RFI's, and reviewing change order requests and making recommendations to the City.
- Attending meetings between the Owner, Contractor, utility companies, and jurisdictional authorities as necessary during the duration of the construction.
- Performing on-site construction observations and inspections at least three times per week and at all key construction events to ascertain the progress of the project and prepare inspection reports to ensure conformance with the construction documents and the design intent.
- Recommend approval of Payment Certificates based on site observations and the progress and quality of the work.
- Videotaping and/or photographing the pre-construction conditions throughout the project limits with heavy emphasis on potential claim items/issues.
- Digital photographic documentation of pre-construction state and of noteworthy incidents or events during construction.
- One (1) Substantial Completion Inspection with Owner, Engineer, Contractor and regulatory agencies and assist in the preparation of the substantial completion punchlist.
- One (1) Final Completion Inspection with Owner, Engineer, Contractor and regulatory agencies and assist in the final report submittal. Ensure the correction of all defects and discrepancies by the Contractor before recommending execution of Certificate of Final Acceptance. Obtain all warranties, guarantees, O&M manuals, releases of lien and all documents required for project closeout.

B. Post Construction Administration

- Furnish to the City, updated record drawing information and O&M manuals as furnished by the Contractor.
- Provide inspection services before the expiration of any guarantee period and report any defective work under terms of the guarantee/warranties for correction. Assist the City with the administration of the correction of defective work.

Our professional fees for the above described scope of work will be as shown below and is based on *Attachment B- Estimate of Work Effort and Cost* which estimates an overall construction duration not to exceed 270 calendar days for substantial completion;

PROPOSED SCHEDULE OF FEES	
I. Construction Administration & CEI Services	\$ 125,845.00
II. Public Relations Services	\$ 26,490.00
TOTAL	\$152,335.00

Reimbursable Expenses

Reimbursable expenses for the printing of drawings and specifications, deliveries, and courier services, as required, will be invoiced directly to the City of West Park.

This results in a Total Lump sum *hourly not to exceed fee of \$152,335.00 (Services and billing to be phased in accordance with construction)*

TERMS OF AGREEMENT

- Invoices for work accomplished to date will be submitted monthly and are payable within thirty (30) days.
- All permits required for constructing this project shall remain the responsibility of the Engineer of Record and the Contractor. The construction services representative shall not be responsible for permit tracking and renewals.
- Perrin International Services, Inc., hereinafter referred to as the Consultant, and Palm Engineering Group (subconsultant) shall NOT be required to sign any documents, no matter the source of the request, which would in any manner result in the Consultant's having to certify, guarantee, or otherwise warrant the existence of conditions of the project, whose existence the Consultant cannot reasonably ascertain.
- Neither the professional activities of the Consultant, nor the presence of the Consultant or their employees and sub-consultants at a project site shall in any manner relieve the General Contractor of the obligations regarding the means, methods, sequence, techniques or procedures necessary for performing the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agency. The Consultant and its personnel have no authority to exercise any control over any construction contractor or their employees in connection with the Work or any health or safety programs or procedures. The City agrees the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be set forth in the City's/Owner's contract with the Contractor.
- Basic services outlined in this scope shall be considered complete once the Certificate of Final Project Completion is issued and the Contractor's final Payment Certificate is approved and paid by the City.

We appreciate the opportunity to submit this proposal. Please indicate your acceptance of this proposal by signing below and returning one (1) executed copy of this contract to our office. We look forward to working with you on this project.

Very truly yours,
PERRIN INTERNATIONAL SERVICES, INC.



Greg Perry, P.E.
President

Accepted as to the above terms.

(Signature)

(Print Name) (Title) (Date)

ATTACHMENT "B" - ESTIMATE OF WORK EFFORT AND COST - ROADWAY CEI

Name of Project: City of West Park - SW 40 Ave (Barack Obama Blvd) - CEI
 County: Broward County
 FPN: N/A
 FAP No: N/A
 Consult Name: Repin International Services, Inc.
 Consult No: 0115-CEI
 Date: 9/10/2016
 Estimator: CFI

Staff Classification	Total Staff Hours	Project Manager / Engineer	Inspector	Clerical																SH By Activity	Salary Cost By Activity	Average Rate Per Task
1. Pre-Construction Meetings/Coord	16	8	2	4																14	\$1,200	\$85.71
2. Pre-Construction Site Documentation	20	8	8	4																20	\$1,740	\$87.00
3. Progress Meetings / Minutes	90	60	15	15																90	\$8,175	\$90.83
4. Shop Drawing Coordination	70	28	8	34																70	\$5,390	\$77.00
5. RFi and Change Order Response	130	60	28	42																130	\$10,830	\$83.31
6. Construction Eng Inspections/Reports	880	310	472	98																880	\$78,870	\$89.63
7. Payment Request Review	90	45	30	15																90	\$8,025	\$89.17
8. Final Insp / Punch List/ Close Out	60	24	24	12																60	\$5,220	\$87.00
9. A's Built Review & Certification	30	24	3	3																30	\$2,635	\$87.83
10. Post Construction Services	40	24	8	8																40	\$3,560	\$89.00
Total Staff Hours	1,426	0	598	235	0	1,424	\$125,845.00	\$88.37														
Total Staff Cost		\$0.00	\$53,820.00	\$12,925.00	\$0.00	Check =	\$125,845.00	\$88.37														

CEI/COST \$125,845.00

EXPENSES (Note 3)

Oracle (Community Outreach/Public Relat) \$2,452.00

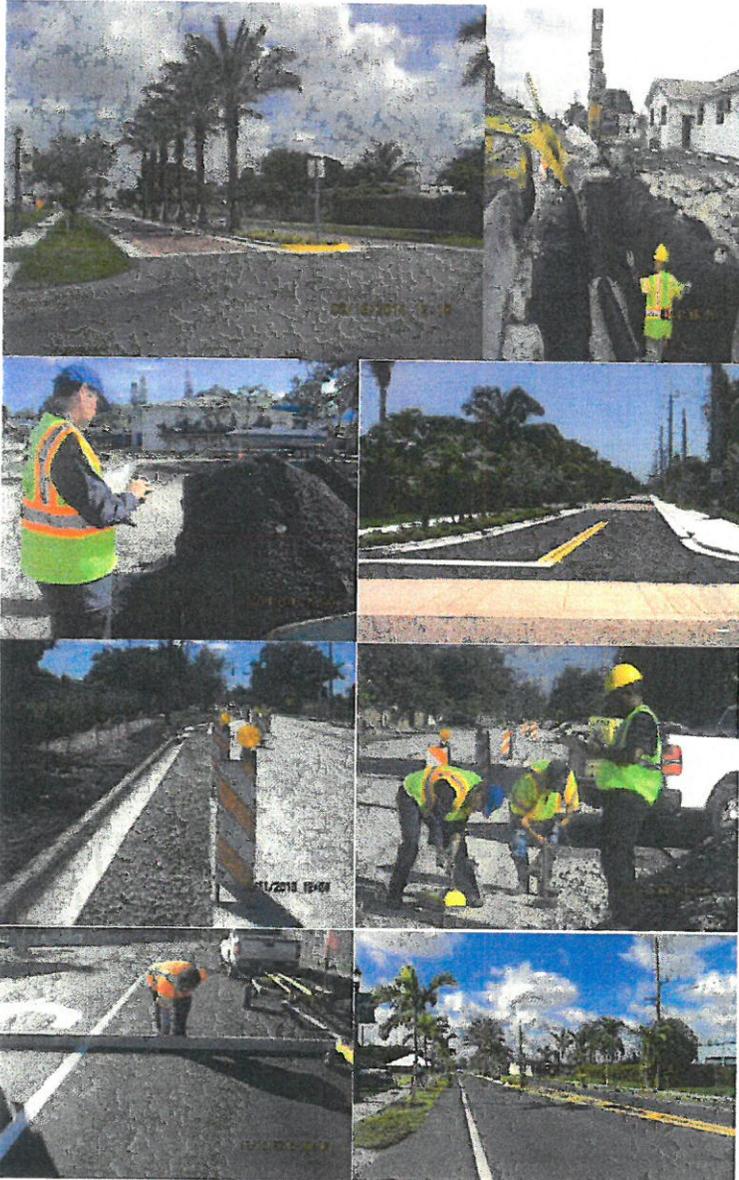
GRAND TOTAL \$152,335.00

..... Estimate Based on 36 Weeks of Construction



**PROFESSIONAL CONSTRUCTION
INSPECTION AND ADMINISTRATION
SERVICES FOR SW 40TH AVENUE
(BARACK OBAMA BOULEVARD)
STREETScape IMPROVEMENTS**

RFQ No. 16-0909



**CITY OF WEST PARK
OFFICE OF THE CITY CLERK
1965 SOUTH STATE ROAD 7
WEST PARK, FLORIDA
33023**

Prepared By:



CA31111

September 9, 2016



PROPOSAL LETTER

September 9, 2016

City of West Park
Office of the City Clerk
1965 South State Road 7
West Park, Florida 33023

**RE: REQUEST FOR LETTER OF INTEREST AND QUALIFICATION –
PROFESSIONAL CONSTRUCTION ENGINEERING INSPECTION AND
ADMINISTRATION SERVICES FOR SW 40TH AVENUE (BARACK OBAMA
BOULEVARD) STREETScape IMPROVEMENT**

Perrin International Services, Inc. is pleased to submit this response to your request for three (3) originals of the proposal document package to provide services in the *PROFESSIONAL CONSTRUCTION ENGINEERING INSPECTION (CEI) AND ADMINISTRATION SERVICES FOR SW 40TH AVENUE (BARACK OBAMA BOULEVARD) STREETScape IMPROVEMENT* project for the City of West Park, Florida.

Our multi-disciplined team is experienced in CEI services for roadway, drainage, general civil engineering, traffic engineering, and environmental engineering projects for State and County clients and for numerous municipalities in the South Florida area. Our expertise includes working closely with municipal staff to successfully deliver projects *on time and within budget*. These tasks typically include, but are not limited to, bidding and negotiation services, pre-construction meetings, shop drawing processing, RFI response, project scheduling and coordination, inspection services, change order review and processing, payment applications, Post-Construction administration and design-build services as necessary. In this statement of qualifications we have identified key individuals involved in infrastructure improvements in an effort to ensure that the City receives the most qualified personnel to successfully handle the assigned tasks in a timely and efficient manner.

With the **Perrin International Services team** you will be guaranteed local experienced professionals, personalized service, and a strong commitment to excellence and client satisfaction.

Mr. Gregory Perry, P.E., C.G.C., will serve as Project Manager / Principal Engineer for the project and will be the primary contact person for all assignments and therefore responsible for the allocation of resources and overall quality control. Mr. Perry has over 23 years of experience in General Civil Engineering Construction Administration Services and is also

PERRIN
INTERNATIONAL
SERVICES, INC.

certified as a General Contractor in the State of Florida. He has also held municipal positions including *Assistant City Engineer for the City of Weston*, and *Engineering and Construction Operations Manager for the City of South Miami*. Mr. Perry can be reached at (786)251-9291 or gperry@perrintl.com.

All staff members are experienced with Civil Engineering Inspection and Administration Services for streetscape improvements for several municipalities including the City of North Miami, City of Miami, City of South Miami, and City of Opa-Locka, Florida. We have also provided engineering services for Miami-Dade Public Works Department (Highway Division), Miami-Dade County Parks and Recreation, Miami-Dade Transit (MDT), and the Florida Department of Transportation (FDOT).

In an effort to provide additional professional services to the City, we have included **Oracle Consulting Group, LLC** as a subconsultant for public relations coordination and communication support. Oracle has previously worked on previous City projects as part of this effective team and has been vital in ensuring prompt and accurate communication and construction updates to City staff, officials, and residents.

In accordance with your request, this letter of interest and qualification demonstrates our intent to provide the required services to the City of West Park while focusing on our specialty area of infrastructure improvements including roadway resurfacing, rehabilitation, and restoration, and drainage upgrades.

The track record of **Perrin International Services, Inc.** is testament to our ability to improve the functionality, livability, and safety of South Florida communities. Our staff is available and would greatly appreciate the opportunity to assist you with your engineering needs.

Sincerely,
PERRIN INTERNATIONAL SERVICES, INC.



Gregory Perry, P.E.
President



City of West Park RFQ – Construction Engineering Inspection & Admin Services 09/09/16
SECTION 1 – LICENSES

Perrin International Services, Inc. was founded in 2008 in Miami, Florida. The company focuses on civil engineering design-build consulting, project management, and construction services administration and has been providing these services to both public and private sector clients for the past eight (8) years. Over the years the firm has consistently demonstrated experience and expertise servicing municipal clients in the following areas:

Civil Engineering

Construction Engineering Inspection and Administration Services
Roadway and Drainage Consulting
Neighborhood Traffic Calming
Governmental Agency Plan Review and Permitting
Engineering Standards
Design Build Construction Services

The **Perrin International team** has the knowledge, qualifications, and experience, to provide the City with the maximum level of service. Our staff and team members have successfully worked together on numerous municipal projects and are therefore the ideal choice for this type of contract. Some of our past and repeat clients include:

- *City of Miami*
- *City of North Miami*
- *City of South Miami*
- *City of West Park*
- *City of Opa-Locka*

In response to this RFQ, we have we have included the following subconsultants as part of our team to provide additional support in the various aspects of Construction Engineering Inspection and Administration Services as requested:

Oracle Consulting Group, LLC - Public Relations and Communication support;

All firms, including Prime and Sub consultants are licensed in the State of Florida and hold the necessary certifications to offer professional services as shown on the following pages.

State of Florida

Board of Professional Engineers

Attests that

Perrin International Services Inc.



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

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

Expiration: 2/28/2017

Audit No: 228201705051 I

CA Lic. No:

31111

State of Florida

Board of Professional Engineers

Attests that

Gregory Perry, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017

Audit No: 228201700793

P.E. Lic. No:

53876

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



LICENSE NUMBER	
CGC1521088	

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

PERRY, GREGORY EDISON
PERRIN INTERNATIONAL SERVICES, INC.
8081 SW 158 AVENUE
MIAMI FL 33193



ISSUED: 06/19/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1606190001234



City of West Park RFQ – Construction Engineering Inspection & Admin Services 09/09/16

SECTION 2 – BUSINESS STRUCTURE

All firms within the *Perrin International Team* are licensed in the State of Florida and hold the necessary authorizations from the Florida Secretary of State to transact business within the State.

Copies of all State of Florida Department of State certificates are included herein.

State of Florida

Department of State

I certify from the records of this office that PERRIN INTERNATIONAL SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on March 14, 2008, effective March 10, 2008.

The document number of this corporation is P08000027485.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on January 21, 2016, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of January,
2016*



Ken Detzner
Secretary of State

Tracking Number: CC1202917103

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

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

2016 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L09000071531

Entity Name: ORACLE CONSULTING GROUP, LLC

Current Principal Place of Business:

17220 NW 20 AVENUE
MIAMI GARDENS, FL 33056

Current Mailing Address:

17220 NW 20 AVENUE
MIAMI GARDENS, FL 33056 US

FEI Number: 80-0456242

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

IGHODARO, ERHABOR
17220 NW 20 AVENUE
MIAMI GARDENS, FL 33056 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title MGRM
Name IGHODARO, SHANNAN
Address 17220 NW 20 AVENUE
City-State-Zip: MIAMI GARDENS FL 33056

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: SHANNAN IGHODARO

MGRM

04/18/2016

Electronic Signature of Signing Authorized Person(s) Detail

Date



SECTION 3 – QUALIFICATIONS OF PROJECT PERSONNEL

The ability to integrate the various specialty areas within civil engineering design and construction has contributed greatly to the success of the **Perrin International** team. The professionals assigned to this project have the experience, qualifications, and determination to work with the City as a cohesive unit from project start to completion.

The team was assembled with a thorough understanding of the project objectives and the needs of the City. It is comprised of highly qualified personnel positioned in their areas of expertise. The structure is designed to ensure competency, efficient handling of tasks, clear channels of communication, and proper protocol. The Project Manager will ensure that the work is properly channeled to the correct individual(s) to maximize efficiency. These steps are essential to ensuring projects are completed on time, within budget, and error-free.

The **Perrin International** team brings significant relevant experience in the field of civil engineering and construction management services. The “key” individuals assigned to the various tasks are shown below and also in the Organization Chart included in this section.

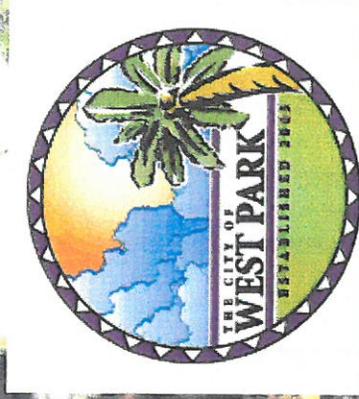
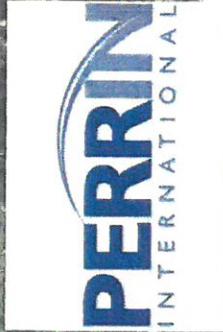
Greg Perry, P.E. (Perrin) Project Manager. Mr. Perry has over 23 years of experience in civil engineering design, consulting, and project management. He has been involved in all aspects of the engineering design and consulting process from conceptual planning through construction. Mr. Perry is the President and CEO of **Perrin International Services, Inc.**, providing management consulting and technical services to government, construction, and development organizations.

Enrique Leiva (Perrin) Inspector. Mr. Leiva has over 16 years of experience in construction management, construction inspection, and job site safety requirements. He has successfully managed various projects including Roadway and Highway, Storm Drainage, and Underground Utility construction.

Tamiko Perry (Perrin) Administrative Assistant. Mrs. Perry has over 16 years of experience in office management, bookkeeping, and administrative services and has successfully managed the reporting and compliance requirements associated with various municipal construction projects.

Shannan Ighodaro, MBA (Oracle) Public Relations Specialist. Mrs. Ighodaro has spent more than 15 years working with the public sector in the areas of community relations and business management. She has the knowledge, training, and experience to conduct the necessary public outreach and communication tasks associated with all neighborhood enhancement projects. Mrs. Ighodaro has previously worked with team members on other similar projects within the City of West Park.

ORGANIZATION CHART



City Of West Park
City Project Manager/Contract Administrator

Project Manager
Greg Perry, P.E., CGC (23)(70%)(Perrin Int'l)

Public Relations
Shannan Ighodaro, MBA(15)(80%)
(Oracle Consulting Group, LLC)

CEI Services
Enrique Leiva(16) (60%)(Perrin Int'l)

Administrative Services
Tamiko Perry(16)(50%)(Perrin Int'l)

** (XX)(XX%) – Years of Experience and Availability %



Greg Perry, P.E., C.G.C
Principal

Education:

Master of Civil Engineering,
Florida International
University, Miami, FL, 1997

Bachelor of Civil
Engineering, Florida
International University,
Miami, FL, 1993

**Professional
Registration:**

Professional Engineer
State of Florida
License # 53876

Certified General Contractor
State of Florida
CGC 1521088

Since 1993, Mr. Perry has been practicing engineering design, project management, and construction management work on land development, municipal, residential and commercial, roadway, water and sanitary sewer, drainage, and environmental projects. Mr. Perry is a licensed engineer and a certified general contractor and has been actively involved in the construction, restoration, and management of numerous civil infrastructure, residential and commercial facilities throughout the South Florida area. He has held titles as the **City Engineer for the City of South Miami, FL, City Engineer for the City of West Park, FL, and Assistant City Engineer for the City of Weston, FL.** In these positions, Mr. Perry served as primary plan reviewer and has successfully implemented the **Engineering and Procedural Manuals** for all of these municipalities.

Construction Project Experience:

NW 128th Street Design/Build – City of Opa Locka, FL

Project Manager/Civil Contractor for enhancements along NW 128th Street between NW 42nd Avenue and NW 47th Avenue. Scope of services for the design/build project included plan preparation and permitting, specification preparation, and construction of roadway paving, French drainage, concrete valley gutter edge treatment, swale improvements and pavement marking and signing. Mr. Perry oversaw the project from start to finish as part of the *Mastermind* team.

Rutland Street Design/Build – Opa Locka, FL

General Contractor/Designer for the paving and drainage improvements along Rutland Street from NW 22nd Ave to NW 24th Avenue. Project scope included construction surveying layout, clearing and grubbing, asphalt pavement construction, drainage construction, concrete curbing, concrete sidewalk, landscaping, and pavement markings and signing.

North Miami Traffic Circle Design/Build – City of North Miami, FL

Civil Contractor/Designer for the design/build of traffic circles throughout the City of North Miami. Project scope included construction surveying layout, pavement removal, asphalt pavement construction, milling and resurfacing, concrete curbing, concrete sidewalk and ADA crosswalks, brick pavers, landscaping, and pavement markings and signing.

Citywide Sidewalk Improvements – City of North Miami, FL

General Contractor for the sidewalk reconstruction program throughout the City of North Miami. Project scope included the removal and replacement of damaged and deteriorated concrete sidewalk and ADA ramps.

Gateway Monument– City of Opa Locka, FL

General Contractor for the infrastructure component of the City's new LED Entrance feature and adjacent roadway and sidewalk improvements.

**GREG PERRY, P.E., C.G.C.
PERRIN INTERNATIONAL
SERVICES, INC.**

Construction Management Project Experience:

SW Avenue Improvements - City of West Park, FL

CEI responsible for the plan review and construction inspection and administration services for the roadway widening, milling & resurfacing, sidewalk and ADA, curb construction, landscaping and irrigation, pavement marking and signage, and street lighting.

Church Street Improvements - City of South Miami, FL

Construction Manager responsible for the plan review and construction services administration for the roadway overlay, sidewalk widening, curb construction, landscaping and irrigation, pavement marking and signage, and street lighting.

Bonaventure Blvd., Lakeview Drive, Racquet Club Rd., - City of Weston, FL

Project Manager responsible for bidding and construction services administration for various roadway improvements within the Bonaventure Community. Projects included asphalt overlay, drainage improvements, sidewalk and curb construction, landscaping and irrigation, brick paver installation, and pavement markings and signage.

South Miami Water Main Improvements– City of South Miami, FL

Construction manager overseeing the installation of approximately 9,000 linear feet of water main and associated service lines to residential units.

Snapper Creek Drainage Improvements– City of South Miami, FL

Project Manager responsible for the construction services administration of the roadway overlay and exfiltration trench system construction.

Dante Fascell & Henry Reeves School Sites– Miami-Dade County Public Schools, Miami, FL

Project Engineer responsible for the civil/site design and permitting for the design-build school projects. Projects included design of geometric layout, water distribution, sewer collection, paving and drainage, and pavement marking and signage.

Pines Lake Elementary – School Board of Broward County

Project Manager responsible for civil site work design and inspections of drainage improvements at school site.

Westwind Lakes Soccer Field – Miami Dade County Parks & Recreation

Project Manager responsible for soccer field drainage design and construction inspection services.

South Dade Greenways– Miami Dade County Parks & Recreation

Project Manager responsible for engineering design, permitting and construction management services for the reconstruction of more than 2.5 miles of bicycle path along SW 87th Avenue.

Bus Bay Construction Phase I – Miami Dade Transit

Project Manager responsible for civil site work design, permitting and construction inspection of 33 bus bays throughout Miami-Dade County.

Memorial Boulevard Improvements – City of Miami, FL

Project Manager responsible for engineering design, permitting and construction management services for the drainage and median improvements along SW 13th Avenue between Tamiami Trail and Coral Way.

Enrique Leiva Inspector



Education:

Technical Construction
Universidad Centroamerica,
Managua, Nicaragua

Certifications:

Nuclear Gage
Safety Training
HAZMAT
Earthwork Level I
MOT Intermediate
ACI Level I
Asphalt Level I
OSHA 10-Hour
Construction Safety

Mr. Leiva has sixteen years of experience providing services to the engineering and construction industry in both Miami-Dade and Broward County, Florida. He has worked with various public sector agencies at the State, Local and Municipal levels including Florida Department of Transportation and Miami-Dade County Public Works Department.

Relevant Project Experience:

Countywide Drainage Improvements – Miami-Dade County , FL

Roadway inspector for the drainage pipe and structure installation and asphalt paving, sodding, and sidewalk construction throughout various locations in Miami-Dade County.

Seminole Tribe of Florida Snake Road BIA Route 1281 – FDOT

Inspector for the re-construction of \$11.4 million, 2-lane arterial roadway with an adjacent multi-use path. Work included pavement reconstruction, milling and resurfacing, drainage installation, utility upgrades, channel excavation, side street tie-in, lighting, pavement marking and signing, emergency signal installation, and landscaping.

Sawgrass Expressway– Coconut Creek, FL

Roadway inspector responsible for the daily inspection, quantity measurements, materials testing, and the preparation of daily reports for the roadway construction from Coral Ridge to the Florida Turnpike.

Hurricane Recovery – FDOT District 6 Recovery Team

Roadway inspector for FEMA Hurricane Wilma sidewalk repairs.

Storm Water treatment– South Florida Water Management District

Inspector for the construction of additional storm water Cells 7 and 8. Work involved construction of the South Build-out and North Build-out areas, levees, canals, widening, clearing and grubbing, and access road construction.

Shannan Ighodaro, MBA

17220 NW 20 Avenue - Miami Gardens, FL 33056 - esighodaro2@comcast.net - 305-450-5316

A professional with a solid background in Accounting, Business Management, Community Relations and the development of Public-Private Partnerships.

SUMMARY OF QUALIFICATIONS

- 10 years of public sector experience as senior accounts manager with a nationally operated telecommunications agency.
- Founding Partner and Chief Operating Officer in a firm that specializes in Public Relations, Community Development and the development of Public-Private Partnerships.
- Team-oriented professional with the zeal and willingness to lead and work in concert with colleagues to successfully achieve institutional and programmatic goals and expectations.
- Possess an MBA Degree from the prestigious H. Wayne Huizenga School of Business
- Articulate and persuasive communicator at ease interacting with individuals, student groups, management teams, lobbyists, special interests, donors and their preferred representatives.
- Developed a public-private partnership to support a school district's premier initiative that has been herald as a model for school districts across the nation.
- Developed and managed the "Kids-Klass" program, an engineering firm's signature community outreach initiative for Miami Dade County Public Schools.
- Developed and managed a public-private partnership with a fund raising mechanism that harnesses the resources of local government, federal grant dollars and corporate donations to fund an international exchange program for inner-city schools.

EDUCATION AND TRAINING

Masters in Business Administration

Nova Southeastern University
Ft. Lauderdale, FL

2006

With Honors

Bachelor of Science in Accounting

Florida Memorial University
Miami, FL

1998

With Honors

LEADERSHIP, HONORS AND CIVIC ENGAGEMENT

- Member Rotary Club of Opa-Locka/Miami Gardens, FL
- Member Mt. Zion AME Church, Miami Gardens, FL
- Dr. Robert B. Ingram Foundation, Inc., Scholarship Committee
- Executive Board Joella C. Good Elementary School (PTA)
- Scholarship Recipient Minorities in Accounting
- National Award in Community Engagement (Bahamas Telecommunications)

PROFESSIONAL EXPERIENCE

FOUNDING PARTNER/COO

Miami, FL

ORACLE CONSULTING GROUP

2007-Present

OWNER & MANAGING DIRECTOR

Miami, FL

TRANQUILITEA CAFÉ, LLC

2008-Present

COMMUNITY RELATIONS MANAGER

Miami, FL

PBS & J

2001-2009

ACCOUNTS MANAGER

Miami, FL

WATSON RICE, LLC

1999-2000

ACCOUNTS MANAGER

Nassau, Bahamas

BATELCO

1991-1995

References Furnished Upon Request



City of West Park RFQ – Construction Engineering Inspection & Admin Services 09/09/16

SECTION 4 – QUALIFICATIONS OF THE TEAM

The Standard Forms 255 and 254, where applicable, have been completed by key members of the Perrin International Team and are provided on the following pages.



PERRIN INTERNATIONAL SERVICES, INC.

STANDARD FORM 254

ARCHITECT ENGINEER SERVICES QUESTIONNAIRE

2016

CONSULTING ENGINEERS AND CONSTRUCTION MANAGERS

**PERRIN
INTERNATIONAL
SERVICES, INC.**

STANDARD FORM 254

SEPTEMBER 2, 2016

Experience Profile Code Numbers
for use with questions 10 and 11

- 001 Acoustics, Noise Abatement
- 002 Aerial Photogrammetry
- 003 Agricultural Development; Grain Storage; Farm Mechanization
- 004 Air Pollution Control
- 005 Airports; Navais; Airport Lighting; Aircraft Fueling
- 006 Airports; Terminals and Hangers; Freight Handling
- 007 Arctic Facilities
- 008 Auditoriums and Theatres
- 009 Automation; Controls; Instrumentation
- 010 Barracks; Dormitories
- 011 Bridges
- 012 Cemeteries (*Planning and Relocation*)
- 013 Chemical Processing and Storage
- 014 Churches; Chapels
- 015 Codes; Standards; Ordinances
- 016 Cold Storage; Refrigeration; Fast Freeze
- 017 Commercial Building (*low rise*); Shopping Centers
- 018 Communications Systems; TV; Microwave
- 019 Computer Facilities; Computer Service
- 020 Conservation and Resource Management
- X 021 Construction Management
- 022 Corrosion Control; Cathodic Protection; Electrolysis
- 023 Cost Estimating
- 024 Dams (*Concrete; Arch*)
- 025 Dams (*Earth; Rock*); Dikes; Levees
- 026 Desalinization (*Process and Facilities*)
- 027 Dining Halls; Clubs; Restaurants
- 028 Ecological and Archeological Investigations
- 029 Educational Facilities; Classrooms
- 030 Electronics
- 031 Elevators; Escalators; People-Movers
- 032 Energy Conservation; New Energy Sources
- 033 Environmental Impact Studies, Assessments, or Statements
- 034 Fallout Shelters; Blast-Resistant Design
- 035 Field Houses; Gyms; Stadiums
- 036 Fire Protection
- 037 Fisheries; Fish Ladders
- 038 Forestry and Forest Products
- 039 Garages; Vehicle Maintenance Facilities; Parking Decks
- 040 Gas Systems (Propane; Natural, etc.)
- 041 Graphic Design

- 042 Harbors; Jetties; Piers; Ship Terminal Facilities
- 043 Heating; Ventilating; Air Conditioning
- 044 Health Systems Planning
- 045 High-rise; Air-Rights-Type Buildings
- X 046 Highways; Streets; Airfield Paving; Parking Lots
- 047 Historical Preservation
- 048 Hospital and Medical Facilities
- 049 Hotels; Models
- 050 Housing (*Residential; Multi-Family; Apartments; Condominiums*)
- 051 Hydraulics and Pneumatics
- 052 Industrial Buildings; Manufacturing Plants
- 053 Industrial Processes; Quality Control
- 054 Industrial Waste Treatment
- 055 Interior Design; Space Planning
- X 056 Irrigation; Drainage
- 057 Judicial and Courtroom Facilities
- 058 Laboratories; Medical Research Facilities
- 059 Landscape Architecture
- 060 Libraries; Museums; Galleries
- 061 Lighting (*Interiors; Display; Theatre, etc.*)
- 062 Lighting (*Exteriors; Streets; Memorials; Athletic Fields, etc.*)
- 063 Materials Handling Systems; Conveyors; Sorters
- 064 Metallurgy
- 065 Microclimatology; Tropical Engineering
- 066 Military Design Standards
- 067 Mining and Mineralogy
- 068 Missile Facilities (*Silos; Fuels; Transport*)
- 069 Modular Systems Design; Pre-Fabricated Structures or Components
- 070 Naval Architecture; Off-Shore Platforms
- 071 Nuclear Facilities; Nuclear Shielding
- 072 Office Buildings; Industrial Parks
- 073 Oceanographic Engineering
- 074 Ordnance; Munitions; Special Weapons
- 075 Petroleum Exploration
- 076 Petroleum and Fuel (*Storage and Distribution*)
- 077 Pipelines (*Cross-Country - Liquid and Gas*)
- 078 Planning (*Community, Regional, Areawide and State*)
- 079 Planning (*Site, Installation, and Project*)
- 080 Plumbing and Piping Design
- 081 Pneumatic Structures; Air-Support Buildings
- 082 Postal Facilities
- 083 Power Generation; Transmission; Distribution
- 084 Prison and Correctional Facilities
- 085 Product; Machine and Equipment Design

- 086 Radar; Sonar; Radio and Radar Telescope
- 087 Railroad; Rapid Transit
- 088 Recreation Facilities (*Parks; Marinas, etc.*)
- 089 Rehabilitation (*Buildings; Structures; Facilities*)
- 090 Resource Recovery; Recycling
- 091 Radio Frequency Systems and Shieldings
- 092 Rivers; Canals; Waterways; Flood Control
- 093 Safety Engineering; Accident Studies; OSHA Studies
- 094 Security Systems; Intruder and Smoke Detection
- 095 Seismic Designs and Studies
- X 096 Sewage Collection; Treatment; Disposal
- 097 Soils and Geologic Studies; Foundations
- 098 Solar Energy Utilization
- 099 Solid Wastes; Incineration; Landfill
- 100 Special Environments; Clean Rooms, etc.
- 101 Structural Design; Special Structures
- 102 Surveying; Platting; Mapping; Flood Plain Studies
- 103 Swimming Pools
- 104 Storm Water Handling and Facilities
- 105 Telephone Systems (*Rural; Mobile; Intercom, etc.*)
- 106 Testing and Inspection Services
- 107 Traffic and Transportation Engineering
- 108 Towers (*Self-Supporting and Guyed Systems*)
- 109 Tunnels and Subways
- 110 Urban Renewals; Community Development
- 111 Utilities (*Gas and Steam*)
- 112 Value Analysis; Life-Cycle Costing
- 113 Warehouses and Depots
- X 114 Water Resources; Hydrology; Ground Water
- X 115 Water Supply; Treatment and Distribution
- 116 Wind Tunnels; Research/Testing Facilities Design
- 117 Zoning; Land Use Studies
- 201 _____
- 202 _____
- 203 _____
- 204 _____
- 205 _____

Architect-Engineer And Related Services Questionnaire

1. Firm Name/Business Address:
Perrin International Services, Inc.
12491 S.W. 134th Court, Suite 20
Miami, FL 33186

1a. Submittal is for
 Parent Company Branch or Subsidiary Office

5. Name of Parent Company if any:
N/A

6. Names of not more than Two Principals to Contact: Title/Telephone
1) Greg Perry, P.E. - President (305)378-8594 FAX n/a

7. Present Offices: City/State/Telephone/No. of Personnel in Each Office:
Miami, Florida (305)378-8594

8. Personnel by Discipline:

- | | | | | |
|---|---------------------------|----------------------|--------------------------|-------------------------|
| 1 | Administrative | Electrical Engineers | Oceanographers | Environmental Engineers |
| | Architects | Estimators | Planners: Urban/Regional | Environmentalists |
| | Chemical Engineers | Geologists | Sanitary Engineers | CADD Technicians |
| 2 | Civil Engineers | Hydrologists | Soils Engineers | Bridge Inspectors |
| 1 | Construction Inspectors | Interior Designers | Specification Writers | Computer Programmers |
| | Engineering Tech/Drafters | Landscape Architects | Structural Engineers | Marketing |
| | Ecologists | Mechanical Engineers | Surveyors | Secretarial |
| | Economists | Mining Engineers | Transportation Engineers | Office Engineers |

7a. Total Personnel 4

5a. Former Firm Names(s), if any, and Year(s) Established:

2. Year Present Firm Established: 2008

3. Date Prepared: September 2, 2016

4. Specify Type of ownership and check below if applicable:

- A. Small Business
B. Small Disadvantaged Business
C. Woman-owned Business

X

9. Summary of Professional Services Fees Received: (Insert Index Number)

Last 5 Years (most recent year first)	Ranges of Professional Service Fees INDEX												
	2015	2014	2013	2012	2011	1. Less than \$100,000	2. \$100,000 to \$250,000	3. \$250,000 to \$500,000	4. \$500,000 to \$1 million	5. \$1 million to \$2 million	6. \$2 million to \$5 million	7. \$5 million to \$10 million	8. \$10 million or greater
Direct Federal contract work, including overseas													
All other domestic work													
All other foreign work*	3	3	3	2	1								

*Firms interested in foreign work, but without such experience, check here:

10. Profile of Firm's Project Experience, Last 5 Years *task is typically undertaken as a supplemental item under another major project category

Profile Code	Num. of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total of Gross Fees (in thousands)
1) 046	7	791						
2) 056	6	641						
3) 021	7	791						

11. Project Examples, Last 5 Years

Profile Code	"P", "C", "JV", "IE"	Project Location & Name	Owner Name and Address	Cost of Work (in \$1000's)	Completion Date
046	C	1. Memorial Boulevard Roadway Improvements Miami-Dade, Florida	City of Miami Miami, Florida	100 (fee)	2008
046	C	2. North Miami Traffic Circles North Miami, Florida	City of North Miami North Miami, Florida	150 (fee)	2012
046	C	3. NW 12 th Ave Linear Park Miami, Florida	City of Miami. Miami, Florida	46 (fee)	2012
046	C	4. SW 56 Avenue Streetscape Improvements West Park, Florida	City of West Park West Park, Florida	180 (fee)	2014
046	C	5. Rutland Street City of Opa-Locka, Florida	City of Opa-Locka Opa-Locka, Florida	130 (fee)	2014
046	C	6. Sherbondy Village Street Improvements Opa-Locka, Florida	City of Opa-Locka Opa-Locka, Florida	100 (fee)	2014
046	C	7. South Miami Roadway and Sidewalk Improvements South Miami, Florida	City of South Miami. South Miami, Florida	85 (fee)	2015

6. The foregoing is a statement of facts

Signature: 

Typed Name and Title: Greg Perry, P.E. -President

Date: September 2, 2016

FORM (SF) 255 Architect Engineer Related Services for Specific Project	1. Project Name / Location for which firm is filing: CITY OF WEST PARK REQUEST FOR CONSTRUCTION ENGINEERING INSPECTION AND ADMINISTRATION SERVICES SW 40 th AVENUE (BARACK OBAMA BOULEVARD)	2a. Commerce Business Daily Announcement Date, if any: N/A	2b. Agency Identification Number, if any:
--	--	--	--

3. Firm (or Joint-Venture) Name & Address  PERRIN INTERNATIONAL SERVICES, INC. 12491 SW 134 TH COURT, SUITE 20 MIAMI, FLORIDA 33186	3a. Name, Title & Telephone Number of Principal to Contact Greg Perry, P.E. --President Phone (305) 378-8594 (e-mail gperry@perrintl.com)	3b. Address of Office to Perform Work, if different from above (SAME)
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4. Personnel by Discipline: (List each person only once, by primary function) Enter proposed consultant personnel to be utilized on this project on line (A) and in-house personnel on line (B).

(A) ___ (B) ___ 1 Administrative	(A) ___ (B) ___ 1 Electrical Engineers
(A) ___ (B) ___ Architects	(A) ___ (B) ___ Estimators
(A) ___ (B) ___ Chemical Engineers	(A) ___ (B) ___ Geologists
(A) ___ (B) ___ 2 Civil Engineers	(A) ___ (B) ___ Hydrologists
(A) ___ (B) ___ 1 Construction Inspectors	(A) ___ (B) ___ Interior Designers
(A) ___ (B) ___ Draftsmen	(A) ___ (B) ___ Landscape Architects
(A) ___ (B) ___ Ecologists	(A) ___ (B) ___ Mechanical Engineers
(A) ___ (B) ___ Economists	(A) ___ (B) ___ Mining Engineers
	(A) ___ (B) ___ Oceanographers
	(A) ___ (B) ___ Planners: Urban/Regional
	(A) ___ (B) ___ Sanitary Engineers
	(A) ___ (B) ___ Soils Engineers
	(A) ___ (B) ___ Specification Writers
	(A) ___ (B) ___ Structural Engineers
	(A) ___ (B) ___ Surveyors
	(A) ___ (B) ___ Transportation Engineers
	(A) ___ (B) ___ 4 Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office)
 NA

5a. Has Joint-Venture previously worked together? yes no

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office)

Name & Address	Specialty	Worked with Prime before (Yes or No)
Oracle Consulting Group, LLC 17220 NW 20 Ave, Miami, FI	Public Relations and Communication	Yes

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project. (Please see attached Resumes)

a. Name & Title: (Please see attached Resumes)	<p style="text-align: center;"><i>PLEASE SEE RESUMES (SECTION 3)</i></p>
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm _____ With Other Firms _____	
e. Education: Degree(s)/Year/ Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

8. All work by firms or joint venture members which best illustrates current qualifications relevant to this project (List not more than 10 projects.)

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost(\$1000)	
				Entire Project	Work For which firm is responsible
1. Memorial Boulevard Roadway Improvements City of Miami, Florida	Design and CEI of the roadway widening, paving, grading, drainage, and signing and marking along with construction management services.	City of Miami Miami, Florida Ms. Sandra Vega (305) 416-1243	08/2008	100	100
2. North Miami Traffic Circles City of North Miami, Florida	Traffic Circle Construction and Inspection	City of North Miami Beach Miami, Florida Mr. Rick Cade.	12/2012	150	150
3. SW 56 Avenue City of West Park, FL	CEI of the roadway widening, milling and resurfacing, paving, grading, drainage, landscaping and irrigation and signing and marking along with compliance services.	City of West Park West Park, Florida Ms. Carol Aubrun (954)989-2688	08/2014	180	160
4. Rutland Street City of Opa Locka, FL	Design-Build and CEI of milling and resurfacing, drainage, and signing and marking.	City of Opa Locka Opa Locka, Florida Mr. Owen Carney	9/2014	130	130
5. South Miami Roadway and Sidewalk	Design-Build and CEI of milling and resurfacing, sidewalk, and signing and marking.	City of South Miami South Miami, Florida Ms. Grizel Martinez (305)403-2078	8/2015	85	85
6. Breeswept Drainage Improvements North Miami, Florida	Roadway Improvement (ie - resurfacing and reconstruction) and drainage design.	City of North Miami Miami, Florida Mr. Kerrith Fiddler	07/2007	40	40
7. NW 12 Avenue Linear Park and Roadway Improvements Miami, Florida	Milling and resurfacing, curb and sidewalk, paving, grading, drainage, and signing and marking. Design and CEI	City of Miami, Capital Improvements Miami, Florida Mr. John Depazos	12/2012	46	23

9. All work by firms or joint venture members currently being performed directly for Federal agencies.

a. Project Name & Location N/A	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name & Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (\$1000)	
				Entire Project	Work For which firm is responsible

10. Use this space to provide any additional information or description of resources (including any computer design Capabilities) supporting your firm's qualifications for this proposed project.

Perrin International Services, Inc. is a multi-faceted organization specializing in infrastructure and land development in the state of Florida. The company, which was founded in 2008, focuses on civil engineering consulting, design, project management, and construction services.

Located in Miami, Florida, our company is familiar with the needs of a wide variety of clients in the South Florida area including public, private, residential, commercial, and industrial projects. Members of our senior staff are fully licensed in the civil engineering and construction industry and have more than 30 years of combined experience.

The Perrin team is prepared to service the needs of our clients from project concept through project completion. Our highest priority is to complete projects within schedule, budget, and to the quality specified.

Our team of experienced project professionals is qualified to provide a wide variety of services ranging from report preparation to complete design and construction services. Our full range of engineering services and capabilities include:

- ◆ *General Consultation*
- ◆ *Design & Permitting*
- ◆ *CEI Services*
- ◆ *Project Quality Control*

We are dedicated to using the latest proven technology for the prompt delivery of services to its clients as competently and as economically as possible.

We look forward to cultivating long lasting professional relationships with our clients and the wide range of challenging projects they bring to us.

12. The foregoing is a statement of facts

Signature

Typed Name and Title: Gregory Perry, P.E. –President

Date:

September 2, 2016

ORACLE PUBLIC RELATIONS

&

PUBLIC-PRIVATE PARTNERSHIPS

There's no loser if all have the opportunity to participate – (The OCG Advantage)

As a minority owned full service consulting firm, Oracle Consulting Group **OCG** provides a platform and avenue for advocacy, outreach and stakeholder optimization. We utilize our network of public and private sector contacts to introduce our clients, products & services to decision makers and ultimately to the end-user.

We have a focused and '*winning*' strategy based on a priority for concentrated and face-to-face engagement with decision makers and our established client base. We provide a direct mailing, targeted mailing, phone banking and social media campaign in real time and in a result oriented and cost efficient manner.

Our public relations effort is led by Shannan Ighodaro, an individual who is as an industry leader. Shannan has an extensive background in marketing, accounting, community relations and community benefit programs.



Shannan Ighodaro, MBA
Senior Consultant & Chief Operating Officer, Community Relations

Through our public-private partnerships, OCG has established a reputation for providing the '*win-win*' advantage. OCG advocate for minority participation and the procurement of contracts in order to mainstream our clients in a manner consistent with sound public policy and established benchmarks in the business industry. We believe that '*there's no loser if all have the opportunity to participate.*'



FORM (SF) 255 Public Relations Services for Specific Project	1. Project Name / Location for which firm is filing: CITY OF WEST PARK REQUEST FOR CONSTRUCTION ENGINEERING INSPECTION AND ADMINISTRATION SERVICES SW 40 th AVENUE (BARACK OBAMA BOULEVARD)	2a. Commerce Business Daily Announcement Date, if any: N/A	2b. Agency Identification Number, if any:
--	--	--	--

3. Firm (or Joint-Venture) Name & Address ORACLE CONSULTING GROUP 17220 NW 20 AVENUE MIAMI GARDENS, FLORIDA 33056	3a. Name, Title & Telephone Number of Principal to Contact Shannan Ighodaro, MBA, Owner/COO Phone (305) 450-5316 (e-mail esighodaro2@comcast.net)
3b. Address of Office to Perform Work, if different from above (SAME)	

4. Personnel by Discipline: (List each person only once, by primary function) Enter proposed consultant personnel to be utilized on this project on line (A) and in-house personnel on line (B).

(A) ___ (B) ___ 3. Administrative	(A) ___ (B) ___ Electrical Engineers	(A) ___ (B) ___ Oceanographers	(A) ___ (B) ___ Environmental Techs
(A) ___ (B) ___ Architects	(A) ___ (B) ___ Estimators	(A) ___ (B) ___ Planners: Urban/Regional	(A) ___ (B) ___ Environmental Engineer
(A) ___ (B) ___ Chemical Engineers	(A) ___ (B) ___ Geologists	(A) ___ (B) ___ Sanitary Engineers	(A) ___ (B) ___
(A) ___ (B) ___ Civil Engineers	(A) ___ (B) ___ Hydrologists	(A) ___ (B) ___ Soils Engineers	(A) ___ (B) ___
(A) ___ (B) ___ Construction Inspectors	(A) ___ (B) ___ Interior Designers	(A) ___ (B) ___ Specification Writers	(A) ___ (B) ___
(A) ___ (B) ___ Draftsmen	(A) ___ (B) ___ Landscape Architects	(A) ___ (B) ___ Structural Engineers	(A) ___ (B) ___
(A) ___ (B) ___ Ecologists	(A) ___ (B) ___ Mechanical Engineers	(A) ___ (B) ___ Surveyors	(A) ___ (B) ___
(A) ___ (B) ___ Economists	(A) ___ (B) ___ Mining Engineers	(A) ___ (B) ___ Transportation Engineers	(A) 1 ___ (B) 3 ___ Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office)
 NA

5a. Has Joint-Venture previously worked together? yes no

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office)

Name & Address	Specialty	Worked with Prime before (Yes or No)
Perrin International Services, Inc.	CEI	Yes

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project. (Please see attached Resumes)

a. Name & Title:

(Please see attached Resumes)

b. Project Assignment:

c. Name of Firm with which associated:

d. Years experience: With This Firm _____ With Other Firms _____

e. Education: Degree(s)/Year/ Specialization

f. Active Registration: Year First Registered/Discipline

g. Other Experience and Qualifications relevant to the proposed project:

PLEASE SEE RESUMES (SECTION 3)

9. All work by firms or joint venture members currently being performed directly for Federal agencies.

a. Project Name & Location N/A	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name & Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (\$1000)	
				Entire Project	Work For which firm is responsible

--	--	--	--	--	--

10. Use this space to provide any additional information or description of resources (including any computer design Capabilities) supporting your firm's qualifications for this proposed project.

Oracle Consulting Group is a certified minority and woman business enterprise (MWBE) full service consulting firm established in 2009 as a Florida LLC. Oracle provides a platform and avenue for advocacy, outreach and stakeholder optimization. As Co-Founder and Chief Operating Officer (COO), Shannan Ighodaro has over 15 years of experience as a marketing, public relations and community benefit specialist.

As part of our Public Relations portfolio, we provide a direct mailing, targeted mailing, phone banking and social media campaign in real time and in a result oriented and cost efficient manner.

Our firm provides a wide variety of services in events and media, conflict resolution, public relations and community benefit programs and we have provided our clients with services in areas that include:

- ◆ *Community Relations*
- ◆ *Media & Public Relations*
- ◆ *Public-Private Partnerships*
- ◆ *Political Campaigns*
- ◆ *Social Media and Marketing*
- ◆ *Conflict Resolution*

We at Oracle pride ourselves on being at the forefront of utilizing cutting edge technology in meeting our client's needs and we do so by maintaining a strategy that preserves the human touch. We thank you and appreciate the opportunity to partner with you in providing quality service to our community.

12. The foregoing is a statement of facts
Signature 

Typed Name and Title: Shannan Ighodaro, MBA – Owner / COO

Date: September 2, 2016



SECTION 5 – REFERENCES

Perrin International Services, Inc. has experience and expertise in providing services in the roadway and drainage improvement category as demonstrated by the following projects:

PROJECT: *South Miami Roadway and Sidewalk – City of South Miami*
CLIENT: Grizel Martinez
City of South Miami – Public Works Department
Email: gmartinez@southmiamifl.gov

SCOPE OF WORK: Design-Build and Construction Engineering Inspection for roadway milling and resurfacing, roadway repair, sidewalk upgrades, and swale re-grading (various locations)

PROJECT: *Traffic Circles – City of North Miami*
CLIENT: Rick Cade – Utility/Street Supervisor
City of North Miami Public Works Department
1855 N.E. 142 Street
North Miami, Fl 33181
Email: rcade@northmiamifl.gov
(305) 895-9878: Phone

SCOPE OF WORK: Engineering design-build, bidding and Construction Engineering Inspection and Administration services for roadway milling and resurfacing, concrete sidewalk and curb construction, and signing and pavement marking at NE 134th Street, NE 139th Street, and NE 141 Street.

PROJECT: *Memorial Boulevard Improvements – City of Miami*
CLIENT: Sandra Vega
City of Miami – Capital Improvements Department
444 SW 2nd Avenue, 8th Floor
Miami, Fl 33130
Email: SVega@ci.miami.fl.us
(305)416-1243

SCOPE OF WORK: Project Engineering and Construction Administration Services for roadway milling and resurfacing, drainage, sidewalk upgrades, landscaping and signing and pavement marking for SW 13th Avenue from Coral Way to Tamiami Trail.



City of West Park RFQ – Construction Engineering Inspection & Admin Services 09/09/16

PROJECT: *Roadway and Drainage Improvements – Various Locations*
CLIENT: Kerrith Fiddler – Director of Public Works & Engineering
City of Kissimmee Public Works and Engineering
101 Church Street, Suite 301
Kissimmee, Fl 34741
Email: kfiddler@kissimmee.org

SCOPE OF WORK: Engineering design-build, bidding and Construction Engineering Inspection and Administration services for roadway and drainage improvements at various locations in the Miami area. Project components include roadway milling and resurfacing, concrete sidewalk and curbing, landscaping and pavement marking and signing.

PROJECT: *Roadway and Drainage Improvements – Various Locations*
CLIENT: Greg Netto, P.E. – Assistant Director of Public Works
City of Miami Gardens
1050 NW 163rd Drive
Miami, Fl 33169
Email: gnetto@miamigardesn-fl.gov

SCOPE OF WORK: Engineering design-build, bidding and Construction Engineering Inspection and Administration services for roadway and drainage improvements at various locations in the Miami area. Project components include roadway milling and resurfacing, concrete sidewalk and curbing, landscaping and pavement marking and signing.



CITY OF WEST PARK, FLORIDA

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATION RFQ NO.: 16-0909 FOR PROFESSIONAL CONSTRUCTION ENGINEERING INSPECTION AND ADMINISTRATION SERVICES FOR SW 40th AVENUE (BARACK OBAMA BOULEVARD) STREETScape IMPROVEMENT

The City of West Park will receive letters of interest and qualification for construction engineering inspection and construction administration projects, per specifications and scope of services until **3:00pm Friday, September 9, 2016**. Interested firms must submit qualification packages to the Office of the City Clerk, 1965 South State Road 7, West Park FL 33023. The telephone number to the City Clerk's office is 954.989.2688. Any qualification package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

Pursuant to Chapter 287.055, Florida Statutes, the City of West Park will retain a consultant to provide the professional Construction Engineering Inspection and Construction Administration Services for the SW 40th Avenue (Barack Obama Boulevard) Streetscape Improvement. The selected firm shall enter into an agreement for this specific project. Only firms with similar experiences and a proven track record of delivering successful/on time, on budget projects are encouraged to apply.

The general scope for the professional Construction Engineering Inspection and Construction Administration Services is as follows:

General Administration of the Construction Contract:

- A. The Construction Phase will begin with the award of the Construction Contract and will end when the Contractor's final Payment Certificate is approved and paid by the CITY.
- B. The CONSULTANT, as the representative of the CITY during the Construction Phase, shall advise and consult with the CITY and shall have authority to act on behalf of the CITY to the extent provided in the General Conditions and as modified in the Supplementary Conditions of the Construction Contract.
- C. The CONSULTANT shall attend pre-construction meetings.
- D. The CONSULTANT shall at all times have access to the project wherever it is in preparation or progress.
- E. The CONSULTANT shall visit the site at least twice per week and at all key construction events to ascertain the progress of the Project and to determine in general if the WORK is progressing in accordance with the Contract Documents. On the basis of on-site observations, the CONSULTANT will use reasonable and customary care to guard the CITY against defects and deficiencies in the WORK. If necessary, the CONSULTANT may be required to provide continuous daily on-site observations to check the quality or

quantity of the WORK as set forth in this Agreement and defined by the Scope of WORK issued for the individual project. On the basis of the on-site observations, the CONSULTANT will advise the CITY as to the progress of and any observed defects and deficiencies in the WORK immediately in writing.

- F. The CONSULTANT shall furnish the CITY with a written report of all observations of the WORK made by him/her during each visit to the WORK. He/she shall also note the general status and progress of the WORK, and shall submit same in a timely manner. The CONSULTANT shall ascertain at least monthly that the Contractor is making timely, accurate, and complete notations on record drawings.
- G. Based on observations at the site and on the Contractor's Payment Certificate, the CONSULTANT shall determine the amount due the Contractor on account and he shall recommend approval of the Certificate in such amounts. The recommendation of approval of a Payment Certificate shall constitute a representation by the CONSULTANT to the CITY that, he certifies to the CITY that the WORK has progressed to the point indicated, and the quality of the WORK is in accordance with the Contract Documents subject to:
 - 1. An evaluation of the WORK for conformance with the contract documents upon substantial completion.
 - 2. The results of any subsequent tests required by the contract documents.
 - 3. Minor deviations from the contract documents correctable prior to completion and acceptance of the project.
- H. The CONSULTANT shall have an affirmative duty to recommend rejection of WORK, which does not conform, to the Contract Documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure compliance with the Contract Documents, he will have authority (with the City's prior approval) to recommend special inspections or testing of any WORK deemed not to be in accordance with the Contract whether or not such WORK has been fabricated and delivered to the Project, or installed and completed.
- I. The CONSULTANT shall promptly review and approve shop drawings, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the Contract Documents. Changes or substitutions to the Contract Documents shall not be authorized without concurrence with the CITY.
- J. The CONSULTANT shall review and recommend action on proposed Change Orders within the scope of the Project initiated by others, and initiate proposed change orders as required by his own observations.
- K. The CONSULTANT shall examine the WORK upon receipt of the Contractor's Certificate of Substantial Completion of the Project. A Punch List of any defects and discrepancies in the WORK required to be corrected by the Contractor shall be prepared by the CONSULTANT in conjunction with representatives of the CITY and satisfactory performance obtained before the CONSULTANT recommends execution of Certificate of Final Acceptance and final payment to the Contractor. He/she shall obtain from the Contractor all warranties, guarantees, operating and maintenance manuals for equipment, releases of lien and such other documents and certificates as may be required by applicable codes, laws, policy regulations and the specifications, and deliver them to the CITY.
- L. The CONSULTANT shall provide assistance in obtaining Contractor's compliance with the Contract Documents relative to, 1) initial instruction of CITY personnel in the operation and maintenance of any equipment or system, 2) initial start-up and testing, adjusting and balancing of equipment and systems, and, 3) final clean-up of the project.

- M. The CONSULTANT shall provide necessary public relations coordination and communication of the project's update to property owners and businesses that about the project. All communication, to include presentations, flyers, memoranda, letters etc., shall also be provided to the City and neighboring cities affected by the project.

Post Construction Administration

- A. The CONSULTANT shall prepare and provide the CITY with a written manual, to be used by the CITY, outlining the implementation plan of all the required maintenance necessary to keep the proposed WORK operational in a safe and effective manner.
- B. The CONSULTANT shall furnish to the CITY, reproducible record drawings updated based on information furnished by the Contractor; such drawings shall become the property of the CITY.
- C. The CONSULTANT shall assist in the inspection of the WORK one month before the expiration of any guarantee period or the sixth month whichever is earlier and report any defective WORK in the Project under terms of the guarantee/warranties for correction. He/she shall assist the CITY with the administration of guarantee/warranties for correction of defective WORK that may be discovered during the period.

To be eligible for selection consideration, interested consultants must submit three (3) original copies of the following information:

1. Name of firm(s); specify as to type of contractual agreement between firms, and certificate(s) of authorization to offer professional services through the Florida Department of Professional Regulations, as applicable, from prime as well as supporting firms, if any.
2. Proof of authorization to transact business in the State from the Florida Secretary of State, from prime as well as supporting firms.
3. Proposed organization chart identifying key professionals and their area of responsibilities.
4. Appropriate current Federal 254 and 255 forms showing the firm's data and supporting the firm's ability to perform each category of work required. Federal form 254 is not required for sub-consultant.
5. List of at least five (5) recent client references with contact names and telephone numbers.

For further information, interested parties may email questions to the attention of the City Clerk at: agrant@cityofwestpark.org until Friday, September 9, 2016. Requests for any information or questions must be made in writing.

Please be advised that the City of West Park complies with the Broward County's Cone of Silence Ordinance.

W. Ajibola Balogun
City Manager



BID OPENING REPORT

PROFESSIONAL CONSTRUCTION AND ENGINEERING INSPECTION
AND ADMINISTRATION SERVICES

RFQ 16-0909

FRIDAY, SEPTEMBER 9, 2016

PROPOSALS WERE OPENED ON: Friday, September 9, 2016 at 3:05 pm

FOR: Professional Construction and Engineering Inspection and
Administration Services

PROPOSALS WERE SUBMITTED BY: AMOUNT

PROPOSALS WERE SUBMITTED BY:	AMOUNT
1. PERRIN INTERNATIONAL	
2. METRIC ENGINEERING	
3. R.J. BEHAR & COMPANY, INC.	
4. CIMA ENGINEERING CORP.	

THE ABOVE PROPOSALS HAVE NOT BEEN CHECKED.
THE QUALIFIED PROPOSALS WILL BE IDENTIFIED WHEN THE COST PROPOSALS ARE ANNOUNCED.

City Clerk's Signature: [Signature]

Witness: [Signature]

