

Title Page

# Title Page

CITY OF  
**MARCO ISLAND**

RFP # 2025-004

**Grant Writing or Fundraising Services**

**Kimley»»Horn**

POINT OF CONTACT:

**Diana Bello**

2640 Golden Gate Parkway

Suite 201

Naples, FL 34105

239.984.6529

December 16, 2024

December 16, 2024

City Clerk, City of Marco Island  
50 Bald Eagle Drive  
Marco Island, FL 34145

**Received**

**DEC 16 2024**

Office of the City Clerk  
City of Marco Island, Florida

**Kimley»Horn**

2640 Golden Gate Parkway  
Suite 201  
Naples, FL 34105

**RE: GRANT WRITING OR FUNDRAISING SERVICES RFP #2025-004**

Dear Members of the Selection Committee:

Kimley-Horn understands the City of Marco Island's desire for a skilled, local partner to provide grant writing and fundraising support. As a multidisciplinary firm with 57 years of technical excellence and exceptional client service, we provide a strong team, professional expertise, local insights, and a steadfast commitment to achieving your goals. The Kimley-Horn team offers you the following advantages:



**We are passionate about preparing grants that stand out to grantor agencies.** Kimley-Horn is a highly qualified and comprehensive firm that delivers you a team of local grants professionals who have successfully managed and secured grants totaling over \$1 billion for municipalities nationwide over the past five years. My grants team and I have worked on grants ranging from federal to state to local grants, as well as other third-party funding opportunities, equipping us with the expertise to effectively serve the City of Marco Island.



**Trust and reputation are everything.** Kimley-Horn has maintained a long-standing and dedicated partnership with the City of Marco Island. We have demonstrated that our comprehensive consulting services across various technical areas can effectively support your project completion. We are excited to continue this partnership by assisting with the writing and administration of grants for the City. A robust background in grant writing and a proven track record of securing funding for various projects will help us identify funding opportunities and ensure compliance with grant requirements.



**We are uniquely positioned to serve the City in pursuing federal and state opportunities.** Our local expertise allows us to provide insights and strategies to prioritize and pursue grants most beneficial to the City. We have successfully helped our clients secure federal funding from programs including the Federal Emergency Management Agency (FEMA)/ Hazard Mitigation Grant Program, Safe Streets and Roads for All (SS4A), Rebuilding American Infrastructure with Sustainability and Equity (RAISE), the National Scenic Byway Program (NSBP) grant, and the Commuter Authority Rail Safety Improvement (CARSI) program. At the state level, we have successfully secured funds from the Community Planning Technical Assistance Grant (CPTAG), the Community Development Block Grant Mitigation (CDBG-MIT), the African American Cultural Facilities (aka AAHC) grant, and the Florida Recreation Development Assistance Program (FRDAP) grant.

Kimley-Horn is eager to partner with the City to secure funding for the initiatives mentioned in this RFP. We welcome the opportunity to show our commitment to personalized and attentive service to the City of Marco Island and enhancing the quality of life for its residents and wildlife.

Sincerely,

**Kimley-Horn and Associates, Inc.**

**Diana Bello**  
Project Manager

**M. Lewis Bryant, PE**  
Senior Vice President/Principal-in-Charge

**Lewis Bryant, PE**, is a Senior Vice President with the firm and has full authority to bind and obligate the consultant on any matter arising under this agreement. The project manager will not be substituted without the express permission of the City.

All required materials and enclosures, including forms, resumes, certificate of insurance, and licenses, are forwarded in response to this RFP. This proposal was made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

Table of Contents

# Table of Contents

Title Page	2
Cover Letter	3
Table of Contents	4
Tab 1. Forms A. through J.	5
Tab 2. Firm’s Experience with Grant Writing for Municipalities or Raising Funds for Land Acquisition	18
Tab 3. Firm Member’s Professional Experience in this Type of Work	21
Tab 4. Firm’s Approach to the Scope of Services	29
Tab 5. Location of Primary Office to Marco Island City Hall	35
Tab 6. Client References	36
Tab 7. Pricing Proposal	37
Tab 8. Other Information	38
• Proof of Insurance	
• Business Licenses	
• Professional Licenses	
• Signing Authority	

**PART VI**  
**STANDARD FORMS**

**The below forms A. through J. are to be submitted with your response to this RFP**

**A. DECLARATION STATEMENT**  
**RFP No. 2025-004**

Full Name of Proposer:  
Kimley-Horn and Associates, Inc. \_\_\_\_\_

Main Business Address:  
2640 Golden Gate Parkway, Suite 201, Naples, FL 34105 \_\_\_\_\_

Telephone No.: 239.984.6529 \_\_\_\_\_ Fax No. N/A \_\_\_\_\_

Email Address: Diana.Bello@kimley-horn.com \_\_\_\_\_

State License# 821359 \_\_\_\_\_ Type Corporation \_\_\_\_\_

To: City Manager, City of Marco Island, Florida  
(hereinafter called the Owner)

The undersigned, as Proposer hereby declares that he has examined the Scope of Services, and informed himself fully in regard to all conditions pertaining to the work to be done. The Proposer further declares that the only persons, company or parties interested in this Proposal or the RFP to be entered into as principals are named herein; that the Proposal is made without connection with any other person, company or companies making a Proposal; and it is in all respects fair and in good faith, without collusion or fraud.

The services to be furnished by us shall be performed in accordance with the requirements of the **RFP #2025-004**. The undersigned does agree that should the firm be offered a contract, to execute that contract and present the same to the City for approval within fifteen (15) days after being notified of the award. The undersigned do further agree that failure to execute and deliver said forms of Contract within fifteen (15) days will result in damages to the City.

Further, the Bidder acknowledges receipt of Addenda as follows:

Addendum Number	Date Issued	Contractor's Signature (Full Name)
_____ N/A _____	_____ N/A _____	_____ N/A _____
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 11 day  
December, 2024 in the City of Naples, in the State of Florida.

Kimley-Horn and Associates, Inc.  
Firm's **Complete Legal** Name

Check one of the following:

- Sole Proprietorship
- Corporation or P.A.
- Limited Partnership
- General Partnership

Phone No. 239.205.8822

Fax No. N/A

Email Lewis.Bryant@Kimley-Horn.com

2640 Golden Gate Parkway, Suite 201  
Address

Naples, FL 34105  
City, State, Zip

BY:   
Typed and Written Signature

M. Lewis Bryant, PE

Senior Vice President  
Title

**B. VENDOR INFORMATION FORM**  
**RFP No. 2025-004**

Company Name: Kimley-Horn and Associates, Inc.

If a "DBA", please be sure this is indicated on W-9

FEIN or SS#: 56-0885615 Service or Commodity Provided Grant writing and fundraising services

Mail Address: 2640 Golden Gate Parkway, Suite 201

City: Naples State: FL Zip+4: 34105

Remit Address: PO Box 932520

City: Atlanta State: GA Zip+4: 31193-2520

Phone: 352.415.1936 Email: N/A

Purchase Orders to be sent to: Diana Bello

Phone: 239.984.6529 Email: Diana.Bello@kimley-horn.com

Accounts Receivable Contact Name: Heather Stone

Phone: 561.840.0251 Email: Heather.Stone@kimley-horn.com

Other Contact Name: N/A

**Vendor Instructions**

If your company provides services performed on City property, you will also be required to submit an ACORD Insurance Certificate naming the City of Marco Island as an additional insured, along with a copy of the additional insured endorsement from your policy, prior to services being rendered.

The City of Marco Island is exempt from the payment of Florida sales and use tax. Copies of the City's Sales Tax Exemption Certificate are available upon request to: [Ajohenning@cityofmarcoisland.com](mailto:Ajohenning@cityofmarcoisland.com)

The City's payment terms are net 30 and all invoices/billing should be sent to: [accountspayable@cityofmarcoisland.com](mailto:accountspayable@cityofmarcoisland.com)

A completed Form W-9 must be submitted with this Vendor Information Form.

Printed Name: M. Lewis Bryant, PE

Title: Senior Vice President

Vendor Signature: 

Date: 12/11/24

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Kimley-Horn and Associates, Inc.</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<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	Exempt payee code (if any) <b>5</b>
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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.	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<input type="checkbox"/> Other (see instructions) ▶ _____	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>421 Fayetteville Street, Suite 600</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Raleigh, NC 27601</b>	
<b>7</b> 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.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
5	6	-	0	8	8	5	6	1	5

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 1/1/2024
------------------	----------------------------	-----------------

## 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](http://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.*

**C. E-VERIFY  
RFP No. 2025-004**

The City of Marco Island will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) (Section 2274A(e) of the Immigration and Nationality Act (“INA”)). The City shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the City.

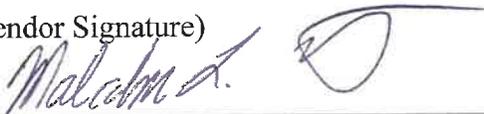
Vendor/Contractor shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the Agency.

You may also sign-up for free webinars on E-Verify which are offered by the U.S. Department of Homeland Security. To see the schedule of webinars and register, click on the following link, which will take you to the US Department of Homeland Security’s website: [E-Verify Webinars](#)

The Website for E-Verify is: <http://www.uscis.gov/e-verify>

(Vendor Signature)



\_\_\_\_\_  
Date

M. Lewis Bryant, PE, Senior Vice President

Name and Title of Authorized Signee

Kimley-Horn and Associates, Inc.

Name of Corporation, Partnership, Trust, Etc.

**D. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**  
**RFP No. 2025-004**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (34 CFR, part 85, Section 85.510, Participant’s Responsibilities).

“The Bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

- (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
- (b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and
- (d) has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the Florida Department of Transportation.”

*M. Lewis Bryant*  
Contractor’s Signature

Date 12/11/24

M. Lewis Bryant, PE, Senior Vice President  
Name and Title of Authorized Signee

Kimley-Horn and Associates, Inc.  
Name of Corporation, Partnership, Trust, Etc.

(SEAL)



**E. NON-COLLUSION CERTIFICATION**  
**RFP No. 2025-004**

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise take any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid non-responsive and not eligible for award consideration.

(Proposer's Signature)



Date 12/11/24

M. Lewis Bryant, PE, Senior Vice President  
Name and Title of Authorized Signee

Kimley-Horn and Associates, Inc.  
Name of Corporation, Partnership, Trust, Etc.

(SEAL)



**F. SWORN STATEMENT UNDER SECTION 287.133 (3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES  
RFP No. 2025-004**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. 2025-004 for Grant Writing or Fundraising Services.

2. This sworn statement is submitted by Kimley-Horn and Associates, Inc.  
(name of entity submitting sworn statement)

whose business address is: 2640 Golden Gate Parkway, Suite 201  
Naples, FL 34105

and its Federal Employer Identification Number (FEIN) is 56-0885615  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

3. My name is M. Lewis Bryant, PE and my relationship to the entity named (please print name of individual signing) above is Senior Vice President.

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

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

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

a. A predecessor or successor of a person convicted of a public entity crime; or

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

c. I understand that a “person” as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power

to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term

“person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

d. Based on information and belief the statement that I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

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

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

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

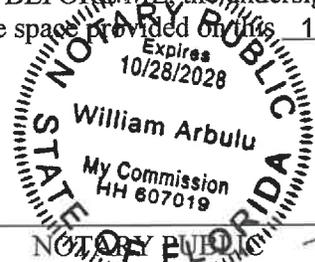
**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPHS 1-3 (ONE THRU THREE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

Malcolm A. [Signature]  
(Signature)

12/11/24  
(Date)

STATE OF Florida  
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, M. Lewis Bryant, PE who, after first being sworn by me, affixed his/her signature in the space provided on this 11th day of December, 2024.



[Signature]  
Notary Public  
Commission number: HH 607019  
Commission expires: 10/28/28

**G. CONFLICT OF INTEREST DISCLOSURE FORM**  
**ITB #2025-001**

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose within their submittal the name of any officer, director, or agent who is also an employee of the City of Marco Island.

The mere appearance of a conflict may be as serious and potentially damaging. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

(c) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(d) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

Please check one of the following statements and attach necessary documents if necessary:

**To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.**

**The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.**

---

Company Name	<u>Kimley-Horn and Associates, Inc.</u>
Authorized Signature	<u></u>
Name	<u>M. Lewis Bryant, PE</u>
Title	<u>Senior Vice President</u>
Date	<u>12/11/24</u>

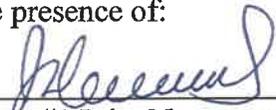
**H. AFFIDAVIT ATTESTING TO  
NONCOERCIVE CONDUCT FOR LABOR OR SERVICES**

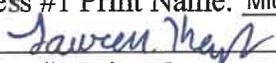
Effective July 1, 2024, Section 787.06, Florida Statutes, a nongovernmental entity executing, renewing, or extending a contract with the City is required to provide an affidavit, signed by an officer or a representative of the nongovernmental entity under penalty of perjury, attesting that the nongovernmental entity does not use coercion for labor or services as defined in Section 787.06(2)(a), Florida Statutes.

By signing below, I hereby affirm under penalty of perjury that:

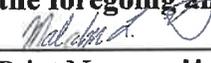
1. I have read Section 787.06, Florida Statutes, and understand that this affidavit is provided in compliance with the requirement that, upon execution, renewal, or extension of a contract between a nongovernmental entity and the City, the nongovernmental entity must attest to the absence of coercion in labor or services.
2. I am an officer or representative of Kimley-Horn and Associates, Inc., a nongovernmental entity.
3. Kimley-Horn and Associates, Inc. does not use coercion for labor or services as defined in the relevant section of the law.

In the presence of:

  
 Witness #1 Print Name: Micheline Doucet

  
 Witness #2 Print Name: Lauren Keys

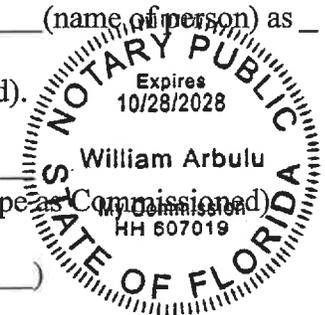
**Under penalties of perjury, I declare that I have read the foregoing and the facts stated in it are true:**

  
 Print Name: M. Lewis Bryant, PE  
 Title: Senior Vice President  
 Entity Name: Kimley-Horn and Associates, Inc.

**OATH OR AFFIRMATION**

State of Florida  
County of Orange

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 11th day of December, 2024, by M. Lewis Bryant, PE (name of person) as Senior Vice President (type of authority) for Kimley-Horn and Associates, Inc. (name of party on behalf of whom instrument is executed).

  
 Notary Public (Print, Stamp, or Type as Commissioned)  


- Personally known to me; or  
 Produced identification (Type of Identification: \_\_\_\_\_)
- Did take an oath; or  
 \_\_\_\_\_ Did not take an oath

**I. AFFIDAVIT REGARDING PROHIBITION ON CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN**

Pursuant to Section 287.138, Florida Statutes (which is expressly incorporated herein by reference), the City may not knowingly enter into a contract with an entity which would give access to an individual’s personal identifying information if (a) the entity is owned by the government of a foreign country of concern; (b) the government of a foreign country of concern has a controlling interest in the entity; or (c) the entity is organized under the laws of or has its principal place of business in a foreign country of concern.

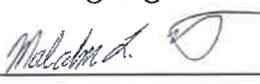
This affidavit must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with the City which would grant the entity access to an individual’s personal identifying information.

- 1. Kimley-Horn and Associates, Inc. (“entity”) does not meet any of the criteria in paragraphs (2)(a)-(c) of Section 287.138, F.S.

In the presence of:

**Under penalties of perjury, I declare that I have read the foregoing and the facts stated in it are true:**

  
Witness #1 Print Name: Micheline Doucet

  
Print Name: M. Lewis Bryant, PE

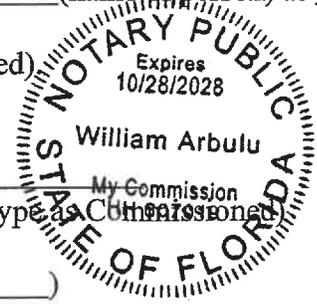
  
Witness #2 Print Name: Lauren Keys

Title: Senior Vice President  
Entity Name: Kimley-Horn and Associates, Inc.

**OATH OR AFFIRMATION**

State of Florida  
County of Orange

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 11th day of December, 2024, by M. Lewis Bryant, PE (name of person) as Senior Vice President (type of authority) for Kimley-Horn and Associates, Inc. (name of party on behalf of whom instrument is executed)

  
Notary Public (Print, Stamp, or Type as Commissioned)  


- Personally known to me; or  
Produced identification (Type of Identification: \_\_\_\_\_)
- Did take an oath; or
- Did not take an oath

**J. PROPOSERS CHECK LIST**

**IMPORTANT: Sign in the spaces indicated and submit with your proposal.**

Proposer should check off each of the following items as the necessary action is completed:

- ✓ 1. The RFP has been signed.
- ✓ 2. Any required documents, qualification statements, etc. have been included.
- ✓ 3. Any addendum (if any) have been signed and included.

Kimley-Horn and Associates, Inc.  
Company Name

  
Senior Vice President  
Signature & Title

Date: 12/11/24

## Tab 2. Firm's Experience with Grant Writing for Municipalities or Raising Funds for Land Acquisition

There are countless grants and funding sources available—private, local, regional, state, and federal—that can significantly impact the projects the City mentions in the RFP. Each opportunity has its own set of rules, requirements, and scopes, which can make it difficult to navigate and choose the best fit. Kimley-Horn's Grant Professionals will guide the City through available funding opportunities and necessary procedures. With our expertise in funding and compliance management, we can help the City develop a winning strategy to secure the right funding for the City's projects.

The following chart showcases the firm's experience in grant writing and fundraising for local government entities in Florida, including details on awarded grants and project funding sizes.

AGENCY	GRANT NAME	CLIENT	PROJECT DESCRIPTION	CONSULTANT TASKS	COMPLETION DATE	PROJECT AMOUNT	TOTAL COST OF FEDERAL AND STATE FUNDING AVAILABLE TO THE ENTITY FOR THE PROJECT	TOTAL COST OF FEDERAL AND STATE FUNDING THE ENTITY RECEIVED
Federal Emergency Management Administration/ Florida Department of Emergency Management	Hazard Mitigation Grant Program - Ian	Lake Asbury Municipal Service Benefit District	Dam Rehabilitation	Grant Writing and Administration	Jun-24	\$2,300,000	\$2,300,000	\$2,300,000
Federal Emergency Management Administration/ Florida Department of Emergency Management	Hazard Mitigation Grant Program - Idalia	City of Tallahassee	Wastewater Pump Station 94	Grant Writing and Administration	Jun-24	\$3,052,330		Pending Award
U.S. Department of Housing and Urban Development	Community Development Block Grant-Mitigation	Haines City	Wastewater Treatment Plant Generator	Grant Administration	Ongoing	\$547,350		\$547,350
U.S. Department of Housing and Urban Development/ Florida Commerce	Community Development Block Grant-Small Communities	Haines City	Neighborhood Revitalization - Sidewalks	Grant Administration	Ongoing	\$750,000		\$750,000
U.S. Department of Transportation	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	Port Miami, FL	Port Safety Improvements	Grant Writing	Aug-22	\$20,000,000		\$16,000,000

Kimley-Horn ensures a seamless grant writing and funding process tailored to your needs, with Diana's team delivering expert support to simplify and optimize your experience. Selected for their diverse backgrounds and extensive experience in funding strategies and grant writing, Diana's team excels in managing the following services.

- Development of funding strategies
- Funding needs analysis and funding research using our in-house database, GrantSource
- Preparing technical or narrative writing and editing
- Benefit-cost analysis preparation (needed for some grant programs)
- Graphic design services, including visuals and maps (specifically when acquiring land)
- Current and future funding opportunities, data on submitted applications, funding requested, and funding won
- Grant compliance management and reporting administration

**Kimley-Horn has been instrumental in securing over \$1+ BILLION in grants and external funding for our clients nationwide over the past five years.**

## RESOURCES

With Kimley-Horn's proprietary database, GrantSource, our team can research funding opportunities and prepare a Matrix of Funding Opportunities of potential funding options that could assist in offsetting the cost of projects identified by the City. Diana, your dedicated project manager, actively tracks and analyzes new legislative allocations for various federal and state funding programs. This proactive approach ensures our clients receive the most current and valuable information, maximizing their funding opportunities.

### ADDITIONAL PUBLIC PROGRAMS EXPERIENCE

- FDOT Local Area Program (LAP) grants
- State Revolving Funds (SRF) loans
- Federal Water Infrastructure Finance and Innovation Act (WIFIA)
- Water Management District grants
- Legislative Grants
- General Obligation and Revenue Bonds coordination with public funding
- Coordination of FEMA Reimbursements
- Special Assessments Coordination

### REGULATORY EXPERIENCE

The grants team selected for your projects also has the following experience and knowledge of the regulatory environment:

- Florida Department of Transportation regulations
- Florida Department of Environmental Protection regulations
- Water Management District regulations
- Enterprise Participation
- Certificate of Contracts, Grants, Loans, and Cooperative Agreement
- Section 3 Management for Federal Grants
- Davis-Bacon Act tracking and management
- American Iron & Steel Act tracking and management

## WATER QUALITY IMPROVEMENT GRANT FUNDING AND REGULATIONS

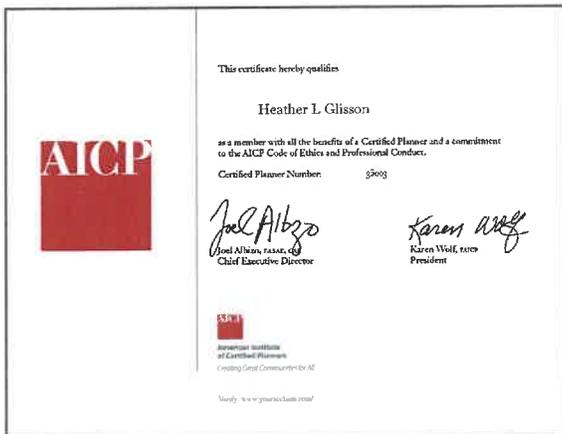
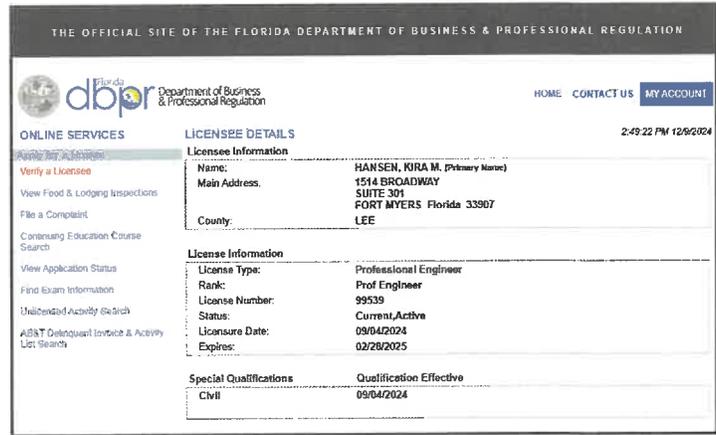
Kimley-Horn has achieved multiple FDEP grant funding successes for our municipal clients. We are experienced working with FDEP and are familiar with FDEP funding mechanisms, processes, standards, specifications, and regulations.

## SUCCESSFUL WATER QUALITY IMPROVEMENT PROGRAMS LOAN ADMINISTRATION

Kimley-Horn has substantial recent experience with the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan administration on several projects. One such recent project involves providing SRF administration services on the Plantation Bay WWTF Phase 1 project and assisting Flagler County with administration of the Plantation Bay WWTF Phase 2 construction loan process.

Our expertise with SRF loan administration services includes assistance with Davis-Bacon Act compliance monitoring and reporting, SRF loan disbursement requests, project change order coordination, final disbursement request coordination, and FDEP audit assistance.

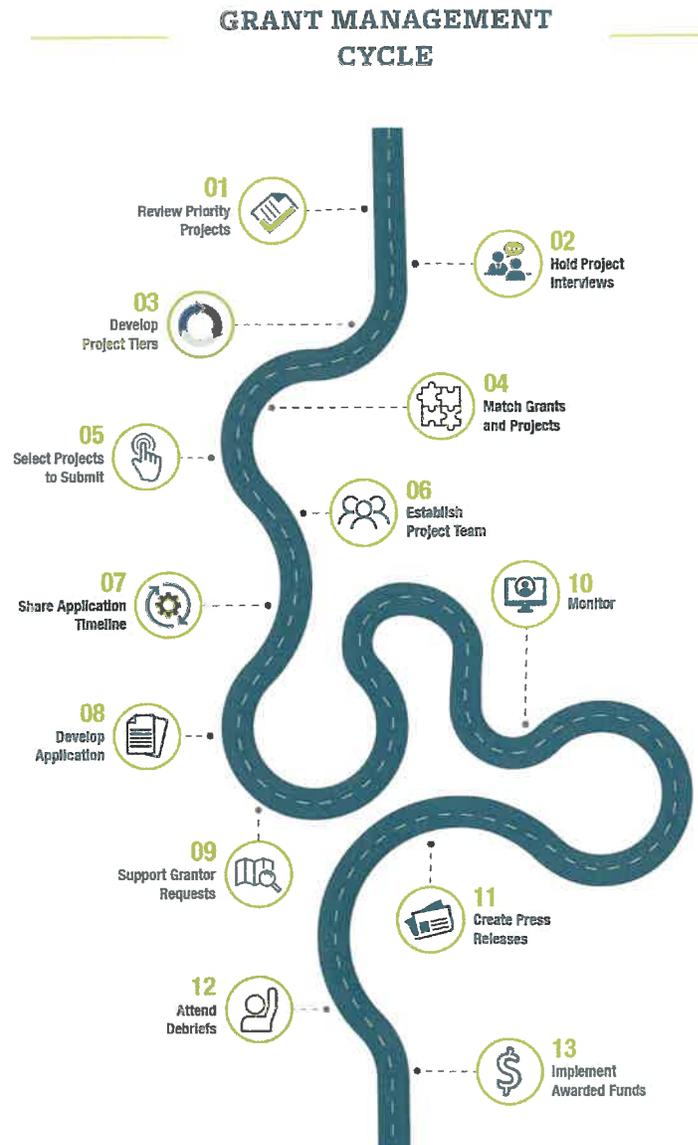
## STAFF LICENSES



## Tab 3. Firm Member's Professional Experience in this Type of Work

Our team members bring a wealth of knowledge to the full grant management cycle—from development of funding strategies, research, preparation of grant application, grant compliance management, amendments to workplans, preparation of federal and grant required reporting, preparation of disbursement requests, preparation for audits and project and grant close-out reporting. Our dedicated team brings 6 to 30 years of experience, surpassing the city's minimum requirements, and have successfully worked with various grant and funding programs, including the following:

- Water Quality Improvement Grant Programs
- Environmental Protection Agency (EPA)
- FEMA Hazard Mitigation Programs and Flood Assistance Programs
- Legislative Appropriation Requests
- State of Florida State Revolving Fund Loan Program
- Water Management District Programs
- Economic Development Administration (EDA)
- Community Development Block Grants
- Conservation and Restoration Grant Programs
- EPA Community Change Grant Programs
- Non-profit organization management and fundraising planning



ORGANIZATIONAL CHART





## DIANA BELLO

### PROJECT MANAGER

Diana has 16 years of Federal and State grants management experience, which includes 10 years of experience as a Capital Projects Manager and Internal Programmatic Auditor for publicly funded infrastructure projects. She has experience assisting municipalities in drafting federal procurement guidelines, developing internal controls, and implementing procedures to meet federal program requisites. Throughout her career, Diana has managed administrative teams and construction inspectors for capital projects to help ensure compliance with regulations such as the Davis-Bacon Act and the American Iron and Steel Act. Diana has worked in administering all aspects of contract compliance. In doing this, she oversaw assistance to the purchasing department in drafting federal procurement requirements for bid packages.

#### PROFESSIONAL CREDENTIALS

- Masters, Business Administration, Nova Southeastern University
- Bachelors, Political Science, Florida International University

#### SPECIAL QUALIFICATIONS

- 16 years of Federal and State grants management experience
- Assisting municipalities in development of internal controls and internal policies required by Federal Grants Managing compliance programs, such as the Davis-Bacon Act and EPAs required American Iron and Steel Compliance, now Buy America, Build America
- Public Funding and Public Financing Compliance Management, including Davis-Bacon for FDEPs
- State Revolving Funds Program and EPAs required American Iron and Steel Compliance Programmatic Compliance Workflows and organizational development
- Management of Public Funding and Public Financing Audits
- Development of Internal Controls to meet public funding requirements

#### RELEVANT EXPERIENCE

##### **Bay Laurel Center Community Development District, Marion County, FL**

Grant Administrator and Compliance Program Manager. Services to the client include grant writing services, preparation of work plans, reviewing and drafting procurement policies and procedures, developing internal controls, assisting to draft policies for contractors to utilize in performing programmatic compliance, performing at random QA/QC internal audits to ensure compliance requirements are being met, processing reimbursement requests, preparing quarterly reports. Additional services provided are development of compliance training for contractor's project managers and internal staff. Kimley-Horn's team assisted Bay Laurel Center in preparing and submitting a grant application in which \$26.1 million was awarded to support the project. Additionally, Diana and the Engineering team were able to prepare an application for Phase 2 of the project. The second application was successful, and the amount of the award was \$33.9 million.

##### **Joe's Creek Greenway Restoration Project, Pinellas County, FL**

Grant Administrator, Environmental review coordinator, and Compliance program manager. This project has received funding from various sources. The total value of the project is estimated to be over \$70M. Diana and her team are assisting Pinellas County with project management, development of internal controls, compliance program management, Davis-Bacon tracking, revising county policies related to Fair Housing, Anti-Fraud, Waste and Abuse, Amendments, QA/QC and financial controls. This project received two large grants, \$17.1 million and \$27.1 million. Additionally, Diana's team is supporting the environmental review process.

**\*Development of FDEP State Revolving Fund Applications for Water and Wastewater Projects, Expansions of Utility Facilities and All Septic-To-Sewer Projects, Charlotte County, FL** — Project Manager. Managed and coordinated with various divisions of a municipality, such as engineering, fiscal, finance, legal, marketing, community development and administration, plus the preparation and submissions of **FDEP State Revolving Fund** applications to finance projects that aligned with the Capital Improvement Program (CIP) and the Master Sewer Plan. Total of projects was more than \$120 million dollars.

**\*Administration of FEMA Competitive and Formula-Allocated Funds to Support the Capital Maintenance Plan (CMP) and Lift Stations Rehabilitation and Installation of Generators, Charlotte County, FL** — Project Manager.

\*Relevant experience prior to joining Kimley-Horn



## LEWIS BRYANT, PE PRINCIPAL-IN-CHARGE

Lewis has 24 years of experience with municipal utility engineering. He is a skilled project manager for utility relocation/expansion projects, water and wastewater treatment facilities design, facility expansion plans, capacity analysis reports, and water use permits.

### PROFESSIONAL CREDENTIALS

- Masters, Business Administration, University of Florida
- Masters, Civil Engineering, University of Florida
- Bachelors, Civil Engineering, University of Florida
- Bachelors, Technology, Regets College
- Associates, Central Florida Community College
- Professional Engineer in Florida, 65582
- Florida Engineering Society, Member
- Water Environment Federation, Member
- American Water Works Association, Member

### SPECIAL QUALIFICATIONS

- Serves on the Municipal Wastewater Treatment Design Committee of the Water Environment Federation
- 24 years of experience with municipal utility engineering, including utility relocation, master planning, collection/distribution system design, hydraulic computer modeling and analysis, and construction phasing and inspections

### RELEVANT EXPERIENCE

**Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF), Marion County, FL, Ocala, FL**  
Project Manager. Kimley-Horn helped the owner obtain \$60 million in **FDEP Protect Florida Together Grant** funds for the construction of a new WRF.

**Florida Governmental Utility Authority, Utility Acquisition, Dunnellon, FL**  
Principal-in-Charge. Kimley-Horn assisted the Florida Governmental Utility Authority (FGUA) purchase of the City of Dunnellon water and wastewater systems. A major component of the FGUA acquisition of the City's utility system was refinancing approximately \$11 million in utility system debt. Kimley-Horn assisted FGUA with securing a \$13.5 million **USDA loan** a needed to purchase the City's utility system. This was the first loan the USDA has ever approved for acquisition of a utility system.

**Flagler County Plantation Bay Wastewater Treatment Facility (WWTF) Phase 1 Design and CEI, Bunnell, FL** — Project Manager and Engineer of Record. Project services included data collection, construction plans and specifications preparation, bid administration, and SRF construction loan administration assistance. Kimley-Horn assisted the County with securing a \$5.7 million **State Revolving Fund (SRF) loan** to fund construction of the WWTF expansion project. Additionally, Kimley-Horn was able to secure another \$500,000 **St. Johns River Water Management District REDI grant** for this project.

**Lake Wales SR 60 Five-Mile Utilities Extension, Lake Wales, FL** — Project Engineer. Kimley-Horn provided utility funding support, securing a \$3-million **State Revolving Fund (SRF) construction loan** from both the **Clean Water and Drinking Water SRF programs**. The purpose of this project is to extend a sanitary sewer force main and a potable water main approximately 4.6 miles westerly along SR 60 towards the limits of the Lake Wales utility service area boundary.

**Phase I Coastal Resiliency Plan & Phase II Vulnerability Assessment, St. Pete Beach, FL** — Project Engineer. Kimley-Horn assisted the City with the development and delivery of a Coastal Resiliency Plan (Phase 1) and Vulnerability Assessment (Phase 2). The first phase was to evaluate available national, state and local resources and identify grant funding sources, including application requirements and deadlines. This involved preliminary analyses to assess the impacts of coastal flooding on the City's critical infrastructure. The results of this assessment were supplemented in the grant application. Based on the results of our analysis, the City was successful in securing a **Florida Resilient Coastlines Program Grant** from the **Florida Department of Environmental Protection (FDEP)** to conduct a citywide vulnerability assessment (Phase 2).

**City of Wildwood CR 209 12-inch Force Main and Lift Station Construction, Wildwood, FL** — Project manager and Engineer of Record. Kimley-Horn assisted the City in obtaining a grant from the **FDEP** totaling \$250,000.



## LAURA WITTENBAUER

### QUALITY CONTROL/QUALITY ASSURANCE

Laura has over two decades of grant writing and administration experience, serving both private- and public-sector clients. Prior to joining Kimley-Horn, Laura worked as a senior process analyst where she identified relevant grant opportunities and completed grant applications. She ensured that grant accounting and financial reporting was consistent with governmental accounting standards and kept within the terms and conditions of the grant. Her experience was preceded by her tenure in the private sector, where she served as a grant consultant. In this role, Laura supported municipal clients, providing grant-related services from application through award. She understands and applies the principles, practices, and procedures of government budgeting, cost analysis, financing, and funds administration. Laura can evaluate, audit, deduce, and assess data using established criteria through the lens of a public agency.

#### PROFESSIONAL CREDENTIALS

- Masters, Business Administration, University of Phoenix
- Bachelors, Social Work, Florida State University

#### SPECIAL QUALIFICATIONS

- Over 20 years of grant writing and grant administration experience
- Previous experience as a senior process analyst identifying relevant grant opportunities, completing grant applications, and providing grant administration through closeout and audit (excess of \$27 million in funding)
- Expertise in providing grant-related services from application through award
- Ensures that grant accounting and financial reporting is consistent with governmental accounting standards and federal regulations regarding compliance
- Skilled in evaluating, auditing, deducing, and assessing data using established criteria through the lens of a public agency
- Grants Professional Association, Member
- National Grants Management Association, Member

#### RELEVANT EXPERIENCE

**Boca Grande CDBG-MIT Grant Assistance, Punta Gorda, FL** — Grant Specialist. Kimley-Horn assisted the City of Punta Gorda with the application and approval for a **CDBG-MIT grant** (Boca Grande Area Water Quality Improvement Project) in the amount of \$2,521,250.00 to increase community resiliency and provide necessary flood control and water quality treatment of stormwater runoff from the Boca Grande neighborhood.

**Heart of Boynton Utility Retrofit FEMA BRIC Grant Project, Boynton Beach, FL** Grant Specialist. Prepared a **FEMA Building Resilient Communities and Infrastructure General Infrastructure (BRIC) Grant** application on behalf of the City of Boynton Beach for infrastructure improvements to the Heart of Boynton neighborhood. The funds will be used for critical upgrades to an underserved population by improving water, wastewater, and stormwater components with roadway improvements in the areas disturbed by the mitigation activities. Kimley-Horn counseled the client, prepared the draft application, coordinated with other City consultants, and responded to the requests for additional information from the **State of Florida Division of Emergency Management (FDEM)**. The City requested \$29,399,534 in Federal funding and will provide a local match of \$12,599,801 (30%) of the total \$41,999,335 project cost.

**Miscellaneous Grant Services 2022, Boynton Beach, FL** — Project Planner. Prepared a **Rebuild Florida Community Development Block Grant – Mitigation (CDBG-MIT) General Infrastructure Grant** application on behalf of the City of Boynton Beach for infrastructure improvements to the San Castle neighborhood. The funds will be used for critical upgrades to an underserved population by improving road, utility, and stormwater components. It will raise the quality of life for the residents by providing a reliable source of drinking water, the ability to move freely in and out of the neighborhood and knowing that stormwater will properly drain following a major rain event. The project was selected as one of 17 of 246 applications and the City was awarded the full funding of \$16,500,000.



## HEATHER GLISSON, AICP

### GRANT WRITING

#### PROFESSIONAL CREDENTIALS

- Masters, Urban and Regional Planning, University of Florida
- Bachelors, Language and Linguistics, University of Florida
- American Institute of Certified Planners, #35003

#### SPECIAL QUALIFICATIONS

- Substantial experience in ArcGIS Pro, research, data gathering, data analysis, and narrative writing
- Experience submitting a variety of grant applications such as RAISE, SS4A, BRIC, CPTAG, and REO grants

Heather has six years of experience in municipal planning and grant writing. Since joining Kimley-Horn, she has worked on a variety of grant applications, such as **Rebuilding American Infrastructure with Sustainability and Equity (RAISE)**, **Safe Streets and Roads for All (SS4A)**, **Building Resilient Infrastructure and Communities (BRIC)**, **Community Planning Technical Assistance Grant (CPTAG)**, and **Recycling Education and Outreach (REO)**. Prior to Kimley-Horn, Heather worked in the Planning Department at the City of Green Cove Springs. Her combined planning experience includes Comprehensive Plan updates, Evaluation and Appraisal Reports, small- and large-scale land use amendments, rezonings, land development code updates, and community redevelopment areas.

#### RELEVANT EXPERIENCE

**Heart of Boynton Utility Retrofit FEMA BRIC Grant Project, Boynton Beach, FL** Grant Specialist. Prepared a **FEMA Building Resilient Communities and Infrastructure General Infrastructure (BRIC) Grant** application on behalf of the City of Boynton Beach for infrastructure improvements to the Heart of Boynton neighborhood. The funds will be used for critical upgrades to an underserved population by improving water, wastewater, and stormwater components with roadway improvements in the areas disturbed by the mitigation activities. Kimley-Horn counseled the client, prepared the draft application, coordinated with other City consultants, and responded to the requests for additional information from the **State of Florida Division of Emergency Management (FDEM)**. The City requested \$29,399,534 in Federal funding and will provide a local match of \$12,599,801 (30%) of the total \$41,999,335 project cost.

**Miscellaneous Grant Services 2022, Boynton Beach, FL** — Project Planner. Prepared a **Rebuild Florida Community Development Block Grant – Mitigation (CDBG-MIT) General Infrastructure Grant** application on behalf of the City of Boynton Beach for infrastructure improvements to the San Castle neighborhood. The funds will be used for critical upgrades to an underserved population by improving road, utility, and stormwater components. It will raise the quality of life for the residents by providing a reliable source of drinking water, the ability to move freely in and out of the neighborhood and knowing that stormwater will properly drain following a major rain event. The project was selected as one of 17 of 246 applications and the City was awarded the full funding of \$16,500,000.

**FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Preparation, Palm Beach, FL** — Project Analyst. Kimley-Horn is providing grant services related to the preparation of a **Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure & Communities (BRIC) grant** for the Town-wide undergrounding of utilities program.

**Comprehensive Plan Update, City of Green Cove Springs, FL** — Grant Specialist. Completed data and analysis for Housing and Recreation to revise the City's Housing Element and Recreation and Open Space Element. Revised the goals, objectives, and policies (GOPs) of these two elements which included editing existing GOPs for clarity and drafting new GOPs to support the growing community's needs.



## KIRA HANSEN, PHD, PE

### GRANT WRITING

#### PROFESSIONAL CREDENTIALS

- Doctorate, Agricultural and Biological Engineering, University of Florida
- Masters, Agricultural and Biological Engineering, University of Florida
- Bachelors, Agricultural and Biological Engineering, University of Florida
- Professional Engineer in FL, #9953
- American Water Resources Association
- American Society of Agricultural and Biological Engineers

#### SPECIAL QUALIFICATIONS

- Experience with federal grant writing and compliance, stakeholder engagement/communication and data visualization

Kira has nine years of experience involving water quantity and quality measurement and modeling, sustainable and resilient design and grant writing and management. She is passionate about the intersection between land and water resources and the communities that they impact. Kira's doctorate dissertation focused on the development and systems analysis of fresh vegetable production in the Everglades Basin with a focus on water, nutrient, pest and disease management. Kira has experience with federal grant writing and compliance, stakeholder engagement/communication and data visualization.

#### RELEVANT EXPERIENCE

**City of Mobile Grant Writing Services, Mobile, AL** — Project Analyst/Grant Writer. Kimley-Horn developed a grant application for the City of Mobile for a public park located along the Mobile River. The 90-acre public park included resilient design and wildlife preservation areas. Kimley-Horn coordinated with multiple departments of the City of Mobile to provide technical support regarding coastal resilience, environmental justice, critical infrastructure, and impact ecosystem metrics.

**East Winter Haven One Water Master Plan, Winter Haven, FL** — Project Analyst. **Kimley-Horn is working on this CDBG-MIT grant-funded** project to further evaluate and conceptualize future development in the project area. Goals of this project include resolving regional flooding concerns, water quantity and quality degradation, and habitat losses. Our team is evaluating past flooding problems, water storage, and wetland restoration areas; determine quantity of storage needed to mitigate future flooding problems and investigate locations for water storage as well as water recharge; coordinate and make plans with existing landowners and regulatory agencies.

**City of Lake Wales Watershed Management Plan, FL** — Project Engineer. Kimley-Horn is working to coordinate with **FDEP** to help the city apply for grants and complete technical memorandums for project screening. Kimley-Horn is performing water quality sampling of Lake Wales to determine swim ability based on EPA guidelines. Kimley-Horn is assisting the City of Lake Wales to develop a Watershed Management Plan to identify locations and extents of flooding. An existing conditions model is being developed based on data provided by various agencies including the City that will map floodplains associated with various storm events.

**Lee County Larry Kiker Preserve Planning, Design, and Permitting Phase 1, Fort Myers, FL** — Project Analyst. Kimley-Horn is working with the County to create a preserve design to accomplish habitat restoration and conservation, downstream flood mitigation as well as recreation and education opportunities for the Larry Kiker Preserve, a 4,350-acre conservation area. The property consists of ecologically significant property east of Interstate 75, within southeast Lee County's Density Reduction/Groundwater Resource (DR/GR) area. The preserve will serve multiple functions - water quality, flood control, wildlife habitat, educational, and passive recreation. Components include over 40-miles of shared-use paths, hiking trails, equestrian trails, a nature center, fishing piers, several types of campgrounds, and scenic overlook towers.

**\*Compact Bed Geometry Research, University of Florida, Immokalee, FL**  
Graduate Research Assistant. Wrote and compiled complex multi-year, multi-state **United States Department of Agriculture block grant applications** for interdisciplinary agricultural water quantity and quality research on commercial agricultural properties.

\*Relevant experience prior to joining Kimley-Horn



## JENNIFER HECKMAN

### GRANT ADMINISTRATION

#### PROFESSIONAL CREDENTIALS

- Notary in Florida, HH191234

#### SPECIAL QUALIFICATIONS

- Over 10 years of experience in transportation design and construction with the Marion County Engineer's office as the EEO Compliance Officer, the Local Agency Resident Compliance Specialist (RCS) and the Title VI Liaison
- Duties have included all aspects of responsibility for all FDOT District Five EEO/LAP-related duties and requirements
- Perform site inspections for compliance, monitor weekly certified payrolls, company and project EEO submittals, DBE payments, sending EEO communications to the Prime contractor, posting all EEO documentation to LAPIT (now GAP) and maintaining EEO files
- Assisted with monthly pay estimates, daily and weekly project reports, inclement weather reports, all change orders for concurrence and execution

Jennifer has over 30 years of administrative experience, including 13 years at the Marion County Engineer's office. She served as the EEO Compliance Officer, Local Agency Resident Compliance Specialist, and Title VI Liaison. Jennifer managed FDOT District Five EEO/LAP duties and requirements, ensuring contract compliance through site inspections, payroll monitoring, and EEO documentation. She also handled project reports, pay estimates, change orders, and reimbursement invoices. Jennifer led pre-bid, preconstruction, and utility meetings, prepared bid books, and processed project accounts. She excels as a team leader, project coordinator, and compliance oversight officer.

#### RELEVANT EXPERIENCE

**Program Management Services for RESCUE Grant Projects, Marion County, FL**  
Compliance Coordinator/Payroll Reviewer. These projects are being paid for with **American Rescue Plan Act (ARPA)** funds recently received by the County and consist of a total of six projects comprised of four septic-to-sewer projects, one water main distribution system expansion project, and one force main/watermain extension project. The program manager is responsible for every aspect from fund compliance to construction inspection. Kimley-Horn will document and report the funding expenditures to the state and federal government in compliance with the ARPA act.

**Bay Laurel Center Community Development District 2.5 MGD Bay Laurel North Water Reclamation Facility, Ocala, FL** — Compliance Coordinator. Responsible for tracking and monitoring of wage and labor compliance requirements of the grant agreement. Coordinates worker interviews at the project site. Responsible for overseeing project coordinators in the field. Assisting project manager with all of compliance requirements of a \$60 million grant.

**Santos Trail Design-Build, Ocala, FL** — Team Member/RCS. Kimley-Horn was selected, along with DAB Constructors, for Marion County's Santos Trail design build multi-use trail project. The project consists of 8 miles of paved asphalt bicycle trails through the existing Cross Florida Greenway. The project was funded by **FDOT's local agency program** and required extensive coordination with **FDEP and public outreach** to interested environmental groups. As part of the project, Kimley-Horn evaluated the structural capability of the existing I-75 land bridge, prepared full design plans and specifications, and oversaw the relocation of dozens of gopher tortoises.

**C 466 at C 475N Roundabout Safety Project, Oxford, FL** — Utility Coordinator. The project is funded by **FDOT grant** agreement. Responsible for the coordination of development and maintenance of all utility aspects of the project. Main contact for engineers and utility contractors. Responsible for keeping track of all the utility coordinations of the project.

**Winding Oaks SW 54th Court Rd and SW 60th Avenue, Marion County, FL**  
Bid Administrator/Utility Coordinator. Kimley-Horn is providing planning and engineering services for new infrastructure designs and permitting. Along with assistance with bid administration, construction phase support services, and project closeouts for the infrastructure of roadway and underground utilities on a 1,010 acres parcel.

## Tab 4. Firm's Approach to the Scope of Services

KIMLEY-HORN'S APPROACH IS STRAIGHTFORWARD, AS WE:

1. Communicate frequently with City staff for grant and fundraising details
2. Ask grantor questions for clarity
3. Prepare a timeline for completion prior to the submission deadline



The service delivery related to this contract will be characterized by the following philosophies and policies which are ingrained in the Kimley-Horn culture:

- Kimley-Horn's team will anticipate challenges, formulate innovative solutions, and implement a set of actions before concerns arise
- Our project management plan will ensure efficiency, clear communication protocols, provide direction, prevent misunderstandings, and manage routine activities
- We will identify, budget, and plan for quality control and independent reviews to surpass contractual expectations
- We will identify anomalies and take instant corrective action (as needed)
- We will approach the project from the City's perspective, analyze issues strategically, and offer tactical solutions
- We will monitor action items to ensure the responsible party executes the planned tasks
- We will conduct inquiries into schedule adherence, work performance, quality performance, and resource allocations to project goals that align with funding priorities

With internal access to our 25 different practice areas and our **30+ YEARS OF COMBINED GRANT EXPERIENCE**, our collaborative efforts result in a robust application. From Aviation to Water Resources, Kimley-Horn has the internal resources available to complete a competitive application.



**TASK 1 - GRANT RESEARCH | TASK 2 - COORDINATION AND COLLABORATION |  
TASK 3 - GRANT WRITING AND FUNDRAISING**

**Kimley-Horn will provide the City of Marco Island with grant writing and fundraising support services by:**

- Conducting grant funding research to identify all grant resources that support the City's funding needs and priorities
- Providing a funding needs analysis by working with City representatives and departments to assess funding priority areas, identify new priority areas, identify potential funding sources to match priorities, and by communicating this information to the City on a regular basis
- Providing grant proposal development and writing services associated with the completion of grant applications (preparation, production/compilation, documentation, submittal, and responses to internal and external queries on drafted and submitted proposals). Grant proposal writing is concurrent at times. In addition, the City is under no obligation under any resulting agreement from this RFP to limit the number of grant applications it may direct Kimley-Horn to prepare, submit, and monitor
- Providing monthly reports to the City summarizing the amount of time expended and describing activities undertaken during the previous month
- Assisting the City (as needed) with meeting financial, administrative, and bookkeeping requirements of new and existing grants, including the preparation of drawdown requests
- Assisting the City in developing policies and procedures to comply with grant requirements (Internal Controls).
- Furnishing the City with the necessary tools and support, including required forms, grant administration training, and other aids to implement project activities for awarded grants
- Acting as liaison between the City, its other consultants and contractors, and applicable regulatory and funding agencies
- Preparing and coordinating the submission of the appropriate documents for grant closeout and completion
- Preparing staff for Programmatic Compliance Audits and establishing Audit-readiness processes

Our approach to providing funding support to City representatives is to alert staff of forecasted and opened funding opportunities. Aligning the project with the correct funding mechanism is crucial, as this alignment is to not just view the project as **shovel-ready, but shovel-worthy**, meaning that the project and the funding source come together like pieces in a puzzle, where our team can then provide a detailed outline of the funding opportunities; identify elements of the scope; match fund requirements; funding priorities; eligible projects and project elements; and any restrictions to funding. We also include environmental review requirements, if available, for each.

**In approaching these requirements, Kimley-Horn will help the city to identify:**

- Funding opportunities that align with City projects
- Provide concise and compelling project narratives
- Comply with requirements for application submittal
- Describe benefits to the community relevant to the funding opportunity, emphasizing themes such as access, equity, and inclusion; impacts to disadvantaged and underserved communities; or hazard mitigation, as appropriate
- Perform and provide technical analyses to support the request
- Prepare unique and effective graphics and maps tailored to visually represent data
- Provide an electronic copy of the completed application to the City for record-keeping

## TASK 4 - PRE-GRANT AGREEMENT AND ACTIVITIES | TASK 5 - PROJECT MANAGEMENT

## INITIAL STEPS AND APPROACH

The first step in working with the City of Marco Island on grant development and consulting services will be to sit down with City staff and identify the projects in detail. It is important to have a background on each project. Our team will log detailed information into a spreadsheet. This will become our initial guide to being in tune with the City's short-, mid-, and long-term needs. Kimley-Horn has an internal system of preparing a Third-Party Funding Matrix. The matrix is used to match funding needs with possible grant or other third-party funding opportunities. The matrix will become a guide for the City and the selected team to determine a strategic approach to project funding and timing.

## TASK 1 - GRANT RESEARCH

## GRANT FUNDING RESEARCH

Kimley-Horn will research funding opportunities for the City to identify resources to support projects. These third-party funding opportunities are not limited to grants from federal, state, or local sources, but also private funding sources, as well as loans and legislative appropriations. We have experience in the following areas:

- Parks and Recreation
- Water/Wastewater/Stormwater
- Bridges
- Dams
- Community Development Block Grants (HUD)
- Historic Preservation
- Resiliency
- Sustainability
- Florida Department of Environmental Protection (FDEP)
- Federal Emergency Management Agency (FEMA)
- Florida Department of Emergency Management (FDEM)
- U.S. Department of Environmental Protection
- U.S. Department of Transportation
- U.S. Department of Agriculture
- Florida Department of Transportation (FDOT)
- Water Management Districts (WMDs)
- Department of Justice
- Conservancy Lands

**In addition to the areas highlighted above, Diana will team up with City staff to craft a unique private fundraising strategy. Diana was chosen to spearhead this RFP due to her extensive experience in managing non-profit organizations, where she successfully led numerous fundraising initiatives.**



## CONSERVANCY LANDS

Kimley-Horn promotes programs that foster partnerships to enhance and sustain Florida's natural and cultural resources. These programs can be structured in various ways, including:

- ▶ Developing a special funding program that leverages federal and state grants to purchase land for recreational or cultural activities
- ▶ Creating a program to seek private donors dedicated to protecting and preserving green spaces such as parks, open spaces, beaches, and natural areas for the benefit of Florida's residents and visitors

Your designated project manager has extensive experience in setting up both types of programs and working closely with non-profit organizations that share these visions.

## TASK 5 - PROJECT MANAGEMENT

### COMPLIANCE MANAGEMENT

Our experience with all levels of funding opportunities (state, federal, corporate, and non-governmental) will ready the City for compliance in reporting, reimbursement request, and audit as we prepare all required information for the master file should an audit occur, thus positioning the City to be in compliance with all aspects of the funding.

**Additional experience pertains to financial and record retention of funding information and requirements, and assistance with the reporting of the Single Audit Act and information pertaining to the City's Annual Comprehensive Financial Reporting.**

**We pride ourselves on our ability to stay up to date on the ever-changing requirements for funding opportunities, as well as staying on top of new available sources of funding. Our team regularly attends webinars, conferences, and trainings, and are active members of the GRANT PROFESSIONALS ASSOCIATION (GPA) and the NATIONAL GRANTS MANAGEMENT ASSOCIATION (NGMA) to keep our skills current.**



## TASK 2 - COORDINATION AND COLLABORATION | TASK 4 - PRE-GRANT AGREEMENT AND ACTIVITIES | TASK 5 - PROJECT MANAGEMENT

Our technical approach to third-party funding includes the following activities:

- Preparation of public notices (may be in English, Spanish, and/or other languages as may be required)
- Preparation of resolutions
- Preparation of interlocal agreements
- Preparation of agendas, handouts, and/or presentations for public meetings and workshops
- Coordination with technical personnel to prepare materials to support an application
- Identification of stakeholders and/or project partners
- Preparation of draft letters of support
- Application preparation, including support documentation
- Procurement requirements as outlined in 2 CFR 200, and Procurement Standards found in subsection 200.317 of the Code of Federal Regulation
- Compliance, documentation, and monitoring related to the Davis-Bacon Act (DBA) and federal, state, and local requirements (grant-specified)
- Quality control review
- Coordination and liaison with the funding agency
- Preparation and attendance at site visits with City of Marco Island staff and/or funding agency representatives
- Monitoring of award announcements
- Review of award contract/agreement and assisting the City with completion of the award contract for execution
- Presentations at City Council meetings
- Award paperwork documentation, record keeping, and audit preparation
- Preparation for environmental review (NEPA)/Categorical Exclusions
- Provision of Section 3, MBE, and related forms
- Provision of technical assistance to City staff and contractors
- Preparation of quarterly reports
- Preparation of Reimbursement Requests
- Preparation of an Administrative Closeout Report
- Audit readiness



## COORDINATION AND COLLABORATION

Our team will communicate often with the City's project manager for project details and reviews. With some funding efforts, there are long application cycles, enabling weekly or bi-weekly calls with the City to gather information and keep the project on track. Other opportunities have a very quick turnaround in which to put an application together. During those opportunities, there will be frequent and sometimes daily follow-up emails and calls to the City. The City's timely response, in either case, will be fundamental in the completion of a solid grant proposal/application. Diana and her team will also coordinate with the funding agency for questions related to clarity as applications are being prepared.

## DRAFTS OF NARRATIVES

As the project narrative is being drafted, we will provide versions of the narrative for the City to review and provide input. Part of what Kimley-Horn does to supplement any application is to research, identify, locate, collect, assess, and analyze data to support the application. We routinely prepare maps, tables, charts, graphics, and diagrams to illustrate data with the support of our innovative marketing team. As the City holds the key to relevant grant application information, we will frequently collaborate with the City and stakeholders for signatures, data, budget, letters, and forms.

## PLANNING AND PROGRESS MEETINGS

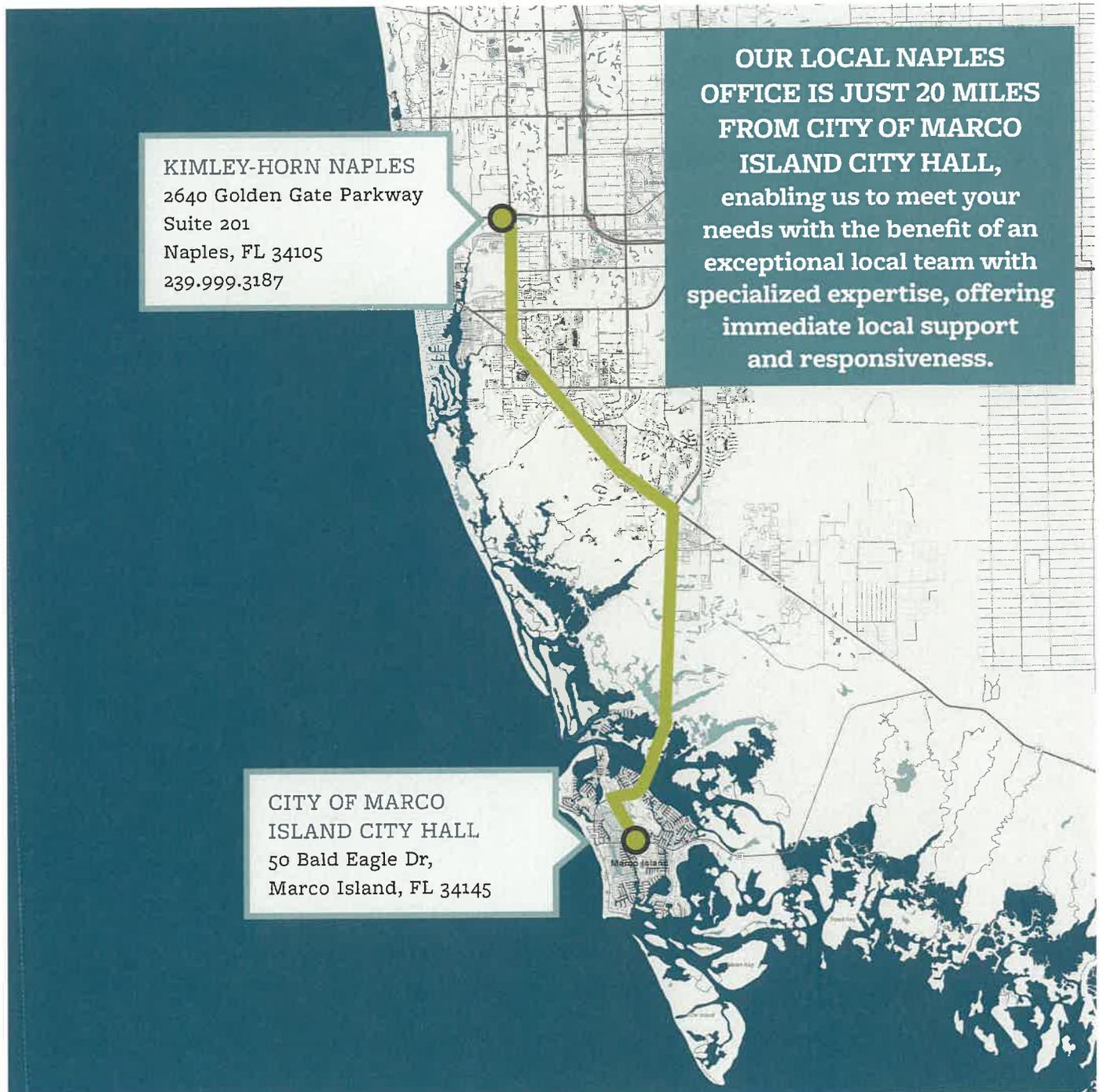
Kimley-Horn can attend pre-scheduled meetings either in-person or virtually, and we will be available for either option. We will tailor our communication to the method that works best for the City. If needed for in-person meetings, our team can be at the City Hall at a moment's notice, as our Naples office is located just 20 miles away. For online communications, Kimley-Horn has advanced systems for virtual meetings where we can provide presentations, documents for review, real-time markups, and virtual face-to-face communications.

We will help to ensure the accessibility and availability necessary to meet the City's needs over the course of the agreement. It is part of our firm's philosophy not to operate individual offices as single-profit centers. Rather, we make it a practice to share our depth of resources firmwide. Due to the depth and breadth of our team, including our ability to bring in expert professionals from any office, we will meet any schedule you need. This helps ensure that we have more than enough staff and expert resources to complete the city's projects on time.



## Tab 5. Location of Primary Office to Marco Island City Hall

Kimley-Horn has a vested interest in the City of Marco Island and its grant writing and fundraising needs. Our team can be at the City of Marco Island City Hall at a moment's notice, as our Naples office is located just 20 miles away.



## Tab 6. Client References

### 1. Client Name: Bay Laurel Center CDD

**Address:** 8470 SW 79th Street Road, Suite 3, Ocala, FL, 34481

**Phone Number:** 352.414.5454

**Contact Person:** Bryan Schmalz, Director

**Two Grants Secured:** Phase 1 - \$26.1 million, Phase 2 - \$33.9 million

**Client was provided:** grant writing services, grant administration services, development of programmatic policies, development of procurement packages to meet the regulatory requirements of the grant agreements, preparation of reimbursement requests.

---

### 2. Client Name: City of Frostproof

**Address:** 111 West First Street, Frostproof, FL, 33843

**Phone Number:** 863.635.7855

**Contact Person:** Nicole McDowell, City Manager

**Grant Amount Secured:** Ongoing

**Client was provided:** grant application development, grant management services for various water quality improvement projects exceeding \$6 million, reimbursement requests preparation, progress reports preparation, compliance management, and amendments preparation.

---

### 3. Client Name: Pinellas County Public Works

**Address:** 400 S. Ft. Harrison Avenue, Clearwater, FL, 33756

**Phone Number:** 727.453.3406

**Contact Person:** Paul L. Miselis, PE, CFM, ENV SP

**Client was provided:** assistance in development of grant applications for a restoration project exceeding \$63 million, services delivered are development of internal policies, tracking of fair housing activities, preparation of progress reports, preparation of federal reports, development of project website, and development of public information processes.

---

### 4. Client Name: City of Avon Park

**Address:** 110 E. Main Street, Avon Park, FL 33825

**Phone Number:** 863.452.4429

**Contact Person:** Jason Atkinson, Public Works Director

**Grant Amount Secured:** \$2.5 million

**Loan Amount Secured:** \$1.4 million with principal forgiveness of \$1.2 million

**Client was provided:** grant writing services, State Revolving Fund Loan application preparation, compliance management services, program planning, and Best Management Practices FDEP portal project implementation services.

---

### 5. Client Name: City of Boynton Beach CDBG-MIT GIP San Castle Drainage, Road, and Utility Improvements

**Address:** 124 E. Woolbright Rd., Boynton Beach, FL, 33435

**Phone Number:** 561.742.6487

**Contact Person:** Jose C. Huertas, PE, Engineer IV

**Grant Amount Secured:** \$16.5 million

**Client was provided:** prepared a Rebuild Florida Community Development Block Grant Mitigation (CDBG-MIT) General Infrastructure Grant application.

## Tab 7. Pricing Proposal

Based on the scope of work and activities outlined above, Kimley-Horn provides the following pricing proposal: \$208,460 fixed annual amount – FY 2025.



## Tab 8. Other Information

Kimley-Horn has submitted proof of insurance and licensure on the following pages.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/18/2024

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

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

<b>PRODUCER</b> Edgewood Partners Ins. Center/Greyling 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	<b>CONTACT NAME:</b> Jerry Noyola <b>PHONE (A/C No. Ext):</b> 7702207699 <b>E-MAIL ADDRESS:</b> greylingcerts@greyling.com	<b>FAX (A/C No.):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	<b>INSURER A:</b> National Union Fire Ins Co of Pittsburg <span style="float:right">NAIC # 19445</span>	
	<b>INSURER B:</b> Allied World Assurance Co (U.S.) Inc. <span style="float:right">19489</span>	
	<b>INSURER C:</b> New Hampshire Insurance Company <span style="float:right">23841</span>	
	<b>INSURER D:</b> Lloyd's of London <span style="float:right">85202</span>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 2080884375 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GL5268169	4/1/2024	4/1/2025	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 25,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			03127930	4/1/2024	4/1/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC015893685 (AOS) WC015893686 (CA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
D	Professional Liability			B0146LDUSA2404949	4/1/2024	4/1/2025	Per Claim	\$2,000,000
							Aggregate	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of Coverage

<b>CERTIFICATE HOLDER</b>  Sample Certificate	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**BUSINESS LICENSES**

*State of Florida*  
*Department of State*

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on April 3, 2024, 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 Capitol, this the Twenty-fourth day of April, 2024*



*[Signature]*  
Secretary of State

Tracking Number: 1703192226CU

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

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

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

9:12:14 AM 2/26/2024

**ONLINE SERVICES**

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoices & Activity List Search

**LICENSEE DETAILS**

**Licensee Information**

Name:	KIMLEY-HORN & ASSOCIATES, INC. (Primary Name)
Main Address:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH North Carolina 27601
County:	OUT OF STATE
License Mailing:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH NC 27601
County:	OUT OF STATE

**License Information**

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	696
Status:	Current
Licensure Date:	05/10/1977
Expires:	

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

1:25:10 PM 12/14/2023

**ONLINE SERVICES**

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoices & Activity List Search

**LICENSEE DETAILS**

**Licensee Information**

Name:	MINGONET, MILTON SCOTT (Primary Name)
Main Address:	KIMLEY-HORN AND ASSOCIATES INC (DBA Name) 200 SOUTH ORANGE AVENUE SUITE 600 ORLANDO Florida 32801
County:	ORANGE

**License Information**

License Type:	Registered Landscape Architect
Rank:	Landscape Arc
License Number:	LA0001428
Status:	Current, Active
Licensure Date:	10/14/1991
Expires:	11/30/2025



Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB696**  
Expiration Date February 28, 2025

**Professional Surveyor and Mapper Business License**  
Under the provisions of Chapter 472, Florida Statutes

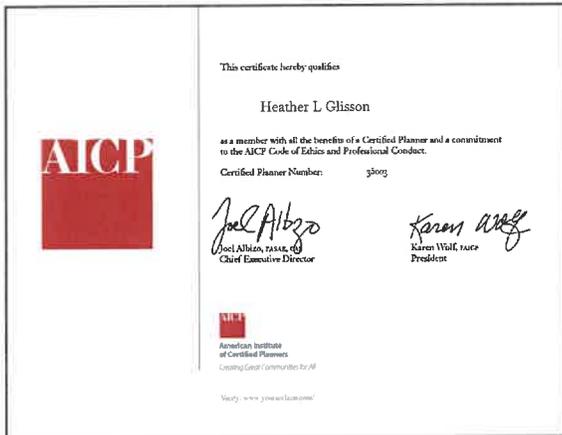
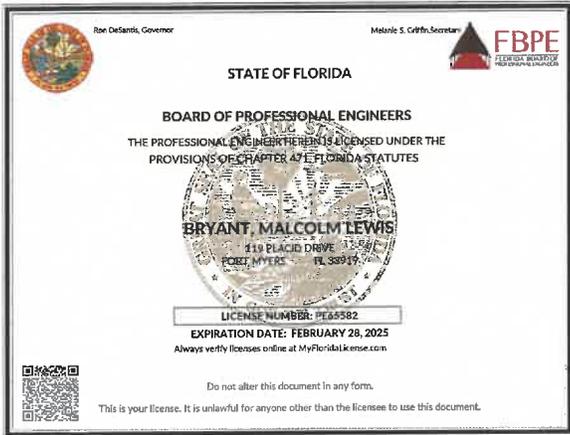
**KIMLEY-HORN AND ASSOCIATES, INC.**  
421 FAYETTEVILLE ST STE 600  
RALEIGH, NC 27601-1777

*[Signature]*

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

PROFESSIONAL LICENSES





**Certificate of Secretary**

To Whom It May Concern:

I am the duly qualified and acting Secretary of Kimley-Horn and Associates, Inc., a North Carolina Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the corporation at the Board meeting held on August 12, 2024 and entered in the minutes of such meeting in the minute book of the corporation.

“The Board unanimously approved the contract signing authority of employees as presented.”  
(Copies of the employee lists as presented are enclosed.)

The resolution is in conformity with the articles of incorporation and bylaws of the corporation, has never been modified or repealed, and is now in full force and effect.

Dated:

Richard N. Cook, Secretary

(corporate seal)



**Kimley-Horn and Associates, Inc.**  
**FULL CONTRACT SIGNING AUTHORITY**  
**August 12, 2024**

The following individuals have authority to sign both standard and non-standard agreements directly related to serving clients ("Project Agreements"). Project Agreements include client contracts, subcontracts, project-specific vendor agreements, IPO's, contract amendments, non-disclosure agreements, teaming agreements, project-specific equipment and facility rental agreements for specific projects, and certifications related to proposals. This document does not grant authorization to sign other types of contracts or legal documents not directly related to client service such as office leases, software purchase or license agreements, tax returns, purchase agreements for supplies, or agreements to procure accounting, legal, recruiting, or similar services.

**ATLANTIC**

**BALTIMORE CITY**

Falk, Katherine W.  
Kraft, Jonathan H.  
Miller, Sean T.  
Smith, Jeff B.

**BALTIMORE COUNTY**

Leffner, Nicholas J.  
Hutton, Heather

**BOSTON**

Jacques, Christopher  
Keegan, Katherine A.

**CHARLOTTESVILLE**

Oliver, Jonathan H.

**HARRISBURG**

Bankert, Larry I.  
McGinley, Steve M.

**LOUDOUN**

Bollinger, Kyle T.  
Giffin, Geoffrey D.

**NORTHERN VIRGINIA**

Carter, Erica V.  
D'Alessandro, Jonathan J.  
Elman, Paul D.  
Howell, Christopher M.  
Kauppila, John L.  
Koopman, Jennifer R.  
Lefton, Steven E.  
Millot, Sean M.  
Murphy, Erin M.  
Musson, David B.  
Prunty, Robert W.  
Samba, David B.  
Sauro, Thomas J.  
Schrader, Carly N.  
Smith, Andrew T.  
Stevens, Ross S.  
Teague, M. Zach  
Whyte, Richard D.

**PHILADELPHIA**

**CENTER CITY**

Harmon, Amanda R.  
Hughes, Paul W.  
Morgan, Taylor M.

**PITTSBURGH**

Beaves, Adele M.  
Beduhn, Tyler J.  
Moldovan, William

**PRINCETON**

Diggan, Tony W.  
Gibson, Adam T.

**RICHMOND**

Chance, Maxwell P.  
Crum, Katie E.  
Dougherty, Sean P.  
Harrell, Matthew T.  
Heustess, Aaron M.  
Hill, Corey W.  
Licklitter, Ashley C.  
McCray, Danielle R.  
McPeters, Brian A.  
Perkins, Ryan R.  
White, Timothy E.

**VIRGINIA BEACH**

Chambers, Jon S.  
Dallman, David B.  
Davidson, Scott O.  
Farthing, Andrew P.  
France, William D.  
Funk, Gerald S.  
Holland, Kimberly R.  
Holland, Stephen R.  
Mackey, William F.  
Mertig, Karl E.  
Miller Edward W.  
Moser, Emily A.  
Niss, Robyn M.  
Royal, Jack R.  
Schmitt, Gregory H.  
Votava Charles F.  
Wharton, Michelle L.  
Williams, Kyle D.  
Yee, Leong Wee

**WHITE PLAINS**

Canning, Thomas J.  
Van Hise, Kevin A.

**CALIFORNIA**

**LONG BEACH**

Hewitt, Melissa A.  
Phillips, Chad E.

**LOS ANGELES**

Chakravarthy, Srikanth

**Duong, Danh**

Fares, Jean B.  
Kyle, Gregory S  
Phaneuf, Alyssa S.  
Ranta, Shahrzad

**OAKLAND**

Akwabi, Kwasi  
Colety, Mike D.  
Dankberg, Adam J.

**ORANGE**

Adrian, Darren J.  
Bossu, David M.  
Glaze, Jacob S.  
Kerry, Nicole M.  
Matson, Jason B.  
Marechal, Jason A.  
Melchor, Jason J.  
Melvin, M. Pearse

**PLEASANTON**

Durrenberger, Randal R.  
Johnson, Miles R.  
Mehta, Parag G.  
Mowery, Michael C.  
Sowers, Brian E.

**RIVERSIDE**

Cowan, Eugene D.  
Pollock, John A.

**SACRAMENTO**

Melvin, Enda  
Pittalwala, Fareed S.  
Schmitt, Michael L.  
Tait, Zachary T.  
Weir, Matthew D.

**SAN DIEGO**

Barlow, Matthew T.  
Becker, Justin S.  
Harry, Jennifer L.  
Kaltsas, Joseph D.  
Madsen, Michael P.  
McCormick, Matthew B.  
McWhorter, Samuel L.  
Podegracz, Anthony J.  
Ulery, Megan R.  
Valencia, Jason B.

**SAN JOSE**

Hamilton, Robert J.  
Hedayat, Leyla  
Venter Frederik J.

**SAN MATEO**

Pulliam, John E.

**CAROLINAS**

**CHARLESTON**

Edmonson, William C.  
Guy, Jonathan R.

**CHARLOTTE**

Blakley, Jr., Stephen W.  
Denney, Seth A.  
Edwards, Matthew A.  
Lewis, Ryan T.  
Pattison, Paul G.  
Racer, Joseph M.  
Taylor, Benjamin S.

**COLUMBIA**

Iser, Christopher M.

**DURHAM DOWNTOWN**

Lewellyn, Earl R.

**FORT MILL**

Holcomb, John E.

**RALEIGH**

Adams, Richard C.  
Barber, Barry L.  
Beck, Chadwick W.  
Brewer, Brian J.  
Cochran, Adam P.  
Cook, Richard N.  
Deans, Neil T.  
Flanagan, Tammy L.  
Keil, Ashley R.  
Kuzenski, John D.  
Leverett, Christopher C.  
Meador, Emily H.  
Netzer, Lesley E.  
Thompson, Erin K.

**CENTRAL**

**DALLAS**

Fraccaro, Joseph A.  
Galloway, Steven D.  
Gary, Glenn A.  
Harris, Mark E.  
Henrichs, Tyler B.  
Hoppers, Kevin P.  
Moss, Bradley J.  
Nathan, Aaron W.

**Rader, Aaron K.**

Samarripas, Anthony M.  
Sulkowski, Nicholas E.  
Williamson, Sarah T.

**FORT WORTH**

Arnold, Douglas M.  
Arnold, Scott R.  
Atkins, John R.  
Hill, Bradley J.  
James, Richard J.  
Webb, Floyd C.

**FRISCO**

Brignon, Brit A.  
Coppin, Thomas G.  
McCracken, Paul D.  
Dickey, Kyle A.

**IRVING/LAS COLINAS**

Ante, Louis N.

**FLORIDA**

**BOCA-DELRAY**

Webber, Jason A.  
Haggerty, Jordan L.

**FORT LAUDERDALE**

Alam, Mudassar M.  
Capelli, Jill A.  
Dabkowski, Adrian K.  
Emmons, Erin N.  
Falce, Christopher T.  
McWilliams, John J.  
Ratay, Gary R.  
Robertson, Stewart E.  
Viola, Stefano F.

**FORT MYERS**

Bryant, M. Lewis  
Clark, Kellie R.

**GAINESVILLE**

Towne, Christopher

**JACKSONVILLE**

Brenny, Martin T.  
Mecca, Joseph P.  
Mullis, Raiford M.  
Roland, George E.  
Shelton, Mark W.

**LAKELAND**

Lewis, Jason A.

**Kimley-Horn and Associates, Inc.**  
**FULL CONTRACT SIGNING AUTHORITY**  
**August 12, 2024**

Wilson, Mark E.  
White, Wayne E.  
MELBOURNE  
Husainy, Kinan F.

MIAMI  
Almonte, Leonte I.  
Baldo, Burt L.  
Buchler, Aaron E.  
Collier, Julio A.  
Fernandez, Jorge L.  
Fye, Barton J.

OCALA  
Busche, Richard V.  
Gartner, Amber L.  
Losito, Gene B.

ORLANDO  
Chau, Hao T.  
Lenzen, Brent A.  
Littrell, Lance R.  
Martin, Jonathan A.  
Mingonet, Milton S.  
Roberts, Heather A.  
Stickler, Brooks A.  
Thigpen, Jonathan D.  
Wetherell, Ryan S.

SARASOTA  
Klepper, B. Kelley  
Nadeau, Gary J.  
Pankonin, James R.  
Schmid, Seth E.

ST. PETERSBURG  
Dodge, Dawn M.  
Walker, Jordan W.

TALLAHASSEE  
Barr, Richard R.  
DeVeau, Zachariah A.  
Kalbi, Shawn C.

TAMPA  
Bulloch, Kelly B.  
Collins III, Carroll E.  
Gilner, Scott W.  
Lee, Nathan Q.

VERO BEACH  
Good, Brian A.  
Lawson, Jacob B.  
Roberson, Kevin M.  
Thomas, Melibe S.  
Van Rens, Peter J.

WEST PALM BEACH  
Lee, Jason R.  
Long, Jamea M.  
Mufleh, Marwan H.  
Rapp, Bryan T.  
Schanen, Kevin M.  
Schwartz, Michael F.

Tercilla, Lindsey A.  
Walthall, David W.  
WPB DOWNTOWN  
Heggen, Christopher W.  
Spruce, Michael D.

MIDWEST  
CHICAGO  
DOWNTOWN  
Lemmon, Peter C.  
Marnell, Colleen L.  
Mayer, Joseph P.  
Morton, Jr., Arthur J.

CHICAGO NORTH  
SUBURBS  
Cooper, Jason C.  
Tracy, Eric J.  
West, Craig L.

CHICAGO WEST  
SUBURBS  
Fancler-Splitt, Rory K.  
Garner, Chad S.  
Heinen, Andrew N.  
Kaufman, Phil R.  
Walker, Michaela E.  
Walker, William A.

COLUMBUS  
Muller, Justin M.  
Reeves, Michael C.  
Schall, Andrew J.

INDIANAPOLIS  
Butz, Jr., William A.  
Sheward, Bryan A.  
Wolfred, Maurice A.

KANSAS CITY  
Kist, Matthew D.  
McKerrow, Jeff D.

NORTHEAST OHIO  
Clements, Kevin J.

TWIN CITIES  
Bishop, Mark C.  
Bourdon, Brandon J.  
Coyle, Daniel J.  
Elegert, Brandon R.  
Fosmo, Eric J.  
Hume, Robert M.  
Jensen, Matthew D.  
Matzek, William D.  
Phipps, Ryan A.  
Schmitz, William J.  
Wall, Lisa M.  
Zimmerman, David

TWIN CITIES- WEST  
Kuhnau, JoNette L.  
Wurdeman, Brian M.

MOUNTAIN PACIFIC  
ASPEN  
Christensen, Bryce E.  
BOISE  
McDougald, Brandon D.  
Nicholson, Tim P.

BROOMFIELD  
Pratt, Anthony J.  
COLORADO SPRINGS  
Gunderson, Eric J.  
Hess, Mitchell O.

DENVER  
Andryscik, Kory J.  
Colvin, Scott W.  
Garinger, Amy M.  
Heiberger, John R.  
Krell, Gabriel M.  
Phelps, Randall J.  
Rowe, Curtis D.  
Salvagio, Robin  
Skeehan, Daniel L.  
Sobieski, Dennis M.  
McGee, Meaghan M.  
Valentine, Brian W.  
Wilhelm, William R.

FORT COLLINS  
Felton, Emily P.

PORTLAND  
Belsick, Jody W.  
Meyerhofer, Peter N.

SALT LAKE CITY  
Crowther, Brent C.  
Gresham, Teresa R.  
Johnson, Zachary A.  
O'Brien, Molly M.

SEATTLE  
Kamerath, Marcy  
Reeverts, Canaan H.  
Williams, David S.

SOUTHWEST

LAS VEGAS  
Ahartz, Shannon R.  
Jones, Christopher R.  
Moles, Richard A.  
Moore, Devin V.  
Mosley, Michael S.  
Wolf, Treasea

MESA  
Burm, Jason M.  
Grandy, Michael L.  
Margetts, Sterling T.  
Mutti, Brent H.

Walnum, Nathan C.  
PHOENIX  
Christian, Rajesh S.  
Connelly, Alissa J.  
Delmarter, Michael L.  
Ehrick, Taylor R.  
Henderson, Benjamin J.  
Thoma, Jayme R.  
Jupp, Andrew M.  
Kimm, Kevin J.  
Kissinger, John C.  
Leistikio, David J.  
Marella, Damon J.  
Perillo, Adam C.  
Sjogren, Timothy P.  
Smalkoski, Brian R.

RENO  
Hildebrandt, Timothy H.  
Nasset, Brent J.

TUCSON  
Payne, Kevin W.  
Rhine, Timothy J.

SOUTH

ALPHARETTA  
Fannee, Angela L.  
Fannee, Lawson H.  
Hamilton, James R.  
James, Alvin B.  
Shearouse, Sarah  
Stricklin, David L.  
Walker, John D.

ATLANTA  
Ergle, Kevin B.  
Fink, Kenneth L.

ATLANTA MIDTOWN  
Bosman, Eric S.  
Coleman, Sean H.  
Elsay, Jeffrey B.  
Johnston, Sean P.  
Ross, Robert A.  
Triplett, Katherine R.

BIRMINGHAM  
Bailey, Clark B.

MEMPHIS  
Danley, Drake E.  
Minor, Henry W.  
Peregoy, Samuel J.  
Peregoy, Jennifer M.

MOBILE  
Starling, Charles H.

NASHVILLE  
Creasman, Brett R.  
Dufour, Zachary J.

Espelet, Leonardo E.  
McMaster, Ryan L.  
Neal, Philip H.  
Rhodes, Christopher D.

SAVANNAH  
Gwaltney, Jamie N.  
Marsengill, Chris C.

WOODSTOCK  
West, Brian B.

TEXAS SOUTH

AUSTIN NORTH  
Boecker, Brian C.  
Neal, Trey A.  
VanLeeuwen, Andrew W.

AUSTIN SOUTH  
Hudson, Harrison M.  
Mason, Sean R.

BRYAN/COLLEGE  
STATION  
Lucas, Michael D.

HOUSTON  
Frysingher, Ashley M.  
Frysingher, Chris V.  
Guillory, Michael B.

SAN ANTONIO  
Farnsworth, Jeffrey A.  
Holscher, Nicholas F.

THE WOODLANDS  
Freeman, Jr., Steven C.