

RFQ #025-18/ED

Parks and Recreation Master Plan

Prepared for:
The Village of Wellington
10 October 2018





AECOM
2090 Palm Beach Lakes Blvd.
West Palm Beach, FL 33409
www.aecom.com

561 684 3375 t
561 689 8531 f

October 21, 2018

The Village of Wellington
Wellington City Hall Clerk's Office
12300 Forest Hill Boulevard
Wellington, FL 33414

Re: Parks and Recreation Master Plan - RFQ #25-18/ED

Dear Ms. Ramirez,

AECOM Technical Services, Inc. (AECOM) is pleased to provide the following proposal to the Village of Wellington for completion of a Parks and Recreation Master Plan. Our approach is consistent with the approach outlined in the Request for Qualifications (RFQ) and the guidelines for park master plan requirements, as outlined by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA). Our master planning process is highlighted by the following:

Unparalleled Experience. The AECOM team has worked on over 85 similar projects throughout Florida and across the country. Our parks planning team has a proven, tested planning methodology and process for successfully completing projects on time and on budget, while making it enjoyable for the community and the project team. We work with nationally known subconsultants who bring highly specialized skills to the project. These include Ballard*King and Associates, experts on recreation planning, operations and management; The Cultural Planning Group providing arts and culture planning; and for public engagement we have added ETC Institute, leading the public opinion survey, and online engagement specialists Cityzen.

Intimate, Local Knowledge of the Village of Wellington Community. A pivotal part of our process is knowing the communities we serve. In this case, the knowledge is personal, as I am proud to call Western Palm Beach County my home. This is where I live, work and play; frequenting the parks and businesses in Wellington, as well as participating in classes at the community center and attending in local events. We especially understand the unique nature of the community, and the high quality of life it provides residents and guests.

A Proven Approach Focused on Implementation. Just ask our clients! Our plans provide detailed implementation steps and recommendations for capital improvements, renovations, programs, service level policies and other initiatives that serve as a clear road map to the future for Village staff. Not only does our team's proven methodology and process result in master plans that are strategic, implementable, on-time and on-budget, but we have fun doing it right along with our clients and the community.

Experienced Project Manager and Multi-disciplinary Team to Meet all of the Village's Potential Needs. I will lead our team, working closely with Project Manager Nick Kuhn with whom I've partnered with on many of AECOM's parks and recreation master plans. We will be working closely with our team of experienced park planners, recreation planners, landscape architects and other professionals with experience in recreation planning, environmental planning, business planning, organizational development, urban and park design, trail planning and design and feasibility studies. In addition to our assigned project team, we have the ability to tap the expertise of the greater AECOM business lines to assist the Village in all aspects of the CAPRA accreditation requirements and any other unique challenges.

A Commitment to Longterm Client Relationships. The AECOM Parks and Open Space Planning Studio has built our practice on the principles of longterm client relationships. We still serve the same clients we worked with from the formation of the studio over fifteen years ago. We are eager to build and grow this relationship with you in planning for Village of Wellington's parks, recreation facilities and open spaces now and into the future.

Respectfully yours,

Joseph Webb, RLA
Director Park Planning
2090 Palm Beach Lakes Blvd., Suite 600
West Palm Beach, FL 33409
D 561.515.3932
M 561.308.0138
E joseph.webb@aecom.com

Randy Mejeur
Associate Vice President
Authorized Signatory
AECOM Technical Services, Inc.
150 N. Orange Avenue, Suite 200
Orlando, FL 32803

Corporate Officer Names and Addresses:

Timothy Keener
Corporate President
1600 Perimeter Park Drive, Suite 400
Morrisville, NC 27560

Charles Szurgot
Corporate Secretary
1999 Avenue of the Stars, Suite 2600
Los Angeles, CA 90067

Keenan Driscoll
Corporate Treasurer
1999 Avenue of the Stars, Suite 2600
Los Angeles, CA 90067



1	Proposal Checklist and Submittal Form
2	Wellington Local Preference Application
3	Evidence of Insurance Certification
4	Current License(s)
5	Qualifications and Experience
6	Technical Approach and Methodology
7	Proposer's Certification Form
8	Conflict of Interest Statement
9	Questionnaire
10	Drug Free Workplace form
11	Non-Collusion Affidavit
12	Acknowledgement of Addendums

Tab #1 – Proposal Checklist and Submittal Form

PROPOSAL CHECK LIST (TAB# 1)

Please check each item and make sure that all required information is included in your Proposal submission. Failure to submit this information may result in your submission being rejected as being a non-responsive and responsible Proposer.

- YES ☒ NO ☐ 1. Original and five copies and (1) PDF Electronic copy (CD)
- YES ☒ NO ☐ 2. Cover Letter and Table of Contents
- YES ☒ NO ☐ 3. Proposal Checklist and Submittal Form
- YES ☒ NO ☐ 4. Wellington Local Preference Application
- YES ☒ NO ☐ 5. Evidence of Insurance Certification
- YES ☒ NO ☐ 6. Current Licenses/Certificates of Authorization etc.
- YES ☒ NO ☐ 7. Qualifications and Experience including references
- YES ☒ NO ☐ 8. Technical Approach and Methodology
- YES ☒ NO ☐ 9. Proposer's Certification
- YES ☒ NO ☐ 10. Conflict of Interest Form
- YES ☒ NO ☐ 13. Questionnaire
- YES ☒ NO ☐ 14. Drug Free Workplace Form
- YES ☒ NO ☐ 15. Non-Collusion Affidavit
- YES ☒ NO ☐ 16. Acknowledgment of Addendums

PROPOSAL SUBMITTAL FORM (TAB #1)

To:
Wellington
12300 Forest Hill Boulevard
Wellington, Florida 33414

AECOM Technical Services, Inc. _____ agrees to provide to
(VENDOR)

Wellington as defined in this RFQ in accordance with the requirements of the Specifications and RFQ Documents.

The undersigned Proposer has carefully examined the Specifications and Qualifications/Contract Documents and is familiar with the nature and extent of the Work and any local conditions that may in any manner affect the Work to be done.

The undersigned agrees to provide the service called for by the Specifications and RFQ Documents, in the manner prescribed therein and to the standards of quality and performance established by the RFQ.

The undersigned agrees to the right of Wellington to hold all Proposals for a period not to exceed (180) days after the date of Proposal opening stated in the RFQ.

The undersigned accepts the payment policies specified in the RFQ documents.

The undersigned agrees that within fifteen (15) days from the date of acceptance of this Proposal, to execute the agreement and provide the required certificates of insurance.

Dated this 5 day of October, 2018
(Month) (Year)

INDIVIDUAL, FIRM OR PARTNERSHIP

By: n/a / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Social Security Number or Taxpayer Identification Number: _____

CORPORATION

By:  / Randy Mejeur
(Signature) (Print name)

Address: 150 N Orange Avenue, Suite 200
Orlando, FL 32801

Telephone: (407) 843-6552 **Fax:** (407) 839-1789

Taxpayer (EIN) Identification Number: 95-2661922

State Under Which Corporation Was Chartered: California

Corporate President: Timothy Keener
(Print Name)

Corporate Secretary: Charles Szurgot
(Print Name)

Corporate Treasurer: Keenan Driscoll
(Print Name)

CORPORATE SEAL

Attest By: CH 55
Secretary



ADDENDA RECEIPT VERIFICATION

Our acknowledgement of addenda is located in Tab #12 of this proposal, as directed in the RFQ.

Proposer acknowledges the receipt of Addenda Nos. _____ directed in the RFQ.

Tab #2- Wellington Local Preference Application

LOCAL PREFERENCE APPLICATION (TAB#2)**APPLICATION TO BE CONSIDERED A LOCAL BUSINESS IN ACCORDANCE WITH WELLINGTON FLORIDA'S LOCAL PREFERENCE POLICY (SECTION 2.12.F OF WELLINGTON'S PURCHASING AND PROCUREMENT MANUAL)**

Wellington gives preference to local businesses in certain purchasing situations as set forth in Chapter 9 of Wellington's Purchasing and Procurement Manual. In order to be considered a local business, entitled to be given preference, the business must make application with Wellington and meet one of the following criteria as such is more fully set forth in Chapter 9 of Wellington's Purchasing and Procurement Manual:

2.12.F (2) Definition of Local Businesses

Western Communities Local Business - For the purpose of determining a "Western Communities local business" a vendor must have a principal permanent business location and headquarters within the Village of Wellington, Florida or west of the Florida Turnpike to the Palm Beach County western boundary line as depicted in Exhibit "A" hereto. This applies to all entity formations, including, but not limited to, limited liability companies, partnerships, limited partnerships and the like or sole proprietors. Further, the entity or sole proprietor must provide that it, he or she has been domiciled and headquartered in the jurisdictional boundaries of the Western Communities for at least six months prior to the solicitation. Post Office boxes will not be considered a permanent business location within the Western Communities. Home business offices shall be considered as a business location if it otherwise meets the requirements herein. In order to be eligible for such local preference the vendor shall have a local business tax receipt pursuant to the County's and/or municipalities' Code of Ordinances, having jurisdiction over the location of the business, unless otherwise exempt therefrom. Further, the vendor must be properly licensed and authorized by law to provide the goods, services or professional services to the extent applicable and the location of the business must be properly zoned in order for the vendor to conduct its business.

Palm Beach County local business - For the purpose of determining a "Palm Beach County local business" a vendor must have a principal permanent business location and headquarters within Palm Beach County, Florida. This applies to all entity formations, including, but not limited to, limited liability companies, partnerships, limited partnerships and the like or sole proprietors. Further, the entity or sole proprietor must provide that it, he or she has been headquartered and domiciled in the jurisdictional boundaries of Palm Beach County, Florida for at least six months prior to the solicitation. Post Office boxes will not be considered a permanent business location within Palm Beach County, Florida. Home business offices shall be considered as a business location if it otherwise meets the requirements herein. In order to be eligible for such local preference the vendor shall have a local business tax receipt pursuant to the Palm Beach County Code of Ordinances as amended from time to time, unless otherwise exempt therefrom. Further, the vendor must be properly licensed and authorized by law to provide the goods, services or professional services to the extent applicable and the location of the business must be properly zoned in order for the vendor to conduct its business.

Subcontractor utilization - In competitive bid situations, a business may also qualify as either a Palm Beach County or Western Community local business if they are utilizing subcontractors to perform the work or materialmen to supply the job and more than fifty (50%) percent of their proposed bid price will be paid to subcontractors and/or materialmen who qualify, under the above standards, as Palm Beach County and/or Western Community local businesses.

Please check the box below indicating which preference category your business is applying for:

☐ Western Communities Local Business

☒ Palm Beach County Local Business

☐ Subcontractor Utilization

1. The name of the business is: AECOM Technical Services, Inc.

2. The address of the business is: 2090 Palm Beach Lakes Blvd., Suite 600, West Palm Beach, FL

3. How long has the business been located at its current address: 37
4. If the business has relocated within the last six months, please provide the answers to questions 5-7 for the previous location:
5. The previous name of the business is: n/a
6. The previous address of the business is: n/a
7. How long was this business at the previous location: n/a
8. If the business is attempting to qualify under the subcontractor utilization provision, please provide a breakdown of the subcontractors who would qualify for either the Palm Beach County or Western Community, business classification, the requisite information, provide their responses to the above 1 - 7 questions and for each of the subcontractors, indicate the amount that they are proposed to be compensated at under the bid price.
9. The business as a local business tax receipt from: (1) Palm Beach County ☒ (2) the following municipality: West Palm Beach (3) located in unincorporated Palm Beach County: ☒
10. Please provide a copy of Local Business Tax Receipts from Palm Beach County and the applicable municipality are attached. Located on page 22 of this document.
11. Please provide a Certificate of Good Standing indicating the formation or domestication of the entity in and for the State of Florida is attached. Located on page 21 of this document.
12. Please provide copies of licenses if applicable from the State of Florida authorizing the business to provide the good services or professional services contemplated in the bid documents. Located on page 21 of this document.

By signing below, I hereby certify that under penalty of perjury I believe my business qualifies as a Palm Beach County, Western Community or subcontractor utilization business in accordance with Wellington's Local Preference Policy and that I have submitted current and accurate information and documents relating to my qualifications. I further acknowledge and agree that any fraudulent or duplicitous information submitted in furtherance of this application will be grounds for disqualification from bidding on this project and doing business with Wellington in the future.

Applicants Federal Tax ID Number - 95-2661922

Applicants Business Address 2090 Palm Beach Lakes Blvd., Suite 600, West Palm Beach, FL 33409

Signature of Authorized Representative of Corporation, Partnership, or other business entity:



Print Name: Randy Mejeur

Title: Associate Vice President

Date: 5 October 2018

CITY OF: Orlando

COUNTY OF: Orange

SUBSCRIBED AND SWORN TO (or affirmed) before me on this 5th day of OCTOBER, 2018, by Randy MEJEUR. He/She is personally known to me or has presented _____ as identification.

Bj L

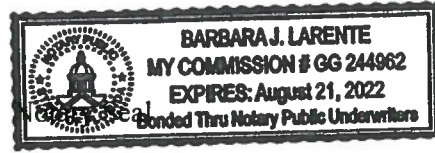
(Signature of Notary)

BARBARA LARENTE

(Print or Stamp Name of Notary)

Notary Public FLORIDA

(State)



Signature of Individual if Sole Proprietor:

n/a

Print Name: _____

Date: _____

CITY OF: _____

COUNTY OF: _____

SUBSCRIBED AND SWORN TO (or affirmed) before me on this ____ day of _____, 20____, by _____ He/She is personally known to me or has presented _____ as identification. (Type of Identification)

(Signature of Notary)

(Print or Stamp Name of Notary)

Notary Public _____

Notary Seal

(State)

Tab #3- Evidence of Insurance Certification



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
12/19/2017

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).

PRODUCER Marsh Risk & Insurance Services CA License #0437153 777 South Figueroa Street Los Angeles, CA 90017 Attn: LosAngeles.CertRequest@Marsh.Com 06510 -STND-GAU-17-18	CONTACT NAME: _____		FAX (A/C, No): _____
	PHONE (A/C, No, Ext): _____		E-MAIL ADDRESS: _____
INSURED AECOM 1999 Avenue of the Stars, Suite 2600 Los Angeles, CA 90067	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Zurich American Insurance Company		16535
	INSURER B : N/A		N/A
	INSURER C : SEE ACORD 101		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** LOS-002257911-07 **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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			GLO 5965891 09	04/01/2017	04/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 5965893 09	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SEE ACORD 101	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

AECOM and its subsidiaries 1999 Avenue of the Stars, Ste. 2600 Los Angeles, CA 90067	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 of Marsh Risk & Insurance Services James L. Vogel
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AGENCY CUSTOMER ID: 06510

LOC #: Los Angeles



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Marsh Risk & Insurance Services		NAMED INSURED AECOM 1999 Avenue of the Stars, Suite 2600 Los Angeles, CA 90067
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Workers Compensation/Employer Liability cont.

Policy Number	Insurer	States Covered
WC 014629525	American Home Assurance Company - NAIC #19380	CA
WC 014629526	The Insurance Company of the State of Pennsylvania - NAIC #19429	AK, AL, AR, AZ, CO, CT, DC, DE, GA, HI, IA, ID, IL, IN, KS KY, LA, MD, MI, MN, MO, MS, MT, NC, NE, NH, NJ, NM, NV, NY, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WV MA, WI (ND, OH, WA, WI, WY - Covered for Stop-Gap EL only)
WC 014629527	The Insurance Company of the State of Pennsylvania - NAIC #19429	FL
WC 014629528	The Insurance Company of the State of Pennsylvania - NAIC #19429	ME
WC 014629529	The Insurance Company of the State of Pennsylvania - NAIC #19429	OH, Ohio Qualified Self Insured (QSI) - SIR: \$500,000; Only applicable to specific qualified entities self-insured in the state of Ohio
XWC 0910717	Nat'l Union Fire Ins Co - NAIC #19445	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/19/2017

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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).

PRODUCER Marsh Risk & Insurance Services CA License #0437153 777 South Figueroa Street Los Angeles, CA 90017 Attn: LosAngeles.CertRequest@Marsh.Com 06510 -STND-GAU-17-18	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A : Zurich American Insurance Company</td> <td>NAIC # 16535</td> </tr> <tr> <td>INSURER B : N/A</td> <td>NAIC # N/A</td> </tr> <tr> <td>INSURER C : SEE ACORD 101</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A : Zurich American Insurance Company	NAIC # 16535	INSURER B : N/A	NAIC # N/A	INSURER C : SEE ACORD 101		INSURER D :		INSURER E :		INSURER F :	
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INSURER C : SEE ACORD 101																					
INSURER D :																					
INSURER E :																					
INSURER F :																					
INSURED AECOM 1999 Avenue of the Stars, Suite 2600 Los Angeles, CA 90067																					

COVERAGES**CERTIFICATE NUMBER:**

LOS-002257910-08

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
	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 OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
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	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SEE ACORD 101	01/01/2018	01/01/2019	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

AECOM and its subsidiaries 1999 Avenue of the Stars, Ste. 2600 Los Angeles, CA 90067	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE of Marsh Risk & Insurance Services James L. Vogel </p>
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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: 06510

LOC #: Los Angeles

**ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

AGENCY Marsh Risk & Insurance Services		NAMED INSURED AECOM 1999 Avenue of the Stars, Suite 2600 Los Angeles, CA 90067	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

Workers Compensation/Employer Liability cont.

Policy Number	Insurer	States Covered
WC 014629525	American Home Assurance Company - NAIC #19380	CA
WC 014629526	The Insurance Company of the State of Pennsylvania - NAIC #19429	AK, AL, AR, AZ, CO, CT, DC, DE, GA, HI, IA, ID, IL, IN, KS KY, LA, MD, MI, MN, MO, MS, MT, NC, NE, NH, NJ, NM, NV, NY, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WV MA, WI (ND, OH, WA, WI, WY - Covered for Stop-Gap EL only)
WC 014629527	The Insurance Company of the State of Pennsylvania - NAIC #19429	FL
WC 014629528	The Insurance Company of the State of Pennsylvania - NAIC #19429	ME
WC 014629529	The Insurance Company of the State of Pennsylvania - NAIC #19429	OH, Ohio Qualified Self Insured (QSI) - SIR: \$500,000; Only applicable to specific qualified
XWC 0910717	Nat'l Union Fire Ins Co - NAIC #19445	entities self-insured in the state of Ohio

Tab #4– Current License(s)

DBPR ONLINE SERVICES

Search for a license
Apply for a license
View Application Status
Find Exam Information
File a Complaint
ABST Delinquency
Divide & Activity
Lost Search

Licensee Details

License Information

Name:	WISS, JOSEPH KUHN (Primary Name)
Mail Address:	2709 JAMES BEVER ROAD WEST PALM BEACH FLORIDA 33411
County:	PALM BEACH
License Mailing:	
License Location:	

License Information

License Type:	Registered Landscape Architect
Exam:	Landscape Arc
License Number:	LA6660795
Status:	Current/Active
License Date:	12/01/2008
Expires:	11/30/2019

State of Florida Department of State

I certify from the records of this office that AECOM TECHNICAL SERVICES, INC. is a California corporation authorized to transact business in the State of Florida, qualified on August 21, 1995.

The document number of this corporation is F95000004014.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on April 13, 2017, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighteenth day of April, 2017*

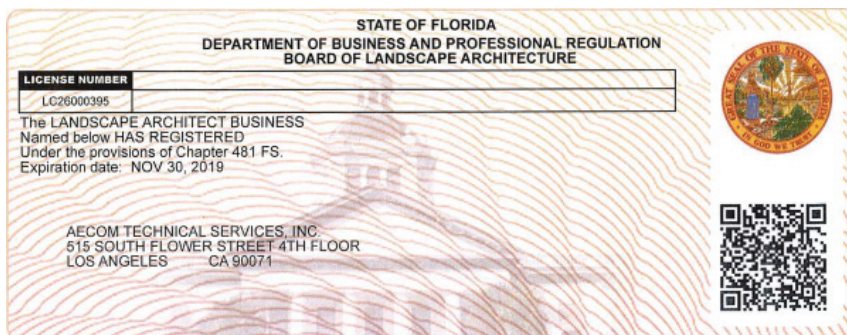
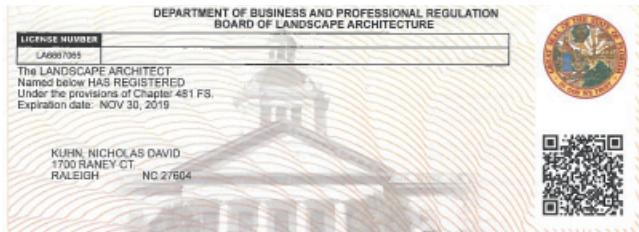


Ken Detmer
Secretary of State

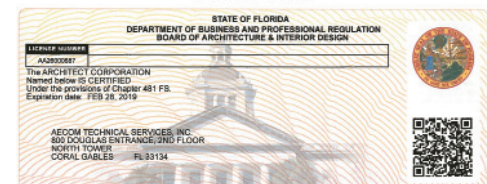
Tracking Number: CU9688562235

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

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



Engineering



Architecture

Our local business tax receipts for City of West Palm Beach and for Palm Beach County are below. These are expired as of September 30, 2018, and we are awaiting our new certificates from the City and County.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

2090 PALM BCH LKS BLVD STE
600
WEST PALM BEACH, FL 33409-
6508

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0016 ENGINEER BUSINESS	AECOM TECHNICAL SERVICES INC	65814	U18.26293 - 09/26/17	\$33.00	B40136531

This document is valid only when receipted by the Tax Collector's Office.

B3 - 540

AECOM TECHNICAL SERVICES INC
AECOM TECHNICAL SERVICES INC
4840 COX RD
GLEN ALLEN, VA 23060

**STATE OF FLORIDA
PALM BEACH COUNTY
2017/2018 LOCAL BUSINESS TAX RECEIPT**

**LBTR Number: 201003305
EXPIRES: SEPTEMBER 30, 2018**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

INSTRUCTIONS: PLEASE POST IN A CONSPICUOUS PLACE AT YOUR PLACE OF BUSINESS.

W.P.B.
EST. PALM BEACH
Development Services

CITY OF WEST PALM BEACH

2017 to 2018 BUSINESS RECEIPT

NOT TRANSFERABLE

CITY OF WEST PALM BEACH
P.O. BOX 3147, WEST PALM BEACH, FL 3

0865297420
AECOM TECHNICAL SERVICES INC
2090 PALM BEACH LAKES BLVD # 600

ALL PROFESSIONALS TO BE
INDIVIDUALLY LICENSED
ENGINEERING FIRM

JS. TAX ID.	CATEGORY	DESCRIPTION	FEE
8579	541330	ENGINEERING SERVICES OFFICE	86.81
TOTAL⇒			86.81
THIS DOCUMENT NOT VALID UNTIL FUNDS ARE COLLECTED			** PAID 86.81 ** BAL ** 0.00

**EXPIRES
SEPTEMBER 30
2018**

Tab #5 - Qualifications and Experience

Lead Local Office

2090 Palm Beach Lakes Blvd.
West Palm Beach, FL 33409

Corporate Headquarters

1999 Avenue of the Stars, Suite 2600
Los Angeles, CA 90067

Incorporated

9/29/1970, California
Glatting Jackson joined AECOM in 2009.

OVERVIEW OF FIRM

AECOM's collaborative approach unites creativity with technical expertise to address complex challenges at all scales. We deliver fully integrated planning, design, construction, finance, and operations management across the country. We are experienced in leading complex teams, and managing overall construction quality, cost, and schedule.

The AECOM Parks and Open Spaces Planning Studio is dedicated to the planning of parks, recreation and open space systems. We have completed over 85 parks system master plans and have worked on more than 300 park and recreation projects over the last 20 years, through legacy firm Glatting Jackson and over the last ten years as part of AECOM. The team members we have selected are also leading contributors to the Parks and Recreation profession through planning, research, writing and lectures. Our integrated team approach includes planners, landscape architects, transportation planners, economists, ecologists, and urban designers working with communities throughout North America to plan, develop, and implement successful parks, recreation and open space systems plans.

Together with our established relationships with our sub consultants, we bring the Village of Wellington a project team with diverse and complementary talents and depth of experience with public sector projects and park planning and design. Having immediate access to a wide range of disciplinary and geographic viewpoints in real time is a key differentiator for our team.

OUR SUBCONSULTANT TEAM

Ballard*King and Associates is a nationally recognized parks programming and management firm. With a combined 75+ years of facility management and planning experience in the public, collegiate, non-profit and private sector, B*K has completed over 500 projects in 48 states, and has completed more than 30 master plan studies that have included feasibility studies, operations analysis, maintenance cost estimates, revenue projections, staffing levels, budgeting, marketing plans and third party design review.

The Cultural Planning Group (CPG) is a consulting firm serving the field of arts and culture. CPG views parks as important community and cultural assets. Through CPG's planning processes, they help to identify the community's vision for their parks, and the many possibilities for activating parks for creativity — attracting residents and visitors. CPG has created more than 70 cultural plans for cities across the United States, partnered with AECOM on public art and parks planning projects and cultural plans in Fort Lauderdale, FL and Sacramento, CA; and developed numerous Arts and Cultural District plans. History and heritage planning is many times at the forefront of their planning processes with culture-rich cities such as Alexandria, VA, Santa Ana, CA; and Boston, MA.

ETC Institute is the leading national authority on parks and recreation surveys and benchmarking, working with AECOM for over 20 years. They have conducted over 600 parks and recreation surveys, and maintain a database of over 70,000 surveys and benchmarking comparisons. ETC recently worked with AECOM on the largest municipal park and recreation survey in North America for Miami Dade County.

Cityzen is a new kind of online engagement software that uses geo-targeted social media advertising to engage specific populations in the public process. Engineering firms and cities can quickly create interactive project sites and integrate targeted social media outreach without needing to set up new social accounts or build a following. Their product is particularly effective in reaching demographic groups and neighbourhoods typically underrepresented due to language, geographic, or socioeconomic disadvantages.

RMPK Funding specializes in obtaining alternative funding for local communities. They currently represent 28 municipalities throughout the state of Florida. AECOM has worked with Ryan Ruskay, president of RMPK Funding, for more than ten years identifying additional funding resources to help implement projects in parks and recreation master plans. He is a leader in tackling federal, state and local grant sources, and creatively "stacking" grants to allow existing grants to serve as leverage for additional funding for parks facilities, recreation services, land acquisitions, and cultural facilities projects.

GOVERNMENT CONTRACTS AND PUBLIC SECTOR EXPERIENCE

The AECOM Park Planning Studio works almost exclusively with public sector clients. We understand the nature of working with government agencies, and with the public, to achieve successful projects. Our project team, together with our subconsultants, has experience working with hundreds of communities on thousands of projects across the United States. Project Director Joe Webb and Project Manager Nick Kuhn have a combined 50 years of experience with public sector projects. Our team leaders understand the unique nature of the Wellington community, and the respectful engagement and design excellence that the residents of the Village demand.

- City of Miami Recreation Program Master Plan — Ongoing
- Fort Myers FL, Parks and Open Space Master Plan — Ongoing
- City of San Diego Parks Master Plan — Ongoing
- City of Sarasota Parks and Recreation Master Plan — Ongoing (B*K)
- Miami Shores Master Plan & Rec Center Programming — Ongoing (B*K, as sub)
- City of North Port Parks and Recreation Master Plan — 2017 (B*K)
- Fort Lauderdale FL, Parks and Recreation Master Plan — 2016
- Arlington County, VA Lee Highway Open Space System Planning — 2016
- Pasco County, FL Parks and Recreation Master Plan — 2016
- River of Grass Greenway Master Plan — 2016
- City of Cape Coral Parks and Recreation Master Plan — 2016 (B*K)
- Sarasota County Parks and Recreation Master Plan — 2016 (B*K)
- Raleigh, NC Parks & Recreation System Plan — 2015
- Tamarac, FL Parks and Recreation Master Plan — 2015
- Rocky Mount, NC Parks and Recreation Master Plan — 2015
- Washington D.C. Parks & Recreation Master Plan — 2014
- Hallandale Beach Parks Master Plan — 2013 (B*K, as sub)
- Gwinnett County, GA Parks and Recreation Master Plan — 2013
- Seminole County, FL Parks and Recreation Master Plan — 2013
- Gainesville, FL Parks, Rec and Cultural Affairs Master Plan — 2012
- Jacksonville, NC Parks and Recreation Master Plan — 2012
- City of Norfolk, VA, Recreation Master Plan — 2012
- City of Lenexa, KS Parks, Rec and Open Space Comprehensive Plan — 2012
- NoMA Public Realm Plan, Washington DC — 2012
- NoMA Public Realm Plan, Washington, DC - 2012
- City of Sunrise, FL Needs Assessment — 2011
- Buckhead, GA Green Space Action Plan — 2011
- Columbia Pike Open Space Plan, Alexandria VA — 2011
- Doral, FL Parks and Recreation System Master Plan — 2010
- City of Orlando, Families, Parks and Recreation Vision Plan — 2010



EXPERTISE AND EXPERIENCE OF PROJECT TEAM

TEAM ORGANIZATION

Below is an organizational chart displaying our assigned team for this proposal. In addition to the assigned team members, we have a host of technical professionals who can be available on an as-needed basis.



Contract Manager

Joseph Webb, RLA

Project Manager

Nicholas Kuhn, RLA, CPRP

ASSIGNED TEAM			AS-NEEDED RESOURCES
Park Planning Joseph Webb, RLA Nicholas Kuhn, RLA, CPRP Chayanika Mohan	Organizational & Recreation Planning Ken Ballard Darin Barr (Ballard*King)	Online Outreach Jay Dawkins, PE (Cityzen)	Ecology Randy Mejeur
Funding Analysis Ryan Ruskay (RMPK Funding)	Public Survey Chris Tatham Jason Morado (ETC Institute)	Arts & Cultural Planning Linda Flynn Jerry Allen (The Cultural Planning Group)	Economics Brian Sands
			Civil Engineering Amy Eason
			Sustainability & Resiliency Marcia Tobin

Roles and Responsibilities

Joe Webb Contract Manager	As Contract Manager, Joe is responsible for overall project strategy and ultimate client satisfaction. Joe has full authority to direct and administer all of AECOM's work under this contract, and will ensure AECOM provides all necessary resources to the Village. Joe will meet regularly with the Village, and Project Manager Nick Kuhn, to monitor progress, and will be directly available to the Village for the duration of the contract.
Nick Kuhn Project Manager	As Project Manager, Nick is responsible for the day-to-day coordination with the client, and leading the production of work, delivery of materials, monitoring of project schedule, reporting and invoicing for all park planning efforts. Nick will also lead our park and recreation master planning efforts.
Ken Ballard Recreation Planner	Will lead our recreation demand, supply and needs analysis efforts.
Chris Tatham Public Survey	Will lead the development and administration of the leisure interest survey
Jay Dawkins Online Survey	Will be responsible for the development and administration of the online survey and digital public engagement through the Cityzen platform.
Linda Flynn Arts & Cultural Planning	Will be responsible for the integration of arts and cultural planning with the parks and recreation master planning process.
Ryan Ruskay Funding Analysis	Will be responsible for funding and grant strategy recommendations.

Team Availability

The AECOM team is able to commit the time required to respond to the Village's needs in a timely fashion. Based on our current and anticipated workload, we anticipate that our key personnel will be able to commit 30-50% of their time to the Village of Wellington Parks and Recreation Master Plan.

Personnel assigned to this team will not be changed without prior written approval from the Village.

CONTRACT MANAGER RESUME



JOSEPH WEBB, RLA

Joseph Webb is a Professional Landscape Architect with extensive, diverse experience in the planning, design and development of exterior environments. Joe has over thirty years of experience in both the public and private sectors. He has been involved in numerous park planning and design projects from detailed design to large scale systems planning with an emphasis on the integration of open space with transportation and urban form.

Education

Bachelor of Science in
Landscape Architecture,
University of Wisconsin

Professional Registration

Landscape Architect: Florida
(#6666766)

Affiliations

American Society of Landscape
Architects (ASLA)
National Parks and Recreation
Association (NRPA)
American Planning Association
(APA)

Awards + Honors

Florida ASLA Honor Award, 2011
Ludlam Trail Benefits Study
Florida APA Gold Coast Best
Report & Transportation Plan
Awards, 2010
California APA Award, Downtown
San Diego Needs Assessment,
2008

Recent Presentations and Workshops

Changes in Parks and Recreation Planning, American
Planning Association, NC Plenary Session on Community,
Connectivity and Change, 2018

Park System Master Plans That Work, Florida Recreation
and Parks Association Annual Conference, 2018

Park Sustainability and Resiliency, Florida Recreation and
Parks Association Annual Conference, 2018

Trends in Park Planning and Design, National Recreation
and Parks Association Annual Conference, 2017

Assessing Equitable Access to Parks Webinar, Centers
for Disease Control, 2013

Quantifying the Benefits of Trails and Greenways,
National Recreation and Parks Association Annual
Conference, 2012

The Social, Environmental and Economic Benefits of
Trails and Greenways, Florida Recreation and Parks
Association Annual Conference, 2011

Urban Form and the Language of Open Space, American
Planning Association National Conference, 2011

Designing the Parks, New Principles for Park Design,
National Parks Service, 2009

Professional History

2015 – Present; Design + Planning at AECOM
Director of Park Planning

2009 – 2015; Miami-Dade County Parks, Recreation and
Open Spaces Department
Parks System Planning Supervisor

2005 – 2009; Glatting Jackson Kercher Anglin, Inc.
Senior Park Planner, Project Manager

2003 – 2005; Martin County Parks and Recreation Dept.
Special Projects Manager

2001 – 2003; Dave Bodker Landscape Architecture
Landscape Architect

2000 – 2001; Community Engineering Consultants
Landscape Architect

1985 – 2000; Green Bay Parks and Recreation Dept.
Senior Landscape Architect

RELEVANT EXPERIENCE

Parks, Recreation and Open Spaces System Planning:

Fort Myers Parks and Recreation Master Plan, Fort Myers, FL.

Ongoing project that includes comprehensive evaluation of community needs through both quantitative evaluation, benchmarking and extensive public involvement as well as to provide a guiding document for the development of future facilities in the City. The report included order of magnitude opinion of cost and funding, proposed capital improvements program and projected recurring annual costs for operating facilities.

San Diego Parks Master Plan, San Diego, CA. Ongoing project that includes extensive research and analysis, needs assessment, and implementation strategies for the City park facilities and recreation programs. This project will establish a new vision for parks and recreation in one of America's premier lifestyle cities. The work is highlighted by an extensive and innovative public involvement program and a comprehensive implementation program that promotes economic, social and environmental sustainability.

Fort Lauderdale Parks and Recreation System Master Plan, Fort Lauderdale, FL.

Developed a Parks and Recreation Long Range Strategic Plan that set forth a clearly defined mission and long range plan for the Fort Lauderdale Parks and Recreation Department that reflects community interest and significant levels of community support. The Plan sought to maximize citizen use and enjoyment of existing parks, facilities and recreation services while setting forth specific recommendations for meeting the future needs of the community. This plan seeks to position the Department to strategically meet the recreational needs of an urbanizing City as well as the changing demographics and lifestyles of its residents.

Miami-Dade County Parks and Open Spaces System Master Plan, Miami-Dade County, FL.

Developed a 50-year, unifying vision for a livable, sustainable, Miami-Dade County addressed five major components: great parks, great public spaces, great natural and cultural places, great greenways, trails, and water trails, and great streets. Through a series of workshops, lifestyle/ demographic analysis, analysis of existing systems, benchmarking and economic analysis, AECOM developed a series of guiding principles that set forth a new vision for a livable, sustainable community.

PROJECT TEAM RESUMES - PROJECT MANAGER



**NICHOLAS KUHN, RLA,
CPRP**

Nick Kuhn has extensive experience in providing landscape architecture and planning services to numerous public agencies nationwide. He specializes in the planning and design of livable and sustainable communities through the strategic planning and design of the public realm. Nick regularly lectures and writes on topics ranging from open space needs assessments to active recreation and sustainable park design.

Education

Bachelor of Science in
Landscape Architecture, The
Ohio State University

Professional Registration

Landscape Architect: Florida
#6667065; North Carolina,
Texas, South Carolina
Certified Park and Recreation
Professional #10360993

Affiliations

American Society of Landscape
Architects (ASLA) – NC Chapter
NC Recreation and Parks
Association: Finance
Committee, 2017-2019

Recent Awards + Honors

National Capital Area Chapter –
APA: Distinguished Leadership
by Planning Professions,

National Capital Regional Paved
Trail Plan, 2018
Federal Planning Division
Outstanding Collaborative
Planning Project Honor Award,
National Capital Regional Paved
Trail Plan, 2017
Florida ASLA Merit Award,
St. Petersburg Downtown
Waterfront MP, 2017

Presentations and Workshops

Changes in Park Planning – Keynote Plenary for North
Carolina – American Planning Association Conference,
2018

Parks System Master Plans that Work, North Carolina
Recreation and Park Association Annual Conference,
2017

Planning Your Park System for Sustainability and
Resiliency, Florida Recreation and Parks Association
Annual Conference, 2016

Parks for the Next Generation: Planning, Programming
& Design, National Recreation and Parks Association
Annual Conference, 2015

Who Wants to Attend a Public Meeting?...I Don't, National
Recreation and Parks Association Annual Conference,
2015

Park Planning: The Explosive Approach for an Experience
Driven Generation, North Carolina – American Planning
Association Conference, 2015

The Alternatives to Parks and Recreation System
Planning, North Carolina Recreation and Park Association
Annual Conference, 2014

Professional History

2005 – Present; Design + Planning at AECOM
Landscape Architect

RELEVANT EXPERIENCE

Parks, Recreation and Open Spaces System Planning:

- City of Raleigh Park, Recreation and Cultural Resources System Plan, NC
- PlayDC Parks and Recreation Master Plan, Washington, D.C.
- Hurricane Matthew Resilient Redevelopment Plans for Dare, Hyde and Tyrrell Counties in North Carolina
- City of Fort Lauderdale Parks and Recreation System Master Plan, FL
- Durham-Orange Light Rail Transit Project: Landscape Design Criteria – Triangle Transit, Raleigh, NC
- National Park Service – National Capital Regional Paved Trail Network Study, Washington D.C.
- NOMA Public Realm Design Plan, Washington, D.C.
- Lee Highway Visioning: Open Space Planning, Arlington County, VA
- City of Charlotte Southeast Land Acquisition and Street Connector Plan, NC
- Columbia Pike Land Use and Housing Study, Arlington County, VA
- City of Rocky Mount Park and Recreation Master Plan, NC
- Miami-Dade County Recreation Needs Assessment, FL
- City of Fort Myers Parks and Open Spaces Master Plan Update, FL
- City of San Diego Parks Master Plan, CA
- City of Lenexa Parks and Recreation Master Plan, KS
- Downtown San Diego Needs Assessment, CA
- Buckhead Atlanta BID Open Space Master Plan, GA
- Miami-Dade County Parks, Recreation and Open Spaces System Master Plan, FL
- Winston-Salem Bicycle Master Plan, NC

Planning and Design:

- Town of Princeville Resiliency and Redevelopment Plan: New Town Site Plan, NC
- St. Petersburg, FL Downtown Waterfront Master Plan
- City of Charlotte: I-77/Trade Street Underpass/Five Points Public Plaza
- National Park Service: River of Grass Greenway Feasibility Study and Master Plan, Miami-Dade County to Collier County, FL
- Downtown Boca Raton Streets Design Guidelines, FL
- Trail Benefits Study: Ludlam Trail Case Study, Miami-Dade County
- Park Structure and Landscape Pattern Book Miami-Dade County



Ken Ballard
Recreation Planner (Ballard*King)

Ken is well known for his vast knowledge of recreation facility development and operations. In his years of work with B*K, Ken has provided planning, feasibility and operations consulting to more than 250 recreation projects across the country.

As a founding partner of Ballard*King & Associates (B*K), Ken Ballard has over 30 years experience in recreation facility operation and planning. Ballard*King & Associates was established in 1992 by Ken Ballard and Jeff King in response to the need for market driven and reality based planning for recreation facilities.

Ken's expertise has been developed over the years from a wide breadth of experiences within the recreational field participating in all facets including feasibility studies, facility construction and design process, space planning and equipment specifications, request for proposal, grand opening celebrations, preventive maintenance programs, staffing, budgeting, marketing, programming, parks and recreation master plans, as well as audits. Ken also has extensive program experience including adult and youth sports, fitness/wellness, special events and cultural arts.

Ken's diverse experience has led to his active involvement with the Colorado Parks and Recreation Association's Recreation Facilities Design and Management School. For the past 13 years Ken has been a faculty member at the Athletic Business Conferences, where he presented numerous sessions on recreation facility planning. He has also been a speaker at several National Park and Recreation Association Congresses and numerous state parks and recreation conferences. Ken's published work includes the feature articles "Climbing Toward Cost Recovery" and "Happy Together" both in Athletic Business Magazine.

Prior to co-founding B*K, he was the Recreation Manager for the City of Thornton, CO, and was a key member of the team responsible for the predesign phase of their recreation centre.

Education and Certifications

Bachelor, Recreation, University of Colorado
Bachelor, History
Certified Parks and Recreation Professional



Darin Barr
Recreation Planner (Ballard*King)

The diversity of Darin's experiences have shaped his unique perspective on the delivery of recreation services, and the operation of recreation facilities. Darin's honest approach, attention to detail, and depth of knowledge give client's comprehensive insight to help guide them through their project.

Darin began his work with Ballard*King & Associates in 2007 and brings 10 years of experience to the company.

Prior to B*K, Darin was the Senior Associate Director of the 300,000 square-foot Student Recreation Complex at the University of Missouri-Columbia. His main areas of responsibility were membership, dry-side facility operations, wet-side facility operations, maintenance and information technology. In addition to the Student Recreation Complex, Darin's responsibilities also spanned the adjacent sand volleyball courts, Stankowski Field, and 50-plus acres of green space. Previously he served as the Aquatic Manager for the Mizzou Aquatic Center and was responsible for opening that portion of the Student Recreation Complex in the summer of 2005.

His management experience includes economic impact studies, space planning and equipment specifications, request for proposal, grand opening celebrations, preventive maintenance programs, staffing, budgeting, marketing, risk management and programming.

Darin spent three years working for the Town of Pittsford, NY, Recreation Department as a Recreation Supervisor. During his tenure with Pittsford, Darin was responsible for the programming, budgeting, coordinating shared use facilities, and developing the Pittsford Triathlon. In addition, Darin spent a season working for a privately-owned water park as well as four years working as the Recreation Superintendent and Aquatics Coordinator at the Rec-Plex in St. Peters, MO.

Education and Certifications

Master, Public Administration, State University of New York-Brockport
Bachelor, Parks Recreation & Tourism, University of Missouri-Columbia
Certified Pool Operator
American Red Cross Water Safety & Lifeguard Instructor
International Lifeguard Training Instructor



Linda Flynn
Art and Cultural Planning
(The Cultural Planning Group)

Linda Flynn directs community research for the firm and is integral to analysis of each client's project issues. She has exceptional and broad experience in research and community engagement, delivering results for evidence-based planning and successful execution of large-scale projects.

Linda designs effective multi-faceted methodologies customized to each project's goals and audiences, taking advantage of advanced technologies as well as more traditional efforts. In addition to her work with arts and culture, Linda's experience and relationships cross many industries, working with all levels in organizations including transportation firms, city planning departments, other government agencies, consulting groups, nonprofit organizations, and private sector corporations. Her toolkit includes all qualitative and quantitative research methodologies, including web-based and traditional surveys, focus groups, affinity and natural groups, one-on-one interviews, literature reviews, and analysis of existing data. Linda volunteers her time at various local nonprofit organizations focused on the improvement of youth educational experiences in the State of Florida.

Education

Doctorate, Nova Southeastern University

Master, Industrial/Organizational Psychology, Nova Southeastern University

BS, Cognitive Psychology, Florida Atlantic University



Jerry Allen
Art and Cultural Planning
(The Cultural Planning Group)

Jerry Allen brings 35 years of experience in the local arts agency and cultural planning fields, and is widely regarded as one of the foremost experts in the field of contemporary public art in America.

Jerry began his career as a studio artist, concentrating on studio art and public administration. He then became the Visual Arts Coordinator for the King County Arts Commission (Seattle) in the mid-seventies. King County had one of the earliest percent for art programs in the nation and the first county program ever established. In that capacity, he conceived and administered King County's acclaimed EARTHWORKS: Land Reclamation as Sculpture Symposium, which is considered one of the seminal projects in the history of contemporary public art. After serving three years as Executive Director of the King County Arts Commission, Jerry became the Director of Cultural Affairs for the City of Dallas, Texas. He later became Assistant Director of the Dallas Parks and Recreation Department. While there, he assisted with the formation of the Dallas Arts District and the Arts District Foundation. In that position, he developed the City's first cultural plan and policy and directed the first public art master plan ever completed by any city. Jerry went on to develop the Yerba Buena Arts Center in San Francisco, California, and retired in 2007 as the Director of the Office of Cultural Affairs in San Jose, CA, where he was responsible for a general fund budget of \$7million and a public art budget of \$18 million.

Education

Master, Fine Arts (Sculpture) and Public Administration, University of Washington



Chris Tatham

Public Opinion Survey (ETC Institute)

Chris is considered to be one of the nation's leading authorities on the development of qualitative and quantitative research for state and local governments.

During the past 20 years, he has designed and managed nearly 2,000 community surveys in more than 700 communities, including many of the nation's largest communities.

In 1999, Chris designed ETC Institute's national benchmarking database. He developed the database and supporting analytical tools to give local governments the ability to objectively assess community needs, service delivery, and priorities against regional and national norms. Today, the database is used by leaders in hundreds of communities to assess issues for parks and recreation systems, libraries, public safety providers, utilities, planning organizations, transportation agencies, military installations, and many others.

Selected experience

San Diego Parks Master Plan, CA
Fort Lauderdale Parks and Recreation System Master Plan, FL
City of Denver 2003 Game Plan, CO
Denver Regional Commercial Vehicle Survey for Denver Regional MPO - Denver Regional Council of Governments (DRCOG)
Denver Regional On-board Transit Survey for the Denver Regional Transportation District (RTD)
Raleigh Parks, Recreation and Cultural Resources System Plan, Raleigh, NC
Parks And Recreation Needs Assessment Study Mecklenburg County, NC
Community Interest And Opinion Needs Assessment Survey Saint Paul, MN
Parks and Recreation Needs Assessment Study Los Angeles, CA

Education

Master of Business Administration, Management, Kansas State University
 Bachelor of Arts, Political Science/Economics, Princeton University
 Certificate of Proficiency in Latin American Studies, Princeton University, India, 2010



Jason Morado

Public Opinion Survey (ETC Institute)

Jason Morado has served as a senior researcher and project manager for Parks and Recreation Needs Assessment Surveys for dozens of local governmental organizations.

Jason Morado has 15 years of experience in the design, administration and analysis of community market research. He has served as the project manager and senior researcher on community survey research projects for over 300 local governmental organizations throughout the U.S. These projects cover a wide variety of topics, including citizen satisfaction surveys, parks and recreation surveys, community planning surveys, transportation surveys, business surveys, and employee surveys. Organizations that Jason has worked with are listed below:

Selected experience

Alexandria, VA	Los Angeles, CA
Austin, TX	Lubbock, TX
Bloomington, IN	Mesa, AZ
Blue Springs, MO	Mecklenburg County, NC
Burleson, TX	Miami, FL
Casa Grande, AZ	Oklahoma City, OK
Cedar Rapids, IA	Olathe, KS
Chandler, AZ	Orlando, FL
Cincinnati, OH	Overland Park, KS
Clayton, MO	Peoria, AZ
Columbia, MO	Raleigh, NC
Columbus, OH	Redmond, WA
Des Moines, IA	San Diego, CA
Edmonds, WA	San Francisco, CA
Fort Benning, GA	Southlake, TX
Iowa City, IA	St. Paul, MN
Kansas City, MO	Virginia Beach, VA
Kent, WA	Washington D.C.
Kettering, OH	
Lake St. Louis, MO	
Lenexa, KS	
Longview, TX	

Education

Master of Business Administration, Webster University, 2009
 Bachelor, Business Administration - Marketing, Avila University, 2000



Jay Dawkins
Online Survey (Cityzen)

Jay Dawkins leads Cityzen's efforts to help government agencies transform their online public outreach. Prior to Cityzen, he worked as a professional transportation engineer at Stantec Consulting, serving clients like North Carolina Department of Transportation and municipalities across North Carolina.

Selected experience

Midland Road Corridor Study, North Carolina Department of Transportation. In 2015, the NCDOT set out to redesign a 3-mile stretch of Midland Road, an iconic thoroughfare. The consultant team faced public misperceptions on the project's impact. Cityzen delivered information and graphical surveys to over 20,000 area residents. Through this effort, the team calmed public concerns and collected over 500 responses to draft a design alternative that commanded strong public support and achieved desired safety and multi-modal improvements.

Raleigh Bike Plan, City of Raleigh, NC. Cityzen set up a project website, promoted the initiative, and gathered suggestions for improvement locations. In particular, Cityzen's geographic and demographic targeting was used to reach under-represented minority and low-income populations. Over 10,000 residents were exposed to targeted communications, netting 367 comments and over 1,200 poll responses, many in Spanish. As a result, the city was able to best locate more than 40 miles of new bike lanes, and develop safety and awareness campaigns more broadly.

Cherry Point Marine Corps Air Station Regional Joint Land Use Study, Marine Corps. The JLUS set out to gather community input to define new land use regulations while carefully considering nearby residents. The year-long study used Cityzen to host project surveys and push out communications to over 15,000 residents of communities adjacent to the base. Over 500 comments and poll responses were collected on topics ranging from noise to boating and recreation impacts.

Education and Licensures

Bachelor, Civil Engineering, North Carolina State University, 2010
(Student Body President, 2008-2009)
Professional Engineer, North Carolina (#040824)
Licenced Real Estate Broker, North Carolina (#271120)



Ryan Ruskay
Funding Strategies (RMPK Funding)

Ryan Ruskay has over 16 years of experience in the evaluation and management of various state and federal funding programs, obtaining \$185 million dollars in the past nine years.

Ryan has worked with many local governments to find and obtain the funding necessary to make their capital projects a success. Ryan has obtained funding for land acquisition, transportation projects, cultural facilities and public safety projects. In addition to assisting local communities throughout the state in obtaining funding for capital projects, Ryan and the staff at RMPK Funding have developed Capital Improvement and Strategic Funding Plans for many of their clients.

Selected experience

Doral Strategic Funding Plan, Doral, FL. RMPK Funding prepared a Strategic Funding Plan as part of the City of Doral's Parks Master Plan. The Strategic Funding Plan used the priorities set forth by the City and residents to identify funding sources, match individual grant programs to specific projects, and provide a 5-year schedule for obtaining alternate funding. Also included was a comprehensive glossary of grant funding sources from local, state and federal agencies.

Anchorage Park, North Palm Beach, FL. RMPK Funding worked with the Village of North Palm Beach as it planned a \$6 million renovation of Anchorage Park. The project has been divided into three distinct phases. RMPK Funding created a strategic funding plan for the project, grouping funding opportunities to meet the phased construction. RMPK Funding has obtained funding from seven sources totaling \$1,745,450 for Phase I.

Buckhead Greenspace Action Plan, Atlanta, GA. RMPK Funding worked with client staff and design consultants to develop a strategic funding plan for priority projects developed as part of the planning process. The funding plan focused on projects ranging from trails, neighborhood parks, stormwater improvements and streetscape projects. The plan, which provided a 3-year schedule of grant funding sources, identified millions of dollars in potential funding for the projects.

Education

Bachelor, Political Science, Florida State University

WORKING COOPERATIVELY WITH STAFF, ELECTED OFFICIALS AND THE PUBLIC

At AECOM, our philosophy for working cooperatively with communities begins with a basic premise - speak without offending, and listen without defending. Public process facilitation requires tact and diplomacy. It also requires an understanding of the role we play consultants in the decision making process. Our job is to listen to the wants, needs and priorities of the community, translate those in to clear concise recommendations to the staff so that they can provide the elected officials with the correct information needed to make decisions that are realistic and responsive to the community's desires. Our best projects are accomplished when we are true partners with the communities we work with.

To accomplish the above, the AECOM master planning process begins with a robust public outreach process that is open, transparent and inclusive. Our process is openly engages a wide cross section of community users and stakeholders, including staff, elected officials, seniors, youth, families, schools, business leaders, arts and cultural groups, sports leagues, special interest groups and others who have a stake in the community's parks and recreation system. We use a variety of innovative techniques to engage community participants in the master planning process, including workshops, surveys, interviews, focus groups, charrettes, public events, social networking, open houses and others. Finally, we construct our findings and conclusions based on each step of the planning process so the public and stakeholders can easily understand how their input is integrated into our recommendations. This open and transparent process results is a final master plan being fully vetted by the public and elected officials and celebrated as the 'People's Plan' for the park and recreation system.

AECOM is known for our expertise in public process facilitation. Just ask our current clients. Joe Webb, our project Director and lead facilitator, has recently facilitated community planning processes for the following communities:

- City of Fort Lauderdale
- City of Fort Myers
- City of Miami
- Miami-Dade County



COMMUNITY ENGAGEMENT

Our approach to public engagement follows International Association of Public Participation (IAP2) format and core values. The purpose of our public engagement approach is to ensure an effective and efficient process that fairly and equitably maximizes citizen input and support for the planning and development of the Insight 2040 Parks Master Plan (PMP). Throughout the planning process, a checks and balances strategy will be utilized to reach a broad range of residents, stakeholders, nonprofits, local business leaders and elected officials on a topic level and geographical range.

ABILITY TO STAY ON SCHEDULE AND WITHIN APPROVED BUDGET

AECOM uses a variety of techniques to maintain the project schedule and budget. We accomplish this by proven techniques in successful project management — kickoff workshops, detailed project schedule, pre-scheduled milestones and interim submittal dates, review periods and presentations, bi-weekly status conference calls or meetings, interim presentations and discussions, and monthly status reports tied to invoices. All of the techniques underscore the need for frequent and meaningful communications between all parties involved in the project. We are known for our customer focus and responsiveness. Just ask our past and current clients!

REFERENCE FORM (Tab #5)

COMPANY NAME, ADDRESS, CITY, STATE, ZIP PHONE & FAX NUMBER			
Company Name:			
City of Fort Lauderdale Parks and Recreation Department			
Address:			
1350 West Broward Blvd.			
Ft. Lauderdale, FL 33312			
Contact Name:			
Phil Thornburg, Parks and Recreation Director			
Phone:	954.828.5348	Fax:	n/a
		E-Mail:	pthornburg@fortlauderdale.gov
Company Name:			
City of Fort Myers, Division of Parks and Beautification			
Address:			
1820 Hendry St.			
Fort Myers, FL 33901			
Contact Name:			
JB Schuetz, Manager			
Phone:	239.321.7000	Fax:	n/a
		E-Mail:	jschuetz@cityftmyers.com
Company Name:			
City of Miami Parks and Recreation			
Address:			
444 SW 2 nd Avenue, 8 th Floor			
Miami, FL 33130			
Contact Name:			
Kevin Kirwin, Director			
Phone:	305.416.1320	Fax:	305.416.2154
		E-Mail:	kkirwin@miamigov.com
Company Name:			
Miami-Dade County Parks, Recreation and Open Spaces Department Planning and Research Division			
Address:			
275 NW 2nd St., Suite 424			
Miami, FL 33128			
Contact Name:			
Eric Hansen, Manager			
Phone:	305.755.7964	Fax:	n/a
		E-Mail:	eric.hansen@miamidade.gov

Tab #6- Technical Approach and Methodology

OUR PHILOSOPHICAL APPROACH



The future economies of great cities and regions will be increasingly driven by their ability to attract and retain high quality knowledge workers

Well-planned communities provide social equity, a platform for inclusiveness that promotes health and well-being

Environmental sustainability and resiliency will be an increasingly integral part of parks system planning

Great park and recreation systems are the framework for building livable, sustainable communities

Parks, in concert with great public spaces, historic and cultural facilities, natural lands, greenways, trails and complete streets, create great parks systems

WHAT WE BELIEVE

Great park systems are a framework for livable and sustainable communities



OUR APPROACH TO PARK SYSTEM PLANNING

AECOM is a national leader in park, recreation and open space planning and design. Our team of planners, landscape architects, transportation planners, ecologists, and urban designers has helped over 85 communities, small and large, throughout the United States plan, develop, and implement successful parks, recreation and open space systems plans. Our process and products have not only helped improve residents' quality of life, but have also helped communities address broader social, environmental, and economic issues.

The AECOM approach to Park System Planning is based on the fundamental belief that parks, historic places, cultural facilities, public spaces, greenways, trails, complete streets and the sum total of the public realm can serve as a framework for building livable and sustainable communities. We believe that properly planned and designed park systems can be the basis for building great communities to live, work and play.

We have entered in a new era of parks and recreation planning and management; an era defined by constrained budgets, changing demographics, increased needs for transparency, and an abundance of social, economic, and environmental issues. Local governments are challenged to provide an increasingly diverse breadth of recreation and social services, while competing for limited available funding. To provide meaningful experiences for the communities we serve, we must reexamine the fundamental principles, goals, objectives, roles and responsibilities in order to remain relevant to current and future users, meet increasing economic challenges and be stewards of our natural and cultural resources. We believe that this era provides an opportunity for local governments to develop new, creative strategies for providing high quality services to their residents.

This is the beginning of an era of innovation! An era where agencies work together to stretch limited funding to provide multiple services and benefits for each dollar spent; where underutilized grey infrastructure lands become green infrastructure systems that provide multiple economic, social, recreational, cultural, and environmental benefits. We believe that the successful design and management of open space will shape a community's brand, resiliency, and quality of life. Our philosophy is based on our fundamental principles of park system planning that include:

Access. Every resident should be able to safely and comfortably walk, bicycle, drive and/or ride transit from their home to work, school, parks, shopping and community facilities.

Equity. Every resident should be able to enjoy the same quality of public facilities and services regardless of income, age, race, ability or geographic location.

Sustainability. Every action and improvement of the Park System, including facilities, programs, operations and management, should contribute to the economic, social and environmental prosperity of the city.

Multiple Benefits. Every single public action should generate multiple public benefits to maximize taxpayer dollars.

Seamlessness. Park lands and recreation services should work in concert with other local providers to provide integrated recreational opportunities to area residents.

Resiliency and Sustainability should be considered in the decision-making process. Climate change/ rising median global temperature, water demand as populations increase, severity of droughts/wildfires, as well as other impacts should be considered.

Placemaking in parks and public spaces and the inclusion of art as integral part of the park planning and design should be a part of the park planning and design process.

Livability. The concept of how parks contribute to making communities great places to live should be included. This should include how residents and local employees can live, work and play all within close proximity to their homes.

Health and Wellness benefits are driving park infrastructure and programs to a degree not expected in the past. Cities and counties are responding to this interest with new partnerships, programs and opportunities that should be front and center in a new plan.

IDENTIFICATION OF SUBCONSULTANTS

To assist us in facilitating our successful approach, and creating a master plan for the Village of Wellington, we have enlisted the following subconsultants. Their firm and team qualifications are located in Tab #5.

Ballard*King and Associates Recreation planning

The Cultural Planning Group (CPG) Arts and cultural planning

ETC Institute Public survey

Citizen Online outreach

RMPK Funding Funding specialist



A tailored approach for the VILLAGE OF WELLINGTON:

1 Learning Existing Conditions Analysis



2 Exploring Needs and Priorities Assessment



EXISTING CONDITIONS

Project Coordination

- Staff Kickoff Workshop
- Steering Committee Kickoff Meeting
- Data Coordination
- Project Schedule
- Public Involvement Goals
- Website Development

Technical Review

- Base Maps Development
- Guiding Documents Review
- Demographics and Population Analysis
- Lifestyle Analysis
- Draft Implementation Framework

Observational Evaluations

- Park, Trails, and Facility Evaluations
- Trends Analysis
- Operations and Maintenance Practices Assessment

Public Involvement

NEEDS AND PRIORITIES

Qualitative Techniques

- Council Member Interviews
- Focus Groups (6)
- Public Workshops (2)
- Stakeholder Interviews (8)
- Online Survey & Engagement

Quantitative Techniques

- Statistical Survey
- Benchmark Comparison
- Level of Service Analysis
 - Facility
 - Acreage
 - Access (facilities and activities)

Needs and Priorities Assessment Summary

Steering Committee, Advisory Board, and Village Council Presentations

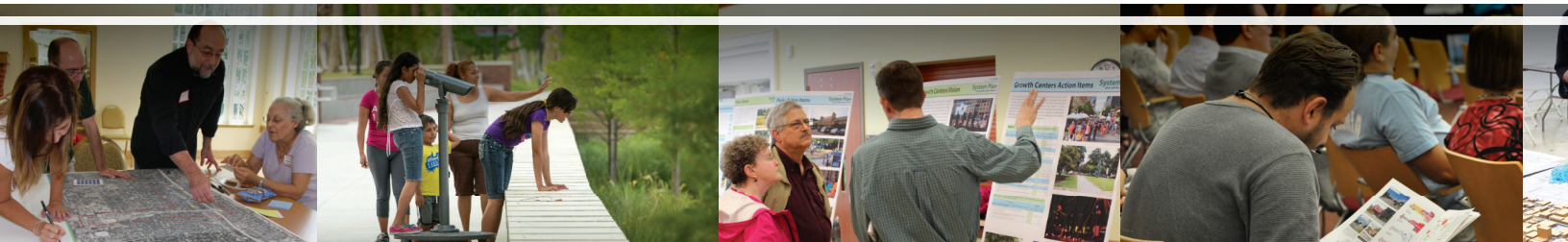
Public Involvement

Public Involvement Public Engagement is integrated into each step of the planning process

- Public Engagement Website
- Press Releases / Handout Materials

- Steering Committee
- Online Discussion Topics
- Walking Audits

- School District Coordination
- Public Workshops
- Focus Groups





3

Envisioning

Long-Range Community Vision

LONG-RANGE VISION

Two-Day Public Visioning Workshop

- Definition of Vision Statement, Guiding Principles and Goals
- Definition of Sub-System Goals and Objectives
- Alternative Roles for Village
- Potential Partnership Opportunities
- Park, Trail, and Facility Improvement Recommendations
- Conceptual Subsystem Vision Plan Development
- Level of Service Standards
- Conceptual Site Plans (3)

Operations and Maintenance Priorities

Budget Level Cost Estimate

Public Involvement

4

Implementing

Implementation Framework

FRAMEWORK PLAN

Implementation Workshop

Implementation Framework Development

- Five-Year CIP Prioritization
- Funding Analysis
- Level of Services Recommendations
- Short-term (1-5 YR) and Long-term (6-10+ YR) Action Items
- Land Acquisition Criteria
- Recommended Policy Changes
- Funding Analysis
- Operations and Maintenance Standards, staffing and programming

Master Plan Development

- Village Council Presentation
- Executive Summary and Website Materials

Approval / Adoption Presentations

Public Involvement

- Stakeholder Interviews
- Statistically Valid Survey
- Community Presentations Public

- Celebrations and Educational Events
- Implementation Workshop

- Online Polling
- Neighborhood Meetings
- Social Media



DETAILED APPROACH

AECOM Technical Services, Inc. (AECOM) is pleased to provide the following scope to the Village of Wellington for completion of a Parks and Recreation Master Plan. The approach outlined is based on our local knowledge and nation-wide experience in parks and recreation master planning and design with extensive public involvement.

Public engagement, through traditional and emerging techniques, has been found to be instrumental in developing successful and implementable Parks and Recreation Master Plans. We have outlined a scope that builds on the Village's thoughtful RFQ with slight adjustments to bring out improved quality based upon our experience with similar projects for peer communities.

The following scope includes our recommended approach which meets CAPRA accreditation requirements and allows a "feedback loop" for review, comments and revisions at the end of each phase. Each phase concludes with an interim product, which ultimately forms the Master Plan. These four parts are listed at below.

Part 1 Existing Conditions Analysis

Part 2 Comprehensive Needs and Priorities Assessment

Part 3 Long-Range Community Vision

Part 4 Implementation Framework

In addition to the proposed scope of work for the Park and Recreation Master Plan, AECOM has extensive experience in providing services to municipalities for additional CAPRA required plans and assessments. These include:

- Recreation Programming Plan
- ADA Transition Plan and Barrier Removal Plan
- Community Relations Plan
- Marketing Plan
- Parkland Acquisition Procedures
- Environmental Sustainability Policy and Program

Our ability to offer a diverse palette of services based in our local Palm Beach County office, coupled with our experience working with some of the highest quality communities in the country on park and recreation planning is a unique attribute of AECOM.

Part 1 - Existing Conditions Analysis

1.1 Staff Kickoff Workshop & Steering Committee Kickoff. AECOM will conduct a kickoff/orientation meeting at the Village offices with the Project Team (Village Staff) to review and discuss:

- Project purpose, scope, and schedule
- Roles and expectations
- Overview of the Village's parks and recreation system attributes
- Needs, priorities, obstacles, opportunities and implementation
- Discuss of Department mission/vision
- Stakeholder Interviews and Focus Groups
- Final document format

In addition, AECOM will facilitate a kickoff meeting with a Steering Committee (SC). Selection of SC members will be made by Village Staff and it is recommended that the Parks and Recreation Advisory Board be represented with two members.

1.2 Project Website. AECOM and Cityzen will create a mobile-responsive website for the project in collaboration with Village staff. The website will include discussion topics, polls, project schedule and public event information, as well as digital postings of interim and final work products for public review. Cityzen utilizes geo-targeted messaging that allows for online ad buys in strategic neighborhoods to increase participation rates at various stages of the project.

1.3 Guiding Documents Review. AECOM will review guiding documents and data provided by the Village and compile an analysis of relevance to existing efforts. The sources may include the following:

- Comprehensive Plan, including future land use map
- Capital improvements program (historic and current)
- List of current partnerships, community special events, current recreation programs and sports leagues (both adult and youth), program levels and schedules.
- Other relevant studies, data, and information as available from such sources as the State of Florida, Palm Beach County, and Palm Beach County School District.

1.4 Base Map Development. AECOM will prepare a digital GIS base file in the MXD file format for the project study area (the study area is determined by expanding the Village boundary by one miles in each direction) which shall include relevant Village layers and those containing information regarding adjacent Village facilities that are used by residents. The sources of the GIS Map will include but are not limited to the following: Village, private, non-profit and HOA data.

1.5 Demographic and Lifestyle Analysis. AECOM will evaluate the current US Census data and projected population trends in the Village including the size, character, ages, gender, ethnicity, income level and education level using data provided by the Village. The Village will provide AECOM with the latest census demographic projection data which shall include estimated populations by subdivision, age, gender, ethnicity, education, income, and occupation. AECOM will prepare a Lifestyle Analysis using Esri Tapestry Lifestyle data as a market customer analysis.

1.6 Park and Facilities Evaluations. AECOM will conduct a series of site evaluations over a consecutive two-day period to observe park, trails, and open space sites throughout the Village. AECOM will utilize a criteria based upon Project for Public Spaces (PPS) methodology for evaluating the effectiveness and performance of the public spaces. The PPS criterion focuses on elements that promote placemaking and high quality lifestyles for communities. The specific criteria used for the Village of Wellington will be developed with input from Village staff. Evaluations will be conducted by teams and will be compiled in to a summary evaluation to include but not limited to:

- Physical conditions
- Proximity to target populations
- Access and linkages
- Comfort and Effectiveness
- Sustainability

1.7 Trends Analysis. Ballard*King will identify national and regional trends in park /recreational facilities, programs, capital development standards, staffing, and marketing. Relevant trends will be highlighted with implications to the Village of Wellington.

1.8 Operations and Maintenance Practices Assessment. Ballard*King will conduct an assessment of the Village's recreation programs, staff organization, and operations to determine strengths and weaknesses, gaps, cost recovery policies, procedures, and ability to adequately maintain parks and facilities. B*K will complete the assessment by review of plans, reports, budgets, and other information provided by the Village as well as a series of staff interviews. B*K will provide a memorandum of key findings and draft recommendations that will be refined through the implementation development phase of this scope. Emphasis will provided to the following specific requests by the Village:

- Analysis of events and activities, participation rates, parking needs, and capacity for the Wellington Town Center facilities; Municipal Complex, Scott's Place, Community Center, Aquatics Complex and Amphitheatre;
- Needs for security cameras; and
- Impacts, if any, or recent or projected growth on need for youth sports programming and participation rates.

1.9 Draft Implementation Framework. AECOM will prepare a preliminary draft Implementation Framework for the Master Plan based on information provided by the Village and gathered during Part 1 tasks. The draft Framework Plan may include the following:

- Village and Department's Mission/Vision;
- Roles of the Village in provision of park and recreation services and facilities;
- Partnerships and Interlocal Agreements;
- Service Delivery Models;
- Deferred maintenance and CIP projections;
- Operations and Maintenance Costs for increased level of service scenario;
- Cost Recovery Goals and Performance Metrics; and
- Marketing recommendations.

1.10 Existing Conditions Analysis Summary. AECOM will compile the findings from the tasks outlined above into a draft Existing Conditions Analysis Summary document, including:

- Project overview
- Base map of existing system
- Guiding Documents Summary
- Demographics and Lifestyle Analysis
- Park and Facilities Evaluations Summary
- Trends Analysis

AECOM will conduct a review meeting with Village Staff to review the Existing Conditions Analysis Summary key findings as well as the Draft Implementation Framework.

Part I – Deliverables include:

- Kickoff Meeting notes (Task 1.1)
- Project Website (Task 1.2)
- Guiding Documents Summary (Task 1.3)
- Base Map (Task 1.4)
- Demographic and Lifestyle Analysis (Task 1.5)
- Park and Facilities Evaluation Summary (Task 1.6)
- Trends Summary (Task 1.7)
- Operations and Maintenance Practices Assessment Memo (Task 1.8)
- Draft Implementation Framework Plan (Task 1.9)
- Existing Conditions Analysis Summary (Task 1.10)
- Review Meeting notes (Task 1.10)

Part II – Needs and Priorities Assessment

2.1 Public Involvement. AECOM will conduct a series of public open houses, focus group meetings and stakeholder interviews to gather qualitative information regarding needs and priorities. A significant goal of the public involvement task is to identify local trends in needs and priorities throughout the Village and compare findings with those from quantitative techniques, such as a statistically valid survey. In coordination with the Village, efforts will be made to reach diverse segments of the community including underserved populations, cultural groups, youth, elderly, and disabled park users to obtain input for the Master Plan. The public involvement task will include the following events:

- Five (5) Council Members and Mayor interviews
- Six (6) focus group meetings;
- Two (2) evening community meeting to provide broad-based community input. Meetings to be held in conjunction with focus group meetings; and
- Eight (8) Stakeholder Interviews with members of the Village Manager, Palm Beach County Schools, and other community leaders to be determined by the Village.

2.2 Statistically Valid Survey. AECOM will work with the Village to develop a statistically valid mail/telephone/online survey focusing on the parks and recreation needs and priorities of the community. A draft survey instrument of the statistically valid survey will be provided to the Village for review prior to administration of the survey.

Techniques utilized for administration of survey will include mail, telephone and a website. The statistically valid survey will have a minimum guaranteed sample size of 600 with a level of confidence of 95% and margin of error of +/- 5%. Survey will include geocoding of respondents, and a set of important/unmet needs matrices. ETC will manage the printing, mailing and analysis of all surveys. A final survey report will be provided in printed and digital format with key findings, cross tabulations, maps and question results.

Questions will specifically address:

- Identification of unmet needs for programs, events, green space, and other types of facilities;
- Community supported uses for the Cultural Arts Center, K-Park and a new Aquatics Complex;
- Community support for 'green tourism' facilities and programs;
- Community desire for additional lakefront access, uses and programming; and
- Park usage, mode of preferred travel to parks, duration of usage, etc.

2.3 Online Survey. AECOM will prepare a web-based survey (via Survey Monkey) and host the survey for up to one (1) month online. Though not statistically valid itself, the on-line survey results will help to identify and verify trends within the Village for usage, importance, barriers to use, communications, funding, priorities and demographics.

2.4 Benchmarking/ Comparison. AECOM will benchmark/ compare the parks and recreation resources of the Village with up to five (5) similar or aspirational municipal departments in regards to number of parks per capita, park facilities, open spaces, recreation/sports facilities per capita, revenues to expenditures, overall budgets and staffing levels, and Level of Service standards.

2.6 Level of Service Analysis. AECOM will work with Village staff to verify existing park access standards in coordination with current NRPA and comprehensive plan standards. Existing Level of Service (LOS) analysis will include acreage and facility level of service results. In alignment with the Village's desire to test LOS standards, AECOM will conduct a GIS-based service areas analysis for each type of existing park and/or recreation amenity to identify existing gaps in service. This task will help identify

current Village-wide service levels for use in development of future goals and policies for level of service standards. Using demographic projections analyzed earlier, AECOM will prepare projected park, facilities and acreage needs for 5, 10 and 15-year increments based on target level of service goals using population projections consistent with the Village's Comprehensive Plan.

2.6 Needs and Priorities Analysis Summary.

Based on the tasks outlined above, AECOM will establish recommendations from citizens based on the public survey, stakeholder interviews, and analysis of data. This information, along with the results of the survey and public input in Task 2.1, will provide the basis for determining the priority for parks, facilities and trails development needs of the Village. AECOM will prepare the summary and provide it to the Village for review.

2.7 Steering Committee and Parks and Recreation Advisory Board Presentations.

AECOM will facilitate a series of two (2) presentations; one to the project's Steering Committee, the second to the Village's Parks and Recreation Advisory Board to review key findings of the Existing Conditions Analysis and Needs and Priorities Assessment, and to gather input for implementation strategies. The Village will be responsible for determining participants, sending invites, meeting facility logistics, and the preparation and distribution of meeting notes for Advisory Board meeting. AECOM will prepare meeting notes for the Steering Committee presentation. Submittals will include a PowerPoint presentation and digital interim report sections for committee and board review.

2.8 Village Council Presentation. AECOM will facilitate one (1) presentation to the Village Board to review key findings of the Existing Conditions Analysis and Needs and Priorities Assessment. Submittals will include a PowerPoint presentation.

Part II – Deliverables include:

- Public Involvement meetings notes (Task 2.1)
- Stakeholder Interview notes (Task 2.1)
- Statistically Valid Survey (Task 2.2)
- Online Survey results (Task 2.3)
- Benchmarking/Comparison Summary (Task 2.4)
- Level of Service Analysis Maps (Task 2.5)
- Needs and Priorities Analysis Summary and PowerPoint (Task 2.6)
- Steering Committee review meeting notes (Task 2.7)

Part III – Long-Range Vision

3.1 Visioning Workshop. AECOM will facilitate a one (1) day Visioning Workshop with Village staff, Steering Committee members, general public, special interest groups, stakeholders, school representative(s), and community officials to develop a long-range vision for the Village's parks, recreation and open space system. A preliminary agenda for the workshop includes:

- Presentation of the Needs and Priorities Analysis findings;
- Discussion of alternative "responses" to needs and priorities, including alternative roles for the Village as provider, partner and/or facilitator;
- Development of 5-year and 10-year goals and objectives with long-term 15-year goals identified;
- Identification of key "sub-systems" for further planning and development, including guiding principles and planning criteria;
- Workshop preparation of a conceptual Parks Vision;
- Discussion of elements of prototypical parks
- Discussion and development of new draft LOS standards and alternatives for parks and facilities;
- Potential partnership opportunities; and
- Park and facility improvement recommendations

AECOM will prepare a summary of key principles, concepts, and ideas developed during the workshop for staff review and future refinement. The Village will be responsible for meeting logistics, including location, advertisement, invites, etc.

3.2 Vision Plan and Conceptual Park Plans. AECOM will develop a conceptual Parks, Recreation and Open Space Vision Plan per the outcomes of the Visioning Workshop and prepare up to three (3) illustrative plans or graphics of future parks prototypes that reinforce village-wide themes identified during the Needs and Priorities Assessment and Visioning Workshop.

3.3 Order of Magnitude Estimate of Probable Costs. AECOM, in cooperation with Johnson Engineering, will prepare an "order-of-magnitude" opinion of probable construction costs (Excel) to implement each of the parks and/or other improvements shown on the Parks Vision Map and the individual park concept plans, including:

- Land Acquisition (based on costs/acre provided by the Village)
- Park/Facility Development (based on comparable facilities)
- Operations and Maintenance estimates for proposed system

AECOM will compile the cost estimates with the conceptual vision plan and graphics into a single interim document for submittal and review by Village Staff.

Part III – Deliverables include:

- Visioning Workshop Meeting notes (Task 3.1)
- Conceptual Parks Vision Map (Task 3.2)
- Prototypical Park Plans (Task 3.2)
- Estimate of Probable Costs (Task 3.3)

Part IV – Implementation Framework and Master Plan Report

4.1 Implementation Workshop. AECOM will conduct a one-half day Implementation Workshop with the Village Staff, Village Administrators, Palm Beach County Public School District, and/or other Village staff to review the cost statement, and to discuss various Implementation Strategies for the Parks and Recreation Master Plan, including both public and private initiatives. In order to prepare for the workshop, the Village will prepare estimates of available funding (from current sources) for the next 5 and 10 year periods. A preliminary agenda for the workshop includes:

- Review of the vision and estimate of costs;
- Review of the needs and priorities summary;
- Review of current 5-year CIP;
- Review of funding projections;
- New park priorities and recommendations;
- Determination of top spending priorities;
- Development of funding, phasing strategies for 5 and 10-year periods for existing and proposed system; and
- Coordination with other long-term goals of the Village.

4.2 Implementation Framework. AECOM will develop a Ten-Year Implementation Framework, a Five-Year Strategic Plan and a One-Year Action Plan, which includes issues, strategies, and priorities for parks system, open spaces, trails and recreation/sports facilities. The Implementation Framework may include, but not be limited to, the following:

- a) A prioritized list of new park projects based on established goals and community input for the parks and recreation Capital Improvement Program (CIP) including suggested timelines. Projects must meet the Village's criteria for inclusion in the CIP;
- b) Identification of future park land including possible new park site and open spaces search areas to meet future needs and potential acquisition strategies;
- c) Level of Service and park classification system recommendations; and
- d) Budget and funding priorities and timeframes (1-5 years and 6-10+ years);

4.3 Operations and Maintenance Standards.

Ballard*King will update draft recommendations to parks maintenance and staffing to match projected future growth of parklands, open spaces, trails, buildings and facilities, and related services. Additionally, Ballard*King will refine recommendations for programming and services; fee policy, operational and procedures for the Department, and maintenance plans and procedures.

4.4 Draft Master Plan Report. AECOM will compile the interim documents prepared from Parts I – IV (outlined above) into a final Park and Recreation Master Plan update report and will included the following:

- Existing System Analysis (Part I)
- Needs and Priorities Assessment (Part II)
- Long-Range Vision and Prototype Plans (Part III)
- Implementation Framework (Part IV)
- A Parks and Recreation Master Plan PowerPoint

4.5 Master Plan Open House and Steering

Committee Presentation. AECOM will conduct a public open house to gain input while the master plan is available online for public review. AECOM will note comments made by the public with recommendations for action items for Village Staff review and approval. In coordination with the Open House, AECOM will facilitate a presentation to the Steering Committee of key elements of the Master Plan. AECOM will document comments by the SC in the form of meeting notes for review by Village Staff. Following the Open House and SC presentation, AECOM will complete one (1) round of edits to the Master Plan document and presentation and provide the Village with a digital copy of final materials.

4.6 Village Council Presentation. AECOM will present the Master Plan to the Village Council for review, discussion and recommendations for adoption.

4.7 Final Report, Website and Executive Summary Materials. AECOM will prepare an Executive Summary 11x17" glossy-finish graphic booklet for the project with up to fifty color printed copies. In addition, website content

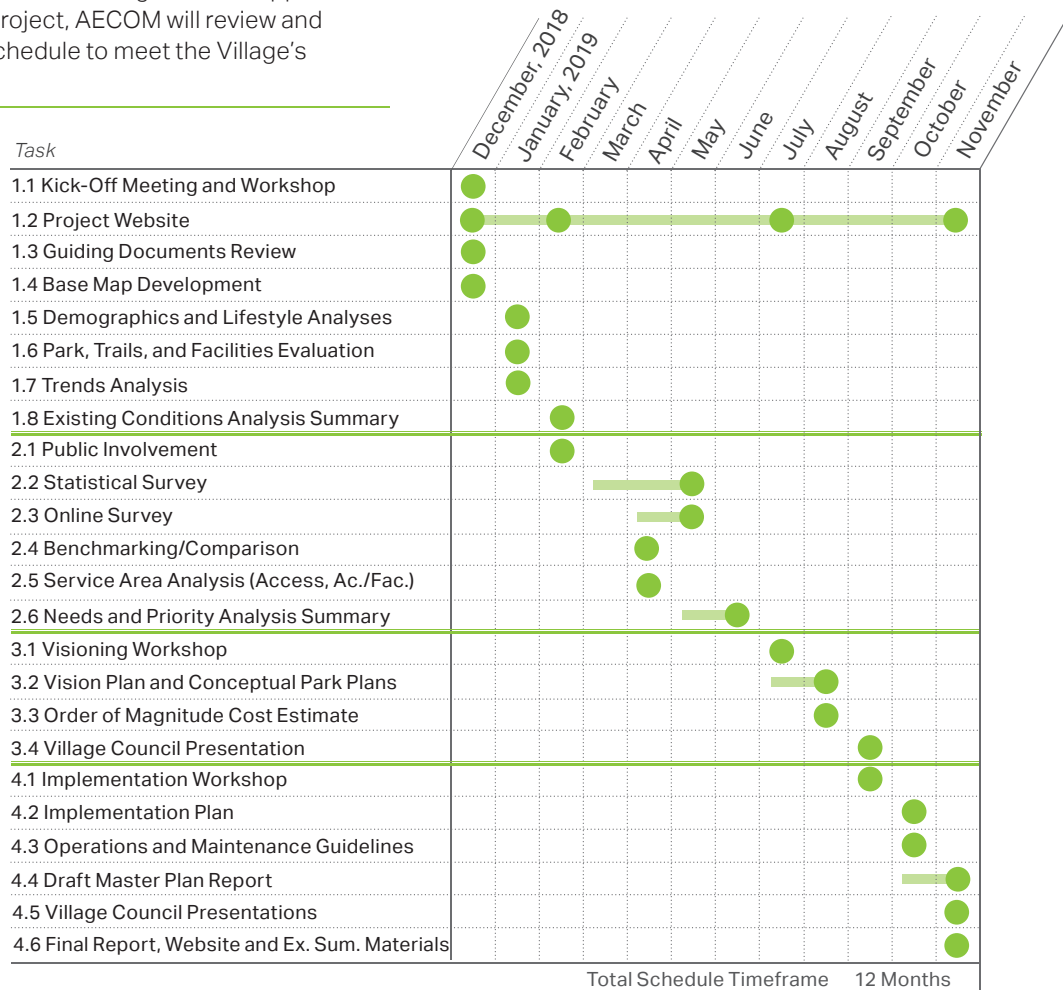
will be provided in PDF format for posting to the Village's website. Up to ten (10) color printed copies of the final report will be provided to the Village along with final PDFs. AECOM will provide up to three (3) DVDs of project files to include MXD, InDesign, MS Word, and PDF files of the report, meeting notes, and graphic files.

Part IV – Deliverables include:

- Implementation Workshop notes (Task 4.1)
- Implementation Framework (Task 4.2)
- Operations and Maintenance Standards (Task 4.3)
- Three (3) color printed Draft Parks and Open Space Master Plan Documents (Task 4.4)
- One (1) digital Master Plan PowerPoint (Task 4.5)
- Steering Committee Presentation and Open House Notes (Task 4.5)
- One (1) digital Village Council Presentation PowerPoint (Task 4.6)
- Ten (10) color printed Final Parks, Recreation and Open Space Master Plan report (Task 4.7)
- Fifty (50) color printed Executive Summaries (Task 4.7)
- Three (3) DVDs of project files (Task 4.7)

PROPOSED SCHEDULE

The following draft schedule identifies how the AECOM team proposes to accomplish the approach within a 12 month schedule, plus time for Village Council approval. Prior to initiating the project, AECOM will review and refine the work plan schedule to meet the Village's specific needs.



Tab #7- Proposer's Certification Form

PROPOSER'S CERTIFICATION (TAB #7)

I have carefully examined the Request for Proposal, General Information, Specifications and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 180 days in order to allow the Village of Wellington adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Village of Wellington or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 278.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

AECOM Technical Services, Inc.

Name of Business

By:

Signature

Randy Mejeur, Associate Vice President

Name & Title, Typed or Printed

150 Orange Ave, Suite 200

Mailing Address

Orlando, FL 32801

City, State, Zip Code

(407) 843-6552

Telephone Number Email Address

(407) 839-1789

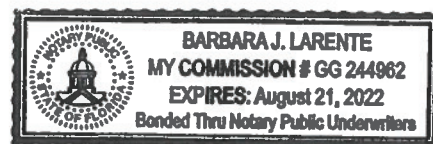
Facsimile Number

Sworn to and subscribed before me

This 5TH day of
OCTOBER, 2018

Notary Public

State of FLORIDA



Tab #8- Conflict of Interest Statement

CONFLICT OF INTEREST STATEMENT (TAB #8)

This Proposal/Agreement (whichever is applicable) is subject to the conflict of interest provisions of the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and the Florida Statutes. During the term of this Agreement and any renewals or extensions thereof, the VENDOR shall disclose to WELLINGTON any possible conflicts of interests. The VENDOR's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of WELLINGTON. The terms below shall be defined in accordance with the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and Ch. 112, Part III, Florida Statutes.

CHECK ALL THAT APPLY.

- ☒ To the best of our knowledge, the undersigned business has no potential conflict of interest for this Agreement due to any other clients, contracts, or property interests.
- ☒ To the best of our knowledge, the undersigned business has no employment or other contractual relationship with any WELLINGTON employee, elected official or appointed official.
- ☒ To the best of our knowledge, the undersigned business has no officer, director, partner or proprietor that is a WELLINGTON purchasing agent, other employee, elected official or appointed official. The term "purchasing agent", "elected official" or "appointed official", as used in this paragraph, shall include the respective individual's spouse or child, as defined in Ch. 112, Part III, Florida Statutes.
- ☒ To the best of our knowledge, no WELLINGTON employee, elected official or appointed official has a material or ownership interest (5% ownership) in our business. The term "employee", "elected official" and "appointed official", as used in this paragraph, shall include such respective individual's relatives and household members as described and defined in the Palm Beach County Code of Ethics.
- ☒ To the best of our knowledge, the undersigned business has no current clients that are presently subject to the jurisdiction of WELLINGTON's Planning, Zoning and Building Department.

CONFLICT

☐ The undersigned business, by attachment to this form, submits information which may be a potential conflict of interest due to any of the above listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR BID/PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, WHICHEVER IS APPLICABLE.

AECOM Technical Services, Inc.

COMPANY NAME

AUTHORIZED SIGNATURE

Randy Mejeur

NAME (PRINT OR TYPE)

Associate Vice President

TITLE

Tab #9- Questionnaire

QUESTIONNAIRE

Proposer's Name: AECOM Technical Services, Inc.

Principal Office Address: 300 South Grand Avenue, 9th Floor
Los Angeles, CA 90071 (corporate headquarters)

Official Representative: Randy Mejeur (representative AECOM Technical Services, Inc.)

Individual
 Partnership (Circle One)
Corporation

If a Corporation, answer this:
 When Incorporated:

09/29/1970

In what State:

California

If Foreign Corporation:

Date of Registration with
 Florida Secretary of State:

n/a

Name of Resident Agent:

Address of Resident Agent:

President's Name:

Vice President's Name:

Treasurer's Name:

Members of Board of Directors:

If a Partnership:

Date of Organization:

n/a

General or Limited Partnership*:

Name and Address of Each Partner:

Name

Address

1. _____

2. _____

3. _____

***Designate general partners in Limited Partnership**

AECOM Technical Services, Inc. was
incorporated 9/29/1970, California
Some predecessor firms have histories dating
back more than 110 years.

1. Number of years of relevant experience in operating similar business: _____

2. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled?

Yes ()

No (X)

If yes, give details on a separate sheet.

3. Has the proposer or any principals of the applicant organization failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years?

If yes, please explain: See Attachment A

4. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? **No**

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

5. Person or persons interested in the proposal and Questionnaire Form _____ (have) ☒ (have not) been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words).

Explain any convictions on a separate sheet.

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest: See Attachment B

A. List all pending lawsuits

B. List all judgments from lawsuits in the last five years:

C. List any criminal violations and/or convictions of the proposer and/or any of its principals:

7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state). Please also include a list of any clients within the boundaries of the Village of Wellington that the proposer or its firm has had within the last five (5) years.


None.

**To the best of our knowledge, we have not worked
with any clients within the boundaries of the Village
of Wellington within the last five (5) years.**

The proposer understands that information contained in this Questionnaire will be relied upon by Wellington in awarding the proposed Agreement and such information is warranted by the proposer to be true. The undersigned proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the Village Manager.

The proposer further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the Palm Beach Sheriff's Department. By submitting this questionnaire, the proposer agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated Oct 5, 2018


Attachment A

AECOM Technical Services, Inc. is a large design, engineering, planning and related professional services company that executes thousands of projects annually. From time to time, occasions arise when AECOM Technical Services, Inc. does not complete the performance of an awarded contract. These situations include (i) where a client terminates the contract for its convenience; e.g. where the client is unable to secure continued funding for the underlying project and, as a result, terminates the associated contract, (ii) where AECOM Technical Services, Inc. ceases performance under the contract in accordance with the applicable terms of the contract in response to the client's nonpayment or other breach, and the contract is ultimately terminated; and (iii) where one of the contracting parties is terminated the contract for default.

ATS that right and (ii) ATS has not had a contract terminated by a client wherein that termination was ultimately determined to be other than for convenience, except in the following instances:

- Terminations for Default
 - In March of 2016, ATS received a Notice of Termination for Cause from Atlantic City Electric, a PHI Company, on a Substation Project. AECOM disagrees with the purported basis for the notice and is contesting this notice.

Attachment B

AECOM Technical Services, Inc. is a wholly owned subsidiary of AECOM, which is an organization comprised of approximately 120 operating companies and affiliates having a total current employment of 80,000 persons worldwide that perform design, engineering, planning and related professional services and execute thousands of projects annually. As with any large service company, from time to time, it is unavoidably involved in claims, litigation, and alternative dispute resolutions which may allege third party personal injury, property damages or breach of contract. Further, in the ordinary course of business, AECOM Technical Services, Inc. may be subject to, and resolves, state and federal regulatory proceedings regarding its services, such as Department of Building and OSHA violations.

As instructed by counsel, AECOM Technical Services, Inc. does not voluntarily comment on pending or past claims, litigation, or arbitration or other alternative dispute resolution matters for a number of reasons, including, but not limited to, a desire and need to maintain the attorney-client privilege, the protections of the attorney work product doctrine, and the private and confidential nature of settled claims and litigation, and mediation, arbitration and other alternative dispute matters, which often are associated with confidentiality and non-disclosure agreements.

In the opinion of management, AECOM Technical Services, Inc. is adequately insured to address any pending or threatened claims and litigation. AECOM Technical Services, Inc. strives to avoid litigation and has a risk management program in place that includes early recognition of situations that might give rise to a claim, open lines of communication and proactive dispute resolution. None of our current litigation could reasonably be expected to have a material adverse effect on AECOM Technical Services, Inc. or its ability to perform under this or any other contract. If you require additional information, please contact Lusanna Ro, Region Chief Counsel, at Lusanna.ro@aecom.com or 804-515-8567.

Tab #10- Drug Free Workplace form

DRUG FREE WORKPLACE (TAB #10)

(FAILURE TO COMPLETE THIS FORM MAY RESULT IN THE BID BEING DECLARED NON-RESPONSIVE)

Preference may be given to businesses with drug-free workplace programs. Whenever two or more Bids which are equal with respect to price, quality, and service are received by the Owner for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program may be given preference in the award process. Established procedures for processing tie Bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business must attest to the following:

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

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



Proposer's Signature

Tab #11 - Non- Collusion Affidavit

NON-COLLUSION AFFIDAVIT (TAB #11)

State of FloridaCounty of Orange

Being duly sworn deposes and says:

That he/she is an officer of the parties making the forgoing bid submittal, that such bid submittal is genuine and not collusive or sham, that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly, or indirectly, sought by agreement of collusion or communication or conference with any person, to fix the price of affiant or any other bidder, or to fix any overhead, profit of cost element of said price, or that of any other bidder, or to secure any advantage against the authority, of any person interested in the proposed contract and that all statements in said bid is true.

AECOM Technical Services, Inc.

Name of Bidder

Randy Mejeur

Print name of designated signatory



Signature

Associate Vice President

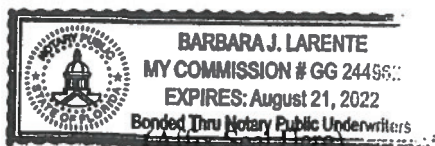
Title

On this 5 day of October, 2018, before me appeared _____ personally known to me to be the person described in and who executed this _____ and acknowledged that (she/he) signed the name freely and voluntarily for the uses and purposes therein described.

In witness thereof, I have hereunto set my hand and affixed seal the day and year last written above.



Signature

Notary Public in and for the State of FLBARBARA J Larente

(Name Printed)

Residing at ORANGE CountyMy commission expires 8-21-22

Tab #12-

Acknowledgement of
Addendums

Through monitoring the Village of Wellington's website, and DemandStar, we have seen no addenda issued for this submittal.

This proposal is made without any collusion with any other person or entity submitting a proposal pursuant to this RFQ. We have also included our signed Non-Collusion Affidavit under Tab #11.

If selected for award, AECOM reserves the right to negotiate mutually agreeable contract terms.

