

# PAL-MAR WATER CONTROL DISTRICT

# REGULAR BOARD MEETING SEPTEMBER 5, 2024 9:30 A.M.

Special District Services, Inc. The Oaks Center 2501A Burns Road Palm Beach Gardens, FL 33410

#### www.palmarwcd.org

561.630.4922 Telephone 877.SDS.4922 Toll Free 561.630.4923 Facsimile

#### AGENDA PAL MAR WATER CONTROL DISTRICT

Martin County Commission Chambers Administrative Center 2401 SE Monterey Road Stuart, FL 34996 **REGULAR BOARD MEETING** September 5, 2024

9:30 a.m.

A.	Call to Order
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K.	Comments from the Public for Items Not on the Agenda
L.	Board Member Comments
M.	Adjourn

# LOCALIQ

The Gainesville Sun | The Ledger Daily Commercial | Ocala StarBanner News Chief | Herald-Tribune News Herald | The Palm Beach Post Northwest Florida Daily News

#### PROOF OF PUBLICATION

laura archer Pal-Mar Water Control District 2501 Burns RD # A Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

#### 09/25/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/25/2023

	A	
Legal Clerk	in.	TIM
Notary, State of W	17/2	
My commision exp	ires	
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Customer No:	736988	1

FY23/24 MEETINGS

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PAL MAR WATER CONTROL DISTRICT FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Pal Mar Water Cantrol District will hold Regular Meetings at 9:30 a.m. in the Martin Caunty Commission Chambers, Administrative Center, located at 2401 SE Monterey Road, Stuart, Florida 34996, (\*\*unies otherwise noted\*\*) on the following dates:

October 5, 2023
November 2, 2023
December 7, 2023
January 4, 2024
February 1, 2024
March 7, 2024
Apr   4, 2024
May 2, 2024
**June 6, 2024**
August 1, 2024
September 5, 2024

\*\*The June 6, 2024, Regular Meeting will take place at 10:00 a.m. in the Martin County Commission Chambers, Administrative Center, located at 2401 SE Monterey Road, Stuart, Florlad 349% and will also include the Landowners' Meeting.\*\*

The purpose of the meetings is to conduct any all business coming before the Board. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 430-4922 and/or toll free 1-877-737-4922.

From Hime to Hime ane or more Supervisors may participate by telephone: Iherefore, a speaker telephone will be present at the meeting location as that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found nucessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbalim record of the proceedings is made at his or her own expense and which record includes the festimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person reautiring special accommadations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 503-4922 and/or toll-free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be concelled from time to time without advertised notice PAL MAR WATER CONTROL DISTRICT

DISTRICT www.palmarwcd.org 9301410 9/25/23

Page 1 of 1

PO #:

# **Treasure Coast Newspapers**

PART OF THE USA TODAY NETWORK St Lucie News Tribune 1801 U.S. 1, Vero Beach, FL 32960 AFFIDAVIT OF PUBLICATION

#### PAR MAR WATER CONTRO L DISTRICT 2501 BURNS RD # A

#### PALM BEACH GARDENS, FL 33410-5207

STATE OF WISCONSIN COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Lucie News Tribune, published in St. Lucie County, Florida: that the attached copy of advertisement, being a Public Notices was published on the publicly accessible website of St. Lucie County, Florida, or in a newspaper by print in the issues of, on:

09/25/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

nuhuuh

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on September 25, 2023:

Notary, State of WI, County of Brown

My commission expires

KAITLYN FELTY Notary Public State of Wisconsin

Publication Cost: \$153.90 Ad No: 0005830588 Customer No: 2248563 PO #:

# of Affidavits1

PAL MAR WATER CONTROL DISTRICT FISCAL YEAR 2023/2024 REGU-LAR MEETING SCHEDULE NOTICE IS HEREBY GIVEN that NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Pal Mar Water Control District will hold Regular Meetings at 9:30 a.m. in the Martin County Commission Chambers, Administrative Center, located at 2401 SE Monterey Road, Stuart, Flori-da 34996, (\*\*unless otherwise noted\*\*) on the following dates: dates:

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737-4922. From time to time one or more Supervisors may partici-pate by telephone; therefore, a speaker telephone will be present at the meeting loca-tion so that Supervisors may be fully informed of the dis-cussions taking place. Meet-ings may be continued as found necessary to a time and place specified on the record. place specified on the record. If any person decides to ap-peal any decision made with respect to any matter consid-ered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the pro-ceedings is made at his or her own expense and which re-cord includes the testimony

cord includes the testimony and evidence on which the appeal is based. In accordance with the provi-sions of the Americans with Disabilities Act, any person re-quiring special accommoda-tions or an interpreter to par-ticinate at any of these meet

ticipate at any of these meet-ings should contact the District Manager at (561) 630-4922 and/or toll-free 1-877-737-4922 at least seven (7) days prior to the date of the particular monting Meetings may be cancelled from time to time without ad-

vertised notice. PAL MAR WATER CONTROL DISTRICT

www.palmarwcd.org Pub: Sept 25, 2023 TCN5830588

#### A. CALL TO ORDER

Commissioner Maria Marino called the June 17, 2024, Regular Board Meeting of the Pal Mar Water Control District to order at 11:46 a.m. in the Martin County Commission Chambers, 2401 SE Monterey Road, Stuart, Florida 34996.

#### **B. PROOF OF PUBLICATION**

District Manager Andrew Karmeris offered Proof of Publication which showed that notice of the Regular Board Meeting had been published in *The Palm Beach Post* and in *The Stuart News* on 05/28/24 and 06/04/24, as legally required.

#### C. SEAT NEW BOARD MEMBERS

Mr. Gene Whiting was seated.

#### D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

Mr. Karmeris administer the Oath of Office.

#### E. ESTABLISH QUORUM

A quorum was established with the following attendees:

Commissioner Maria Marino	Present
Commissioner Sarah Heard	Present
George Stokus	Present
Kevin Cutting	Present
Gene Whiting	Absent

Also, in attendance were staff members:

District Manager Andrew Karmeris	Special District Services, Inc
General Counsel Ruth Holmes	Torcivia, Donlon, Goddeau & Rubin, P.A.
District Engineer Bob Higgins	Higgins Engineering
TJ Mansell	TJ Mansell Land Management

Also, in attendance were several landowners and members of the public.

#### F. ELECTION OF OFFICERS

Commissioner Heard nominated Commissioner Marino for chair. There were no other nominations. Commissioner Marino accepted.

Commissioner Heard nominated Mr. Stokus as Vicechair. There were no other nominations. Mr. Stokus accepted.

Commissioner Heard moved that Mr. Karmeris be secretary and treasurer, seconded by Mr. Stokus and passed unanimously.

#### G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

#### H. APPROVAL OF MINUTES

#### 1. April 4, 2024, Regular Board Meeting

A **motion** was then made by Mr. Stokus, with a second from Commissioner Heard, to approve the minutes as amended by Mr. Stokus comments regarding a typo under section H. The **motion** passed unanimously.

#### I. OLD BUSINESS

Commissioner Heard asked that the FWC and Code enforcement officers be on the next agenda.

#### J. NEW BUSINESS

#### 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Budget

Mr. Karmeris presented Resolution No. 2024-01.

Following the discussion, there was a motion by Commissioner Heard, with a second from Mr. Stokus, to adopt resolution 2024-01, Adopting a Fiscal Year 2024/2025 Budget as presented. That motion passed unanimously.

#### 2. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Meeting Schedule

Mr. Karmeris presented Resolution No. 2024-02.

There was a **motion** by Commissioner Heard, with a second from Mr. Stokus, to adopt resolution 2024-02, Adopting a Fiscal Year 2024/2025 Meeting Schedule as presented. That **motion** passed unanimously.

#### 3. Discussion Regarding RFQ for Surveying Services

Mr. Karmeris asked that the board approve the updated RFQ with the removal of the request for a fee schedule to avoid any potential CCNA violations or issues. A discussion ensued regarding the phases of the potential surveying process and that it could spread over multiple years of budgets.

A **motion** was made by Mr. Stokus, with a second by Commissioner Heard, to reissue the RFQ for Surveying Services. The **motion** passed unanimously.

#### K. STATUS REPORTS

#### 1. Legal – Status Report

Ms. Holmes just informed the Board that a records request was received by Mr. Gazza.

#### 2. Engineer – Status Report

Mr. Higgins discussed the east boundary of the chimney area for culverts. He added that there are 5 culverts, 4 of which are letting water in. The question is to whether or not those culverts should be removed or left alone. He added that he does not see an issue unless there is an aggravated landowner who is upset with water coming in to the District. Commissioner Marino asked how long the culverts have been there? Commissioner Heard added the question of whether they are permitted? Mr. Higgins stated that they have been there for a long time and are not permitted. Commissioner Heard added that this is another example of people putting in things in PalMar WCD without permission. Mr. Cutting asked if Mr. Higgins had reviewed these culverts and if it was a works of the District. Mr. Higgins said they were not works of the District and if there are no aggravated landowners then there is no harm.

#### 3. District Manager Report

Mr. Karmeris had nothing additional that was not already part of an existing agenda item.

#### 4. Field Maintenance Report

Mr. Mansell discussed past photos of the section Mr. Higgins was referring to and stated it was a deep ditch that needs to be surveyed. Mr. Mansell said he took some people out

to see where the washouts were, and they said they would send in bids. No one has sent in a bid yet. Mr. Mansell said he could live with the washouts as is.

#### L. ADMINISTRATIVE MATTERS

#### 1. Financial Report

Mr. Karmeris pointed out the financial report in the Board book. There was no action required.

#### 2. Consider Invoices

Mr. Karmeris presented the invoices in the book. The invoices were then approved, as presented, on a **motion** made by Commissioner Heard, seconded by Mr. Stokus, and the **motion** carried unanimously.

#### M. LANDOWNER ITEMS

Mr. Gazza commented that he is an aggravated landowner of the water drainage issue he just discussed. He added that if there are no permits required to drain into Pal-Mar WCD property, that is fine, but he is curious to how that works. He added that he hopes this board will give more consideration to drainage into Pal-Mar WCD a little more consideration as it is likely to happen more often with development surrounding the District.

Juan Alizar asked if he could trade his lots with the county. Commissioner Marino directed him to a Palm Beach County representative for further discussion.

Tammy Crowe mentioned that she had brought up at a meeting a few months ago a question regarding road maintenance and thought Commissioner Marino had said something along the lines of if Palm Beach and Martin County paid their taxes, we could afford to do road maintenance. She added that Martin County and Palm Beach County were able to vote during the Landowners' meeting so she assumes they paid their taxes and wanted to know when she could expect the road maintenance to be done. Commissioner Marino thanked her for her comments and corrected Ms. Crowes quotation of her by stating that Palm Beach County has always paid its dues and added that there are no roads in Pal-Mar WCD to be maintained.

Mr. Stokus then stated that he believes we missed Agenda item K.5 Security Status. Commissioner Marino agreed asked that we do it now.

K. Status Report 5. Security – Status Report

Officer Hudson went over his report and provided an update of the activity in Pal-Mar WCD.

#### N. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the Public.

#### O. BOARD MEMBER COMMENTS

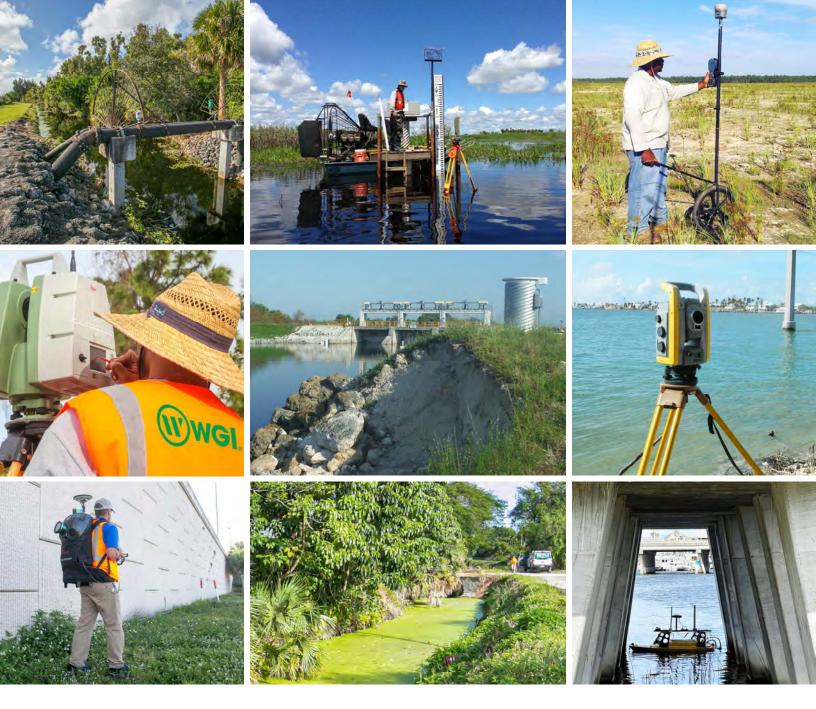
Mr. Cutting had a comment regarding Mr. Gazza's comment and asked if that needs to be researched further by Mr. Higgins now. Mr. Higgins stated that he would look into further now that we have heard from an aggravated landowner.

#### P. ADJOURNMENT

There being no further business to come before the Board, at 12:18 pm the meeting was adjourned by Commissioner Marino with no further business or objection from the Board.

Secretary/Assistant Secretary

Chair/Vice-Chair



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# REQUEST FOR QUALIFICATIONS FOR **SURVEYING SERVICES**

**Pal-Mar Water Control District** 



July 22, 2024



July 22, 2024

Andrew Karmeris, District Manager Special District Services, Inc. Pal-Mar Water Control District 2501 Burns Road, Suite A Palm Beach Gardens, FL 33410

# RE: Request for Qualifications for Surveying Services for the Pal-Mar Water Control District

Dear Selection Committee,

The scope of services denoted in this solicitation will assist the Pal-Mar Water Control District (District) with the required professional surveying services outlined in the request for qualifications (RFQ),

# WGI, Inc.

**Responsible Office** 

2035 Vista Parkway West Palm Beach, FL 33411

**Contact** 

#### **Kelsey Smith, PSM**

Project Manager p. 561.268.5669 e. Kelsey.Smith@WGInc.com

#### **Stephen Clancy, PSM, GISP**

Principal p. 561.440.6317 e. Stephen.Clancy@WGInc.com

including a boundary and right-of-way (ROW) survey along the constructed canals that lie within the District boundary in Martin and Palm Beach counties. For over 50 years, **WGI, Inc. (WGI)** has a proven track record of delivering similar services for local, county, state, and federal clients. Our full suite of surveying and mapping capabilities is unique to Florida. The ability to leverage our highly experienced staff with a complete technological geospatial toolkit produces highly innovative and customized solutions for projects of any scale or complexity. Most importantly, we know how to communicate with your project manager while successfully delivering the required services on time and within budget. The table below lists the competitive selection criteria, how we meet each criterion, and how our services will benefit the District.

Competitive Selection Criteria	WGI Team Qualifications	Direct Benefit to the Pal-Mar Water Control District
1. Ability and Adequacy of Professional Personnel	We have 150+ geospatial professionals, including 10 Florida licensed professional surveyors and mappers (PSM), six certified survey technicians, four surveyors in training, five certified American Society for Photogrammetry and Remote Sensing (ASPRS) certified photogrammetrists (CP), and six certified Geographic Information System (GIS) Certification Institute (GISCI) certified GIS professionals (GISP). Our proposed project manager, <b>Kelsey Smith</b> , <b>PSM</b> , has 16 years of applicable experience, including four years as the project surveyor for the Lake Worth Drainage District (LWDD). He currently manages WGI's survey and mapping continuing services contract for LWDD's Canal Rehabilitation program. Kelsey will act as the District's primary point-of- contact and will handle communications between WGI and the District.	leading geospatial firm, not just in Florida but nationwide. We have the people, technologies, and critical mass to perform this project without requiring subconsultants. As a Palm Beach County native, Kelsey understands and is familiar with the area's rules and regulations. With little to no learning curve to overcome, Kelsey can jump straight



Competitive Selection Criteria	WGI Team Qualifications	Direct Benefit to the Pal-Mar Water Control District
2. Consultant's Past Performance	WGI performs survey high-quality and mapping services as a prime contractor, including hundreds of boundary/ROW surveys for the LWDD, South Florida Water Management District (SFWMD), Martin County, Palm Beach County Water Utilities Department, Florida Department of Transportation (FDOT) District 4, the Port of Palm Beach District, Loxahatchee River Environmental Control District, Port St. Lucie West Services District, Northern Palm Beach County Improvement District, and Coral Springs Improvement District.	WGI has direct and extensive experience performing similar services requested by the District for this contract. Our expertise in fusing survey and mapping technologies and delivering to national specifications, such as the US Geological Survey (USGS) Base Lidar Specification, means that we are capable of meeting requirements without extensive quality correction cycles, unlike less experienced firms.
3. Geographic Location	WGI will provide services primarily from our headquarters in West Palm Beach, with support from our Port St. Lucie office as necessary. We also dedicate two survey crews to this contract out of the eight crews continuously operating from these offices for prompt mobilization, making additional crews available as needed. Our proposed project manager, <b>Kelsey Smith, PSM,</b> has been a Palm Beach County resident for over 35 years. He works out of our West Palm Beach office and currently leads our continuing service contract with the Lake Worth Drainage District. He is knowledgeable in critical Palm Beach and Martin County business systems, county regulations, and state requirements for surveying and mapping. Additionally, he is available for ad-hoc meetings at District facilities. WGI offers the District a local project manager with expertise, experience, and a record of high-quality performance.	Our West Palm Beach office and project manager are less than 30 minutes from the District's corporate office. We can respond to requests and mobilize within 24-48 hours. Our team of experienced professionals has the necessary expertise and knowledge of the area to successfully execute the scope of work outlined in the RFQ. With 10 additional offices throughout Florida, we can draw upon a vast pool of talent and experience, ensuring that we have the necessary resources to meet all demands of this contract.
4. Willingness to Meet Time and Budget Requirements	Leveraging the right skills and individuals ensures the timely and efficient execution of assignments. Upon notice to proceed, Kelsey will schedule a meeting with the District's project manager to fully develop the scope of service and work objectives. WGI successfully employs the critical path method scheduling technique on our contracts, balancing resources and tracking multiple active assignments for project execution. To track schedule tasks, we use cloud-based project management software to review scope and assign tasks appropriately, ensuring on- time delivery of final products.	Once the scope of service is fully developed, Kelsey will prepare a project plan outlining the approach, schedule, and key staff required to complete the project. Understanding the project's timeline and required actions is the best way to keep it on schedule and budget. He will perform periodic schedule reviews with the survey crew and remain in constant contact with the District.





Competitive Selection Criteria	WGI Team Qualifications	Direct Benefit to the Pal-Mar Water Control District
5. Certified Minority Business Enterprise	WGI is a large business and does not qualify as a certified minority business enterprise with the State of Florida.	While WGI may not meet minority business enterprise requirements, we support the inclusion of such small businesses and utilize them whenever possible.
6. Recent, Current, and Projected Workloads	WGI recognizes the important requirements in continuing service and task-driven contracts for a team to provide adequate staffing while effectively managing multiple assignments. Acknowledging this contract type's unique challenges, WGI has the knowledge and experience to anticipate and overcome these challenges through efficient scheduling and a dedicated workforce.	Supported by a staff of 150+ geospatial professionals, equivalent to over 24,000 staff hours per month, WGI can handle any project despite ongoing commitments with other clients, ensuring a fast and efficient response. Our team is committed to delivering results to the District, regardless of the assignment's scope, location, or complexity.
7. Volume of Work Previously Awarded to Consultant by District	WGI is excited for the new opportunity to work with the Pal-Mar Water Control District on this project. With over 50 years of Palm Beach and Martin County experience, WGI has delivered hundreds of survey and mapping projects across the counties and their respective municipalities. We currently provide geospatial services on 21 contracts in Palm Beach and Martin Counties, including the Annual Surveying Services for Canal Rehabilitation Project Contract for LWDD. Our existing experience and relationships with nearby public agencies and familiarity with the regulatory nuances save us valuable time on projects similar to this one. WGI is looking forward to serve the District with this contract and open the door for future opportunities.	This contract allows the District to establish a new working relationship with a renowned geospatial firm headquartered in Palm Beach County and provides a diverse pool of firms to draw from, ensuring the District's needs are met. WGI has the opportunity to continue building on its strong history of serving public clients within Palm Beach and Martin Counties.

In closing, WGI commits to providing the necessary personnel, technology assets, and resources to support the District. We will develop technically sound solutions at all levels and provide services and deliverables on schedule. We value the District as one of our clients and assure you that we will deliver our best efforts to your satisfaction. Our team's depth will provide ample capacity to complete this project.

Sincerely,

Keley Snith

Kelsey Smith, PSM Project Manager

lame

Stephen Clancy, PSM, GISP Principal





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# ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

# Ability and Adequacy of Professional Personnel

# Introduction

WGI is a full-service, multidisciplinary consulting firm, providing professional services for public, federal, and private clients since 1972. We have 23 offices nationwide, with our headquarters in West Palm Beach, Florida. Our geospatial division comprises 150+ professionals who perform surveying and mapping services and measure the world with diverse geospatial technology, including boundary and ROW surveys. We focus on embracing technological advancements to help us continually drive innovative solutions. Combining our staff's thought leadership with leading-edge surveying and mapping technology, WGI provides cost-effective, real-world solutions to meet our clients' geospatial needs on even the most challenging projects. At WGI, we strive to be purposefully different by pushing the boundaries of technology, software, and modern workflows, allowing unmatched efficiency and quality.

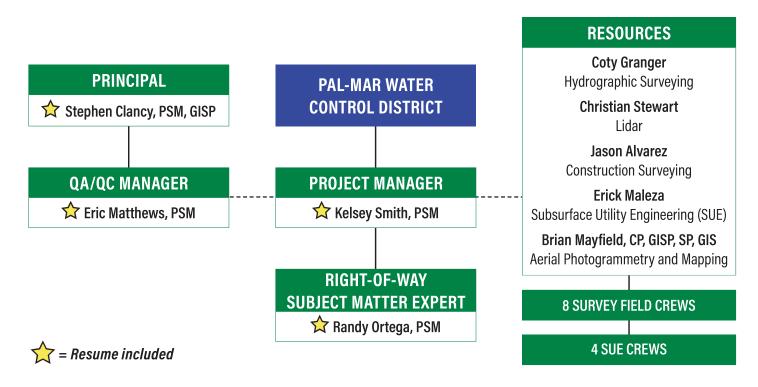
**Kelsey Smith, PSM**, our project manager, is committed to ensuring exceptional performance throughout this contract. He brings 16 years of industry experience and

supports projects at all levels of staff and leadership. As your primary point of contact, he will coordinate the efforts of our staff, adhere to the project scope, meet or exceed the schedule, and deliver high-quality products.

Moreover, Kelsey is a 25-minute drive away from the District's corporate office and District boundary. He will leverage WGI's trifecta of exceptional staff, technical understanding, and successful track record in the public sector to provide the District with prompt, reliable service and professionalism throughout the contract.

# **Organizational Chart**

The organizational chart below identifies the project team responsible for the work on this contract. Onepage resumes for each proposed staff start on the following page. We also included copies of each individual's Florida Professional Surveyor and Mapper license at the end of this section.



# **PROJECT MANAGER**

*Kelsey has 16 years of experience in land surveying and has been a licensed professional surveyor and mapper since 2016. His experience includes project management, construction staking, boundaries, easements, legal descriptions, hydrographic surveys, ROW acquisitions, and topographic surveys.* 

#### RELEVANT EXPERIENCE

**Multiple Canal ROW Mapping, Palm Beach County, FL, Lake Worth Drainage District, Project Manager.** Kelsey was responsible for developing a QA/QC plan, coordinating with the client, and overseeing the schedule, budget, and final delivery of the project. This project consisted of the research and preparation of over 47 miles of ROW exhibits for the District. The team prepared exhibits using public records research and an ArcGIS database provided by the District.

Annual Surveying Services for Canal Rehabilitation Program, Palm Beach County, FL, Lake Worth Drainage District, Project Manager. Kelsey coordinated in-house survey efforts and contractor services to meet the needs of the District's Canal Rehabilitation Program. Survey support for this project involved ROW research, mapping, and field staking to identify the District's ownership and easement interests. The District manages 500 miles of drainage canals and 1,000 miles of associated ROW for 750,000 residents and thousands of acres of agricultural land. The District commissioned WGI to provide ROW exhibits for ownership, the District meetings/reports, and assistance to consultants establishing existing ROW. Once established, the ROW is staked for clearing and identifying encroachments, which involves maneuvering through heavy vegetation and adhering to strict timelines. Since 2018, WGI has provided exhibits for 170+ miles of ROW and staked over 33 miles of ROW.

**Clewiston Field Station Modernization Boundary and Topographic Survey, Hendry County, FL, South Florida Water Management District, Project Manager.** Kelsey performed the boundary survey and all QC for the project. WGI performed a boundary and topographic survey for the SFWMD of the Clewiston Field Station relocation site. The team obtained boundary information using conventional survey methods, including digital levels, real-time kinematic (RTK) positioning, and static global positioning system (GPS) receivers. Aerial lidar via Unmanned Aircraft Systems (UAS) was used to collect topographic data, which the team checked against conventional ground truthing elevations. UAS was used to collect aerial photography to produce high-resolution colorized digital orthophotos of the project limits.



## Kelsey Smith, PSM

#### **REGISTRATIONS:**

Professional Surveyor and Mapper: Florida #LS7096, 2016

#### EDUCATION:

Bachelor of Science, Geomatics – University of Florida, 2010

#### **AFFILIATIONS:**

Florida Surveying and Mapping Society

YEARS OF EXPERIENCE

**C-25 Topographic and Hydrographic Survey, St. Lucie County, FL, SFWMD, Project Manager.** Kelsey performed QC reviews on all project deliverables. WGI performed a topographic and hydrographic survey for the SFWMD of approximately eight miles of the C-25 Canal in Fort Pierce. WGI collected data using several technologies to create a seamless surface model for flow and capacity analytics. The team collected hydrographic data using multi-beam sonar from a full-size crewed survey vessel and topographic data via UAS using aerial lidar. Conventional cross-sections using RTK GPS were used to check the collected survey data. UAS were used to obtain aerial photography for the production of high-resolution colorized digital orthophotos of the project limits.

SR 710 Resurfacing, Restoration, Rehabilitation (RRR) (East of Pratt Whitney Main Entrance Road to CSX Railroad Crossing), Palm Beach County, FL, Florida Department of Transportation District 4, Project Manager. Kelsey was responsible for overseeing the schedule, budget, and final delivery of the project. This project consisted of preparation of a design survey for the resurfacing of approximately 1.5 miles of SR 710 (Beeline Highway) in Palm Beach County for FDOT District 4. Geospatial services provided for this project included ROW and baseline calculations, establishment of horizontal and vertical control, terrestrial mobile lidar (TML) data collection and processing, and underground utility coordination. The project was delivered to the client on time and under budget.



#### PRINCIPAL

Stephen has extensive experience in transportation asset management, linear referencing systems, GIS, lidar, global navigation satellite system (GNSS), and traditional surveying and mapping. He has managed surveying services for engineering design and construction of large-scale infrastructure projects across the United States. His experience includes the development of project management plans, project-specific quality management plans, and International Organization for Standardization quality management programs for surveying projects. Stephen has successfully managed transportation and utility survey projects encompassing thousands of miles, as well as large boundary surveying for land acquisition programs throughout Florida. During his career, Stephen has sought to utilize innovative geospatial technologies to enhance offerings and deliver quality projects to clients.

#### **RELEVANT EXPERIENCE**

**Division of State Lands – Records Audit, Leon County, FL, Florida Department of Environmental Protection, Principal/Project Manager/Lead Researcher.** Stephen assisted the Florida Department of Environmental Protection (FDEP) Division in preparing audit materials for the state's chief financial officer. He established a research center at the Division to perform records reconciliation between the Board of Trustees Land Document System, Florida Accounting Information Resource, and the actual acreages acquired. He prepared materials for and attended meetings with the deputy secretary and division staff to review the status and outline acceptable practices and reporting. The audit was completed early, resulting in 100% compliance and written commendation from department staff.

**Florida Forever Triangle, Leon County, FL, FDEP, Principal/Database Architect.** Stephen developed a statewide land acquisition analysis model used by the Division of State Lands to prioritize land acquisition decisions in the Florida Forever Land Conservation Program. The model included 30 variables to compare and prioritize land use across the state's entire acquisition portfolio. The analysis is semi-automated using the Model Builder in ArcGIS.

**Florida Forever Ownership Mapping, Leon County, FL, FDEP, Principal/Project Manager/Lead Researcher.** Stephen developed a parcel and ownership database of land within the Florida Forever project boundaries. He compiled project boundaries and ancillary data to create maps for project teams to review. Stephen developed a document management system for storing and retrieving information for due diligence in the land acquisition process, including deeds, plats, surveys, appraisals, and site photographs. He created ArcIMS website on .NET framework for querying and displaying parcel ownership information. He also developed a seamless image catalog of high-resolution photography for site assessment.

Florida Keys Ecosystem/North Key Largo Hammocks/Coupon Bight-Key Deer Ownership Mapping, Monroe County, FL, FDEP, Principal. Stephen prepared map books and state, federal, local, and private ownership exhibits with mean high water lines and other survey information to develop a more definitive accounting of ownership acreage. He coordinated with FDEP and various survey consultants to compile information from multiple sources. He also performed research on records of the Bureau of Surveying and Mapping.



## Stephen Clancy, PSM, GISP

#### **REGISTRATIONS:**

Professional Surveyor and Mapper: Florida #6450, 2004

Professional Land Surveyor: Alabama #32371, 2011; Kentucky #4211, 2019; Louisiana #5059, 2011; Mississippi #25124, 2014

#### **EDUCATION:**

Bachelor of Science, Geomatics – University of Florida, 1998

#### **CERTIFICATIONS:**

GISCI Certified, GIS Professional: #43694 OSHA 10-Hour Construction

#### **AFFILIATIONS:**

Florida Surveying and Mapping Society Member MAPPS Member Society of American Military Engineers Member

YEARS OF EXPERIENCE TOTAL: 25 WITH WGI: 2

**Brevard Coastal Scrub Ecosystem Boundary Survey, Brevard County, FL, FDEP, Principal.** Stephen's responsibilities included GPS control network planning and execution of static GPS survey using ten field crews, General Land Office retracement surveying of 12 Public Land Survey System sections, and location of all fixed improvements. He prepared an ownership database of 6,000 parcels in the project boundary. He also wrote custom visual basic applications to streamline the mapping process.

# **QA/QC MANAGER**

*Eric's experience covers all aspects of surveying, ranging from the field to the office. He has 29 years of experience in land development with clients in both the private and public sectors, including numerous federal, state, and local agencies. In addition to his professional surveying experience, Eric was the past president and is an active member of the Florida Surveying and Mapping Society's Indian River Chapter.* 

#### **RELEVANT EXPERIENCE**

**Town of Palm Beach Topographic, Hydrographic, and Aerial, Palm Beach County, FL, Town of Palm Beach, QA/QC Manager.** Eric was the survey project manager. WGI provided annual topographic/ hydrographic surveys of approximately 14 miles of beach shoreline in the Town of Palm Beach. Surveys were performed from FDEP coastal range monuments located in the upland dunes to approximately 3,000 feet offshore. Upland data was collected using RTK GPS survey methods, and offshore data was collected by a hydrographic survey vessel using a single beam echo sounder coupled with RTK GPS and inertial measurement unit (IMU) for positioning. WGI also performed emergency topographic/ hydrographic surveys before and after Hurricane Dorian in 2019 to assess beach erosion and sand migration. In addition to the annual monitoring surveys, WGI provided semi-annual aerial imagery for beach and offshore reef monitoring. The imagery spans approximately 16 miles of shoreline to 4,000 feet offshore, covering over 8,000 acres, and is critical to the monitoring and analyzing the reef condition.

**Clewiston Field Station Modernization Boundary and Topographic Survey, Hendry County, FL, SFWMD, QA/QC Manager.** Eric was responsible for reviewing all survey coordination and deliverables. WGI performed a boundary and topographic survey for the SFWMD of the Clewiston Field Station relocation site. The team obtained boundary information using conventional survey methods, including digital levels and RTK and static GPS receivers. Aerial lidar via UAS was used to collect topographic data, which the team checked against conventional ground truthing elevations. UAS was used to collect aerial photography to produce high-resolution colorized digital orthophotos of the project limits.

Stormwater Treatment Area 5 Discharge Canal Survey, Palm Beach County, FL, SFWMD, QA/QC Manager. Eric was responsible for all survey coordination and reviewing deliverables. WGI completed an approximately nine-mile survey of a portion of SFWMD's discharge canal, seepage canal, and ditch system on the border of Eastern Hendry County and Western Palm Beach County. This survey was prepared for SFWMD to contract for canal and ditch design modifications to convey water from Lake Okeechobee STA 5/6. Ultimately, SFWMD's goal is to convey excess water from Lake Okeechobee to STA-5/6 at various times throughout the year to benefit the Everglades. WGI provided the review and



## Eric Matthews, PSM

#### **REGISTRATIONS:**

Professional Surveyor and Mapper: Florida #LS6717, 2009

EDUCATION: Bachelor of Science, Geomatics –

University of Florida, 2007

CERTIFICATIONS: CSX Safety

#### **AFFILIATIONS:**

Florida Surveying and Mapping Society MAPPS National Society of Professional Surveyors

YEARS OF EXPERIENCE TOTAL: 29 WITH WGI: 12

determination of 16 land sections encompassing this canal and ditch system, a topographic survey, cross-sections, and established numerous benchmarks throughout the project limits. WGI also reviewed record documents provided by SFWMD and performed research to obtain data from governmental agencies to determine the canal and ditch ROW. The work performed assists with hydrologic and hydraulic modeling, culvert replacement/culvert design, new gate structures and canal connections, a new pump station, and overall improvements to the canal and ditch that ultimately feeds STA 5/6. WGI maintained contact with SFWMD throughout the length of this project as scope revisions were applied to ensure client milestones were met on schedule.

STA 1 West Expansion Boundary Survey, Palm Beach County, FL, SFWMD, QA/QC Manager. Eric was responsible for all survey coordination and deliverables. This boundary survey of 12 sections of land in western Palm Beach County required completion and certification within six weeks of notice to proceed to meet the SFWMD accelerated closing schedule. The District needed the land to expand the existing STA and increase storage and treatment capacity. WGI provided field surveys that retraced the sections and corresponding plat and canal boundaries using two in-house field crews and one subconsultant field crew. WGI monumented and referenced section corners, set boundary corners, provided sketch and legal descriptions, and submitted final boundary survey maps that were approved on time and on budget.

Randy has 14 years of experience providing surveying services to meet client quality, cost, and schedule requirements. His expertise includes control survey mapping, maintenance ROW mapping, topographic surveys for engineering design, boundary surveys, GPS, construction layout and route surveys, among others. Randy served on numerous surveying and mapping projects for the FDOT for the past five years.

#### **RELEVANT EXPERIENCE**

**Kings Highway Design Services for Reconstruction, St. Lucie County, FL, FDOT District 4, Project Surveyor.** Randy was responsible for creating ROW maps and submitting to FDOT. The project consisted of reconstructing Kings Highway/SR 713 from north of I-95 overpass to north of St. Lucie Boulevard in St. Lucie County. The nearly three miles of reconstruction added capacity and improved access management and safety by expanding the existing two-lane rural highway to a four-lane rural highway, extending north to the typical section recently constructed to the south of the project limits. WGI services included temporary traffic control plans, utility coordination, environmental permitting, design survey, SUE, and ROW mapping.

I-95 from Commercial Boulevard to North of Cypress Creek Road Design Services, Broward County, FL, FDOT District 4, Project Surveyor. Randy was responsible for managing and reviewing the design survey, ROW mapping, and SUE phases for this project. WGI provided design survey and ROW mapping for FDOT District 4, along 6.5 miles of roadway for improvements to the interchanges at I-95 and SR 870 (Commercial Boulevard), I-95 and Cypress Creek Road, and at I-95 and Andrews Avenue. Off-system roads such as Powerline Road and North Andrews Avenue are also included for improvement to the interchanges. The design survey includes eight bridge scans and four hydrographic surveys, along with 31 proposed parcel takings and 40 easements. WGI collected all survey data within the roadway with TML as requested by FDOT District 4.

**SR 834-Sample Road Resurfacing, Restoration, and Rehabilitation from University to Belmont Boulevard, Broward County, FL, FDOT District 4, Project Surveyor.** Randy served as a project surveyor. Design survey included a digital terrain model (DTM) of a 1.5-mile corridor for an RRR of SR 834/Sample Road from SR 817/University Drive to Belmonte Boulevard in Broward County. Topographic survey limits were from ROW to ROW along hard surfaces only. Baseline of survey and ROW determination was calculated and field verified by recovery of monuments and historical records. Mapping deliverables include the development of project control sheets.



Randy Ortega, PSM

#### **REGISTRATIONS:**

Professional Surveyor and Mapper: Florida #LS7284, 2020; Puerto Rico #25273, 2019

#### EDUCATION:

Bachelor of Science, Land Surveying and Civil Engineering – University of Puerto Rico, 2012

#### AFFILIATIONS:

College of Engineers and Surveyors of Puerto Rico

Florida Surveying and Mapping Society

YEARS OF EXPERIENCE

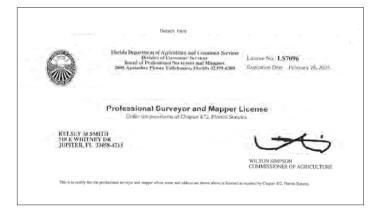
TOTAL: 14 WITH WGI: 5

Sample Road Resurfacing, Restoration, and Rehabilitation from Powerline Road to Military Trail, Broward County, FL, FDOT District 4, Project Surveyor. Randy served as a project surveyor. This design survey included a DTM for a RRR project for a one-mile corridor of SR 834/Sample Road from SR 845/Powerline Road to Military Trail in Broward County. Topographic survey limits were from ROW to ROW along hard surfaces only. Baseline of survey and ROW determination was calculated and field verified by recovery of monuments and historical records. Mapping deliverables included the development of project control sheets.

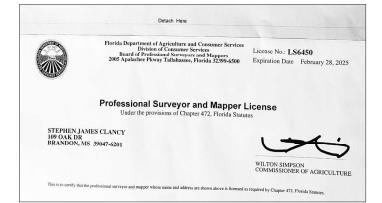
**SR 5/US 1 from Harrison Street to south of Davis Street RRR, Indian River County, FL, FDOT District 4, Project Surveyor.** Randy served as a project surveyor. Design survey includes a full DTM of the three intersections: US 1 and Sebastian Boulevard eastbound, US 1 and Sebastian Boulevard westbound, and US 1 and Main Street, including an additional 100 feet north and south from each respective stop bar. Topographic survey limits are from ROW to ROW. Cross sections approximately every 500 feet along the corridor from Sebastian Boulevard eastbound to Davis Street were provided per Department request, as well as drainage survey at designated locations. American Society of Civil Engineers (ASCE) 38-22 Quality Level B designates were obtained at all intersections, and ASCE 38-22 Quality Level A test hole locating will be obtained as directed by the Engineer. Mapping deliverables included the development of project control sheets.



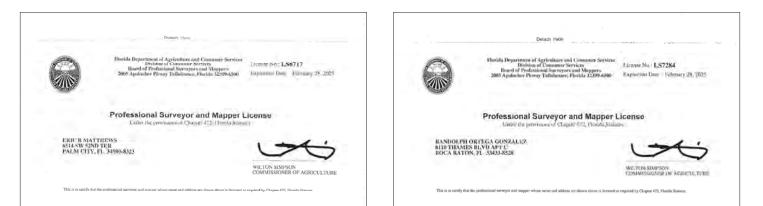
### **Proposed Staff Florida Professional Surveyor and Mapper Licenses**



#### **Kelsey Smith, PSM**



#### Stephen Clancy, PSM, GISP



#### **Eric Matthews, PSM**

**Randy Ortega, PSM** 

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County	Program				
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WGI, INC				1	
2035 VISTA PARKWAY, WE Phone 561-687-2220	EST PALM BEACH, FL 33411				
	License#	ssued	Expires	Status	
License Type		08/29/00	02/28/25	Active	
License Type Surveyor Business Surveyor of Record	LB7055 LS6387	08/06/02	02/28/25	Active	

**Firm Registration** 



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# **Consultant's Past Performance**

WGI performs survey and mapping services as a prime contractor, including hundreds of boundary/ROW surveys for the LWDD, SFWMD, Martin County, Palm Beach County Water Utilities Department, FDOT District 4, the Port of Palm Beach District, Loxahatchee River Environmental Control District, Port St. Lucie West Services District, Northern Palm Beach County Improvement District, and Coral Springs Improvement District. The table below represents similar projects completed in and around Martin and Palm Beach County. Detailed project sheets for each project listed start on Page 14.

Project	Client	Contract Value	Contract Dates
Annual Surveying Services for the Canal Rehabilitation Program	LWDD	\$1.15M	11/2018-11/2026
LWDD District Canal Survey	Mock, Roos, and Associates, Inc.	\$39.6K	12/2022-02/2023
Danforth Creek Topographic Survey	Martin County Board of County Commissioners	\$35.9K	04/2021-06/2021
Okeechobee Waterway C-43 Canal Specific- Purpose Survey	US Army Corps of Engineers (USACE) Jacksonville District	\$372.7K	09/2017-02/2018
Clewiston Field Station Modernization Boundary and Topographic Survey	SFWMD	\$68.7K	04/2021-07/2021
Staff Gauge Repair Replacement	SFWMD	\$53.3K	09/2022-01/2023
Florida Power & Light Phase C Canals Survey	Phillips and Jordan, Inc.	\$329K	05/2023-07/2023
Palm City Farms Stormwater Modeling Survey Services	Singhofen and Associates, Inc.	\$32.6K	09/2020-02/2021
FDOT District 4 SR 713 (Kings Highway) From St. Lucie Boulevard to South of Indrio Road	BCC Engineering, Inc.	\$528.3K	12/2022-02/2023
FDOT District 4 CR 510 85th Street From CR 512 to West of 82nd Avenue Survey Services	Consor Engineers, LLC	\$548.2K	05/2019-05/2023

We fuse together surveying and mapping methodologies and technologies to deliver projects to national specifications. Unlike less experienced firms, WGI is capable of meeting requirements without extensive QC cycles. Below is a list of ongoing or recently completed projects for community development districts similar to the District.

Community Development District Client	Contract	Contract Value	Contract Dates
Palm Beach County	Australian Avenue from Banyan to 45th Drainage Improvements SUE Services	\$147.8K	01/2024-01/2025
Martin County	Surveying and Mapping Services	\$300K	01/2021-01/2025
SFWMD	Surveying and Mapping Services (second consecutive contract)	\$146.1K	01/2022-01/2025
Northern Palm Beach County Improvement District		\$99.4K	10/2021-02/2022
FDOT District 4	Continuing Services for Surveying, Mapping, and SUE	\$5M	11/2021-12/2026
Town of Jupiter	Engineering, Architectural, and other Professional Services Continuing Services	\$1M	04/2016-04/2026



# **Character, Integrity, and Reputation**

#### WGI's Core Values Align with the District



**Passion for people.** Show compassion and empathy. Support and inspire others. Team first.

**Be the Change you seek.** Accept accountability. Communicate clearly and listen carefully.

Community
 District's Value
 Responsible
 Accountable
 District's Value
 Excellence
 Professional

**District's Value** 

Compassion



**Commit to Greatness.** Deliver technical excellence. Focus on the client. Create the future.

#### WGI's Awards and Recognitions

WGI is proud to consistently complete projects that win awards and receive industry recognition for our excellent service. Below are a few of WGI's recent awards and recognitions.



# WHAT SETS US APART

WGI has spent over five decades committed to fulfilling our vision of **"creatively transforming how our world is envisioned, designed, and experienced"** and takes great pride in our dedication to:

#### Innovation



Our innovation focus is not to be all things to all people, but to help the clients with business, process, and technology innovation related to our core competencies and source innovation ideas and opportunities collaboratively with you. Incorporating these ideas relate to long-term cost savings and project process efficiency.



A key component of our vision is sustainability, resilience, and adaptation (SRA) awareness. The solutions we provide, not only address today's concerns, but take into account how these improvements will serve you into the future. We take pride in implementing SRA principles into our projects.



WGI focuses significant time, resources, and energy on diversity, equity, and inclusion (DEI). We foster a company culture that encourages all voices to be heard and implements ideas that work towards an equitable environment for all. We strive to enhance the well-being of our employees and community by creating awareness and celebrating the differences among us.



# **Right-of-Way Surveys**

The WGI team proposed herein has completed hundreds of contracts related to ROW mapping for cities, counties, and Florida state agencies. This experience gives WGI the expertise to provide the District with practical, successful ROW projects. Our staff maintains an indepth understanding of the survey needs of a public sector client concerning canal, roadway, and rail ROWs. A project of this type typically includes the following:

- Research deeds of record, existing maps, adjoining plats, and other record information supporting the location of the existing ROW.
- Recover published control within the project area and monumentation supporting the mapping effort. This may include the location of ROW monuments, section corners, plat monuments, and adjoining property corners.
- Locate fixed improvements near the existing ROW and address title issues and other potential encumbrances.
- Prepare sketches to accompany legal descriptions for any acquisition parcels included with the assignment.

## **Boundary Surveys**

The WGI team has performed a myriad of boundary surveys, encompassing over 100,000 acres within Florida. We have the expertise to ensure a smooth project execution for the District. The direct availability of these records and WGI's familiarity with the conditions associated with providing boundary surveys on lands whose owners may be incongruent with the District's interests affords a unique insight into the various processes involved. Surveys may vary in scale, with limited or no vehicle access, and encompass parcels with multiple owners. We must consider all factors for each boundary assignment to plan and execute the survey efficiently. After deployment, WGI will:

- Compile existing survey control (national geodetic survey, city, county, etc.)
- Review existing government surveys in the area
- Plot title information
- Prepare field reconnaissance sheets and digital data collector files to maximize efficiency
- Notify third-party owners of our presence ahead of conducting fieldwork to avoid any potential conflicts which could result in project delay

Following recovery and verification of survey control, WGI will conduct an extensive search for original monumentation on and adjacent to the subject parcel(s). We will locate all evidence of ownership lines, including section corners, plat corners, property corners, ROW monuments, fence lines, hedgerows, and other lines of occupation. True ownership lines are determined through the preponderance and harmony of evidence accumulated during the field and office investigation and placed on the ground by monumenting the corners in question. Following approval of the survey, certified corner records for all government land corners vetted or set are provided in accordance with Chapter 177.507, Florida Statutes.



Photo Caption: LWDD Annual Surveying Services for the Canal Rehabilitation Program





## ANNUAL SURVEYING SERVICES FOR CANAL REHABILITATION PROGRAM

Palm Beach County, Florida

The Canal Rehabilitation Program was designed to facilitate effective flood control for public safety. Canal rehabilitation includes the removal of vegetative and structural encroachments, dredging, and realignment. Survey support for this project involved ROW research, mapping, and field staking to identify the District's ownership and easement interests. The District manages 500 miles of drainage canals and 1,000 miles of associated ROW for 750,000 residents and thousands of acres of agricultural land. Due to frequent hurricanes, tropical depressions, and thunderstorms in Florida, the District established this program to provide effective flood control. Actively maintaining and rehabilitating the canals provides a free flow of water in the channels and unencumbered access along the banks. The District commissioned WGI to provide ROW exhibits for ownership, the District meetings/reports, and assistance to consultants establishing existing ROW. Once established, the ROW is staked for clearing and identifying encroachments, which involves maneuvering through heavy vegetation and adhering to strict timelines. Since 2018, WGI has provided exhibits for 170+ miles of ROW and staked over 33 miles of ROW.



# LAKE WORTH DRAINAGE DISTRICT CANAL SURVEY

Palm Beach County, Florida

WGI provided hydrographic and topographic survey services for LWDD's L-23W, L-30W, L-36 1/2W, E-1WN, and E-1WS canals. The project included a collection of 30 cross-sections and over 7.5 miles of canal centerline profile. Muck probes were performed on all cross-sections to identify the presence and depth of soft materials within the canal channel. Survey data was obtained using a combination of single-beam echosounder and RTK GPS. WGI worked closely with the LWDD as SFWMD staff to coordinate ROW access and ensure safe operating conditions when working in the area of LWDD control structures.

**CLIENT:** Lake Worth Drainage District

**CONTRACT DATES:** 11/2018 - 11/2026

CONTRACT VALUE: \$1.15M

SERVICES PROVIDED: Survey

**KEY STAFF:** Kelsey Smith, PSM Eric Matthews, PSM

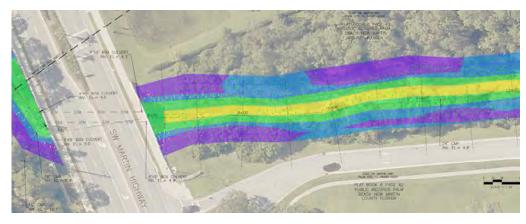
CLIENT: Mock, Roos, and Associates, Inc.

**CONTRACT DATES:** 12/2022 - 02/2023

CONTRACT VALUE: \$39.6K

SERVICES PROVIDED: Survey

KEY STAFF: Kelsey Smith, PSM Eric Matthews, PSM Stephen Clancy, PSM, GISP Randy Ortega, PSM



DANFORTH CREEK TOPOGRAPHIC SURVEY

Martin County, Florida

WGI assisted in the bank slope assessment by collecting aerial data along 1.5 miles of Danforth Creek from a drone outfitted with a Riegl VUX-1UAV lidar sensor. Most of the corridor included natural areas of heavy vegetation, and aerial lidar penetrated the thick canopy to collect the dense data needed to calculate the slopes at the requested intervals. WGI used conventional RTK GPS to add detail and verify the point cloud where required. Once registered into a unified point cloud with extracted and modeled break lines, the deliverable illustrated the slopes of the dry banks as cross-sections and a colorized digital rendering highlighting areas of concern to the County, which used the survey data to plan and budget for canal stabilization and reduce slope failure in strategic areas.



## OKEECHOBEE WATERWAY C-43 CANAL SPECIFIC-PURPOSE SURVEY

Glades, Hendry, and Lee Counties, Florida

WGI performed a specific-purpose survey of the C-43 Canal (Caloosahatchee River) from the Moore Haven Lock at Lake Okeechobee to west of the Franklin Lock in Fort Myers (approximately 49.1 miles). The survey was performed through Glades, Hendry, and Lee counties. Survey services included research of record documents, calculating ROW, retracement of over 1,100 ROW monuments, GPS observations, digital photos, setting carsonite witness posts, creating CAD files, and creating an inventory spreadsheet. Due to some of the remote areas this project traversed and the potential contentious access limitations through adjacent private property owners, this project was accessed entirely by multiple survey vessels within the ROW of the canal. Some other challenges encountered during the course of the survey work included extensive line cutting, steep banks where the boat and personnel needed to access upland areas, limited boat launch areas, and dangerous wildlife such as snakes and alligators. **CLIENT:** Martin County Board of County Commissioners

**CONTRACT DATES:** 04/2021 - 06/2021

CONTRACT VALUE: \$35.9K

SERVICES PROVIDED: Survey

**KEY STAFF:** Kelsey Smith, PSM Eric Matthews, PSM Randy Ortega, PSM

**CLIENT:** USACE Jacksonville District

**CONTRACT DATES:** 09/2017 - 02/2018

CONTRACT VALUE: \$372.7K

SERVICES PROVIDED: Survey

**KEY STAFF:** Eric Matthews, PSM





## CLEWISTON FIELD STATION MODERNIZATION BOUNDARY AND TOPOGRAPHIC SURVEY

Hendry County, Florida

WGI performed a boundary and topographic survey of the Clewiston Field Station relocation site for SFWMD. The project team collected boundary information using conventional survey methods, including digital levels and RTK and static GPS receivers. Aerial lidar via a UAS was used to collect topographic data, which the team checked against conventional ground truthing elevations. The project team used UAS to collect aerial photography and produce high-resolution colorized digital orthophotos of the project limits.



CONTRACT DATES: 04/2021 - 07/2021

**CONTRACT VALUE:** \$68.7K

SERVICES PROVIDED: Survey SUE

**KEY STAFF:** Kelsey Smith, PSM Eric Matthews, PSM

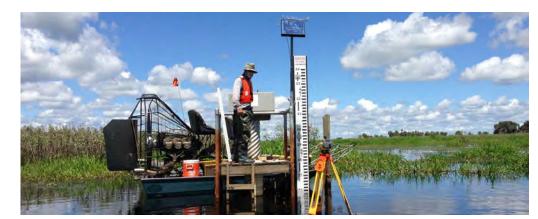
CLIENT: South Florida Water Management District

**CONTRACT DATES:** 09/2022 - 01/2023

CONTRACT VALUE: \$53.3K

SERVICES PROVIDED: Survey

**KEY STAFF:** Eric Matthews, PSM



# **STAFF GAUGE REPAIR REPLACEMENT**

Multiple Counties, Florida

Through our continuing service contract for surveying and mapping services with the SFWMD, WGI was the primary consultant and expert for installing, repairing, and replacing 1,000+ staff gauges throughout SFWMD's jurisdictional area. For this task work order, WGI installed and calibrated eight new staff gauges in various counties throughout South Florida. These staff gauges are utilized for manual reading at monitoring well sites and to calibrate the electronic telemetry at multiple locations. Site locations varied — from well sites on platforms out on lakes to areas adjacent to operational flood control structures. Due to heavy water flow, WGI coordinated with the SFWMD to close control structures and access past the barriers. Specialty equipment included a customized pontoon boat, a gas-powered jackhammer with specialty bits fabricated to drive the four-inch galvanized steel pipes in the ground to a minimum depth of 10 feet, and a "gator cage" to enhance the safety of our staff while working in murky South Florida canals and everglades. The project team sent status reports to SFWMD to keep them informed and updated on our progress. WGI delivered a final certified surveyor's report, which included detailed pictures, elevation data, site conditions, and field notes.





#### FLORIDA POWER & LIGHT PHASE C CANALS SURVEY Broward County, Florida

WGI provided hydrographic and topographic survey services for Phillips and Jordan of the Florida Power & Light's Phase C access canals. Florida Power & Light and its contractors use the access canals to service transmission facilities via barge in the Phase C corridor. The project included a collection of pre-dredge and post-dredge canal bottom elevations for 59 access canals to confirm excavation depths meet requirements for barge access. Site-specific challenges included excessive soft material and sediment in canals and GPS interference from overhead high-voltage transmission lines. WGI staff coordinated with the client to overcome these challenges and develop a best practice for data collection using a combination of RTK GPS, single-beam echosounder, and manual depth measurements.

**CLIENT:** Phillips and Jordan, Inc.

**CONTRACT DATES:** 05/2023 - 07/2023

**CONTRACT VALUE:** \$329K

SERVICES PROVIDED: Survey

**KEY STAFF:** Kelsey Smith, PSM Eric Matthews, PSM



## PALM CITY FARMS STORMWATER MODELING SURVEY SERVICES

Martin County, Florida

WGI provided topographic survey services to support stormwater modeling efforts in the Bessey Creek and Danforth Creek watershed areas of the Palm City Farms Drainage District. The Palm City Farms area has transitioned from large tracts of agricultural land to the current land use of five-acre homesteads. The area's original development included constructing a "backbone" drainage system of canals that interconnected the various drainage basins and creeks. The Palm City Farms Drainage district was created to maintain the drainage system. The project included a collection of as-built data on culverts and bridges and cross sections of canals, ditches, and swales. CLIENT:

Singhofen and Associates Inc. (now Singhofen Halff)

**CONTRACT DATES:** 09/2020 - 02/2021

CONTRACT VALUE: \$32.6K

SERVICES PROVIDED: Survey

**KEY STAFF:** Kelsey Smith, PSM Eric Matthews, PSM



## FDOT DISTRICT 4, SR 713 (KINGS HIGHWAY) FROM ST. LUCIE BOULEVARD TO SOUTH OF INDRIO ROAD

St. Lucie County, Florida

The project consisted of the reconstruction of Kings Highway/SR 713 from north of I-95 overpass to north of St. Lucie Boulevard in St. Lucie County. The nearly three miles of reconstruction added capacity and improved access management and safety by expanding the existing two-lane rural highway to a four-lane rural highway, extending north to the typical section recently constructed to the south of the project limits. WGI services included temporary traffic control plans, utility coordination, environmental permitting, design survey, SUE, and ROW mapping.

**CLIENT:** BCC Engineering, Inc.

**CONTRACT DATES:** 12/2022 - 02/2023

**CONTRACT VALUE:** \$528.3K

SERVICES PROVIDED: Survey SUE

**KEY STAFF:** Randy Ortega, PSM

## FDOT DISTRICT 4, CR 510 85TH STREET FROM CR 512 TO WEST OF 82ND AVENUE SURVEY SERVICES

Indian River County, Florida

CR 510 is classified as an urban principal arterial and is critical in facilitating the east-west movement of traffic in Indian River County, as it connects I-95 to SR A1A. The two-lane state of the roadway did not accommodate future traffic traveling from I-95 to mid-coast Florida beaches and tourist destinations. WGI's efforts piggybacked on adjacent efforts to construct the required capacity increases in the corridor. Our services included design surveying, utility locating (SUE), utility coordination, and ROW mapping for acquisition.

CLIENT: Consor Engineers, LLC

**CONTRACT DATES:** 05/2019 - 05/2023

CONTRACT VALUE: \$548.2K

SERVICES PROVIDED: Survey SUE

**KEY STAFF:** Randy Ortega, PSM



# **3** GEOGRAPHIC LOCATION



# **3** Geographic Location

The map below represents the geographic location of WGI's headquarters, South Florida offices, and key staff location in relation to the District.

WGI's West Palm Beach office is a 25-minute drive to the District's corporate office and District boundary, providing the District with prompt, reliable services and professionalism throughout the contract.



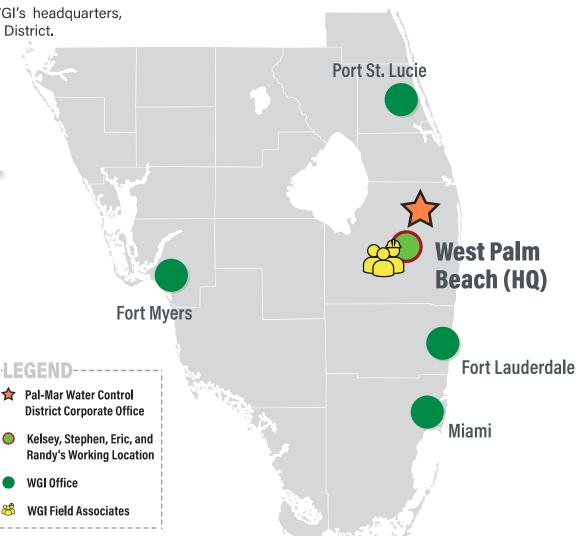


Stephen Clancy, PSM, GISP Principal





Randy Ortega, PSM ROW Subject Matter Expert







# **4 WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS**

# Willingness to Meet Time and Budget Requirements

# **Schedule Methodology**

4

WGI will prepare an overall critical path method schedule at the onset of this contract. This scheduling database allows **Kelsey Smith**, **PSM**, to overlay each critical path task onto one exhibit that readily identifies resource commitments and milestones on this contract while accounting for WGI's commitments and project schedules.

We successfully employ this scheduling technique on most of our contracts, balancing resources and tracking multiple active assignments for project execution. We craft our schedules to be realistic and comprehensive, building all QA/QC activities into the schedule just like any other project task. We know the importance of the QA/QC process as it relates to overall time and cost savings; utilizing it to its fullest capacity accomplishes schedule tracking by comparing the project status to planned milestones. Our project manager, Kelsey will communicate the schedule's milestones and deadlines to the team. Understanding the timeline and what actions the project team requires is the best way to keep a project on schedule and budget. Kelsey will perform periodic schedule reviews, including milestone checkpoints to track field and office progress, with the task managers to communicate with the WGI team and constantly communicate with the District.

We track our projects scheduled using Trello or Wrike, cloud-based task tracking/management software that instantly alerts our employees to review scope, task status, responsible professionals, and team member responsibilities. This internal collaboration allows for individuals or groups to be assigned to project tasks with schedule tracking monitored by the project manager, ensuring its deadline is achieved. Trello/Wrike also acts as a checklist tailored to each project.

#### **On-Time Completion and Responsiveness**

Upon notice to proceed, **Kelsey Smith**, **PSM**, will schedule a meeting with the District project manager either in person or virtually (via Zoom, Teams, or a similar application) to discuss the scope of service and work objectives in-depth. Regardless of the assignment's scale and complexity, the meeting will include the District's project manager, Kelsey, and at least one other WGI staff member who will act as the deputy project manager for the assigned task. This meeting will include:

- A review of available information
- Determination of the assignment's ultimate purpose
- Schedule requirements
- Deliverables
- Final project closeout requirements

Once the scope of service is fully developed, Kelsey will prepare a project plan outlining the approach, schedule, and key staff. We must leverage the right skills and individuals to ensure timely and efficient execution of assignments. Typically, the team includes a project surveyor, survey and GIS technicians, and field parties qualified for the individual assignment. The team remains intact until the project's completion and approval, allowing tracking of accountability throughout the project's life cycle.

# **Cost Control**

Like the District, WGI recognizes financial stability and sound budgeting practices as an integral part of our success. Investing in the latest survey tools, developing the most cost-effective procedures, and combining the most productive and efficient survey methods provides the best value at the lowest cost for our clients. WGI understands the project requirements outlined in the request for qualifications. Should our team be deemed the most gualified firm based upon the selection criteria, we will enter good faith negotiations with the Pal-Mar Water Control District to establish a budget for the project. WGI is accustomed to negotiations according to the Consultant's Competitive Negotiations Act as a provider of professional surveying services. Following acceptance, we will execute a work order, and the project will proceed according to schedule.

# Contingencies

We recognize the District's time is valuable. As an extension of the County with its best interest in mind, we are responsible for developing mutually beneficial solutions to any issues encountered during the project.



If unavoidable issues arise during the development or execution of a task assignment, our approach includes procedures to mitigate schedule impacts and resolve them with minimal involvement of District staff. Our approach begins with an in-house analysis of the issue to understand its effects on production, schedule, and scope. Once we have vetted one or more remedies to an issue, we will notify the District project manager to discuss the issue, its potential impact on the project, and possible solutions. Following the District's approval, we will implement the desired solution to remain within schedule and budget limits.

# Past Performance on Previous Projects

WGI performed similar services on the projects listed below for clients similar to the District.

Lake Worth Drainage District Annual Surveying Services for the Canal Rehabilitation Program					
Client:	Lake Worth Drainage District	<b>Contract Value:</b>	\$1.15M		
Point of Contact:	David Bends, Right-of-Way Interest Supervisor p. 561.819.5559   e. DBends@lwdd.net	Contract Dates:	11/2018-11/2026		
Role:	Prime				

**Project Description:** The Canal Rehabilitation Program was designed to facilitate effective flood control for public safety. Canal rehabilitation includes the removal of vegetative and structural encroachments, dredging, and realignment. The District commissioned WGI to provide ROW exhibits for ownership, the District meetings/ reports, and assistance to consultants establishing existing ROW. Once established, the ROW is staked for clearing and identifying encroachments, which involves maneuvering through heavy vegetation and adhering to strict timelines. Since 2018, WGI has provided exhibits for 170+ miles of ROW and staked over 33 miles of ROW.

Danforth Creek Topographic Survey					
Client:	Martin County Board of County Commissioners	<b>Contract Value:</b>	\$35.9K		
Point of Contact:	Tom Walker, County Surveyor p. 772.288.5928   e. TWalker@martin.fl.us	Contract Dates:	04/2021-06/2021		
Role:	Prime				
Project Description, WGL assisted in the bank slope assessment by collecting aprial data along 1.5 miles of					

**Project Description:** WGI assisted in the bank slope assessment by collecting aerial data along 1.5 miles of Danforth Creek from a drone outfitted with a Riegl VUX-1UAV lidar sensor. Most of the corridor included natural areas of heavy vegetation, and aerial lidar penetrated the thick canopy to collect the dense data needed to calculate the slopes at the requested intervals. WGI used conventional RTK GPS to add detail and verify the point cloud where required. Once registered into a unified point cloud with extracted and modeled break lines, the deliverable illustrated the slopes of the dry banks as cross-sections and a colorized digital rendering highlighting areas of concern to the County, which used the survey data to plan and budget for canal stabilization and reduce slope failure in strategic areas.

Clewiston Field Station Modernization Boundary and Topographic Survey					
Client:	South Florida Water Management District	<b>Contract Value:</b>	\$68.7K		
Point of Contact:	Michael O'Brien, PSM, Survey Section Administrator p. 772.485.6035   e. MOBrien@sfwmd.gov	Contract Dates:	04/2021-07/2021		
Role:	Prime				

**Project Description:** WGI performed a boundary and topographic survey of the Clewiston Field Station relocation site for SFWMD. The project team collected boundary information using conventional survey methods, including digital levels and RTK and static GPS receivers. Aerial lidar via a UAS was used to collect topographic data, which the team checked against conventional ground truthing elevations. The project team used UAS to collect aerial photography and produce high-resolution colorized digital orthophotos of the project limits.



# **5 CERTIFIED NUNRITY BUSINESS BUSINESS**



# **5** Certified Minority Business Enterprise

WGI does not qualify as a certified minority business enterprise with the State of Florida. While WGI may not meet minority business enterprise requirements, we support the inclusion of such small businesses and utilize them whenever possible.



# **B RECENT, CURRENT, AND PROJECTED WORKLOADS**



# Recent, Current, and Projected Workloads

### **Recent Workload**

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The table below represents relevant WGI projects recently completed in Martin or Palm Beach Counties for clients similar to the District.

Project Name	Client	Completion Date	Contract Value	
Indian Creek Park Boundary and Topographic Survey	Town of Jupiter	02/2024	\$21,881	
Southeast St. Lucie Boulevard Topographic Survey	Martin County Board of County Commissioners	12/2023	\$24,970	
Mapp and Hog Creek - Topographic Survey	Martin County Board of County Commissioners	10/2023	\$44,355	
On-Call SUE Services	Solid Waste Authority (SWA) of Palm Beach County	10/2023	\$22,050	
Dig Ticket SUE Services	SWA of Palm Beach County	10/2023	\$73,770	
Miscellaneous Landfill Staking Services	SWA of Palm Beach County	10/2023	\$17,697	
Kyoto Gardens Drive Improvements Survey	City of Palm Beach Gardens	09/2023	\$36,860	
Miscellaneous Surveying and Mapping	SWA of Palm Beach County	09/2023	\$52,877	
1st Avenue South Design Survey	City of Lake Worth Beach	09/2023	\$35,192	
SR 809 and Forest Hill Boulevard SUE Services	FDOT District 4	08/2023	\$14,102	
North and South F-Street Electrical Undergrounding Design Survey	City of Lake Worth Beach	07/2023	\$49,052	
18th Avenue North Electrical Undergrounding Design Survey	City of Lake Worth Beach	06/2023	\$20,310	
SR 80 at Hatton Highway Survey	FDOT District 4	06/2023	\$30,593	
C51 Sediment Trap 2023 Hydrographic Survey	SFWMD	05/2023	\$12,043	
LWDD Smart Cover Benchmarks	LWDD	05/2023	\$30,940	
LWDD L-25 Canal Staking	LWDD	04/2023	\$10,420	
LWDD L-28 Canal Staking	LWDD	03/2023	\$14,310	
LWDD L-27 Canal Restaking	LWDD	03/2023	\$11,870	
Intracoastal Waterway Utility Crossing Survey Services	City of Lake Worth Beach	02/2023	\$187,177	
North County Annual Volume Survey	SWA of Palm Beach County	12/2022	\$69,159	
South H Street at 6th Avenue South Grounding Survey	City of Lake Worth Beach	12/2022	\$60,800	
SR9/I-95 and Indiantown Road	FDOT District 4	12/2022	\$73,764	
Palm Beach Renewable Energy Park Industrial Supply Well SUE Services	SWA of Palm Beach County	10/2022	\$31,356	
SR 804 Boynton Beach Boulevard from Orchid Grove to Palm Isles Drive	FDOT District 4	10/2022	\$63,940	
University of Florida West Palm Beach Graduate School Campus - Due Diligence	University of Florida Foundation, Inc.	10/2022	\$88,980	



Pal-Mar Water Control District - Surveying Services | 23

Project Name	Client	Completion Date	Contract Value
Miscellaneous Landfill Staking Services	SWA of Palm Beach County	09/2022	\$10,299
KL Waterside Kanner and Southwest Waterside Way Survey	Martin County Board of County Commissioners	09/2022	\$47,260
Canal Rehab ROW Mapping	LWDD	09/2022	\$35,782
7th Avenue North at I-95 Horizontal Directional Drilling Electrical Grounding Survey Services	City of Lake Worth Beach	09/2022	\$32,950
Canal ROW Mapping	LWDD	09/2022	\$172,390
LWDD E-4 and L-11 Improvements Survey	City of Lake Worth Beach	07/2022	\$13,400
Stormwater Treatment Areas (STA) 5/6 Discharge Canal Amended Survey Services	SFWMD	07/2022	\$114,796
SR 80 Southern Boulevard Bingham Island DTM Survey	FDOT District 4	07/2022	\$17,578
SR 806/Atlantic Avenue 10 Sketches and Descriptions	FDOT District 4	06/2022	\$20,752
SR 5/US 1 from East of Plantation Plaza to North Jensen Beach Boulevard Survey	FDOT District 4	05/2022	\$13,249
SR 7/US 441 at Pero Farms SUE Locates	FDOT District 4	04/2022	\$13,452
Asset Management Phase I	NPBCID	02/2022	\$99,400
North County Landfill Annual Volume Survey 2021	SWA of Palm Beach County	12/2021	\$31,117
Multiple Canal ROW Mapping Exhibits	LWDD	10/2021	\$167,735
SUE Dig Tickets	SWA of Palm Beach County	09/2021	\$15,245
GIS Services	Village of Palm Springs	09/2021	\$76,045
Bohemian Electrical Relocation Survey Services	City of Lake Worth Beach	07/2021	\$32,680
Canal Substation Improvements	City of Lake Worth Beach	03/2021	\$28,650
Water Reclamation Facility Generator Duct Bank SUE Services	Village of Wellington	03/2021	\$17,200
SR 5/US1 Jupiter Bridge Replacement Settlement Monitoring	FDOT District 4	02/2021	\$14,940
Rolling Green Public Works Facility Topographic Survey	City of Boynton Beach	11/2020	\$27,453
SR 25/Okeechobee Road from East of Northwest 87th Avenue to Northwest 79th Street SUE	FDOT District 6	11/2020	\$111,370
SR 80 at SR 15 Survey and SUE	FDOT District 4	11/2020	\$150,708
Pump Station S-7 and S-8 Laser Scan Survey Services	SFWMD	11/2020	\$77,254
North County Landfill Volume Survey	SWA of Palm Beach County	11/2020	\$33,430
SR 809 Military Trail SUE Services	FDOT District 4	10/2020	\$72,003
SR 80 at Hatton Road Design Survey	FDOT District 4	10/2020	\$56,575
I-95 from 10th Avenue North to Forest Hill Boulevard Survey	FDOT District 4	10/2020	\$203,069
LWDD ROW Exhibits (E-1, L-10, L-12, PSPC)	LWDD	09/2020	\$41,010
LWDD L-4 ROW Exhibit from E1 to E3	LWDD	07/2020	\$14,860
Indiantown Road at I-95 Additional ROW Parcels	FDOT District 4	06/2020	\$34,928
Water Reclamation Facility Generator Improvements SUE Services	Village of Wellington	05/2020	\$11,245
Forest Hill Boulevard Design Survey	FDOT District 4	05/2020	\$204,600
STA 5 Discharge Canal Survey	SFWMD	04/2020	\$118,731



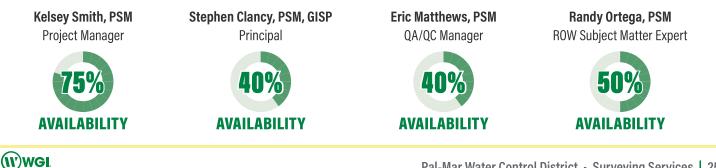
Project Name	Client	Completion Date	Contract Value	
Palm Beach County Shooting Sports Park Final As- Built Surveys	Florida Fish and Wildlife Conservation Commission	04/2020	\$20,900	
OHC-24 and OHC-1 Sign Locations Survey and SUE	Florida's Turnpike Enterprise	03/2020	\$11,532	
SR 710 Parcels Staking	FDOT District 4	03/2020	\$18,949	
LWDD L12 and L13 ROW Staking	LWDD	01/2020	\$28,585	
SR 76 Kanner Highway Test Holes	FDOT District 4	01/2020	\$25,047	
Atlantic Avenue Title Work SR 7 to Lyons Road	FDOT District 4	12/2019	\$11,390	
ROW Parcel Staking	FDOT District 4	12/2019	\$27,589	
Hypoluxo Substation to Main Substation	City of Lake Worth Beach	12/2019	\$82,125	
LWDD E1-WS ROW Exhibit from Hillsboro Canal to LWDD L-43 Canal	LWDD	12/2019	\$10,430	
SR 80 at Sugar House Road Design Survey	FDOT District 4	11/2019	\$62,278	
Water Reclamation Facility SUE Services for VOW	Village of Wellington	11/2019	\$20,572	
LWDD L-12 ROW Exhibit from Lake Worth Road to E-4	LWDD	11/2019	\$10,720	
Solid Waste Authority North County Landfill Annual Volume Survey	SWA of Palm Beach County	10/2019	\$32,465	
Palm Beach Farms Temporary Debris Management Site Survey Services	SWA of Palm Beach County	SWA of Palm Beach County 08/2019		
Park Ridge Golf Course Stormwater Swale Survey	SWA of Palm Beach County	07/2019	\$35,538	
Horseshoe Acres Surveys	NPBCID	05/2019	\$16,600	
SR 806 from Turnpike to Jog Road	FDOT District 4	04/2019	\$234,106	

### **Current Workload**

WGI employs 600+ highly skilled and experienced professional associates committed to excellence and unsurpassed service to our clients. Our dedicated staff provides our clients with professional, competent, and efficient service. The size of our staff resources allows us to maximize staff allocations and achieve project milestones. Resources from our West Palm Beach office are available, as well as immediate access to ample resources from multiple other WGI offices to meet the technical, budgetary, and scheduling needs.

### **Projected Workload**

We are committed to facilitating the success of this important contract and have diligently selected each team member based on their expertise, capabilities, and record of performing excellent services on schedule and within budget. We can access additional resources from our strong bench of experts to aid our team. Due to these extensive resources, we can perform several task assignments concurrently. Based upon our extensive experience within Martin and Palm Beach County, we have presented accurate personnel resources to meet or exceed the District's needs. Below are the percentages for each key staff, indicating the estimated availability for this contract.



# **Z VOLUME OF WORK PREVIOUSLY AWARDED TO AWARDED TO CONSULTANT BY DISTRICT**



## Volume of Work Previously Awarded to Consultant by District

WGI welcomes this new opportunity to collaborate with the District on this project, emphasizing our commitment to serving public clients of all sizes in Palm Beach and Martin Counties. This contract allows the District to establish a new working relationship with a renowned geospatial firm headquartered in Palm Beach County. It also provides a diverse pool of firms to draw from, ensuring the District's needs are met.

With over five decades of regional experience, WGI has successfully executed numerous survey and mapping projects across surrounding counties and their municipalities. On 21 of our ongoing contracts, including the Annual Surveying Services for Canal Rehabilitation Contract for LWDD, WGI's proficiency and established relationships with nearby public agencies streamline project workflows. We eagerly anticipate the opportunity to assist the District and facilitate future endeavors.

### Success with Other Community Development Districts

#### Lake Worth Drainage District Canal Rehabilitation Program

Palm Beach County, Florida

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The LWDD manages approximately 500 miles of drainage canals and 1,000 miles of associated ROWs for over 750,000 residents, as well as thousands of acres of agricultural land. Due to the frequency and

intensity of hurricanes, tropical depressions, and thunderstorms in Florida, the LWDD established a Canal Rehabilitation Program to provide effective flood control for public safety.



Actively engaging in the regular maintenance and rehabilitation of these canals provides free flow of water in the channels and provides unencumbered access along both sides of the canal banks. WGI provided ROW exhibits for ownership and easement interests, as well as the field staking of LWDD ROW, to support LWDD in their efforts to perform canal maintenance and rehabilitation. These exhibits provide useful data for District meetings and reports, and provide consultants a means of establishing existing ROW.

Once established in the field, ROW lines are staked for the purpose of clearing and identifying encroachments and to visually mark the ROW lines. Staking efforts involve maneuvering through heavy vegetation, as well as managing strict timelines due to the longevity of wooden stakes along neighboring property lines. Once staked, crews added paint lines at the base of each stake as evidence of staking (a safeguard in the event of displacement/removal.) Exhibit deliverables include AutoCAD files and PDF files of drafted sheets. Staking deliverables include stakes in the ground and an AutoCAD file of points and identified encroachments, with a Surveyors Report of supporting evidence. WGI has provided exhibits for over 170+ miles of ROW and staked over 33 miles of ROW.

#### City of Delray Beach Thomas Street Stormwater Pump Station

Palm Beach County, Florida

As a subconsultant, WGI utilized mobile lidar to collect accurate and detailed data through sensors. This solution promotes increased safety by avoiding the need for the field staff to work within the travel lanes and avoid trespassing on private property due to the

proximity of this residential neighborhood. The City also requested WGI to obtain finished floor elevations for the entire Thomas Street Drainage Basin. WGI measured 90% of all finished



floor elevations from the mobile lidar collection. The vertical accuracy was maintained for this data by digitally leveling throughout the basin. Due to the quick field data collection, WGI provided a merged file of all services ahead of schedule.





**WGI'S CORE VALUES** 















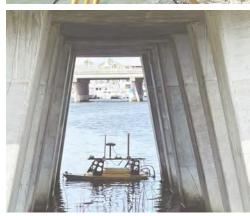












#### Thank You! Kelsey Smith, PSM Project Manager

2035 Vista Parkway West Palm Beach, FL 33411 p. 561.268.5669 e. Kelsey.Smith@WGInc.com



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#### **RESOLUTION NO. 2024-04**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT, CORRECTING SCRIVERINER'S ERRORS AS TO THE RESOLUTION NUMBERS ON RESOLUTIONS 2024-02 AND 2024-03; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pal-Mar Water Control District ("District") passed Resolution 2024-01 on April 4, 2024 (the April Resolution); and then passed subsequent Resolutions 2024-01 and 2024-02 on June 17, 2024 (the "June Resolutions"); and

WHEREAS, the District discovered that the numbering system for the June Resolutions was incorrect and needs to be corrected to ensure that the Resolutions, passed sequentially, are numbered correctly; and

## NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT:

That the **June Resolutions** shall be renumbered as follows:

Resolution 2024-01 will be renumbered to Resolution 2024-2; and Resolution 2024-02 will be renumbered to 2024-23.

The renumbered Resolutions are attached hereto as Composite Exhibit "A" and shall be placed into District Record Book as such.

**PASSED, ADOPTED and EFFECTIVE** this <u>day of September</u>, 2024.

#### ATTEST:

#### PAL-MAR WATER CONTROL DISTRICT

By:\_\_\_

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

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

#### EXHIBIT A

#### **RESOLUTION NO. 2024-02**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT APPROVING A BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors ("Board") of the Pal-Mar Water Control District ("District") is required by Chapter 298, *Florida Statutes*, to approve a Budget for each fiscal year; and,

**WHEREAS**, the Budget for Fiscal Year 2024/2025 has been prepared and considered by the Board.

#### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT THAT:

Section 1. The Budget for Fiscal Year 2024/2025 attached hereto as Exhibit "A" is approved and adopted.

**PASSED, ADOPTED and EFFECTIVE** this <u>17<sup>th</sup></u> day of <u>June</u>, 2024.

ATTEST:

#### PAL-MAR WATER CONTROL DISTRICT

By:\_\_\_

Secretary/Assistant Secretary

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

Chairman/Vice Chairman

#### EXHIBIT A

#### **RESOLUTION NO. 2024-03**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Pal-Mar Water Control District ("District") to establish a regular meeting schedule for fiscal year 2024/2025; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2024/2025 which is attached hereto and made a part hereof as Exhibit "A".

#### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT, MARTIN COUNTY, FLORIDA, AS FOLLOWS:

<u>Section 1</u>. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2024/2025 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this <u>17<sup>th</sup></u> day of <u>June</u>, 2024.

#### ATTEST:

#### PAL-MAR WATER CONTROL DISTRICT

By:

Secretary/Assistant Secretary

By:\_\_\_\_

Chairperson/Vice Chairperson

#### **RESOLUTION 2024-05**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PAL MAR WATER CONTROL DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Pal Mar Water Control District (the "District") is a local unit of specialpurpose government organized and existing under and pursuant to Chapter 298, Florida Statutes, as amended; and

WHEREAS, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida ("HB 7013") and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District's achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

#### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PAL MAR WATER CONTROL DISTRICT:

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2**. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District's success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this <u>5<sup>th</sup></u> day of <u>September</u>, 2024.

#### ATTEST:

#### PAL MAR WATER CONTROL DISTRICT

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

#### Exhibit A

#### Program/Activity: District Administration

**Goal:** Remain compliant with Florida Law for all district meetings **Objectives:** 

#### • Notice all District regular, special, and public hearing meetings

- Conduct all post-meeting activities
- District records retained in compliance with Florida Sunshine Laws

#### **Performance Measures:**

- All Meetings publicly noticed as required (yes/no)
- Meeting minutes and post-meeting action completed (yes/no)
- District records retained as required by law (yes/no)

#### **Program/Activity:** District Finance

**Goal:** Remain Compliant with Florida Law for all district financing activities **Objectives:** 

- District adopted fiscal year budget
- District amended budget at end of fiscal year
- Process all District finance accounts receivable and payable
- Support District annual financial audit activities

#### **Performance Measures:**

- District adopted fiscal year budget (yes/no)
- District amended budget at end of fiscal year (yes/no)
- District accounts receivable/payable processed for the year (yes/no)
- "No findings" for annual financial audit (yes/no)
  - o If "yes" explain

Program/Activity: District Operations

Goal:Insure, Operate and Maintain District owned Infrastructure & assetsObjectives:

- Annual renewal of District insurance policy(s)
- Contracted Services for District operations in effect
- Compliance with all required permits

#### **Performance Measures:**

- District insurance renewed and in force (yes/no)
- Contracted Services in force for all District operations (yes/no)
- Permits in compliance (yes/no)

#### PAL MAR COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

#### 1. Ability of Personnel (10 Points).

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

#### 2. Proposer's Experience (10 Points).

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

#### 3. Understanding of Scope of Work (10 Points).

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

#### 4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

#### 5. Price (10 Points).

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

#### PAL MAR WATER CONTROL DISTRICT REQUEST FOR PROPOSALS

#### District Auditing Services for Fiscal Years 2023/2024, 2024/2025 and 2025/2026 With Two Year Option (2026/2027 and 2027/2028) Martin & Palm Beach Counties, Florida

#### PAL MAR WATER CONTROL DISTRICT AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than September 19, 2024 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. REJECTION OF PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) copy of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Pal Mar Water Control District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

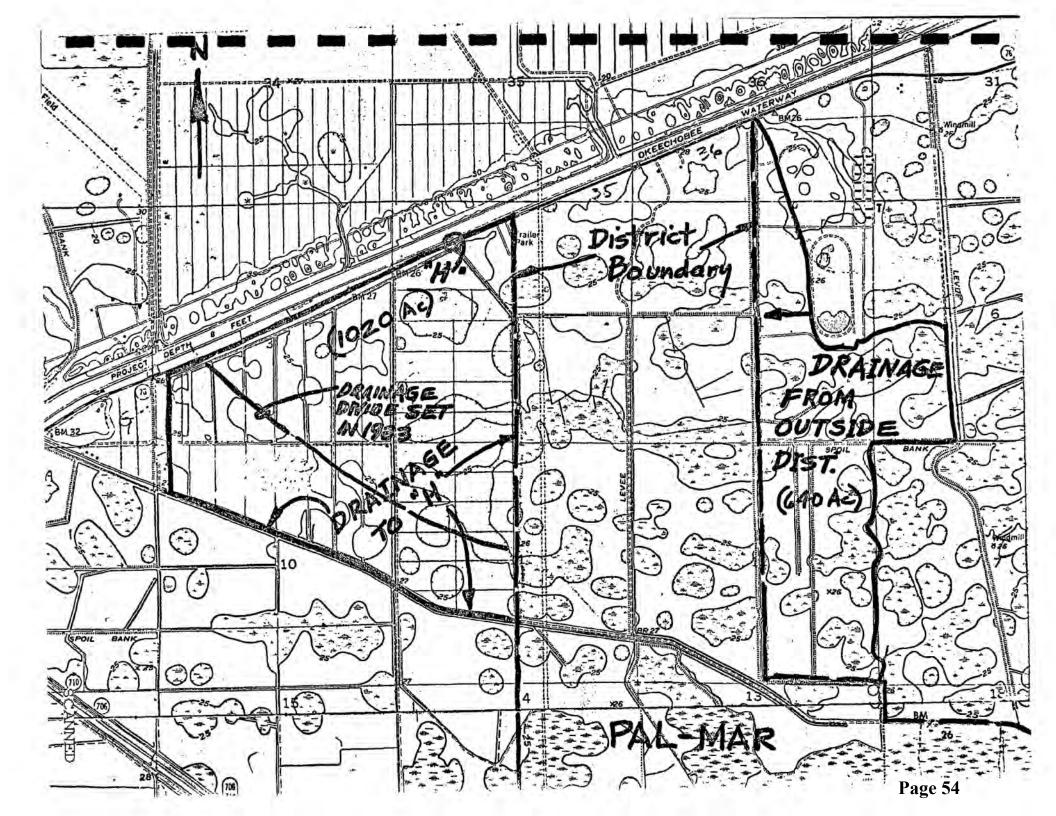
**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.



#### Pal Mar Water Control District Budget vs. Actual October 2023 through August 2024

	Oct '23 - Aug 24	23/24 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
363.100 · O & M Assessments	164,872.33	195,638.00	-30,765.67	84.27%
363.830 · Assessment Fees	-3,472.10	-3,913.00	440.90	88.73%
363.831 · Assessment Discounts	-6,083.98	-7,826.00	1,742.02	77.74%
369.400 · Other Income	1,475.00	0.00	1,475.00	100.0%
369.401 · Interest Income	66,284.08	480.00	65,804.08	13,809.18%
369.403 · Carryover from Previous Year	0.00	155,696.00	-155,696.00	0.0%
Total Income	223,075.33	340,075.00	-116,999.67	65.6%
Gross Profit	223,075.33	340,075.00	-116,999.67	65.6%
Expense				
511.310 · Engineering	28,068.04	28,000.00	68.04	100.24%
511.311 · Management Fees	30,000.00	36,000.00	-6,000.00	83.33%
511.315 · Legal Fees	53,509.50	60,000.00	-6,490.50	89.18%
511.318 · Assessment/Tax Roll	0.00	5,000.00	-5,000.00	0.0%
511.320 · Audit Fees	4,100.00	4,100.00	0.00	100.0%
511.450 · Insurance	6,763.00	8,300.00	-1,537.00	81.48%
511.480 · Legal Advertisements	4,845.28	2,500.00	2,345.28	193.81%
511.512 · Miscellaneous	4,718.12	7,500.00	-2,781.88	62.91%
511.513 · Postage and Delivery	82.49	2,000.00	-1,917.51	4.13%
511.514 · Office Supplies	842.00	2,000.00	-1,158.00	42.1%
511.515 · Website Management Fee	1,250.00	1,500.00	-250.00	83.33%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
512.464 · Mowing	39,500.00	100,000.00	-60,500.00	39.5%
512.467 · Miscellaneous Maintenance	25,536.69	20,000.00	5,536.69	127.68%
512.468 · Contingency-Legal Extraordinary	0.00	3,000.00	-3,000.00	0.0%
512.469 · Security	40,000.00	60,000.00	-20,000.00	66.67%
Total Expense	239,390.12	340,075.00	-100,684.88	70.39%
Net Ordinary Income	-16,314.79	0.00	-16,314.79	100.0%
Income	-16,314.79	0.00	-16,314.79	100.0%

Bank Balance As Of 8/31/24	\$ 1,938,808.91
Investment Acct Balance As Of 8/31/24	\$ 46,101.40
Accounts Payable As Of 8/31/24	\$ 5,160.00
Accounts Receivable As Of 8/31/24	\$ 1,000.00
Total Fund Balance As Of 8/31/24	\$ 1,980,750.31

#### Pal Mar Water Control District Custom Transaction Detail Report July 19 through August 22, 2024

	Туре	Date	Num	Name	Memo	Debit	Credit
Legal Fees							
Torcivia, Donlon, Goddeau & Rubin, P.A.							
	Bill	07/31/2024	22524	Torcivia, Donlon, Goddeau & Rubin, P.A.	Inv# 22524 Professional Services July 2024 Inv# 22429 Professional Services June 2024	E 400.00	5,160.00
Total Torcivia, Donlon, Goddeau & Rubin, P.A.	Bill Pmt -Check	08/01/2024	1973	Torcivia, Donlon, Goddeau & Rubin, P.A.	Inv# 22429 Professional Services June 2024	5,130.00 5,130.00	5,160.00
Total Torcivia, Donion, Goddeau & Rubin, F.A.						5,130.00	5,160.00
Engineer Fees							
Higgins Engineering, Inc.	-						
	Bill Pmt -Check	08/01/2024	1969	Higgins Engineering, Inc.	Inv # 2590 Engineer Services 06.16.24 through 07.1	1,784.45	
Total Higgins Engineering, Inc.						1,784.45	0.00
Management Fees							
Special District Services, Inc.	Bill	07/31/2024	2024-0919	Special District Services, Inc.	Management Fees July 2024		3,463.86
	Bill Pmt -Check	08/01/2024	1971	Special District Services, Inc.	Management Fees July 2024	3,463.86	3,403.00
Total Special District Services, Inc.					······································	3,463.86	3,463.86
Misc							
Gannett Florida LocaliQ							
	Bill Pmt -Check	08/01/2024	1967	Gannett Florida LocaliQ		2,751.88	
Total Gannett Florida LocaliQ						2,751.88	0.00
Grau & Associates	Dill Dest. Charle	00/04/0004	4000	Corres & Anno sinter	Invite #00445 Final David Avdit 2022/2022	1 100 00	
Total Grau & Associates	Bill Pmt -Check	08/01/2024	1968	Grau & Associates	Invoice #26145 Final Payment Audit 2022/2023	4,100.00	0.00
Hudson Protection Enterprise Inc						4,100.00	0.00
	Bill	07/31/2024	0004	Hudson Protection Enterprise Inc	Inv # 0004 July 2024		10,000.00
	Bill Pmt -Check	08/01/2024	1970	Hudson Protection Enterprise Inc		20,000.00	
Total Hudson Protection Enterprise Inc						20,000.00	10,000.00
T.J Mansell Land Management, LLC							
	Bill	07/28/2024	210911	T.J Mansell Land Management, LLC	Inv# 210911 Supervision of Field Maint July 2024		2,340.00
	Bill Pmt -Check	08/01/2024	1972	T.J Mansell Land Management, LLC	Inv# 210911 Supervision of Field Maint July 2024	2,340.00	
Total T.J Mansell Land Management, LLC						2,340.00	2,340.00
Target Print & Mall							
	Bill Bill Pmt -Check	08/02/2024 08/02/2024	165321 1974	Target Print & Mall Target Print & Mall	Inv#165321 Notice Letter Mailer	2,309.30	2,309.30
Total Target Print & Mall	DIII FIIII -GHECK	00/02/2024	1974	raiget r'fillt & Mall	INV#103321 NOUCE LEUEI Maller	2,309.30	2,309.30
						2,000.00	2,003.00
						41 070 40	22 272 10

TOTAL

41,879.49 23,273.16