

**RESOLUTION NO. 2020- 2738**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AN AGREEMENT WITH MARLIN ENGINEERING, INC. FOR GENERAL PLANNING SERVICES FOR THE BUILDING, AND ZONING DEPARTMENT; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the “Town”) is seeking a consultant to provide general planning services for the Building and Zoning Department (the “Department”); and

**WHEREAS**, on June 15, 2020, the Town issued Request for Qualifications No. 2020-05 (the “RFQ”) requesting proposals from firms that could provide general planning services for the Department (the “Services”); and

**WHEREAS**, in response to the RFQ, Marlin Engineering, Inc. (the “Consultant”) submitted a proposal to the RFQ; and

**WHEREAS**, on October 13, 2020, the Town adopted Resolution No. 2020-2730 authorizing the Town Manager to negotiate an agreement with the Consultant; and

**WHEREAS**, the Town Manager has negotiated an agreement attached hereto as Exhibit “A” (“Agreement”) with the Consultant for the Services and the Town Commission desires to approve the Agreement; and

**WHEREAS**, the Town Commission finds that this Resolution is in the best interest and welfare of the residents of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals Adopted.** Each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2. Approval of Agreement.** The Agreement with the Consultant in substantially the form attached hereto as Exhibit "A" is approved.

**Section 3. Authorization.** The Town Manager is hereby authorized to execute the Agreement attached hereto as Exhibit "A" with the Consultant for the Services, subject to final approval by the Town Manager and Town Attorney as to form, content, and legal sufficiency.

**Section 4. Implementation.** The Town Manager is authorized to take any and all necessary action to implement the purposes of the Agreement and this Resolution.

**Section 5. Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 19<sup>th</sup> day of November, 2020.

Motion By: Commissioner Kesl  
Second By: Vice Mayor Paul

**FINAL VOTE ON ADOPTION:**


Commissioner Charles Kesl	<u>Yes</u>
Commissioner Eliana R. Salzhauer	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>Yes</u>

  
\_\_\_\_\_  
Charles W. Burkett, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sandra McCready, MMC  
Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE  
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE TOWN OF SURFSIDE  
AND  
MARLIN ENGINEERING, INC.**

**THIS AGREEMENT** (this "Agreement") is made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020 (the "Effective Date"), by and between the **TOWN OF SURFSIDE**, a Florida municipal corporation (hereinafter the "Town"), and **MARLIN ENGINEERING, INC.** ("Consultant"), a Florida for-profit corporation.

**WHEREAS**, on June 15, 2020, the Town issued Request for Qualifications No. 2020-05 (the "RFQ") for general planning services (the "Services," as further defined below), which RFQ is incorporated herein and made a part hereof by reference; and

**WHEREAS**, in response to the RFQ, the Consultant submitted a response to qualify to provide the Services to the Town, which proposal is attached hereto as Exhibit "A" (the "Proposal"); and

**WHEREAS**, on August 20, 2020, an Evaluation Committee appointed by the Town Manager short listed firms and ranked the Consultant as the most qualified firm for the Services; and;

**WHEREAS**, on October 13, 2020, the Town Commission adopted Resolution No. 2020-2730 selecting Consultant to provide the Services and authorizing the Town Manager to negotiate and execute an agreement with Consultant; and

**WHEREAS**, the Consultant will perform the Services as further described in the Scope of Services attached hereto as Exhibit "B" and the RFQ (the "Services"); and

**WHEREAS**, the Consultant and the Town, through mutual negotiation, have agreed upon a fee schedule as set forth in Exhibit "C" (the "Fee Schedule") for the Services; and

**WHEREAS**, the Consultant and the Town have further agreed upon a fee and rate schedule for additional services provided by the Consultant, as set forth in Exhibit "D" attached hereto (the "Additional Services Fee Schedule"); and

**WHEREAS**, the Town desires to engage the Consultant to perform the Services and provide the deliverables as specified below.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the Consultant and the Town agree as follows:

**1. Scope of Services.**

- 1.1. Under the general supervision of the Town Manager, Consultant shall perform the Services in accordance with the Proposal attached hereto as Exhibit "A," and the Scope of

Services attached hereto as Exhibit "B", both of which are incorporated herein by reference.

- 1.2. The general planning functions and services listed in the Scope of Services are not to be construed as a complete statement of all duties to be performed; the Consultant may be required to perform other job-related duties or services as required ("Additional Services"). The Consultant shall only provide Additional Services with the prior written approval by the Town Manager.
- 1.3. Consultant shall furnish all reports, documents, information obtained pursuant to this Agreement, and recommendations during the term of this Agreement (hereinafter "Deliverables").
- 1.4. Consultant shall provide a minimum of ninety-four (94) hours of work per month, which shall include but not be limited to the functions and services listed in the Proposal and Scope of Services, attached hereto as Exhibits "A" and "B", respectively.
- 1.5. Principal Planner and Key Personnel. Consultant shall ensure that the Chief Planner providing the Services is Walter Keller, PE AICP, and other individuals identified in the attached Fee Schedule in Exhibit "B" ("Key Personnel"). Consultant shall not withdraw or replace Key Personnel performing the Services for the Town without the prior written approval by the Town, in the Town's sole and absolute discretion. The Town and Consultant agree and acknowledge that the Key Personnel presented in the Consultant's Proposal are a material part of and inducement for the Town's selection of the Proposal and entering into this Agreement with Consultant.

## **2. Term/Commencement Date.**

2.1 This Agreement shall become effective upon the Effective Date and shall remain in effect for three (3) years thereafter, unless earlier terminated in accordance with Paragraph 8. Additionally, the Town Manager may renew this Agreement for additional one (1) year periods on the same terms as set forth herein upon written notice to the Consultant, and further subject to CPI adjustment for the fees for each renewal period. Fees/Rates shall be increased each renewal year after the initial three (3) year term on the anniversary date of this Agreement by the same percentage by which the Revised Consumer Price Index U.S. City Average for All Urban Consumers All Items, 1982-84 ("CPI") shall have increased since the previous year of this Agreement. Notwithstanding anything contained in this Agreement to the contrary, the Fees/Rates shall not be decreased.

2.2 Consultant agrees that time is of the essence and Consultant shall complete the Services within the timeframes set forth in this Agreement and in the manner provided in this Agreement, unless extended by the Town Manager.

## **3. Compensation and Payment.**

- 3.1. Compensation for Services provided by Consultant shall be in accordance with the Fee Schedule attached hereto as Exhibit "C," in an amount not to exceed \$14,012.00 per month or \$168,144 per year.

- 3.2. Compensation for Additional Services, and previously approved and/or directed in writing by the Town Manager, shall be compensated in accordance with the Additional Services Fee Schedule attached hereto as Exhibit "D."
- 3.3. Consultant shall deliver an invoice to Town no more often than once per month detailing Services completed and the amount due to Consultant under this Agreement. Fees shall be paid in arrears each month, pursuant to Consultant's invoice, which shall be based upon the percentage of work completed for each task invoiced. The Town shall pay the Consultant in accordance with the Florida Prompt Payment Act after approval and acceptance of the Services by the Town Manager.
4. **Subcontractors.**
- 4.1. The Contractor shall be responsible for all payments to any subcontractors and shall maintain responsibility for all work related to the Services and/or any Project.
- 4.2. Consultant may only utilize the services of a particular subcontractor with the prior written approval of the Town Manager, which approval shall be granted or withheld in the Town Manager's sole and absolute discretion.
5. **Town's Responsibilities.**
- 5.1. Town shall make available any maps, plans, existing studies, reports, staff and representatives, and other data pertinent to the Services and in possession of the Town, and provide criteria requested by Consultant to assist Consultant in performing the Services.
- 5.2. Upon Consultant's request, Town shall reasonably cooperate in arranging access to public information that may be required for Consultant to perform the Services.
6. **Consultant's Responsibilities; Representations and Warranties.**
- 6.1. The Consultant shall exercise the same degree of care, skill and diligence in the performance of the Services for each Project as is ordinarily provided by a contractor under similar circumstances in similar localities ("Standard of Care"). If at any time during the term of this Agreement or within two (2) years from the completion of this Agreement, it is determined that the Consultant's Deliverables or Services are incorrect, not properly rendered, defective, or fail to conform to Town requests, the Consultant shall at Consultant's sole expense, immediately correct its Deliverables or Services.
- 6.2. The Consultant hereby warrants and represents that at all times during the term of this Agreement it shall maintain in good standing all required licenses, certifications and permits required under Federal, State and local laws applicable to and necessary to perform the Services for Town as an independent contractor of the Town. Consultant further warrants and represents that it has the required knowledge, expertise, and experience to perform the Services and carry out its obligations under this Agreement in a professional manner consistent with the Standard of Care.

6.3. The Consultant represents that is an entity validly existing and in good standing under the laws of Florida. The execution, delivery and performance of this Agreement by Consultant have been duly authorized, and this Agreement is binding on Consultant and enforceable against Consultant in accordance with its terms. No consent of any other person or entity to such execution, delivery and performance is required.

7. **Conflict of Interest.**

7.1. To avoid any conflict of interest or any appearance thereof, Consultant shall not, for the term of this Agreement, provide any consulting services to any private sector entities (developers, corporations, real estate investors, etc.), with any adversarial issues against the Town.

8. **Termination.**

8.1. The Town Manager, without cause, may terminate this Agreement upon five (5) calendar days written notice to the Consultant, or immediately with cause.

8.2. Upon receipt of the Town's written notice of termination, Consultant shall immediately stop work on the project unless directed otherwise by the Town Manager.

8.3. In the event of termination by the Town, the Consultant shall be paid for all work accepted by the Town Manager up to the date of termination, provided that the Consultant has first complied with the provisions of Paragraph 8.4.

8.4. The Consultant shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Services and the project to the Town, in a hard copy and electronic format within fourteen (14) days from the date of the written notice of termination or the date of expiration of this Agreement.

9. **Insurance.**

9.1. Consultant shall secure and maintain throughout the duration of this agreement insurance of such types and in such amounts specified below as satisfactory to Town, including the Town as an Additional Insured on the policies required below except Professional Liability and Worker's Compensation/Employer's Liability, underwritten by a firm rated A-X or better by A.M. Best at the time of execution of this Agreement, and qualified to do business in the State of Florida. The insurance coverage affording additional insured status shall be primary insurance with respect to the Town, its officials, employees, and agents. Any insurance maintained by the Town shall be in excess of the Consultant's insurance and shall not contribute to the Consultant's insurance which affords additional insured status. The insurance coverages shall include the amounts set forth in this section and may be increased by the Town as it deems necessary or prudent, with the prior written approval of Consultant.

9.1.1. Commercial General Liability coverage with limits of liability of \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. This Liability Insurance shall also include Completed Operations and Product Liability

coverages and eliminate the exclusion with respect to property under the care, custody and control of Consultant. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each.

9.1.2. Workers Compensation and Employer's Liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability of \$1,000,000.00 each accident. No employee, subcontractor or agent of the Consultant shall be allowed to provide Services pursuant to this Agreement who is not covered by Worker's Compensation insurance.

9.1.3. Business Automobile Liability of \$1,000,000 per occurrence, combined single limit for Bodily Injury and Property Damage. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, as filed by the Insurance Service Office, and must include Owned, Hired, and Non-Owned Vehicles.

9.1.4. Professional Liability Insurance in an amount of Two Million Dollars (\$2,000,000.00) per claim and in the aggregate.

9.2. **Certificate of Insurance.** Certificates of Insurance shall be provided to the Town, reflecting the Town as an Additional Insured (except with respect to Professional Liability Insurance and Worker's Compensation/Employer's Liability Insurance), no later than ten (10) days after award of this Agreement and prior to the execution of this Agreement by Town and prior to commencing Services. Each certificate shall evidence that no less than (30) thirty-day advance written notice (10-days' in the event of cancellation due to non-payment of premium) will be provided to Town prior to cancellation of said policies of insurance. The Consultant shall be responsible for assuring that the insurance required by this Section remain in full force and effect for the duration of this Agreement, including any extensions or renewals that may be granted by the Town. The Certificates of Insurance shall not only name the types of policy(ies) provided, but also shall refer specifically to this Agreement and shall state that such insurance is as required by this Agreement. The Town reserves the right to inspect and return a certified copy of such policies, upon written request by the Town. If a policy is due to expire prior to the completion of the Services, renewal Certificates of Insurance shall be furnished prior to the date of their policy expiration. Acceptance of the Certificate(s) is subject to approval of the Town.

9.3. **Additional Insured.** Except with respect to Professional Liability Insurance and Worker's Compensation/Employer's Liability Insurance, the Town is to be included as an Additional Insured for the liability of the Town resulting from Services performed by or on behalf of the Consultant in performance of this Agreement. The Consultant's insurance applicable to the Town as an Additional Insured, shall apply on a primary basis and any other insurance maintained by the Town shall be in excess of and shall not contribute to the Consultant's insurance. The Consultant's insurance affording additional insured status shall contain a severability of interest provision providing that, except with respect to the

total limits of liability, the insurance shall apply to each Insured or Additional Insured (for applicable policies) in the same manner as if separate policies had been issued to each.

**9.4. Waiver of Subrogation.** The Consultant's insurance policies shall include a blanket waiver of subrogation endorsement in favor of the Town.

**9.5. Deductibles.** All deductibles or self-insured retentions must be declared to and be reasonably approved by the Town. The Consultant shall be responsible for the payment of any deductible or self-insured retentions in the event of any claim.

**9.6.** The provisions of this section shall survive termination of this Agreement.

**10. Nondiscrimination.** During the term of this Agreement, Consultant shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, or national origin, and to abide by all Federal and State laws regarding nondiscrimination.

**11. Attorneys Fees and Waiver of Jury Trial.**

**11.1.** In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.

**11.2.** IN THE EVENT OF ANY LITIGATION ARISING OUT OF THIS AGREEMENT, EACH PARTY HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

**12. Indemnification.**

**12.1.** Consultant shall indemnify and hold harmless the Town, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising from Consultant's negligent acts, errors, or omissions arising out of the performance or non-performance of the Services or any provision of this Agreement, including, but not limited to, liabilities arising from contracts between the Consultant and third parties made pursuant to this Agreement. Consultant shall reimburse the Town for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising from Consultant's negligent performance or non-performance of this Agreement.

**12.2.** The provisions of this section shall survive termination of this Agreement.

**12.3.** Nothing herein is intended to serve as a waiver of sovereign immunity by the Town nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. The Town is subject to section 768.28, Florida Statutes, as may be amended from time to time.



**13. Notices/Authorized Representatives.** Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the addresses listed on the signature page of this Agreement or such other address as the party may have designated by proper notice.

**14. Governing Law and Venue.** This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any proceedings arising out of this Agreement shall be proper exclusively in Miami-Dade County, Florida.

**15. Entire Agreement/Modification/Amendment.**

**15.1.** This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

**15.2.** No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.

**16. Ownership and Access to Records and Audits.**

**16.1.** Consultant acknowledges that all inventions, innovations, improvements, developments, methods, designs, analyses, drawings, reports, compiled information, and all similar or related information (whether patentable or not) which relate to Services to the Town which are conceived, developed or made by Consultant during the term of this Agreement (“Work Product”) belong to the Town. Consultant shall promptly disclose such Work Product to the Town and perform all actions reasonably requested by the Town (whether during or after the term of this Agreement) to establish and confirm such ownership (including, without limitation, assignments, powers of attorney and other instruments).

**16.2.** Consultant agrees to keep and maintain public records in Consultant’s possession or control in connection with Consultant’s performance under this Agreement. The Town Manager or her designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any records of the Consultant involving transactions related to this Agreement. Consultant additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the Town.

**16.3.** Upon request from the Town’s custodian of public records, Consultant shall provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.

- 16.4. Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the Town.
- 16.5. Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Consultant shall be delivered by the Consultant to the Town Manager, at no cost to the Town, within seven (7) days. All such records stored electronically by Consultant shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the Consultant shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
- 16.6. Any compensation due to Consultant shall be withheld until all records are received as provided herein.
- 16.7. Consultant's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.
- 16.8. **Notice Pursuant to Section 119.0701(2)(a), Florida Statutes. IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.**

**Custodian of Records: Sandra McCready, MMC**  
**Mailing address: 9293 Harding Avenue**  
**Surfside, FL 33154**  
**Telephone number: 305-861-4863**  
**Email: smccready@townofsurfsidefl.gov**

17. **Nonassignability.** This Agreement shall not be assignable by Consultant unless such assignment is first approved by the Town Manager. The Town is relying upon the apparent qualifications and expertise of the Consultant, and such firm's familiarity with the Town's area, circumstances and desires.
18. **Severability.** If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.
19. **Independent Contractor.** The Consultant and its employees, volunteers and agents shall be and remain an independent contractor and not an agent or employee of the Town with respect

to all of the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

**20. Compliance with Laws.**

**20.1.** The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities in carrying out Services under this Agreement, and in particular shall obtain all required permits from all jurisdictional agencies to perform the Services under this Agreement at its own expense.

**20.2.** Consultant shall perform and complete the Services in compliance with the Florida Building Code, the Town of Surfside Charter and Code, Miami-Dade County Code of Ordinances, and all other applicable codes and standards governing the Services and the work.

**21. Waiver.** The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

**22. Survival of Provisions.** Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

**23. Prohibition of Contingency Fees.** The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**24. Public Entity Crimes Affidavit.** Consultant shall comply with Section 287.133, Florida Statutes (Public Entity Crimes Statute), notification of which is hereby incorporated herein by reference, including execution of any required affidavit.

**25. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterparts shall constitute one and the same instrument.

**26. Conflicts.**

**26.1.** This document, without exhibits or attachments, is the "Base Agreement." In the event of a conflict between the terms of the Base Agreement and any exhibits or attachments hereto, the terms of the Base Agreement shall control.

26.2. In the event of a conflict between the terms of any exhibits or attachments hereto, or any documents incorporated herein by reference, the conflict shall be resolved in the following order of priorities and the more stringent criteria for performance of the Services shall apply:

26.2.1. First Priority: Exhibit "A," the Scope of Services;

26.2.2. Second Priority: the RFQ;

26.2.3. Third Priority: "Exhibit "C," the Fee Schedule;

26.2.4. Fourth Priority: "Exhibit "D," the Additional Services Fee Schedule; and

26.2.5. Fifth Priority: "Exhibit "B," the Proposal.

27. **Boycotts.** The Consultant represents that it is not currently engaged in, and will not engage in, a boycott, as defined in Section 3-1.1 of the Town of Surfside Code of Ordinances.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year as first stated above.

**TOWN OF SURFSIDE:**

By: \_\_\_\_\_  
Andrew Hyatt, Town Manager

Date Executed: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Sandra McCready, MMC  
Town Clerk

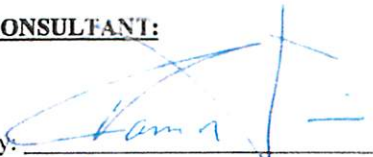
Approved as to Form and Legal Sufficiency:

By: \_\_\_\_\_  
Weiss Serota Helfman Cole & Bieran, P.L.  
Town Attorney

**Addresses for Notice:**  
Town of Surfside  
Attn: Town Manager  
9293 Harding Avenue  
Surfside, FL 33154  
305-861-4863 (telephone)  
305-993-5097 (facsimile)  
ahyatt@townofsurfsidefl.gov (email)

**With a copy to:**  
Weiss Serota Helfman Cole & Bierman, P.L.  
Attn: Lillian Arango, Esq.  
Town of Surfside Attorney  
2525 Ponce de Leon Boulevard, Suite 700  
Coral Gables, FL 33134  
larango@wsh-law.com (email)

**CONSULTANT:**

By: 

Name: Ramon Soria

Title: President

Entity: Marlin Engineering, Inc.

Date Executed: 10/28/20

**Addresses for Notice:**

Marlin Engineering, Inc.

1700 NW 66 Ave

Suite 106

Plantation, FL 33313

\_\_\_\_\_ (telephone)

\_\_\_\_\_ (facsimile)

\_\_\_\_\_ (email)

**With a copy to:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (telephone)

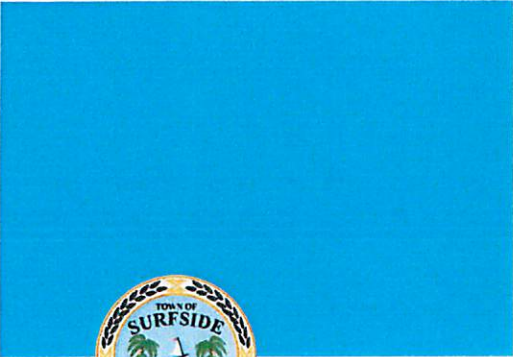
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**EXHIBIT "A"**  
**CONSULTANT'S PROPOSAL**



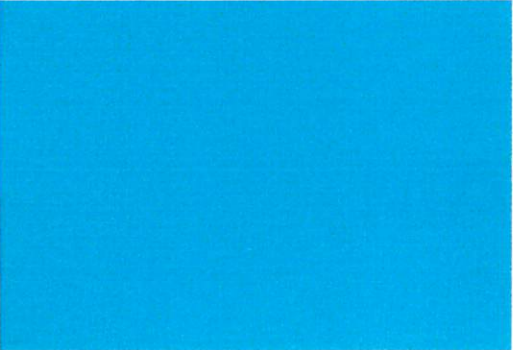
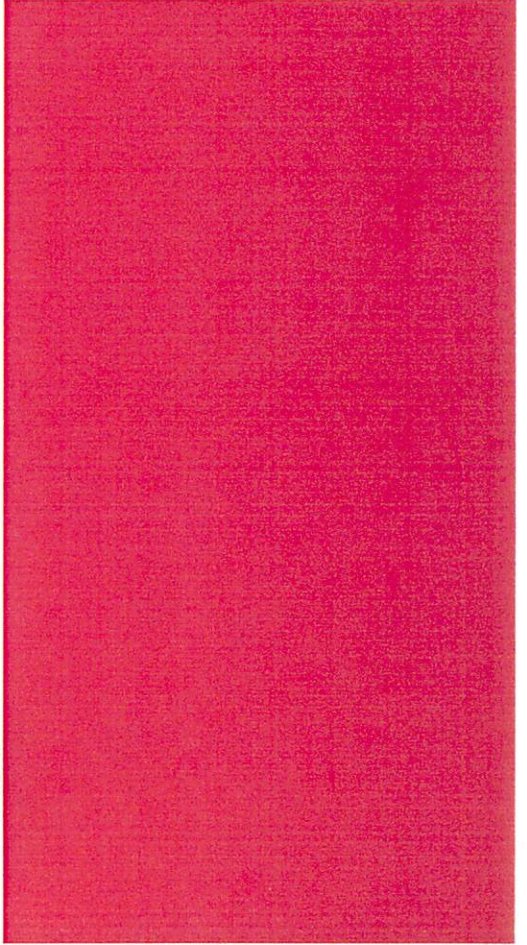
JULY 30 2020



REQUEST FOR QUALIFICATIONS

# GENERAL PLANNING SERVICES

RFQ NO. 2020-05



SUBMITTED BY

# MARLIN



**A**

COVER  
PAGE

**M**



# GENERAL PLANNING SERVICES

RFQ NO. 2020-05

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**MARLIN ENGINEERING, INC.**  
6840 NW 77th Court  
Miami, FL 33166  
[www.marlinengineering.com](http://www.marlinengineering.com)

**WALTER KELLER, PE, AICP**  
**Project Manager - Point of Contact**  
305.477.7575  
[wkeller@marlinengineering.com](mailto:wkeller@marlinengineering.com)

**SUBMITTED**  
July 30, 2020

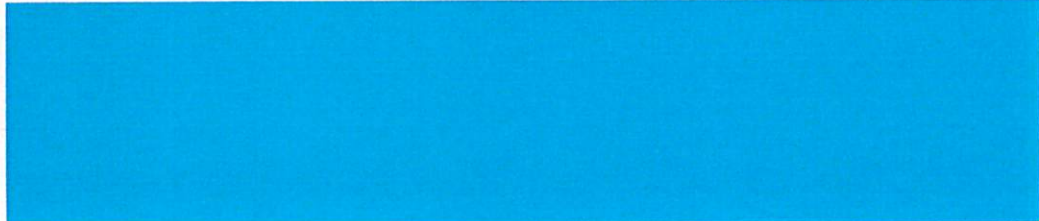
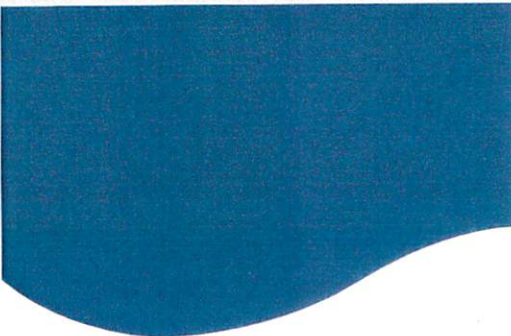
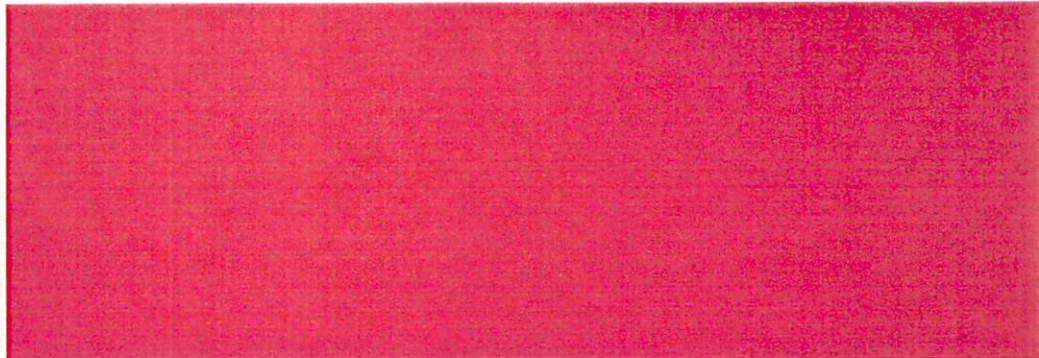
**MARLIN**



**B**

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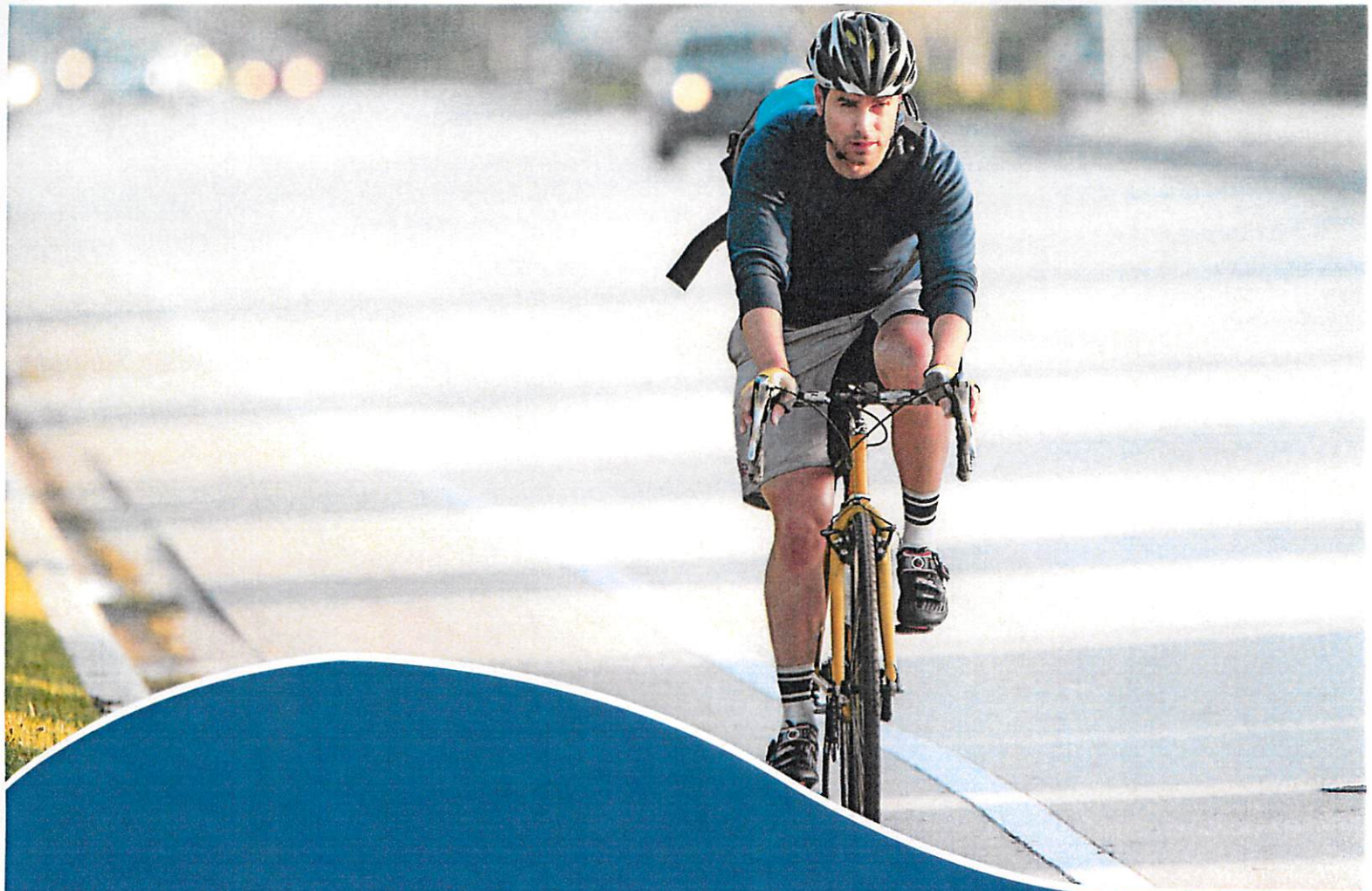




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**M**

**C**

LETTER OF  
INTENT

July 30, 2020

Town of Surfside Town Hall  
Susan McCready, MMC, Town Clerk  
9293 Harding Avenue  
Surfside, FL 33154

**Re: RFQ #2020-05 - General Planning Services**

Dear Ms. McCready:

**MARLIN Engineering, Inc. (MARLIN)** is excited to submit our response to this Request for Qualifications. MARLIN is a full-service consulting firm with a highly qualified and passionate team of experts who provide professional planning, traffic, and design services. We have assembled an in-house project team that is enthusiastic about offering planning services to the Town.

For the past 29 years, MARLIN has completed high-quality, similar projects on-time and within budget in many municipalities throughout Florida. We have created partnerships and fostered long-lasting relationships with towns, cities, counties, and state agencies by providing professional assistance, personalized customer service, high-quality deliverables, and innovative solutions.

Our team believes that adhering to the Town's Comprehensive Plan and Land Development Code is critical to the success of the community. MARLIN brings to the table a strong foundation of visioning expertise and conceptual design. Our team has the coastal experience, the desire, and the dedication to exceed the needs of the Town of Surfside, and we are very excited about the opportunity to respond to this RFQ.

**WHY MARLIN?**

**We have extensive experience working in Miami-Dade County.** MARLIN is currently working on projects in the Cities of Miami Beach and South Miami, the Towns of Miami Lakes and Cutler Bay, Miami-Dade County, and FDOT District 6. We are a local, multidisciplinary organization specializing in providing planning, traffic engineering, engineering design, surveying, and construction services.

**We are passionate about our work.** We deliver solutions, both minor and major in scope, especially when it comes to providing the planning services at the local municipal level. We have a clear understanding of what is required to deliver a realistic and successful project that meets the needs and vision of the community.

**We are 100% committed** to assigning the necessary hours, expertise, and attentiveness to ensure all goals and objectives are met through the provision of these services.

Walter Keller, PE, AICP, will be MARLIN's project manager for this contract. Mr. Keller has been responsible for providing planning services to several coastal jurisdictions for more than 32 years. He can be reached at 954.257.9690 or via email at [wkeller@marlinengineering.com](mailto:wkeller@marlinengineering.com). We hope our response leaves you sharing our belief the interests of the Town of Surfside and those you serve will be best fulfilled by the MARLIN project team.

Sincerely,



Ramon Soria, PE  
President & CEO of MARLIN Engineering, Inc.



**M**

**D**

**RESPONDENT  
CHECKLIST**

**Form 1  
RESPONSE CHECKLIST**

- Form 1: Response Checklist**
- Form 2: Proposal Information Form**
- Form 3: Certificate of Authority (Complete Form 3A or 3B as applicable)**  
**Certificate of Authority (for Corporations or Partnerships)**  
**Certificate of Authority (for Individuals)**
- Form 4 Company Qualifications' Questionnaire**
- Form 5 Key Personnel**
- Form 6 Client References**
- Form 7: Dispute Disclosure**
- Form 8: Acknowledgment of Addenda**
- Form 9: Single Execution Affidavit**



FIRM'S  
QUALIFICATIONS



# EXPERIENCE OF THE FIRM

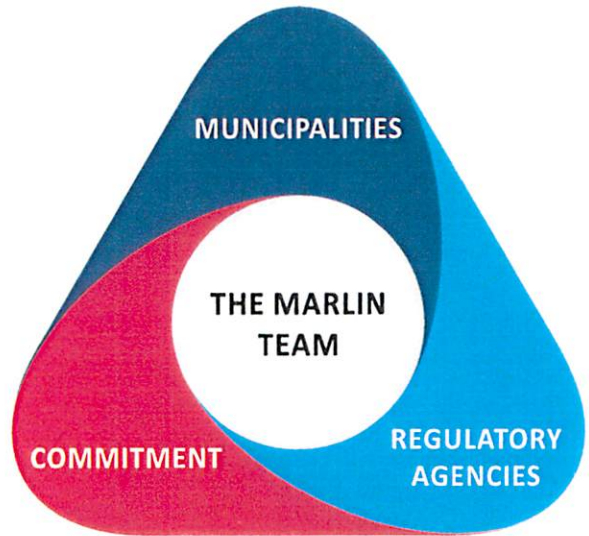
*Our team has the experience and professional knowledge to accomplish the categories identified in the Scope of Services.*

MARLIN prides itself in providing **high-quality services that result in projects being completed on time and within budget.** We have a proven record of success on similar contracts. We have worked in most of the municipalities throughout South Florida and have collaborated with our clients in their quest to provide a **safe and beautiful place to live and improve the quality of life of the community.** We understand the keys to success for this contract by providing deliverables that are innovative, consistent with the goals of the community and at the same time are delivered within budget. We have experience working with regulatory agencies and compliance with all agency laws and regulations.

## EXPERIENCE WITH MUNICIPALITIES

MARLIN has served multiple municipalities and understands the keys to success for these types of contracts. We have experience working with local, state, and federal regulatory agencies and are experts in permitting and compliance with all agency laws and regulations. As prime consultant, MARLIN has held more than **50 General Engineering and Planning Consultant services contracts**

and has performed flawlessly. We have created a partnership and fostered a long-lasting relationship with our clients. The list below features our public client list for whom we have performed similar services to those requested in the City’s RFQ:



<ul style="list-style-type: none"> <li>City of Aventura</li> <li>City of Deerfield Beach</li> <li>City of Fort Lauderdale</li> <li>City of Hollywood CRA</li> <li>City of Parkland</li> <li>Broward Metropolitan MPO</li> <li>City of Coral Gables</li> <li>City of Delray Beach</li> <li>City of Deltona</li> <li>City of Doral</li> <li>City of Miami</li> </ul>	<ul style="list-style-type: none"> <li>City of Miami Beach</li> <li>City of North Miami Beach</li> <li>City of South Miami</li> <li>Town of Cutler Bay</li> <li>Town of Miami Lakes</li> <li>Village of Palmetto Bay</li> <li>Village of Pinecrest</li> <li>Miami-Dade County</li> <li>Miami-Dade College</li> <li>Miami International Airport</li> <li>Miami Shores Village</li> </ul>	<ul style="list-style-type: none"> <li>Miami-Dade TPO</li> <li>City of Oakland Park</li> <li>City of Palm Beach Gardens</li> <li>City of Port St. Lucie</li> <li>Indian River County</li> <li>Lake Worth Drainage District</li> <li>Florida Department of Transportation (FDOT) All Districts</li> <li>Florida Turnpike Enterprise</li> </ul>
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## EXPERIENCE WITH REGULATORY AGENCIES

We understand that the agency review process in South Florida is often complex with a number of overlapping jurisdictions and agencies. We have the technical knowledge and ability to advocate to FDOT, SFWMD, FDEP, the Army Corps of Engineers and all other permitting agencies on behalf of the **Town of Surfside.** We have worked extensively with these agencies and understand the ultimate review and permitting process for this type of project.

FORM 4

Company Qualification Questionnaire

Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some Information may not be applicable, in such instances insert "N/A".

1. How many years has your company been in business under its current name and ownership?

29 years

- a. Professional Licenses/Certifications (include name and license #)\* Issuance Date

State of Florida Engineering Business Authorization - CA6104 01/28/2020

Professional Surveyor and Mapper Business Certificate - LB7241 02/02/2019

Miami-Dade County Disadvantaged Business Enterprise 07/09/2020

(\*include active certifications of small or disadvantage business & name of certifying entity)

2. Type of Company:  Individual  Partnership  Corporation  LLC  Other

If other, please describe the type of company: \_\_\_\_\_

a. FEIN/EIN Number: 65-0279601

- b. Dept. of Business Professional Regulation Category (DBPR):

i. Date Licensed by DBPR: 09/19/1991

ii. License Number: 6104

c. Date registered to conduct business in the State of Florida: 08/21/1991

i. Date filed: 08/21/1991

ii. Document Number: S74791

d. Primary Office Location: 1700 NW 66th Avenue, Suite 106 Plantation, FL 33313

e. What is your primary business? Engineering, Planning, Surveying & Mapping  
(This answer should be specific)

f. Name and Licenses of any prior companies

Name of Company	License Name & No.	Issuance Date
N/A		

3. Company Ownership

a. Identify all owners or partners of the company:  
(Attach additional pages if necessary)

Name	Title	% of ownership
Ramon Soria, PE	President & CEO	95%
Sergio Alfonso, Jr., PE	Owner	5%

b. Is any owner identified above an owner in another company?  Yes

No If yes, identify the name of the owner, other company names, and % ownership

N/A		
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- c. Identify all individuals authorized to sign for the company, indicating the level of their signing authority (use additional pages/attachments if necessary)

Name	Title	Signatory Authority (All, Cost Up to \$Amount, No-Cost, Other)
Ramon Soria, PE	President & CEO	All
Betsy Jeffers, PE	Vice President	All
Jose Quintana, PE	Executive Vice President of Operations & Maintenance	All

4. Employee Information

- a. Total No. of Employees: 90
- b. Total No. of Managerial/Admin. Employees: 20

5. Recent Contracts

- a. Identify the five (5) most recent contracts in which your company has provided similar services to other public entities. Include the Owner's name and contact person.

General Planning Consultant	City of Miami Beach	Lynda Westin
General Engineering Consultant	City of South Miami	Aurelio Carmenates
General Engineering Consultant	Town of Miami Lakes	Carlos Acosta

6. Insurance Information:

- a. Insurance Carrier name & address:

General Liability and Worker's Compensation Carrier:

Hartford Fire Insurance Company  
 One Hartford Plaza  
 Hartford, Connecticut 06155



By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By:   
\_\_\_\_\_  
Signature of Authorized Officer  
Ramon Soria, PE  
\_\_\_\_\_  
Printed Name

07/28/2020  
\_\_\_\_\_  
Date

FORM 6  
CLIENT REFERENCES

**IN ADDITION TO THE INFORMATION REQUIRED ON THIS FORM,  
CONTRACTOR TO PROVIDE A MINIMUM OF THREE REFERENCE LETTERS.**

REFERENCE #1

Public Entity Name: City of Miami Beach - General Planning Consultant

Reference Contact Name:

Lynda Westin

Contact Title:

Transportation Manager

Contact Department:

Transportation Department

Contact Telephone:

305.673.700 ext. 6693

Contact Email:

lyndawestin@miamibeachfl.gov

Public Entity Size/Number of Residents/Square Mileage: **87,380 / 7.63 square miles**

Contract Start Date: 2018 Contract End Date: Ongoing

Is the Contract still Active? **Yes**

Scope of Work (be as detailed as possible) **MARLIN** serves as General Engineering Consultant to the City of Miami Beach providing professional planning and engineering services.

**Featured Projects**

**Chase Avenue/34th Street Shared Use Path.** MARLIN completed a feasibility analysis for Chase Avenue/W 34th Street shared-use path in the City of Miami Beach, adjacent to the Miami Beach Golf Course. Improvements to local non-motorized transportation infrastructure connectivity on Chase Avenue were required to develop a safe and accessible multi-user citywide bicycle and pedestrian network. This link is an essential piece of a continuous system of pedestrian and bicycle facilities around the City of Miami Beach Golf Club that will promote active use of City green spaces, and healthy lifestyles and social interaction between neighbors.

Design concepts included recommendations for decorative features at key locations to protect cyclists and pedestrians from errant golf balls. In addition to the protective elements, MARLIN

proposed two new “people places” utilizing decorative pavement treatments and public art to create spaces that the community and residents could enjoy at the intersections of Alton Road and Chase Avenue, and Chase Avenue and W 34th Street.

**17th Street Transit & Protected Bike Lanes Study.** MARLIN conducted a feasibility study for 17th Street Exclusive Transit and Protected Buffered Bicycle Lanes in Miami Beach, consistent with the City’s Transportation Master Plan (TMP) adopted by resolution on April 13, 2016.

The 17th Street Exclusive Transit and Protected Buffered Bicycle Lanes feasibility study identified and assessed existing transportation conditions and recommend multi-modal transportation improvements to provide exclusive transit and protected or buffered bicycle lanes. The primary study area ran along 17th Street from Bay Drive to Beach Walk. Within this corridor MARLIN investigated the impacts of extending the Venetian Causeway Bike lanes through the entire corridor and analyze a potential Exclusive Transit lane consistent with the City Transportation Master Plan. Conditions in a secondary study area 2-3 blocks from the primary study were also studied.

**Trolley Passenger Survey.** MARLIN conducted a bilingual survey of Miami Beach trolley passengers and the general public for the purpose of providing continued efficient services for the community.

The survey focused on: understanding passenger point of view (demographics, residents, tourists, other), what mode was used prior to trolley service and obtaining a better understanding of the modes of connectivity, transit dependency, comfort and convenience of service and trip origins and destinations as well as the use of the City’s trolley tracker App.



REFERENCE #2

Public Entity Name: City of South Miami – General Engineering Consultant

Reference Contact Name:

Aurelio Carmenates

Contact Title:

Project Manager

Contact Department:

Public Works and Engineering

Contact Telephone:

305.403.2072

Contact Email:

acarmenates@southmiamifl.gov

Public Entity Size/Number of Residents/Square Mileage: 11,657 / 2.30 square miles

Contract Start Date: 2016 Contract End Date: Ongoing

Is the Contract still Active? **Yes**

**Scope of Work (be as detailed as possible)** MARLIN is providing Professional Planning and Engineering services to the City of South Miami. Services include: roadway design; civil engineering; transportation planning, environmental engineering; traffic engineering; surveying, community outreach and construction administration and inspections.

**Featured Projects**

**Southwest 72<sup>nd</sup> Street “No Truck Zone” and “Parking Elimination Studies.”** This project will consist of preparing a “No Truck Zone” and “Parking Elimination” Studies of SW 72nd Street from SW 57<sup>th</sup> Avenue (Red Road) to SR 5 (US 1). MARLIN will utilize a mixture of traffic counts; parking occupancy counts and inventories of the area to establish current truck usage and parking characteristics on SW 72nd Street within the study limits. MARLIN will review the City, County and State highway regulations relative to prohibiting “trucks” on designated roadways. MARLIN will document the findings of the studies in a written report and assist the City Attorney relative to the ordinance(s) to effect the proposed changes. MARLIN will also be available to attend up to two public meetings relative to this effort.

**West and South Pinecrest Villas Area Wide Traffic Calming Master Plan and Design.** Prepared an area-wide traffic calming master plan. The study reflected traffic calming measures in an effort to reduce or eliminate cut-thru traffic and speeding within the neighborhood. Analyzed local traffic patterns based on Miami-Dade County Traffic Flow Modification guidelines and

standard procedures. Existing traffic conditions at critical locations and roadway segments were addressed by proposing appropriate countermeasures. MARLIN also met with residents to provide them with an opportunity to identify the existing traffic issues within the study area and to provide direction for the study's focus. Tasks included: field review and inventory, traffic data collection, determination of critical locations, traffic calming analysis, preparation of a recommendations, County approval and permitting. Following the master plan, MARLIN prepared the design of final construction plans and technical specifications, including obtaining necessary permits from MDPWD as well as provided post design services including preparation of bid documents and construction inspection services.

**Citywide Green Sharrows.** The City wants to provide the community with sustainable, safe and effective alternatives to personal motorized vehicles. To improve mobility and encourage safer driver's behaviors, the City tasked MARLIN to develop a design and prepare construction documents for the installation of Citywide Neighborhood Greenway and Sharrows as identified in the South Miami Intermodal Transportation Plan.

**SW 64 Street Bicycle Lanes.** Design services for the installation of bicycle lanes with separation from the travel lanes in each direction along SW 64th Street from SW 62nd Avenue to SW 57th Avenue (Segment 1) and Installation of shoulders (designated bicycle lane) adjacent to the main travel lanes in each direction along SW 64th Street from SW 69th Avenue to SW 57th Avenue (Segment 2). MARLIN is providing Project Management, Roadway and Drainage Design, Utility Coordination, Permitting and Construction Administration and Inspection services.

REFERENCE #3

Public Entity Name: Town of Miami Lakes – General Engineering Consultant

Reference Contact Name:

Carlos Acosta

Contact Title:

Director of Public Works

Contact Department:

Public Works

Contact Telephone:

305.512.7129

Contact Email:

acostac@miamilakes-fl.gov

Public Entity Size/Number of Residents/Square Mileage: 29,361 / 5.63 square miles

Contract Start Date: 2012 Contract End Date: Ongoing

Is the Contract still Active? **Yes**

**Scope of Work (be as detailed as possible)** MARLIN serves as General Engineering Consultant to the Town of Miami Lakes providing civil and traffic engineering as well as survey services for a variety of projects including roadway reconstruction and improvements, drainage improvements and utility coordination.

**Featured Projects**

**Fairway Drive Pedestrian Study and Design.** This project will consist of preparing a pedestrian study of Fairway Drive from Miami Lakes Drive to 2,000 feet west of Miami Lakeway North. MARLIN will utilize a mixture of traffic counts, pedestrian videos, accident analysis and a qualitative assessment to identify pedestrian crossings of Fairway Drive. Traffic engineers shall perform field reviews during the study PM peak hour to make a qualitative assessment. Such factors as vehicular conflicts, pedestrian conflicts, or any other operational characteristics critical to the pedestrian movements will be noted. Two conceptual pedestrian improvements will be developed to improve the safety of pedestrian crossings of Fairway Drive.

**NW 82nd Avenue and Oak Lane.** Redesign of NW 82nd Avenue and Oak Lane based on safety study recommendations. Included roadway median design, adding pavement marking and signage, and restoring and reconfiguring existing crosswalks to comply with ADA requirements. MARLIN is responsible for design, survey, utility coordination and construction administration.

**Bicycle and Pedestrian Improvements.** Sidewalk and crosswalk improvements along each side of the existing typical section of four selected corridors in the Town of Miami Lakes. The sidewalk improvements will be in accordance with ADA requirements. Since this is a LAP approved project, MARLIN will coordinate with FDOT on the development of the NEPA documentation required for this project.

**Traffic Operation and Mobility Study.** Traffic engineering services for the assessment of traffic operations and development of conceptual recommendations for safety/traffic calming improvements, as well as a feasibility study for the relocation of a community guard gate.

**Miscellaneous Streetscape Improvement.** As part of the Town's Beautification Master Plan, MARLIN provided design services for streetscape improvements consisting of the installation of paver treatments at various locations, including gateways and specific intersections (unsignalized and signalized), as well as the application of pavement markings. Our team prepared the construction documents which included three design typical design alternatives and provided interagency coordination.

**West Lakes Drainage Improvements.** MARLIN provided design services for this drainage improvements project which consisted of the replacement of existing catch basins, the addition of manholes, new pipes and French Drains. Milling and resurfacing of roadway as well as replacement of existing signing and pavement markings were also part of this project.

# LICENSES & CERTIFICATIONS



Ron DeSantis, Governor



STATE OF FLORIDA

## BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

### MARLIN ENGINEERING INC.

1700 NW 66TH AVE.,  
STE. 106  
PLANTATION FL 33313

LICENSE NUMBER: CA6104

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

000036

## Local Business Tax Receipt

Miami-Dade County, State of Florida  
-THIS IS NOT A BILL - DO NOT PAY

# LBT

2524529

<p><b>BUSINESS NAME/LOCATION</b> MARLIN ENGINEERING INC 6840 NW 77TH CT MIAMI FL 33166</p>	<p><b>RECEIPT NO.</b> RENEWAL 2649235</p>
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**EXPIRES**  
**SEPTEMBER 30, 2020**  
Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

<p><b>OWNER</b> MARLIN ENGINEERING INC C/O RAMON SORIA</p>	<p><b>SEC. TYPE OF BUSINESS</b> 212 P.A./CORP/PARTNERSHIP/FIRM CA6104</p>	<p><b>PAYMENT RECEIVED BY TAX COLLECTOR</b> \$82.50 12/30/2019 CREDITCARD-20-022739</p>
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Employee(s) 1

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)

000140


## Local Business Tax Receipt

Miami-Dade County, State of Florida  
-THIS IS NOT A BILL - DO NOT PAY

# LBT

2524537

<p><b>BUSINESS NAME/LOCATION</b> SORIA RAMON PE 6840 NW 77TH CT MIAMI FL 33166</p>	<p><b>RECEIPT NO.</b> RENEWAL 2649243</p>
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**EXPIRES**  
**SEPTEMBER 30, 2020**  
Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

<p><b>OWNER</b> SORIA RAMON PE C/O MARLIN ENGINEERING INC</p>	<p><b>SEC. TYPE OF BUSINESS</b> 212 PROFESSIONAL PE41218</p>	<p><b>PAYMENT RECEIVED BY TAX COLLECTOR</b> \$110.00 01/13/2020 CREDITCARD-20-025859</p>
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This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

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6/17/2020

Pre-Qualification Certificate - Returning Vendor Self-Service Portal



**Miami-Dade County  
Internal Services Department  
Architecture/Engineering (A/E)  
Pre-Qualification Certificate**

This certificate is hereby  
issued to:

**MARLIN ENGINEERING INC**  
**6840 NW 77th Court, Miami, FL 33166**

**Approval Date: 06/17/2020**

**Expiration Date: 07/31/2021**

The above name applicant is pre-qualified to provide professional A/E services for Miami-Dade County for the period indicated above. The applicant has committed its firm to comply with the specific conditions listed below:

1. Pre-Qualified to offer professional services only in the Miami-Dade County technical categories shown in the "Statement of Technical Qualifications." All technical category restrictions must be strictly adhered to.
2. Pre-Qualification Certification (PQC) consolidates the technical certification, affirmative action plan, and vendor registration into one streamlined certification process resulting in the issuance of a Pre-Qualification Certificate.
3. Report any significant changes, such as contact person, qualifier, ownership, firm address, etc., by login on the Self-Service Portal at [www.miamidade.gov/vendor](http://www.miamidade.gov/vendor) within 30 days of such a change. Failure to report said changes to the County may result in the immediate suspension or termination of your firm's Pre-Qualification Certification.
4. Failure to renew your firm's PQC at least thirty (30) days prior to your firm's current expiration date may result in the suspension and/or termination from County programs and current or future contracts until your firm's Pre-Qualification Certification has been properly renewed. Any lapses in the certification of any of the required PQC areas (vendor registration, affirmative action plan, or technical certification) will result in a lapse in your PQC. Firms are responsible for observing and adhering to all submission deadlines.
5. Any renewal applications and/or supporting documents submitted after the application deadline might delay the review of your firm's PQC certification to the next available Technical Certification Committee meeting. The PQC application, submission deadlines, and the Technical Certification Committee meeting calendar can be found on Procurement Management web site located at: <http://www.miamidade.gov/internalservices/prequalification-certification.asp>
6. Permit Miami-Dade County representatives to have access during normal business hours to audit books and records to verify information submitted with this application. This right of access shall commence on the approval date of this certificate and shall terminate on its expiration date.

Please note that if at any time Miami-Dade County's has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the County may refer the matter to the State Attorney's Office and/or other investigative agencies, initiate debarment procedures, and/or pursue sanctions or other legal remedies in accordance with Miami-Dade County policy and/or applicable federal, state and local laws.

Approved By  
Technical Certification Committee  
Miami-Dade County

7/5/2019

Technical Certificate - Returning Vendor Self-Service Portal



**Miami-Dade County  
Internal Services Department  
Statement of Technical Certification Categories**

**Firm: MARLIN ENGINEERING INC**  
**15600 SW 288th Street, 208, Miami, FL 33033**

Code	Category Description	Approval Date	Expiration Date
1.01	TRANSPORTATION PLANNING - URBAN AREA AND REGIONAL TRANSPORTATION PLANNING	07/03/2019	07/31/2021
1.02	TRANSPORTATION PLANNING - MASS AND RAPID TRANSIT PLANNING	07/03/2019	07/31/2021
2.01	MASS TRANSIT SYSTEMS - MASS TRANSIT PROGRAM (SYSTEMS) MANAGEMENT	07/03/2019	07/31/2021
2.02	MASS TRANSIT SYSTEMS - MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES	07/03/2019	07/31/2021
3.01	HIGHWAY SYSTEMS - SITE DEVELOPMENT AND PARKING LOT DESIGN	07/03/2019	07/31/2021
3.02	HIGHWAY SYSTEMS - MAJOR HIGHWAY DESIGN	07/03/2019	07/31/2021
3.02B	HIGHWAY SYSTEMS - MINOR HIGHWAY DESIGN	07/03/2019	07/31/2021
3.03	HIGHWAY SYSTEMS - BRIDGE DESIGN	07/03/2019	07/31/2021
3.04	HIGHWAY SYSTEMS - TRAFFIC ENGINEERING STUDIES	07/03/2019	07/31/2021
3.05	HIGHWAY SYSTEMS - TRAFFIC COUNTS	07/03/2019	07/31/2021
3.06	HIGHWAY SYSTEMS - TRAFFIC CALMING	07/03/2019	07/31/2021
3.07	HIGHWAY SYSTEMS - TRAFFIC SIGNAL TIMING	07/03/2019	07/31/2021
3.08	HIGHWAY SYSTEMS - INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION	07/03/2019	07/31/2021
3.09	HIGHWAY SYSTEMS - SIGNING, PAVEMENT MARKING, AND CHANNELIZATION	07/03/2019	07/31/2021
3.10	HIGHWAY SYSTEMS - LIGHTING	07/03/2019	07/31/2021
3.11	HIGHWAY SYSTEMS - SIGNALIZATION	07/03/2019	07/31/2021
3.12	HIGHWAY SYSTEMS - UNDERWATER ENGINEERING INSPECTION	07/03/2019	07/31/2021
6.01	WATER AND SANITARY SEWER SYSTEMS - WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS	07/03/2019	07/31/2021

[https://www.miamidade.gov/Vendor/TechnicalCertification/TC\\_PrintCertificate](https://www.miamidade.gov/Vendor/TechnicalCertification/TC_PrintCertificate)

1/2



7/5/2019

Technical Certificate - Returning Vendor Self-Service Portal

Code	Category Description	Approval Date	Expiration Date
6.02	WATER AND SANITARY SEWER SYSTEMS - WATER AND SANITARY SEWAGE PUMPING FACILITIES	07/03/2019	07/31/2021
10.01	ENVIRONMENTAL ENGINEERING - STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES	07/03/2019	07/31/2021
10.03	ENVIRONMENTAL ENGINEERING - BIOLOGY SERVICES	07/03/2019	07/31/2021
15.01	SURVEYING AND MAPPING - LAND SURVEYING	07/03/2019	07/31/2021
15.03	SURVEYING AND MAPPING - UNDERGROUND UTILITY LOCATION	07/03/2019	07/31/2021
16.00	GENERAL CIVIL ENGINEERING	07/03/2019	07/31/2021
17.00	ENGINEERING CONSTRUCTION MANAGEMENT	07/03/2019	07/31/2021
21.00	LAND-USE PLANNING	07/03/2019	07/31/2021

Approved By  
 Technical Certification Committee  
 Miami-Dade County



PERSONNEL  
QUALIFICATIONS

**FORM 5**  
**Proposer's Team & Key Personnel**  
**Key Personnel and Staff Table**

1. Proposer shall complete the following chart with its proposed Key Personnel and Staff. If additional space is required, use a duplicate page and attach to this form.

<b>Name</b>	<b>Job Title</b>	<b>Company</b>	<b>Years of Experience</b>	<b>Years with Proposer</b>	<b>Licenses &amp; Certifications</b>
Ramon Soria, PE	President and Principal-in-Charge	MARLIN Engineering	36	29	FL PE No: 41218 (89)
Walter Keller, PE, AICP	Chief Planner and Project Manager	MARLIN Engineering	49	1	FL PE No: 20703 (76) AICP No: 035953 (81)
Lisa Maack, AICP	Strategic Planner and Asst. Project Manager	MARLIN Engineering	18	2	AICP No: 022262 (08)
Christina Fermin, AICP, LEED	Strategic Planner	MARLIN Engineering	8	2	AICP No: 030532 (18)
Myra Patino, PE, PMP	Senior Traffic Engineer	MARLIN Engineering	25	1	FL PE No: 56804 (01) PMP (08)
Roxana Matamoros, PE	Senior Civil Engineer	MARLIN Engineering	20	12	FL PE No: 77979 (14)
Moshiur Rahman, PhD	Project Engineer-GIS	MARLIN Engineering	8	1	
Harold Pantaleon	Senior Engineering Tech GIS and FAA Drone Pilot	MARLIN Engineering	11	5	
Tara-Lee Thompson	Graphic Designer	MARLIN Engineering	4	4	
David Kupsick	Senior CAD Designer - Autocad	MARLIN Engineering	30	1	

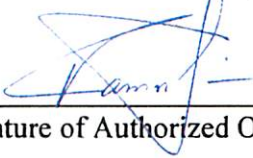
2. In the space below, explain the Proposer’s ability and resources to substitute personnel with equal or higher qualifications than the Key Staff they will substitute for, where substitution is required due to attrition, turnover, or specific request from the Town.

MARLIN Engineering has approximately 90 employees and sufficient staff are available to meet any unanticipated staff absences. For example, Lisa Maack, AICP has sufficient qualifications and experience to substitute as project manager. Other planners, engineers, and technical staff of MARLIN Engineering are also available to provide support, if needed.

3. In the chart below, provide the requested information for each Key Personnel or Staff member’s engagement commitments that will exist concurrently with the Town’s Services.

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
Walter Keller, PE, AICP	Project Manager	28 hours/month	Multiple Clients	Ongoing
Lisa Maack, AICP	City Planning Services	68 hours/month	FDOT & Other Clients	Ongoing
Christina Fermin, AICP, LEED	City Planning Services	68 hours/month	PSL & Other Clients	Ongoing
Myra Patino, PE, PMP	Traffic and Transportation Support	120 hours/month	Multiple Clients	Ongoing
Roxana Matamoros, PE	Civil Engineering Support	120 hours/month	FDOT & Other Clients	Ongoing
Moshuir Rahman, PhD	Data Analytics & GIS	68 hours/month	Multiple Clients	Ongoing
Harold Pantaleon	Data Analytics & GIS	70 hours/month	Multiple Clients	Ongoing
Tara-Lee Thompson	Graphic Designer	70 hours/month	Multiple Clients	Ongoing
David Kupsick	CAD – AutoCAD	68 hours/month	Multiple Clients	Ongoing

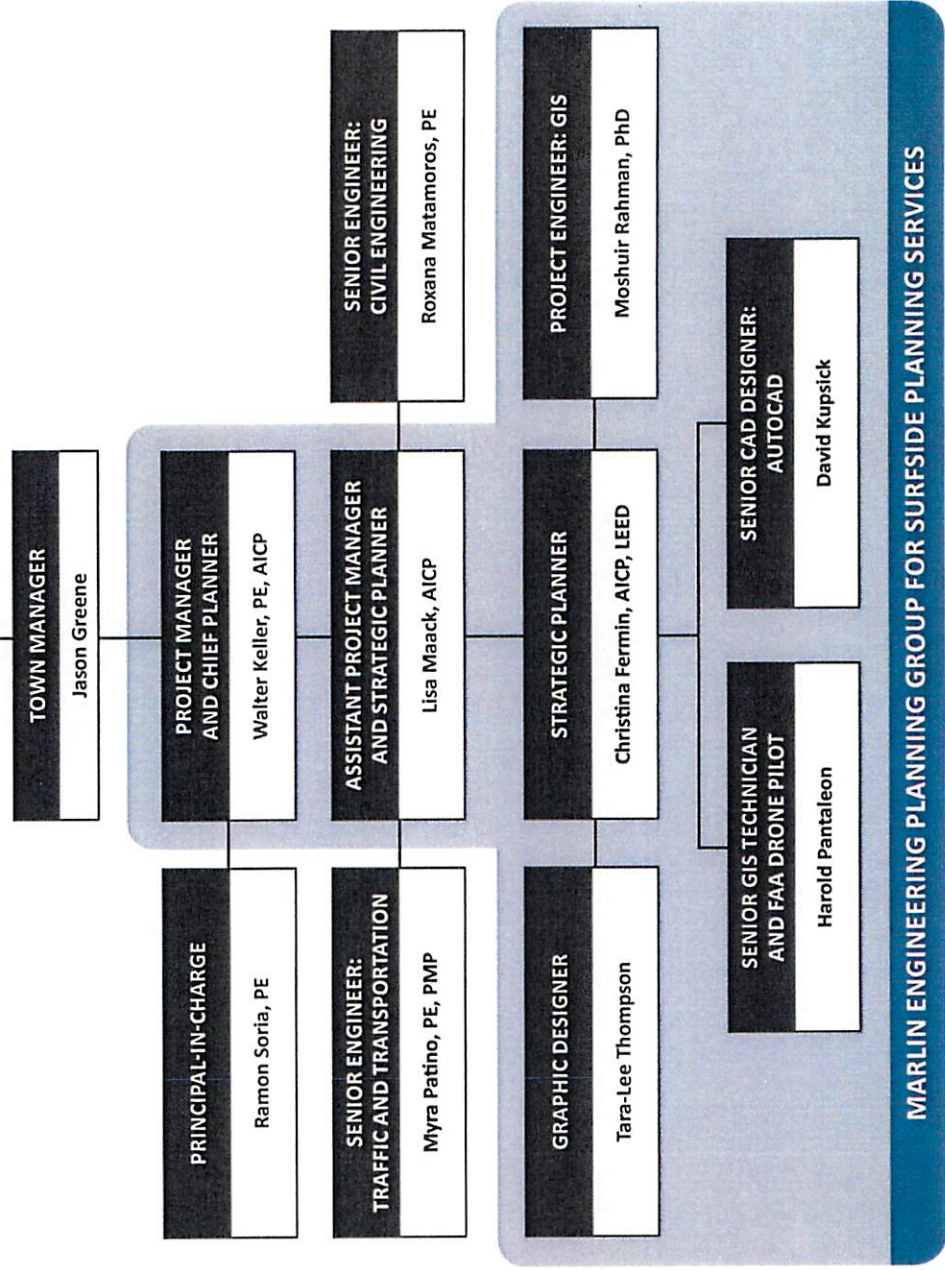
By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By:  \_\_\_\_\_  
Signature of Authorized Officer

Ramon Soria, PE  
\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_ 07/28/2020

# ORGANIZATIONAL CHART



RELATIVE INVOLVEMENT OF PERSONNEL		
TASK	TEAM MEMBER	HOURS PER MONTH
Project Management	Walter Keller, PE, AICP	4
	Ramon Soria, PE	-
Traffic and Transportation	Lisa Maack, AICP	-
	Myra Patino, PE, PMP	-
Civil Engineering	Roxana Matamoros, PE	-
	Walter Keller, PE, AICP	4
Planning	Lisa Maack, AICP	8
	Christina Fermin, AICP, LEED	20
	Moshuir Rahman, PhD	8
	Harold Pantaleon,	8
	Tara-Lee Thompson	8
	David Kupsick	20

MARLIN ENGINEERING PLANNING GROUP FOR SURFSIDE PLANNING SERVICES



# WALTER H. KELLER, PE, AICP

Project Manager  
Chief Planner

Walter Keller has a 40+ year professional background in Municipal and Urban Planning, Land Use Planning, Development Review, Civil Engineering and Expert Witness Services. He has been responsible for major comprehensive and transportation plans, socioeconomic forecasts and operational studies, site and construction plans for land development and roadway projects, impact fee studies and governmental review services. Walter is a Registered Professional Florida Engineer and a Certified Planner.

## YEARS OF EXPERIENCE

Total: 40+  
With MARLIN: 1

## EXPERTISE

Municipal and Urban Area Planning  
Site Plan and Future Land Use  
Development Review - Impact Fees

## EDUCATION

BS Engineering,  
Major: Ocean Engineering  
Florida Atlantic University, 1971

## REGISTRATION

Florida PE No. 20703, 1976

## CERTIFICATIONS

American Institute of Certified  
Planners, 1981

## PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers,  
Fellow and Life Member

American Institute of Certified Planners

American Planning Association, Member

## EXPERIENCE

**Growth Management Reviews | FDOT Dist. 6 | Principal in Charge/Project Manager:** Comprehensive Plan Amendment and DRI reviews for Miami-Dade and Monroe Counties. Special projects: Key West LOS Analysis, Travel Time Studies and LOS Update Miami-Dade. (1991-1999) Reference: Phil Steinmiller, in-house Consultant (305)-470-5208

**Planning Services | Town of Hillsboro Beach | Principal in Charge/Project Manager:** - Town Consultant Planner providing review of all project applications relative to the Land Development Code and the Comprehensive Plan. Prepared the 1989, 2003 and 2018 Comprehensive Plan and 1993 and 2012 Zoning Code and the CRS-NFIP Program. (1989-2012 and 2015-2020) Reference: Robert Kellogg, Town Mgr. (561)-588-8889

**Planning Services | City of Lighthouse Point | Principal in Charge/Project Manager:** Responsible for development review services for site plan, zoning, traffic impact, land use plan and zoning review services for all permits, zoning inspections, zoning certificate of occupancy sign-off, PZB, zoning ordinances and special planning studies. (1996-2002) Reference: John Lavinsky, City Administrator (954)-943-6500

**Comp Plan & EAR Based Amendments | City of Pompano Beach | Principal in Charge/Project Manager:** Major Plan amendments from annexations increased the City size by 25% and Future Land Use; Transportation; Housing; Coastal Zone; and, Conservation Elements. (2009 -2010) Reference: Chris Clemens (954)-786-4048

**Redevelopment and Revitalization Plan | Town of Lauderdale by the Sea | Principal in Charge/Project Manager:** Prepared the first Redevelopment and Revitalization Plan with concept plans for 4 new target areas. Plan incorporated a 10-year capital improvement program targeting streetscape, drainage and beautification projects. (2001) Reference: Jim Cherof, Esq. (561)-742-6050

**Fairway Drive Pedestrian Study and Improvements | Miami Lakes | Project Manager:** This study involved vehicle classification studies, video observations, accident analysis and in-field observations. Potential locations and conceptual crossing layouts were presented to the Town with cost estimates. (2020 - Ongoing) Reference: Carlos Acosta, MBA, PE, PMP (305) 364-6100 Ext 1129

**SW 72nd Street Parking and Truck Study | South Miami | Project Manager:** Study investigated removing on-street parking and prohibiting truck movements on SW 72<sup>nd</sup> Street to implement a "Complete Street". A technical report was prepared with recommendations on parking removal and prohibiting through truck movements. (2019-2020) Reference: Aurelio Carmenates, PE, (305) 403-2063

**Zoning Overlays | Town of Lauderdale by the Sea | Principal in Charge/Project Manager:** Responsible for preparing the Marina Village and RM-25 Overlay Districts. The districts allowed the Town Commission to approve quality residential projects with reductions in pervious area, front and side setbacks through the site plan review process. The overlay districts encourage multi-lot development and established procedures for review and approval (2003) Reference: Jim Cherof, Esq. (561)-742-6050

**Broward County Land Use Plan - Broward County Planning Council | Principal in Charge/Project Manager:** Served as the prime consultant for the 1989 Broward County Land Use Plan. Responsibilities: existing Land Use and Natural Resources; analysis of Regional Services, land needed for the future population; the Future Land Use Map and LOS for Regional Services. Prepared Vol. 2 - Technical Support Document for the County Land Use Plan. Reference: Barbara Blake Boy (954)-357-6695

# RAMON SORIA, PE

Principal-in-Charge  
President & CEO

Ramon Soria is the President of MARLIN. His corporate responsibilities include the management, overall production, and administrative services for the firm. Ramon also coordinates the firm's efforts in providing professional services to all areas of expertise and assuring strong client relationships. With more than 36 years of experience, Ramon has experience in the areas of Management, Planning, Design, and Implementation of Transportation Systems, Traffic and Transportation Engineering, Highway Design, Project Development and Environmental Studies, Multi-Modal Studies, Water and Sewer, Land Development, Construction Management and Expert Witness Testimony. His track record of success is also recognized with awards for "Engineer of the Year" and "Lifetime Achievement".

## EXPERIENCE

Total: 36  
With MARLIN: 29

## EXPERTISE

Project Management  
Engineering Design  
Traffic Engineering  
Transportation Planning

## EDUCATION

BS Civil Engineering  
University of Miami, Florida  
1984

## REGISTRATION

Florida PE No.41218, 1989

## AFFILIATIONS

American Society of Civil Engineers  
Greater Miami Chamber of Commerce

## EXPERIENCE

**Transit/Multi-Modal Transportation | State of Florida:** Managed numerous projects studying the use of different modes of transportation including feasibility studies, data collection, data analysis, modeling, alternative analysis, corridor analysis, and environmental impact analysis.

**Downtown Redevelopment Study | Palmetto Bay | Principal in Charge:** This project received the 2015 Florida Planning and Zoning Board "Outstanding Planning Award." A proposed project consisting of 6,000 new residential and 400,000 SF retail/ office land uses, to be built in three development phases occurring in 2025, 2035 and 2045. Ramon oversaw the study, which documented the traffic and transportation needs of the proposed plan. This study included analyzing and documenting the results of existing and phased future transportation impacts, including how trips could be internalized between complementary land uses. Recommendations included new local streets to support a grid network, signal network, and intersection cycle lengths were optimized for future total traffic conditions along with some geometric improvements and a series of improvements to promote the use of public transportation as well as promoting bicycling and walking. The study also included road closures, traffic circles, and traffic counts. (2013/2014 - Ongoing)

**Traffic Planning and Engineering Services | Coral Gables | Project Manager:** Managed the design and implementation of over 70 traffic calming devices. He also conducted over 40 Public Community Meetings to bring consensus among all the stakeholders, as well as coordinated with local and state agencies. (2009)

**Young Circle Roadway Design | Hollywood CRA | Principal in Charge:** Reconstruction of Young Circle, including Traffic Analysis and Conceptual/Final Design. Tasks include traffic analysis for the redesign of the 1000-foot diameter Young Circle in Downtown Hollywood, Florida, including data collection, SimTraffic illustrative traffic simulation, conceptual planning-level cost estimates, and participation in stakeholder meetings with FDOT, Broward MPO, and key constituents. (2018-Ongoing)

**Districtwide Strategic Intermodal Systems | FDOT District 4 | Principal in Charge:** Provided support and performed professional transportation planning, preliminary design, and environmental, transportation economical and financial analysis and public involvement to develop an action plan/needs assessment for emerging SIS facilities. Mr. Soria was the project manager and principal in charge of supervision of all technical work, including Major Investment Studies, PD&E Studies, FIHS Master Plans, Conceptual Design Studies, and Feasibility Studies.

**Districtwide Intermodal Consultant | FDOT District 4 | Principal in Charge:** Provided program management including professional and technical support as well as management, planning, engineering, and technical services for Rail, Aviation and Transit areas, Ramon was the Principal In Charge and Project Manager providing supervision and technical expertise in all aspects of the rail, aviation and transit sections including field reviews, feasibility studies, construction inspection, and data collection.

**Traffic Calming Study | Palmetto Bay | Principal in Charge:** Perform a comprehensive study for traffic calming alternatives for the Village. The scope of the study involved public meetings with the residents, traffic data collection, field review, data analysis, final recommendations, and prioritization of works. MARLIN also assists the Town in coordinating with Miami-Dade County's Public Work Department to obtain approval of recommendations. (Ongoing)



**LISA W.  
MAACK, AICP**

Assistant Project Manager  
Strategic Planner

Lisa Maack has 18 years of planning and environmental experience and is responsible for managing the firm's transit and multi-modal disciplines and expansion of M/TPO, policy planning, and environmental disciplines across the state of Florida. Lisa is also responsible for managing projects including multi-modal corridor analyses, complete streets projects, transportation demand management and greenways and trails projects. She has the relationships and experience in facilitating public involvement meetings to ensure community input through public meetings and outreach.

**YEARS OF EXPERIENCE**

Total: 18  
With MARLIN: 2

**EXPERTISE**

M/TPO Programs  
Transit Grants/Planning  
Complete Streets  
Transportation Demand Management  
Environmental

**EDUCATION**

MA Urban and Regional Planning  
University of New Orleans, 2000

BA Tulane University  
New Orleans, LA, 1993

**CERTIFICATION**

American Institute of Certified  
Planners, No. 022262, 2008

**EXPERIENCE**

**Trolley Passenger Surveys | City of Miami Beach | Project Manager:** Assisting the City of Miami Beach in a better understanding of the modes of connectivity, transit dependency, comfort and convenience of stops and trip origins and destinations through evaluating the usage of Miami Beach Trolley. MARLIN is conducting a survey of Miami Beach Trolley passengers and the general public to continue providing efficient services for the community. Lisa is the Project Manager and exceeded expectations with over 1,200 survey responses. (2019-Ongoing) Reference: Milos Majstorovic (305) 673-7000

**Transit Planning & Operations Non-Motorized Traffic Monitoring | FDOT Central Office | Senior Planner:** The project involves deploying bike and pedestrian count equipment near transit stops in coordination with five Florida transit agencies with the goal of standardizing methods for analyzing and utilizing non-motorized traffic datasets specific to transit. Lisa is responsible for the coordination with transit partners, identifying count locations and analyzing the data provided by cameras, bicycle tube counters and infrared devices. (2019-Ongoing) Reference: Chris Wiglesworth, (850) 414-4532

**Safe Access to Transit | FDOT Central Office | Senior Planner:** MARLIN is tasked with developing a research-based study that evaluates and provides direction in providing safe access to transit stop locations and design. Lisa is responsible for incorporating recent FDOT research, current trends, and national best practices and demographic issues. Lisa is leading the dialogue with South Florida transit agencies to understand their concerns to enhance policy frameworks, guidance and criteria to increase the safety and accessibility of transit stops. (2019-Ongoing) Reference: Gabe Matthews, (850) 414-4803

**Mobility Hubs Plan | Town of Cutler Bay | Strategic Planner:** MARLIN assisted the Town in applying for a grant from the Miami-Dade Transportation Planning Organization's (TPO) SMART Mobility grant program. The grant was awarded to the Town to create a Mobility Hubs Plan, and MARLIN was selected to develop the Plan. Lisa is assisting in the creation of a plan to improve connectivity, mobility and safety for pedestrians, bicyclists, and transit users by identifying locations for the neighborhood, community, and commercial level mobility hubs along with the Town's roadway network. (2018-Ongoing) Reference: Kathryn Lyon, (305) 234-4262

**Mobility Hubs Plan | Village of Palmetto Bay | Strategic Planner:** MARLIN assisted the Village in applying for a grant from the Miami-Dade Transportation Planning Organization's (TPO) SMART Mobility grant program. The grant was awarded to the Village to create a Mobility Hubs Plan, and MARLIN was selected to develop the Plan. Lisa is assisting in the creation of a plan to improve connectivity, mobility and safety for pedestrians, bicyclists, and transit users by identifying locations for the neighborhood, community, and commercial level mobility hubs along with the Village's roadway network. (2018-Ongoing) Reference: Dionisio Torres, (305) 969-5011

**Calvin Giordano and Associates | Environmental Planner:** Researched, wrote and updated the environmental elements of numerous South Florida comprehensive plans. Updated the data, inventory and analysis sections of the conservation and coastal aspects of various South Florida comprehensive plans. Researched data for GIS maps. Wrote the technical specifications for the remediation of a former gas station for inclusion in the Town of Davie Community Redevelopment Agency's bid documents. Assisted in wetland permitting through the South Florida Water Management District and Broward County. (2006-2008) Reference: Sandra Lee (954) 921-7781

**MYRA  
PATINO, PE, PMP**

Senior Traffic Engineer

Myra Patino has 25 years of experience providing extensive traffic/ transportation engineering services. She is proficient in traffic engineering and operations studies, traffic calming studies, traffic impact analysis, signal warrant and speed studies, public meetings, and technical writing. Her areas of focus concentrate on traffic operations, traffic studies, access management, and pedestrian safety. Myra has knowledge in the following Software systems: CORSIM, HCS, SYNCHRO, ArcGIS, TransCAD, MS Office Suite, MS Project, and Oracle Primavera. She has a Master's degree in Engineering Management and is a licensed Professional Engineer (PE) in Florida, and a certified Project Manager Professional (PMP).

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**YEARS OF EXPERIENCE**

Total: 25  
With MARLIN: 1

**EXPERTISE**

Project Management  
Access Management  
Traffic Engineering  
Traffic Calming

**EDUCATION**

MS Engineering Management,  
Florida International University, 1999  
  
BS Civil Engineering  
Florida International University, 1994

**REGISTRATIONS**

Florida PE No. 56804, 2001  
  
Project Manager Professional, 2008

**PROFESSIONAL AFFILIATIONS**

Institute of Transportation Engineers

**EXPERIENCE**

**Young Circle Roadway Redesign | Hollywood CRA | Senior Traffic Engineer:** Traffic analysis for the redesign of the 1000-foot diameter Young Circle in Downtown Hollywood, Florida. This project includes traffic engineering services including data collection, SimTraffic illustrative traffic simulation, conceptual planning-level cost estimates, and participation in stakeholder meetings. Myra is responsible for reviewing the traffic volumes for the SimTraffic simulation. (2018-Ongoing)

**Transportation Planning & Traffic Engineering Services | Miami Beach | Project Manager:** Project Manager for the overall contract providing transportation planning and traffic engineering services for the City of Miami Beach. Work orders include the West Avenue Bridge Feasibility Study and the Julia Tuttle Baywalk & Health Circuit Operational & Safety Review.

**Districtwide Arterial Corridor Studies and Management Planning Services - Bicycle Corridors Safety Study | FDOT District 6 | Project Manager:** First phase of the study was to identify and prioritize corridors in Miami-Dade County with a high number of bicycle crashes. The study included performing field reviews to determine potential causes, developing recommendations based on observed conditions, and identifying further studies or improvement measures. Coordinated with the MPO BPAC and Miami-Dade Community Traffic Safety Team.

**Districtwide Arterial Corridor Studies and Management Planning Services - Ludlam Trail Non-Motorized Corridor Planning & Environmental Study Phase I | FDOT District 6 | Senior Traffic Engineer:** Tasks included data collection and development and evaluation of Rail-with-Trail and Rail-to-Trail alternatives. Developed bicycle/pedestrian volumes and performed LOS analysis. Prepared land use maps and evaluated environmental constraints within the right-of-way using GIS. Extensive public outreach included public workshops and MPO subcommittee presentations. The Ludlam Trail is a 7-mile bicycle/pedestrian path that would run parallel to/west of Ludlam Rd. from the Dadeland North Metrorail Station to Perimeter Road.

**Northeast Dade Passenger Activity Center Alternatives Analysis | Miami-Dade Transit | Project Manager:** Study to conduct conceptual engineering design of a locally preferred alternative for a bus transit hub near NE 163rd St. and Biscayne Blvd. Tasks included engineering and environmental data collection, conceptual design, alternative site determination, and recommendation of the LPA. Performed an in-depth review of land use and zoning impacts for alternative sites and conducted a preliminary environmental analysis. Extensive public involvement activities included Citizens Advisory Committee meetings and public workshops, in addition to presentations to the Cities of North Miami Beach, North Miami, Aventura, and briefings to State Representatives and County Commissioners.

**Districtwide Arterial Corridor Studies and Management Planning Services - SR 94 (Kendall Drive) Access Management Reclassification Study | FDOT District 6 | Senior Traffic Engineer:** Evaluated Access Management Classification for Kendall Drive, west of SW 142nd Ave. Performed comparative volume and crash analyses, as well as reviewed current access classifications in the study corridor. Prepared the final report recommending reclassifying the segment from SW 142nd Ave. to the Urban Development Boundary from Class 3 to Class 5.

# ROXANA MATAMOROS, PE

Senior Engineer

Roxana Matamoros brings 20 years of experience in roadway and highway design including roadway design and operations, pedestrian and bicycle facilities, and transportation safety. Her areas of specialization include roadway signing and pavement markings, development of engineering cost estimates and specifications, signalization and drainage analysis. Roxana also has over 16 years of experience developing Long Range Estimates (LRE) and updating them during the life of a project. Additionally, she has reviewed, provided comments, and/or responded to comments through the Electronic Review Comments (ERC). She is a well-established professional in the roadway and highway design engineering communities. She has experience working on roadway projects for both the Florida Department of Transportation (FDOT) and various municipalities throughout the State of Florida and is a licensed Professional Engineer.

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## YEARS OF EXPERIENCE

Total: 20  
With MARLIN: 12

## EXPERTISE

Roadway & Highway Design  
Complete Streets

## EDUCATION

BS Civil Engineering  
University of Detroit Mercy, 1998

## REGISTRATIONS

PE Florida No. 77979, 2014

## CERTIFICATIONS

Advanced Maintenance of Traffic

## EXPERIENCE

**Atlantic Shores Boulevard Roadway Improvements | City of Hallandale Beach | Project Engineer:** MARLIN was retained by the City of Hallandale Beach to provide design and reconstruction services for Atlantic Shores Boulevard from Diplomat Parkway to US 1. Roadway improvements are intended to increase safety and improve the roadway and streetscapes on Atlantic Shores Boulevard. This is a Complete Streets project that addresses on-street parking and creates a more pedestrian-friendly corridor by implementing wider sidewalks. (2018-Ongoing) Reference: Peter Kunen, (954) 457-3042

**Young Circle Roadway Design | City of Hollywood CRA | Project Engineer:** Reconstruction of Young Circle, including Traffic Analysis and Conceptual/Final Design. Tasks include traffic analysis for the redesign of the 1000-foot diameter Young Circle in Downtown Hollywood, Florida, including data collection, SimTraffic illustrative traffic simulation, conceptual planning-level cost estimates, and participation in stakeholder meetings with FDOT, Broward MPO, and key constituents. Responsible for development of conceptual design and plans production for roadway, signing and pavement markings, signalization, and lighting component plans. (2018-Ongoing) Reference: Susan Goldberg, (954) 924-2980

**Townwide Bicycle and Pedestrian Improvements | Town of Miami Lakes | Project Engineer:** Sidewalk and crosswalk improvements along each side of the existing typical section of four selected corridors in the Town. The sidewalk improvements will be in accordance with ADA requirements. Since this is a LAP approved project, MARLIN will coordinate with FDOT on the development of the NEPA documentation required for this project. LAP Project. (2017-Ongoing) Reference: Carlos Acosta, (305) 512-7129

**Hollywood Blvd. Complete Streets | FDOT District 4 | Engineer of Record:** Decorative signalization and lighting improvements along Hollywood Blvd. Responsibilities included the production of signalization and lighting component plans. This Complete Streets project entailed the reconstruction of Hollywood Blvd. into a multimodal facility for automobiles, bicycles, and pedestrians. (2016-2017) Reference: Scott Thurman, (954) 777-4135

**SR710/Warfield Blvd. from FPL Martin Power Plant Road to CR 609/ Allapattah Road | FDOT District 4 | Project Engineer:** Major reconstruction project for SR 710/Warfield Blvd. from FPL Martin Power Plant Road to CR 609/ Allapattah Road. Responsibilities include the roadway design including establishment of a typical section, roadway horizontal and vertical geometry, engineering report, drainage analysis and report, production of roadway and drainage plans, development of engineering estimates, and specifications. The design included bicycle lanes and a shared-use path. (2012-Ongoing) Reference: Damaris Williams, (954) 777-4679

# CHRISTINA A. FERMIN, AICP, LEED GREEN

## ASSOCIATE

Strategic Planner

Christina Fermin is an experienced Urban Planner with more than 8 years of experience in government administration. She is skilled in Geographic Information Systems, sustainable development, analytical skills, government relations, policy, and urban planning. Christina has a solid understanding of urban and regional planning principles as well as substantial knowledge of public practices and working with the community. She has conducted research and analysis on various topics including climate change, sustainability, land use/zoning, multimodal transit, and sea level rise.

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### YEARS OF EXPERIENCE

Total: 8

With MARLIN: 2

### EXPERTISE

City Planning and Development Review

Sustainability – Climate Change

Mobility Hubs – GIS Mapping

Grant Coordination – Public Involvement

### EDUCATION

Master's in Urban and Regional Planning (MURP), Florida Atlantic University, 2013

BA, Political Science & Interdisciplinary Studies, Florida Atlantic University, 2007

### CERTIFICATIONS

American Institute of Certified Planner (AICP) No. 30532, 2018

Leadership in Energy and Environmental Design (LEED), Green Associate  
U.S. Green Building Council, 2013

### AFFILIATIONS

American Planning Association

U.S. Green Building Council

### EXPERIENCE

#### **Village Green Drive Master Plan | City of Port St Lucie | Project Manager:**

Leading a multidisciplinary team on the creation of a conceptual master plan for the Village Green Drive corridor in eastern Port St Lucie. Christina is coordinating with the city, several subconsultants, and the MARLIN Team to ensure the purpose, goals, objectives of this project is completed on time and within budget. (2020 – Ongoing)

Reference: Heath Stocton, (772) 344-4239

#### **Miami Beach Trolley Survey | City of Miami Beach | Lead Planner:**

Responsible for surveying 1,200 trolley riders in Miami Beach and analyzing survey results. Provided the City with a comprehensive understanding of how the local trolleys are utilized by residents, visitors and workers. (2019) Reference: Milos Majstorovic, (305) 673-7000, ext 6855

#### **17th Street Protected Bike Lanes and Busway | City of Miami Beach | Strategic Planner:**

Feasibility study for 17<sup>th</sup> Street from West Avenue to Beachwalk in Miami Beach. Christina's responsibilities included review of land use and zoning, code of ordinances, a sea-level rise analysis using GIS of the subject area, and research related to design and policies for bus-bike lanes throughout the U.S. (2019-2020)

Reference: Lynda Westin, (305) 673-7000, ext 6693

#### **Mobility Hub & Transit Infrastructure Plan | Village of Palmetto Bay | Project Manager:**

Lead planning to improve connectivity, mobility and safety for pedestrians, bicyclists, and transit users. Identified locations for mobility hubs and transit infrastructure along the Village's roadways to connect Village residents to the South-Dade Transitway. Performed community outreach, surveying and public meeting presentations. (2019-2020) Reference: Dionisio Torres, (305) 969-5011

**City of Coral Springs | Senior Planner:** Prepared staff memos related to development petitions to be presented at the Planning and Zoning Board, Administrative Zoning Review Committee and City Commission. Researched site land use and zoning codes to determine requirements of building setbacks, buffers, floor area ratios, parking, traffic and vehicular circulation, created 3D renderings via Google Sketchup for City owned properties for potential sales or development. Research and analysis related to Development, Housing, Demographics, Land Development Code, Zoning, Comprehensive Plan, Sustainability, and Legislative Items. As the Sustainability Coordinator, organized and successfully completed application for the Florida Green Building Council (FGBC) Green Local Government Certification, City was awarded Gold Level Certification. (2017 – 2018)

**City of Pembroke Pines | Community Planner:** Project management and plan review for development review petitions related to commercial, residential, and industrial development. Coordinated with various departments, County, Water Management Districts, FDOT, and Florida DEO on development applications. Prepare and process Plats, Rezoning's, Variances, Land Use Plan Amendments, and Development of Regional Impacts (DRI's). Development and implementation of various projects including the adoption and execution of a Sustainability Plan, Communications and Marketing Plan, Analysis and Re-Routing of the City's Community Shuttle Bus Routes, City Ordinances, Parks Report Card and Park Signage Master Plan. (2013 – 2017)

# MOSHIUR RAHMAN, PH.D.

Traffic Engineer / Senior Data Analyst

Moshiur Rahman has 8 years of experience in transportation planning and policy research. He is experienced in travel demand modeling (Central Florida Regional Planning Model, CFRPM), traffic safety analysis, signal design, transportation planning, statistical analysis, GIS mapping and analysis, and Cube Voyager. Moshiur has strong quantitative and qualitative analysis skills. He recently graduated as a Doctor of Philosophy in Civil Engineering from the University of Central Florida where he did his dissertation in Econometric modeling analysis of public transit ridership for the Orlando region. For this effort, he examined the impact of new transit investments (SunRail) on existing transit infrastructure (Lynx Bus), and examined the before and after impact of SunRail commuter rail system in the metropolitan region on the "Lynx" bus system. He also identified the factors that affect bus and rail ridership by using several exogenous variables including stop level attributes, transportation and transit infrastructure variables, built environment and land use, sociodemographic and socioeconomic variables in the vicinity of the stop. Moshiur also has 4 years of experience in the civil construction field. He has extensive technical skills using: Cube Voyager, ArcGIS, VISSIM, HCS, Gauss; C++, Python; SPSS, JMP, SAS, RStudio, Biogeme, STATA; AutoCAD; MS Project.

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## YEARS OF EXPERIENCE

Total: 8

With MARLIN: 1

## EXPERTISE

Transportation Engineering

Transportation Planner

GIS Mapping

Modeling

## EDUCATION

Doctor of Philosophy in Civil Engineering  
University of Central Florida, 08/2018

MS Civil Engineering  
University of Central Florida, 05/2018

BS Civil Engineering, Bangladesh  
University of Engineering & Technology,  
04/2012

## PROFESSIONAL TRAINING

FDOT - Multi-Resolution Modeling (MRM)  
SAS Data Mining Graduate Certificate,  
2017

## AFFILIATIONS

American Society of Highway Engineers  
(ASHE), Treasurer, 2017-2018

American Society of Civil Engineers  
(ASCE), 2015-Current

Institute of Transportation Engineers  
(ITE), 2017-Current

Safety Movement Club, BUET,  
Bangladesh, President, 2011-2012

## EXPERIENCE

**Traffic Operations and Safety Studies | FDOT District 6 | Traffic Engineer:** Preliminary studies to identify the crash patterns at 56 intersections throughout Miami-Dade and Monroe County. Identified a feasible solution for intersection developments to minimize crashes. Developed collision diagram for highly crashes prone intersection to identify the crash patterns. (2019)

**Safe Routes to School Applications | Miami-Dade MPO | Traffic Engineer:** Development of a plan to improve walking and biking environments for students traveling to and from ten selected middle and high schools in Miami-Dade County. This project included identifying safe routes, infrastructure improvements, conceptual cost estimates, and creating a Safe Route walking map. Moshiur analyzed the collected information to determine infrastructure recommendations to include in the Safe Routes to School application and recommendations for the best Safe Route for students. Prepared FDOT Safe Routes to School infrastructure grant applications for each selected school. (2019)

**Data Collection to Establish Baseline Data | FDOT Central Office | Traffic Engineer:** A data collection effort to establish a baseline of operational behavior within the Advanced Freight Mobility Solutions (AFMS) project boundary. The base data collection will be generated from the truck's Bluetooth devices for a period of four to six weeks. Installation of equipment in the corridor and deploy, validate, monitor, and maintain the data collection. Analysis of collected data - prepare O/D reports for logical paths, calculate travel time, speed, and delay study. (2019-Ongoing)

**City of Stuart Tram/Transportation Network Business Plan Study | Martin MPO | Traffic Engineer:** Evaluation of the Downtown Tram Micro-Transit Program. Reviewed several cities where micro-transit is in operations. Evaluated the potential annual cost and benefits from tram for the next ten years to prepare a business plan. Identified alternative funding sources to operate the tram and estimated revenue from those sources. (2019)

**Development of a Methodology to Identify Traffic Management Zones Application | FDOT District 4 | Traffic Engineer:** Establishing an innovating concept to improve the operational behavior of the traffic system by using real-time traffic data from RITIS (HERE data) for D4. Traffic Management Zones (TMZs) will allow for better prioritization of traffic and incident management to improve the overall safety and mobility within D4. Collected the available GIS shapefiles data for analyzing those from various sources.

# HAROLD PANTALEON

Senior Engineering Technician  
Certified FAA Drone Pilot

Harold Pantaleon has 11 years of experience in traffic engineering, freight, GIS, transportation planning and construction supervision. He is responsible for developing data collection studies and analyses such as: classification/truck count trends, origin/destination, turning movement counts, spot speed studies, approach counts, gap, travel time and delay and crash analyses. He regularly compiles, processes and analyzes data and results; performs quality control analysis; generates data graphs and reports using Jamar Technologies Software; conducts calibration of data collection equipment and vehicles; and collaborates with engineers assisting in field work such as: field reviews, collecting project information and on-site pictures, and surveying. Harold is a FAA Part 107 Certified UAV Pilot.

---

## YEARS OF EXPERIENCE

Total: 11  
With MARLIN: 5

## EXPERTISE

Geographic Information Systems (GIS)  
Traffic Engineering  
Traffic Data Collection

## EDUCATION

BS Civil Engineering  
Instituto Nacional de Ciencias Exactas,  
Dominican Republic, 2012

## CERTIFICATIONS

FASC Intermediate  
FDOT Work Zone Traffic Control, 2014  
IMSAs Traffic Signal Technician, Level 1  
Certified FAA Drone Pilot

## EXPERIENCE

**Transit Planning & Operations Non-Motorized Traffic Monitoring | FDOT Central Office | Senior Engineering Technician** MARLIN is developing a research-based study that evaluates and provides direction in providing safe access to transit stop locations and design. The project involves deploying bike and pedestrian count equipment near transit stops in coordination with five Florida transit agencies to standardize methods for analyzing and utilizing non-motorized traffic datasets specific to transit. Harold is responsible for deploying the counting equipment, including infrared detection devices, bicycle tube counters, and cameras. He then uploads and analyzes the data for the weekend and weekday pedestrian and bicycle counts. (2019-Ongoing)  
Reference: Chris Wiglesworth, (850) 414-4532

**Young Circle Roadway Redesign | City of Hollywood CRA | Senior Engineering Technician:** Traffic analysis for the redesign of the 800-foot diameter Young Circle in Downtown Hollywood, Florida. This project includes traffic engineering services, including data collection, SimTraffic illustrative traffic simulation, conceptual planning-level cost estimates and participation in stakeholder meetings. Harold managed an extensive data collection that included O/D data collection utilizing Bluetooth technology, MIOVision data collection for ped/bicycles, trucks and buses and bi-directional traffic counts. He also assists in the data collection process and creating graphics and maps for the collected data using GIS software. (2018-Ongoing)  
Reference: Susan Goldberg, AIA, Deputy Director, Hollywood CRA, (954) 924-2980

**Travel Time and Delay Study | City of Port St. Lucie | Senior Engineering Technician:** Providing data collection, graphics, and drone pilot. The purpose of this project is to perform a Travel Time and Delay Study to evaluate the performance of Port St. Lucie Boulevard along nine intersections, from the Interstate 95 northbound off/on-ramp terminal intersection to the Bayshore Boulevard intersection. The corridor length encompassing these nine signalized intersections is 2.8 miles. The goal of the study would be to evaluate the efficiency of this corridor before and after the adaptive signal system (Rhythm Engineering InSync) improvements were made to the signals along this corridor. All of the nine traffic signals located along this corridor are owned by the City of Port St. Lucie, except the sign at the I-95 northbound off/on-ramp terminal, which is owned by the Florida Department of Transportation (FDOT), but is maintained by the City. The work is to be conducted in three tasks for evaluation before and after school traffic and during the peak traffic season. For each of the tasks, a report will be submitted to the City with a full review and field data collected. (2018-Ongoing)  
Reference: Heath Stocton, (772) 344-4239

**SW 95th Avenue Parking Study | Village of Palmetto Bay | Traffic Analyst/Drone Pilot:** Traffic study to review the parking requirements along SW 95th Avenue, from SW 174th street to US 1. Harold's responsibilities included monitoring traffic using drone video to show an analysis of traffic circulation in the study area. This study assisted in qualifying the turning movements observed from the traffic counts and field reviews. In addition, vehicles that needed to circle the study area due to a lack of parking spaces were identified. (2019)

# DAVID KUPSICK

Sr CAD Survey Technician

David brings more than 30 years of experience serving as a CAD survey technician in construction, land development, and FDOT civil/survey projects using AutoCAD (Land Development Desktop) and MicroStation. His experience includes CAD Management, support of survey crews, data collection reduction, platting, boundary, mortgage, ALTA and specific purpose surveys, control surveys, right of way maps, sketch and description preparation, site plans, and civil engineering drafting. David is a Microsoft Certified Professional (MCP ID:6900671) in Microsoft Windows Server 2003 and Windows XP Professional.

---

## YEARS OF EXPERIENCE

Total: 30

## EXPERTISE

CAD Management  
Surveying  
Data Collection

## EDUCATION

BA in Mathematics (Computer Science  
Emphasis), Florida Atlantic University

Electric Engineering, Georgia Institute of  
Technology, Atlanta, Georgia

## EXPERIENCE

**Bowman Street | Lake Worth | Sr. Survey CAD Technician:** Due diligence of project corridor and creation of Boundary and Topographic Survey from field to office completion, utilizing Topcon Robotic S-5 unit and AutoCAD Civil3D. (2020-Ongoing)

Reference: Robert Stella, (561) 964-2863

**Cabana Colony | Palm Beach Gardens | Sr. Survey CAD Technician:** Creation of record drawings from field to office completion utilizing Trimble Robotic S-5 unit and AutoCAD Civil3D. (2020-Ongoing)

Reference: Scott Lamberson, (561) 400-5934

**High Sierra | Fort Lauderdale | Sr. Survey CAD Technician:** Creation of boundary and topographic survey from field to office completion utilizing Topcon Robotic S-5 unit and AutoCAD Civil3D. (2019-Ongoing)

Reference: Stephen Hanks, Wood PLC

**SR 710/Warfield Blvd. | FDOT District 4 | Sr. Survey CAD Technician:** Creation of topographic survey/project deliverable base component, from field to office completion, utilizing Topcon Robotic S-5 unit and AutoCAD Civil3D and Bentley SS10. (2012-ongoing)

Reference: Damaris Williams, (954) 777-4679

**The Palace of Weston (Weston) | Ram-Tech Construction | Sr. Survey CAD Technician:** Provide sanitary sewer system layout and as-builts, drainage system improvements layout and as-builts, domestic and fire water system improvements layout and as-builts, layout rough subgrade of site, pavement blue-tops, lime rock as-builts & paving and grading layout /as-builts. (2020)

Reference: Frady Bayona, (786) 384-2805

**Naval West | Ram-Tech Construction | Sr. Survey CADD Technician:** Provide sanitary sewer system layout and as-builts, drainage system improvements layout and as-builts, domestic and fire water system improvements layout and as-builts, layout rough subgrade of site, pavement blue-tops, lime rock as-builts & paving and grading layout /as-builts. (2020)

Reference: Frady Bayona, (786) 384-2805

**Aventura Hilton Hotel | Ram-Tech Construction | Sr. Survey CADD Technician:** Provide sanitary sewer system layout and as-builts, drainage system improvements layout and as-builts, domestic and fire water system improvements layout and as-builts, layout rough subgrade of site, pavement blue-tops, lime rock as-builts & paving and grading layout /as-builts. (2020)

Reference: Frady Bayona, (786) 384-2805

**The Palace of Weston (Weston) | Ram-Tech Construction | Sr. Survey CADD Technician:** Provide sanitary sewer system layout and as-builts, drainage system improvements layout and as-builts, domestic and fire water system improvements layout and as-builts, layout rough subgrade of site, pavement blue-tops, lime rock as-builts & paving and grading layout /as-builts. (2020)

Reference: Frady Bayona, (786) 384-2805

# TARA-LEE THOMPSON

Graphic Designer

Tara-Lee is a Graphic Designer with experience in graphic design, branding, web design, publication design, illustrations, digital photography, and typography. She has assisted and collaborated on projects involving wayfinding, traffic calming and roadway design. Tara-Lee specializes in providing graphic support to various service lines including Transportation Planning and Engineering, Roadway Design, and Environmental Services. Her software expertise includes Adobe Creative and Microsoft Office Suites.

---

## YEARS OF EXPERIENCE

Total: 4

With MARLIN: 4

## EXPERTISE

Branding

Editorial Design

Graphic Design

Illustration

Web Design

## EDUCATION

AS, Graphic Design

Broward College, 2016

## AFFILIATIONS

Member of AIGA, 2015-present

Member of Women of Tomorrow,  
2008-present

## AWARDS

Designer of the Year Award,  
Broward College, 2015

Brand & Ad Design Award,  
Broward College, 2015

Typography Award,  
Broward College 2014

## EXPERIENCE

### Trolley Passenger Survey | City of Miami Beach | Graphic Designer

- Created and developed the graphics and overall design of the executive summary report including "A Quick Look" infographic about the collected survey data

### 17th Street Protected Bike Lanes & Busway | City of Miami Beach | Graphic Designer

- Aided in developing the PowerPoint presentation for the project meeting
- Designed typical section concepts for existing and proposed conditions

### Mobility Hubs Plan | Town of Cutler Bay | Graphic Designer

- Created Mobility Hubs Plan logo to be used throughout the project
- Designed bus shelter illustration graphic
- Created template for meeting presentations

### Mobility Hubs Plan | Village of Palmetto Bay | Graphic Designer

- Created Mobility Hubs Plan logo to be used throughout the project
- Created template for meeting presentations

### Broward Mobility Hubs Study | Broward MPO | Graphic Designer

- Created and developed the graphics and overall design of the report for the Broward Mobility Hubs Project in Pembroke Pines and Plantation

### Stuart Tram Business Plan | City of Stuart | Graphic Designer

- Created branding for Stuart Tram Business Plan assets that includes infographics, public outreach materials, PowerPoints and the design of the report

### Chase Avenue/34th Street Shared Use Path | City of Miami Beach | Design Support

- Revised and edited flyer/door hanger for public meetings
- Revised and edited renderings for Chase Ave

### South Florida Rail Corridor (SFRC) | FDOT District 4 | Graphic Designer

- Aided in developing the design of the SFRC condition assessment reports

### Non-Motorized Traffic Count Program | FDOT Central Office | Graphic Designer

- Designed the layout of the Statewide Non-Motorized Traffic Monitoring report
- Created various infographics to use throughout promotional materials
- Created informational pieces for the project that includes a 24"x36" poster board, a 11"x17"bi-fold, a 8.5"x11" one-page flyer and a webinar flyer



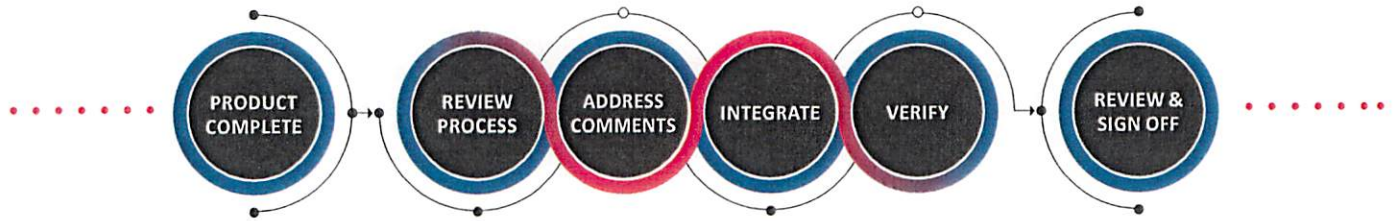


M

G

PROJECT IMPLEMENTATION  
STRATEGY

# PROJECT IMPLEMENTATION STRATEGY



MARLIN Engineering, Inc. (MARLIN) is uniquely qualified to provide Planning Consultant Services to the Town of Surfside based on our many years of experience with other municipal assignments. We have a passionate project team, the use of state-of-the-art resources, and have the backing of the firm’s owner, Ramon Soria, PE, who will serve as the Principal-in-Charge, to “do what it takes to do it right.”

MARLIN and the key planning staff assigned to the Surfside Planning Services effort have many years of valuable multidisciplinary planning experience working with municipal boards, citizen committees, municipal staff, and elected officials.

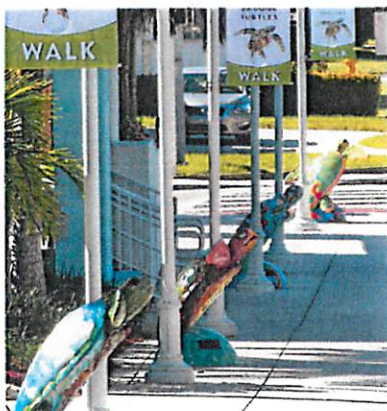
*Please see the Special Considerations tab for detailed information on the experience of our key staff members.*

An initial meeting will be held with the Town to refine the expected services desired and obtain input regarding the organizational structure for the Town’s development review, report formats, cut-off dates for agenda packages, the Comprehensive Plan, Land

Development Regulations, and the incorporation of the Town’s Vision. **Walter Keller, PE, AICP** will be the Project Manager for this contract. **Lisa Maack, AICP** will serve as Assistant Project Manager as well as a Strategic Planner. **Christina Fermin, AICP, LEED Green Associate** will also serve as a Strategic Planner. These three key individuals, all of whom with their hands in the planning efforts, have numerous years of successfully providing professional consulting services to public and private planning, zoning, and development review efforts.

A written detailed scope of work and graphic flowchart will be prepared for the Town to identify the planning services to be provided. The MARLIN team expertly utilizes Microsoft Office Suite, GIS, and AutoCAD. Other specialized software programs are available for use as appropriate. Information will be delivered electronically and in hard copy formats.

MARLIN’s diverse and multidisciplinary capabilities and qualifications will be beneficial in completing time and policy-sensitive assignments. Services provided by the firm can be tailored to the particular assignment and as extensive as the Town of Surfside desires.





H

COMPUTER AIDED  
DESIGN (CAD)

M

# COMPUTER-AIDED DESIGN STATEMENT

MARLIN Engineering, Inc. (MARLIN) is committed to successfully providing the services pursuant to this contract. At all stages prior to and during construction, MARLIN will produce all deliverables utilizing the latest version of AutoCAD. We will make these deliverables openly available and at no cost to the Town of Surfside and any contractors assigned to these projects. MARLIN also acknowledges that all work product deliverables produced for projects under this contract are and will be the property of the Town of Surfside upon submittal.

## Certificate of Graduation

**AutoCAD 3D Modeling & Rendering**

*awarded to*

**Harold Pantaleon**

*whom has satisfactorily completed the prescribed course of study in three dimensional computer aided drafting and who by proficiency in scholarship and integrity of character is entitled to this diploma*

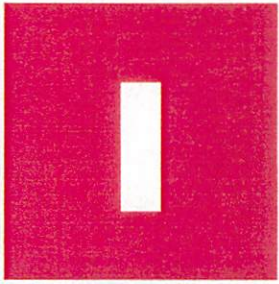
*presented by*

**Florida State Certified Instructor # 624414**



**Frank Alonso**

**at Miami, Florida on April 6, 2012**



SPECIAL  
CONSIDERATION



# SPECIAL CONSIDERATION

The MARLIN team has significant and relevant experience in the areas of town planning, including comprehensive planning and evaluation and appraisal reports, zoning codes, development review, special studies, and the techniques necessary for successful implementation. The team members have prepared a wide variety of similar studies to the RFP. We have considerable experience working together on a wide range of comprehensive studies, as well as County and municipal planning studies. Team members are very familiar with Florida governmental jurisdictions.

Our materials provided in this proposal, including the Organizational Chart, the Experience Table provided on the following page, and resumes identify the key professionals assigned to this contract, their project assignments, and their years of professional experience. Capsulated excerpts from resumes are provided below.



**Walter Keller, PE, AICP** will serve as the Project Manager for this contract. Walter has a B.S. in Engineering from Florida Atlantic University, is a registered Professional Engineer, and a Certified Planner with more than 40 years of planning and engineering experience. Before joining MARLIN, Walter was the Town Consultant Planner for three coastal municipalities in Broward County for more than 30 years. His expertise includes city/town planning, comprehensive plans/evaluation and appraisal reports, zoning, urban design, development review, traffic and transportation, land development, Impact Fees, and Expert Witness Services. Since joining MARLIN, he has served as the Project Manager for the City of South Miami Parking and Truck Study and the Town of Miami

Lakes Fairway Drive Pedestrian Study. He also served as a Senior Engineer in Conceptual Design Studies for the City of Miami Beach. He is extremely knowledgeable and experienced in all major work areas required for the Town of Surfside Planning Services.



**Lisa Maack, AICP** will serve as the Assistant Project Manager and a Strategic Planner. She has an M.A. in Urban and Regional Planning (MURP) from the University of New Orleans.

While in graduate school, Lisa worked in the Planning Department for Jefferson Parish, where she worked on sign codes and overlay commercial districts. Lisa has held positions in historic preservation, environmental, transportation, and solid waste in both public, private, and volunteer roles. Lisa worked on the environmental elements of numerous South Florida municipalities' comprehensive plans. She has worked most recently in transportation planning at both the state level and in the private sector advising local communities on transit and mobility projects. Example projects include Trolley Passenger Surveys for the City of Miami Beach and Mobility Hubs for the Town of Cutler Bay and the Village of Palmetto Bay.



**Christina Fermin, AICP, LEED Green Associate** will serve as a Strategic Planner. With an M.A. in Urban and Regional Planning, Christina's experience in municipal planning includes a review of development applications and their adherence to the city's codes, ordinances, goals, and comprehensive plan. Development applications included residential, commercial, restaurant, industrial,



and mixed-use developments. She has also provided land-use changes, zoning changes, plats, site plan amendments, architectural reviews, and signage. Her experience also includes acting as a liaison for various city committees and boards, which include economic development, sustainability, landscaping, social media/communications, crime prevention, and neighborhood improvement. Example projects include the Village Green Drive Master Plan, Trolley Passenger Surveys for the City of Miami Beach, and the Mobility Hub for the Village of Palmetto Bay.

**Myra Patino, PE, PMP** and **Roxana Matamoros, PE** will also be available to provide additional expertise in Traffic and Transportation and Civil Engineering if the need arises. Both individuals have considerable expertise in these areas and are knowledgeable of the Town of Surfside and Miami-Dade County.

The project team also includes four outstanding technical support individuals for the Town’s planning services. **Moshuir Rahman, PhD**, will serve as a Project Engineer with extensive capabilities in data analytics and GIS activities. **Harold Pantaleon** is a Senior GIS Technician and FAA Certified Drone Pilot. **Tara-Lee Thompson** is a Graphics Designer with outstanding knowledge of the Microsoft Office Suite and Graphic Software Programs. **David Kupsick** is a Senior CAD Survey Technician with over 30 years of AutoCAD experience

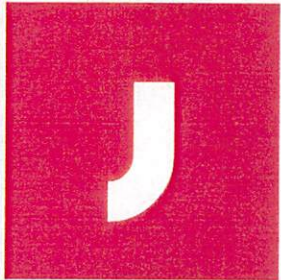
*The MARLIN team of planners, engineers, and technical specialists have the unique experience to support the Town of Surfside in their day-to-day planning as well as bringing new creative ideas to help the Town and its residents foster a vibrant community. We our tailor-made and ready to serve the Town of Surfside.*

	Planning and Urban Design	Zoning	Staff Reports	Occupational Licenses and Permitting	Code Updates	Development Review	Planning and Zoning Studies, Capital Improvement, and Historic	Mapping and Data Analysis	Meetings	Resident and Business Public Development
Ramon Soria, PE	●	●					●		●	●
Walter Keller, PE, AICP	●	●	●	●	●	●	●	●	●	●
Lisa Maack, AICP	●	●	●	●	●	●	●	●	●	●
Christina Fermin, AICP, LEED Green Associate	●	●	●	●	●	●	●	●	●	●
Myra Patino, PE, PMP	●		●			●	●	●	●	
Roxana Matamoros, PE			●			●	●	●	●	
Moshuir Rahman, PhD	●		●	●		●	●	●	●	
Harold Pantaleon			●				●	●	●	
Tara-Lee Thompson			●					●		
David Kupsick	●						●	●		





M



INSURANCE





30 Days' Notice of Cancellation/Non-renewal, except 10 days for nonpayment of premium, to the certificate holder when required by written agreement.



SURFSIDE

**K**

LITIGATION  
STATEMENT

**M**

# LITIGATIONS

The following is a list of litigation matters in the past five years involving projects which MARLIN Engineering, Inc. has been involved in, and the resolution of the filing:

## **SATARA NELSON ET AL VS CITY OF MIAMI ET AL**

Miami Dade County, FL

Case Number: 132016CA019534000001

Litigation is currently pending. MARLIN Engineering, Inc. was the design consultant performing civil engineering work on a City of Miami roadway. A tree was impacting the view of a stop sign resulting in a driver running the stop sign and causing a traffic infraction.

## **CURRENT BUILDERS OF FLA VS AMAYA CONTRACTING STUCCO INC ET AL**

Miami Dade County, FL

Case Number: 132015CA014659000001

Case: Closed. MARLIN Engineering, Inc. was dismissed.

Complaint made regarding construction. As a design consultant performing civil engineering work, MARLIN Engineering, Inc. did not perform any construction work. The entire design team were defendants.

## **GONZALEZ, YOANA VS COMMUNITY CONDOTTE DE MOYA JV LLC**

Miami-Dade County, FL

Case Number: 132013CA032426000001

Case: Closed. MARLIN Engineering, Inc. was dismissed.

Complaint made regarding construction. As a design consultant performing civil engineering work, MARLIN Engineering, Inc. did not perform any construction work. The entire design team were defendants.

## **CARIBBEAN CONDO ASSN INC (THE) VS CARIBBEAN GROUP OWNER (LLC)**

Case Number: 132012CA029420000001

Case: Closed. MARLIN Engineering, Inc. was dismissed.

Complaint made regarding construction. As a design consultant performing civil engineering work, MARLIN Engineering, Inc. did not perform any construction work and was dismissed from the case. The entire design team were defendants.

## **JAMIE BAKER, AS PERSONAL REPRESENTATIVE OF THE ESTATE OF JMB, JR., A MINOR V. HARDESTY & HANOVER, LLC, MARLIN ENGINEERING, INC., TIERRA SOUTH FLORIDA INC, INTERA INCORPORATED, AND TRANSYSTEMS CORPORATION.**

Case Number: 9028728443US

Case: Closed. MARLIN Engineering, Inc. was dismissed.

Plaintiffs were on a boat and collided with a bridge. MARLIN Engineering, Inc. was involved in bridge inspection.

## **MARIA DAVILA, AS PERSONAL REPRESENTATIVE OF THE ESTATE OF CANDIDO MANZANARES V. ODEBRECHT CONSTRUCTION, SOLID CONSULTING ENGINEERS, CARNAHAN, PROCTOR AND CROSS, RAFAEL PEREZ CAMEJO, ROVERSYS HERNANDEZ, RAMIRO ROBLES AGUILAR, FDOT, MARLIN ENGINEERING, F&J ENGINEERING GROUP, UNIVERSAL ENGINEERING SCIENCES, AND GRL ENGINEERS.**

Case Number: 2019-002867-CA-01

Litigation is pending. MARLIN Engineering, Inc. provided design consulting services to Odebrecht Construction for a roadway. Two workers (from one of the other companies) engaged in a car race after their shift and struck and killed an Odebrecht employee.



M

L

FORMS

**Form 2**  
**PROPOSAL INFORMATION FORM**

I certify that any and all information contained in this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

MARLIN Engineering, Inc.

---

**FIRM NAME**

6840 NW 77th Court Miami, FL 33166

---

**PRINCIPAL BUSINESS ADDRESS**

305.477.7575

N/A

---

**TELEPHONE**

---

**FACSIMILE**

rsoria@marlinengineering.com

---

**EMAIL ADDRESS**

65-0279601

2649235 / 2649243 / 7418569

---

**FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER**

---

**MUNICIPAL BUSINESS TAX RECEIPT  
OR OCCUPATIONAL LICENSE NO.**

Ramon Soria, PE

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**NAME**

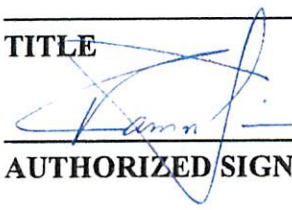
President & CEO

---

**TITLE**

---

**AUTHORIZED SIGNATURE**



**FORM 3A  
CERTIFICATE OF AUTHORITY  
(if Corporation)**

I HEREBY CERTIFY that a meeting of the [circle one] Board of Directors/ Partners of \_\_\_\_\_  
MARLIN Engineering, Inc.

\_\_\_\_\_ a business existing under the laws of the State of Florida

\_\_\_\_\_, (the "Entity") held on July 29th, 2020, the following

resolution was duly passed and adopted:

"RESOLVED, that, MARLIN Engineering, Inc., as \_\_\_\_\_  
President \_\_\_\_\_ of the Entity, be and is hereby authorized to  
execute this Proposal dated July 30th, 2020, on  
behalf of the Entity and submit this Proposal to the Tow of Surfside,  
and this Entity and the execution of this Certificate of Authority,  
attested to by the Secretary of the Corporation, and with the Entity's  
Seal affixed, will be the official act and deed of this Entity."

I FURTHER CERTIFY that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of  
the Entity this 29th day of July, 2020.

Secretary: *Betsy Jeffers*  
Print Name: Betsy Jeffers, PE

President: *Ramon Soria*  
Print Name: Ramon Soria, PE

(Seal)



**FORM 7  
DISPUTE DISCLOSURE**

**Answer the following questions by placing an "X" after "Yes" or "No". If you answer "Yes", please explain in the space provided, or on a separate sheet attached to this form.**

1. Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional associations within the last five (5) years?

YES \_\_\_\_\_ NO   X  

2. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

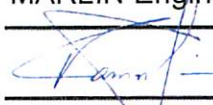
YES \_\_\_\_\_ NO   X  

3. Has your firm had against it or filed any requests for equitable adjustment, contract claims, Bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES \_\_\_\_\_ NO   X  

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts of extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this Proposal or Bid for the Town of Surfside.

<b>Firm:</b>	MARLIN Engineering, Inc.
<b>Authorized Signature:</b>	
<b>Print or Type Name:</b>	Ramon Soria, PE
<b>Title:</b>	President & CEO
<b>Date:</b>	07/27/2020



**FORM 8**  
**ACKNOWLEDGEMENT OF ADDENDA**

I HEREBY ACKNOWLEDGE that I have received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum 1	<input type="checkbox"/> Addendum 6
<input checked="" type="checkbox"/> Addendum 2	<input type="checkbox"/> Addendum 7
<input type="checkbox"/> Addendum 3	<input type="checkbox"/> Addendum 8
<input type="checkbox"/> Addendum 4	<input type="checkbox"/> Addendum 9
<input type="checkbox"/> Addendum 5	<input type="checkbox"/> Addendum 10

MARLIN Engineering, Inc.

NAME OF ENTITY

AUTHORIZED SIGNATURE

Ramon Soria, PE

PRINT NAME

07/27/2020

DATE



**Town of Surfside**

**REQUEST FOR QUALIFICATION 2020-05**

**General Planning Service**

**Addendum No. 1**

Date Issued: June 26, 2020

To All Proposers:

Proposers for the above-referenced RFQ shall take note of the following changes, additions, deletions or clarifications to RFQ No. 2020-05, which in accordance with the RFQ Documents shall become a part of and have precedence over anything shown or described otherwise in the RFQ.

**THE FOLLOWING CHANGES ARE MADE TO THE RFQ:**

1. **Pre-Proposal Submission Conference scheduled for Thursday, July 2, 2020**

**Due to the Coronavirus COVID-19 health pandemic and declared State of Emergency, RFQ 2020-05 Pre-Proposal Submission Conference will be held virtually through Zoom. The information for the virtual meeting is as follows:**

You are invited to a Zoom webinar.

When: Jul 2, 2020 11:00 AM Eastern Time (US and Canada)

Topic: RFQ 2020-05 General Planning Services - Pre-Proposal Submission Conference

Please click the link below to join the webinar:

<https://zoom.us/j/91310233725>

Or iPhone one-tap:

US: +13017158592,91310233725# or +13126266799, 91310233725#

Or Telephone: Dial (for higher quality, dial a number based on your current location):US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 913 1023 3725

International numbers available: <https://zoom.us/u/ac49yT7Tij>

2. **Correcting requirement related to attendance to the Pre-Proposal Submission Conference. Due to the Coronavirus COVID-19 health pandemic and declared State of Emergency, the RFQ 2020-05 Pre-Proposal Submission Conference will be held virtually through Zoom and attendance is encouraged and not mandatory.**

A **Pre-Proposal Submission Conference** is scheduled for **July 2, 2020 at 11:00 AM** at the Town Commission Chambers, 9293 Harding Avenue, Surfside, Florida. All Proposers planning to submit qualifications are ~~required~~ **encouraged** to attend this meeting. ~~Qualifications from those who have failed to attend will not be accepted.~~

3. **Will the Town accept electronic submission?**

One (1) original, five (5) hard copies, and one (1) electronic copy on a USB drive of the completed and executed qualifications must be delivered no later than **July 30, 2020 at 2:00 PM** ("Submission Deadline"), to the following address:

**Town of Surfside Town Hall  
Town Clerk's Office  
9293 Harding Avenue  
Surfside, Florida, 33154**

**PROPOSER:** MARLIN Engineering, Inc.

**NAME:** Ramon Soria, PE

**TITLE:** President & CEO

**DATE:** 07/29/2020



## **Town of Surfside**

### **REQUEST FOR QUALIFICATION 2020-05**

#### **General Planning Service**

#### **Addendum No. 2**

Date Issued: July 20, 2020

To All Proposers:

Proposers for the above-referenced RFQ shall take note of the following changes, additions, deletions or clarifications to RFQ No. 2020-05, which in accordance with the RFQ Documents shall become a part of and have precedence over anything shown or described otherwise in the RFQ.

#### **THE FOLLOWING CHANGES ARE MADE TO THE RFQ:**

1. Can you please advise if there is a limit to how many Key Personnel and Staff we can have on our team? I understand we need to complete Form 5 identifying our team, however under section 2.3 Response Evaluation Criteria, item #2 says credentials and accomplishments of the proposed team (**up to 3**) members.

**Answer: Additional staff may be presented but the first three would be used for the purposes of the evaluation scoring**

2. Under Section F. Personnel Qualifications, is "item e." looking for project sheet examples?

**Answer: The Town does not have an example to provide.**

3. On Page 6, under General Qualifications it states that the **Respondent must have a minimum of ten (10) years of continuous operation under the same name providing the same services**. If our company has been in continuous operation for more than 10 years and has had the same FEIN number in that time but recently went thru a rebranding/name change, are we qualified?

**Answer: Yes.**

**PROPOSER:** MARLIN Engineering, Inc.

**NAME:** Ramon Soria, PE

**TITLE:** President & CEO

**DATE:** 07/29/2020

**FORM 9**

**SINGLE EXECUTION AFFIDAVITS**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC  
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

**THIS FORM COMBINES SEVERAL AFFIDAVIT STATEMENTS TO BE SWORN TO BY THE PROPOSER OR BIDDER AND NOTARIZED BELOW. IN THE EVENT THE PROPOSER OR BIDDER CANNOT SWEAR TO ANY OF THESE AFFIDAVIT STATEMENTS, THE PROPOSER OR BIDDER IS DEEMED TO BE NON-RESPONSIBLE AND IS NOT ELIGIBLE TO SUBMIT A PROPOSAL/BID.**

**THESE SINGLE EXECUTION AFFIDAVITS ARE SUBMITTED TO THE TOWN OF SURFSIDE AND ARE STATEMENTS MADE:**

By: Ramon Soria, PE

For (Name of Proposing or Bidding Entity): MARLIN Engineering, Inc.

Whose business address is: 6840 NW 77th Court Miami, FL 33166

And (if applicable) its Federal Employer Identification Number (FEIN) is: 65-0279601

\_\_\_\_\_  
(if the entity does not have an FEIN, include the Social Security Number of the individual signing this sworn statement. SS#: \_\_\_\_\_)

**Americans with Disabilities Act Compliance Affidavit**

The above named firm, corporation or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
- The Rehabilitation Act of 1973, 229 USC Section 794;

- The Federal Transit Act, as amended 49 USC Section 1612;
- The Fair Housing Act as amended 42 USC Section 3601-3631.

RS

Proposer Initials

**Public Entity Crimes Affidavit**

I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, and partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement.

**(INDICATE WHICH STATEMENT APPLIES.)**

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with ad convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida , Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I understand that the submission of this form to the contracting officer for the public entity identified in paragraph 1 above is for that public entity only and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the public entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes for category two of any change in the information contained in this form.

RS

\_\_\_\_\_  
Proposer Initials



**No Conflict of Interest or Contingent Fee Affidavit**

Proposer warrants that neither it nor any principal, employee, agent, representative nor family member has paid or will pay any fee or consideration that is contingent on the award or execution of a contract arising out of this solicitation. Proposer also warrants that neither it nor any principal, employee, agent, representative nor family member has procured or attempted to procure this contract in violation of any of the provisions of the Miami-Dade County conflict of interest or code of ethics ordinances. Further, Proposer acknowledges that any violation of these warrants will result in the termination of the contract and forfeiture of funds paid or to be paid to the Proposer should the Proposer be selected for the performance of this contract.

RS

Proposer Initials

**Business Entity Affidavit**

Proposer hereby recognizes and certifies that no elected official, board member, or employee of the Town of Surfside (the "Town") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Town employee, nor any elected or appointed officer (including Town board members) of the Town, nor any spouse, parent or child of such employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Proposer or Vendor, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Vendor or Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Town. Further, Proposer recognizes that with respect to this transaction or bid, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Town.

RS

Proposer Initials

**Anti-Collusion Affidavit**

1. Proposer/Bidder has personal knowledge of the matters set forth in its Proposal/Bid and is fully informed respecting the preparation and contents of the attached Proposal/Bid and all pertinent circumstances respecting the Proposal/Bid;
2. The Proposal/Bid is genuine and is not a collusive or sham Proposal/Bid; and
3. Neither the Proposer/Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including Affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer/Bidder, firm, or person to submit a collusive or sham Proposal/Bid, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer/Bidder, firm, or person to fix the price or prices in the attached Proposal/Bid or of any other Proposer/Bidder, or to fix any overhead, profit, or cost element of the Proposal/Bid price or the Proposal/Bid price of any other Proposer/Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Surfside or any person interested in the proposed Contract.

RS

\_\_\_\_\_  
Proposer Initials

**Scrutinized Company Certification**

1. Proposer certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFP at its sole option if the Proposer or its subcontractors are found to have submitted a false certification; or if the Proposer, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
2. If the Agreement that may result from this RFP is for more than one million dollars, the Proposer certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFP at its sole option if the Proposer, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Proposer, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
3. The Proposer agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under the Agreement that may result from this RFP. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

RS

\_\_\_\_\_  
Proposer Initials

**Acknowledgment, Warranty, and Acceptance**

1. Contractor warrants that it is willing and able to comply with all applicable state of Florida laws, rules and regulations.
2. Contractor warrants that it has read, understands, and is willing to comply with all requirements of **RFP No. 2020-05** and any addendum/addenda related thereto.
3. Contractor warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town Council or Town Manager, as applicable.
4. Contractor warrants that all information provided by it in connection with this Proposal is true and accurate.

RS

Proposer Initials

**Sworn Signature of Proposing Entity Representative and Notarization  
for all above Affidavits follows on the next page.**

In the presence of:

*Katherine Salazar*  
Witness #1 Print Name: Katherine Salazar  
*Chloe Kemble*  
Witness #2 Print Name: Chloe Kemble

Signed, sealed and delivered by:

*Ramon Soria*  
Print Name: Ramon Soria, PE  
Title: President & CEO

**ACKNOWLEDGMENT**

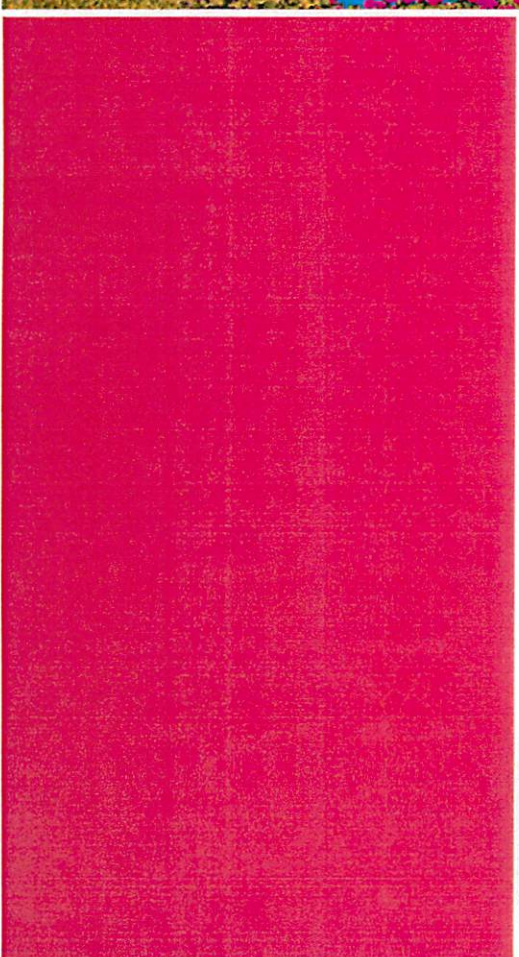
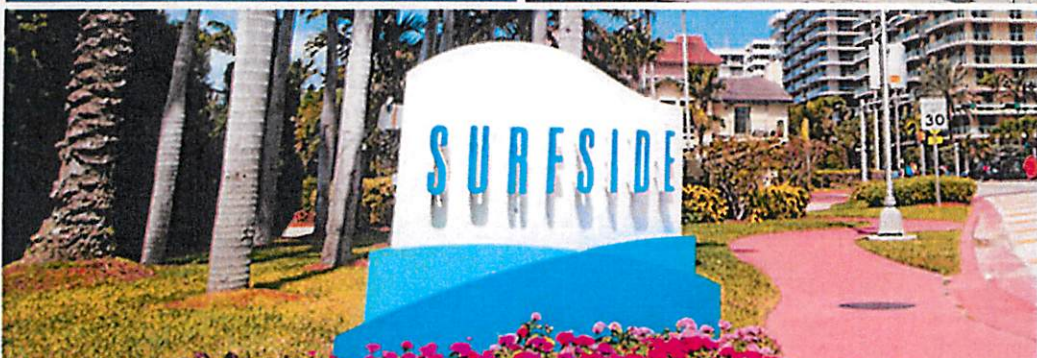
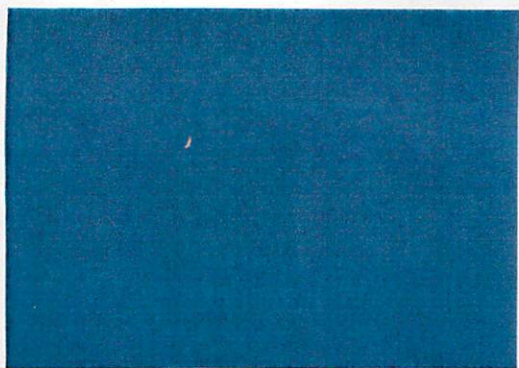
State of Florida  
County of Miami-Dade

On this 29th day of July, 2020, before me the undersigned, personally appeared Ramon Soria, whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

Witness my hand and official seal:

*Jenny Byrne*  
Notary Public (Print, Stamp, or Type as Commissioned)  


- Personally known to me; or
- Produced identification (Type of Identification: Driver's License)
- Did take an oath; or
- Did not take an oath



# MARLIN

**MARLIN Engineering, Inc.**  
6840 NW 77th Court  
Miami, FL 33166

**Contact Person**  
**Walter Keller, PE, AICP**  
Project Manager  
305.477.7575  
wkeller@marlinengineering.com

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



**EXHIBIT "B"**  
**SCOPE OF SERVICES**

**Town of Surfside, FL.**  
**Proposal for General Planning Services**  
**By Marlin Engineering, Inc.**

**Services to be Provided**

1. Manage Town-wide planning and urban design program consistent with the Town's goals and initiatives. Ensure high-quality resident and customer service, professional standards and quality controls.
2. Make recommendations regarding zoning changes that promote the Town's development goals.
3. Interpret the Zoning Code and issue official interpretations.
4. Provide direction and guidance on all current planning projects/studies.
5. Prepare all staff reports for the Planning and Zoning Board, Town Commission, Local Planning Agency (LPA), Design Review, County Historic Preservation and related boards/committees.
6. Review occupational licenses, and oversee permitting of commercial, offices, apartments, condominiums, and single family residential, and accompanying auxiliary structures and uses for compliance with the Town's Comprehensive Plan and Land Development Regulations. \*
7. Perform cursory reviews of applications for the public prior to submittal for Planning and Zoning.
8. Perform code updates and amendments as requested by the Planning and Zoning Board and/or Town Commission. \*\*
9. Implement policy and procedures to improve the department's efficiency.
10. Coordinate, develop and interpret the Town's Comprehensive Plan and Land Use/Development Regulations. \*
11. Coordinate current planning activities, including plan review of development projects. \*\*
12. Provide direction regarding zoning interpretations and procedures.
13. Review and disseminate information pertaining to legislation adopted by the Town Commission affecting the Town's Land Use Regulations.

14. Perform planning studies, including preparation of project outlines, selection of data sources, designing reports on capital improvements, zoning changes, historic preservation issues, and business district project planning. \*\*
15. Assist in creating maps, reports, statistical compilations and other materials necessary to the planning process.
16. Attend Staff meetings, Town Commission meetings, Development Review meetings, Planning and Zoning Board meetings and other related meetings as requested. ++
17. Acts as liaison between Town, South Florida Regional Planning Council and State Department of Economic Opportunity and such other local, state and federal agencies who may interact with Surfside for the various programs within the Planning Department.
18. Manage any consultants hired to implement or assist with any job functions within this description.
19. Meet with residents, developers, architects, landowners, and the general public as needed. ++
20. Prepare departmental budget.
21. Performs other duties as assigned or directed by the Town Manager and/or the Town Commission.

\* - Routine projects included in General Services fee. Zoning in progress considerations, new and or major projects to be handled as additional services – Cost estimate to be submitted for approval prior to initiation.

\*\* - Additional Services – Cost estimate to be submitted for approval prior to initiation.

++ - Meeting attendance (either virtual or in-person) for Planning & Zoning Board, staff meetings and Town Commission meetings are included in the General Planning Service fee.

**EXHIBIT "C"**  
**FEE SCHEDULE**

10/28/20  
Marlin Engineering, Inc.

**Marlin Engineering General Planning Services Fee Estimate**

Task		Proposed Hrs Per Month	Rate	Monthly Total
Project Management	Ramon Soria, PE *			
	Walter Keller, PE AICP. *	6	\$ 188.00	\$ 1,128.00
	Lisa Maack, AICP. *		\$ 144.00	\$ -
General Planning Services	Walter Keller, PE AICP.*	32	\$ 188.00	\$ 6,016.00
	Lisa Maack, AICP.*	8	\$ 144.00	\$ 1,152.00
	Christina Fermin, AICP-LEED*	24	\$ 122.00	\$ 2,928.00
	Project Planner	12	\$ 122.00	\$ 1,464.00
	GIS Specialist	4	\$ 110.00	\$ 440.00
	Graphic Designer	4	\$ 111.00	\$ 444.00
	Senior CADD Technician	4	\$ 110.00	\$ 440.00
		94		\$ 14,012.00
	* - Key Personnel			



**EXHIBIT "D"**  
**ADDITIONAL SERVICES FEE SCHEDULE**

<b>MARLIN ENGINEERING, INC.</b>	
<b>Job Classification</b>	<b>Max Rates/Hour</b>
Senior Engineer	\$ 194.70
Project Engineer	\$ 180.00
Project Manager/Chief Planner	\$ 188.00
Assistant Project Manager/Strategic Planner	\$ 144.00
Project Planner	\$ 122.00
Strategic Planner	\$ 122.00
Senior Traffic Engineer	\$ 185.40
Traffic Engineer	\$ 180.00
Senior Designer	\$ 129.00
Graphic Designer	\$ 111.00
GIS Specialist	\$ 110.00
Senior CADD Technician	\$ 110.00
Engineer Intern	\$ 111.00
Project Surveyor	\$ 176.01
Survey Technician	\$ 90.87
2-Man Survey /SUE Crew	\$ 135.00
3-Man Survey/SUE Crew	\$ 183.00
GIS Technician	\$ 105.00
CADD Technician	\$ 87.00
Engineering Technician	\$ 64.50
Senior Construction Inspector	\$ 99.00
Construction Inspector	\$ 64.50
Certified Bridge Inspector Supervisor	\$ 171.30
Senior Certified Bridge Inspector / Diver	\$ 110.00
Assistant Bridge Inspector	\$ 61.50
Clerical	\$ 75.00