

BID COVER

City of
Gainesville

Procurement Division

(352) 334-5021(main)

Issue Date: May 26, 2023

REQUEST FOR PROPOSAL: #PWDA-230046-DH**Ecological Analysis and Tree Inventory**

PRE-PROPOSAL MEETING: ☒ Non-Mandatory ☐ Mandatory ☐ N/A ☐ Includes Site Visit

DATE: June 8, 2023 **TIME:** 9:00 am

LOCATION: Smokey Bear Park (2300 NE 15th St Gainesville, FL 32609)

QUESTION SUBMITTAL DUE DATE: June 15, 2023 @ 5:00 pm

All meetings and submittal deadlines are Eastern Time (ET).

DUE DATE FOR UPLOADING PROPOSAL: June 22, 2023 @ 3:00pm

SUMMARY OF SCOPE OF WORK: The purpose of this project will be to complete an ecological analysis of the City of Gainesville's (CITY) urban forest, public and private; complete a detailed tree inventory of all City of Gainesville owned trees, and to estimate change in the overall canopy coverage in Gainesville from 1995 -2023.

For questions relating to this solicitation, contact: Diane Holder, holderds@gainesvillefl.gov

Bidder is not in arrears to City upon any debt, fee, tax or contract: ☐ Bidder is NOT in arrears ☐ Bidder IS in arrears
 Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: ☐ Bidder is NOT in default ☐ Bidder IS in default

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # 1

Legal Name of Bidder: Terracon Consultants, Inc.

DBA: N/A

Authorized Representative Name/Title: Mark Mulligan, P.G. Principal, Office Manager

E-mail Address: mark.mulligan@terracon.com FEIN: 42-1249917

Street Address: 1675 Lee Road, Winter Park, Florida, 32789

Mailing Address (if different): N/A

Telephone: (407) 740-6110

Fax: (407) 740-6112

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

☒ Proposal is in full compliance with the Specifications.

☐ Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Mark Mulligan

SIGNER'S PRINTED NAME: Mark Mulligan, P.G.

DATE: 6/21/23

This page must be completed and uploaded to DemandStar.com with your Submittal.



City of Gainesville

Ecological Analysis and Tree Inventory

RFP-230046-DH

June 27, 2023

1675 Lee Road
Winter Park, FL, 32789
P (407) 740-6110
F (407) 740- 6112
Terracon.com/Office



Terracon

Contact:
Brian Brandon, PWS
Contract Manager
D (407) 740-6739
M (407) 929-1133
brian.brandon@terracon.com

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Executive Summary

Terracon Consultants, Inc. (Terracon) presents a well-qualified team of professionals with direct, relevant experience for this contract having provided Professional Services to multiple municipal clients for nearly 34 years. Terracon is the largest Geotechnical and Environmental engineering company nationally with more than 5,800 employees in more than 150 offices. Terracon has presence near the City of Gainesville with 5 staff members located in our Jacksonville Office and 6 staff located in our Winter Park office who will be readily available for this project. In addition, Terracon has over 450 employees throughout the state of Florida, of which 36 are ecologists and biologists, and 2 are International Society of Arboriculture (ISA) Certified Arborists. We have all certifications, licenses, and equipment to support 100% of the scope of services listed in the RFP. We have always been 100 percent committed to our partnership with our municipal clients and it is our strong desire to continue to serve as a trusted partner for professional services.

1.0 Understanding of Scope

Terracon has reviewed the Scope of Services in the RFP and we have an excellent understanding of the scope being requested with this contract. We understand that the requested services will include an ecological assessment and a tree inventory within the City of Gainesville. We also understand that these services may include but are not limited to mapping urban forest areas, analyzing tree canopy cover, utilizing field sampling technologies and compiling an inventory of all City owned trees.

Terracon has over 25 years of experience conducting natural resource services including protected tree inventories and health assessments, and tree removal permitting and mitigation in Clay, Flagler, Duval, St. Johns, Nassau, Volusia, Lee, Manatee, Polk, and Sarasota Counties as well as Georgia and South Carolina. Specifically, Terracon has experience developing maps, graphics, and photos; conducting GIS-based data analysis to support larger studies; preparing documents and technical reports outlining our methodologies, findings and conclusions; conducting project feasibility studies; installing and relocating protected plant species; exotic/nuisance species removal and management; conducting wetland delineations and functional assessments; developing biological assessments (BA), coordination with various stakeholders, and managing project budgets and personnel. This experience is directly applicable to the scope of services requested under this contract.

2.0 Project Approach

Terracon understands the project is projected to be carried out over the course of a three-year timeframe. Due to this, Terracon is proposing a stepwise approach to ensure that every area of the City is assessed effectively and efficiently. Terracon treats every project we work on in the same manner no matter the scale. Terracon utilizes a variety of tools, resources, and technologies to complete projects similar in nature to the requested scope of services. Off-the-shelf tools include MS Project and Microsoft Teams. Our proprietary, in-house tools include a variety of data collection mobile apps as well as GIS Toolbox, Compass (Formerly "Client Portal"), ProjectXchange, Stage1, InTerraCT, and PIVVOT (as developed by PIVVOT, A Terracon Company). Daily Communication and Collaboration – Enhanced by Microsoft Teams. At Terracon, we rely on Microsoft Teams (built on Microsoft SharePoint) as a tool to enhance our daily communication and collaboration. Even prior to the pandemic, we began using Microsoft Teams to bring people together. Terracon deployed Microsoft Teams as a replacement to our previous telephone system with apps on mobile devices as well as our desktop systems because seeing data is faster than talking about data. This is true not only for client meetings to present graphics, but internally for connecting, training, and leveraging expert advice by our field employees. Our field teams now use Microsoft Teams to "phone a friend" (or expert) for input when situations change in the field—it may be a field scientist asking a botanist for a second opinion on plant identification, an archaeologist sharing a video of a find with a principal investigator, or a team performing a safety check-in to verify we have the appropriate personal protective equipment (PPE) and job hazard assessments in place. Whatever the circumstance, using Microsoft Teams on our mobile devices has enhanced communication and collaboration between our employees.



Executive Summary

Project Management Workflow - Accelerated by Proprietary Software aided by routine communication and collaboration through Microsoft Teams, our Project Managers accelerate delivery with science and analytics by applying the mix of retail and proprietary software to support the following four components to ensure project success:

Communication and Safety Plan: Terracon understands that excellent communication between the Terracon and the City of Gainesville is required to ensure successful project execution. The communication plan may consist of regularly scheduled meetings, summary emails, or scheduled phone calls to be completed throughout the duration of the project in an effort to streamline communication and keep the City of Gainesville informed with real-time information. Terracon will also outline our safety plan for the task utilizing our internal job hazard analysis (JHA) database, site safety check-in mobile apps, and pre-task planning documentation.

Project Schedule: The project schedule will also be discussed with the City of Gainesville in detail. Because of the number of environmental professionals working within the Jacksonville and Winter Park offices who can be dedicated to this project, we are confident Terracon can complete the project scope within the required timeline. If requested, Terracon can coordinate project milestones through our proprietary platform the Compass, which is an interactive user-friendly interface where clients can access reports, calendars, maps, and various map layers associated with each project and task.

Project Execution: Each task or milestone required to complete a specific task will be completed as outlined in the project schedule and will be in accordance with all applicable with the requirements set forth by the City of Gainesville. The tasks will also be completed pursuant to all applicable federal, state, and local laws, rules, regulations, policies, and resource. The results of each task or milestone will be summarized and relayed to the City of Gainesville in accordance with the established communication plan. For each task, Terracon will only utilize staff that are trained, experience, and/or licensed or certified for that task with oversight from a senior level scientist. All work will be initiated, supervised, and reviewed in accordance with Terracon's internal Quality Assurance and Quality Control (QA/QC) process. This QA/QC process involves utilizing senior level staff that have undergone rigorous training and interviewing processes to become Authorized Project Reviewers (APRs).

Project Close-out: Once all tasks have been completed and all deliverables have been provided to the City of Gainesville, Terracon will conduct an internal project review to determine efficiencies/deficiencies and lessons learned during the project. This review includes an analysis of the project schedule, project execution, safety, and the project budget in an effort to identify opportunities to streamline and expedite future task that are similar in nature, find solutions to be more cost effective on similar tasks, or create a repository of information available to other project team members for future tasks/projects for the City of Gainesville. The project close-out process also involves ensuring that all invoices and deliverables are being submitted via the appropriate City of Gainesville processes and in a timely manner. This process is driven by the use of proprietary technologies such as ProjectXchange.

These project management processes have helped Terracon to become one of the most reliable, cost effective, and experienced consulting firms in the nation; and has pushed Terracon to becoming an industry leader for environmental services in the state of Florida.

3.0 Staff Qualifications

Through in-house training and development programs, Terracon develops our teams to be industry leaders in project management, QA/QC, and client communication. Through external training/certification programs and continued higher education, Terracon's project team also holds the certifications, licenses, and expertise necessary for this contract. These certifications and qualifications include but are not limited to International Society of Arboriculture (ISA) Certified Arborist, Certified Florida Master Naturalist, M.S. in Urban and Regional Planning, Florida Certified Contract Manager, GIS Professional, and Professional Wetland Scientist (PWS); and meets qualifications required to conduct a tree inventory and ecological



Executive Summary

analysis for the urban tree community within the City of Gainesville. For this contract Terracon will use the most highly qualified and experienced staff to manage and execute each task, and also can provide experienced staff where additional support is required. Our project teams will be grouped into four primary categories: Project Management, Technical Support, and Administrative Support.

Project Management Team: The project Management Team will include senior level staff to act as Contract Coordinator, APR (QA/QC), and Project Manager. Terracon leadership within this team will include Brian Brandon, PWS; Gary Howalt, PWS; Brett Anderson; and Brennan Hagan, PWS.

Technical Support: This group will be composed of senior arborists, field technicians, field supervisors, senior biologists, ecologist, and environmental specialists. Terracon Leadership within this team will include James Moody ISA, Andrew Coniglio ISA, Brennan Hagan, PWS; Chris Williams, Ashley Chattle, Malysa Peabody, and Alex Wolfson.

Administrative Support: This group will be composed of administrative staff and GIS/CAD staff. Administrative staff will be supervised by the Project Management team, and CAD/GIS support will be led by Greg Scott, GISP.

4.0 Availability

Terracon understands that availability is critical to the success of this project, and we have assembled a team with geographic and technical breadth to service the needs of the City of Gainesville and this contract. The Terracon team will be led by Mr. Brian Brandon, PWS, who is 80 percent available (80%), as Contract Manager and primary point of contact. He will be assisted by Mr. Gary Howalt, PWS (50%) as QA/QC Manager/Principal-in-Charge. Mr. Brennan Hagan, PWS will serve as the Senior Project Manager to organize and manage the project. Mr. James Moody, ISA and Mr. Andrew Coniglio, ISA (90%) will serve as the technical lead for field services. Terracon is also positioned so that staff can be committed 100% to this contract once LOAs are received for specific project tasks.

5.0 Summary

Terracon has a firm understanding of the scope of services being requested and have the experience, knowledge, licenses/certifications, and equipment necessary to support the City of Gainesville on this contract. Our team of professionals are dedicated to upholding our commitments to the City and are available for this contract immediately.

We have attached our resumes, and organization chart for your reference and are confident that after reviewing them, Terracon will be the clear choice for City of Gainesville to partner with for this contract. Please do not hesitate to contact us with any questions.

Sincerely,
Terracon Consultants, Inc.



Brian P. Brandon, PWS
ENV Dept. Manager
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Office Manager / Principal
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B) Technical Proposal

1.0 Technical Approach

Terracon understand that this RFP requires services on an immediate basis and is estimated to be carried out over a 3-year timeframe. The team chosen for this RFP has experience in delivering timely results for multiple large-scale projects such as this one.

The RFP scope indicates that there are several key tasks including:

1. Project Planning
 - a. Conduct background research
 - b. Collect materials
 - c. Project team meetings
2. Analysis of the Tree Canopy using Remote Sensing Techniques
 - a. Utilize Landsat and NAIP
 - b. Characterize urban forest canopy
 - c. Establish patterns of gain/loss of canopy coverage
3. Field Work and I-Tree ECO Analysis
 - a. Establish minimum 150 permanent field tree plots
 - b. Various data collected at each plot
 - c. Use of i-Tree Eco modeling software
4. Tree Inventory
 - a. All City owned trees
 - b. ROWs
 - c. Urbanized areas of parks
5. Final Report
 - a. Outlines data collection methodology
 - b. Results from data analysis
 - c. Summarize tree totals
 - d. Tree Plotter results
 - e. Project presentations

Team Approach for Response and Mobilization for Task Orders

The City of Gainesville will be provided with mobile phone numbers and email addresses for the project management team. Team contacts will be available to respond 7 days a week, 24 hours a day. Upon contact by City of Gainesville staff, appropriate team members will either report to a location of concern or will respond to any questions that may be posed to the project team.

The team will proceed as directed or authorized by City of Gainesville in the case of a needed emergency response or will coordinate a meeting with City of Gainesville staff at the City of Gainesville's earliest availability to discuss response options and proposed scope of services. Specific approaches for selected tasks mentioned in the RFP are discussed below.

Project Planning

Terracon understands that the project will be a significant collaboration with the City of Gainesville on multiple aspects of the overall project. Terracon will initially conduct background research on tree inventory methodology and share this information with the City in order to select the most efficient procedures. Once the methodology is agreed upon and selected, materials needed for the project (software, data, field supplies, etc.) will be collected. Before the project has commenced, Terracon will conduct a meeting with all necessary stakeholders and project members in order to go over the project in detail. Multiple tasks will be developed in detail in order to keep the project moving forward and on the correct timeline. Terracon understands that the project team may redefine or add in specific analysis or tasks as they deem fit throughout the process.

B) Technical Proposal

Analysis of the Tree Canopy using Remote Sensing Techniques

Terracon will finalize the remote sensing technique to be used for the project within the project planning task. This will be a collaborative decision with the City of Gainesville based off of the research conducted on tree inventory methodology. Terracon will also seek to locate the best aerial imagery that can identify the urban forest canopy coverage for the years listed in Task 2.0 of the RFP. Terracon's GIS team will utilize research methods, review previous tree canopy studies completed, and previous experience in order to come up with an analysis process. When the project team has an approach prepared for this analysis, Terracon will present the methodology to the City of Gainesville.

This analysis will be included within the final report.

Field Work and I-Tree ECO Analysis

Terracon will be conducting field sampling for the urban forest plots. Per the requirements of the RFP, Terracon will conduct research in order to locate a minimum 150 permanent field plots to conduct the sampling across the City of Gainesville. Terracon will develop criteria that must be met in order to use an area as a sample plot. This will ensure that the sample plots that are used will be consistent and provide the most effective information for this analysis. The sample plots locations will be derived from desktop research on methodology, location, and other specific requirements provided by the City. Terracon will provide a draft of the locations of the minimum 150 field plots in order to have the City of Gainesville review, edit if necessary, and approve the sample plot locations.

Terracon will conduct the field work with a minimum of one ISA Certified Arborist and an assistant. The ISA Certified arborist will collect the data from the 1/10th of an acre plots according to the RFP. Terracon utilizes a two-person system when conducting tree inventories to be as efficient as possible. Terracon staff working on the tree inventory at any given time will include a minimum of one (1) ISA Certified Arborist and one field assistant. The role of the certified arborist is to identify the species of tree, measure the DBH, estimate the height and crown spread of the tree, and conduct the health assessment on the tree. The role of the field assistant is to take the GPS point of the tree, record the notes that are communicated by the arborist, hang fluorescent tape on the tree, and record data in hard copy format. The notes taken in the field will be utilized to confirm the information was inputted into the GIS system correctly.

Terracon understands the importance of quality assurance during this process. All work will be initiated, supervised, and reviewed in accordance with Terracon's internal Quality Assurance and Quality Control (QA/QC) process. This QA/QC process involves utilizing senior level staff that have undergone rigorous training and interviewing processes to become Authorized Project Reviewers (APRs). The project team currently consists of three (3) Terracon APRs. All work that is produced will go through the review of at least one (1) Terracon APR.

Tree Inventory

A tree inventory of all City of Gainesville owned trees within all street trees within rights-of-way (ROWs) and located within urbanized areas of public parks. The RFP defines urbanized areas of public parks are defined as being within 100' of buildings, parking lots, domestic grass turf, or manmade ground cover of some type. Terracon understands that trees owned by the City located within forested or conservation lands are not to be included within this inventory. Data collected will be collected through the tree plotter software that includes the following information:

1. Picture Latitude-Longitude Species
2. DBH
3. Estimated Crown Spread
4. Health Condition

Terracon utilizes a two-person system when conducting tree inventories to be as efficient as possible. Terracon staff working on the tree inventory at any given time will include a minimum of one (1) ISA

B) Technical Proposal

Certified Arborist and one field assistant. The role of the certified arborist is to identify the species of tree, measure the DBH, estimate the height and crown spread of the tree, and conduct the health assessment on the tree. The role of the field assistant is to take the GPS point of the tree, record the notes that are communicated by the arborist, hang fluorescent tape on the tree, and record data in hard copy format. The notes taken in the field will be utilized to confirm the information was inputted into the GIS system correctly.

Terracon's number one goal is safety and conducts its work in the safest way possible. Each field visit that is conducted for the tree inventory will be done with at least two (2) field staff. This ensures that nobody is alone while working out on the job site. In addition to utilizing the buddy system, Terracon has access to all of the safety equipment that will need required for this specific task. Terracon will coordinate with City of Gainesville staff members to discuss what safety equipment and hazards that might be present that the specific site. While onsite, Terracon conducts pre-task planning tailgate meetings before the field work starts in order to establish all potential safety hazards and risks.

Final Report

The collective project team will produce a final report once all of the above-mentioned tasks have been completed. The final report will outline the data collection methodology utilized and the results from the data analysis from the software that was used. The goal of the report is to show the analysis results of percent canopy coverage by land use and cover, general forest health, urban forest structure, and a summary of the benefits the City of Gainesville is provided by the forests. The benefits provided is to be focused on what is provided to the citizens within the City of Gainesville.

The results of the tree inventory over City of Gainesville owned trees within ROWs and urbanized areas of parks will be summarized within the final report. The final report will include totals, individual categories, and all other data provided by the TreePlotter software.

Terracon focuses on a multi-step process when writing and completing reports. To ensure that the project timelines are met, the report will be worked on and updated as the project moves along. This helps the project team identify what is working and what is not working throughout the process so that if something is going wrong, it can be fixed early on in the process. Once the field work has been completed, the report will be in an early draft stage. This early draft will be completed and reviewed by our technical leaders in order to ensure that the contents of the report are correct. Once this process is complete, the senior project managers will look at the report and provide comments and feedback. Only after this step will the Quality Assurance and Quality Control (QA/QC) team members on the project look at the report and provide final comments. Terracons process for completing reports on this scale ensures that multiple eyes have reviewed the report.

Terracon will provide the report is PDF format as well as provide all GIS data layers created throughout the length of the project. In addition to the final report, Terracon will prepare a presentation to present the findings to the City of Gainesville City commission, City administrators, and the public works department. Terracon understands that the City may request two (2) additional presentations to be determined at a later date. The final report will be heavily reviewed, edited, and finalized by several APRs in accordance with Terracon's internal Quality Assurance and Quality Control process. This QA/QC process involves utilizing senior level staff that have undergone rigorous training and interviewing processes to become Authorized Project Reviewer.

PART 3 – PRICE PROPOSAL

3.1 PROJECT COSTS AND DELIVERABLES

Total cost is based on completion of all project tasks and deliverables stated above (TASKS 1- 5).

Budget will cover: labor, field equipment (including computer tablets for data collection), computer for data input and analysis, vehicle mileage, printing and postage, purchase of imagery.

1. TOTAL COST FOR ECOLOGICAL ANALYSIS: \$ 132,200
2. COST FOR TASK 4 TREE INVENTORY - \$ 7.00 per tree cost
(Total cost will be based on an estimated 38,500 number of trees-25,000 total street trees and 13,500 total urban park trees)

Award will be based on total cost of 1 and 2.

NOTE: If travel is involved in the execution of an awarded contract for this solicitation, should any air travel be required the City's travel policy allows for Coach air travel only. All other travel will be billed in accordance with the Federal General Services Administration rates which can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. In addition, long distance phone calls, printing, and other administrative costs may be billed at cost only -no mark-up. Evidence of these expenditures will be submitted when invoicing the City. Travel and administrative costs should be identified in the Price Proposal.

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D) Qualifications

1.0 Qualifications

Administration and Management: Terracon's overall goals and objectives are to provide highly specialized services within the professional natural resources practice by incorporating our local knowledge and experience in providing these services. We are solution oriented. Our philosophy in providing services on a continuing contract is to be an extension of your internal staff. In that regard, it is our goal to continue to have client staff feel secure in the knowledge that whatever services or tasks are required of us, that they will be completed in a very professional, timely and efficient manner. More specifically, the work objective at a minimum, will include considerations of the following:

- Implementing a project-specific safety plan for each task
- Delivering quality services, following our rigorous, in-house QA/QC Plan
- Communicating and coordinating with the City
- Ensuring that disruption to the public is minimized
- Meeting the established budgets and schedules

Our approach to managing the scope of services will be similar to the successful work approach that we have implemented in other public sector contracts/projects successfully completed. Terracon offers the project management skills, technical expertise, relevant project experience, and staff resources. A primary key of our project approach is the assignment of our Contract Manager (CM), Brian Brandon, PWS, whom will be a reliable advocate and point of contact for the Department. The CM will handle the management of financial aspects of the contract as authorized by our corporate management and direct all of the assignments to Project Managers within their area of expertise that will be supported by office staff, field staff, and sub-consultants whose experience level is commensurate with the work assignment.

Key Staff: Project Managers for specific projects will support our CM in the execution of the required scope of services. Each PM receives technical oversight for every project by a senior-level professional that has been selected by our Corporate Quality Program management as an Authorized Project Reviewer (APR) to mentor staff in their areas of expertise and ensure that the work complies with applicable standards. APRs in the environmental service line currently includes Florida's Environmental Planning Lead, Brian Brandon, PWS; Group Manager Brett Anderson, and Senior Principal, Gary Howalt.

Ability to Perform Concurrent Task Assignments: Brian Brandon, PWS and the environmental planning team of biologists, scientists, and other environmental staff are prepared, equipped, experienced, and skilled in providing all of the services as outlined in the RFP. At Terracon, we recognize that it takes focused effort to perform services on a city-wide scale various locations within the geographic area of the City. As a full-service consulting engineering and environmental firm, the Terracon team brings the demonstrated experience in delivering the responsive, professional environmental consulting and engineering services that you are seeking. We are a multi-disciplined firm with more than 5,500 employees throughout more than 175 offices, and we have developed internal communication tools and management systems that allow us to be responsive to our client's needs and to cost-effectively mobilize skilled personnel and equipment as the workload demands. Our full-service capabilities and national resources allow us to coordinate our activities and to provide real value to our clients. Terracon is experienced in the handling of small, large, and multi-site projects. Our breadth of resources, combined with our large geographic footprint, makes Terracon an ideal candidate for these types of contracts. We have successfully completed portfolios of hundreds of properties across multiple states at the same time.

Task Order Management and Communication: The key to delivering successful services rests with the quality of the communications between the client and the project team. Terracon will assign a highly experienced project manager to provide the direct line of communication to your team. The project manager will be responsible for overall performance, administration, billing, project review and will serve as your main point-of-contact. They will be fully responsible for meeting requirements, expectations and schedules, project quality, report writing, project updates, and communicating resource needs. Terracon respects client confidentiality and restricts unauthorized communications.

D) Qualifications

There will be frequent communication between our Contract Manager and City of Gainesville staff, as this has proven to provide more responsive and consistent results when managing these types of services. We will also provide your staff with draft meeting notes prior to finalizing to minimize the chance of misunderstandings and miscommunications. The Contract Manager will call or meet periodically with our APRs and PMs to continually check on our progress and performance to meet your needs. We will also conduct a closeout review with your staff for every project task order milestone, to ascertain that the task's objectives have been satisfactorily achieved.

Task Durations: Terracon will work closely with the City to define the scope of work for each task laid out in the RFP in order to achieve technical and cost objectives. Terracon has a wealth of experience managing state and municipal projects within both the budget and time constraints agreed by the client. As noted in our Organizational Chart, the CM assigns an experienced APR and PM to manage the overall site response and assure that the project tasks are communicated to each team member. Exceptional internal communications ensure that the scope of work requirements is efficiently met. Cost and schedule controls are key aspects of our project management program. We are constantly looking for ways to be even more efficient in what we do to provide our clients with the best value available. We have been very successful in identifying areas where a potential for cost savings could be realized and are very aware of the constant need to evaluate our activities to find ways to save limited budget resources.

Cost of services and materials: Project costs are minimized by making the most efficient use of the staff and resources for the project. The Project Manager ensures that the qualifications of the staff members assigned to the project match the project needs. An efficient mix of personnel with various levels of experience is used as appropriate. All field work will be always conducted with the presence of at least one (1) certified arborist. The right staffing mix will result in a productive utilization of labor. The key staff members assigned to a project will be fully committed to the project until all phases of the work are completed, providing the most cost-effective continuity required to efficiently complete the project on time and within budget.

2.0 Key Personnel

Identification of Key Personnel: The Terracon Team brings extensive local environmental services experience to the City of Gainesville. The team's expertise includes all of the areas of service required for this contract. Our experience is diverse, and that enhances our ability to provide exceptional service, with opinions and design decisions shaped by our collective experience and varied skills. That experience has yielded a level of expertise and understanding of the challenges and restrictions involved within these areas. Our team offers the project management skills, technical expertise, relevant project experience, manpower and in-house resources to serve as a solid foundation for this contract.

The primary key of our project approach is the assignment of a single point-of-contact, Brian Brandon, PWS, Contract Manager, who will be a reliable advocate for the City of Gainesville. Mr. Brandon has managed and performed environmental services in this region throughout his 10-year career. He will oversee day-to-day task assignments and daily communication with the task managers and project team, administer the contract and project tasks, provide project status summaries as each project demands, monitor the performance of task assignments to ensure satisfactory performance of the technical aspects, and create and implement a communication plan with the City of Gainesville to effectively communicate milestone deliveries. Task Managers in Terracon's environmental group will oversee all the assignments within their area of expertise and will be supported by the office and field staff whose experience level is commensurate with the work assignment.

Gary Howalt, PWS, will serve as the Quality Assurance/Quality Control (QA/QC) Reviewer for this contract. Mr. Howalt holds a B.A. degree in Biology and has over 43 years of related industry experience, with over 25 years of experience with local municipalities. He will be responsible for providing technical oversight for all tasks related to this contract, and he will be responsible for the implementation of Terracon's internal Quality Control/Assurance plans.

D) Qualifications

Brett Anderson will serve as a Senior Project Manager on this contract and will assist Mr. Brandon with the scheduling and implementation of services. Mr. Anderson has experience in a variety of ecological services wetland delineation, wetland permitting, endangered species surveys and relocations, water quality services, mitigation monitoring, Uniform Mitigation Assessment Methodology (UMAM) assessments, forestry services, Phase I site assessments, and NEPA Categorical Exclusions and Environmental Assessments for several federal agencies. Mr. Anderson is responsible for the office's telecom-related projects (FCC NEPA Screens, Environmental Assessments, and related services), along with a variety of ecological projects including due diligence assessments, wetland delineation as defined by state and federal agencies, wetland permitting, water quality assessments, endangered species surveys, wildlife surveying, and water quality projects.

Brennan Hagan, PWS will serve as a Senior Project Manager on this contract and will assist Brian with the scheduling and implementation of services. Mr. Hagan holds a B.S. degree in Interdisciplinary Studies-Environmental Science, an M.S. degree in Urban and Regional Planning, and a graduate certificate in Emergency Management and Homeland Security. He has experience with wetland permitting from his previous employment at both the FDEP and the SFWMD. Mr. Hagan has worked on arboricultural projects that range from multiple thousands of trees to small sites within urban settings. Mr. Hagan also has 6 years of project experience with wetland delineations, wetland functional assessments, reviewing and interpreting wetland and surface water regulations on a federal, state, and local level, and interacting with the general public.

James Moody, ISA will serve as a Technical Lead under this contract. James is a senior scientist with skills, training, and experience in forestry and management of several aspects of natural resources. He has experience managing and performing timber inventories, protected tree inventories, and arboricultural assessments, performing prescribed burns, managing timber resources, assessment of listed plant and wildlife populations including gopher tortoises, bald eagle, and manatee monitoring, and performing GPS data collection. Mr. Moody also has experience with Phase I and Phase II environmental site assessments. Phase I assessments include historical research and on-site reconnaissance. Phase II environmental assessments include water quality and soil sampling, as well as conducting well surveys.

Andrew Coniglio, ISA will serve as a Technical Lead under this contract. Mr. Coniglio is a Field Scientist who is responsible for arboricultural services, including tree inventories, tree health assessments, tree risk assessments, drafting tree management plans, and creating reports. Mr. Coniglio's experience includes working for utility consulting firms, as well as municipal government in Florida for the past seven years. Mr. Coniglio has expert level experience in tree care, urban forestry, vegetation management, and integrated pest management. His experience also includes assisting with tree planting projects, organizing Arbor Day education programs, and performing residential and commercial tree inspections for new construction. Mr. Coniglio has performed quality assurance audits and cost estimates for maintenance pruning of trees and vegetation around utility infrastructure.

Greg Scott, GISP will serve as a Lead GIS Analyst under this contract. Mr. Scott is a GIS Analyst with over 24 years of experience in our Jacksonville, FL office. His private sector experience includes direct support of civil engineering, environmental, forestry and facility/land planning and design companies. Mr. Scott's public sector experience includes extensive work with local, state and federal government agencies. He specializes in large dataset acquisition/creation and management, cartographic/thematic mapping, environmental/specialized analysis, mobile GPS technologies, technical design, client coordination, and report writing. His broad GIS experience includes areas of transportation, commercial/residential/retail development, conservation/urban planning, wetland and wildlife analysis/mitigation, cultural and natural resources, infrastructure planning and design, mining, surveying, land/property/facility assessments, healthcare, recreation, and wind/solar power generation.

Ashley Chattle will serve as the Field Support Manager under this contract. She will work closely with the other Task Managers to schedule and implement all field services that may be required under the contract. Ms. Chattle holds a B.S. in Biology: Ecology, Evolution and Behavior and has project experience conducting tree inventories, tree health assessments, plant identification surveys, limited bonneted bat

D) Qualifications

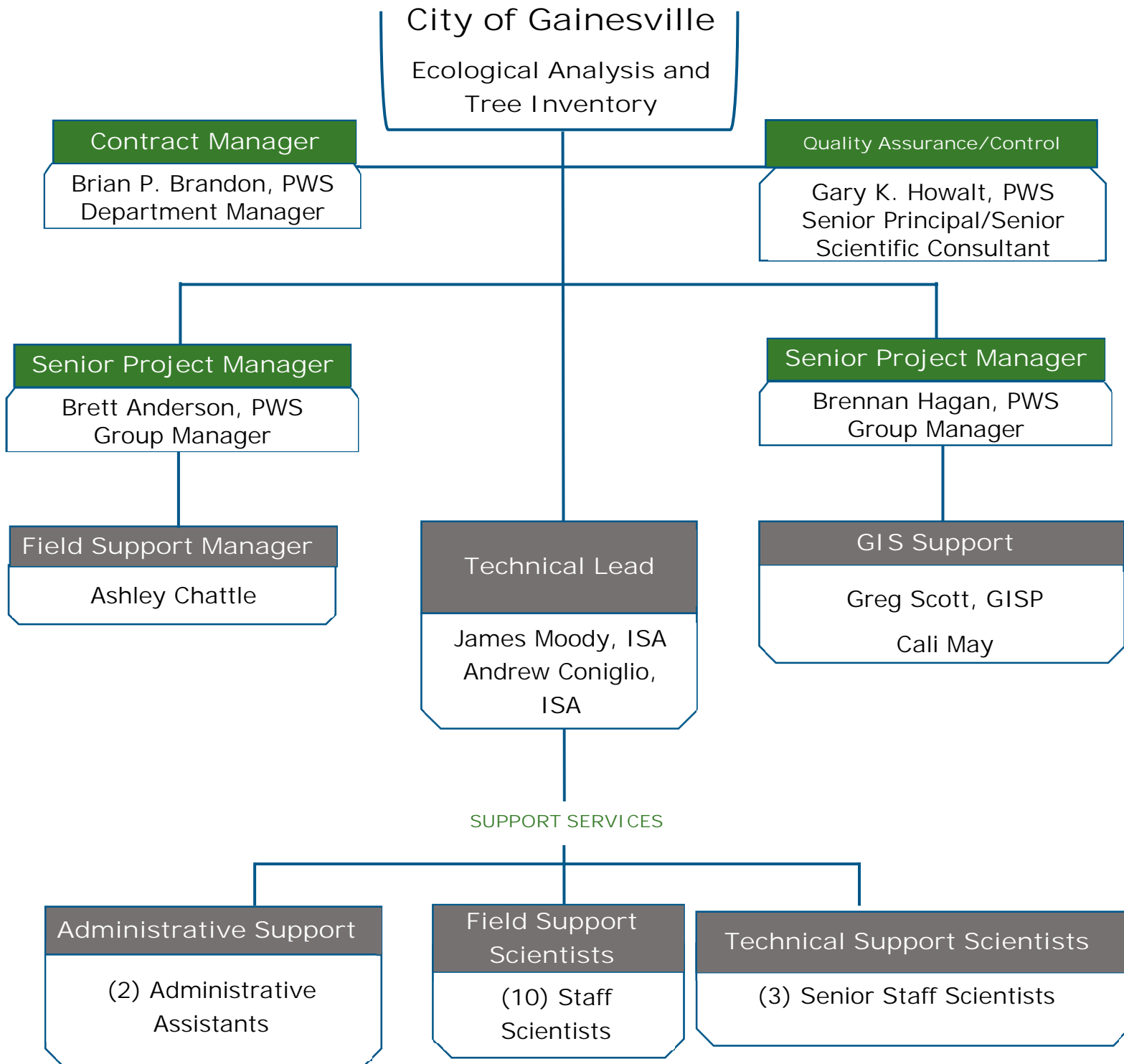
roost surveys, wetland delineations, wetland functional assessments, and reviewing and interpreting wetland and surface water regulations on a federal, state, and local level.

Most members of the proposed project team for this contract have been working together for several years. Each member possesses the requisite technical skills along with excellent interpersonal skills and a complete understanding of the total process. These assets are all essential to attaining the high quality and performance goals of the City of Gainesville.

The structure of our team and our key personnel resumes with bios are provided hereafter.

D) Qualifications

THE TERRACON TEAM ORGANIZATIONAL CHART



D) Qualifications

Brian P. Brandon, PWS
Contract Manager

PROFESSIONAL EXPERIENCE

Mr. Brandon is the Environmental Department Manager in Terracon's Winter Park Florida office. Mr. Brandon's role at Terracon is to manage project assignments and budgets, prepare proposals and bids for environmental services, and develop clientele in the central and south Florida markets. Mr. Brandon also oversees a group of environmental scientists and participates directly in various environmental projects. Mr. Brandon's expertise includes wetland delineation, wetland permitting and compliance, wetland functional assessment and mitigation plans, wetland monitoring, habitat assessments, habitat conservation plans, floral/vegetation surveys, threatened and endangered species surveys, migratory bird evaluations, wildlife monitoring, creation and maintenance of avian protection programs, tribal and agency consultation pursuant to the National Environmental Policy Act (NEPA). His experience also includes coordination with the United States Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FWC), Federal Communications Commission (FCC), various state and tribal historic preservation offices (HPOs), the Florida Department of Environmental Protection (FDEP), United States Army Corps of Engineers (USACE), and all Florida Water Management Districts for various permitting projects.

PROJECT EXPERIENCE

Placid Solar Projects – Highlands County

Senior Staff Scientist and Project Manager for a proposed 2,000-acre solar farm. Scope of services includes wetland delineation and permitting assistance, gopher tortoise and burrowing owl surveys, formal surveys for crested caracara, Florida scrub-jay, Florida bonneted bat, sand skinks and blue-tailed mole skinks, Southeastern American kestrel, and agency consultation.

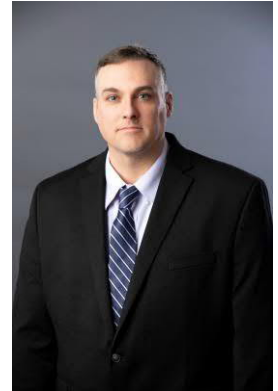
Southwest Florida Regional Planning Council (SWFRPC) Brownfields Project, Florida (Charlotte, Collier, Glades, Hendry, Lee, Sarasota) Ecological Project Manager to provide wetlands and natural resource services. Tasks included: Heron Bay - Wetland Permitting Assistance, Moore Haven, Glades County; Heron Bay - Wetland Verification, Moore Haven, Glades County; Heron Bay - Wetland Delineation (Update).

Verizon Wireless 5G Telecommunications Project, Statewide Florida Proposed Telecommunication Tower Site Golden Gate Boulevard East Naples, Collier County, Florida

Project Manager and Senior Ecologist to provide a flora species survey for the proposed development plans at the site that consists of a ±2.81-acre parcel of vacant undeveloped land. The site is proposed for a telecommunications tower development, however the portion of the site that is not located within the development area will remain undeveloped.

Verizon Wireless 5G Telecommunications Project, Statewide Florida Lee County Civic Center - Fort Myers, Lee County, Florida

Project Manager and Senior Ecologist to provide Wetland Assessment for a Proposed Dark Fiber Installation at an Existing Telecommunications Tower Site.



EDUCATION

Bachelor of Science,
Biology
University of Central
Florida, 2012
Graduate Certificate,
Wetlands and Water
Resource Management,
University of Florida 2020

CERTIFICATIONS

Professional Wetland
Scientist (PWS) No. 3405
FWC Authorized Gopher
Tortoise Agent No. GTA-
14-00004D
FWC Burrowing Owl
Authorized Agent No.
RAG-21-00005
Certified Florida Master
Naturalist

PROFESSIONAL TRAINING

38-Hour USACE Wetland
Delineation Training

YEARS OF
EXPERIENCE: 10

D) Qualifications

Averitt - Ft. Myers, Lee County, Florida

Project Manager and Senior Ecologist to provide Wetland Delineation services of undeveloped land totaling ± 12.5 . The site primarily consists of forested wetlands, improved pasture, and a cattle pond. In addition, the site has been previously mass graded but has since been revegetated with grasses and shrubs.

Boca Grande Tower - Boca Grande, Lee County, Florida

Project Manager and Senior Ecologist to provide wetland delineation and listed species of an approximately 1-acre vacant lot for the development of a 160-foot-tall monopole communications tower and associated equipment compound and access/utility easements. The scope of this assessment included delineating the landward extent of jurisdictional wetlands and surface waters on the site and determining the potential presence of listed species.

Parrish Self Storage - Parrish, Manatee County, Florida

Project Manager and Senior Ecologist to provide listed species survey services. Our scope of work included an assessment of the site for threatened and endangered flora and fauna, and species of special concern.

Proposed Venice Apartments, Venice, Sarasota County, Florida

Project Manager and Senior Ecologist to provide Environmental Planning Services of two contiguous parcels of land totaling ± 21.3 acres proposed for the development of apartment building and associated infrastructure. The scope of this assessment included a wetland assessment, a listed species assessment, and a cultural resources desktop assessment.

Carter Lake Gibson - Lakeland, Polk County, Florida

Project Manager and Senior Ecologist to provide Environmental Planning of ± 12.73 acres of land proposed for the development of multi-family housing. The scope of this assessment included conducting a limited wetland assessment, limited listed species review, and cultural resources desktop assessment.

Endangered Plant Surveys – Polk County, Florida

Project Manager/Senior Ecologist conducted demography survey on the state-endangered blushing scrub balm at a confidential site. Surveys consisted of measuring and recording plant height and width, and counting stems, flowers, and seeds. The data was used to determine germination rates in response to the prescribed fire regiment of the area.

Commercial Retail - Davenport, Polk County, Florida

Project Manager and Senior Ecologist to provide 100% Gopher Tortoise Survey of two contiguous parcels of land totaling ± 7.96 acres developed with commercial retail development and associated infrastructure. The scope of this assessment included a survey of 100% of the suitable habitat for gopher tortoises.

Hamilton Industrial Site – Lakeland, Polk County, Florida

Project Manager and Senior Ecologist to provide Environmental Planning of land totaling ± 38.27 acres proposed to be developed with an industrial warehouse and associated infrastructure.

Greystar Development US 27 - Davenport, Polk County, Florida

Project Manager and Senior Ecologist to provide listed species assessment of three contiguous parcels of land totaling ± 22.46 acres proposed for the development of multi-family apartment buildings and associated infrastructure.

Mt. Olive - Auburndale, Polk County, Florida

Project Manager and Senior Ecologist to provide wetland delineation of ± 41 acres of land improved with commercial development. The scope of this assessment included delineating the landward extent of wetlands and surface waters on the site.

Durando Yeehaw Ranch – Yeehaw Junction, Okeechobee County, Florida

Senior Staff Scientist and Project Manager for land analysis that includes demography of saw palmetto stands, agricultural soil analysis, and land use analysis to determine the correlation between palmetto densities and productivity and available soil nutrients on site. The 12,000-acre project site was proposed to be utilized for saw palmetto propagation and harvesting.

D) Qualifications

Gary K. Howalt, PWS

QA/QC Reviewer

PROFESSIONAL EXPERIENCE

Gary has over 44 years of diverse technical and project management experience in environmental assessment programs, including 34 years with Terracon Consultants, Inc. His experience includes the collection and analysis of biological materials, water quality and quantity, and sediment samples from a variety of freshwater, estuarine, and marine environments; wildlife habitat analysis; and wetlands and endangered species ecology and permitting. He has performed the ecological assessments needed to identify development potential and constraints to development for a variety of industrial, public and private utility, commercial, residential and highway projects. He also assists in designing, implementing, and monitoring mitigation plans to create wetlands and the restoration of native habitats. In addition, Gary negotiates and coordinates activities with the various federal, state and local environmental agency representatives during his permitting efforts. He has been involved in various wildlife reports and field surveys for protected species on projects that require permitting and coordination with federal, state and local wildlife agencies for biological opinions and permitting regarding endangered, threatened and other protected species. His responsibilities extend to the management of interdisciplinary projects, assigning and supervising personnel performing environmental services, client liaison, and participation in agency hearings and workshops.

PROJECT EXPERIENCE

FDOT District 2, Districtwide Environmental Services

Wetland and endangered & threatened species assessment, permitting, mitigation planting, and monitoring

Verizon Wireless 5G Telecommunications Project, Proposed Telecommunication Tower Site Golden Gate Boulevard East, Naples, Collier County, Florida

Flora species survey for the proposed development plans at the site that consists of a ± 2.81 -acre parcel of vacant undeveloped land. The site is proposed for a telecommunications tower development, however, the portion of the site that is not located within the development area will remain undeveloped.

Levy Nuclear Plant - Levy, Citrus, Marion, Pasco, Hernando, Pinellas Counties, FL

Wetland mitigation plan

Placid Solar Projects – Highlands County

A proposed 2,000-acre solar farm. Scope of services includes wetland delineation and permitting assistance, gopher tortoise and burrowing owl surveys, formal surveys for crested caracara, Florida scrub-jay, Florida bonneted bat, sand skinks and blue-tailed mole skinks, Southeastern American kestrel, and agency consultation.

Averitt - Ft. Myers, Lee County, Florida

Wetland Delineation services of undeveloped land totaling ± 12.5 . The site primarily consists of forested wetlands, improved pasture, and a cattle pond. In addition, the site has been previously mass graded but has since revegetated with grasses and shrubs.



EDUCATION

Bachelor of Arts, Biology,
University of South
Florida, 1977

CERTIFICATIONS

Certified Wetland
Delineator, USACE
Professional Wetland
Scientist, PWS
Certified SCUBA Diver
FDEP Field Sampling
Training Course for
Groundwater/Soil,
Surface Water,
Wastewater, Sediment,
Ultra-trace Metals, and
Biology/Habitat
Health & Safety Training
Course for Hazardous
Waste Sites – 40 hours
OSHA Program

AFFILIATIONS

American Water
Resources Association
Florida Section American
Water Resources
Association
Society of Wetland
Scientists
Florida Engineering
Society

YEARS OF
EXPERIENCE: 44

D) Qualifications

Parrish Self Storage - Parrish, Manatee County, Florida

Listed species survey services. Our proposed scope of work included an assessment of the site for threatened and endangered flora and fauna, and species of special concern on the site.

Proposed Venice Apartments - Venice, Sarasota County, Florida

Environmental Planning Services of two contiguous parcels of land totaling ± 21.3 acres proposed for the development of apartment buildings and associated infrastructure. The scope of this assessment included a wetland assessment, a listed species assessment, and a cultural resources desktop assessment.

Carter Lake Gibson - Lakeland, Polk County, Florida

Environmental Planning of ± 12.73 acres of land proposed for the development of multi-family housing. The scope of this assessment included conducting a limited wetland assessment, limited listed species review, and cultural resources desktop assessment.

Hamilton Industrial Site – Lakeland, Polk County, Florida

Environmental Planning of land totaling ± 38.27 acres proposed to be developed with an industrial warehouse and associated infrastructure.

Greystar Development US 27 - Davenport, Polk County, Florida

Listed species assessment of three contiguous parcels of land totaling ± 22.46 acres proposed for the development of multi-family apartment buildings and associated infrastructure.

The District Mixed-Use Development, District Community Development District - Duval County FL

Wetland assessment, delineation and permitting, endangered/threatened species surveys and cultural resource assessment.

Cape Canaveral National Cemetery, Department of Veterans Affairs - Brevard County, FL

Site-Specific Environmental Assessment of the Gravesite Expansion and Cemetery Improvements for Phase II of the National Cemetery.

D) Qualifications

Brett Anderson

Senior Project Manager

PROFESSIONAL EXPERIENCE

Brett has experience in a variety of ecological services wetland delineation, wetland permitting, endangered species surveys and relocations, forestry and arboriculture services, water quality services, mitigation monitoring, Uniform Mitigation Assessment Methodology assessments, Phase I site assessments, and NEPA Categorical Exclusions and Environmental Assessments for several federal agencies.

Prior to joining Terracon Consultants, Inc., Brett gained valuable experience in related fields. While working as an Environmental Specialist with the State of Florida Department of Health, he performed various duties involving the collection of GPS data, GIS analysis using ArcGIS, and groundwater sampling. Additionally, while working as a City Planner with the City of Jacksonville, Brett became well versed in various land use and zoning issues and the procedures involved for applying for land use and zoning changes.

Brett serves as a Group Manager with Terracon. As a Group Manager, he is responsible for the office's telecom related projects (FCC NEPA Screens, Environmental Assessments, and related services), along with a variety of ecological projects including due diligence assessments, wetland delineation as defined by state and federal agencies, project management of forestry and arboricultural services, wetland permitting, water quality assessments, endangered species surveys, wildlife surveying, and water quality projects.

PROJECT EXPERIENCE

Jacksonville Electric Authority Circuit 909 Tree Inventory, Duval County, Florida

The Jacksonville Electric Authority Circuit 909 project involved identifying all protected trees (as defined by local ordinances) within a ±4.5-mile proposed transmission line easement. In addition to the protected tree inventory, each tree was also assessed for general health (under the supervision of an ISA Certified Arborist) to remove any unhealthy trees from mitigation calculations associated with the future development of the transmission line.

Pinehurst Cemetery Tree Inventory, Duval County, Florida

The Pinehurst Cemetery project involved wholesale improvements to a historic cemetery within the City of Jacksonville. Included in this improvement effort was an inventory of all trees within cemetery boundaries, along with a general health assessment of each tree (under the supervision of an ISA Certified Arborist). Arboriculture data collected was then analyzed to determine tree removal and pruning needs to meet City of Jacksonville project objectives.

Stockton Parcel Specimen Tree Assessment, St. Johns County, Florida

The Stockton Parcel project involved the assessment of several trees on-site which met the St. Johns County definition of a Specimen Tree which is afforded additional protection. The determination of specimen tree status involved several precise measurements of each tree and a health assessment to confirm Specimen Tree status, along with coordination and permitting with St. Johns County to ensure compliance with the local Land Development Code.



EDUCATION

Bachelor of Science,
Environmental Studies;
Geography, Florida State
University, 2004

REGISTRATIONS/ CERTIFICATIONS

Authorized Gopher
Tortoise
Relocation Agent (Permit
GTA-14- 00044)

Stream Condition Index
Certification

YEARS EXPERIENCE:
19

D) Qualifications

Crystal Springs Road Arboriculture Assessment, Duval County, FL

The Crystal Springs Road Arboriculture Assessment included identifying all protected trees (as defined by local ordinances) within a ±6-acre parcel proposed for development. In addition to the protected tree inventory, each tree was also assessed for general health (under the supervision of an ISA Certified Arborist) to remove any unhealthy trees from mitigation calculations associated with the future development of the parcel.

Granada Assisted Living Facility Tree Inventory, Volusia County, FL

The Granada Assisted Living Facility Tree Inventory included identifying all protected trees (as defined by local ordinances) on a parcel slated for development. In addition to the protected tree inventory, each tree was also assessed for general health (under the supervision of an ISA Certified Arborist) to remove any unhealthy trees from mitigation calculations associated with the future development of the parcel.

Creek View Trail – Clay County, Florida

Creek View Trail is an ongoing ±700-acre residential development project in Clay County, Florida. The project has multiple facets including extensive wetland delineation, state and federal wetland delineation reviews, protected species assessments, phased permitting on both the state and federal level, and on-site and off-site mitigation services.

Cape Canaveral National Cemetery Environmental Assessment – Mims, Florida

Managed the preparation, coordination, and submission of an Environmental Assessment for the Cape Canaveral National Cemetery Phase 2 for Veteran's Affairs. This project involved multiple services, including wetland delineation, threatened species surveys, Section 106 coordination, NEPA services, and gopher tortoise relocation efforts.

Love's Truck Stop and Convenience Store – St. Augustine, Florida

Managed the due diligence, field work, and associated state and federal wetland permitting associated with the development of a Love's Truck Stop and Convenience Store near St. Augustine, Florida. This effort involved addressing historic compliance issues related to unpermitted wetland fill, mitigation needs, and a review of potential protected species concerns.

FCC NEPA Due Diligence – Throughout Florida

Managed dozens of FCC NEPA screens for various tower types (small cell 5G, monopole, self-support, guyed) throughout Florida. These projects involved compliance with Title 47 CFR, Part 1, Subpart I, rule sections 1.1301 to 1.1319. Additional services include wetland delineation, wetland permitting, endangered species surveying, endangered species permitting, and the filing of Environmental Assessments to the FCC.

Robert F. Munroe High School Environmental Assessment – Quincy, Florida

Prepared the required Environmental Assessment (EA) necessary for the construction of a new high school campus. The EA was necessary as the project relied on federal funding through the USDA's Loan and Grant Program. The EA involved the summarization of several ecological and cultural factors, including, but not limited to land use, floodplains, wetlands, protected species, and potential cultural and historic properties. The effort subsequently involved coordination with various state and federal agencies, tribes, and interested parties.

D) Qualifications

Brennan Hagan, PWS
Senior Project Manager

PROFESSIONAL EXPERIENCE

Brennan has more than six and a half years of experience as an environmental professional, specializing in environmental permitting, wetland delineation, environmental planning, arboricultural services, and listed species services in Florida. His expertise includes wetland delineation, wetland permitting and compliance, design, implementation, and design of wetland mitigation plans, sovereign submerged land authorizations, hydrologic surveys, sand skink surveys, tree inventories, tree health/risk assessments, reviewing/interpreting municipal code, and gopher tortoise surveys/relocations. In addition, Brennan has experience conducting Phase 1 site visits and writing Phase 1 reports per the ASTM standards. Experience also includes coordination with FFWCC, the FDEP, Orange County Environmental Protection Division (OCEPD), Hillsborough County Environmental Protection Commission (EPC) and all Water Management Districts (WMD) across the state.

PROJECT EXPERIENCE

SR100 / Old Kings Road – Tree Inventory and Health Assessment
Senior Staff Scientist that assisted with fieldwork for this approximately 505-acre project in Flagler County. The scope of services included a protected tree inventory and health assessment over various uplands and wetland ecosystems.

Orange City Site – Tree Inventory and Health Assessment
Project Manager for this approximately 60-acre project in Volusia County. The scope of services included a protected tree inventory and health assessment over forested lands.

Simpson Road Site – Tree Inventory and Health Assessment
Project Manager for this approximately 40-acre project in Osceola County. The scope of services included a protected tree inventory and health assessment over agricultural lands.

Aventura Food Court – Tree Inventory and Health Assessment
Project Manager for this approximately 5-acre property proposed for redevelopment in Aventura, Miami-Dade County. The scope of services included a protected tree inventory and health assessment over urban land.

Elizabethan Drive – Tree Inventory and Health Assessment
Project Manager for this approximately 9-acre project in Orange County. The scope of services included a protected tree inventory and health assessment over forested lands.



EDUCATION

Bachelor of Science,
Interdisciplinary Studies –
Environmental Science
University of Central
Florida, 2018
Master of Science, Urban
and Regional Planning,
University of Central
Florida, 2021
Graduate Certificate,
Emergency Management &
Homeland Security,
University of Central
Florida, 2021

CERTIFICATIONS

Wildland Firefighter
Florida Stormwater,
Erosion, and Sediment
Control Inspector, Tier II
Professional Wetland
Scientist (PWS)
Authorized Gopher
Tortoise Agent

ADDITIONAL TRAINING

40 hours of Advanced
Wetland Delineation
Training by FDEP
delineation team.
40-hour Hazardous Waste
Operations and Emergency
Response Certification

YEARS OF EXPERIENCE:
6.5

D) Qualifications

James M. Moody
Technical Lead

PROFESSIONAL EXPERIENCE

James is a senior scientist with skills, training, and experience in forestry and management of several aspects of natural resources. He has experience managing and performing timber inventories, protected tree inventories and arboricultural assessments, performing prescribed burns, managing timber resources, assessment of listed plant and wildlife populations including gopher tortoises, bald eagle and manatee monitoring, and performing GPS data collection. James has also worked on carbon development projects in the Southeastern U.S. and carbon verification/validation projects in Arizona, West Virginia, Wisconsin, and internationally in Belize, Kenya, and Uganda.

James also has experience with Phase I and Phase II environmental site assessments. Phase I assessments include historical research and on-site reconnaissance. Phase II environmental assessments include water quality and soil sampling, as well as conducting well surveys.

Within Terracon, James' responsibilities include meeting the client objectives in the fields of arboricultural assessments, ecological resource management, and environmental site assessment.

PROJECT EXPERIENCE

SR100/ Old Kings Road – Palm Coast Parcel, Flagler County, Florida
Certified Arborist on Protected Tree Inventory and Health Assessment project in the City of Palm Coast. James was project manager for the 3-month long project that covered 505-acre parcel and involved multiple team members. Deadlines for completion of field work and final report were met on time.

Brooks-Warnell Protected Tree Inventory, Bryan County, Georgia
Certified Arborist and project manager on Protected Tree Inventory and Health Assessment project in Bryan County, Georgia. James conducted five percent protected tree inventory and health assessment on 532-acre parcel. Provided sampling plan and final report that was approved by Bryan County.

Coquina Shores – SR100 Credit Trees, Flagler County, Florida
Certified Arborist and project manager on Credit Tree Inventory for City of Palm Coast. James coordinated with the city of Palm Coast to come up with approved credit tree sampling plan for client. Credit tree inventory report was submitted to client for city of Palm Coast approval.

Joyce/Crystal Springs, Duval County, FL
Arboricultural review/consultation

Alta Drive, Duval County, FL
Arboricultural review/consultation

Love's Travel Center, Duval County, FL
Arboricultural review/consultation



EDUCATION

Bachelor of Science, Forest Resource Management, Clemson University, 2001

AFFILIATIONS

International Society of Arboricultural – Florida Chapter
Xi Sigma Pi National Forestry Honor Society

CERTIFICATIONS

Certified Arborist FL6326A – International Society of Arboriculture
Certified Prescribed Burn Manager #20124396 - Florida Forest Service
OSHA 40 Hour HAZWOPER Training
FWC Approved Level 2- Marine Species Observer

YEARS OF EXPERIENCE:
19

D) Qualifications

Andrew, Coniglio, Certified Arborist

Technical Lead

PROFESSIONAL EXPERIENCE

Mr. Coniglio is a Field Scientist in the Environmental Planning department in Terracon's Winter Park office. Mr. Coniglio is responsible for arboricultural services, including tree inventories, tree health assessments, tree risk assessments, drafting tree management plans, and creating reports. Mr. Coniglio's experience includes working for utility consulting firms, as well as municipal government in Florida for the past seven years. Mr. Coniglio has expert level experience in tree care, urban forestry, vegetation management, and integrated pest management. His experience also includes assisting with tree planting projects, organizing Arbor Day education programs, and performing residential and commercial tree inspections for new construction. Mr. Coniglio has performed quality assurance audits and cost estimates for maintenance pruning of trees and vegetation around utility infrastructure.

PROJECT EXPERIENCE

Acadia-Orlando Health – Apopka, Florida

Listed species assessment, Acadia-Orlando Health. I assisted with the sand skink survey.

Modera Magic Place – Kissimmee, Florida

Listed Species assessment. Modera Magic Place, I assisted with the assessment helping to identify the plant and animal species on site.

FWC Find Site 3 – Palm Coast, Florida

Listed Species Survey. Florida Fish and Wildlife Commission. I assisted with the locating and marking of Gopher Tortoise burrows.

Marble Creek Self-Storage – Saint Cloud, Florida

Listed Species assessment. Marble Creek Self-Storage, I assisted with the survey of plant and animal species on site.

Additional Experience – Prior to Terracon

Transmission Forestry Specialist – Orlando, Florida

Environmental Consultants Inc.

Inspected vegetation around utility infrastructure. Estimated the cost of maintenance pruning and consulted on the work needed to optimize the utilities facilities.

Consulting Utility Forester III – Lakeland, Florida

ACRT Inc.

Performed vegetation management audits for local municipal utility service. Identification, inspection, and evaluation of the trees around the utility infrastructure. Submitted reports to my client with recommendations and discussed issues acting as a liaison between the utility and their tree vendor.



EDUCATION

Bachelor of Arts,
Political Science,
Stetson University,
DeLand, FL

REGISTRATIONS/ CERTIFICATIONS

Certified Arborist,
International Society of
Arboriculture
FL-9550AU

Certified Arborist Utility
Specialist, International
Society of Arboriculture
FL-9550AU

Tree Risk Assessment
Qualified,
International Society of
Arboriculture
Tree Care Specialist, Tree
Care Industry of America

PROFESSIONAL TRAINING

Stormwater, Erosion, and
Sedimentation Control
Inspector, Florida
Department of
Environmental Protection
Inspector number 42876

D) Qualifications

Ashley Chattle

Field Support Manager

PROFESSIONAL EXPERIENCE

Ms. Chattle is a Staff Scientist in Terracon's Winter Park Office. Ms. Chattle's role at Terracon primarily consists of acting as Project Manager and facilitating field support for a variety of environmental planning services in the commercial and government sector. Ms. Chattle has 4 years of experience as an environmental professional, with expertise in wetland management, tree island, and wetland restoration, habitat assessments, threatened and endangered species surveys, breeding bird surveys, vegetation surveys, and wildlife monitoring. Her services include wetland delineation, wetland permitting assistance, wetland mitigation plans and monitoring, wetland functional assessment, listed species surveys and permitting, and agency consultation.

PROJECT EXPERIENCE

Greystar Development US 27 - Davenport, Polk County, Florida
Staff Scientist to provide GT Services in support of our listed species assessment of three contiguous parcels of land totaling ± 22.46 acres proposed for the development of multi-family apartment buildings and associated infrastructure.

Marketplace at Coconut Point – Estero, Lee County, Florida
Staff Scientist to provide T&E services. The scope of this assessment included wetland delineation and wetland permitting services.

Horizon West Library – Winter Garden, Orange County, Florida
Staff Scientist to provide Natural Resources services for ± 8.5 acres of vacant commercial land to be developed with a public library and a shared-use area consisting of parking infrastructure and ancillary improvements. The scope of the assessment included a wetland delineation, listed species assessment, 100% gopher tortoise survey, formal sand skink cover board survey, and a Cultural Resource Assessment Survey (CRAS).

Acadia-Orlando Health-Apopka – Apopka, Orange County, Florida
Staff Scientist to provide Natural Resources services for one parcel of vacant land totaling ± 10.17 acres site proposed for commercial development and associated infrastructure. The scope of this assessment included a wetland delineation and listed species assessment.

CC 878214 Office Depot - Lake Worth, Palm Beach County, Florida
Staff Scientist to provide environmental planning services for proposed Fiber and Equipment Installation at an Existing Telecommunications Tower Site.

SJR2C Loop Trail (Spruce Creek Rd) - Port Orange, Volusia County, FL

Staff Scientist to provide Natural Resource Evaluation (NRE) for ± 1.14 acres of wetlands. The assessment included a wetland delineation and functional assessment, and a pedestrian review for listed species and essential fish habitat.

Wildwood II – Wildwood, Sumter County, Florida

Staff Scientist to provide Desktop Wetland Records Review and Desktop Threatened/Endangered Species Records Review. The site consists of approximately 19.9 acres of undeveloped grassed and lightly wooded land.



EDUCATION

Bachelor of Science,
Biology – Ecology,
Evolution & Behavior,
University of Texas at
Austin, 2012

REGISTRATIONS/ CERTIFICATIONS

Project Manager
Certified Prescribed Burn
Manager
Archeological Resource
Management (ARM)
Certified
Airboat Operator Certified
Motorboat Operator
Certified

AFFILIATIONS

Florida Bat Working Group
The Wildlife Society

YEARS OF EXPERIENCE:
2.5

YEARS AT FIRM: <1

D) Qualifications

Greg Scott
GIS Support

PROFESSIONAL EXPERIENCE

Mr. Scott is a GIS Analyst with over 24 years of experience in our Jacksonville, FL office. His private sector experience includes direct support of civil engineering, environmental, forestry and facility/land planning and design companies. Mr. Scott's public sector experience includes extensive work with local, state and federal government agencies. He specializes in large dataset acquisition/creation and management, cartographic/thematic mapping, environmental/ specialized analysis, mobile GPS technologies, technical design, client coordination and report writing. His broad GIS experience includes areas of transportation, commercial/residential/retail development, conservation/urban planning, wetland and wildlife analysis/mitigation, cultural and natural resources, infrastructure planning and design, mining, surveying, land/property/facility assessments, healthcare, recreation, and wind/solar power generation. Mr. Scott has been responsible for GIS program development and management of company geospatial services and staff during the last ten years.

PROJECT EXPERIENCE

I-95 Widening from I-295 to S.R. 202, Duval County, FL
Provided GIS analysis/graphics in support of FDEP State 404 Jurisdiction Permit application. Exhibits provided for this 2-mile stretch of interstate highway covered soils, land use existing site conditions and proposed site conditions showing wetland impacts and areas of road widening.

SJRWMD Black Creek Water Resources, Clay County, FL
Managed GIS wetland impact datasets along an approximately 21-mile section of right-of-way at State Road 21 and State Road 16 in support of permit applications.

State Road 207 Water Main Extension, St. Johns County, FL
Preparation of web maps for wetland delineation field collection work and GIS support for subsequent download of field data and graphic support during production of reports.

COJ Oak Harbor Maintenance Dredge Project – Jacksonville, FL
Produced graphics delineating areas and dredge volumes of different areas along the proposed dredging channel stationing and basin extending from Oak Harbor Boat Ramp to Pablo Creek.

Nocatee, Ranch Road Water Main – St. Johns County, FL
Provided CAD and GIS graphics support for permitting of a 3-acre Conservation Easement release and replacement location.

Dames Point Intermodal Terminal – Duval County, FL
Preparation of web maps for a tree survey by our certified Arborist and GIS support for subsequent download of field data points and graphic support during production of reports and sending CAD data to project engineer.



EDUCATION

- Masters of GIS (MGIS) Penn State University, 2019
- GIS Postbaccalaureate Certificate Penn State University, 2010
- Bachelor of Landscape Arch (BLA) Ball State University, 1993

CERTIFICATION

- GISP Certification, 2014, No. 83420

AFFILIATIONS

- Amer. Society of Photogrammetry and Remote Sensing (ASPRS)
- Asso of Amer. Geographers (AAG)
- Florida Urban and Regional Info. Systems Association (FLURISA)

D) Qualifications

Cali May
GIS Support

PROFESSIONAL EXPERIENCE

Ms. May is a GIS Technician with one year of experience in supplying Terracon's Florida Division offices with geographic mapping and analysis. During her first year at Terracon, she has worked on several gopher tortoise projects with Florida Fish and Wildlife Conservation Commission (FWC) oversight. She has experience in both environmental science and geographic information systems, making her especially apt in collecting data and preparing maps for environmental projects.

Cali specializes in field data collection, environmental analysis, cartographic/thematic map making, as well as the use and application of hand-held GPS devices. She also has experience in collecting primary data/creating maps in areas such as transportation, census reporting/statistics, commercial/residential/retail development, wildlife/wetland related analysis and mitigation, surveying, remote sensing, and site assessment and remediation. Her daily GIS activities include creating geographic maps for numerous environmental projects, creating and uploading online maps for data collection, GPS preparation and maintenance, and occasionally performing field data collection and environmental surveying.

PROJECT EXPERIENCE

Longleaf Mitigation Bank – Nassau County, FL

Prepared web maps for field data collection concerning the location of gopher tortoises on site, as well as data pertaining to on-site vegetation cover. Provided GIS support in terms of producing spatial maps regarding the location, soils, land cover classification, gopher tortoise location and vegetation analysis of the project area.

SEFL Pensacola – Escambia County, FL

Established web maps for field data collection in terms of on-site wetland delineation efforts. Supplied GIS analysis and created all maps to be implemented into a natural resource report for the property (location, aerial, soils, National Wetlands Inventory, FEMA Flood Zones, aquatic resources, and existing site conditions).

FIND Site Assessments – Nassau, Duval, St. Johns and Flagler County, FL

Produced several web maps for field data collection regarding the location of gopher tortoises on site for five FIND sites in northeast Florida. Delivered GIS support by creating spatial maps re the location of the tortoises identified, their status and the areas surveyed.

WM Davis JD Extension – Duval County, FL

Provided all GIS assistance for both the SJWRMD and USACE version of exhibits for the project in terms of environmental resource permitting and mitigation efforts.



EDUCATION

Bachelor of Science,
Environmental Science,
Georgia College and
State University,
Milledgeville, GA

REGISTRATIONS/ CERTIFICATIONS

Certificate in GIS, 2021

YEARS OF EXPERIENCE

1

D) Qualifications

3.0 Facility Capabilities

Our Winter Park and Jacksonville offices are ideally situated to rapidly access all locations within the City of Gainesville. Staff from our other 11 offices can mobilize and be at project locations to support our team in a matter of hours. Brian Brandon, PWS from the Winter Park office will serve as the main point of contact for the City of Gainesville and oversee all assigned tasks and personnel from our other offices. The primary Terracon offices responsible for responding to the tasks associated with this RFP are listed below:

1675 Lee Road
Winter Park, FL 32789
(407) 740-6110

8001 Baymeadows Way, Suite 1
Jacksonville, FL 32256
(904) 900-6494

Our other Florida offices will provide additional support. Their proximity to interstates and their distribution across southwest Florida will also allow for immediate response to needs under this contract. As the skill matrix below shows, our local Winter Park and Jacksonville office environmental resources are extensive.

Office	Technical Expertise/Capabilities	Number of Employees
Ecology, Biology, Environmental Science		
Winter Park	Threatened & Endangered Species	4
	Wetland Delineation & Permitting	4
	Wetland Mitigation	4
	Water Quality Monitoring	4
Jacksonville	Threatened & Endangered Species	12
	Wetland Delineation & Permitting	12
	Wetland Mitigation	4
	Water Quality Monitoring	4
Cultural Resources (Historic Preservation & Archaeology)		
Jacksonville	Phase I-III CRAS	17
	Historic Structure Surveys	5
	Conditions Assessments	5
	Section 106 Compliance	7
Forestry/Arboriculture		
Jacksonville	Arboriculture Assessments & Planning	2
	Land Management Planning	3
	Fire Management & Prescribed Burns	1
GIS/CADD		
Winter Park Jacksonville	MicroStation v8, MicroStation v8XM, AutoCAD 2010, ESRI ArcGIS, ESRI ArcScene/ArcGlobe, Ctech MVS	4

DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

Terracon Consultants, Inc.

does:

(Name of Bidder)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.


Bidder's Signature

6/21/23

Date

In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.

BIDDER VERIFICATION FORM

LOCAL PREFERENCE (Check one)

Local Preference requested: ☐ YES ☒ NO

A copy of your *Business Tax Receipt* must be included in your submission if you are requesting Local Preference:

QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? ☐ YES ☒ NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business? ☐ YES ☒ NO

REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

☒ YES ☐ NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# F04000000114)

If the answer is "NO", please state reason why: _____

Terracon Consultants, Inc.

Bidder's Name

Mark Mulligan, P.G. Principal, Office Manager

Printed Name/Title of Authorized Representative

 6/21/23

Signature of Authorized Representative

Date

This page must be completed and uploaded to DemandStar.com with your Submittal.

REFERENCE FORM

Name of Bidder: Terracon Consultants, Inc.

Provide information for three references of similar scope performed within the past 3 years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): 1/2012 to 1/2021

Company Name: ECS Limited, LLC
Address: 11554 Davis Creek Ct.
City, State Zip: Jacksonville, Florida, 32256
Contact Name: Joe Brinson, PWS
Phone Number: (904) 880-0960 Fax Number: N/A
Email Address (if available): jbrinson@ecslimited.com

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): 7/2021 to Present

Company Name: England-Thims & Miller, Inc.
Address: 14775 Old St. Augustine Rd
City, State Zip: Jacksonville, Florida, 32258
Contact Name: Scott Lockwood, P.E.
Phone Number: (904) 265-3163 Fax Number: N/A
Email Address (if available): lockwoods@etminc.com

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): 1/2021 to 11/2022

Company Name: Thomas & Hutton
Address: 50 Park of Commerce Way
City, State Zip: Savannah, Georgia, 31405
Contact Name: Jason Chambless, P.E.
Phone Number: (912) 721-4170 Fax Number: N/A
Email Address (if available): chambless.j@tandh.com

ADDENDUM NO. 1



Date: June 7, 2023

Bid Date: June 22, 2023
at 3:00 P.M. (Local Time)

Bid Name Ecological Analysis and Tree Inventory

Bid No.: PWDA-230046-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 15, 2023. Questions may be submitted as follows:
Email: holderds@gainesville.org
2. Please find attached:
 - a) Copy of the code of silence information (Financial Procedures Manual Section 41-524 Prohibition of Lobbying in Procurement Matters)).

The following are answers/clarifications to questions received:

3. Question: Please confirm that the June 8 pre-bid meeting is non-mandatory.
Answer: It is non-mandatory.
4. Question: Would the city consider awarding Tasks 2.0, 3.0, and 4.0 to more than one vendor? For example, Task 2.0 is performed entirely by Vendor A; Task 3.0 entirely by Vendor B; and Task 4.0 entirely by Vendor C.
Answer: No.
5. Question: Page 5 – Tree Inventory Specifications
 - a. Are you asking for a photo of each tree? Entire tree, or trunk eye level closeup?
 - b. What are the DBH classes for sampling? 1 inch (8, 9, 10,...etc), 2 inch (8-9, 10-11, 12-13,...etc) or 6 inch (8-13, 14-18, 19-24,...etc)
 - c. What are the height and crown spread classes for sampling? Nearest foot, five feet, 10 feet, etc?
 - d. Are you asking for the location of all potential planting spaces in streets and parks? Will the city delineate areas in parks that they intend to maintain as open/treeless areas?

Answer: a. Photo of each tree. Best reasonably available shot that best depicts the tree, preferably of majority of tree, if that is the best depiction in the professional opinion of the surveyor.

 - b. 1 inch DBH classes.
 - c. 10 foot classes for height and crown spread
 - d. Potential planting spaces only in street ROW's

6. Question: Page 6 -Urban Ecosystem Analysis

- a. Will the city assist with attaining property owner permission to access iTree Eco plots located on private property? In past projects, the client has sent letters to plot owners and we have collected their responses using a page posted on our company website.
- b. If plot locations are needed in addition to the 2016 plot locations to provide at least 150 plots, can the Alachua County Property Appraiser's office provide shape files with land use classifications and other GIS information needed to create the new plot locations so that all land use classifications are recognized in proportion to the amount of area in the city they occupy?

Answer: a. Yes, the City will assist as in past projects.
b. This information is available for download from the Alachua County Property Appraiser's website. The City can provide appropriate URL's for this access, and assistance in accessing. Be advised: the Appraiser's land use classification is not always up-to-date.

7. Question: One more question. In your applicant scoring, would it be possible to give extra points to vendors whose **primary** headquarters location is within the State of Florida?

Answer: See Section 8.2 Local Preference and Section 8.3 Small and Service Disabled Veteran Business Participation for scoring preferences. The scoring process is provided in the Professional Services Evaluation Handbook.

8. Question: Is there an option to join the pre-bid meeting for Ecological Analysis and Tree Inventory RFP virtually? Or if attendance is allowed only in-person.

Answer: In-person only.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Terracon Consultants, Inc. _____

BY:  _____

DATE: 6/21/23 _____

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-524 Prohibition of Lobbying in Procurement Matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.



City of Gainesville

Financial Services Department
Procurement Division

ADDENDUM NO. 2

Date: June 16, 2022

Bid Date: ~~June 22, 2023~~
June 27, 2023
at 3:00 P.M. (Local Time)

Bid Name Ecological Analysis and Tree Inventory

Bid No.: PWDA-230046-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-bid conference held on June 8, 2023.

The original Specifications remain in full force and effect except as revised by the following changes, which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 15, 2023. Questions may be submitted as follows:

Email: holders@cityofgainesville.org

Note Change:

THE DUE DATE FOR UPLOADING PROPOSAL is hereby extended to June 27, 2023.

2. Please find attached:

- a) Copy of the code of silence information (Financial Procedures Manual Section 41-524 Prohibition of Lobbying in Procurement Matters).
- b) Copy of the Pre-Bid sign-in sheet for your information.

3. Diane Holder, Procurement Division, discussed bid requirements.

- a. Sign-in Sheet is circulating.
 - i. Submitted bid to match business name as signed in at pre-bid.
- b. Bid responses must be uploaded into Demandstar prior to 3:00 p.m. on June 27, 2023. Any bids received after 3:00 p.m. on that date will not be accepted.
- c. Send questions in writing to Diane Holder via email.
 - i. All communication through Diane Holder or other Procurement Staff only. Do not communicate with other City staff.
- d. Various forms (i.e. cover page, bid form, see Part 8-Exhibits) are to be completed and must be returned with your bid.
 - i. Sign, date and return all Addenda.

4. Dave Conser, Public Works, discussed the project scope
- Last time performed was in 1995 for a limited Tree Inventory, and 2016 for an Ecological Analysis
 - On 176 plots in the past, only specifying 150 plots
 - City will help get access to private properties
 - Part 2 is the tree inventory –Urban trees in the Parks within 100 feet of those areas

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:

5. Question: How big are the plots?
Answer: 1/10 of an acre.
6. Question: Do you want to include the picnic areas?
Answer: Yes, picnic tables within urbanized areas of parks – said urbanized areas as defined in the RFP.
7. Question: There was 176 Plots Established last year, do you want a 150 in addition to the 176 from last year?
Answer: If you can find the same plots of the original 176 please revisit those, but a minimum of 150. Preferring you visit the prior points as much as possible.
8. Question: Are there GPS locate plot points for the original 176?
Answer: I believe so. I will help assist you with that. A stratified random sampling approach will be used to distribute these plots across land use.
9. Question: So you would say to aim for those original 177 find as many as you can and if it we can't find all of the 177 at least find 150?
Answer: Yes.
10. Question: The aerial photos were last taken in 2016, so we are comparing 2016 until now?
Answer: Correct. Work off of the 2016 analysis. Please include only 1995, 2005, 2016 and 2023. Not every single year. 1995, 2005 and 2016 were previously done, but I'm not sure of the availability of that raw data
11. Question: For the aerial, are we looking at 2023 data and comparing it to the 2016 data?
Answer: Forest Canopy comparison from 2023 and comparing it to the 2016 forestry canopy data only, not every single year just the years of 2016 up against 2023. Please include only 1995, 2005, 2016 and 2023. Not every single year. 1995, 2005 and 2016 were previously done, but I'm not sure of the availability of that raw data
12. Question: If we do a finer imagery is that ok? The old imagery was 30 meters is using 5 meter imagery ok?
Answer: I want you to be the most accurate in this latest iteration.
13. Question: You don't have specific tape files already that delineate?
Answer: Take a look at the property appraiser's website.

14. Question: The tree diameter cut off is 8 inches in diameter?
Answer: Yes, for the Inventory. For the Ecological Analysis plots, 1 inch and up. Percentage ground cover and percentage shrub cover.
15. Question: The cut off is 8 inches for right of way trees?
Answer: Yes, the cut off for right of way trees is 8 inches.
16. Question: There are places like East side of Waldo RD there is a pretty wide area then there is the trail, is that whole region part of this as well?
Answer: We are looking for right of ways owned by the City of Gainesville. City owned trees. The Waldo Road Greenway is owned by PRCA – it is a park. Please do a Tree Inventory for the ROW, and a separate Tree Inventory for the Park. Same data.
17. Question: For the Tree Plotter Software, do we have to have our own access or can we use the city's access?
Answer: The awarded contractor can use the City's TreePlotter subscription.
18. Question: Is there data for the trees that have been planted?
Answer: Yes, there is limited data on that, it may not do any good because a lot of those trees may not be 8 inches.
19. Question: Is there a precision standard for GPSing the trees?
Answer: No.
20. Question: Is using a phone GPS adequate? It may be under 10 meter. It depends on your signal where you are standing.
Answer: I'm not sure a phone would be good enough. I would purchase Bad Elf to be accurate.
21. Question: Risk assessment 100 ft rule?
Answer: I want to know what can reach urbanized areas as defined in the RFP..
22. Question: The 1 inch diameter trees at the plots, do you want to know species?
Answer: Yes.
23. Question: For the inventory, what are the things you'd like us to collect?
Answer: Mandatory collection items are listed in the RFP.
24. Question: In a situation like this, we have a park and then we have the right of way those are analyzed differently?
Answer: You have the Tree Inventory of both right of way trees and Park's trees. We want the same data, same analysis, but please distinguish right of way trees from Park's trees.
25. Question: Do you want different data for the Park Trees versus the right of ways Trees?
Answer: Yes, I would like to delineate between the park trees versus the right of way trees. Same data for both.

26. Question: What are the areas that fall into the 100ft rule areas?
Answer: The 100ft rule areas are listed in the RFP.
27. Question: Are you wanting us to make the data sheet form that we'll use in TreePlotter or will you provide it?
Answer: I will make it and provide it to the individuals using TreePlotter. The awarded contractor can use the City's TreePlotter subscription.
28. Question: For the tree inventory what program will be used? And you will provide a data form for that also (for the plot analysis)?
Answer: TreePlotter will be the program used. Yes, we will provide the data form.
29. Question: Will you be providing the data sheet for the plot analysis?
Answer: Yes, I will provide the data form for the plot analysis.
30. Question: Do you have an idea of what QA/ QC you are expecting?
Answer: There is nothing specified on a percentage of plots checked.
31. Question: About the canopy cover analysis, are you ok with just aerial?
Answer: Yes, just remote sensing is acceptable. Please see RFP for details listed for canopy cover.
32. Question: Can we see the contracts dealing with the plots and canopy Analysis?
Answer: You can look at the previous ecological analysis and see what the UF did and how they did it. We don't have the contracts.
33. Question: Can we see what the City paid them to do this?
Answer: The City does not have that information.
34. Question: Do you have the previous imagery from previous years in your files?
Answer: No. You'd have to find it. Aerial imagery publicly available. The RFP references sources.
35. Question: Is this all that is really required?
Answer: Go with what is in the proposal. It is mandatory to provide references and have a certified Arborist on staff.

The following are answers/clarifications to questions received after the non-mandatory pre-bid conference:

36. Question: On Page 11 of the RFP, there are two separate lists explaining formatting and contents respectively, reproduced here:

FORMAT OF PROPOSAL

- a) Table of Contents
- b) Technical Proposals
- c) Price Proposal
- d) Qualifications

and

CONTENT OF PROPOSAL

- a. RFP Cover Page
- b. Address each Minimum Qualification
- c. Provide a Statement of all Qualifications that will communicate the capabilities of the proposer to successfully complete the project
- d. Pricing Proposal
- e. Drug-Free Workplace Form
- f. Bidder Verification Form
- g. References Form
- h. Bidder's W-9
- i. Copy of any applicable, current licenses and/or certification required by City/County/State
- j. Exceptions to the RFP (refer to Part 4, 4.5 Exception to the RFP)
- k. Copy of Certification of Arborist

Am I correct in thinking that we don't actually need to submit a Technical Proposal or Table of Contents since neither are in the second list? It seems that the Technical Proposal is functionally provided by you in the RFP's Project Overview.

Answer: The first list outlines the Format of your proposal and the second list outlines the content to be included within the format of your proposal. You should include a Table of Contents and Technical proposal. The Technical Proposal should be a narrative as stated in 4.1 b) of the RFP document.

37. Question: If the 100 feet during the tree inventory extends onto the private property limits, do we stop or get permission first?

Answer: Stop. We are only inventorying City-owned trees.

38. Question: Does the city want some of the sampling to be performed during a certain time of the year (e.g., growing season vs winter)?

Answer: Great question. Sample when leaves are fully expressed, so as to adequately assess the tree.

39. Questions: Under City Assistance, on page eight, it states, " The City will provide access to the TreePlotter software for inventory data collection." Must the successful vendor purchase any licensing from Tree Plotter? Or will that cost be wholly undertaken by the City?

Answer: Yes the contractor can use the City's TreePlotter subscription.

40. Question: To clarify, must the Tree Inventory portion of the project be spread over 3 years, or can it be completed prior to September 2026?

Answer: The Inventory can be completed as soon as possible.

41. Question: Hardware Requirements

I understand a range finder and GPS are required. What additional hardware is expected/required for this project? (i.e. laptop, tablet, etc.)

Answer: Whatever the Proposer needs to collect the data. This could be a tablet, or data recorder of their preference.

42. Question: Must the GPS devices meet the requirements of submeter accuracy?

Answer: No

NOTE: The Professional Services Handbook is the tool/guide used for evaluation. Requirements specific to this project are listed in the RFP.

NOTE: As far as inventory goes in finding right of ways. We can give you some good standard procedures for doing that. Light poles and power poles are poor indicators of ROW. The property appraiser's website is the best tool. You can pull that up on your electronic device. You can find road widths and generally pull from the middle of the road. For example, for a 50' wide ROW, you could measure 25' from the middle of the road, generally. Also, one of your best tools is the expansion joint between the apron and the rest of the driveway. Almost, always right on the right of way line. You can use that if you have that. Within the department we have good intelligence on how to find right of ways and can work with you some on that, but you should do it yourself. If something gets off we are available for some assistance.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum is to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Terracon Consultants, Inc.

BY:



DATE:

6/21/23

CITY OF _____ FINANCIAL SERVICES GAINESVILLE PROCEDURES MANUAL

41-524 Prohibition of Lobbying in Procurement Matters

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Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.

State of Florida

Department of State

I certify from the records of this office that TERRACON CONSULTANTS, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on December 31, 2003.


The document number of this corporation is F04000000114.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 16, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixteenth day of January, 2023*




Secretary of State

Tracking Number: 9479858761CC

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

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

**2022 - 2023 LOCAL BUSINESS TAX RECEIPT****JIM OVERTON, DUVAL COUNTY TAX COLLECTOR**

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370
Phone: (904) 255-5700, option 3 Fax: (904) 255-8403
<https://taxcollector.coj.net/>

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2022 through September 30, 2023 .

TERRACON CONSULTANTS INC.
8001 BAYMEADOWS WAY
JACKSONVILLE, FL 32256

ACCOUNT NUMBER: 38637
BUSINESS NAME: TERRACON CONSULTANTS INC.
PHYSICAL ADDRESS: 8001 BAYMEADOWS WAY
JACKSONVILLE, FL 32256
CLASSIFICATION CODE: 326008 PUBLIC SERVICE OR REPAIR, NOT SPECIFIED
STATE LICENSE NO:

COUNTY TAX:	33.75
MUNICIPAL TAX:	56.25
COUNTY LATE PENALTY:	0.00
MUNICIPAL LATE PENALTY:	0.00
TOTAL TAX:	90.00

RENEWAL**VALID UNTIL September 30, 2023**

2022 - 2023

*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid INT-23-00688279

09/19/2022 \$ 90.00

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Terracon Consultants, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 10841 S Ridgeview Road	Requester's name and address (optional)
6 City, state, and ZIP code Olathe, Kansas 66061	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
4	2		-	1	2	4	9	9	1	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 4/7/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

City of Winter Park

401 S Park Ave, Winter Park, FL 32789
407-599-3530

BUSINESS CERTIFICATE

Business Name: TERRACON CONSULTANTS, INC

Business Location: 1675 LEE RD
WINTER PARK, FL 32789

Owner:

Certificate Number: 2020-027636

Issued Date: 9/30/2022

Expiration Date: 9/30/2023

Mailing Address: 10841 S. RIDGEVIEW ROAD ST
OLATHE, KS 66061

License Type: Business Certificate

Classification: General

Fees Paid: \$127.50

General Business Classification: General Business Office

TO BE POSTED IN A CONSPICUOUS PLACE

The International Society of Arboriculture

Hereby Announces That

James M. Moody

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

1 August 2011

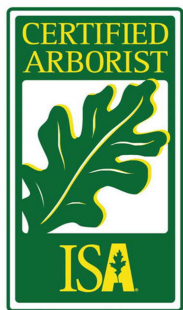
Issue Date

31 December 2023

Expiration Date

FL-6326A

Certification Number





The International Society of Arboriculture

Hereby Announces That

John Andrew Coniglio

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council


Caitlyn Pollihan
CEO & Executive Director

30 April 2021

Issue Date

30 April 2026

Expiration Date



The International Society of Arboriculture

Hereby Announces That

John Andrew Coniglio

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

20 August 2019

Issue Date

31 December 2025

Expiration Date

FL-9550A

Certification Number

