

**CONTRACT No. 1307-1020**  
**CONTRACT FOR CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR**  
**PUMP STATION DESIGN**

This Contract is made and entered into on the date appearing on the last page hereof, between THE CITY OF DAYTONA BEACH, Volusia County, Florida, a municipal corporation, created and existing under the laws of the State of Florida, hereinafter referred to as the CITY, and **PROFESSIONAL ENGINEERING CONSULTANTS, INC.**, a Florida Corporation, authorized by the Florida Department of State to conduct business in the State of Florida, hereinafter referred to as the CONSULTANT.

WHEREAS, the CITY intends to obtain professional engineering services as defined in the Request for Qualifications attached as Exhibit A.

WHEREAS, the CITY desires the services, as defined in the Request for Qualifications and the negotiated Scope of Services, to be obtained in accordance with all local, State and Federal laws, any foundation grants received, the Florida Administrative Code, and CITY purchasing requirements, and

WHEREAS, the CITY has duly advertised for proposals from consultants desiring to provide such services; and

WHEREAS, the CITY'S Selection Committee has recommended that the CITY enter into negotiations with the CONSULTANT for purposes of securing a contract for engineering services; and

WHEREAS, negotiations ensued between the CITY and the CONSULTANT, and an agreement has been reached for a Contract for Professional Engineering Services subject to final approval by the City Commission and by the City Attorney as to legal form.

WITNESSETH, that in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**ARTICLE I – Definition of Understanding:** This Contract and all subsequent Work Authorizations define all items of responsibility and are the basis of understanding between the parties. No oral understanding or agreement exists for performing the Scope of Services as set forth herein.

**ARTICLE II –Scope of Services:** The Scope of Services to be provided by the CONSULTANT is defined in the Request for Qualifications attached hereto (Exhibit A).

**ARTICLE III – Work Authorizations:** Specific Work Authorizations, as deemed necessary by the CITY may be issued in accordance with the terms of this Contract. Work Authorizations shall be clearly described, subject to negotiation between the CITY and the CONSULTANT, and approved by the City Commission, the City Manager, or his designee using the format attached as Exhibit B, "Work Authorization".

**Changes to Work Authorizations:** Work Authorizations may be modified from time to time to provide for additional services, deletions of service, or redefinitions of services within the Scope of Services, by written Contract amendment, as deemed necessary by the CITY. All such modifications as to services, schedules, and fees for Contract amendments shall be clearly described, subject to negotiation between the CITY and the CONSULTANT, and approved by the CITY.

**ARTICLE IV – CITY'S Responsibilities:** The CITY agrees to make available for review and use by the CONSULTANT, reports, studies, and data relating to the project. The CITY will establish a project management team to meet periodically with the CONSULTANT to facilitate coordination and ensure expeditious review of work product.

**ARTICLE V – Compensation:** Compensation for the specific services to be provided are identified and defined in Work Authorizations and represent the total compensation for all services, equipment and work products to be provided by the CONSULTANT for the Work Authorization.

Fees for Work Authorizations can be either Lump Sum, or Hourly Rate with a Budget Estimate, whichever is approved.

**Lump Sum:**

A Lump Sum fee constitutes the total cost for the work performed pursuant to a Work Authorization, and will be negotiated prior to the start of CONSULTANT'S services, generally with an allowance for reimbursable expenses associated with the work. Prior to finalizing the negotiation of a Lump Sum fee, CONSULTANT shall provide the CITY with a detailed breakdown of man-hours by task and discipline used in preparing the proposed Lump Sum.

**Hourly Rate with a Budget Estimate**

CONSULTANT Services may be performed on an hourly basis with a budget estimate in accordance with the Fee Schedule attached as Exhibit C. The Fee Schedule contains the rates for the CONSULTANT and Sub-Consultant(s). Hourly rate with a Budget Estimate fees shall be based upon actual hourly wages paid to CONSULTANT'S professionals, times a multiplier of 2.99 for services rendered by employees assigned to the project. Reimbursable expenses associated with the Work Authorization shall be invoiced to the CITY at the actual cost incurred by the CONSULTANT. The not-to-exceed budget estimate shall be negotiated prior to the

start of CONSULTANT'S services. The budget estimate can be exceeded only upon written amendment to the Work Authorization.

CONSULTANT agrees that the hourly rates used to determine charges for employees rendering services to the CITY pursuant to the Work Authorization shall not exceed the hourly rates shown in the schedule attached hereto as Exhibit C throughout the duration of the Work. The rates listed in the schedule shown in Exhibit C may be modified to compensate for CONSULTANT'S salary adjustments for subsequent Work Authorizations as approved by the CITY.

#### **SUB-CONSULTANT(S):**

The cost of services and reimbursable expenses for SUB-CONSULTANT(s) required for a Work Authorization and employed by the CONSULTANT shall be negotiated as an element of the Lump Sum fee for the Work Authorization. All such SUB-CONSULTANT(s) proposed shall be named by the CONSULTANT at the time the Lump Sum fee is negotiated. No other SUB-CONSULTANT(s) shall be used on the Work Authorization unless and until approved by the CITY. Nothing contained herein shall be deemed to preclude the CITY from contracting for the services of SUB-CONSULTANT(s) directly with the provider of such services.

When SUB-CONSULTANT(s) are engaged for an Hourly Rate with a budget estimate, the CONSULTANT will invoice the CITY for the work provided by the SUB-CONSULTANT at the actual fee invoiced by the SUB-CONSULTANT.

**ARTICLE VI – Method of Payment:** The CONSULTANT shall invoice the CITY no greater than once monthly and such invoices shall contain a Progress Certification Statement. The statement shall state that the Work is completed to at least the percentage shown on the invoice and further supported by adequate documentation to justify the percentage completed, to the satisfaction of the CITY. The CITY shall pay monthly progress invoices based upon the CITY'S review and approval of the Work.

All monthly invoices submitted by the CONSULTANT and approved by the CITY shall be due and payable within 30 calendar days after such approval. The CITY agrees not to unreasonably withhold its approval of invoices submitted in compliance with the terms of this Contract.

The method of payment for services provided as part of appended Work of this Contract shall be negotiated to the satisfaction of both parties, with final authorization being subject to CITY approval.

**ARTICLE VII – Term of Contract; Termination:** The Work shall be completed in accordance with the milestone schedule attached to and made part of the Work Authorization.

It is agreed by and between each of the parties hereto, respectively, that each of the parties shall have, and there is hereby reserved to such parties and each of them, the right to cancel and terminate this Contract without cause, upon thirty (30) days written notice to the other party.

Further, it is covenanted and agreed by and between the parties hereto, and each of them, respectively, that upon the expiration of such thirty (30) day period from the notice of cancellation by either party, as herein provided, this Contract shall cease, and thereafter each of the parties shall be released from further liability under the terms hereof.

It is further covenanted and agreed by and between the parties hereto, that in case or in the event this Contract shall be canceled as herein provided, the CITY will pay unto the CONSULTANT all amounts earned and due under the terms hereof as of date of cancellation. The CONSULTANT agrees that upon receipt of full payment, all documents will immediately be transmitted to the CITY for the CITY'S use in accordance with the terms of this Contract.

**ARTICLE VIII – Ownership of Documents:** All reports, estimates, logs, original drawings, and other materials furnished, prepared or executed during the term of and in accordance with the provisions of this Contract shall be the property of the CITY and delivered to the CITY upon demand, provided the payment of fees has been received by the CONSULTANT in accordance with the terms of this Contract.

All reports, estimates, logs, original drawings, and other materials furnished, prepared or executed during the term of and in accordance with the provisions of this contract shall be the property of the City and delivered to the City upon demand, provided the payment of fees has been received by the Consultant in accordance with the terms of the contract. The City agrees that it will not use any of the Consultant's preexisting information for any project other than the one contracted for, without their consent.

**ARTICLE IX – Reuse of Documents:** CITY agrees to hold harmless and indemnify the CONSULTANT from and against any claims, demands, actions or causes of actions as a result of the CITY'S reuse of documents and drawings or other work products.

**ARTICLE X – Nondiscrimination:** CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. CONSULTANT will take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their sex, race, creed, color, or national origin.

CONSULTANT agrees to comply with all local, state and federal laws and ordinances regarding discrimination in employment against any individual on the basis of race, color, religion, sex, national origin, physical or mental impairment, or age. In particular,

CONSULTANT agrees to comply with the provisions of Title 7 of the Civil Rights Act of 1964, as amended, and applicable executive orders including, but not limited to, Executive Order No. 11246.

**ARTICLE XI – Contingency Fee:** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**ARTICLE XII – Indemnification:** CONSULTANT shall indemnify and hold harmless The City of Daytona Beach and its officers and employees from liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the Contract.

**ARTICLE XIII – Insurance:** CONSULTANT shall purchase and maintain, as its own expense, the following types and amounts of insurance, in a form and from companies satisfactory to the CITY.

**A. Workers' Compensation Insurance:**

As required by Florida Statutes, Chapter 440, Workers' Compensation Insurance, for all employees of the CONSULTANT, employed at the site of the work or in any way connected with the work, which is the subject of this service.

The insurance required by this provision shall comply fully with the Florida Workers' Compensation Law and include Employers' Liability Insurance with limits of not less than \$500,000 per occurrence. Any associated or subsidiary company involved in the service must be named in the Workers' Compensation coverage.

**B. Liability Insurance :**

i. Comprehensive General Liability Insurance, including coverage for operations, independent contractors, products-completed operations, broad form property damage, and personal injury on an "occurrence" basis insuring the CONSULTANT and any other interests, including but not limited to any associated or subsidiary companies involved in the work.

ii. Automobile Liability Insurance

Automobile Insurance which shall insure claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle used by the CONSULTANT at the site of the project or in any way connected with the work which is the subject of this Contract.

THE LIABILITY INSURANCE SHALL NAME THE CITY AS AN ADDITIONAL INSURED.

The limit of liability shall be a combined single limit for bodily injury and property damage of no less than \$1,000,000. If insurance is provided with a general aggregate, then the aggregate shall be in an amount of no less than \$1,000,000.

iii. Professional Liability Insurance

Professional Liability Insurance insuring the CONSULTANT and other interests, including, but not limited to, any associated or subsidiary companies involved in the work, for errors or omissions in the performance of professional services to be rendered pursuant to this Agreement. The limit of liability of Professional Liability Insurance shall be no less than \$1,000,000.

C. Proof of Insurance

The CONSULTANT shall furnish proof of insurance acceptable to the CITY prior to or at the time of execution of the Contract and the CONSULTANT shall not commence work under this Contract until he has obtained all the insurance required under this Contract and such insurance has been filed with and approved by the CITY, nor shall the CONSULTANT allow any sub-consultant to commence work on its subcontract until similar insurance required of the sub-consultant has been so obtained and approved. The CONSULTANT shall furnish evidence of all required insurance in the form of certificates of insurance which shall clearly outline all hazards covered as itemized above, the amounts of insurance applicable to each hazard, the expiration dates, and shall contain the following language as to cancellation:

"In the event of cancellation of this policy by the insurer or any insured, this Company shall give not less than thirty (30) days advance written notice to:

City Clerk  
The City of Daytona Beach  
P.O. Box 2451  
Daytona Beach, Florida 32115-2451"

If requested by the CITY, the CONSULTANT will furnish copies of the insurance contracts to support the certificates of insurance and the copies of said insurance must be acceptable to the CITY.

The CONSULTANT shall file replacement certificates 30 days prior to expiration of termination of the required insurance occurring prior to the acceptance of the work by the CITY. In the event such insurance shall lapse, the CITY expressly reserves the right to renew the insurance at the CONSULTANT'S expense.

D. Termination of Insurance

The CONSULTANT may not cancel the insurance required by this Contract until the work is completed, accepted by the CITY and the CONSULTANT has received written notification from the Risk Management Division of the CITY that the CONSULTANT may cancel the insurance required by this Contract and the date upon which the insurance may be canceled. The Risk Management Division of the CITY will provide such written notification at the request of the CONSULTANT if the request is made no earlier than two weeks before the work is to be completed.

**ARTICLE XIV - Truth in Negotiations Certificate:** The CONSULTANT hereby certifies that the wages and other factual unit costs supporting the compensation herein are accurate, complete, and current at the time of this Contract.

**ARTICLE XV – Third Parties:** Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the CITY or the CONSULTANT. The CONSULTANT'S services under this Contract are being performed solely for the CITY'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Contract or the performance or nonperformance of services hereunder.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate original this 23<sup>rd</sup> day July, 2008, effective as of the 16<sup>th</sup> day of July, 2008.

**WITNESSES:**

Bonnie H. Cox

Betty H. Goodman

**THE CITY OF DAYTONA BEACH**

By: Glenn S. Ritchey  
Glenn S. Ritchey, Mayor

Attest: Jennifer L. Thomas  
Jennifer Thomas, City Clerk

**WITNESSES:**

Stephen E. Bailey

Cheryl L. Stevens

**PROFESSIONAL ENGINEERING  
CONSULTANTS, INC.**

By: Kenneth R. Hooper  
(name typed)  
Kenneth R. Hooper, President

Attest: Julia J. Johnson

Approved as to legal form

Marie Hartman  
City Attorney

Marie Hartman



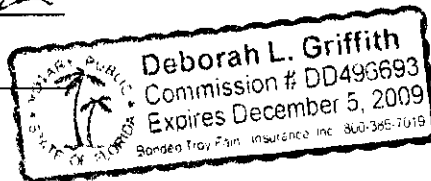
STATE OF FLORIDA  
VOLUSIA COUNTY

I HEREBY CERTIFY that on this 23rd day, of July 2008  
before me, an officer duly authorized in the State and County aforesaid to take  
acknowledgements, personally appeared **Glenn Ritchey** and **Jennifer Thomas**, well  
known to me to be the Mayor and City Clerk, respectively, of THE CITY OF DAYTONA  
BEACH, a Florida municipal corporation, and that they severally acknowledged  
executing the same in the presence of two witnesses freely and voluntarily under  
authority duly vested in them by THE CITY OF DAYTONA BEACH.

Notary Public

Deborah L. Griffith

My commission expires on: \_\_\_\_\_



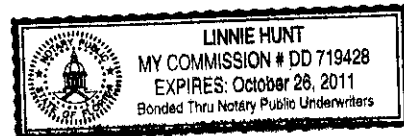
STATE OF FLORIDA  
COUNTY OF ORANGE

I HEREBY CERTIFY that on this 21 day of FEBRUARY,  
2008, before me, an officer duly authorized in the State and County aforesaid to take  
acknowledgements, personally appeared KENNETH HOPPER, well  
known to me to be PRESIDENT  
of **PROFESSIONAL ENGINEERING CONSULTANTS, INC.** and that he/she executed  
the same in the presence of two subscribing witnesses freely and voluntarily under  
authority duly vested in him/her by said corporation and that the seal affixed thereto is  
the true corporate seal of said corporation.

Notary Public

Linnie Hunt

My commission expires on: OCTOBER 26, 2011



**EXHIBIT A**

**REQUEST FOR QUALIFICATIONS**

# **REQUEST FOR QUALIFICATIONS**

**CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP STATION  
DESIGN**

**FOR**

**THE CITY OF DAYTONA BEACH, FLORIDA**

**RFQ NO.: 1307-1020**

**Issue Date: March 12, 2007**

**Opening Date: April 12, 2007**

REQUEST FOR QUALIFICATIONS

1307-1020

Continuing Professional Engineering Services for Pump Station Design

INVITATION

The City of Daytona Beach, Florida, in compliance with the Consultants Competitive Negotiation Act (Section 287.055, Florida Statutes), is seeking one or more qualified Consultants to provide Continuing Professional Engineering Services for Pump Station Design for The City of Daytona Beach, Florida.

Firms interested in providing these services may obtain a copy of the Request for Qualifications from:

Joanne Flick, CPPO, CPPB  
Purchasing Agent  
301 S. Ridgewood Ave., Room 146  
P.O. Box 2451  
Daytona Beach, FL **32115-2451**  
(386) 671-8082  
purchasing@codb.us

A Non-Mandatory Pre-Submittal Conference will be conducted on March 27, 2007 at 3:00 p.m., at Utilities Administration Complex at the Regional Wastewater Treatment Plant/Brennan Water Treatment Plant, 3651 LPGA Blvd, Daytona Beach, Florida, 32124. Interested Proposers are *urged* to attend.

One clearly marked original and seven (7) copies of the Statement of Qualifications (SOQ) must be submitted no later than 2:00 P.M., April 12, 2007 to:

Joanne Flick, CPPO, CPPB  
Purchasing Agent  
301 S. Ridgewood Ave., Room 146  
P.O. Box 2451  
Daytona Beach, FL **32115-2451**

THE CITY RESERVES THE RIGHT to reject any or all proposals or parts thereof, or to accept the proposal(s) or parts thereof when considered by it to be in the best interest of the City. Any SOQ received after the time and date specified will not be considered.

THE CITY OF DAYTONA BEACH  
VOLUSIA COUNTY, FLORIDA

By: Joanne Flick, CPPO, CPPB  
Purchasing Agent

## STATEMENT OF PURPOSE

The City of Daytona Beach is seeking a qualified Consultant to perform Continuing Professional Engineering Services for Pump Station Design for The City of Daytona Beach, in accordance with the attached scope of services.

## INSTRUCTIONS TO PROPOSERS

1. Inquiries concerning this Request for Qualifications should be directed to Joanne Flick, CPPO, CPPB, Purchasing Agent, at (386) 671-8082.
2. Consultant must be submitted in one clearly marked **unbound** original and seven (7) copies no later than 2:00 p.m., April 12, 2007.
3. SOQs shall be addressed to:  
  
Joanne Flick, CPPO, CPPB, Purchasing Agent  
The City of Daytona Beach  
Purchasing Division  
301 S. Ridgewood Ave., Room 146  
Daytona Beach, FL 32114
4. Proposers must indicate on their SOQ envelope the following:  
  
Request for Qualifications Number – 1307-1020  
Date of Opening – April 12, 2007  
Name of Proposer  
Return Address of the Proposer
5. The time and date for receipt of SOQs will be strictly observed. The City shall not be responsible for late deliveries or mail delays. The time/date stamp/clock in the Purchasing Division shall serve as the official authority to determine timeliness of the SOQ.
6. SOQs received after the specified time and date shall be returned unopened. On the due date specified above, all SOQs will be opened publicly and the names of all Proposers shall be read aloud.
7. Any SOQs may be withdrawn until the date and time set above for the submission of the SOQs.
8. The City reserves the right to request clarification of information submitted and to request additional information of one or more Proposers after the deadline for receipt of SOQs.

9. Costs of preparation of a response to this Request for Qualifications are solely those of the Proposer and the City assumes no responsibility for any such costs incurred by the Proposer.
10. No interpretation of this Request for Qualifications or any other Contract documents will be made to any Proposer orally. Every request for interpretation should be in writing addressed to Joanne Flick, CPPO, CPPB at fax number (386) 671-8085 or emailed to [purchasing@codb.us](mailto:purchasing@codb.us). To be given consideration, such requests must be received by April 2, 2007.

Any and all such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be mailed to all prospective Proposers. A copy may be obtained by the Proposer or his/her representative at the Purchasing Division, City of Daytona Beach City Hall, 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32115 or via email to [purchasing@codb.us](mailto:purchasing@codb.us). Failure of any Proposer to obtain any such addendum shall not relieve said Proposer from any obligation under the RFQ as submitted. All addenda so issued shall become part of the Contract Documents and Proposer shall acknowledge receipt in their SOQ.

11. All SOQs must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with a signature in full. When a firm is the Proposer, the SOQ shall be signed in the name of the firm by one or more of the partners.

When a corporation is the Proposer, the officer signing shall set out the corporate name in full beneath which he shall sign his name, give title of his office and affix the corporate seal. Anyone signing the SOQ as agent must file with it legal evidence of signature authority. Proposers who are nonresident corporations shall furnish to the City a duly certified copy of their permit to transact business in the State of Florida along with the SOQ. Failure to promptly submit this evidence or qualification to do business in the State of Florida may be basis for rejection of the SOQ.

12. Proposers may offer alternative solutions/options to achieve successful completion of the scope of work herein.
13. The Proposer understands that this RFQ does not constitute an agreement or Contract with the Proposer.
14. Any Proposer who submits in its SOQ to the City any information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration.

15. **DRUG FREE WORKPLACE:** The selected firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
16. **LAWS AND REGULATIONS:** The Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal and City ordinances, and the rules and regulations of all authorities having jurisdiction over any part of the project shall apply to the solicitation and Contract throughout, and they will be deemed to be included in the solicitation/Contract the same as though herein written.
17. **INSURANCE:** The awarded Consultant shall purchase and maintain the types and amounts of insurance specified in Article XIII of the Contract, a draft of which is attached to this RFP, prior to commencing work.
18. **INDEMNIFICATION:** The awarded Consultant shall comply with the indemnification provisions specified in Article XII of the Contract.
19. **OCCUPATIONAL SAFETY AND HEALTH ACT (O.S.H.A.):** In instances where such is applicable due to the nature of the matter with which this RFQ is concerned, all material, equipment, etc., as proposed and offered by Proposers must meet and conform to all O.S.H.A. requirements; the Proposer's signature upon the SOQ being by this reference considered a certification of such fact.
20. The Proposer should be aware that the City of Daytona Beach has Women and Minority Business Enterprise (MBE / WBE) requirements.
21. **CIVIL RIGHTS:** Proposers must not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin.
22. **PUBLIC ENTITY CRIME STATEMENT (FS 287.133):** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a SOQ on a contract to provide any goods or services to a public entity, may not submit a SOQ on a contract with a public entity for the construction or repair of a public building or public work, may not submit SOQs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes 287.170 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
23. **LICENSING REQUIREMENTS:** Proposer shall supply copies of appropriate license(s), with expiration dates, as part of their SOQ. Failure to hold and provide proof of proper licensing, certification, and registration may be grounds

for rejection of the SOQ. Licenses shall be in the Proposer's name as it appears on the SOQ. Proposer shall supply copies of appropriate licenses showing the qualifying agent and expiration dates, as part of their SOQ. Failure to hold and provide proof of proper licensing, certification, and registration may be grounds for rejection of the SOQ.

24. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the Proposer's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.
25. The City reserves the right to accept or reject any or all SOQs that it may in its sole discretion deem non-responsive, to waive technicalities, or to accept the SOQ that, in its sole judgment, is most advantageous and best serves the overall interest of the City.
26. Any SOQ may be withdrawn until the date and time set above for the submission of the SOQ.
27. By submission of a SOQ, the Proposer agrees that all costs associated with the preparation of his/her SOQ will be the sole responsibility of the Proposer. The Proposer also agrees that the City bears no responsibility for any costs associated with the preparation of the SOQ and/or any administrative or judicial proceedings resulting from the solicitation process.
28. Proposers must not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.
29. SOQs shall be organized to conform to the following evaluation criteria. Include a transmittal letter. The transmittal letter shall be placed on the Proposer's letterhead and signed by the party responsible for the contents of the application package. In addition, the Proposer's transmittal letter shall clearly express the Proposer's interest in being considered for this Professional Consulting Services continuing contract and shall identify the individual authorized to negotiate and bind the applicant, if different than the principal contact. All proposals shall include the following as part of the SOQ transmittal letter.

"The undersigned has read The City of Daytona Beach's Request for Qualifications for "Continuing Professional Engineering Services for Pump Station Design". On behalf of our team, we agree to and accept the terms, specific limitations, and conditions expressed therein. WE HAVE READ, ACKNOWLEDGE, AND ACCEPT THE TERMS ON WHICH THE REQUEST



FOR QUALIFICATIONS IS OFFERED WHICH ARE FULLY INCORPORATED BY REFERENCE INTO THIS LETTER.”

30. **WEIGHTED CRITERIA:** The SOQ shall be organized to generally conform to the following, as these will constitute the basis of evaluation:

- a. The firm's related pump station design project experience and performance. Provide most recent 5 (five) projects. Provide date of engagement and name and telephone number of client. Do not to exceed five pages. **(30 points)**
- b. Project team that will be assigned to provide the requested services (exclusive of the Project Manager) with proposed key personnel identified, including brief resumes.

This element of the SOQ should express the general and specific project related capability of the in-house staff and should indicate the adequate depth and abilities of the Consulting firm. This includes management, technical, and support staff. **(25 points)**

- c. Project Manager's demonstrated experience with similar pump station projects. The Project Manager must be a Professional Engineer registered in the State of Florida. **(25 points)**
- d. Indicate who will be responsible for satisfactory completion of the projects. If a joint venture or prime/subcontractor arrangement of two firms is used, indicate how the work will be distributed between partners, and who will be responsible for the satisfactory completion. Include an organizational chart. **(10 points)**
- e. Location of Responsible Office assigned responsibility for the project. Indicate location (including city, county and state) where the prime consultant's project team is located. If different elements of the work will be performed at different locations, identify those locations and the work expected to be performed at those locations. List office location(s) (including city, county and state) of sub-consultants anticipated to perform work under this contract. **(5 points)**
- f. Volume of work previously awarded by The City of Daytona Beach to the consultant as both a prime and as a sub-consultant during the previous five (5) years from the date of the proposal opening. Include award month and year, award amount, and the contract, PO or work authorization description. **(5 points)**

31. **SELECTION PROCESS**

For the purpose of selecting the most qualified firm, the City will use a competitive selection process as set forth in pertinent City and State professional design consultant procurement requirements. The procedure will involve the following steps:

- a. The City will advertise and mail formal requests for proposals to interested Consultants.
- b. The City's Selection Committee will review, rank, and shortlist all SOQs received by the established deadline for submission. Oral presentations by the selected Proposers to clarify their proposals may be required. These presentations will serve to explain implementation techniques integral to their written SOQ. Subsequent to the receipt of SOQs, the City may schedule a time for each requested oral presentation at a place convenient to the City subsequent to the receipt of SOQs.
- c. The City's Selection Committee will then rank each SOQ and prepare a recommendation for approval by the City Manager. Upon receipt of the City Manager's authorization, the City's Project Manager shall negotiate a contract with the selected firm. Should the Project Manager be unable to negotiate a satisfactory contract with the firm considered to be most qualified, the City Manager, or designee, shall terminate such negotiations with that firm and begin negotiations with the next most qualified firm and so on until negotiations are successful.
- d. **The City Commission has the sole authority to bind the City to the terms and conditions of a contract that has been approved in a public meeting of the City Commission, executed by the Mayor and City Clerk, and approved by the City Attorney. The City Commission reserves the right to modify or reject any contract for the acquisition of goods and/or services submitted to it for consideration.**

## **Request for SOQs for Professional Engineering Services for Pump Station Design**

### **Scope of Services:**

The City is intending to engage one or more professional engineering consultants to design pumping stations for the purpose of maintaining, upgrading, expanding, and planning for future growth of the City's water and sewer systems. These projects will be in various locations throughout the City, and may include rehabilitation or replacement of existing pump stations or the construction of new pump stations to provide water and sewer service to un-served areas.

Consultants shall be knowledgeable in permitting requirements of local, state, and federal agencies. There may be related coordination of certain additional services, dependent on specific project needs. These additional services may include landscape architecture design, surveying, structural engineering, traffic engineering, geotechnical engineering and environmental services.

Each project will be negotiated at the time of the development of the specific scope of work. The duration of the continuing services Contract is not limited except that the Contract contains a termination clause.

The consultant(s) will work closely with the City's Utilities Department with possible coordination with other City Departments depending on the nature and location of the project. As the need for assistance with a pumping station project arises the Consultant will be asked for a fee proposal for a specific work assignment. A Work Authorization Agreement will be prepared for acceptance and confirmation by the City Commission upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant will perform the work within the time frame stated in the Work Authorization unless changes in the scope warrant additional time.

**THE CITY OF DAYTONA BEACH**

**OFFICE OF THE PURCHASING AGENT  
DAYTONA BEACH, FLORIDA 32115-2451**

**Post Office Box 2451**

**(386) 671-8080**

**ADDENDUM NO. 1**

**DATE: March 30, 2007**

**PROJECT: RFQ 1307-1020  
CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP  
STATION DESIGN**

**OPENING DATE: April 12, 2007**

This addendum is hereby incorporated into the Proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~.

1. A partial listing of City of Daytona Beach certified MBE/WBE's most applicable to this solicitation is attached for reference.
2. The Master Plan is available on The City of Daytona Beach website: www.codb.us under the "Department" drop-down menu. Interested parties should click on the link to Purchasing, then on the link to "Bids". The files may be downloaded from this site.
3. The sign-in sheet from the non-mandatory pre-submittal meeting is attached for reference.
4. The following question was submitted in writing:  
  
**Q1:** Is it acceptable to combine all 3 of the RFQs (1307-1020, 1307-1021, and 1307-1022) into one proposal response?  
**A1:** No, separate submittals must be made for each RFQ.
5. All other terms and conditions remain the same.

The Proposer shall acknowledge receipt of this addendum by completion of the acknowledgement information following the addendum. Acknowledgement must be completed and returned not later than the date and time for receipt of proposals.

**The City of Daytona Beach  
Joanne Flick, CPPB, CPPO  
Purchasing Agent**

THE CITY OF DAYTONA BEACH

OFFICE OF THE PURCHASING AGENT  
DAYTONA BEACH, FLORIDA 32115-2451

Post Office Box 2451  
Phone (386) 671-8080

ADDENDUM NO. 1 ACKNOWLEDGEMENT

DATE: March 30, 2007

PROJECT: RFQ 1307-1020  
CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP STATION  
DESIGN

OPENING DATE: April 12, 2007

Receipt of Addendum No. 1 to RFQ 1307-1020 is hereby acknowledged and included in my response.

**Include this acknowledgement with your bid.**

NAME OF FIRM PROFESSIONAL ENGINEERING CONSULTANTS, INC.

BUSINESS ADDRESS 200 EAST ROBINSON STREET, SUITE 1560

ORLANDO, FLORIDA 32801

TELEPHONE NO. 407-422-8062

SIGNATURE: *Ann Gawthrop*

NAME TYPED: ANN GAWTHROP

TITLE: MARKETING COORDINATOR

DATE: APRIL 5, 2007

**THE CITY OF DAYTONA BEACH**  
**OFFICE OF THE PURCHASING AGENT**  
**DAYTONA BEACH, FLORIDA 32115-2451**

**Post Office Box 2451**

**Phone (386) 671-8080**

**ADDENDUM NO. 2**

**DATE: April 4, 2007**

**PROJECT: RFQ 1307-1020**  
**CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP**  
**STATION DESIGN**

**OPENING DATE: April 12, 2007**

This addendum is hereby incorporated into the Proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

1. The following question was submitted in writing:

**Q1:** Are these RFQ's intended to replace/update existing contracts or to supplement existing contracts?

**A1:** These contracts are in addition to contracts we currently have. They are not replacing existing contracts but rather are supplementing them.

2. All other terms and conditions remain the same.

The Proposer shall acknowledge receipt of this addendum by completion of the acknowledgement form following the addendum. Acknowledgement must be completed and returned no later than the date and time for receipt of proposals.

**The City of Daytona Beach**  
**Joanne Flick, CPPB, CPPO**  
**Purchasing Agent**

THE CITY OF DAYTONA BEACH

OFFICE OF THE PURCHASING AGENT  
DAYTONA BEACH, FLORIDA 32115-2451

Post Office Box 2451  
Phone (386) 671-8080

ADDENDUM NO. 2 ACKNOWLEDGEMENT

DATE: April 4, 2007

PROJECT: RFQ 1307-1020  
CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP STATION  
DESIGN

OPENING DATE: April 12, 2007

Receipt of Addendum No. 2 to RFQ 1307-1020 is hereby acknowledged and included in my  
response.

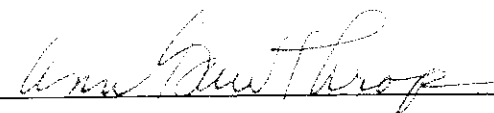
**Include this acknowledgement with your SOQ.**

NAME OF FIRM PROFESSIONAL ENGINEERING CONSULTANTS, INC.

BUSINESS  
ADDRESS 200 EAST ROBINSON STREET, SUITE 1560

ORLANDO, FLORIDA 32801

TELEPHONE NO. 407-422-8062

SIGNATURE: 

NAME TYPED: ANN GAWTHROP

TITLE: MARKETING COORDINATOR

DATE: APRIL 9, 2007

THE CITY OF DAYTONA BEACH  
OFFICE OF THE PURCHASING AGENT  
DAYTONA BEACH, FLORIDA 32115-2451

Post Office Box 2451

Phone (386) 671-8080

**ADDENDUM NO. 3**

DATE: April 9, 2007

PROJECT: RFQ 1307-1020  
CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP  
STATION DESIGN

OPENING DATE: ~~April 12, 2007~~ April 16, 2007

This addendum is hereby incorporated into the Proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~.

1. The Opening Date is hereby CHANGED to April 16, 2007.
2. The Contract, Article VIII, "Ownership of Documents", the following paragraph is hereby ADDED, to read as follows:

**ARTICLE VIII – Ownership of Documents:** All reports, estimates, logs, original drawings, and other materials furnished, prepared or executed during the term of and in accordance with the provisions of this Contract shall be the property of the CITY and delivered to the CITY upon demand, provided the payment of fees has been received by the CONSULTANT in accordance with the terms of this Contract.

All reports, estimates, logs, original drawings, and other materials furnished, prepared or executed during the term of and in accordance with the provisions of this contract shall be the property of the City and delivered to the City upon demand, provided the payment of fees has been received by the Consultant in accordance with the terms of the contract. The City agrees that it will not use any of the Consultant's preexisting information for any project other than the one contracted for, without their consent.

3. All other terms and conditions remain the same.



The Proposer shall acknowledge receipt of this addendum by completion of the acknowledgement form following the addendum. Acknowledgement must be completed and returned no later than the date and time for receipt of proposals.

**The City of Daytona Beach**  
**Joanne Flick, CPPB, CPPO**  
Purchasing Agent

THE CITY OF DAYTONA BEACH

OFFICE OF THE PURCHASING AGENT  
DAYTONA BEACH, FLORIDA 32115-2451

Post Office Box 2451  
Phone (386) 671-8080

ADDENDUM NO. 3 ACKNOWLEDGEMENT

DATE: April 9, 2007

PROJECT: RFQ 1307-1020  
CONTINUING PROFESSIONAL ENGINEERING SERVICES FOR PUMP STATION  
DESIGN

OPENING DATE: April 16, 2007

Receipt of Addendum No. 3 to RFQ 1307-1020 is hereby acknowledged and included in my response.

**Include this acknowledgement with your SOQ.**

NAME OF FIRM PROFESSIONAL ENGINEERING CONSULTANTS, INC.

BUSINESS ADDRESS 200 EAST ROBINSON STREET, SUITE 1560

ORLANDO, FLORIDA 32801

TELEPHONE NO. 407-422-8062

SIGNATURE: *Ann Gawthrop*

NAME TYPED: ANN GAWTHROP

TITLE: MARKETING COORDINATOR

DATE: APRIL 11, 2007

**EXHIBIT B**

**WORK AUTHORIZATION FORMAT**

WORK AUTHORIZATION AGREEMENT NO. \_\_\_\_ (*insert WA number*)

**CONTRACT FOR PROFESSIONAL SERVICES - CONTINUING  
ENGINEERING FOR PUMP STATION DESIGN**

*(insert project name - TBD)*

**CODB CONTRACT NO.: 1307-1020**

This Contract and Agreement is made and entered into between The City of Daytona Beach, Volusia County Florida, a municipal corporation, created and existing under the laws of the State of Florida, hereinafter referred to as the CITY, and **PROFESSIONAL ENGINEERING CONSULTANTS, INC.**, authorized by the Florida Department of State to conduct business in the State of Florida, hereinafter referred to as the CONSULTANT, on the date appearing on the last page hereof.

WHEREAS, the CITY desires the services of a professional consultant to perform Professional Architectural services for the **project name to be determined**, and

WHEREAS, the CITY'S Selection Committee recommends that the CITY enter into negotiations with CONSULTANT for purposes of securing a contract for said services; and

WHEREAS, negotiations ensued between the CITY and the CONSULTANT, and an Agreement was reached for a Contract for Professional Services – Continuing subject to approval by the City Commission.

WITNESSETH, that in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**ARTICLE I – Definition of Understanding:** This Contract and Agreement defines all items of responsibility and is the only understanding between the parties. No oral understanding exists for performing the scope of work as set forth herein.

The services to be provided by the CONSULTANT shall consist of professional engineering related design services required for (***project name to be determined***) located in Daytona Beach, Florida.

**ARTICLE II – Overall Scope of Services:** The Overall Scope of Services to be provided by the CONSULTANT shall include, but not be limited to: providing the necessary services to prepare:

***(insert specific scope of work, task outline)***

Task 1:

Task 2:

**Deliverables:** (Describe both amount of document sets (plans and specifications) intended for submittal review and additional final signed and sealed version for record and permit submittal purposes; format of documents, plans: AutoCadd format version 2004 or more recent; text documents format in Microsoft Word and both in pdf format).

**Schedule:** The CONSULTANT agrees to complete the professional services under this Work Authorization Agreement according to the following schedule: **(provide basic itemized schedule below:)**

**ARTICLE III – Work Authorization Agreements:** The Scope of Service for Work may be modified from time to time to provide for additional services, deletions of service, or redefinitions of services, for specific work assignments, as deemed necessary by the CITY. All such modifications as to services, schedules, and fees for Work Authorizations, shall be subject to negotiation between the CITY and CONSULTANT and approval by the City Commission, the City Manager, or his designee, as described in Article II of this Contract.

**ARTICLE IV – CITY'S Responsibilities:** The CITY agrees to make available for review and use by the CONSULTANT, existing plans, maps, reports, studies, and data relating to the project. **(insert additional understanding related to City provided information supporting the project, if any.)**

**ARTICLE V – Compensation:** The CITY shall compensate the CONSULTANT in exchange for completed and accepted services described herein, and in the manner stipulated in "ARTICLE V – Compensation of the Contract for Professional Services- Continuing: Contract 1307-1020", in the >lump sum fee amount **(OR) >** hourly rate with a budget estimate **(pick one or the other award method) \$ fill in for total below**, further described and/or itemized below.

**(SAMPLE illustrated below:)**

Part I	Surveying	\$
Part II	Conceptual Design	\$
Part III	Construction Documents	\$
Part IV	Bidding	\$
Part V	Construction Administration	\$
	Reimbursable Expenses	\$
	TOTAL	\$

Reimbursable Expenses - The CONSULTANT shall be reimbursed for expenses incurred during the duration of the project. These expenses include blueprinting, copying and CAD plotting; long distance telephone calls; express delivery, courier and overnight delivery; and automobile mileage. Reimbursable expenses are included in the total fee and will be billed as a percent completed against the allowed amount.

DRAFT

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in triplicate original and effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WITNESSES:**

**THE CITY OF DAYTONA BEACH**

\_\_\_\_\_

By: \_\_\_\_\_  
Glenn Ritchey, Mayor

\_\_\_\_\_

Attest: \_\_\_\_\_  
Jennifer L. Thomas, City Clerk

**WITNESSES:**

**PROFESSIONAL ENGINEERING  
CONSULTANTS, INC.**

**DRAFT**

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

Attest: \_\_\_\_\_

**APPROVED AS TO LEGAL FORM**

\_\_\_\_\_  
Robert G Brown, City Attorney

STATE OF \_\_\_\_\_  
\_\_\_\_\_ COUNTY

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and \_\_\_\_\_ County aforesaid to take acknowledgments, personally appeared \_\_\_\_\_, well known to me to be \_\_\_\_\_ of **PROFESSIONAL ENGINEERING CONSULTANTS INC.**, and that he executed the same in the presence of two subscribing witnesses freely and voluntarily under authority duly vested in him by said corporation and that the seal affixed thereto is the true corporate seal of said corporation.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**DRAFT**

Notary Public  
Commission Expires \_\_\_\_\_

**STATE OF FLORIDA  
VOLUSIA COUNTY**

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgment, personally appeared **Glenn Ritchey** and **Jennifer Thomas**, well known to me to be the Mayor and City Clerk, respectively, of THE CITY OF DAYTONA BEACH, a Florida municipal corporation, and that they severally acknowledged executing the same in the presence of two subscribing witnesses freely and voluntarily under authority duly vested in them by THE CITY OF DAYTONA BEACH.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

**Commission Expires** \_\_\_\_\_



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

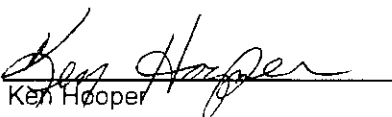
Continuing Professional Engineering Services for Pump Station Design  
RFQ 1307-1029

PEC's  
2007 Hourly Rate Schedule  
(with 10% Profit Level)

The following schedule provided a maximum direct salary hourly rate for the disciplines which are likely to be engaged for the project of the City of Daytona Beach.

Category of Employee	Raw Rate	Multiplier (w/o profit)	Profit	Not-to-Exceed Hourly Rate
Officer ( Principal)	\$61.50	2.67	10%	\$180.63
Project Manager	\$51.00	2.67	10%	\$149.79
Senior Planner	\$50.00	2.67	10%	\$146.85
Senior Engineer	\$50.00	2.67	10%	\$146.85
Engineer III	\$43.00	2.67	10%	\$126.29
Engineer III	\$35.00	2.67	10%	\$102.80
Engineer I (E.I.)	\$31.00	2.67	10%	\$91.05
Designer	\$31.00	2.67	10%	\$91.05
CADD Drafter II	\$25.00	2.67	10%	\$73.43
CADD Drafter I	\$20.00	2.67	10%	\$58.74
Administrative	\$22.00	2.67	10%	\$64.61
Survey - 2 Man Crew	\$33.50	2.67	10%	\$98.39
3 Man Crew	\$50.00	2.67	10%	\$146.85
4 Man Crew	\$67.00	2.67	10%	\$196.78

I hereby certify that the current salary or hourly rates shown above are the actual rates being paid to employees as of the date of their most recent effective date.

  
Ken Hooper  
President

September 11, 2007  
Date

## REIMBURSABLE EXPENSES

Utilities Department RFQ 1307-1020, 1307-1021, 1307-1022

Copies 8.5" x 11"	\$0.06
Copies 11" x 17"	\$0.20
Color Copies 8.5" x 11"	\$0.75
Color Copies 11" x 17"	\$1.75
Bond Copies 24" x 36"	\$1.50
Mylars 24" x 36"	\$12.00
GBC Binding	\$3.50
CD Copies	\$10.00
Travel	IRS rate per mile

Devo Seereeram, Ph.D., P.E.  
Consulting Geotechnical Engineer

Title	Raw Rate (\$/hr)	Multiplier	Raw Rate by Multiplier	Profit (10%)	Hourly Rate
Principal Engineer	\$38.00	2.98	\$114	\$11.32	\$125.00
Senior Hydrogeologist	\$33.50	2.98	\$100	\$9.98	\$110.00
Senior Geotechnical Engineer	\$33.50	2.98	\$100	\$9.98	\$110.00
Senior Engineering Technician	\$20.00	2.98	\$59	\$5.96	\$65.00
Junior field technician	\$17.00	2.98	\$50	\$5.07	\$55.00
Senior-level CADD/GIS	\$20.00	2.98	\$59	\$5.96	\$65.00
Junior Graphics Technician	\$17.00	2.98	\$50	\$5.07	\$55.00
Senior Administrative Manager	\$17.00	2.98	\$50	\$5.07	\$55.00
Administrative Manager	\$15.25	2.98	\$45	\$4.54	\$50.00
Clerical/Technical Secretary	\$12.25	2.98	\$36	\$3.65	\$40.00

**Stephen Bailey**

---

**From:** Roger A. Barth, P.E. [rbarth@southeaststructural.com]  
**Sent:** Monday, July 02, 2007 11:00 AM  
**To:** sbailey@peconline.com  
**Subject:** Dayton Beach Pump Station

Stephen,

The information you requested is:

Personnel titles - Roger A. Barth, P.E., President

Maximum Raw Labor Rate - \$60.00 per hour

Company Multiplier - 2.0

Max Billing Rate - \$120.00

Let me know if you need further information.

Roger A. Barth, P.E.  
Southeast Structural Engineers, Inc.

**CIVIL CONSULTING & CONSTRUCTION SERVICES, LLC**

239 Maison Court, Altamonte Springs, Florida 32714  
Telephone: (407)682-1515 Fax: (407)772-0355

September 7, 2007

**RE:** City of Daytona Beach Utilities Department – RFQ 1307-1020  
Continuing Professional Engineering Services for Pump Station Design

**Subject:** Raw Labor Rates by Classification Certification for Continuing Construction Engineering and Inspection (CEI)

Breakeven Percentage Established by audit at 57.73% (Breakeven Multiplier at 1.5773). Profit set at 10% pursuant to City of Daytona Utilities Department Requirement (Profit Multiplier at 1.10).

	Classification	Raw Salary	Billing Rate, 2007
1.	Senior Project Engineer	\$60.00/hr	\$104.10
2.	Project Engineer*	\$45.00/hr	\$78.08
3.	Senior Inspector**	\$35.00/hr	\$60.73
4.	Inspector**	\$25.00/hr	\$43.38
5.	Secretary/Clerical**	\$15.00/hr	\$26.03

\* Individual with necessary level of experience but is not an engineer shall have Classification of Project Administrator (Pursuant to Florida Board of Professional Engineers rule, only an Engineer can use the title of Engineer).

\*\* Overtime Billing Rates for 3., 4. and 5. above are at 1.5 Times Billing Rates shown.

Civil Consulting & Construction Services, LLC

I Certify The Above Rates Are True And Accurate As Of This Date



Robert P. Rudd, P.E.  
Senior Project Engineer

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KL  
PROFE-2

DATE (MM/DD/YYYY)  
01/25/08

## PRODUCER

ACEC/MARSH  
701 Market St., Ste. 1100  
St. Louis MO 63101  
Phone: 800-338-1391 Fax: 888-621-3173

## INSURED

Professional Eng. Cons., Inc.  
Att: Carolyn Maddox  
200 E. Robinson St., Ste 1560  
Orlando FL 32801

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Hartford Accident & Indemnity  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	B4WBGKG6600	11/01/07	11/01/08	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RFQ 1307-1020 PUMP STATION DESIGN

## CERTIFICATE HOLDER

CTYDAY3

CITY OF DAYTONA BEACH  
ATTN: UTILITIES DEPARTMENT  
3651 LPGA BLVD  
DAYTONA BEACH FL 32124

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Alfred A. Petrucci*

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
01/29/08

## PRODUCER

Wachovia Insurance Serv-TA, FL  
4600 W. Cypress St, Suite 200  
P.O. Box 25277 (Zip 33622)  
Tampa, FL 33607

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURED

Professional Engineering Consultants, Inc  
200 E. Robinson St., Ste 1560  
Orlando, FL 32801

## INSURERS AFFORDING COVERAGE

## NAIC #

INSURER A: Hartford Casualty Insurance Company

29424

INSURER B: Lexington Insurance Company

19437

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	21UUNUU0542	05/15/07	05/15/08	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$300,000</b> MED EXP (Any one person) <b>\$10,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COMP/OP AGG <b>\$2,000,000</b>
A		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	21UUNUU0542	05/15/07	05/15/08	COMBINED SINGLE LIMIT (Ea accident) <b>\$1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION <b>\$ 10,000</b>	21XHUUU0601	05/15/07	05/15/08	EACH OCCURRENCE <b>\$4,000,000</b> AGGREGATE <b>\$4,000,000</b> \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B		<b>OTHER Professional Liability</b>	0103868	07/17/07	07/17/08	<b>\$1,000,000 Occurrence</b> <b>\$2,000,000 Aggregate</b> <b>\$75,000 Deductible</b>

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: RFQ1307-1020 Pump Station Design. With respects to general liability  
- City of Daytona Beach is included as additional insured as required by written contract.

## CERTIFICATE HOLDER

City of Daytona Beach  
Attn: Utilities Dept  
3651 LPGA Blvd  
Daytona Beach, FL 32124

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

For WIS by: *Tom Longate*



## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.