



TOWN OF HILLSBORO BEACH Meeting Agenda

February 3, 2026

9:00 AM



MAYOR

Honorable Dawn Miller

VICE MAYOR

Honorable David A. Ravanesi

COMMISSIONERS

Honorable Vinnie Andreano

Honorable Jane Reiser

Honorable Heather Berman

TOWN MANAGER

Mac Serda, ICMA-CM

TOWN ATTORNEY

Donald J. Doody

TOWN CLERK

Sherry D. Henderson, CMC

HILLSBORO BEACH TOWN HALL

1210 Hillsboro Mile

Hillsboro Beach, FL 33062

954-427-4011

www.TownofHillsboroBeach.com



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

February 3, 2026 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

MAYOR DAWN MILLER
VICE MAYOR DAVID A. RAVANESI
COMMISSIONER VINNIE ANDREANO
COMMISSIONER JANE REISER
COMMISSIONER HEATHER BERMAN

TOWN MANAGER MAC SERDA, ICMA-CM
TOWN ATTORNEY DONALD J. DOODY, ESQ
TOWN CLERK SHERRY D. HENDERSON, CMC

Refer to the End of the Agenda for the Commission Meeting **RULES OF DECORUM** (Resolution No. 2023-36), adopted 9/12/2023
Commission Meetings are streamed live and recorded on the Town's Website.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. January 6, 2026 Regular Commission Meeting

II. PRESENTATIONS

- A. **Presentation by Sarah Perry – Life Rings to Prevent Drownings**
(Mother of Carnegie Medal Hero Aden Perry)

III. ORDINANCES

- A. **ORDINANCE NO. 2025-05 Certified Recovery Residences (Second Reading)**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S LAND DEVELOPMENT CODE BY CREATING SECTION 12-270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

IV. RESOLUTIONS & CONTRACTS

- A. **RESOLUTION NO. 2026-01**

Amend and Restate Resolution No. 2025-25 Adopted 7/1/2025 to Accept the Selection/Evaluation Committee Ranking for Request for Qualifications (RFQ) #2025-02-01 Comprehensive Vulnerability Assessment, and Authorize Town Officials to Negotiate and Execute an Agreement with Top Ranked Firm, Kimley-Horn and Associates, Inc, and if Negotiations are Unsuccessful to Negotiate with Cummings Cederberg, Inc. as the Second-Ranked Proposer.

V. CONSENT

A. INVOICES FOR APPROVAL

- 1. **CG&A Invoice #3189903** Dec. 2025 **\$67,207.82**
- 2. **GCDE Invoice #76273** Dec/Jan 2026 **\$5,040.30** (General Matters)
- 3. **GCDE Invoice #76274** Jan 2026 **\$60.00** (R.Crusco et al, 4th District case)
- 4. **GCDE Invoice #76275** Jan 2026 **\$507.30** (RCrusco, CDoherty ORD 2024-06)

VI. STAFF UPDATES

- A. Police Department**
Chief Rob O'Neill
- B. Building Department**
George Folles, Building Official, CG&A
- C. Code Compliance**
Bernard Pita, Code Compliance Supervisor, CG&A

VII. TOWN MANAGER REPORT

- A. Broward County Property Appraisers Mobile Team** Community Room, Feb. 12, 2026 | 1pm-3pm
- B. Free Saturday Yoga Classes** Jan 31 - Mar 28, 2026 | 10am
- C. Reorganization Meeting** March 17, 2026 | 9:30am

VIII. TOWN ATTORNEY REPORT

IX. TOWN COMMISSION COMMENTS/REPORTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

RULES OF DECORUM

- The goal of Commission Meetings and Public Hearings is to accomplish the public's business in an environment that encourages fair discussion and exchange of ideas.
- Everyone will have three (3) minutes when recognized for public comment, participants should step forward to the podium and state their name & address for the record.
- All comments shall be directed to the commission or board as a body, through its presiding officer. Comments shall not be addressed to a single member of the commission or board, or to Town staff including the attorney, the manager, or the clerk, unless a majority of the members present on the commission or board shall so agree.
- The public comment period is for receipt of public comments, not debate. It is not intended as a time for problem solving but rather for hearing the citizens for their input.

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision made by the Town Commission, Special Master or any other Boards or Commissions of the Town with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The meeting/hearing may be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. Please contact Sherry D. Henderson, IIMC-CMC, Town Clerk (954) 427-4011 Town Hall - 1210 Hillsboro Mile, Hillsboro Beach, Florida 33062.



MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING

TUESDAY

JANUARY 6, 2026

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 9:00 A.M. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Dawn Miller

Commissioner Vinnie Andreano

Commissioner Jane Reiser

Vice Mayor David A. Ravanese

Commissioner Heather Berman

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

I. APPROVAL OF MINUTES

A. December 2, 2025 Board of Zoning Appeals Meeting

B. December 2, 2025 Regular Commission Meeting

Motion made by Vice Mayor Ravanese, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

II. ORDINANCES

A. Ordinance No. 2025-05 Certified Recovery Residences

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S DEVELOPMENT CODE BY CREATING SECTION 12-270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

Town Attorney D.J. Doody read the Ordinance by title only.

Mayor Miller advised that this Ordinance is required by state law. Municipalities must have a procedure for the review and approval of certified recovery residences and requests for reasonable accommodations, as well as a process for the request of reasonable accommodations. The Ordinance establishes these procedures and processes.

Town Attorney Doody reviewed key elements of the Ordinance, which include:

- Process for requesting reasonable accommodation for any local land use regulation
- Ordinance must be consistent with the Fair Housing Act of 1988 and Title II of the Americans with Disabilities Act (ADA)
- Ordinance must establish a written application process for the request of accommodations
- Ordinance requires local governments to date-stamp each application request upon receipt; if additional information is required, the local government must notify the applicant in writing within the first 30 days after receipt and allow the applicant 30 days to respond
- Ordinance requires local governments to ensure final written determination of the application within 60 days of receipt; if final written determination is not issued after 60 days following receipt of a complete application, the request is deemed approved unless both parties agree in writing to an extension
- Ordinance requires that the application include basic contact information

Mr. Serda emphasized that the process established by the Ordinance is administrative and allows for appeals. The burden is on the applicant to file requests for accommodation. These requests will be reviewed by the Planning Department and

Police Department, and the determination will be made by the Town Manager. The Town Manager may approve or deny with conditions for approval, or, in the case of denial, the denial must be clearly stated and evidence-based. Should an accommodation be denied, an appeal process to the Special Magistrate may follow.

Mr. Serda emphasized that the Town does not license certified recovery residences; this is done at the state level. The Ordinance creates a framework and process for compliance with federal law in the event a request is made for an accommodation. The Ordinance creates a distance requirement; should a certified recovery residence come into the Town, another certified recovery residence cannot be located within 660 ft. of the first residence. There are no pending applications at this time.

Mr. Serda further clarified that a certified recovery residence would be subject to condominium declarations if located within a condominium.

Commissioner Reiser asked if, should a condominium association undertake a vetting process for a guest in a unit and determine that denial is appropriate, that association would have the right to deny. Town Attorney Doody recommended further guidance by the condominium's counsel. He again emphasized that the Ordinance complies with state law and does not address any pending issue for the Town.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Reiser, to approve Ordinance 2025-05 on first reading. In a roll call vote, the **motion** passed unanimously (5-0).

III. RESOLUTIONS & CONTRACTS

A. Resolution 2025-52 Palm Beach County ILA First Amendment for Public Safety Radio System

Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Approving and Authorizing the Appropriate Town Officials to Execute the First Amendment of the Interlocal Agreement with Palm Beach County Renew Agreement to Provide the Town of Hillsboro Beach Access to the Common Talk Groups Established on the County's Public Safety Radio System for Interoperability.

Town Attorney Doody read the Resolution by title only.

Mayor Miller explained that prior to entering into an interlocal agreement (ILA) in 2021, the Town switched to Broward County's P-25 radio system, which allowed for the availability of radio use with all of the municipalities in Broward and Palm Beach

Counties. The renewal of the agreement will continue this functionality, enabling the Town to communicate with Palm Beach County municipalities as well as the Palm Beach County Sheriff's Office. As the Town is located in northern Broward County, this is an important capability, as the Town may need assistance from Palm Beach County. There is no additional cost to this renewal.

Motion made by Commissioner Andreano, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

B. Resolution 2025-53 Deerfield Beach ILA for Fire & Emergency Rescue Services

Resolution of the Town Commission of Town of Hillsboro Beach, Florida Approving and Authorizing the Appropriate Town Officials to Execute the Interlocal Agreement with the City of Deerfield Beach to Provide Fire and Emergency Medical Services.

Town Attorney Doody read the Resolution by title only.

Mayor Miller advised that the Town's Fire and Emergency Services are provided by the City of Deerfield Beach and have been for some time. Mr. Serda has participated in negotiations with Deerfield Beach's City Manager, which are ongoing. The Resolution authorizes the appropriate Town Officials to execute the ILA with Deerfield Beach.

Town Attorney Doody advised that the City of Deerfield Beach is currently considering its own contract with the Broward Sheriff's Office (BSO). In the event that that agreement is terminated, the Town's ILA with Deerfield Beach provides for continuity of service.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Reiser, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

IV. CONSENT

A. INVOICES FOR APPROVAL

1. CG&A	Invoice #3015515	Nov. 2025	\$29,780.30
2. GCDE	Invoice #75241	Nov. 2025	\$5,523.00
3. GCDE	Invoice #75243	Nov. 2025	\$240.00
4. GCDE	Invoice # 75242	Nov. 2025	\$282.00

Motion made by Vice Mayor Ravanese, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

VII. STAFF UPDATES

A. Police Department

Rob O'Neill, Chief of Police

Police Chief Rob O'Neill reported that the Police Department was re-accredited at the end of 2025. Almost all staffing issues have been addressed. Reorganization and promotions within the Police Department were completed on December 15, 2025. Chief O'Neill recognized recently promoted individuals - James Pugliese (Deputy Chief), Robert Gianino (Captain), and Tyler Franco (Communications Supervisor). He added that the Department's newest Officer has completed training.

Chief O'Neill continued that Marine Unit hours are set to increase. The Beach Unit experienced some issues with access in November 2025, but interactions in December resulted in over 280 contacts on the beach.

A question was asked regarding cyclists who do not obey traffic laws. Chief O'Neill advised that fines or warnings for this are left to Officers' discretion, depending upon the nature and severity of the issue. Crosswalk education and enforcement efforts apply to cyclists as well as pedestrians.

B. Building Department

George Folles, Building Official, CG&A

Assistant Building Official K-Marion Purdue reported that construction had slowed during the recent holiday season but is expected to pick up its pace. The Rosewood project is on schedule, with remaining major concrete pours expected to be complete by the end of January 2026. The turnaround time for approval of plans is roughly three to five days.

Mr. Serda noted that there have been minor complaints related to the Rosewood project and other projects. These are addressed on a daily basis. Mayor Miller advised that this is due in part to the beginning of dune crossover construction. While some sea grapes were removed, other species are being introduced to ensure biodiversity and reinforce the dunes. Extensive dune planting and development are anticipated for this project.

Commissioner Reiser asked if the completion of major concrete pours would eliminate most of the cement trucks traveling in and through the Town. Mr. Serda stated that while there is more concrete to be poured, the need for late and early pours will be significantly reduced.

C. Code Compliance

Bernard Pita, Code Compliance Supv, CG&A

Code Compliance Supervisor Bernard Pita reported that the need for the Special Magistrate processes is shrinking, as the Town has a high compliance rate. He briefly reviewed the status of cases that are open or recently closed, and concluded that Code Compliance performed 146 inspections and 72 re-inspections. The Department continues to monitor Rosewood and other projects to prevent road damage and ensure clear pedestrian ways. Rosewood has improved cleaning efforts in response to complaints.

VI. TOWN MANAGER REPORT

A. Yoga at Town Hall – Sat., Jan. 31, 2026 @ 10am

B. Municipal Election – Tue., March 10, 2026

Mr. Serda emphasized that the Town has an upcoming election scheduled for March 10, 2026. Two Commission seats are up for election. He reminded individuals who wish to vote by mail of the deadlines for mail-in ballots in advance of both the March and November elections.

Mr. Serda also addressed the burying of utilities, stating that the Town has entered into non-binding consent for properties needed to reach the minimum required consent. FPL is continuing its design to further identify the type and location of necessary equipment. Once this is complete, he estimated it would be another three months before work can begin toward easements and surveys involving condominiums.

Mr. Serda continued that the parking project at Town Hall has gone back to engineers for further redesign. The costs from piggybacking on contracts from other jurisdictions were higher than anticipated, and the Town is preparing its own solicitation to seek better pricing. He estimated it would take an additional two to three months to receive prices from new vendors.

Commissioner Reiser asked what might happen if the Town encounters a block of private homes which do not consent to the burying of utilities. Mr. Serda replied that if this is a contiguous section, it is unlikely the project would include those homes; if a group of non-consenting homes is scattered, it is more likely the project would proceed.

Commissioner Berman briefly addressed the upcoming Yoga at Town Hall event, which will run from January 31 through March 28, 2026 at 10:00 a.m. She encouraged all interested residents to attend.

VII. TOWN ATTORNEY REPORT

VIII. TOWN COMMISSION COMMENTS / REPORTS

Commissioner Reiser reported that the Condo Forum met on December 17, 2025 and included a report from Police Chief O'Neill regarding crime prevention during the holidays, addressing topics such as package safety and online purchasing scams. Attendees were updated on the progress of the Rosewood project as well as the upcoming Town election in March 2026 and the undergrounding of utilities. She encouraged all condominium board members to attend these forums and share information and ideas. The forum is accessible via Zoom.

Vice Mayor Ravanesi advised that the new bocce court is functioning well. Users of the court have donated funds to add a shade structure to the site.

IX. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing.

___, resident of Port De Mer, expressed concern that beach renourishment is not working at her condominium, and requested clarification of the Commission's plans to secure its beaches.

Tom Bergen, 1239 Hillsboro Mile, resident of Port De Mer, advised that the lack of a beach at Port De Mer significantly reduces that condominium's property values. There is currently no safe access to the beach.

Larry Maybrook, resident of Port De Mer, also shared concerns with the lack of a beach on this property, stating that renourishment efforts have not lasted at that location. He suggested that an easement be provided through the Rosewood property to allow access to the beach for Port De Mer residents.

Andrew Bernstein, 1238 Hillsboro Mile, also proposed an easement through the Rosewood property to alleviate beach access from Port De Mer. He requested that the Town work with Port De Mer residents regarding access to the beach, and expressed concern with property values.

Laura Degiacomo Coughlan, resident of Port De Mer, asked if the Town has spoken with contractor Coastal Engineering to hear their opinion on beach erosion. She also pointed out that sea turtle nesting occurs on the Town's beaches and are negatively impacted by the lack of space.

Jennifer King, resident of Port De Mer, also shared concerns for sea turtles nesting on the beach, as well as mangroves and wildlife in the affected beach area.

John Meyers, speaking via Zoom, suggested the use of pressure equalizing modules (PEM) to address erosion on the Town's beaches.

Richard Cruscoe, speaking via Zoom, recommended consideration of more permanent solutions than ongoing renourishment efforts. He also expressed concern with the Rosewood project, requesting clarification of when the project became 11 stories rather than 10.

With no other individuals wishing to speak at this time, Mayor Miller closed the public hearing.

Commissioner Reiser stated that she was sympathetic to the residents of Port De Mer, and emphasized that problems regarding beaches affect all residents and need to be solved. While there is no viable clear-cut solution at this time, the problem will be addressed.

Commissioner Andreano commented that the entire Town benefits from the agreement with Deerfield Beach, and observed that the addition of sand to beaches is very costly. He stated that the Commission is looking into this problem and also emphasized the importance of access to beaches from condominiums. He suggested that neighboring properties to Port De Mer may be willing to share their access to the beach.

Vice Mayor Ravanese recalled that there may be actions other than beach nourishment that can be done for Port De Mer. He noted that another alternative could be conversion of the beach from private to public. He emphasized that the Commission has looked into every alternative of which they are aware, and will need to evaluate all alternatives to address the problem.

Vice Mayor Ravanese recalled that one previous solution was a special assessment for beach renourishment, but pointed out that sand is significantly more expensive today than at that time. He concluded that the money spent on a similar program today would affect the entire Town, which is why the Commission is working to identify the best way to proceed without another assessment.

Commissioner Berman stated that the Commission will need to pursue a long-term solution, and emphasized the importance of identifying access points for residents who have lost their beach. She agreed that there is a need for additional research into how to deal with beach erosion.

Mayor Miller thanked the individuals who provided public comment at today's meeting, strongly emphasizing the Commission's concern for the beaches and their importance to the Town. She recalled previous strategies used to minimize beach erosion, and expressed concern with the potential costs of programs today, which would reach approximately \$3 million over five years.

Mayor Miller continued that while the Town is doing its best to keep water levels at bay, its location on a barrier island exposes it to rising sea levels. The only strategy that has worked thus far has been nourishment. She acknowledged that in addition to the planning and costs associated with nourishment, that process will also require permitting, which can be a lengthy process and is outside the Town's control. The next scheduled nourishment project will be carried out in conjunction with the City of Deerfield Beach. One benefit of that agreement is the availability of public funds, as Deerfield Beach's beach is a public facility. Hillsboro Beach would otherwise have to nourish its private beaches on its own, with no public funding available except funds provided through the Federal Emergency Management Agency (FEMA).

The Commissioners further discussed options and potential costs, agreeing that it is important to identify the best solution rather than to rush in to address the problem. This will include research into different methods and consultations with experts in conservation. There was also discussion of different means of beach access for residents.

Mayor Miller reiterated that the joint nourishment project with Deerfield Beach is scheduled for 2028, and the Town is already in the process of permitting for this project. She added that when the Rosewood development is finished, the Town anticipates an annual tax revenue of approximately \$3 million, which will provide the Town with means to help keep its beaches in better shape. Commissioner Reiser noted that the access road from the Rosewood project will also provide access to the beach for the movement of sand.

Mayor Miller and Mr. Serda encouraged residents to reach out to them individually if they wished to further discuss concerns.

XII. ADJOURNMENT

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Andreano, to adjourn. In a roll call vote, the **motion** passed unanimously (5-0).

The meeting was adjourned at 10:34 a.m.

ADOPTED THIS _____ DAY OF _____, 2026.

By: _____
Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

**Agenda Item: Presentation by Sarah Perry – Life Rings to Prevent Drownings
(Mother of Carnegie Medal Hero Aden Perry)**

Submitting Dept: Town Manager, Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

ADEN SPENCER PERRY - Sunrise, FL

Aden Spencer Perry died attempting to save a man from drowning, Sunrise, Florida, April 19, 2022. While driving at night, an 18-year-old man was in an accident in which his car struck a tree, was launched airborne, and traveled into a pond, where it came to rest upright about 40 feet from the bank in water about 25 feet deep. The man exited and remained at the car as he called out for help. Walking his dog nearby with his mother, Aden, 17, high school student, called 911 as he approached the dimly lit pond, then handed the phone to his mother, who spoke with a dispatcher. Aden entered the pond. Shortly, the car, the man, and Aden all submerged. Multiple responding police officers entered the pond before divers located Aden and the man and removed them from the water. The man had drowned. Aden also did not survive, with a neck injury and drowning contributing to his death.



Aden Perry, Carnegie Hero
April 19, 2022 Sunrise, FL Type of Act: Drowning
Posthumous Recipient: Yes

2. CURRENT ACTIVITY



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Aden Spencer Perry
 2. Carnegie Medal presentation in honor of Aden Perry – Carnegie Hero Fund Commission
 3. Rescue ring program, in honor of Carnegie hero, has saved lives

Carnegie Hero Fund Commission

Heroes

Aden Spencer Perry

Sunrise, FL

Aden Spencer Perry died attempting to save a man from drowning, Sunrise, Florida, April 19, 2022. While driving at night, an 18-year-old man was in an accident in which his car struck a tree, was launched airborne, and traveled into a pond, where it came to rest upright about 40 feet from the bank in water about 25 feet deep. The man exited and remained at the car as he called out for help. Walking his dog nearby with his mother, Aden, 17, high school student, called 911 as he approached the dimly lit pond, then handed the phone to his mother, who spoke with a dispatcher. Aden entered the pond. Shortly, the car, the man, and Aden all submerged. Multiple responding police officers entered the pond before divers located Aden and the man and removed them from the water. The man had drowned. Aden also did not survive, with a neck injury and drowning contributing to his death.

92334-10327

Carnegie Hero Fund Articles

- [Rescue ring program, in honor of Carnegie hero, has saved lives \(https://www.carnegiehero.org/rescue-ring-program-in-honor-of-carnegie-hero-has-saved-lives/\)](https://www.carnegiehero.org/rescue-ring-program-in-honor-of-carnegie-hero-has-saved-lives/)
- [Carnegie Medal presentation in honor of Aden Perry \(https://www.carnegiehero.org/carnegie-medal-presentation-in-honor-of-aden-perry/\)](https://www.carnegiehero.org/carnegie-medal-presentation-in-honor-of-aden-perry/)
- [Hero's rescue rings installed in southeastern Florida \(https://www.carnegiehero.org/heros-rescue-rings-installed-in-southeastern-florida/\)](https://www.carnegiehero.org/heros-rescue-rings-installed-in-southeastern-florida/)

External Articles

- [Coral Springs and Aden Perry Good Samaritan and Scholarship Fund Partner to Install Water Rescue Rings in City Parks \(https://coralspringstalk.com/coral-springs-and-aden-perry-rings-45173\)](https://coralspringstalk.com/coral-springs-and-aden-perry-rings-45173)
- [Rescue Ring Installation at Coral Springs City Parks to Honor a Hero \(https://www.tapinto.net/towns/coral-springs/sections/government/articles/rescue-ring-installation-at-coral-springs-city-parks-to-honor-a-hero\)](https://www.tapinto.net/towns/coral-springs/sections/government/articles/rescue-ring-installation-at-coral-springs-city-parks-to-honor-a-hero)
- [Tribute held for teen who made ultimate sacrifice to save a stranger \(https://wsvn.com/news/local/broward/tribute-held-for-teen-who-made-ultimate-sacrifice-to-save-a-stranger/\)](https://wsvn.com/news/local/broward/tribute-held-for-teen-who-made-ultimate-sacrifice-to-save-a-stranger/)

- [Doral Installs Aden Perry Hero Life Rings to Make Parks Safer \(https://doralfamilyjournal.com/doral-installs-aden-perry-hero-life-rings-to-make-parks-safer/\)](https://doralfamilyjournal.com/doral-installs-aden-perry-hero-life-rings-to-make-parks-safer/)
- [Life rings installed for Aden Perry, teen who drowned trying to save driver's life \(https://www.nbcmiami.com/on-air/as-seen-on/life-rings-installed-for-aden-perry-teen-who-drowned-trying-to-save-drivers-life/3492891/\)](https://www.nbcmiami.com/on-air/as-seen-on/life-rings-installed-for-aden-perry-teen-who-drowned-trying-to-save-drivers-life/3492891/)

[Back to Top](#)

Carnegie Hero Fund Commission

News

Impulse

Carnegie Medal presentation in honor of Aden Perry

Posted on August 17, 2023 (<https://www.carnegiehero.org/carnegie-medal-presentation-in-honor-of-aden-perry/>) by Griffin Erdely (<https://www.carnegiehero.org/author/gerdely/>)



Sarah Perry, mother of Carnegie Hero **Aden Spencer Perry** (<https://www.carnegiehero.org/hero-search/aden-spencer-perry/>) displays the Carnegie Medal while Broward County (Florida) Mayor Lamar P. Fisher, left, and the Broward County Commissioners applaud at a June 6 commissioners meeting. Perry accepted the award on behalf of her son, who was posthumously awarded the Carnegie Medal after he drowned attempting to save a teen driver who was inside an SUV that left a Sunrise, Florida, roadway and entered a retention pond.

High schooler Aden Perry, 18, was walking his dog with his mother in April 2022 when they witnessed the car enter the water. The driver exited the car and called for help.

Aden entered the pond, but both the driver and Aden shortly submerged. Police divers later recovered them from the water but both teens had drowned.

At the ceremony, Fisher said he was honored that Perry chose the Broward County Commissioners to present the prestigious award.

“When I lost my son a year ago you were the first ones who reached out to me to honor my son with a Medal of Valor,” Perry said at the presentation. “Since that time, you’ve been very supportive through the counties, through the cities of my initiatives that I’ve tried to bring to neighboring counties and cities.”

Perry was referencing her mission to install rescue life rings at every body of water in the state of Florida.

That initiative was kicked off earlier this year by the installation of 70 Coast Guard-regulated life rings at city parks throughout Coral Springs, Florida.

“I feel it is my duty to carry on his memory, and something so simple as placing rescue rings near water is my way of keeping his legacy alive,” Perry said earlier.

She said that was one of the reasons that she was so honored to receive the Carnegie Medal.

“Receiving this medal means so much because I made a promise to my son that he would never be forgotten, and this medal means that he will forever be apart of Carnegie history as a hero,” she said.

Related articles:

- [Rescue ring program, in honor of Carnegie hero, has saved lives \(https://www.carnegiehero.org/rescue-ring-program-in-honor-of-carnegie-hero-has-saved-lives/\)](https://www.carnegiehero.org/rescue-ring-program-in-honor-of-carnegie-hero-has-saved-lives/)
- [Carnegie Medal for Heroism presentation to Joseph D. Donnell \(https://www.carnegiehero.org/carnegie-medal-for-heroism-presentation-to-joseph-d-donnell/\)](https://www.carnegiehero.org/carnegie-medal-for-heroism-presentation-to-joseph-d-donnell/)
- [Carnegie Medal for Heroism presentation to Robert M. Wilson Jr. and Andrew Reischl \(https://www.carnegiehero.org/carnegie-medal-for-heroism-presentation-to-robert-m-wilson-jr-and-andrew-reischl/\)](https://www.carnegiehero.org/carnegie-medal-for-heroism-presentation-to-robert-m-wilson-jr-and-andrew-reischl/)

- [Carnegie Medal presentation to Tyler Badet \(https://www.carnegiehero.org/carnegie-medal-presentation-to-tyler-badet/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-tyler-badet/)
- [Carnegie Medal for Heroism presentation to the family of Anthony Diehl \(https://www.carnegiehero.org/carnegie-medal-for-heroism-presentation-to-the-family-of-anthony-diehl/\)](https://www.carnegiehero.org/carnegie-medal-for-heroism-presentation-to-the-family-of-anthony-diehl/)
- [Carnegie Medal presentation to Stephen Rhodes \(https://www.carnegiehero.org/carnegie-medal-presentation-to-stephen-rhodes/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-stephen-rhodes/)
- [Carnegie Medal presentation to Mickey Wilson \(https://www.carnegiehero.org/carnegie-medal-presentation-to-mickey-wilson/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-mickey-wilson/)
- [Carnegie Medal presentation to Gerold Prather \(https://www.carnegiehero.org/carnegie-medal-presentation-to-gerold-prather/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-gerold-prather/)
- [Carnegie Medal presentation to Lloyd Muldrow \(https://www.carnegiehero.org/carnegie-medal-presentation-to-lloyd-muldrow/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-lloyd-muldrow/)
- [Carnegie Medal presentation to Kealii J. Akahane \(https://www.carnegiehero.org/carnegie-medal-presentation-to-kealii-j-akahane/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-kealii-j-akahane/)

Other articles in this issue:

- [Overheard: Impulse 74 \(https://www.carnegiehero.org/overheard-impulse-74/\)](https://www.carnegiehero.org/overheard-impulse-74/)
- [Alabama church observes anniversary of shooting with worship, memorial garden \(https://www.carnegiehero.org/alabama-church-observes-anniversary-of-shooting-with-worship-memorial-garden/\)](https://www.carnegiehero.org/alabama-church-observes-anniversary-of-shooting-with-worship-memorial-garden/)
- [Hero Fund internship program grows \(https://www.carnegiehero.org/behind-the-scenes-hero-fund-internship-program-grows/\)](https://www.carnegiehero.org/behind-the-scenes-hero-fund-internship-program-grows/)
- [Descendants of 2-time Carnegie Medal recipient visit Pittsburgh, Hero Fund \(https://www.carnegiehero.org/descendants-of-2-time-carnegie-medal-recipient-visit-pittsburgh-hero-fund/\)](https://www.carnegiehero.org/descendants-of-2-time-carnegie-medal-recipient-visit-pittsburgh-hero-fund/)
- [Impulse 74: Board notes \(https://www.carnegiehero.org/impulse-74-board-notes/\)](https://www.carnegiehero.org/impulse-74-board-notes/)
- [Carnegie Medal presentation to Paul W. Bandy, Aimee Johns, and Heath Braddock \(https://www.carnegiehero.org/carnegie-medal-presentation-to-paul-w-bandy-aimee-johns-and-heath-braddock/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-paul-w-bandy-aimee-johns-and-heath-braddock/)
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- [Carnegie Medal presentation to Jose M. Pichardo \(https://www.carnegiehero.org/carnegie-medal-presentation-to-jose-m-pichardo/\)](https://www.carnegiehero.org/carnegie-medal-presentation-to-jose-m-pichardo/)
- [Friends Remembered: Odis Lee Jones Jr. \(https://www.carnegiehero.org/friends-remembered-odis-lee-jones-jr/\)](https://www.carnegiehero.org/friends-remembered-odis-lee-jones-jr/)
- [Friends Remembered: William Harold Denzer \(https://www.carnegiehero.org/friends-remembered-william-harold-denzer/\)](https://www.carnegiehero.org/friends-remembered-william-harold-denzer/)

Carnegie Hero Fund Commission

News

Impulse

Rescue ring program, in honor of Carnegie hero, has saved lives

Posted on August 15, 2025 (<https://www.carnegiehero.org/rescue-ring-program-in-honor-of-carnegie-hero-has-saved-lives/>) by Griffin Erdely (<https://www.carnegiehero.org/author/gerdely/>)



A screenshot of a video depicting one of Aden's life rings being thrown to a swimmer in distress at the Boynton inlet off of Oakland Park, Florida. Fire Chief Stephan Krivjanik sent the video to Sarah Perry, who had donated the life ring just three weeks before it was used in the rescue.

When Carnegie Hero **Aden Spencer Perry** (<https://www.carnegiehero.org/hero-search/aden-spencer-perry/>) died attempting to save a man from a submerging vehicle, his mother focused her grief on a mission to make sure no other mother would have to go through what she did.

“My goal is to go city by city and get these rings donated and installed,” said Sarah Perry, Aden’s mom. “I would like this to be a statewide mandate.”

In April 2022, Aden, 17, drowned while attempting to save the teen driver of a car that entered a lake in Sunrise, Florida. Aden was walking his dog with his mother when they witnessed the car enter the water and drift to a point about 40 feet from the bank where water was 25 feet deep. The driver, 18, exited his car and called for help. Aden entered the water and quickly submerged along with the driver. Police divers located Aden and the driver and removed them from the water. They had drowned.

Now, three years later, Sarah Perry has installed or provided funding for more than 500 rescue rings in Florida, and they are saving lives.

Last month she and Apollo, Aden’s dog, returned from the first out-of-state donation in Beaufort, South Carolina, near the Henry Robinson boardwalk.

“While in this beautiful city I was struck by the incredible strength, perseverance, passion, and love that was on display everywhere,” Perry said.

To honor Aden, most of the rescue rings include a stand baring Aden’s photo and a quote, “A hero is a person of distinguished courage and ability, admired for their brave deeds and noble qualities in spite of overwhelming obstacles.”

In Oakland Park, Florida, Fire Chief Stephan Krivjanik reported that a life ring installed at the Boynton Inlet, a manmade cut that connects Lake Worth Lagoon with the Atlantic Ocean, was used to save a swimmer struggling in choppy water on Memorial Day.

Perry said the rescue ring was installed just three weeks before the rescue.

“A good Samaritan was able to throw Aden’s Life Ring into the water, without having to go in themselves and a life was saved,” Perry wrote on Facebook. “This is why I am on this mission.”

Perry said she has heard of other confirmed cases in which the rescue rings were used.

“I fully realize the honor bestowed on him by your foundation, and I don’t take that lightly,” Perry said. “As a hero, I owe it to him to keep his name and his story alive to hopefully inspire others.”

In addition to the donation of life rings, Perry’s organization, the Aden Perry Good Samaritan and Scholarship Fund also offers scholarships for SAT prep and higher education.



Related articles:

- [Carnegie Medal presentation in honor of Aden Perry](https://www.carnegiehero.org/carnegie-medal-presentation-in-honor-of-aden-perry/) (https://www.carnegiehero.org/carnegie-medal-presentation-in-honor-of-aden-perry/)
- [Hero's rescue rings installed in southeastern Florida](https://www.carnegiehero.org/heros-rescue-rings-installed-in-southeastern-florida/) (https://www.carnegiehero.org/heros-rescue-rings-installed-in-southeastern-florida/)

Other articles in this issue:

- [Overheard: Impulse 82](https://www.carnegiehero.org/overheard-impulse-82/) (https://www.carnegiehero.org/overheard-impulse-82/)
- [Friends Remembered: Impulse No.82](https://www.carnegiehero.org/friends-remembered-impulse-no-82/) (https://www.carnegiehero.org/friends-remembered-impulse-no-82/)
- [2013: Canadian man saves woman from polar bear with shovel](https://www.carnegiehero.org/2013-canadian-man-saves-woman-from-polar-bear-with-shovel/) (https://www.carnegiehero.org/2013-canadian-man-saves-woman-from-polar-bear-with-shovel/)
- [Commission elects new officers at 121st annual meeting](https://www.carnegiehero.org/commission-elects-new-officers-at-121st-annual-meeting/) (https://www.carnegiehero.org/commission-elects-new-officers-at-121st-annual-meeting/)
- [Inside the gallery: Carnegie Medal tells story of 1945 rescue inside gas-filled well](https://www.carnegiehero.org/inside-the-gallery-carnegie-medal-tells-story-of-1945-rescue-inside-gas-filled-well/) (https://www.carnegiehero.org/inside-the-gallery-carnegie-medal-tells-story-of-1945-rescue-inside-gas-filled-well/)
- [Impulse 82: Board Notes](https://www.carnegiehero.org/impulse-82-board-notes/) (https://www.carnegiehero.org/impulse-82-board-notes/)
- [First scholarship honoring Carnegie hero given to high school graduate](https://www.carnegiehero.org/first-scholarship-honoring-carnegie-hero-given-to-high-school-graduate/) (https://www.carnegiehero.org/first-scholarship-honoring-carnegie-hero-given-to-high-school-graduate/)



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: ORDINANCE NO. 2025-05 Certified Recovery Residences (Second Reading)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S LAND DEVELOPMENT CODE BY CREATING SECTION 12-270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

Submitting Dept: Planning & Zoning, Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Ordinance (2nd Reading 02-03-2026)
 2. Business Impact Estimate ORD 2025-05 Certified Recovery Residence
 3. Affidavit
 4. Sun Sentinel Proof

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S LAND DEVELOPMENT CODE BY CREATING SECTION 12-270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Hillsboro Beach, Florida hereby finds and declares that the adoption of this ordinance is appropriate, and in the public interest of this community.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA:

Section 1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

Section 2. The Town of Hillsboro Beach, Florida hereby creates Section 12-270 of the Town's Land Development Code as follows:

Sec. 12-270 . Reasonable Accommodation.

(a) Intent and Purpose, Definitions, Fees.

(1) This Section sets forth the Town's provisions for processing requests for a reasonable accommodation to the Town's residential housing ordinances, rules, policies, and procedures for persons with disabilities as provided by the Federal Fair Housing Amendments Act (42 U.S.C. 3601, et seq.) ("FHA") and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131 et seq.) ("ADA").

(2) The Town has considered recent studies commissioned by the City of Delray Beach (titled, "Delray Beach, Florida: Principles to Guide Zoning for Community Residences for People with Disabilities," and dated August, 2017), the City of Pompano Beach (titled, "Pompano Beach, Florida: Principles to Guide Zoning for Community Residences for People with Disabilities," and dated February, 2018), and the City of Fort Lauderdale (titled, "Principles to Guide Zoning for Community Residences for People with Disabilities," and dated February, 13, 2018), which studies were prepared by Mr. Daniel Lauber, AICP, and the study by Daniel Lauber, entitled "Reforming State and Local Zoning for Community Residences for People With Disabilities and for Recovery Communities (River Forest, IL: Planning/Communications, July 2024)". These studies identify significant public purposes of furthering beneficial health goals for certain types of disabled residents, in terms of facilitating community integration and normalization. The studies, in part, conclude that when recovery residences are clustered in an area, or when a recovery residence is located within six hundred and sixty (660) feet from another recovery residence, there are material increased risks that facilitating community integration and normalization will be adversely affected. The regulations in this Section concerning the rebuttable presumptions which arise when recovery residences locate within a six hundred sixty (660) foot separation standard are designed to further such significant public interests.

(3) For purposes of this Section, an "Administrative Appeal" is an available

1 administrative remedy for an applicant to seek review of a Town Manager Determination in
 2 certain cases. The remedy involves a de novo, quasi-judicial review of the application which
 3 is conducted by the Special Magistrate.

4 _____ (4) A "Community Residence" for purposes of this Section is a residential living
 5 arrangement of more than three (3) individuals living together in a single dwelling unit,
 6 where: (a) not all of such individuals are related to each other by bonds of consanguinity,
 7 marriage, legal adoption, or other qualifying circumstances identified in the definition of
 8 "Family" which for purposes of this Section is defined as one (1) or more of such individuals
 9 is experiencing a disability; (c) all such individuals are living as a single, functional family;
 10 and (d) the disabled resident(s) are in need of the mutual support furnished by other
 11 residents of the dwelling unit, as well as any incidental support services, if any, provided
 12 there. The residents may be self-governing or supervised by a sponsoring entity or its staff,
 13 which provides habilitative or rehabilitative services, related to the residents' disabilities.
 14 The Community Residence seeks to emulate a biological family to normalize its residents and
 15 integrate them into the surrounding community. Its primary purpose is to provide shelter in
 16 a family-like environment, and any treatment is incidental. The supportive inter-
 17 relationships between residents are an essential component of a Community Residence. A
 18 Community Residence which has received and maintained a reasonable accommodation
 19 pursuant to this Section shall be considered a residential "Family" use for the purposes of the
 20 Town's land development regulations, so as to implement the policy considerations of the
 21 FHA and ADA. A Community Residence does not include any other group living arrangement
 22 for unrelated individuals who are not experiencing a disability, nor does the definition
 23 include residential facilities for prison pre-parolees or sex offenders. Community Residences
 24 do not include community residential homes that are defined in Section 419.001(1)(a),
 25 Florida Statutes, as amended, and licensed by the Florida Agency for Persons with
 26 Disabilities, the Florida Department of Elderly Affairs, the Florida Agency for Health Care
 27 Administration, or the Florida Department of Children and Families. Community Residences
 28 include functional family living arrangements of four (4) or more unrelated individuals that
 29 reside in recovery residences which are certified by the credentialing entity designated under
 30 Section 397.487 of the Florida Statutes, as amended, or which are operated in accordance
 31 with the Oxford House Manual C.

32 _____ (5) For purposes of this Section, a "Determination" shall mean a decision on an
 33 application for a reasonable accommodation which is made by the Town Manager under the
 34 provisions of Subsection (f) of this Section, or by the Special Magistrate under the provisions
 35 of this Code. The word "Determine" means to make a determination.

36 _____ (6) For purposes of this Section, a "disability" is a physical or mental impairment
 37 that substantially limits one or more of an individual's major life activities, impairs an
 38 individual's ability to live independently, having a record of such impairment, or being
 39 regarded as having such an impairment. People experiencing or possessing a "disability" for
 40 purposes of this Section do not include individuals who are currently using alcohol or illegal
 41 drugs, or who are currently using legal drugs to which they are addicted, or who constitute a
 42 direct threat to the health and safety of others. Except as provided in the preceding sentence,
 43 an individual experiencing a "disability" is "disabled," and this will include a person that
 44 qualifies as disabled or handicapped under the FHA or ADA, or both.

45 _____ (7) For purposes of this Section, a "Lot" shall be as defined in Section 12-125 of
 46 this Code.

47 _____ (8) For purposes of this Section, a "pending application" shall mean an
 48 application for a reasonable accommodation which has been approved by the Zoning Board
 49 of Appeals ("BZA") and for which:

50 _____ a. The Determination has not been made; or,

51 _____ b. For Town Manager Determinations, the Determination has been

made, and:

1. The thirty (30) day time frame for an Administrative Appeal has not run, or

2. If an Administrative Appeal has been sought, either a Final Order of the Special Magistrate has not been rendered but may still be timely made, or if rendered, such Final Order remains subject to judicial review (i.e. by Petition for Writ of Certiorari, and thereafter, further discretionary, appellate review); or,

c. For Special Magistrate Determinations, the Determination has been made and remains subject to judicial review (i.e. by Petition for Writ of Certiorari, and thereafter, further discretionary, appellate review).

(9) For purposes of this Section, a "reasonable accommodation" is a change, exception, or adjustment to an ordinance, rule, policy, or procedure that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including any public or common-use spaces thereof.

(10) There shall be no fee imposed by the Town in connection with an application for a reasonable accommodation under this Section or for an Administrative Appeal of a Town Manager Determination to the Special Magistrate. The Town shall have no obligation to pay an applicant's or intervenor's attorney fees or costs in connection with an application, or an Administrative Appeal, or any other proceeding before the Special Magistrate.

(b) Applications for a Reasonable Accommodation.

(1) A request for reasonable accommodation shall be made by completing a reasonable accommodation request form. The form shall be developed and modified from time to time by the Planning Department consistent with law, and shall be maintained by the Planning Department.

(2) When an applicant has completed the form and information shall be filed with the Planning Department, and the Planning Department shall file stamp the form with the date its filing was accepted, and such form and information shall thereafter be considered an application. The reasonable accommodation application shall contain responses to questions, and any additional information as the applicant may determine is necessary for processing and evaluating the reasonable accommodation request. The reasonable accommodation request form shall be accessible on the Town's web-site and accessible at the Planning Department.

(3) The applicant may be the property owner, a tenant, a governmental agency, a parent or guardian of the disabled person, a provider of services to the disabled person, or the disabled person; however, in all cases, if the property owner is not the applicant, the property owner shall join in and consent to the application and shall be treated as an "applicant" for the purposes of this Section. In all cases, the applicant and the property owner shall be responsible to comply with the requirements of this Section, and with the conditions or limitations of the Determination.

(4) Should the information provided with a reasonable accommodation request form include medical information or records, including records indicating the medical condition, diagnosis or medical history of a disabled individual, the disabled individual may, at the time such medical information is submitted, request that the Town, to the extent allowed by law, treat such medical information as confidential information of the disabled individual. The Town shall thereafter endeavor to provide written notice to the disabled individual, and the applicant, of any request received by the Town for disclosure of the medical information or documentation which the disabled individual has requested be treated as confidential by the Town. The Town may cooperate with the disabled individual, to the extent allowed by law, in actions initiated by such individual to oppose the disclosure of such medical information or documentation, but the Town shall have no obligation to initiate, prosecute or pursue any such action, or defend against a request for such records, or to incur any legal or other expenses in connection therewith (whether by retention of outside

1 counsel or allocation of internal resources), and the Town may comply with any records
 2 request or judicial order without prior notice to the disabled individual.

3 (5) Submittal requirements. The application shall be made, in writing, and shall
 4 include the following information:

5 a. For all applications:

6 1. Name and contact information of the applicant;

7 2. Signature of applicant;

8 3. Date of application;

9 4. Owner's consent to the application (it shall be presumed that the owner is as
 10 indicated by the most recent ad valorem tax roll information concerning the Lot);

11 5. Information regarding the Residential Lot or Unit at which a reasonable
 12 accommodation is requested, including the address, and ad valorem tax folio number
 13 or property identification number;

14 6. The specific ordinance, rule, policy, or procedure for which the reasonable
 15 accommodation is being requested;

16 7. The specific relief sought by the application and how such relief serves the
 17 special needs of the disability at issue;

18 8. Information concerning whether the relief requested by the applicant is
 19 necessary to provide one or more individuals with a disability an equal opportunity
 20 to use and enjoy housing;

21 9. If there is to be an on-site supervisor, staff, or manager serving the premises,
 22 provide the name and contact information (phone and email) for each, and whether
 23 they will reside on the Lot with the disabled persons(s);

24 10. Relevant information pertaining to the disability;

25 11. A description of all installations or modifications which have been made to
 26 improvements on the Lot after the date of the Lot's most recent closed building
 27 permit, or if there are none, an Affidavit of No Change executed by the property owner
 28 (for purposes of this Paragraph, the most recent "closed" building permit is that
 29 which was: a. issued for improvements or alterations which have passed all
 30 inspections and received a Certificate of Occupancy or a Certificate of Completion or
 31 equivalent, and b. either: (i) where only building permits meeting the requirements
 32 of a. above were issued prior thereto, or (ii) the building permit meeting the
 33 requirements of a. above was the first building permit issued for the Lot in question);

34 12. A description of all installations and modifications to improvements for the
 35 Lot which are proposed to be made before or during the time frame the
 36 Determination is to be effective;

37 13. Any other relevant information pertaining to the Lot, and the information
 38 solicited by the reasonable accommodation request form;

39 14. An irrevocable confirmation by the applicant and the property owner (of the
 40 Lot) that the Town may inspect the Lot's improvements for compliance with
 41 applicable provisions of the Florida Building Code and Florida Fire Prevention Code
 42 while the application is pending, and that the Town may, after a Determination is
 43 issued which grants the accommodation or grants an alternative accommodation,
 44 periodically inspect such improvements, after reasonable notice and during
 45 reasonable times, for compliance with the terms and conditions of the Determination;
 46 and,

47 15. The extent of services or programs which will be provided to disabled persons
 48 at the Lot, and whether the service provider is licensed or certified.

49 b. For applications pertaining to or relating to a Community Residence, the following
 50 additional submittals or information shall be required:
 51

1 1. Whether the Community Residence operator or owner is currently certified
2 by the credentialing entity designated under Section 397.487 of the Florida Statutes,
3 as amended (or whether the Community Residence is currently certified by the
4 credentialing entity designated under Section 397.487 of the Florida Statutes, as
5 amended);

6 2. Whether the Community Residence is operated in accordance with the Oxford
7 House Manual C;

8 3. If neither 1. nor 2. are applicable, information concerning:

9 (i) The identity, education, licensure, and training of staff servicing the
10 Community Residence;

11 (ii) How the applicant will ensure the home will emulate a biological family;

12 (iii) How the home will be operated to achieve normalization and community
13 integration;

14 (iv) If any property line of the Lot on which the Community Residence is proposed
15 is within Six Hundred Sixty (660) Feet of the nearest property line of a Lot where an existing
16 Community Residence is located, measured by airline measurement, information the
17 applicant believes is important to consider in rebutting the presumptions which arise under
18 Paragraph (a)(2) of this Section;

19 (v) How the rules and practices governing the Community Residence's operation
20 will actually protect residents from abuse, exploitation, fraud, theft, insufficient support, use
21 of illegal drugs or alcohol, and misuse of prescription medications;

22 (vi) A disclosure of all instances within the two (2) year period preceding the
23 application of any evidence of resident abuse, exploitation, fraud, theft, insufficient support,
24 use of illegal drugs or alcohol, and misuse of prescription medications;

25 (vii) A disclosure of the steps taken to address matters disclosed in (vi) above, how
26 outcomes are measured for such steps, and the outcomes experienced as a result of such
27 steps; and,

28 (viii) A disclosure of all services related to resident disabilities that are proposed
29 to be provided and where such services will be provided;

30 4. The maximum number of individuals who will reside in the dwelling unit for
31 the period of time that the Determination is to be effective; and,

32 5. Information concerning the relationship between the number of residents
33 and the therapeutic benefits to the Community Residence's disabled residents.

34
35 c. If the application is missing any of the required information or additional information
36 is required, the Town shall notify the applicant in writing within thirty (30) days of the date
37 the application was received. The Town shall provide the applicant with thirty (30) days to
38 respond to its request for required or additional information. If the applicant fails to provide
39 the requested information within thirty (30) days, the application for reasonable
40 accommodation shall be deemed abandoned, and the Planning Department shall notify the
41 applicant by First Class Mail that the application has been denied as abandoned. The notice
42 shall include the specific information the Town requested that was not provided as the reason
43 for denial-as-abandoned.

44
45 (c) Repetitive Applications, Qualified Stay.

46 (1) An application for a reasonable accommodation for a Lot shall not be accepted
47 by the Planning Department (including an amendment to a prior application), during any
48 time period:

49 a. In which the Lot has a pending application for a reasonable accommodation;
50 or,

51 b. Is within a six (6) month period of time from the later of: 1. the date the most

1 recent prior application for a reasonable accommodation for such Lot was accepted by the
 2 Planning Department, or 2. the date the Determination was issued for the most recent prior
 3 application for a reasonable accommodation for such Lot (taking into consideration the
 4 possibility that an application for a reasonable accommodation may be withdrawn, or may
 5 be deemed withdrawn or abandoned, prior to a Determination being made).

6
 7 (2) The provisions of Subsection (1) above shall not be applied to prevent a new
 8 application for a reasonable accommodation for the subject Lot which is:

9 a. Necessary as a result of new and materially different facts which a reasonable
 10 person would conclude were not foreseeable at the time the prior application was filed; and

11 b. Which relate to a different ordinance, rule, policy, or procedure than was
 12 (were) at issue in the prior application.

13
 14 (3) Qualified automatic stay of enforcement.

15 a. In the absence of either a known specific condition which creates risks to life
 16 safety, or a prior Special Magistrate Final Order or a prior Court Final Judgment, after an
 17 application for reasonable accommodation is filed with the Planning Department, and during
 18 the time frame it is pending before the Town, the Town will take no action to enforce the
 19 specific municipal provision, regulation, policy, or condition which is the subject of the
 20 application.

21 b. The provisions of paragraph (3)a. above shall not affect the Town's ability to enforce
 22 any municipal ordinance, rule, policy, or procedure which is not the subject of the application,
 23 or prevent the Town from enforcing any federal or state or County law.

24
 25 (d) Planner Advisory Review, other Department Reviews.

26 (1) The Planning Department shall review the application and prepare a report
 27 and recommendation. The Planning Department may request and obtain information from
 28 other Departments when processing the application, and may ask other Departments to
 29 comment on the application. When the Planning Department and recommendation is
 30 prepared, the application, the Planner report and recommendation, and any other
 31 comment(s) received by the Planning Department from other Departments which are
 32 referenced in the Planning Department report and recommendation will be referred to either
 33 the Town Manager (for Determinations made pursuant to Section _____ of
 34 this Code), or by the Special Magistrate (for Determinations made pursuant to Section
 35 _____ of this Code).

36 (2) When the matter involves a modification or termination of a Determination
 37 (and the effective date thereof) which is referred by the Town Manager to the Special
 38 Magistrate pursuant to Subsection (i)(5) below, the Town Manager may direct one or more
 39 municipal Department(s) to issue a report and recommendation concerning the
 40 circumstances applicable to the matter in light of the criteria identified in Subsection (i)(5)
 41 below.

42 (e) Criteria for Evaluation of an Application for a Reasonable Accommodation.

43
 44 (1) In evaluating an application for a reasonable accommodation, the Planning
 45 Department, and either the Town Manager or Special Magistrate, as applicable shall consider:

46 a. Whether the requested accommodation is requested by or on the behalf of
 47 one or more individuals with a disability protected under federal or state law;

48 b. Whether an accommodation is necessary to provide one or more individuals
 49 with a disability an equal opportunity to use and enjoy housing;

50 c. The extent to which the relief requested would serve the special needs of the
 51 disability at issue;

1 d. The physical attributes and conditions of the subject Lot and structures and
2 improvements thereon, and whether they are compliant with applicable provisions of the
3 Florida Building Code and Florida Fire Prevention Code;

4 e. Whether the type of accommodation requested or the objective the
5 accommodation seeks will foreseeably impose an undue financial or administrative burden
6 on the Town (to determine these burdens, the Town may consider: 1. prior experience with
7 the applicant or operator, or property owner, or some or all of the foregoing, 2. prior
8 experience at the Lot, 3. prior experience at other properties for which similar types of
9 requests have been approved, 4. the Town's financial resources, and 5. the Town's personnel
10 time and effort expended in the processes and procedures outlined in this Section, in ensuring
11 the conditions and limitations of Determinations are followed, in providing services to the
12 parcel and to other property where like Determinations have been issued, and in enforcing
13 violations of law which relate to the Lot and to other property where like Determinations
14 have been issued);

15 f. Any evidence that the accommodation would result in a threat to the health
16 or safety of individuals;

17 g. The extent to which the accommodation may impair the policy interests
18 served by the ordinance, rule, policy, or procedure affected by the application;

19 h. The extent to which a more tailored exception, modification, or alternative
20 accommodation to the applicable ordinance, rule, policy, or procedure would affect the
21 purposes served by the requested reasonable accommodation without the same degree of 1.
22 foreseeable, accompanying burdens, or 2. impact to the policy considerations underlying the
23 ordinance, rule, policy, or procedure in question, or 3. both 1. and 2.;

24 i. The extent to which the application, if granted, may foreseeably result in
25 violations of other law relating to the premises (e.g. parking);

26 j. Any specific request or directive from any federal or state agency which has
27 been made or received concerning the application; and,

28 k. Information provided by the applicant on the reasonable accommodation
29 request form and information provided by the Planning Department and any other
30 Department concerning the completed application. Information provided by Town
31 Departments may include information concerning a portion of the Town to which certain
32 uniform regulations and requirements or various combinations thereof apply under the
33 provisions of the comprehensive zoning ordinance, as such portion of the Town surrounding
34 the Lot is demarcated in the professional opinion of the Town Planner (the "Surrounding
35 District"). Information provided by Town Departments may include, but not be limited to,
36 zoning and land use information, police incident data, fire rescue data, code enforcement
37 data, false burglar or medical alarm data, census data, on-site and off-site physical conditions,
38 photographs and aerials of subject parcel and of the Surrounding District, Surrounding
39 District information and data (i.e. traffic routes that show the boundaries of the Surrounding
40 District, interior street patterns, significant physical features, both natural and man-made
41 [such as a canals and lakes], population data, school locations, park and recreation amenities,
42 and municipal activity and projects), and any other relevant information concerning the
43 application or issues relevant to the Determination of the application for a reasonable
44 accommodation.

45
46
47 (2) When the application for a reasonable accommodation concerns or involves a
48 Community Residence, in addition to the factors set forth in Subsection (1) above, the
49 Planning Department shall evaluate the following additional criteria, and the Town Manager
50 and Special Magistrate shall not grant the application or an alternative application unless he
51 or she reasonably concludes that the criteria in a., b., and c. below are met:

1 a. The Community Residence:

2 1. Is one whose owner or operator is certified by the credentialing entity
 3 designated under Section 397.487 of the Florida Statutes, as amended (or that the
 4 Community Residence is certified by the credentialing entity designated under Section
 5 397.487 of the Florida Statutes, as amended), or,

6 2. Is operated in accordance with the Oxford House Manual C, or

7 3. Where neither 1. nor 2. is applicable:

8 (i) Will be operated in a manner effectively similar to the Community Residences
 9 described in 1. or 2.,

10 (ii) Staff, if any, will be adequately trained.

11 (iii) Will emulate a biological family.

12 (iv) Will be operated to achieve normalization and community integration.

13 (v) Rules and practices governing how the home is operated will protect
 14 residents from abuse, exploitation, fraud, theft, insufficient support, use of illegal drugs or
 15 alcohol, and misuse of prescription medications; and

16 b. The proposed Community Residence will not interfere with the normalization and
 17 community integration of the residents of any existing Community Residence and that the
 18 presence of other nearby Community Residences will not interfere with the normalization
 19 and community integration of the residents of the proposed Community Residence (in this
 20 regard, if any property line of the Parcel where a proposed Community Residence is to be
 21 located is within Six Hundred Sixty (660) Feet of the nearest property line of a Lot where an
 22 existing Community Residence is situate, measured by airline measurement, rebuttable
 23 presumptions shall arise that the proposed Community Residence's location will interfere
 24 with the normalization and community integration of the residents of such existing
 25 Community Residence, and that the location of the existing Community Residence will
 26 interfere with the normalization and community integration of the residents of the proposed
 27 Community Residence (which rebuttable presumptions shall require clear and convincing
 28 evidence to overcome); and

29 c. The primary function and use of the proposed Community Residence is residential,
 30 and any services are merely incidental to the residential use of the Lot.

31 (f) Town Manager Determinations.

32 (1) The Town Manager shall have the authority to consider and act on all applications for
 33 a reasonable accommodation, except for an application for a Community Residence in which
 34 more than six (6) persons will reside. Determinations of applications which can not be
 35 authorized by the Town Manager under the provisions of this Subsection shall be made by
 36 the Special Magistrate under Subsection (g) of this Section.

37 (2) The Town Manager may choose to refer an application for a reasonable
 38 accommodation which he or she is authorized to consider and Determine to the Special
 39 Magistrate under Subsection (g) of this Section, and when such referral is made, the
 40 Determination and judicial review of same shall be governed by Subsection (g) below, and
 41 the Administrative Appeal procedure set forth in Subsection (6) below shall not be available.

42 (3) For those applications considered and Determined by the Town Manager, he or she
 43 shall issue a written Determination after considering the criteria specified in Subsection (e)
 44 above and may:

45 a. Grant the accommodation request, with or without conditions;

46 b. Grant a portion of the request and deny a portion of the request (which shall be an
 47 alternative reasonable accommodation), with or without conditions; or

48 c. Deny the request.

49 Any Determination under (3)(b) or (3)(c) above shall state the grounds therefor.

50 (4) All Town Manager Determinations shall give notice of the applicant's right to an
 51 Administrative Appeal to the Special Magistrate under the provisions of Subsection (6)

1 below. The Town Manager's Determination shall be sent to the Town Clerk who shall note
2 the Determination's rendition date (the date the Clerk enters the Determination in the Public
3 Record). The Town Clerk shall then transmit the Determination to the Planning Department.
4 The Determination shall then be sent by the Planning Department to the applicant by certified
5 mail.

6 (5) The Town Manager shall issue a written Determination within sixty (60) days of the
7 date the complete application was received by the Planning Department. The issue date shall
8 be the date the Determination is signed by the Town Manager. Any Determination to approve
9 shall specify is the approval is for the entire application or in part, and with or without
10 conditions. If the Determination is to deny the application, the Town Manager shall provide
11 the written Determination, which shall include specific, objective, evidence-based reasons
12 for the denial and shall also identify any deficiencies or actions necessary for the
13 application to be considered. If the final written Determination is not issued within sixty
14 (60) days after receipt of the completed application, and the parties have not agreed to an
15 extension of the time, the application is deemed approved, pursuant to Fla. Stat. §
16 397.487(15)(b)5.

17
18 (6) Administrative Appeal of Town Manager Determinations, Judicial Review.

19 a. In the event an applicant disagrees with a Town Manager Determination and desires
20 to seek review thereof, the applicant shall file a Notice of Appeal with the Town Clerk within
21 thirty (30) days of the date the Determination is rendered. The Determination shall be
22 rendered the date the Town Clerk certifies that the Determination has been entered into the
23 Town's record. The Notice of Appeal shall describe in sufficient detail the grounds of the
24 Appeal (i.e. the Determination's error and the relief sought).

25 b. The Town Clerk shall forward to the Special Magistrate the record of the proceedings
26 which shall consist of a copy of the application, a copy of the Planning Department report and
27 recommendation, a copy of any Department comment requested by the Planning Department
28 in its report and recommendation, as well as any information submitted by the applicant or
29 by another Department in response to a request for additional information made by the Town
30 Manager prior to the Determination, the Determination, and the Notice of Appeal.

31 c. The Special Magistrate shall conduct a quasi-judicial hearing on the Administrative
32 Appeal. All testimony shall be sworn and cross-examination shall be permitted. Witnesses
33 who refuse to be cross-examined may have their testimony stricken from the proceedings.
34 Formal Rules of evidence shall not apply, but fundamental rights of due process shall be
35 observed and shall govern the proceedings. The Special Magistrate shall allow the applicant
36 an opportunity to present evidence and argument on the matter and shall also allow the Town
37 and any intervenor to present evidence and argument. The Special Magistrate shall rule on
38 all Motions to Intervene at the onset of the quasi-judicial hearing, or at an earlier hearing
39 established for such purpose. The Special Magistrate may consider testimony from members
40 of the public at the hearing. The Special Magistrate shall have the power to impose
41 supplemental rules to govern the proceedings, to issue subpoenas for evidence, to take
42 testimony, under oath, and issue rulings. In the Administrative Appeal, the applicant shall
43 have the burden of persuasion by the preponderance of evidence (except as to rebutting the
44 presumptions created by Section 12-270 of this Code, which require clear and convincing
45 evidence), and shall have the burden of going forward with the evidence. The Town may be
46 represented by any Town Department, or by an attorney. The applicant and any intervenor
47 may be represented by an attorney if they desire.

48 d. The scope of review of the Special Magistrate shall be de novo, and the Special
49 Magistrate may grant the application with or without conditions, grant an alternative
50 accommodation with or without conditions, or deny the accommodation. The Special

1 Magistrate shall consider the factors specified in Section 12-270 of this Code, the record,
 2 and the evidence presented at the hearing in making his or her decision. The decision of the
 3 Special Magistrate on an Administrative Appeal shall be evidenced by a Final Order, and the
 4 Town Clerk shall send a copy of the Final Order to the applicant, and any intervenor as soon
 5 as possible after rendition by First Class Mail.

6 e. The Town shall provide notice of the quasi-judicial hearing concerning the
 7 Administrative Appeal to the applicant and any intervenors by certified mail, at least fourteen
 8 (14) days prior to the quasi-judicial hearing. The Town shall also provide notice of the quasi-
 9 judicial hearing, by First Class Mail, to all property owners within Three Hundred Feet (300')
 10 of the Lot for which the reasonable accommodation is requested, as their names and
 11 addresses appear on the most recent County real property ad valorem tax roll, at least
 12 fourteen (14) prior to the quasi-judicial hearing. The notice of the quasi-judicial hearing shall
 13 be posted outside of Town Hall for at least three (3) days prior to the quasi-judicial hearing.
 14 The Special Magistrate shall render a decision on the Administrative Appeal as soon as
 15 reasonably practicable, but in any event, no later than sixty (60) days after the Notice of
 16 Appeal is filed, unless the applicant and Town agree to an extension of such time period. In
 17 the event the Special Magistrate fails to meet the required timetable, the Determination shall
 18 be deemed quashed, and shall be returned to the Town Manager to make another, different
 19 Determination within a thirty (30) day time frame.

20 f. The Town, the applicant, or an intervenor may file a Motion for a re-hearing of the
 21 matter within ten (10) days of the date the Magistrate Final Order is rendered. The Magistrate
 22 shall not be required to conduct a hearing to determine whether or not to grant the Motion.
 23 The filing of a Motion for a re-hearing shall not toll or affect the time periods within which
 24 the applicant or an intervenor is required to seek judicial review as provided in the next
 25 paragraph g. below.

26 g. In the event the applicant or an intervenor, or both, disagrees with a Special
 27 Magistrate Final Order on an Administrative Appeal, he or she may seek judicial review by
 28 filing a Petition for Writ of Certiorari in the Circuit Court of the 17th Judicial Circuit in and for
 29 Broward County Florida within thirty (30) days of the Final Order's rendition. The Final
 30 Order shall be rendered the date the Code Enforcement Clerk certifies that the Final Order
 31 has been entered into the Town's public record.

32 (g) Special Magistrate Determinations, and Proceedings to Modify or Terminate
 33 Determinations.

34 (1) Determinations of applications for a reasonable accommodation.

35 a. The Special Magistrate shall have jurisdiction to consider and Determine all
 36 applications for a reasonable accommodation which the Town Manager is not authorized to
 37 Determine.

38 b. The Special Magistrate shall have jurisdiction to consider all applications for a
 39 reasonable accommodation which are referred to the Special Magistrate by the Town
 40 Manager pursuant to Subsection (f)(2) above.

41 c. Within thirty (30) days of the date the Planning Department accepted the application,
 42 the Planning Department shall forward to the Town Clerk a copy of the application, a copy of
 43 the Planning Department report and recommendation, a copy of any Department comment
 44 referenced by the Planning Department in its report and recommendation, as well as any
 45 information submitted by the applicant.

46 d. The Town Clerk shall open a Case file, assign a Case Number to the Case file, and note
 47 the date the Case file was opened. In conjunction with the Town Clerk, the Town Clerk shall
 48 set the matter for a Special Magistrate hearing.

1
2 e. The caption of the Case shall be as follows:

3 SPECIAL MAGISTRATE
4 TOWN OF HILLSBORO BEACH, FLORIDA

5 Case No. _____

6 In re:

7 Application for a Reasonable
8 Accommodation for Property
9 having a Address of:

10 _____
11 _____/

12 f. The Town shall provide notice of the quasi-judicial hearing concerning the Special
13 Magistrate Determinations to the applicant, the property owner (who shall be treated as an
14 applicant for purposes of this Section as identified by the most recent ad valorem tax roll),
15 and any known intervenors by certified mail, at least fourteen (14) days prior to the quasi-
16 judicial hearing. The Town shall also provide notice of the quasi-judicial hearing, by First
17 Class Mail, to all property owners within Three Hundred Feet (300') of the Lot for which the
18 reasonable accommodation is requested, as their names and addresses appear on the most
19 recent County real property ad valorem tax roll, at least fourteen (14) days prior to the quasi-
20 judicial hearing. The notice of the quasi-judicial hearing shall be posted outside of Town Hall
21 for at least three (3) days prior to the quasi-judicial hearing.

22 g. The Special Magistrate shall conduct a quasi-judicial hearing on the application. All
23 testimony shall be sworn and cross-examination shall be permitted. Witnesses who refuse to
24 be cross-examined may have their testimony stricken from the proceedings. Formal Rules of
25 evidence shall not apply, but fundamental rights of due process shall be observed and shall
26 govern the proceedings. The Special Magistrate shall allow the applicant an opportunity to
27 present evidence and argument on the matter and shall also allow the Town and any
28 intervenor to present evidence and argument. The Special Magistrate shall rule on all Motions
29 to Intervene at the onset of the quasi-judicial hearing, or at an earlier hearing established for
30 such purpose. The Special Magistrate may consider testimony from members of the public at
31 the hearing. The Special Magistrate shall have the power to impose supplemental rules to
32 govern the proceedings, to conduct preliminary hearings, to issue subpoenas for evidence, to
33 take testimony, under oath, and issue rulings. In these proceedings, the applicant shall have
34 the burden of persuasion by the preponderance of evidence (except as to rebutting the
35 presumption created by Section 12-270 of this Code which requires clear and convincing
36 evidence), and shall have the burden of going forward with the evidence. The Town may be
37 represented in the proceedings by any Town Department, or by an attorney. The applicant
38 and any intervenors may be represented by an attorney if they desire.

39 h. The Special Magistrate may grant the application with or without conditions, grant an
40 alternative accommodation with or without conditions, or deny the application. The Special
41 Magistrate shall consider the factors specified in Section 12-270 of this Code, the Planning
42 report and recommendations (which may include information from other Departments), the
43 record, and the evidence presented at the hearing in making his or her Determination. The
44 Determination of the Special Magistrate shall be evidenced by a Final Order, and the Town
45 Clerk shall send a copy of the Final Order to the applicant, and any intervenor as soon as
46 possible after rendition by First Class Mail.

47 i. The Special Magistrate shall render a decision on the application as soon as
48 reasonably practicable, but in any event, no later than sixty (60) days after the Case is opened
49 by the Town Clerk, unless the applicant, Town, or an intervenor demonstrates that undue
50 prejudice would result, in which case the Special Magistrate may grant a reasonable
51 extension to the sixty (60) day timeframe, provided such extension does not to exceed an

1 additional thirty (30) days. In the event the Special Magistrate fails to meet the required
2 timetable within which to render a Determination, the application shall be deemed granted.

3 j. The Town, the applicant, or an intervenor may file a Motion for a re-hearing of the
4 matter within ten (10) days of the date the Magistrate Final Order is rendered. The Magistrate
5 shall not be required to conduct a hearing to determine whether or not to grant the Motion.
6 The filing of a Motion for a re-hearing shall not toll or affect the time periods within which
7 the applicant or an intervenor is required to seek judicial review as provided in the next
8 paragraph k.

9 k. In the event the applicant, or an intervenor, or both, disagrees with a Special
10 Magistrate Determination, he or she may seek judicial review by filing a Petition for Writ of
11 Certiorari in the Circuit Court of the 17th Judicial Circuit in and for Broward County Florida
12 within thirty (30) days of the Final Order's rendition. The Final Order shall be rendered the
13 date the Code Enforcement Clerk certifies that the Final Order has been entered into the
14 Town's public record.

15 (2) Special Magistrate proceedings to modify or terminate a Determination.

16 a. The Special Magistrate shall have jurisdiction to consider a modification or
17 termination of a Determination (and the effective date thereof), when the Town Manager
18 refers such a matter to the Town Clerk pursuant to Subsection (i)(5) below.

19 b. Upon receiving a referral, the Town Clerk shall open a Case file, assign a Case Number
20 to the Case file, and note the date the Case file was opened. The Town Clerk shall also advise
21 any Department which has been requested by the Town Manager to provide a report and
22 recommendation of the date the case file was opened.

23 c. The caption of the Case shall be as follows:

24 SPECIAL MAGISTRATE
25 TOWN OF HILLSBORO BEACH

26 Case No. _____

27 In re:

28 Modification or Termination of a
29 Reasonable Accommodation for Property
30 having an Address of:

31 _____
32 _____/

33 d. Within thirty (30) days of the date the case was opened, any Department which has
34 been so directed by the Town Manager shall forward to the Town Clerk a copy of its report
35 and recommendation.

36 e. The Town Clerk shall set the matter for a Special Magistrate hearing.

37 f. The Town shall post a notice of the hearing on the Lot for which the reasonable
38 accommodation at issue was granted (the "subject Lot"), at least ten (10) days prior to the
39 quasi-judicial hearing. The Town shall also provide notice of the Special Magistrate quasi-
40 judicial hearing concerning the case to the applicant of the reasonable accommodation at
41 issue (as their name and address appeared on the application), and any known intervenors
42 by certified mail, at least fourteen (14) days prior to the quasi-judicial hearing. The Town
43 shall also provide notice of the quasi-judicial hearing, by First Class Mail, to all property
44 owners within Three Hundred Feet (300') of the subject Lot, as their names and addresses
45 appear on the most recent Broward County real property ad valorem tax roll, at least fourteen
46 (14) days prior to the quasi-judicial hearing. The notice of the quasi-judicial hearing shall also
47 be posted outside of Town Hall for at least three (3) days prior to the quasi-judicial hearing.

48 g. The Special Magistrate shall conduct a quasi-judicial hearing on the matter. All
49 testimony shall be sworn and cross-examination shall be permitted. Witnesses who refuse to
50 be cross-examined may have their testimony stricken from the proceedings. Formal Rules of
51 evidence shall not apply, but fundamental rights of due process shall be observed and shall

1 govern the proceedings. The Special Magistrate shall allow the applicant an opportunity to
2 present evidence and argument on the matter and shall also allow the Town and any
3 intervenor to present evidence and argument. The Special Magistrate shall rule on all Motions
4 to Intervene at the onset of the quasi-judicial hearing, or at an earlier hearing established for
5 such purpose. The Special Magistrate may consider testimony from members of the public at
6 the hearing. The Special Magistrate shall have the power to impose supplemental rules to
7 govern the proceedings, to conduct preliminary hearings, to issue subpoenas for evidence, to
8 take testimony, under oath, and issue rulings. In these proceedings, the Town shall have the
9 burden of persuasion by the preponderance of evidence, and shall have the burden of going
10 forward with the evidence. The Town may be represented in the proceedings by any Town
11 Department, or by an attorney. The applicant and any intervenors may be represented by an
12 attorney if they desire.

13 h. The Special Magistrate may modify or terminate the Determination. The Special
14 Magistrate shall consider the report and recommendations of any Department, the record,
15 the evidence presented at the hearing, and the criteria set forth in in Section 12-270 of this
16 Code. The decision of the Special Magistrate shall be evidenced by a Final Order, and the Town
17 Clerk shall send a copy of the Final Order to the applicant, and any intervenor as soon as
18 possible after rendition by First Class Mail.

19 i. The Special Magistrate shall enter a Final Order on the matter as soon as reasonably
20 practicable, but in any event, no later than sixty (60) days after the Case is opened by the
21 Clerk of the Magistrate, unless the applicant, Town, or an intervenor demonstrates that undue
22 prejudice would result, in which case the Special Magistrate may grant a reasonable
23 extension to the sixty (60) day timeframe, provided such extension does not to exceed an
24 additional thirty (30) days. In the event the Special Magistrate fails to meet the required
25 timetable, the Determination which is the subject of the proceedings shall be deemed to have
26 not been modified or terminated.

27 j. The Town, the applicant, or an intervenor may file a Motion for a re-hearing of the
28 matter within ten (10) days of the date the Magistrate Final Order is rendered. The Magistrate
29 shall not be required to conduct a hearing to determine whether or not to grant the Motion.
30 The filing of a Motion for a re-hearing shall not toll or otherwise affect the time period within
31 which the applicant or an intervenor is required seek judicial review as provided in the next
32 paragraph k.

33 k. In the event the applicant, or an intervenor, or both, disagrees with a Special
34 Magistrate Final Order, he or she may seek judicial review by filing a Petition for Writ of
35 Certiorari in the Circuit Court of the 17th Judicial Circuit in and for Broward County Florida
36 within thirty (30) days of the Final Order's rendition. The Final Order shall be entered the
37 date it is signed by the Special Magistrate, and it shall be deemed rendered the date the Code
38 Enforcement Clerk certifies that the Final Order has been entered into the Town's public
39 record.

40 (h) Expiration Recertification of Determination.

41 (1) For purposes of establishing the initial time period within which a Determination
42 shall remain viable before it expires unless it is recertified, the following schedule is
43 established:

44 a. For applications filed and accepted by the Planning Department on or between July
45 15 of a calendar year and January 14 of the next succeeding calendar year, any granted
46 Determination (for an accommodation or alternative accommodation) shall expire on the
47 September 30 which next succeeds the January 14 date, unless such Determination is
48 recertified as provided in Subsection (2).

49 b. For applications filed and accepted by the Planning Department on or between
50 January 15 of a calendar year and July 14 the same calendar year, any granted Determination
51 (for an accommodation or an alternate accommodation) shall expire on September 30 of the

1 next ensuing calendar year, unless such Determination is recertified as provided in
 2 Subsection (2).

3 (2) For a viable Determination to be recertified, a new application for a reasonable
 4 accommodation shall need to be accepted by the Planning Department on or between April
 5 30 and July 1 of the calendar year in which the Determination shall expire, and a new
 6 Determination issued by September 1 of such calendar year. In the event this occurs, the
 7 Determination shall be considered "recertified" and shall be valid until September 30 of the
 8 next ensuing calendar year, at which time it shall expire, unless the Determination receives
 9 another recertification pursuant to the timetable set forth in this Subsection (2). There shall
 10 be no limit on the number of times a Determination can be recertified.

11 (3) Failure to recertify a Determination shall result in the expiration of the approved
 12 reasonable accommodation.

13 (4) Recertification requests shall follow the same requirements as the initial request for
 14 a reasonable accommodation as set forth in this Section.

15 (i) Violations, Penalties and Modification or Termination.

16 (1) Any property owner, operator, or other person who may be an applicant under this
 17 Section who falsifies or conceals material information in such applicant's application for
 18 reasonable accommodation or any recertification has committed a violation of this Code and
 19 is subject to the penalties set forth in this Section.

20 (2) Any property owner, operator, or other person who may be an applicant under this
 21 Section who causes, permits, facilitates, aids, or abets any violation of any provision of the
 22 granted reasonable accommodation or granted alternative reasonable accommodation has
 23 committed a violation of this Code and is subject to the penalties set forth in this Section.

24 (3) Any property owner, operator, or other person who may be an applicant under this
 25 Section who fails to perform any obligation, act or duty as contemplated in this Section or as
 26 set forth in the granted reasonable accommodation or granted alternative reasonable
 27 accommodation has committed a violation of this Code and is subject to the penalties set forth
 28 in this Section.

29 (4) The penalties and prosecution methods for a violation of the Code as specified in this
 30 Section may be by any of the following:

31 a. The Town may prosecute violations under Chapter 11 , and subject the violator to
 32 the penalties prescribed thereunder.

33 b. The Town may prosecute a violation of this Section under Chapter 11 :

34 1. For the first Civil Citation, the civil penalty shall be Two Hundred Fifty Dollars (\$250).
 35 If the violator chooses to contest the Civil Citation, the maximum penalty shall be Two
 36 Hundred Fifty Dollars (\$250) per Civil Citation.

37 2. For a repeat violation, the civil penalty shall be Five Hundred Dollars (\$500). If the
 38 violator chooses to contest the Civil Citation, the maximum penalty shall be Five Hundred
 39 Dollars (\$500) per Civil Citation.

40 c. The Town may prosecute a violation under Chapter 11.

41 (5) False or failure to disclose material information.

42 a. If at any time during the period for which the Determination is effective it is
 43 determined by the Town Manager that: 1. a material statement contained in the application,
 44 or material information provided by the applicant, was false when provided, or 2. the
 45 applicant omitted material information, or failed to disclose material information, the
 46 omission of which would cause a reasonable person to conclude that the application was
 47 misleading, or 3. that applicant has on more than two (2) occasions failed to perform any
 48 obligation, act or duty as contemplated in this Section or as set forth in a granted
 49 Determination, or 4. some or all of 1.—3., the Determination shall be subject to modification
 50 or termination. The Town Manager may refer all such matters to the Town Clerk for
 51 scheduling of a hearing pursuant to procedures of Subsection (g)(2).

1 b. If such a referral is made, the Town Manager may determine whether any Department
2 should be directed to furnish a report and recommendation to the Special Magistrate as
3 provided by Subsection (d)(2) above, and if such a direction is made, he or she shall advise
4 the Town Clerk.

5 c. In the event the Determination is modified by the Special Magistrate, the modified
6 Determination shall be considered the "viable Determination" for purposes of recertification
7 under Subsection (h)(2) of this Section, regardless of any intervening applications for
8 recertification and any approvals thereof.

9 d. In the event the Determination is terminated by the Special Magistrate, a new
10 application for the same Determination shall not be accepted by the Town for a period of one
11 (1) year, and the termination shall terminate all intervening applications for re-certification
12 of such Determination and any approvals thereof.

13 (6) In addition to the remedies specified in this Section to address violations, the Town
14 may exercise and seek any and all remedies provided by law.

15 (j) Other General and Implementing Provisions.

16 (1) The Town shall display a notice on the Town's website (and shall maintain copies of
17 the notice available for review in the Planning Department, and the Town Clerk's Office),
18 advising the public that disabled individuals (and qualifying persons or entities) may request
19 reasonable accommodation as provided herein. The Town will also display a notice on its
20 website.

21 (2) The Town shall provide such clerical assistance and clerical accommodation as may
22 be required pursuant to FHA and ADA in connection with a disabled person's request for
23 reasonable accommodation, so as to ensure the reasonable accommodation process is
24 accessible to persons experiencing disabilities.

25 (3) All Determinations granting a reasonable accommodation or alternative
26 accommodation prior to (the effective date of this Ordinance) shall expire on September 30,
27 2021.

28 (4) All owners of residential real property shall have 90 calendar days subsequent to (the
29 effective date of this Ordinance) to apply for a reasonable accommodation where:

30 a. The use of such property on (the effective date of this Ordinance) is in violation of the
31 Town Code provisions for "Family" which is limited to not more than three (3) individuals
32 who are not interrelated from occupying the whole or part of: 1. a single-family home, or 2. a
33 single-family dwelling, or 3. a dwelling unit in a building containing multi-family dwelling
34 units), and,

35 b. Such use would not be in such violation if a reasonable accommodation was granted
36 pursuant to this Section.

37 In the event an application is not timely filed as required by this Subsection (4), or thereafter
38 a Determination granting an accommodation or an alternate accommodation is not issued in
39 accordance with the provisions of this Section, the violation shall be subject to the provisions
40 of Chapter 11 of the Code.

41
42 **Section 3.** If any clause, section or other part of this Ordinance shall be held by any court of
43 competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part
44 shall be construed as eliminated and shall in no way affect the validity of the remaining portions
45 of this Ordinance.

46
47 **Section 4.** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed
48 to the extent of such conflict.
49
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Section 5. Codification of this Ordinance is hereby directed and authorized.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON FIRST READING, THIS ____DAY OF _____, 2026.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON SECOND AND FINAL READING, THIS ____DAY OF _____, 2026.

TOWN OF HILLSBORO BEACH, FLORIDA

Dawn Miller, Mayor

ATTEST:

By: _____
Sherry D. Henderson, CMC

APPROVED AS TO FORM:

Donald J. Doody, Town Attorney

**ORDINANCE NO. 2025-05 Certified Recovery Residences
Record of Vote | Hillsboro Beach Town Commission**

	<u>YES</u>	<u>NO</u>
MAYOR DAWN MILLER	<input type="checkbox"/>	<input type="checkbox"/>
VICE MAYOR DAVID RAVANESI	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER VINNIE ANDREANO	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER JANE REISER	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER HEATHER BERMAN	<input type="checkbox"/>	<input type="checkbox"/>

Town of Hillsboro Beach

Business Impact Estimate Form

*This Business Impact Estimate Form is provided in accordance with **Section 166.041(4), Florida Statutes** and must be included in the agenda item backup for each proposed ordinance on first reading. A Business Impact Estimate Form must be prepared and posted on the Town's website for each ordinance by the date that the notice of the proposed ordinance is published, regardless of whether the ordinance is exempted under Section A below. This Business Impact Estimate Form may be revised following its initial posting.*

Title and File ID # of proposed ordinance: **ORDINANCE NO. 2025-05 Certified Recovery Residences**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S LAND DEVELOPMENT CODE BY CREATING SECTION _12-336_ ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

The provisions contained in this Section A. constitute exemptions as provided in Section 166.041(4)(c). If one or more boxes are checked in Section A below, a business impact estimate is not required by state law for the proposed ordinance.

Section A.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the Town;
- The proposed ordinance is an emergency ordinance;
- The proposed ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If an exemption in Section A is applicable, then only Section A. needs to be completed. If there is no exemption in Section A, Section B must be completed.

Section B. This section with the business impact estimate must be completed if the proposed ordinance does not meet any of the exemptions in Section A.

1. A summary of the proposed ordinance which must include a statement of the public purpose (e.g., public health, safety, morals and welfare).

The proposed ordinance is brought forward to comply with the Florida Statutes.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur.

N/A

(b) Any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

Not yet determined.

(c) An estimate of the Town's regulatory costs, including an estimate of from any new charges or fees to cover such costs.

Not yet determined.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

No business will be impacted.

4. Additional information/methodology for preparation, if any:

Prepared by: Donald J. Doody , Town Attorney
Print name and title


Signature and Date

Sold To:

Town Of Hillsboro Beach - CU00114721
1210 Hillsboro Mile
Hillsboro Beach,FL 33062

Bill To:

Town Of Hillsboro Beach - CU00114721
1210 Hillsboro Mile
Hillsboro Beach,FL 33062

Published Daily

Fort Lauderdale, Broward County, Florida
Boca Raton, Palm Beach County, Florida
Miami, Miami-Dade County, Florida

State Of Florida
County Of Orange

Before the undersigned authority personally appeared
Rose Williams, who on oath says that he or she is a duly authorized representative of the SUN- SENTINEL,
a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the
attached copy of advertisement, being a Legal Notice in:

The matter of 11720-Notice of Public Meeting ,
Was published in said newspaper by print in the issues of, and by publication on the
newspaper’s website, if authorized on Jan 23, 2026
SSC_Notice of Public Meeting
Affiant further says that the newspaper complies with all legal requirements for
publication in Chapter 50, Florida Statutes.

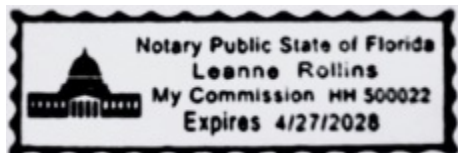


Signature of Affiant

Sworn to and subscribed before me this: January 24, 2026.



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped
Personally Known (X) or Produced Identification ()

Affidavit Delivery Method: E-Mail
Affidavit Email Address: llittle@townofhillsborobeach.com
7921126

**TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING
TUESDAY, FEBRUARY 3, 2026,
AT 9:00 AM
ORDINANCE NO. 2025-05**

CERTIFIED RECOVERY RESIDENCES
NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the Second Reading of Ordinance No. 2025-05 a PUBLIC HEARING will be held on Tuesday, February 3, 2026, at 9:00 a.m. in Town Hall, located at 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. The Public can attend in person or provide comments via Live Zoom Video Conference.

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S LAND DEVELOPMENT CODE BY CREATING SECTION 12- 270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

All interested parties may appear at said meeting in-person at Town Hall or attend virtually via Zoom Video, and be heard with respect to the proposed Ordinance, which may be inspected by the public in the Office of The Town Clerk, Town Hall, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. Zoom meeting log-in details are available on the Town website.

If any person decides to Appeal any decision made with respect to any matter considered at the Public Hearing, he/she will need a record of the proceedings and for such purposes may need to ensure that a verbatim recording of the proceedings is made, which records include the testimony and evidence upon which the Appeal is to be based.

In accordance with the American with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodations to participate in these proceedings should contact the Town Clerk no later than two days prior to the Public Hearing at 954-427-4011 for assistance.

Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
1/23/2026 7921126

Order ID: 7921126

* Agency Commission not included

GROSS PRICE * : **\$160.74**

PACKAGE NAME: SSC_Notice of Public Meeting

Order ID: 7921126

* Agency Commission not included

GROSS PRICE * : \$160.74

PACKAGE NAME: SSC_Notice of Public Meeting

Product(s): Sun Sentinel, Affidavit, Floridapublicnotices.com, Classified.ss.com_Legal

AdSize(s): 1 Column

Run Date(s): Friday, January 23, 2026

Zone: Full Run

Color Spec. B/W

Preview

**TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING
TUESDAY, FEBRUARY 3, 2026,
AT 9:00 AM**

**ORDINANCE NO. 2025-05
CERTIFIED RECOVERY RESIDENCES**
NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the Second Reading of Ordinance No. 2025-05 a PUBLIC HEARING will be held on Tuesday, February 3, 2026, at 9:00 a.m. in Town Hall, located at 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. The Public can attend in person or provide comments via Live Zoom Video Conference.

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S LAND DEVELOPMENT CODE BY CREATING SECTION 12- 270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.

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If any person decides to Appeal any decision made with respect to any matter considered at the Public Hearing, he/she will need a record of the proceedings and

Order ID: 7921126

* Agency Commission not included

GROSS PRICE * : \$160.74

PACKAGE NAME: SSC_Notice of Public Meeting

For such purposes may need to ensure that a verbatim recording of the proceedings is made, which records include the testimony and evidence upon which the Appeal is to be based.

In accordance with the American with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodations to participate in these proceedings should contact the Town Clerk no later than two days prior to the Public Hearing at 954-427-4011 for assistance.

Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
1/23/2026 7921126



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: RESOLUTION NO. 2026-01

Amend and Restate Resolution No. 2025-25 Adopted 7/1/2025 to Accept the Selection/Evaluation Committee Ranking for Request for Qualifications (RFQ) #2025-02-01 Comprehensive Vulnerability Assessment, and Authorize Town Officials to Negotiate and Execute an Agreement with Top Ranked Firm, Kimley-Horn and Associates, Inc, and if Negotiations are Unsuccessful to Negotiate with Cummings Cederberg, Inc. as the Second-Ranked Proposer.

Submitting Dept: Town Clerk, LaToya Little, Office Assistant

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Cover Memo
 2. 01 - Amended & Restated RESO for RFQ 2025-25-01 Comprehensive Vulnerability Assessment, Award Kimley-Horn
 3. RES 2025-05 adopted 7-1-2025
 4. PROPOSAL - Kimley-Horn and Associates
 5. PROPOSAL - Cummins Cederberg Coastal & Marine Engineering



Agenda Item Cover Memo

Agenda Item: RFQ 2025-25 Amendment, Reranking Vendors for FDEP Vulnerability Assessment

Submitting Dept: Town Manager

Agenda Date: January 25, 2026

1. BACKGROUND / HISTORY

The Town issued a solicitation RFQ 2025-02-01 for a comprehensive vulnerability assessment utilizing \$375,000 from a grant with the Florida Department of Environmental Protection (FDEP). The Town's Evaluation Committee ranked Kimley Horn as the first ranked firm, followed by Cummins Cederberg. The Town Manager, after conducting his own due diligence, suggested to the Commission to reverse the committee's ranking, and award the contract to Cummins Cederberg.

During the FDEP procurement review process, the state questioned the Town's alternative ranking. After discussions between the Town Attorney and FDEP, the Town was advised to amend the resolution to the original ranking, placing Kimley Horn as the top ranked contractor and Cummins Cederberg as the second ranked firm..

2. CURRENT ACTIVITY

The ranking of the engineers responding to RFQ 2025-002-01 has been restored to the recommended ranking by the evaluation committee to comply with the FDEP's review of the Town's contract award procedure.

With Commission approval, the Town Manager will engage in negotiating a budget with the top-ranked firm, Kimley Horn for the designated scope of work of conducting a vulnerability analysis as requested by the FDEP. Should negotiations fail to yield a scope of work and budget satisfactory to the Town Manager, negotiations with the second ranked firm will commence.

3. FINANCIAL IMPACT

The grant covers 100% of the study up to \$375,000 with no cash match. Funding is by cost reimbursement, so the Town pays the expenses and then submits invoices and proof of payment for reimbursement.

4. RECOMMENDATION

Commission approval of the resolution is recommended.

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RESOLUTION NO. 2026-01

AN AMENDED AND RESTATED RESOLUTION AMENDING THAT CERTAIN RESOLUTION NO. 2025-25 OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA; ACCEPTING THE RANKING OF ENGINEERING FIRMS FOR REQUEST FOR QUALIFICATIONS RFQ 2025-02-01 COMPREHENSIVE VULNERABILITY ASSESSMENT AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE TOP RANKED FIRM KIMLEY HORN AND ASSOCIATES, INC. AND IF NEGOTIATIONS ARE UNSUCCESSFUL, TO NEGOTIATE WITH CUMMINGS CEDERBERG, INC. AS THE SECOND-RANKED PROPOSER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hillsboro Beach (the "Town") submitted a grant application to the State of Florida's Department of Environmental Protection ("FDEP") for funding through its Resilient Florida Grant Program in the amount of \$350,000 to fund the town wide comprehensive vulnerability assessment to effectively and efficiently address and prepare for the adverse impacts of flooding and sea level rise within the Town; and

WHEREAS, in accordance with Section 380.093 Florida Statutes (F.S.), and as required by the Florida Department of Environmental Protection (FDEP) and under Agreement 25PLN43 between FDEP and the Town, an update to the Town Vulnerability Assessment is necessary; and

WHEREAS, the Town requires a qualified firm to assess the vulnerability of key infrastructure and critical assets of the Town and build data sources and research on sea level rise and flooding risk; and

WHEREAS, pursuant to Section 287.055, Florida Statutes Consultants' Competitive Negotiations Act (CCNA), the Town issued "RFQ No. 2025-02-01 Town of Hillsboro Beach Comprehensive Vulnerability Assessment" (the "Services"); and

WHEREAS, on March 17, 2025, the Town received and opened submissions of statements of qualification from four (4) proposers (in alphabetical order): Baxter & Woodman, Inc., Cummins Cederberg, Inc., Kimley-Horn and Associates, Inc. and Tetra Tech, Inc.; and

WHEREAS, the Town Manager established an Evaluation Committee of three (3) individuals, comprised of the Town's Water Plant Supervisor and Building Official and the Florida Department of Transportation District Drainage Engineer; and

1 **WHEREAS**, following the conclusion of the rigorous review and
2 analysis by the Evaluation Committee, a recommended final ranking to the
3 Town Manager was made as follows:

- 1st Kimley-Horn and Associates, Inc.
- 2nd Cummings Cederberg, Inc.
- 3rd (tie) Baxter & Woodman Inc.
- 3rd (tie) Tetra Tech, Inc.

4

5 **WHEREAS**, the Town Manager, after conducting his due diligence,
6 concurs with the ranking and recommendation of the Evaluation Committee
7 and is recommending the award of the RFQ to the top-ranked proposer,
8 Kimley-Horn and Associates, Inc., and if negotiations are unsuccessful, with
9 the second highest ranked firm, Cummings Cederberg, Inc. and execution of
10 an agreement pursuant to the terms, conditions, and scope of services
11 included therein.

12 **WHEREAS**, Resolution No. 2025-25 awarded RFQ 2025-02-01 to
13 Cummings Cederberg, Inc. in opposition to the Evaluation Committee’s
14 ranking and recommendation;

15 **WHEREAS**, the Town Commission seeks to correct the record and
16 amend and restate Resolution No. 2025-25 to award RFQ 2025-02-01 in
17 accordance with the Evaluation Committee’s ranking and recommendation
18 to Kimley-Horn and Associates, Inc.;

19

20 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION**
21 **OF THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:**

22

23 **SECTION 1.** The foregoing “WHEREAS” clauses are true and correct
24 and hereby ratified and confirmed by the Town Commission.

25

26 **SECTION 2:** The Town Commission of the Town of Hillsboro Beach, Florida
27 hereby accepts the recommendation of Evaluation Committee's ranking and
28 hereby approves and authorizes the award of RFQ 2025-02-01 to the top-ranked
29 proposer, Kimley-Horn and Associates, Inc. If negotiations with Kimley-Horn and
30 Associates, Inc. are unsuccessful, the Town Manager is authorized to negotiate an
31 agreement with the next highest ranking qualified firm down the rankings, and so
32 on.

33

34 **SECTION 3:** The Town Commission of the Town of Hillsboro Beach,
35 Florida hereby approves and authorizes the Town to negotiate terms and
36 conditions and enter into an Agreement in an amount not to exceed
37 \$350,000.00.

1 **SECTION 4:** The appropriate Town officials are authorized and
2 directed to execute the necessary documents to comply with this
3 Resolution.

4 **SECTION 5:** All Resolutions or parts of Resolutions in conflict
5 herewith, be and the same are repealed to the extent of such conflict

6 **SECTION 6:** If any clause, section or other part of this Resolution shall
7 be held by any court of competent jurisdiction to be unconstitutional or
8 invalid, such unconstitutional or invalid part shall be considered
9 eliminated and will in no way affect the validity of the other provisions of
10 this Resolution.

11
12 **SECTION 7:** This Resolution shall become effective immediately upon
13 its passage and adoption.

14
15 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida
16 this ____ day of _____, 2026.

17
18 TOWN OF HILLSBORO BEACH, FLORIDA

19
20
21 _____
22 Dawn Miller, Mayor

23
24 ATTEST:

25
26 _____
27 Sherry D. Henerson, CMC
28 Town Clerk

29
30
31 **RESOLUTION NO. 2026-01**

32 Amend and Restate Resolution No. 2025-05 to Accept Ranking for Request
33 for Qualifications (RFQ) 2025-02-01 Comprehensive Vulnerability
Assessment and Authorize Town Official to Negotiate Agreement with
Kimley-Horn and Associates, Inc.

Record of Vote | Hillsboro Beach Town Commission

	<u>YES</u>	<u>NO</u>
Mayor Dawn Miller	<input type="checkbox"/>	<input type="checkbox"/>
Vice Mayor David Ravanese	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Vinnie Andreano	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Jane Reiser	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Heather Berman	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION NO. 2025-25

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2
3 **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN**
4 **OF HILLSBORO BEACH, FLORIDA; ACCEPTING THE**
5 **SELECTION/ EVALUATION COMMITTEE RANKING OF**
6 **ENGINEERING FIRMS FOR REQUEST FOR QUALIFICATIONS**
7 **RFQ 2025-02-01 COMPREHENSIVE VULNERABILITY**
8 **ASSESSMENT AND AUTHORIZING THE APPROPRIATE TOWN**
9 **OFFICIALS TO NEGOTIATE AND EXECUTE AN AGREEMENT**
10 **WITH CUMMINGS CEDERBERY, INC. AND IF NEGOTIATIONS**
11 **ARE UNSUCCESSFUL, TO NEGOTIATE WITH KIMLEY-HORN**
12 **AND ASSOCIATES, INC.; PROVIDING FOR CONFLICTS;**
13 **PROVIDING FOR SEVERABILITY; PROVIDING FOR AN**
14 **EFFECTIVE DATE.**

15 **WHEREAS**, the Town of Hillsboro Beach (the "Town") submitted a
16 grant application to the State of Florida's Department of Environmental
17 Protection ("FDEP") for funding through its Resilient Florida Grant Program
18 in the amount of \$350,000 to fund the town wide comprehensive
19 vulnerability assessment to effectively and efficiently address and prepare
20 for the adverse impacts of flooding and sea level rise within the Town; and

21 **WHEREAS**, in accordance with Section 380.093 Florida Statutes (F.S.),
22 and as required by the Florida Department of Environmental Protection
23 (FDEP) and under Agreement 25PLN43 between FDEP and the Town, an
24 update to the Town Vulnerability Assessment is necessary; and

25 **WHEREAS**, the Town requires a qualified firm to assess the
26 vulnerability of key infrastructure and critical assets of the Town and build
27 data sources and research on sea level rise and flooding risk; and

28 **WHEREAS**, pursuant to Section 287.055, Florida Statutes Consultants'
29 Competitive Negotiations Act (CCNA), the Town issued "RFQ No. 2025-02-01
30 Town of Hillsboro Beach Comprehensive Vulnerability Assessment" (the
31 "Services"); and

32 **WHEREAS**, on March 17, 2025, the Town received and opened
33 submissions of statements of qualification from four (4) proposers (in
34 alphabetical order): Baxter & Woodman, Inc., Cummins Cederberg, Inc.,
35 Kimley-Horn and Associates, Inc. and Tetra Tech, Inc.; and

36 **WHEREAS**, the Town Manager established an Evaluation Committee of
37 three (3) individuals, comprised of the Town's Water Plant Supervisor and
38 Building Official and the Florida Department of Transportation District
39 Drainage Engineer; and

40

1 **WHEREAS**, following the conclusion of the rigorous review and
2 analysis by the Evaluation Committee, a recommended final ranking to the
3 Town Manager was made as follows:

- 1st Kimley-Horn and Associates, Inc.
- 2nd Cummings Cederbery, Inc.
- 3rd (tie) Baxter & Woodman Inc.
- 3rd (tie) Tetra Tech, Inc.

4
5 **WHEREAS**, the Town Manager, after conducting his due diligence,
6 recommended the award of the RFQ to CUMMINGS CEDERBERY, INC. and if
7 negotiations are unsuccessful, with the ranked firm, KIMLEY-HORN AND
8 ASSOCIATES,INC. and execution of an agreement pursuant to the terms,
9 conditions, and scope of services included therein.

10
11 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION**
12 **OF THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:**

13
14 **SECTION 1.** The foregoing “WHEREAS” clauses are true and correct
15 and hereby ratified and confirmed by the Town Commission.

16
17 **SECTION 2:** The Town Commission of the Town of Hillsboro Beach,
18 Florida hereby accepts the recommendation of ranking and hereby
19 approves and authorizes the award of RFQ 2025-02-01 to the proposer,
20 CUMMINGS CEDERBERY, INC. If negotiations with CUMMINGS CEDERBERY,
21 INC are unsuccessful, the Town Manager is authorized to negotiate an
22 agreement with the next ranking qualified firm.

23
24 **SECTION 3:** The Town Commission of the Town of Hillsboro Beach,
25 Florida hereby approves and authorizes the Town to negotiate terms
26 and conditions and enter into an Agreement in an amount not to exceed
27 \$350,000.00.

28
29 **SECTION 4:** The appropriate Town officials are authorized and
30 directed to execute the necessary documents to comply with this
31 Resolution.

32
33 **SECTION 5:** All Resolutions or parts of Resolutions in conflict
34 herewith, be and the same are repealed to the extent of such conflict.

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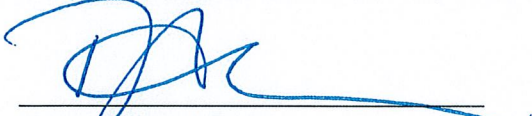
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SECTION 6: If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

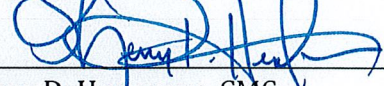
SECTION 7: This Resolution shall become effective immediately upon its passage and adoption.

ADOPTED by the Town Commission of the Town of Hillsboro Beach, Florida this 1st day of July 2025.

TOWN OF HILLSBORO BEACH, FLORIDA


Dawn Miller, Mayor

ATTEST.


Sherry D. Henderson, CMC
Town Clerk 7/1/2025

RESOLUTION NO. 2025-25		
Passed and adopted this <u>1st</u> day of <u>JULY</u> 2025.		
The foregoing resolution was offered by <u>Vice Mayor David Ravanese</u> moved its adoption. The motion was seconded by <u>Commissioner Jane Reiser</u> upon being put to a vote, the vote was as follows:		
	<u>YES</u>	<u>NO</u>
MAYOR DAWN MILLER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VICE MAYOR DAVID RAVANESI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER VINNIE ANDREANO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER JANE REISER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER HEATHER BERMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<u>5-0</u>

**RFQ 2025-02-01 - Comprehensive Vulnerability Assessment Evaluation Committee Scoring -
Wednesday, June 18, 2025**

EVALUATION CRITERIA		Points Available	Baxter & Woodman, Inc.	Cummins Cederberg, Inc.	Kimley-Horn and Associates, Inc.	Tetra Tech, Inc.
1	Firm's Experience and Capabilities	25				
	Elliott Garay		22	25	24	16
	George Folles		25	25	20	25
	James Poole		24	25	24	25
			23.67	25.00	22.67	22.00
2	Personnel Experience and Qualifications	30				
	Elliott Garay		24	30	26	25
	George Folles		25	28	30	25
	James Poole		28	27	27	28
			25.67	28.33	27.67	26.00
3	Project Understanding and Approach	30				
	Elliott Garay		25	26	25	21
	George Folles		25	25	30	30
	James Poole		27	26	28	27
			25.67	25.67	27.67	26.00
4	Past Performance - References	15				
	Elliott Garay		10	11	15	12
	George Folles		15	15	15	15
	James Poole		14	14	15	15
			13.00	13.33	15.00	14.00
Average Points			88.00	92.33	93.00	88.00
TOTAL SCORE (Averaged)		100	88.00	92.33	93.00	88.00

1st	Kimley-Horn	93
2nd	Cummings Cederberg	92.33
3rd (Tie)	Baxter & Woodman	88
3rd (tie)	Tetra Tech	88



REQUEST FOR QUALIFICATIONS

**TOWN OF HILLSBORO BEACH
COMPREHENSIVE VULNERABILITY ASSESSMENT
RFQ 2025-02-01**

Date of Issue: Wednesday, February 13, 2025

Deadline for Questions: 5:00 p.m., Thursday, March 6, 2025

Responses Due no later than: 10:00 a.m., Monday, March 17, 2025



NOTICE TO PROPOSERS
REQUEST FOR QUALIFICATIONS
RFQ 2025-02-01
TOWN OF HILLSBORO BEACH
COMPREHENSIVE VULNERABILITY ASSESSMENT

The Town of Hillsboro Beach ("Town") is inviting the submission of proposals from qualified and experienced Professional Engineering Consultants deemed best qualified, experienced, and responsive, pursuant to Florida Statutes, Section 287.055 (Consultants' Competitive Negotiation Act) to complete a Town-wide comprehensive Vulnerability Assessment Study pursuant to Section 380.093, Florida Statutes (F.S.).

The request for qualification documents may be downloaded online at www.demandstar.com. The RFQ documents are available to be viewed at no charge on the Town's website <https://www.townofhillsborobeach.com/363/Bid-Opportunities> Electronic Proposals will only be accepted when submitted through DemandStar's Bid portal.

All proposals must be received no later than Monday, March 17, 2025 at 10:00 a.m. at which time all proposals will be electronically decrypted and publicly opened. Proposals must be submitted electronically through DemandStar.com <https://network.demandstar.com> by the date and time stated above. Any submission may be withdrawn until the date and time set above for the submissions.. Proposals sent in any manner other than electronically via Demandstar.com will not be accepted. Hard copies, faxed proposals, and electronically submitted proposals sent directly to the Town will not be accepted. Proposals must be submitted prior to the deadline for submission. Proposers are responsible for taking all necessary steps to ensure that their proposal is uploaded before the due date and time. The Town is not responsible for technology and/or any other issues that cause the proposal deadline to be missed. Proposals will be opened publicly.

All questions and/or comments regarding this request for proposal should be directed to the Procurement Manager at the following email at procurement@Townofhillsborobeach.com.. All inquiries must reference "RFQ No. 2025-02-01 - "Town of Hillsboro Beach Comprehensive Vulnerability Assessment" in the subject line. No phone calls will be accepted in reference to this RFQ. **The deadline to submit questions is Thursday, March 6, 2025, at 5:00 p.m.**

PROJECT OVERVIEW

The successful contractor shall be responsible for the completion of a comprehensive vulnerability assessment of the Town's infrastructure and critical facilities resulting in the development of mitigation and adaptation strategies for existing infrastructure. The climate adaptation plan shall include recommendations to be considered for future Town critical facilities. The Town was awarded a Vulnerability Assessment Grant through the Resilient Florida Program.

Disadvantaged Business Enterprise. DBE/WBE/MBE certified companies are encouraged to submit a proposal. The Town, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that for any contract entered into pursuant to this advertisement will be afforded full and fair opportunity to submit proposals in response to this solicitation and no businesses will be discriminated against on the grounds of race, color, national origin, (including limited English proficiency), creed, sex, (including sexual orientation and gender identity), age, or disability in consideration for an award.

SCHEDULE OF EVENTS

EVENT	TIME &/OR DATE
Issuance of Solicitation (Posting Date)	February 13, 2025
Question Due Date	March 6, 2025
Anticipated Date of Issuance for the Addenda with Questions and Answers	5:00 p.m. March 10, 2025
Submittals will be accepted until	10:00 a.m. March 17, 2025
Ranking and award recommendation to Town Commission	* April 1, 2025
Negotiation with Top Ranked	*April,10 2025
Agreement Execution	*April 17, 2025
Anticipated Assessment Start Date	*May 1, 2025

* dates are anticipated.

The Town reserves the right to accept or reject any and all RFQs in whole or in part, to waive informalities in the RFQ documents, to obtain new RFQs, to postpone the opening of RFQs, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFQ and proceed by whatever appropriate means it may elect.



NOTICE OF RECOMMENDATION OF RANKING AND AWARD

DATE: June 18, 2025

TO: Mac Serda, Town Manager

FROM: Donna Rockfeld, Procurement Manager

RE: Recommendation of Ranking and Award - RFQ 2025-02-01
Town of Hillsboro Beach Comprehensive Vulnerability Assessment

BACKGROUND

Pursuant to Section 287.055, Florida Statutes Consultants' Competitive Negotiations Act (CCNA) and Section 380.093 Resilient Florida Grant Program, the Town of Hillsboro Beach issued "*RFQ 2025-02-01 Comprehensive Vulnerability Assessment*" and invited all qualified firms to submit their statements of qualifications for the completion of a comprehensive vulnerability assessment of the Town's infrastructure and critical facilities.

SCOPE

The Town was awarded a Vulnerability Assessment Grant through the Resilient Florida Program. The Comprehensive Vulnerability Assessment will allow the Town to judge the vulnerability of its infrastructure and critical facilities resulting in the development of mitigation and adaptation strategies for existing infrastructure. The climate adaptation plan shall include recommendations to be considered for future Town critical facilities.

On February 13, 2025, in accordance with Florida Statutes, notices were posted in the legal bid advertisement of the Sun-Sentinel newspaper, the Town's website and on DemandStar.com, the Town's electronic bid platform. The notice was subsequently broadcast via DemandStar to 1,318 registered consultants.

On March 17, 2025, the Town received and opened submission of statements of qualification from four (4) proposers (in alphabetical order): Baxter & Woodman, Inc., Cummins Cederberg, Inc., Kimley-Horn and Associates, Inc. and Tetra Tech, Inc.

The Town Manager established an Evaluation Committee comprised of three professionals, consisting of the Town's Water Plant Supervisor and Building Official and the Florida Department of Transportation District Drainage Engineer.

On June 18, 2025, at a publicly advertised meeting, the Evaluation Committee submitted their initial scoring of the responses. The Evaluation Committee conducted a public discussion regarding the established evaluation criteria. Subsequent to the public discussion the Evaluation Committee scored the respondents as follows:

		<u>Initial Score</u>
1 st	Kimley-Horn and Associates, Inc.	93.00
2 nd	Cummings Cederberg, Inc.	92.33
3 rd	Baxter & Woodman, Inc..	88.00 (tie)
3 rd	Tetra Tech	88.00 (tie)

Under Section 380.093, Florida Statutes, the Resilient Florida Program sets specific requirements for vulnerability assessments. The comprehensive vulnerability assessment must follow strict regulatory guidelines by the Florida Department of Environmental Protection (FDEP). The Town has been provided a work plan from FDEP of the required tasks, deliverables and timelines in order to be in compliance with the conditions set forth in the grant.

The submittals received were scored heavily on qualifications and past performance. Following the initial ranking, the Evaluation Committee thereafter determined that oral presentations for further clarification was not necessary. They felt that they had sufficient information, and the evaluation was completed objectively completed using the written submissions that show qualifications, experience and staff availability.

The Evaluation Committee approved the final ranking as follows:

		<u>Final Score</u>
1st	Kimley-Horn and Associates, Inc.	93.00
2nd	Cummings Cederberg, Inc.	92.33
3rd	Baxter & Woodman, Inc..	88.00 (tie)
3rd	Tetra Tech	88.00 (tie)

FISCAL IMPACT

The Town was awarded a Vulnerability Assessment Grant in an amount of \$350,000 through the Resilient Florida Program. The project will be funded by the Florida Department of Environmental Protection (FDEP) Grant 25PLN43.

RECOMMENDATION:

The three (3) member Evaluation Committee recommend the Town Manager, after conducting his due diligence, concur with the ranking of the proposers as listed above and recommend that the Mayor and Town Commission approve the ranking and authorize the Town Manager to negotiate and execute an agreement with as the top ranked proposer, Kimley-Horn and Associates, Inc. and if negotiations prove unsuccessful, then negotiate with Cummings Cederberg, Inc. as the second-ranked proposer.

Attached: Evaluation Committee Scoring Matrix
 RFQ 2025-02-01 Comprehensive Vulnerability Assessment
 Kimley-Horn and Associates, Inc. submittal

RFQ NO. 2025-02-01

TOWN OF HILLSBORO BEACH

COMPREHENSIVE VULNERABILITY ASSESSMENT



PREPARED BY:

KIMLEY-HORN AND ASSOCIATES, INC.
8201 PETERS ROAD, SUITE 2200, PLANTATION, FLORIDA
954 535 5100

CONTACT:

MATT BROSMAN, PE

MARCH 17, 2025

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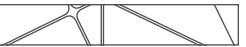


TABLE OF CONTENTS

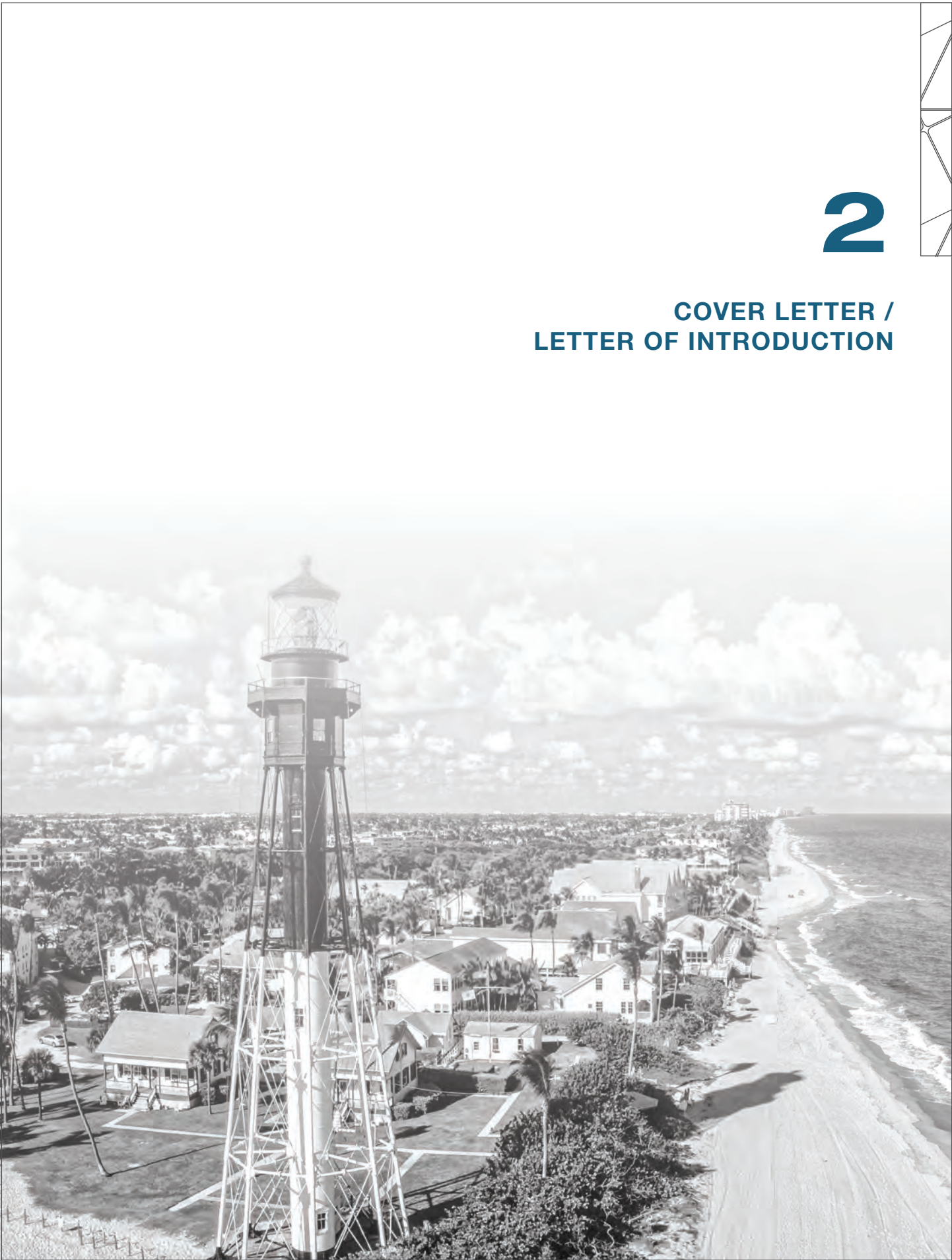


TAB NO. / TAB TITLE	Page NO.
1. COVER AND DIVIDERS	
2. COVER LETTER / LETTER OF INTRODUCTION.....	3
3. PROPOSAL NARRATIVE	5
4. FIRM’S EXPERIENCE AND RELEVANT EXPERIENCE	9
5. PERSONNEL EXPERIENCE AND QUALIFICATIONS.....	16
6. PROJECT UNDERSTANDING, APPROACH AND AVAILABILITY.....	37
7. PAST PERFORMANCE - REFERENCES	48
8. INSURANCE AND GUARANTEES	54
9. REQUIRED FORMS AND ACKNOWLEDGMENTS	55

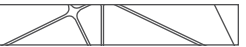
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COVER LETTER / LETTER OF INTRODUCTION



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2. COVER LETTER / LETTER OF INTRODUCTION

March 17, 2025

Town of Hillsboro Beach
 Attn: Ms. Sherry D. Henderson, CMC
 1210 Hillsboro Mile
 Hillsboro Beach, Florida 33062

Re: Town of Hillsboro Beach RFQ No. 2025-02-01 – Town of Hillsboro Beach Comprehensive Vulnerability Assessment

Dear Ms. Henderson and the Members of the Selection Committee:

Hillsboro Beach is a premier coastal community that is home to many who enjoy all the Town has to offer. With the increasing impacts of sea level rise becoming more intense, the need for resilient solutions is of the utmost importance. The National Oceanic and Atmospheric Administration (NOAA) projections indicate the mean sea level increasing by approximately one foot by 2045 and approximately four feet by 2100. In addition, the South Florida Water Management District (SFWMD) has indicated rainfall intensification and rising groundwater levels will pose serious threats to the status quo in the years to come. As a result, infrastructure mitigation and adaptation strategies through this Comprehensive Vulnerability Assessment are required to protect the Town from future threats.

As a local firm with more than five decades of experience serving South Florida communities including your neighbors in Lighthouse Point, Deerfield Beach, and Pompano Beach, Kimley-Horn understands the specifics of developing this essential vulnerability assessment. This effort must also be done equitably within the community, meet the tenets of Florida State Statute 380.093, and the associated recommendations must be delivered on time and within budget to best inform decision-making. As such, we have intentionally built our team of subject-matter experts who will provide specific guidance that is tailored to the Town's needs under this contract.

We have a strong record of working together and can present successful project results through:



PROVEN SERVICE STATEWIDE. Our team offers extensive knowledge of resiliency planning and engineering, and for years has served as a consultant to many diverse municipalities across the state. We are proud of our team's history completing vulnerability assessments statewide, with each past project bringing its own successes and challenges—knowledge our team will apply to this assessment. We have an unmatched level of understanding of the requirements of the Resilient Florida Program, having worked with numerous partners to apply for and secure funds for projects like this one. The Town will have full access to our team of planners, engineers, grant specialists, and environmental experts as needed. As each of your neighbors will tell you, Kimley-Horn has the proven staff responsiveness, diligence, and dedication to help ensure the successful delivery of this project.



LOCAL AND DEDICATED PROJECT TEAM. While extensive knowledge throughout Florida can be an asset in such an important project, the Town also needs a trusted advisor who acts as an extension of its staff—a team to provide partnership and respond to your needs quickly. About a half hour from Town offices, our Plantation office is ideally located to continue our service to you through this contract. As your project manager, I bring a long history of partnering with local municipal staff to deliver on-time projects, including vulnerability assessments that prioritize the needs of the communities we serve. Our project management team's proximity to the Town's offices, community meeting places, and the critical assets identified for further inspection will help to ensure the timely delivery of this project. This local presence also gives us a unique understanding of the challenges faced by Hillsboro Beach, from both a personal and professional perspective. We will be readily available to attend and host meetings, make public presentations, or perform other activities to advance and complete the work as necessary.



INNOVATIVE TECHNOLOGY. Kimley-Horn's use of two-dimensional hydraulic models allows our team to generate high-resolution floodplain extents and depths for large-scale areas in a fraction of the time that other solutions take. This benefits the Town by saving funds from the exposure analysis task that can be better spent forming in-depth conclusions and clear figures and reports. Additionally, our geographic information system (GIS) professionals have developed a suite of asset-specific tools, allowing for robust sensitivity analysis of exposure scenarios and efficient use of grant funds and Town's staff's time.




GRANTS EXPERTS WITH LOCAL KNOWLEDGE. This project needs to be guided by a responsible team who will maximize funding and help ensure grant requirements are met. Our experience with grants spans federal, state, and local grants, as well as other third-party funding opportunities such as legislative appropriations. Our project team brings specific experience with managing FDEP Resilient Florida planning grants associated with Vulnerability Assessments and similar planning activities. We bring a strong understanding of FDEP's procedures for obtaining task approvals on Vulnerability Assessments, resulting in quicker processing of the Town's reimbursement requests. Administering grants provides us with the unique perspective of preparing successful grant applications. An added benefit of selecting Kimley-Horn is that we are a full-service, multidisciplinary design firm with in-house experts able to provide context and support documentation for any grant application the Town might pursue. Our grants team is experienced in developing and managing grants for federal and state programs, including the Florida Department of Environmental Protection (FDEP), Federal Emergency Management Assistance (FEMA), Department of Economic Opportunity (DEO), among others. Kimley-Horn promises to be a committed partner that will not only serve as an extension of Town staff but also as capable stewards of public funding.

OUR COMMITMENT TO HILLSBORO BEACH. A local presence, an abundance of technical resources, and an unmatched level of knowledge of the local area developed through numerous projects over the past several decades, make Kimley-Horn your ideal partner. As your project manager, I pledge to always put the Town's best interests first to meet our goal of providing technical excellence and unmatched client service. We are dedicated to meeting the needs outlined by the Town for this Vulnerability Assessment and are grateful for the opportunity to offer solutions that will positively contribute to the resilience and longevity of the Town of Hillsboro Beach.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.




Matt Brosman, PE
Project Manager/Contact Person

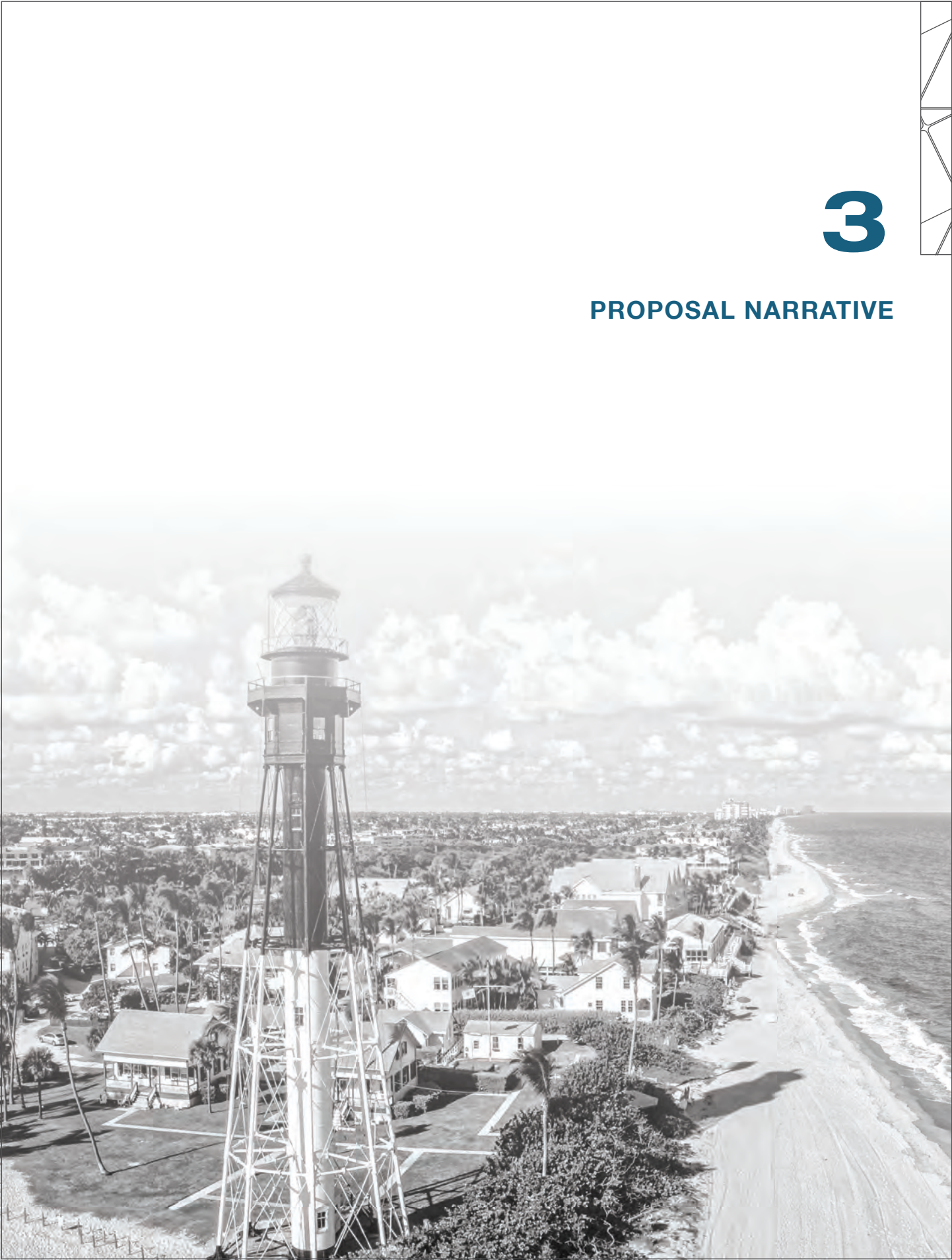



Stefano Viola, PE
Principal-in-Charge

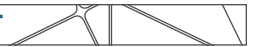
Note: As vice president with Kimley-Horn, Stefano Viola, PE is authorized to negotiate terms, render binding decisions, and commit the firm's resources.

3

PROPOSAL NARRATIVE



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3. PROPOSAL NARRATIVE

Kimley-Horn and Associates, Inc.'s engineers, planners, project funding specialists, and environmental scientists understand how to develop actionable vulnerability assessments and resilience programs and incorporate resilient design principles when preparing plans. We seek to equip decision-makers with the tools they need to understand the vulnerabilities their communities face. Our portfolio of work spans municipal planning, infrastructure development, project design, and project management. That's why we have been at the forefront of assisting public- and private-sector clients in preparing for an uncertain future.

We believe resilience is the ability of communities, people, and systems alike—both natural and manmade—to endure, adapt, and overcome the impacts of shocks to the system or long-term stresses. The various types of shocks and stresses that impact our communities bring the need for resilience integration to the forefront in our services to clients. Through the services we offer—vulnerability assessments, mitigation, planning, design, and implementation—we connect infrastructure, the environment, and overall fairness to help enhance the quality of life for the communities where we live and work.

Our resilience planning portfolio includes Florida projects that have addressed the tenets of State Statute 380.093 for local governments. We will tailor tools and our approach to rapidly evaluate critical infrastructure. We will also apply our local knowledge of the Town of Hillsboro Beach to hit the ground running with no learning curve—saving you time and money.

Over the past few years, we have delivered many resiliency programs for units of local government within Florida. We have provided public-sector clients with in-depth data on how to target vulnerabilities and adapt critical assets, resulting in better informed decision making. We will apply our lessons learned from past experiences and supplement them into the delivery of this project for the Town.

We have provided the required information for this section below:

1. NAME OF BUSINESS.

Kimley-Horn and Associates, Inc.

2. MAILING ADDRESS/ WEBSITE ADDRESS /PHONE NUMBER.

8201 Peters Road, Suite 2200, Plantation, Florida
www.kimley-horn.com
954 535 5100

3. NAMES OF PERSONS TO BE CONTACTED FOR INFORMATION OR SERVICES IF DIFFERENT FROM NAME OF PERSON IN CHARGE.

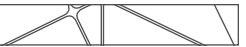
Matt Brosman, PE

4. STATE IF BUSINESS IS LOCAL, NATIONAL, OR INTERNATIONAL AND INDICATE THE BUSINESS LEGAL STATUS (CORPORATION, PARTNERSHIP, ETC.).

National corporation with a strong local presence

5. DATE BUSINESS WAS ORGANIZED AND/OR INCORPORATED, AND WHERE.

February 10, 1967, North Carolina



6. THE PHYSICAL LOCATION OF THE OFFICE FROM WHICH THE WORK IS TO BE DONE AND THE NUMBER OF PROFESSIONAL STAFF EMPLOYEES AT THE OFFICE.

8201 Peters Road, Suite 2200, Plantation, Florida
Number of Professional Staff: 122

7. DESCRIPTION OF THE HISTORY, ORGANIZATIONAL STRUCTURE AND COMPOSITION OF THE FIRM.

Kimley-Horn is a national engineering, planning, and environmental consulting firm providing resiliency, water resources, environmental, land development, landscape architecture, transit, transportation, urban planning, and other services to clients in both the private and public sectors. The firm is a privately held corporation fully owned by current employees. The firm is divided into geographic regions, each of which is managed by a team of representatives from production, marketing, administration, and practice building. A firmwide management committee—also comprised of representatives from production, marketing, administration, and practice building—sets overall direction and policy. The regional and firmwide teams all support our project managers who are responsible for every facet of a project from beginning to end, including contracting, planning, scheduling, quality control, and client service. Kimley-Horn's Plantation office, from which work for this contract will be performed, is part of the Florida region.

8. INDICATE WHETHER THE BUSINESS IS A PARENT OR SUBSIDIARY IN A GROUP OF FIRMS/AGENCIES.

Kimley-Horn and Associates, Inc. is wholly owned by Associates Group Services, Inc., which is wholly owned by APHC, Inc., which is owned by over 800 Kimley-Horn employees, none of which own 2% or more of the outstanding shares.



9. STATE IF THE BUSINESS IS LICENSED, PERMITTED, AND/OR CERTIFIED TO DO BUSINESS IN THE STATE OF FLORIDA AND ATTACH COPIES OF ALL SUCH LICENSES ISSUED TO THE BUSINESS ENTITY.

Kimley-Horn is authorized to do business in the state of Florida. Please see below for our firm’s licenses and certifications.



Kimley-Horn has renewed this document for 2025 and is waiting to receive the new certificate.

Firm Licenses

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

dbpr Department of Business & Professional Regulation

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8:15:07 AM 1/8/2025

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

LICENSEE DETAILS

Licensee Information

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

License Information

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

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

dbpr Department of Business & Professional Regulation

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11:23:54 AM 1/20/2025

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Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

Licensee Information

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

License Information


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

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

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

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

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


WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

Kimley-Horn's license has been renewed.

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

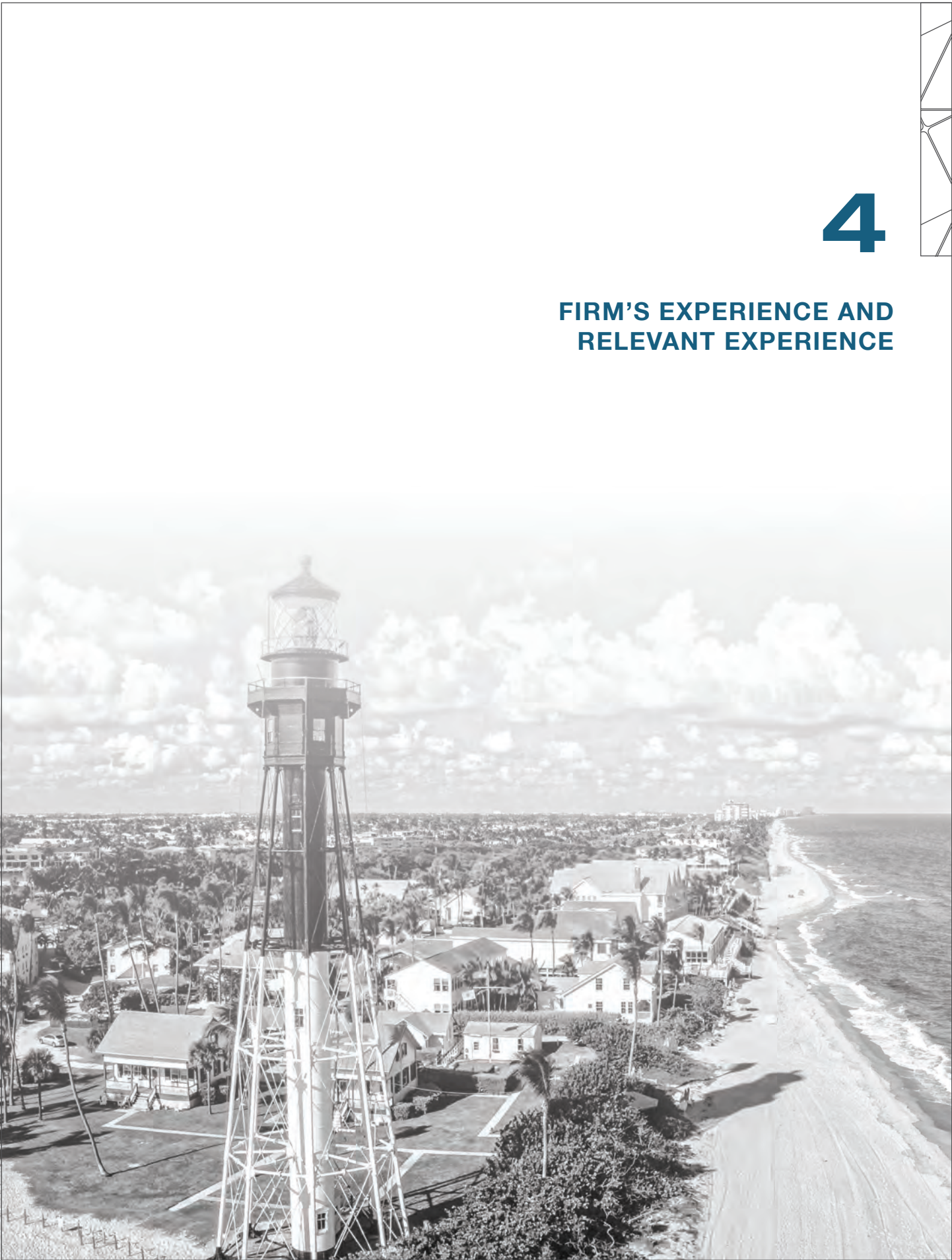
BROSMAN, MATTHEW PARKER
152 SW 59TH AVENUE
PLANTATION FL 33317

LICENSE NUMBER: PE85460
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

4

FIRM'S EXPERIENCE AND RELEVANT EXPERIENCE



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4. FIRM’S EXPERIENCE AND RELEVANT EXPERIENCE

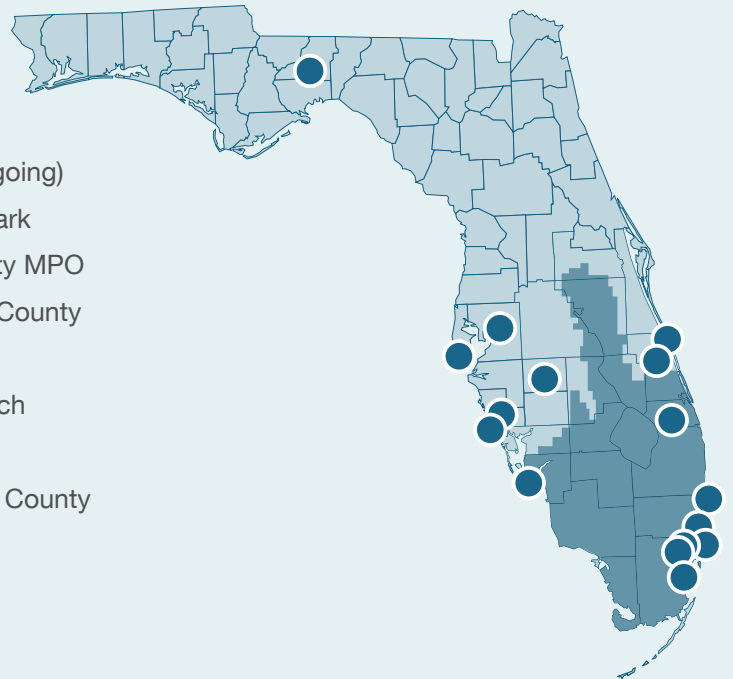
Kimley-Horn has been providing professional services for 58 years. This has included comprehensive water resources services for both private- and public-sector clients across the United States.

The firm has a long history of achieving successful project completion on similar vulnerability assessments through a combination of effective project management and technical expertise. We know that when you select an engineering and planning consultant, you are choosing people who offer you technical expertise, extensive firsthand experience with similar projects, and a demonstrated record of quality and responsiveness that will make your project a success. We have assembled a team of skilled engineering and planning professionals with a proven record of assisting Florida municipalities and counties in implementing successful projects—specifically delivering vulnerability assessments and similar resilience-focused projects.

We have organized a core team of professionals to provide a high level of responsiveness to the Town of Hillsboro Beach, both in terms of exceptional local interaction and support, and extensive technical experience in the disciplines you require. Our project team is as critical to the project’s success as the project approach. The skill and dedication of the team assembled for this project has unmatched experience working in South Florida and possesses a complete understanding of the process involved in delivering resilience plans. Resumes for key team members are included beginning on page 22.

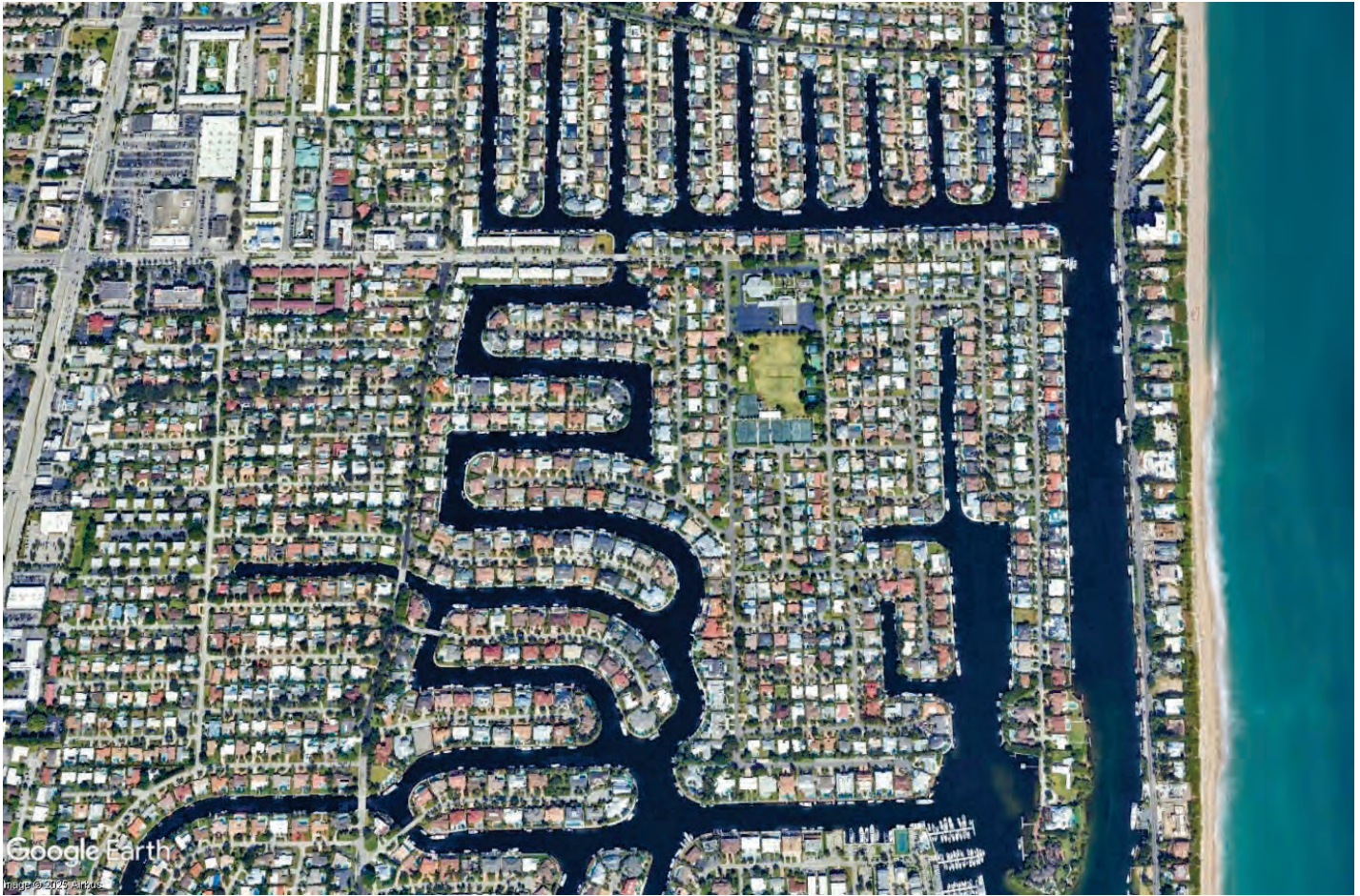
Municipal Agency Vulnerability Assessment and Resilient Florida Program Experience:

- 📍 Lighthouse Point
- 📍 Surfside (ongoing)
- 📍 Miami Lakes (ongoing)
- 📍 Weston (ongoing)
- 📍 North Miami Beach
- 📍 Biscayne Park
- 📍 Medley
- 📍 Fort Myers Beach (ongoing)
- 📍 Sarasota County
- 📍 Wauchula (ongoing)
- 📍 Venice
- 📍 Tallahassee
- 📍 South Florida Water Management District
- 📍 Miramar (ongoing)
- 📍 Pembroke Park
- 📍 Martin County MPO
- 📍 Indian River County
- 📍 Sebastian
- 📍 St. Pete Beach
- 📍 Cutler Bay
- 📍 Hillsborough County



Completed F.S.380.093-Compliant Vulnerability Assessments

SIMILAR PROJECT EXPERIENCE



Stormwater Master Plan Update, Lighthouse Point

The City of Lighthouse Point sought to update their stormwater master plan for the first time in more than two decades. Building on a recently developed partnership, the City tasked Kimley-Horn with the preparation of this update to assess the performance of the existing stormwater system and reduce flood hazards. This project considered previously planned and implemented stormwater improvements within the City and its goals included the delivery of an updated drainage atlas, hydrologic and hydraulic modeling for the existing stormwater systems, and identification of alternatives for improvements to address deficiencies in the system. The study's analyses considered flood depth and flood time reduction improvements to level of service for each proposed alternative and resulted in a capital improvement plan to provide the framework for implementation.

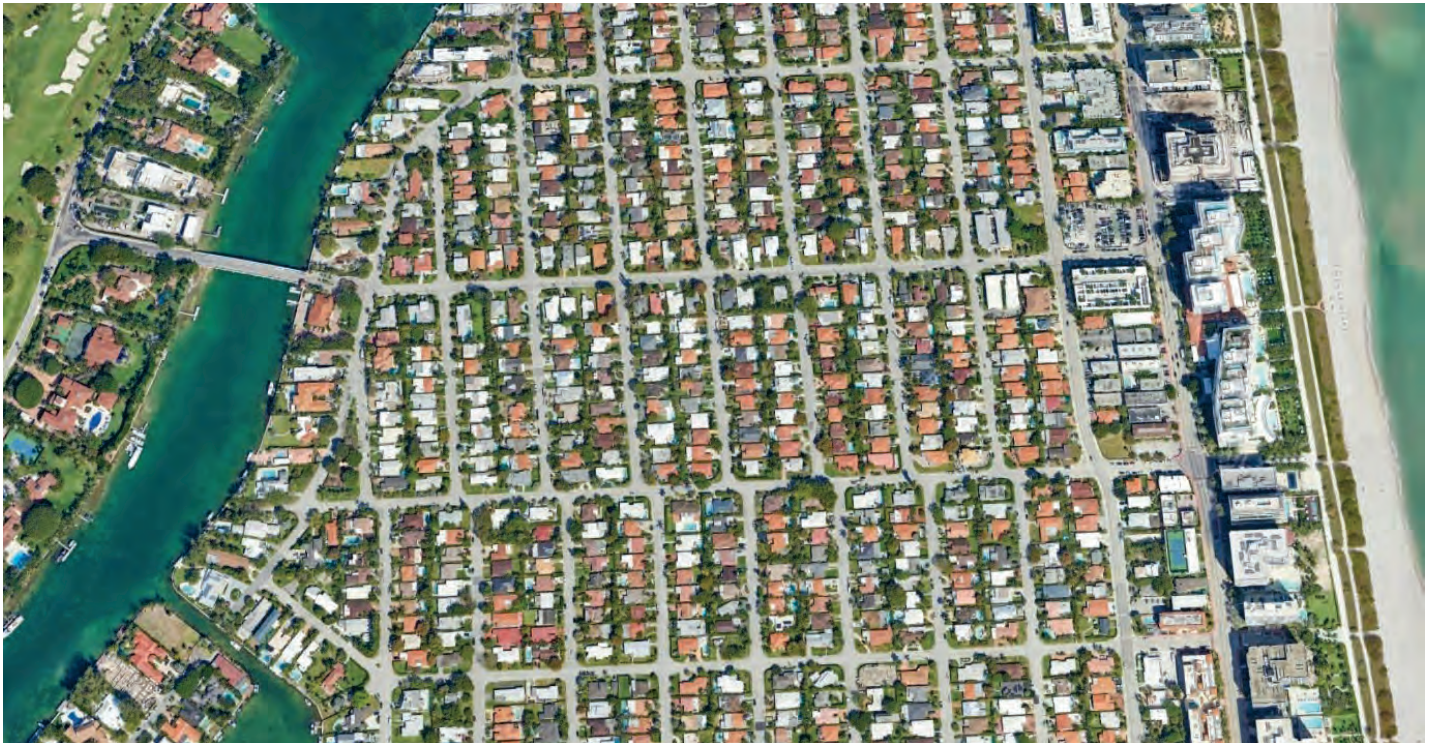
PROJECT TIMELINE:

2022 – 2023

PROJECT CONTACT:

Jennifer Oh

joh@lighthousepoint.com; 954 943 6500



Vulnerability Assessment, Surfside

The Town of Surfside received funding through the Florida Department of Environmental Protection’s Resilient Coastlines program to conduct a Townwide Vulnerability Assessment compliant with Florida Statute 380.093. Kimley-Horn was selected by the Town to perform the Vulnerability Assessment. The tasks include a kickoff meeting, data collection, exposure analysis, sensitivity analysis, a final Vulnerability Assessment report. In addition, the Town included a Category 5 Town Hall Emergency Operations Center Feasibility Study as part of this scope of work. This portion of the scope of work seeks to identify the structural and architectural feasibility of Surfside’s Town Hall to serve as an Emergency Operations Center. Having recently completed the Town’s Stormwater Master Plan in 2023, Kimley-Horn was uniquely positioned to bring a high level of expertise to this project. Kimley-Horn leveraged the previously prepared Stormwater Master Plan analysis as the basis of analysis for the Exposure Analysis. In addition, our team’s regional knowledge in understanding how the Town’s stormwater system integrates with the Florida Department of Transportation’s system, located along Collins Avenue and within the Town’s residential areas, were instrumental in identifying exposed critical infrastructure. This solid foundation will inform the team’s recommendations regarding focus areas and adaptation strategies for the Town. Our team anticipates the recommendations within the Vulnerability Assessment will support and expand upon those made in the Stormwater Master Plan effort. Our team is currently working to facilitate delivery of this project by conducting GIS processing and hydraulic modeling of the Town. In addition, the team has performed non-destructive testing of the Town Hall and performed a preliminary structural analysis of the Town Hall building to understand its feasibility in serving as an EOC. The Vulnerability Assessment portion of the project is currently in the Draft Vulnerability Assessment phase, with an anticipated completion date in July 2025.

PROJECT TIMELINE:

2024 – Ongoing

PROJECT CONTACT:

Andre Eugent, MSCM
 aeugent@townofsurfsidefl.gov; 305 861 4863 ext. 305



Vulnerability Assessment, Weston

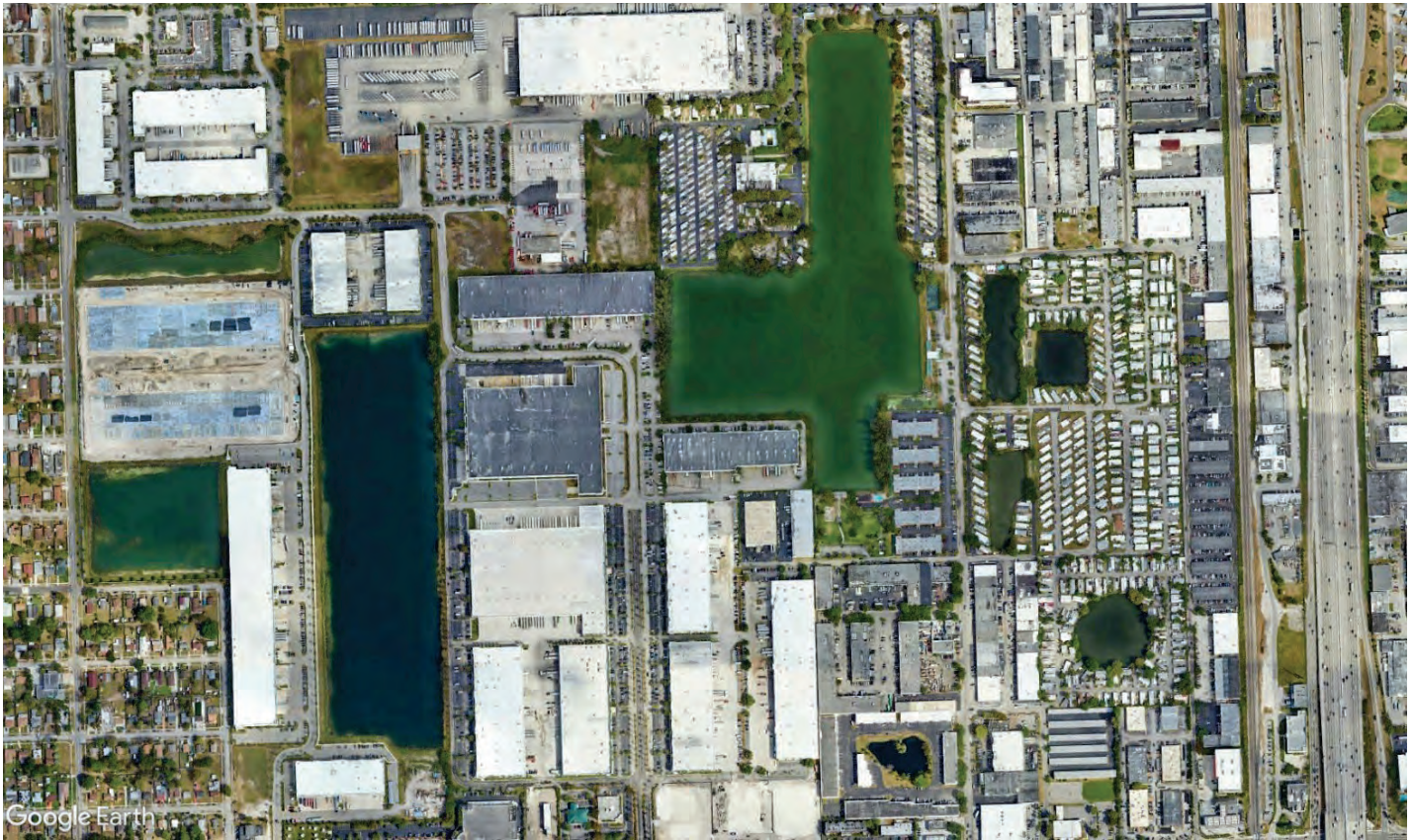
The City of Weston received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Citywide Vulnerability Assessment compliant with Florida Statute 380.093. Kimley-Horn was selected by the City to perform the Vulnerability Assessment. The tasks include a kickoff meeting, public outreach, data collection, exposure analysis, sensitivity analysis, a final Vulnerability Assessment report, and preparing public presentations. As the City's stormwater consultant and having recently completed the City's Stormwater Master Plan, Kimley-Horn was uniquely positioned to bring a high level of expertise to this project. Kimley-Horn leveraged the previously prepared Stormwater Master Plan analysis and regional knowledge to prepare an accurate and detailed exposure analysis. Our understanding of the City's stormwater pumping operations and their relationship with the Indian Trace Development District and Bonaventure Development District were instrumental in identifying exposed critical infrastructure. This solid foundation ultimately informed the team's recommendations regarding focus areas for the City. Our team is currently working to facilitate delivery of this project by conducting GIS processing and hydraulic modeling of the City. The project is currently in the Sensitivity Analysis phase, with an anticipated completion date in June 2025.

PROJECT TIMELINE:

2024 – Ongoing

PROJECT CONTACT:

Karl Thompson, PE
 kthompson@westonfl.org; 954 385 2600



Vulnerability Assessment, Pembroke Park

The Town of Pembroke Park received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Townwide vulnerability assessment under Florida Statute 380.093. Kimley-Horn was selected by the Town to perform the vulnerability assessment. The tasks included a kickoff meeting, data collection, exposure analysis, sensitivity analysis, and final report and public presentations. To facilitate delivery of this project, Kimley-Horn conducted GIS processing and numerical modeling to expose climate threats on critical Town assets and evaluated the sensitivity to assess the impact of flooding on the assets.

Scenarios included:

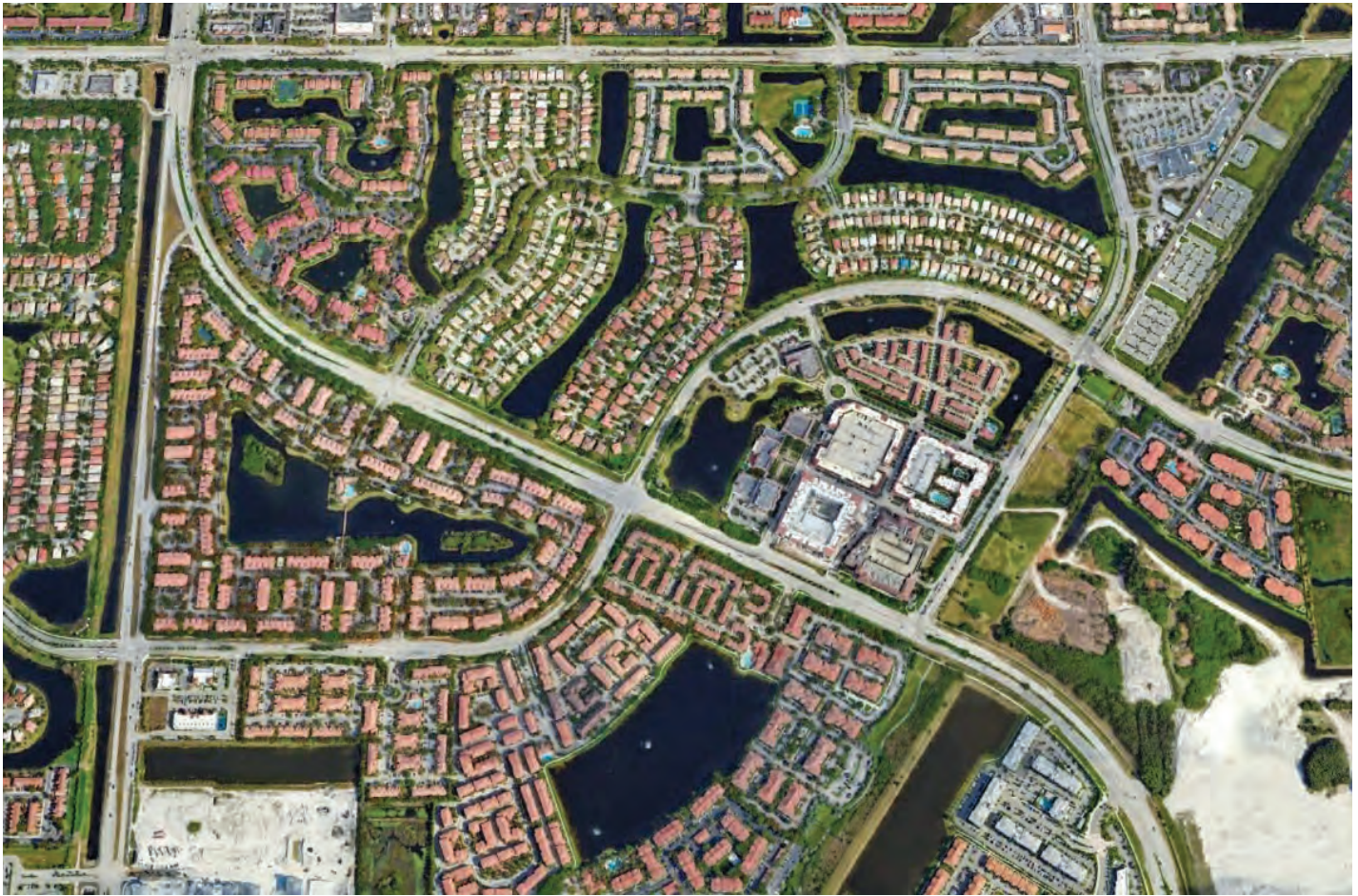
- » Rainfall induced flooding
- » Sea level rise - intermediate low & high for 2040 and 2070
- » Current and future tidal flooding
- » Current and future storm surge
- » Compound flooding

PROJECT TIMELINE:

2024 – 2025

PROJECT CONTACT:

Stanley Merantus, MSCE
 smerantus@tppfl.gov; 954 966 4600



Vulnerability Assessment, Miramar

The City of Miramar received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Citywide Vulnerability Assessment compliant with Florida Statute 380.093. Kimley-Horn was selected by the City to perform the Vulnerability Assessment. The tasks include a kickoff meeting, assembling a steering committee and conducting steering committee meetings, public outreach, data collection, exposure analysis, sensitivity analysis, a final Vulnerability Assessment report, preparing public presentations, and preparing an Adaptation Plan. Our team is working to facilitate delivery of this project by conducting GIS processing and hydraulic modeling of the City, to expose flood hazard exposure to critical City assets. The project is also engaging with non-City stakeholders, such as the South Broward Drainage District and South Florida Water Management District, due to the existence of critical infrastructure that affects City assets. Through our involvement on the project's Steering Committee, Kimley-Horn is facilitating the coordination of resilience planning activities between City and regional entities. The project is currently in the Exposure Analysis phase, with an anticipated completion date in October 2025.

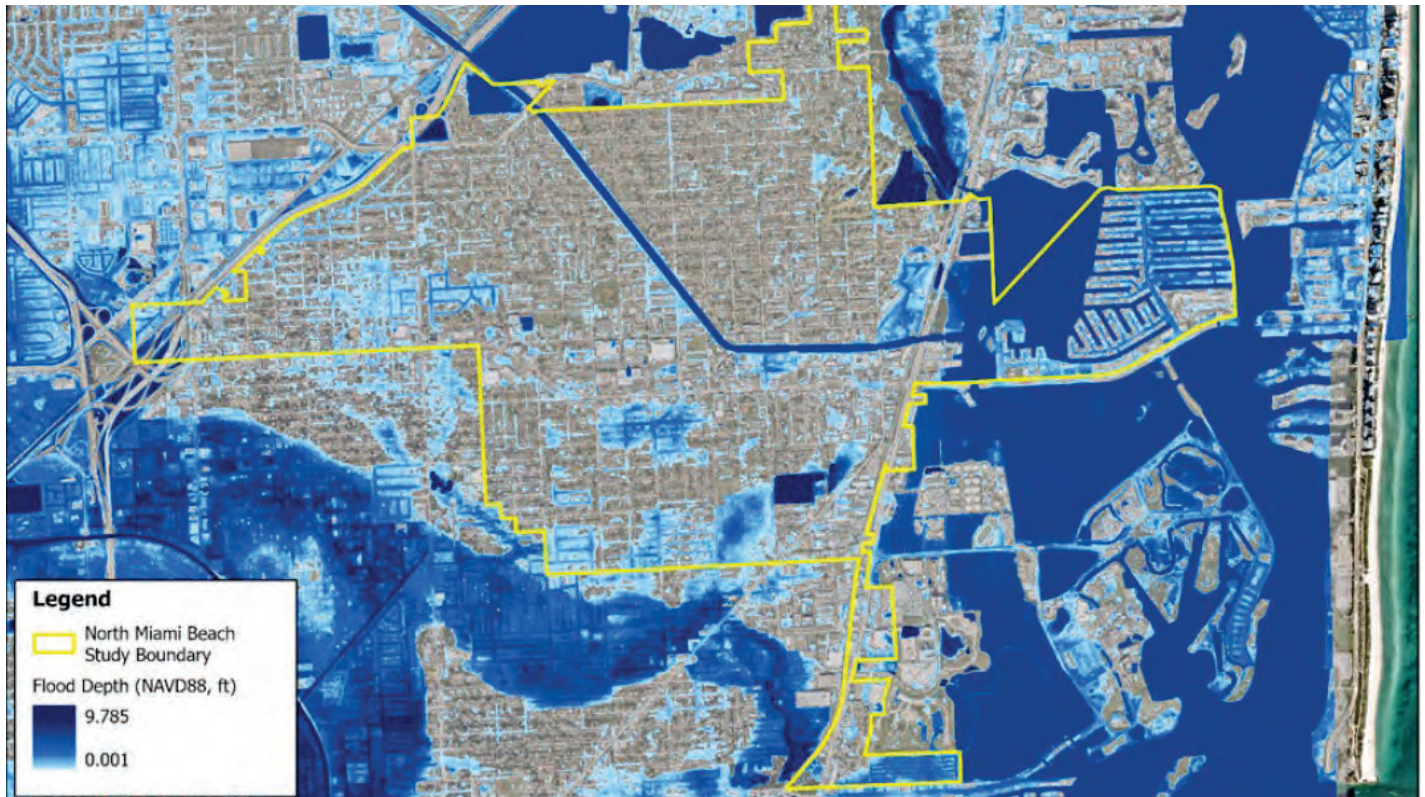
PROJECT TIMELINE:

2024 – Ongoing

PROJECT CONTACT:

H. Derricks

hderricks@miramarfl.gov; 954 882 5826



Citywide Vulnerability Assessment, North Miami Beach

The City of North Miami Beach received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Citywide vulnerability assessment under Florida Statute 380.093. Kimley-Horn was selected by the City to perform the vulnerability assessment. The tasks included a kick-off meeting, data collection, exposure analysis, sensitivity analysis, identification of focus areas, final report, and public presentations. To facilitate delivery of this project Kimley-Horn conducted GIS processing and numerical modeling to expose climate threats on critical City assets and evaluated the sensitivity to assess the impact of flooding on the assets.

Critical assets included:

- » Police department
- » City Hall
- » Eight lift stations
- » Three potable water distribution operation centers
- » Three schools
- » One hospital
- » Several medical facilities

Scenarios included:

- » Rainfall induced flooding
- » Sea level rise - Intermediate Low & High for 2040 and 2070
- » Current and future tidal flooding
- » Current and future storm surge
- » Compound flooding

PROJECT TIMELINE:

2022 – 2024

PROJECT CONTACT:

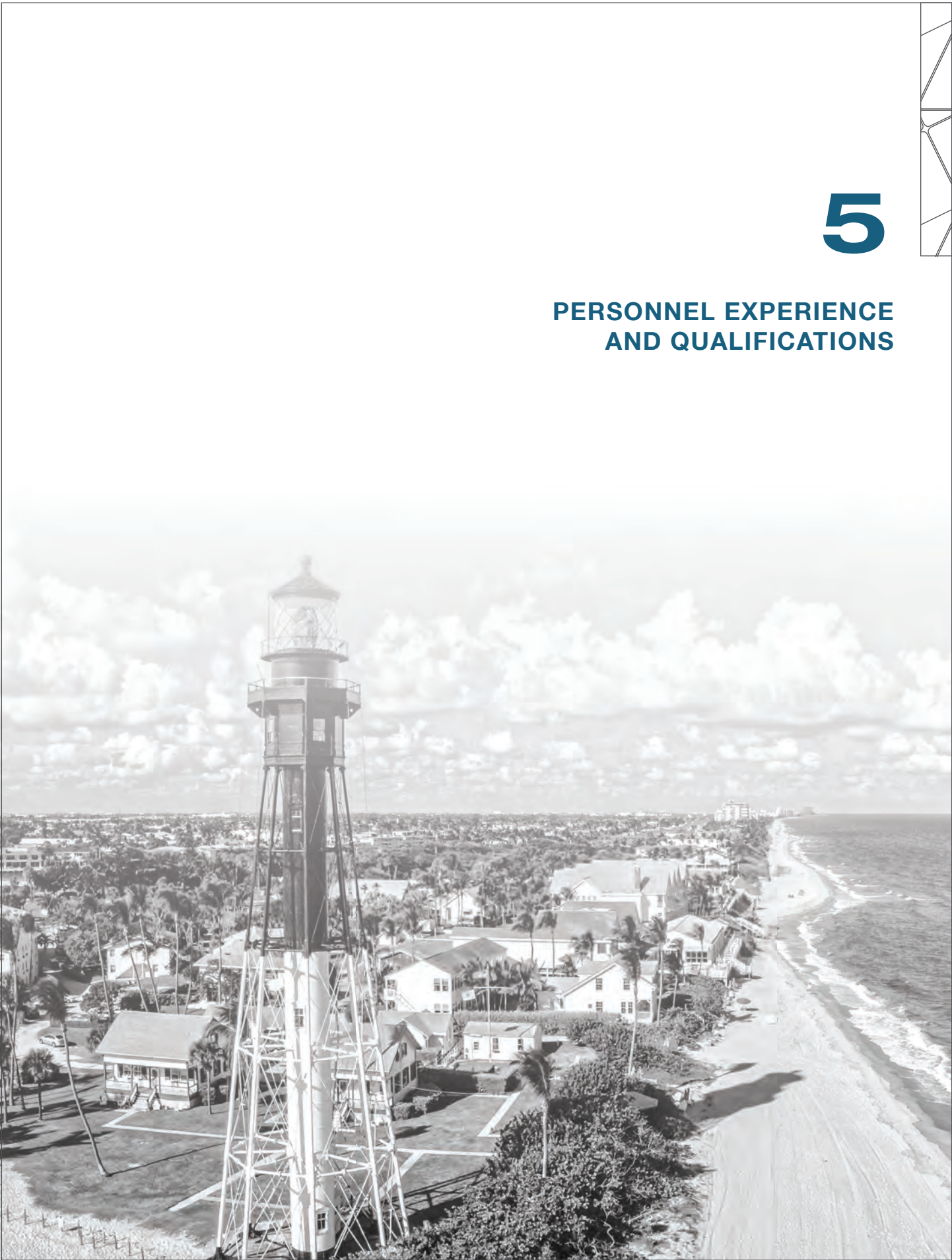
Jaaziah Israel

jaaziah.isreal@citynmb.com; 305 947 7581 ext. 2242

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5

PERSONNEL EXPERIENCE AND QUALIFICATIONS



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5. PERSONNEL EXPERIENCE AND QUALIFICATIONS

TOWN OF HILLSBORO BEACH



PRINCIPAL-IN-CHARGE
Stefano Viola, PE



PROJECT MANAGER
Matt Brosman, PE



**QUALITY CONTROL/
QUALITY ASSURANCE**
Chris Niforatos, PE

DATA COLLECTION

Matt Brosman, PE
Karin Teuffer, PE
Gisselle Gutierrez, EI

CRITICAL INFRASTRUCTURE

Tiffany Stanton, PE (Stormwater)
Kevin Gerszuny, PE (Utilities)
Leonte Almonte, PE (Roadway)

**EXPOSURE AND
SENSITIVITY ANALYSIS**

Matt Brosman, PE
Karin Teuffer, PE
Kellie Clark, PE

GRANT MANAGEMENT

Laura Wittenbauer
Macy Falcon, AICP
Joe Crozier, AICP

PERIL OF FLOOD COMPLIANCE

Matt Brosman, PE
Macy Falcon, AICP
Karin Teuffer, PE

PUBLIC OUTREACH

Alejandro Toural, PE
Macy Falcon, AICP
Lisa Stone, PE

GIS ANALYSIS / MAPPING

Erin Emmons, GISP
Amber Crane
Karin Teuffer, PE



MATT BROSMAN, PE

Matt has 12 years of experience in hydrologic and hydraulic modeling and floodplain management. He has led efforts or helped with vulnerability assessments plans and stormwater master plans including for your neighbors in Lighthouse Point, as well as Pembroke Park, Miramar, Weston, Surfside, and Miami Beach. Matt has a thorough understanding of Federal Emergency Management Agency (FEMA) processes and National Flood Insurance Program (NFIP) regulations. Matt is experienced with developing and manipulating digital elevation models and is proficient with both 1D and 2D hydraulic modeling. He has extensive modeling experience with Interconnected Channel and Pond Routing (ICPR), XP-Storm Water Management Model (SWMM), and Hydraulic Engineering Center-River Analysis System (HEC-RAS), as well as geographic information system (GIS) data management, analysis, and visualization. Matt received his Bachelor of Science degree in Civil Engineering from the University of Florida.



STEFANO VIOLA, PE

Stefano has 19 years of diverse civil engineering experience, including roadway restoration and resurfacing, drainage modeling, water/wastewater utility design, stormwater master planning, the preparation of engineering drawings, permitting, and site/plan preparation and review. He also has experience serving a diverse group of clients, including counties, municipalities, government agencies, and private developers. Stefano's software experience includes AutoCAD, WaterCAD, StormCAD, and Cascade software programs and design analysis software. Stefano is familiar with municipal stormwater requirements across South Florida due to his involvement with numerous drainage projects implemented in the area. He received his Bachelor of Science degree in Civil Engineering from Florida International University.



CHRIS NIFORATOS, PE

Chris leads Kimley-Horn's national resilience practice and has over 30 years of experience in resiliency planning, numerical modeling, asset management, and devising risk-based strategies. He brings a detailed knowledge of conducting inundation modeling, performing data gap and vulnerability analyses, assigning criticality, and developing adaptation schemes. Chris has evaluated the impacts of sea level rise, storm surge, and rainfall intensification on both the built and natural environments of many coastal communities. His work experience extends both internationally and nationally and has successfully delivered a wide variety of projects from assigning remaining useful life to preparing hardening plans and formulating energy management roadmaps. Chris received his Master of Business Administration degree and his Master of Engineering degree in Environmental Engineering from the University of South Florida, and his Bachelor of Science degree in Civil Engineering from Clarkson University.



KARIN TEUFFER, PE

Karin is a professional engineer with seven years of experience involving water resources master planning, vulnerability assessments, water and wastewater treatment plant (W/WWTP) alternative evaluation, America's Water Infrastructure Act (AWIA) compliance, drainage design, and, most recently, hydrologic and hydraulic (H&H) modeling. She has served as a project engineer on stormwater master plans and private development stormwater system design and has experience in modeling with Interconnected Channel and Pond Routing (ICPR) and Hydraulic Engineering Center-River Analysis Systems (HEC-RAS). Karin has extensive experience in analysis using GIS data management and visualization software. She received her Master of Engineering degree in Environmental and Water Resources Systems Engineering and her Bachelor of Science degree in Environmental Engineering from Cornell University.



ALEJANDRO TOURAL, PE

Alejandro is a project engineer with eight years of combined experience in civil and environmental engineering. His experience includes conducting environmental oversight/field support for petroleum and hazardous waste removal and remediation; performed air/soil/groundwater environmental monitoring per FDEP standard operating procedures; coordinated and provided oversight for the installation of monitoring wells, soil sampling and site excavations; prepared Environmental Resource Permits for SFWMD and FDEP; performed site development stormwater analysis and modeling; proficient in site paving, grading and drainage, earthwork cut/fill analysis; and utility coordination; performed stormwater drainage inspections (mirror/lamping) and as-built review; and performed construction oversight and preparation of certification of construction completion documents.



MACY FALCON, AICP

Macy has 11 years of planning experience in data management, technical analysis, grant application and management, and floodplain management. She is experienced in providing complete grant cycle services to Florida counties to obtain federal grants and implement projects that mitigate flood risk. She has also served as an analyst for vulnerability assessments and holistic benefit-cost analyses for federal grants for metropolitan clients. Her background includes hazard mitigation and resiliency plan development, grant writing and management, floodplain management practice and outreach, resiliency assessment, loss avoidance reporting, and benefit-cost analysis. Macy's other skills include task and project management, policy analysis and program implementation, and public involvement and outreach. Her software experience includes ArcGIS, FEMA BCA Toolkit, Hazus, and IMPLAN. She received her Master of Science degree in Urban and Regional Planning and her Bachelor of Science degree in Geography and Environmental Studies from Florida State University.



LISA STONE, PE

Lisa has 30 years of experience, including public involvement, utility coordination, transportation, PD&E, roadway design, plan preparation, maintenance of traffic, pavement design, roadway lighting design, signing and pavement marking, permitting, long-range estimates, specifications, and post-design services. Lisa has served as public involvement task leader for the Turnpike Mainline Widening from Lake Worth to Jupiter PD&E Study and Design project for Palm Beach County; Archer Road PD&E Study for the City of Gainesville; Mainline Widening PD&E Study/Design, Osceola Parkway Extension PD&E Study, and Widening Florida's Turnpike PD&E Study from the Sawgrass Expressway to Atlantic Avenue for Florida's Turnpike Enterprise; Kings Highway PD&E Study for FDOT District Four; and the C-466 W PD&E Study for Sumter County. Her computer software experience includes MicroStation and GEOPAK. Lisa earned her Bachelor of Science degree in Civil Engineering from the University of Florida.



TIFFANY STANTON, PE

Tiffany has more than 12 years of civil engineering experience with stormwater drainage planning and design, stormwater modeling, streetscapes, site development, project permitting, and construction phase services. She has worked on multiple neighborhood and roadway drainage projects for the Town of Miami Lakes, the City of Pompano Beach, the City of Miami Gardens, and the Village of Palmetto Bay. Her software experience includes AutoCAD, Civil 3D, Interconnected Channel and Pond Routing Model (ICPR) Modeling, ArcMap, AGi32, and MS. Tiffany received her Bachelor of Civil Engineering degree from Florida Atlantic University.



KEVIN GERSZUNY, PE

Kevin has eight years of experience involving utility engineering projects. He has experience with the design, permitting, and construction management of water and wastewater transmission pipelines, pump stations, and treatment facilities. He has strong proficiency in AutoCAD Civil 3D design, 3D Building Information Modeling (BIM), and hydraulic modeling of pumping facilities and distribution systems. Kevin has been a key member of water and wastewater treatment facilities with rated capacities ranging from 0.060 MGD to 11 MGD (AADF), pump stations with peak hourly flow capacity ranging from 2.8 MGD to 10 MGD, as well as transmission/distribution pipelines ranging from 4-inch to 36-inch diameter.



LEONTE ALMONTE, PE

Leo is a civil engineer with 22 years of experience providing engineering services for a variety of projects across South Florida and internationally. He has extensive experience with all phases of a project from conception to design and on through construction phase services. In addition, Leo has served a diverse group of clients, including municipalities, governmental agencies, and private developers. He is proficient in MicroStation, Geopak, Primavera P6, ArcGIS, AUTOTurn, Real Cost, MS Project, and AASHTO Pavement ME. He is also a graduate of the International Bridge, Toll, and Turnpike Associations (IBTTA) Leadership Academy. Leo received his Master of Science degree in Transportation Engineering from Florida International University and his Bachelor of Science degree in Civil Engineering from Pontificia Universidad Catolica Madre y Maestra.



KELLIE CLARK, PE

Kellie has 16 years of water resources engineering experience. She has provided project management, GIS, modeling, design, and permitting services for wetland restoration projects, regional stormwater treatment facility projects, total maximum daily load (TMDL) analyses, resiliency analyses, and stormwater retrofit projects, as well as watershed management programs. Early on, Kellie served St. Johns County developing watershed models throughout the County. This included coastal low-lying, highly developed areas, as well as rural farmlands—developing hydraulic and hydraulic (H&H) models, TMDL analyses, and a data dictionary for the overall County watershed program. Since then, Kellie has had the opportunity to work in additional low-lying communities such as Sarasota, Manatee, Charlotte, Collier, Pinellas, Miami-Dade, and Lee counties. She is proficient with ArcGIS, InfoWater, WaterCAD, ArcHydro Tools, ETGeoWizards, ICPR, XPSWMM, SIMPLE, WSPRO in ICPR, and Mathcad software. Kellie received her Master of Engineering and her Bachelor of Science degrees in Civil Engineering from the University of Florida.



LAURA WITTENBAUER

Laura previously worked as a senior process analyst for the City of Sarasota, where she identified relevant grant opportunities and completed grant applications. She has experience ensuring that grant accounting and financial reporting are consistent with governmental accounting standards and are kept within the terms and conditions of the grant. Laura has a demonstrated ability to evaluate, audit, deduce, and assess data using established criteria through the lens of a public agency, which she has gained over her 23 years of experience. She received her Master of Business Administration degree from the University of Phoenix/Nellis AFB, her Bachelor of Science degree in Social Work from Florida State University, and her Associate of Arts in Business Administration from Pensacola State College.



JOE CROZIER, AICP

Joe has 11 years of diverse private- and public-sector experience in professional planning with perspectives at the local, regional, and statewide levels. He has expertise in grant writing, grant administration, community development, transit planning, and transportation planning. Joe currently supports the FDOT statewide federal grant program and is leading Kimley-Horn's grant administration team. He is a prime resource for the development of state and federal policies for the Florida Department of Transportation. He has supported the implementation of FDOT's Consolidated Planning Grant, American Rescue Plan (ARPA) funding uses, and other key policies and initiatives. Additional services he has provided in this role include statewide workshops to educate both the staff and the public on grant opportunities. Joe earned his Master of Science degree in Urban and Regional Planning and his Bachelor of Science degree in Environmental Studies and Geography from Florida State University.



DIANA BELLO

Diana has more than 18 years of grants management experience, which includes 10 years of experience as a Capital Projects Manager and Internal Programmatic Auditor for publicly funded infrastructure projects. She has experience assisting municipalities in drafting federal procurement guidelines, developing internal controls, and implementing procedures to meet federal program requisites. Throughout her career, Diana has managed administrative teams and construction inspectors for capital projects to help ensure compliance with regulations such as the Davis-Bacon Act and the American Iron and Steel Act. She has been instrumental in the development and implementation of funding strategies for large restoration, stormwater, and utility infrastructure projects, such as a county-wide septic-to-sewer conversion projects and rehabilitation of water and wastewater treatment plants. Diana earned her Master of Business Administration degree from Nova Southeastern University and her Bachelor of Arts degree in Political Science from Florida International University.



GISSELLE GUTIERREZ, EI

Gisselle has five years of experience working on surface water projects in South Florida. She has been an instrumental part of the Kimley-Horn team delivering Vulnerability Assessments for Pembroke Park, Miami Lakes, and Miramar, as well as the Stormwater Master Plan for Lighthouse Point, Plantation's Zone 3 Drainage Study, and the Driftwood Estates Stormwater Study in Davie. Her software experience includes ArcGIS PRO, ICPR 4, HEC-RAS 2D, HEC-HMS, EPA SWMM, CloudCompare, and Python. Gisselle holds a Master of Environmental Engineering from Florida International University and is a registered Engineering Intern in the State of Florida.



ERIN EMMONS, GISP

Erin has more than two decades of experience as a transportation and community planner, with a specialty focus on GIS and database development. She has managed projects involving environmental and socioeconomic assessments, asset management and utility evaluations, and corridor planning. Her background includes data model design, the implementation of web-based GIS systems, the automation of geoprocessing, and leading staff training and agency coordination efforts. Erin is proficient in several software packages, including Esri ArcGIS Desktop/Pro applications, ArcGIS Enterprise/Portal, and ArcGIS Online. Erin has developed customized data collection applications utilizing web and mobile GIS-based applications, including Quick Capture, Collector for GIS, and Survey123. Erin received her Bachelor of Science degree in Urban and Regional Planning from Florida Atlantic University.



AMBER CRANE

Amber has a decade of geographic information system (GIS) experience related to the planning and transportation industry, specializing in GPS mapping and data collection, data configuration, and database development for asset management. She served as the project manager for GIS Enterprise/Portal and ArcGIS Online administration, development and implementation of web and mobile GIS-based interactive applications, including ArcGIS Collector/Field Maps, ArcGIS Survey123, ArcGIS StoryMaps, ArcGIS Experience Builder, and interactive public engagement applications and dashboards. She has managed the development and implementation of customized applications and Esri solutions as well as integration of third-party applications. Her experience also includes leading projects involving data collection efforts for utility data format conversions and asset inventory development.

Our team's resumes can be found on the following pages.





MATT BROSMAN, PE

PROJECT MANAGER; DATA COLLECTION; EXPOSURE AND SENSITIVITY ANALYSIS; PERIL OF FLOOD COMPLIANCE

RELEVANT EXPERIENCE

STORMWATER MASTER PLAN UPDATE AND VULNERABILITY ASSESSMENT, LIGHTHOUSE POINT — Project engineer. The City of Lighthouse Point sought to update their stormwater master plan for the first time in more than two decades. Building on a recently developed partnership, the City tasked Kimley-Horn with the preparation of this update to assess the performance of the existing stormwater system and reduce flood hazards. This project considered previously planned and implemented stormwater improvements within the City and its goals included the delivery of an updated drainage atlas, hydrologic and hydraulic modeling for the existing stormwater systems, and identification of alternatives for improvements to address deficiencies in the system.

VULNERABILITY ASSESSMENT, MIRAMAR — Project manager. The Kimley-Horn team is working with the City to deliver a citywide vulnerability assessment compliant with Florida Statute 380.093. The project elements include a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, and a presentation to the City Council.

VULNERABILITY ASSESSMENT, WESTON — Project manager. Our team is working with the City to deliver a comprehensive vulnerability assessment compliant with Florida Statute 380.093. The project elements include a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, and a presentation to the City Council.

VULNERABILITY ASSESSMENT, PEMBROKE PARK — Project manager. The Town of Pembroke Park received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Townwide vulnerability assessment under Florida Statute 380.093. Kimley-Horn was selected by the Town to perform the vulnerability assessment. The tasks include a kickoff meeting, data collection, exposure analysis, sensitivity analysis, and final report and public presentations. To facilitate delivery of this project Kimley-Horn conducted GIS processing and numerical modeling to expose climate threats on critical Town assets and evaluated the sensitivity to assess the impact of flooding on the assets.

VULNERABILITY ASSESSMENT, FORT MYERS BEACH — Project engineer. Kimley-Horn is currently working with the Town of Fort Myers Beach to deliver a townwide vulnerability assessment compliant with Florida Statute 380.093. The project elements included a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, Peril of Flood Compliance integration into their Comprehensive Plan, a Final Report to include an Adaptation Plan, and a presentation to the Town Council.

VULNERABILITY ASSESSMENT, MIAMI LAKES — Project manager. Currently working with the Town to deliver a townwide vulnerability assessment compliant with Florida Statute 380.093. The project elements included a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, two public meetings, and a presentation to the Town Council.

PROFESSIONAL CREDENTIALS

- » Bachelors, Civil Engineering, University of Florida, 2013
- » Professional Engineer, 85460, FL
- » American Water Resources Association

SPECIAL QUALIFICATIONS

- » Has 12 years of experience
- » Experienced in hydrologic and hydraulic modeling, bridge and culvert hydraulic design, and stormwater master planning
- » Modeling experience with ICPR, XPSWMM, HEC-RAS, and EPASWMM
- » Experienced with GIS data management and visualization
- » Proficient with AutoCAD and skilled in ArcGIS ModelBuilder/ Python programming and application



STEFANO VIOLA, PE

PRINCIPAL-IN-CHARGE

RELEVANT EXPERIENCE

STORMWATER MASTER PLAN UPDATE AND VULNERABILITY ASSESSMENT, LIGHTHOUSE POINT — Project manager. The City of Lighthouse Point sought to update their stormwater master plan for the first time in more than two decades. Building on a recently developed partnership, the City tasked Kimley-Horn with the preparation of this update to assess the performance of the existing stormwater system and reduce flood hazards. This project considered previously planned and implemented stormwater improvements within the City and its goals included the delivery of an updated drainage atlas, hydrologic and hydraulic modeling for the existing stormwater systems, and identification of alternatives for improvements to address deficiencies in the system.

STORMWATER MASTER PLAN, MEDLEY, FL — Project engineer. Kimley-Horn was retained to prepare a Stormwater Master plan for the Town, which faces a number of challenges, including a high water table relative to the existing grade (which are generally very flat; numerous pockets of contamination throughout the Town caused by industrial tenants); Florida East Coast Railway, which bisects the Town and thus often makes conveyance of stormwater to the nearby C-6 Canal (the Miami River) cost prohibitive; and the lingering threat of sea level rise.

STORMWATER MASTER PLAN, SOUTHWEST RANCHES, FL — Project manager. Kimley-Horn provided stormwater master planning services for the Town of Southwest Ranches—a rural, inland Broward County community known for its equestrian prominence. The stormwater master plan required extensive research of the town's roadways, utilities, and drainage patterns to understand the condition of the infrastructure and stormwater management needs. As part of the stormwater master plan, Kimley-Horn assisted the Town in developing a 10-year capital improvement plan that prioritized improvements based on flood management needs and associated costs.

SHORES ESTATES DRAINAGE IMPROVEMENTS, MIAMI SHORES VILLAGE, FL — Project manager. Kimley-Horn is providing professional engineering services for the design and construction of a drainage collection system with water quality treatment measures for the residential neighborhood known as Shores Estates. Improvements consist of underground piping, a stormwater pump station, and an outfall connection to the adjacent canal system. Professional services include surveying, stormwater analysis, civil and electrical engineering design, landscaping and irrigation, permitting, coordinating with utility providers, preparing quantity calculations, and engineer's estimates of probable costs.

PROFESSIONAL CREDENTIALS

- » Associates, Engineering, Broward College, 2004
- » Bachelor, Civil Engineering, Florida International University, 2007
- » Professional Engineer, 74655, FL
- » Florida Engineering Society
- » American Society of Civil Engineers (ASCE)
- » American Public Works Association (APWA)

SPECIAL QUALIFICATIONS

- » More than 19 years of engineering experience, including roadway restoration/resurfacing, drainage modeling, water/wastewater utility design, stormwater master planning, preparation of engineering drawings, permitting, and site/plan preparation and review
- » Prior to joining Kimley-Horn, served as sergeant in the United States Marine Corps for five years Experience with AutoCAD, WaterCAD, StormCAD, and Cascade



CHRIS NIFORATOS, PE

QUALITY CONTROL/QUALITY ASSURANCE (QC/QA)

RELEVANT EXPERIENCE

VULNERABILITY ASSESSMENT, INDIAN RIVER COUNTY — Project manager. Kimley-Horn guided the County in preparing a Vulnerability Assessment to devise adaptation strategies for unincorporated areas east of I-95. Ultimately, the adaptation strategies proposed included a combination of gray/green infrastructure interventions, policy recommendations and community engagement.

PRELIMINARY VULNERABILITY ANALYSIS, VENICE — Project manager. Led the development of a vulnerability assessment of the City's infrastructure with respect to coastal flooding and wind. The infrastructure included five critical lift stations, reverse osmosis water treatment plant, water reclamation facility, and several administrative buildings. Evaluated future sea level projections, rainfall, surge, and wind data and their impacts on designated infrastructure. Developed a matrix to assess criticality of the assets and identified adaptation measures to harden the assets as well as strategies to increase adaptive capacity.

MULTI-BASIN STORMWATER ASSESSMENTS, NAPLES — Project engineer. Kimley-Horn is assisting the City of Naples in developing a stormwater basin assessment for five selected basins within the City limits. As a low-lying coastal area, the City has experienced increasing flooding incidents and has developed a long-term plan to address the increasing flooding by the basin. Our team is working with subconsultants to develop short, medium, and long-range plans to address not only the current flooding occurring in the area; but also future flooding and other impacts of sea level rise, and the increasing intensity return intervals of extreme events. We are also creating financial models that will assist the City's decision makers in determining the long-term costs of sea level rise to the tax base and home values and how changes supported by the planning efforts will mitigate those losses.

COASTAL RESILIENCY PLAN AND COMPREHENSIVE PLAN UPDATES, SEBASTIAN Project engineer. Kimley-Horn was selected to prepare the City's Coastal Resiliency Plan and the corresponding Comprehensive Plan amendments to address state mandates regarding sea level rise assessment. To support the comprehensive plan update, a vulnerability analysis of the City's critical infrastructure and social elements was required to evaluate coastal flooding. The Coastal Resiliency Plan was developed through this vulnerability analysis, an in-depth analysis of sea level rise, rainfall and surge data, public infrastructure locations, land use, and societal exposures. The plan culminated in the vulnerability summary and an Adaptation Action Plan. Following the development of the Coastal Resiliency Plan, Kimley-Horn prepared Comprehensive Plan amendments to the GOPs and DIA for the Future Land Use, Public Facilities, and the Coastal and Conservation Elements of the City's Comprehensive Plan. These changes were vital to better reflect the threats of flooding, sea level rise, and the importance of resiliency measures while also improving the organization and flow of the Comprehensive Plan. The reorganization of the Conservation and Coastal Management Elements into one element was completed to address similar topics and subjects more succinctly and reduce policy redundancy.

PROFESSIONAL CREDENTIALS

- » Masters, Business Administration, University of South Florida, 2004
- » Masters, Environmental Engineering, University of South Florida, 1998
- » Bachelors, Civil Engineering, Clarkson University, 1994
- » Professional Engineer, 56881, FL
- » Cert Pro Erosion Sediment, 20856, FDEP
- » American Public Works Association (APWA)
- » American Society of Civil Engineers (ASCE)
- » Florida Engineering Society
- » American Water Resources Association

SPECIAL QUALIFICATIONS

- » Has 31 years of experience specializing in developing opportunities and delivering services in stormwater, watershed, and flood risk management; adaptation; and asset management



KELLIE CLARK, PE

EXPOSURE AND SENSITIVITY ANALYSIS

RELEVANT EXPERIENCE

MULTI-BASIN STORMWATER ASSESSMENTS, NAPLES — Project engineer.

Kimley-Horn is assisting the City of Naples in developing a stormwater basin assessment for five selected basins within the City limits. As a low-lying coastal area, the City has experienced increasing flooding incidents and has developed a long-term plan to address the increasing flooding by the basin. Our team is working with subconsultants to develop short, medium, and long-range plans to address not only the current flooding occurring in the area; but also future flooding caused by, including the impacts of sea level rise, and the increasing intensity return intervals of extreme events. We are also creating financial models that will assist the City's decision makers in determining the long-term costs of sea level rise to the tax base and home values and how changes supported by the planning efforts will mitigate those losses.

PROFESSIONAL SERVICES FOR WATER QUALITY AND DRAINAGE STUDIES, HIGHLANDS COUNTY — Project manager.

Kimley-Horn is providing engineering services to Highlands County to assess water quality and identify improvements needed to address flooding concerns in three areas throughout the County and conduct a peer review of existing modeling within a fourth area. Kimley-Horn will utilize existing large-scale watershed modeling to create stormwater models at a smaller scale that will generally utilize roadways as basin divides and overland weirs. This project will be a planning-level study to determine recommended stormwater improvements in this area. The study's deliverables are anticipated to serve as documentation in future grant or loan submittals.

BUSINESS CASE ANALYSIS FOR THE STORMWATER RESILIENCY PROGRAM PILOT PROJECT, MIAMI BEACH — Project engineer.

Kimley-Horn led an integrated flood modeling task as a subconsultant to another firm. The purpose of the task was to assess four design storm events that represented a combination of rainfall, sea level rise, storm surge, and tide stage scenarios under no-build, public investment, and private investment scenarios. The resulting flood depths for the 12 scenarios were mapped out by Kimley-Horn and provided to the City. The outcome of the project was concise communication materials to help City decision-makers articulate the business case for resilience investments backed by technical analyses, integrated flood modeling, and economic analyses.

WATERSHED MANAGEMENT PLAN, ARCADIA — Project engineer. Kimley-Horn is provided a hydrologic and hydraulic evaluation of current and proposed conditions associated with the City of Arcadia's existing stormwater management system. The project established existing flood stages, establish Flood Protection Level of Service (FPLOS), identify cost-effective drainage improvements through the simulation of various storm events, and estimate resulting floodwater depths. The project also analyzed the City of Arcadia's TMDL's by creating a Pollutant Loading Estimate Simulation that estimated annual pollutant loading for specific areas based on the event mean concentrations of certain pollutants, annual rainfall depth, and land use.

PROFESSIONAL CREDENTIALS

- » Masters, Civil Engineering, University of Florida, 2010
- » Bachelors, Civil Engineering, University of Florida, 2009
- » Professional Engineer, 77642, FL
- » American Water Resources Association, Board Member
- » Florida Engineering Society

SPECIAL QUALIFICATIONS

- » Special expertise with watershed management programs, hydrologic and hydraulic modeling, water resources master planning, flood control and water quality projects, and floodplain mapping



KARIN TEUFFER, PE

DATA COLLECTION; EXPOSURE AND SENSITIVITY ANALYSIS; GIS ANALYSIS/MAPPING; PERIL OF FLOOD COMPLIANCE

RELEVANT EXPERIENCE

VULNERABILITY ASSESSMENT, PEMBROKE PARK — Project engineer. The Town of Pembroke Park received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Townwide vulnerability assessment under Florida Statute 380.093. Kimley-Horn was selected by the Town to perform the vulnerability assessment. The tasks include a kickoff meeting, data collection, exposure analysis, sensitivity analysis, and final report and public presentations. To facilitate delivery of this project Kimley-Horn conducted GIS processing and numerical modeling to expose climate threats on critical Town assets and evaluated the sensitivity to assess the impact of flooding on the assets.

VULNERABILITY ASSESSMENT, FORT MYERS BEACH — Project manager. Kimley-Horn is currently working with the Town of Fort Myers Beach to deliver a townwide vulnerability assessment compliant with Florida Statute 380.093. The project elements included a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, Peril of Flood Compliance integration into their Comprehensive Plan, a Final Report to include an Adaptation Plan, and a presentation to the Town Council.

VULNERABILITY ASSESSMENT, MIAMI LAKES — Project engineer. Currently working with the Town to deliver a townwide vulnerability assessment compliant with Florida Statute 380.093. The project elements included a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, two public meetings, and a presentation to the Town Council.

STORMWATER MASTER PLAN UPDATE AND VULNERABILITY ASSESSMENT, LIGHTHOUSE POINT— Project engineer. The City of Lighthouse Point sought to update their stormwater master plan for the first time in more than two decades. Building on a recently developed partnership, the City tasked Kimley-Horn with the preparation of this update to assess the performance of the existing stormwater system and reduce flood hazards. This project considered previously planned and implemented stormwater improvements within the City and its goals included the delivery of an updated drainage atlas, hydrologic and hydraulic modeling for the existing stormwater systems, and identification of alternatives for improvements to address deficiencies in the system. The study's analyses considered flood depth and flood time reduction improvements to level of service for each proposed alternative and resulted in a capital improvement plan to provide the framework for implementation. The project also included a preliminary exposure analysis of the City's roadways, laying the groundwork for a future FDEP-compliant Vulnerability Assessment for the City.

VULNERABILITY ASSESSMENT, MIRAMAR — Project engineer. The Kimley-Horn team is working with the City to deliver a citywide vulnerability assessment compliant with Florida Statute 380.093. The project elements include a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, and a presentation to the City Council.

PROFESSIONAL CREDENTIALS

- » Masters, Environmental Engineering, Cornell University, 2017
- » Bachelors, Environmental Engineering, Cornell University, 2016
- » Professional Engineer, 94890, FL
- » American Water Resources Association

SPECIAL QUALIFICATIONS

- » Has more than seven years of experience involving water resources master planning, America's Water Infrastructure Act (AWIA) compliance and vulnerability assessments, water and wastewater treatment plant (W/WWTP) alternative evaluation, drainage design, and, most recently, H&H modeling
- » Software familiarity with Interconnected Channel and Pond Routing (ICPR) and Hydraulic Engineering Center-River Analysis Systems (HEC-RAS)



GISSELLE GUTIERREZ, EI

DATA COLLECTION

RELEVANT EXPERIENCE

VULNERABILITY ASSESSMENT, PEMBROKE PARK — Project analyst. The Town of Pembroke Park received funding through the Florida Department of Environmental Protection's Resilient Coastlines program to conduct a Townwide vulnerability assessment under Florida Statute 380.093. Kimley-Horn was selected by the Town to perform the vulnerability assessment. The tasks include a kickoff meeting, data collection, exposure analysis, sensitivity analysis, and final report and public presentations. To facilitate delivery of this project Kimley-Horn conducted GIS processing and numerical modeling to expose climate threats on critical Town assets and evaluated the sensitivity to assess the impact of flooding on the assets.

VULNERABILITY ASSESSMENT, MIRAMAR — Project analyst. The Kimley-Horn team is working with the City to deliver a citywide vulnerability assessment compliant with Florida Statute 380.093. The project elements include a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, and a presentation to the City Council.

VULNERABILITY ASSESSMENT, WESTON — Project analyst. Our team is working with the City to deliver a comprehensive vulnerability assessment compliant with Florida Statute 380.093. The project elements include a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, and a presentation to the City Council.

VULNERABILITY ASSESSMENT, MIAMI LAKES — Project analyst. We are currently working with the Town to deliver a townwide vulnerability assessment compliant with Florida Statute 380.093. The project elements included a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, final report, two public meetings, and a presentation to the Town Council.

VULNERABILITY ASSESSMENT, FORT MYERS BEACH — Project analyst. Kimley-Horn is currently working with the Town of Fort Myers Beach to deliver a townwide vulnerability assessment compliant with Florida Statute 380.093. The project elements included a kickoff meeting, data collection, exposure and sensitivity analyses, identification of focus areas, Peril of Flood Compliance integration into their Comprehensive Plan, a Final Report to include an Adaptation Plan, and a presentation to the Town Council.

STORMWATER MASTER PLAN UPDATE AND VULNERABILITY ASSESSMENT, LIGHTHOUSE POINT — Project analyst. The City of Lighthouse Point sought to update their stormwater master plan for the first time in more than two decades. Building on a recently developed partnership, the City tasked Kimley-Horn with the preparation of this update to assess the performance of the existing stormwater system and reduce flood hazards. This project considered previously planned and implemented stormwater improvements within the City and its goals included the delivery of an updated drainage atlas, hydrologic and hydraulic modeling for the existing stormwater systems, and identification of alternatives for improvements to address deficiencies in the system. The study's analyses considered flood depth and flood time reduction improvements to level of service for each proposed alternative and resulted in a capital improvement plan to provide the framework for implementation. The project also included a preliminary exposure analysis of the City's roadways, laying the groundwork for a future FDEP-compliant Vulnerability Assessment for the City.

PROFESSIONAL CREDENTIALS

- » Masters, Environmental Engineering, Florida International University, 2022
- » Bachelors, Environmental Engineering, Florida International University, 2020
- » Engineering Intern, 1100026807, FL

SPECIAL QUALIFICATIONS

- » Has more than four years of experience working on surface water projects in South Florida
- » Software experience includes ArcGIS PRO, ICPR 4, HEC-RAS 2D, HEC-HMS, EPA SWMM, CloudCompare, and Python



PROFESSIONAL CREDENTIALS

- » Bachelor, Environmental Science, Nova Southeastern University, 2013
- » Bachelor, Civil Engineering, Florida International University, 2018
- » Professional Engineer, 94809, FL

SPECIAL QUALIFICATIONS

- » Project engineer with ten years of combined experience in civil and environmental engineering
- » Has performed site development stormwater analysis and modeling; proficient in site paving, grading and drainage, earthwork cut/fill analysis; and utility coordination; performed stormwater drainage inspections (mirror/lamping) and as-built review; and performed construction oversight and preparation of certification of construction completion documents

ALEJANDRO TOURAL, PE

PUBLIC OUTREACH

RELEVANT EXPERIENCE

VULNERABILITY ASSESSMENT, PEMBROKE PARK — Project engineer. The Town of Pembroke Park received funding through the Florida Department of Environmental Protection’s Resilient Coastlines program to conduct a Townwide vulnerability assessment under Florida Statute 380.093. Kimley-Horn was selected by the Town to perform the vulnerability assessment. The tasks include a kickoff meeting, data collection, exposure analysis, sensitivity analysis, and final report and public presentations. To facilitate delivery of this project Kimley-Horn conducted GIS processing and numerical modeling to expose climate threats on critical Town assets and evaluated the sensitivity to assess the impact of flooding on the assets.

VULNERABILITY ASSESSMENT, BISCAYNE PARK — Project manager. Kimley-Horn conducted a comprehensive flood vulnerability and sea level rise assessment. The team’s services included a kick-off meeting, data collection to develop a GIS database, analyzed the exposure of flooding from various scenarios including rainfall, storm surge, and sea level rise, and created flood inundation maps. A sensitivity analysis was prepared to assess the impacts of flooding on critical assets and Kimley-Horn provided a comprehensive vulnerability assessment report detailing data, analyses, and identified risks.

VULNERABILITY ASSESSMENT, SOUTH MIAMI — Project manager. Kimley-Horn is providing services for a comprehensive vulnerability assessment to the City of South Miami.

VULNERABILITY ASSESSMENT, MEDLEY — Project engineer. Kimley-Horn provided services for a comprehensive vulnerability assessment to the Town of Medley.

SOUTH FLORIDA WATER MANAGEMENT DISTRICT, S-29 PUMP STATION FOR RESILIENCY AND S-29 CONTROL STRUCTURE REFURBISHMENT — Project engineer. Kimley-Horn is providing professional design services for a new 2,500-CFS forward pumping station to be located on the northwest side of the existing S-29 Control Structure within the C-9 Canal. This new pump station will provide the District added level of support for improving the flood protection level of service for the C-9 watershed and basin. In addition, this project includes the structural evaluation of the existing S-29 control structure and design of the recommended refurbishments for its continued flood protection and service. Our services include preliminary design, CFD and physical pump station modeling, a hydraulic model study, permitting with the Florida Department of Protection (FDEP) and the United States Army Corps of Engineers (USACE), and 100% Final/RTA Design.

HARBOR ACRES ALTERNATIVE ANALYSIS, SARASOTA — Project engineer. The Harbor Acres development is approximately 61.5 acres and is located within the City of Sarasota and was designed in the 1940s. There are currently seventeen outfall pipes of varying size and material. Previous studies revealed that the drainage system is deficient for the road Level of Service (LOS). Kimley-Horn is providing professional engineering services for the modeling and analysis of the original design conditions using 1940 aerial maps. The team is also analyzing and modeling current conditions and “build out” conditions. Alternative analyses are being conducted to identify potential cure plans for failing.



TIFFANY STANTON, PE

CRITICAL INFRASTRUCTURE (STORMWATER)

RELEVANT EXPERIENCE

STORMWATER MASTER PLAN UPDATE #3, MIAMI LAKES — Project engineer.

Kimley-Horn has completed two updates to the Town's original stormwater master plan and is currently working on a third update. The Stormwater Master Plan Updates provide the Town with a comprehensive look at completed stormwater improvements throughout the Town and provides an update to the CIP and a reprioritization of remaining stormwater work. Since incorporation, Kimley-Horn has also provided support to assess the condition of roads, sidewalks, signing, and striping throughout the Town limits. The recommendations from this assessment also included a prioritization of the improvements along with a five-year CIP. To facilitate implementing all identified Town improvements, Kimley-Horn provided construction documents, assisted in obtaining bids from contractors to implement the projects, and provided limited construction phase services.

SHORES ESTATES DRAINAGE IMPROVEMENTS, MIAMI SHORES VILLAGE — Project engineer.

Kimley-Horn is providing professional engineering services for the design and construction of a drainage collection system with water quality treatment measures for the residential neighborhood known as Shores Estates. Improvements consist of underground piping, a stormwater pump station, and an outfall connection to the adjacent canal system. Professional services include surveying, stormwater analysis, civil and electrical engineering design, landscaping and irrigation, permitting, coordinating with utility providers, preparing quantity calculations, and engineers estimates of probable costs. The construction phase services will include site visits, pay application review, responding to RFIs, and project closeout/certifications. Design challenges include natural topography that causes parts of the neighborhood roads to have elevations three feet lower than the high areas. The roadways regularly experience king tide flooding due to the low-lying elevations of the area. The project was part of a FEMA Hazard Mitigation Grant due to the heavy flooding occurring in the area.

SAGA BAY DRAINAGE IMPROVEMENTS, CUTLER BAY — Project engineer.

The Town of Cutler Bay is experiencing flooding within the Saga Bay neighborhood. Kimley-Horn was retained to prepare and deliver design, and construction plans to improve stormwater management and improve stormwater quality within the project limits. The professional services associated with this project include design, permitting, bid document development, bidding assistance, and limited construction phase services. The proposed drainage improvements consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration.

FORT LAUDERDALE EXECUTIVE AIRPORT (FXE) MASTER DRAINAGE/CONCEPTUAL ENVIRONMENTAL RESOURCES PERMIT (ERP) PROJECT, FORT LAUDERDALE — Project engineer.

Prior to this project, FXE did not have an ERP for its property. Without an ERP, each development requires a standalone permit which does not allow for the overall benefit and development of the FXE property as a whole. The purpose of the ERP is to conceptually approve the design concepts of a phased development master plan for a surface water management system, so long as the general guidelines set forth in the ERP are upheld. The scope included pre-design services, existing utility coordination, stormwater modeling, schematic plans, conceptual design permit plans, and permitting.

PROFESSIONAL CREDENTIALS

- » Bachelor, Civil Engineering, Florida Atlantic University, 2011
- » Professional Engineer, 85268, FL

SPECIAL QUALIFICATIONS

- » Has more than 13 years of civil engineering experience
- » Software experience includes AutoCAD, Civil 3D, Interconnected Channel and Pond Routing Model (ICPR) Modeling, ArcMap, AGi32, MS



KEVIN GERSZUNY, PE

CRITICAL INFRASTRUCTURE (UTILITIES)

RELEVANT EXPERIENCE

AVENTURA 36-INCH FORCE MAIN DESIGN, MIAMI-DADE WATER AND SEWER DEPARTMENT (WASD), NORTH MIAMI BEACH

— Project engineer. Kimley-Horn was selected by the Miami-Dade Water and Sewer Department (WASD) for the design and preparation of bid documents for approximately 3.21 miles (16,929 feet) of 36-inch diameter force main including four 24-inch diameter force main connections to the existing force main. Trenchless construction methods will be designed of major roadways/canals, aerial crossings, air release valves, manhole access points and isolation plug valves along the corridor. Four micro tunnels will be used to cross railroad owned by FEC. Two canal crossings will be designed one via horizontal drill (HDD) and the other via an aerial crossing.

TROPIC ISLES ROADWAY UNDERGROUND UTILITY IMPROVEMENTS, DELRAY BEACH

Project engineer. As part of infrastructure improvements for the Tropic Isle Neighborhood Area, Kimley-Horn was retained to provide engineering services for sanitary sewer, water main, stormwater management, roadway paving and lighting improvements with potential conversion of overhead utilities to underground. The area includes a total of approximately 5.75 miles of roadways.

PELICAN WELL DESIGN AND WTP ASSESSMENT, MICCO

— Project manager. Kimley-Horn is providing comprehensive services for the Raw Water Well Improvements project, including a feasibility study, design, permitting, bid phase assistance, and limited construction phase services. The feasibility study assesses potential locations and sources for a replacement raw water well, considering water quality, yield, construction costs, and regulatory feasibility. Based on the study's findings, Kimley-Horn prepares detailed construction plans and technical specifications for the well, including pumps, piping, electrical, and control systems. The permitting process involves submitting necessary modifications to relevant authorities and responding to their comments. During the bid phase, Kimley-Horn assists with preparing and advertising bid packages, attending pre-bid meetings, and responding to contractor inquiries. Limited construction phase services include site visits to observe progress, review shop drawings, and assist with project close-out, ensuring the project meets all contractual and regulatory requirements. Additionally, Kimley-Horn conducts a condition assessment of the existing water treatment plant, identifies deficiencies, recommends improvements, and provides contingency services for unforeseen project needs.

COTTAGE GROVE WTP DESIGN, PERMITTING AND BID PHASE, MIAMI

— Project engineer. Kimley-Horn provided comprehensive engineering and consulting services for the Cottage Grove development in Miami Dade County, Florida. Their scope included preparing a Conceptual Water Treatment Plant Technical Memorandum, designing wellfield improvements, treatment processes, post-treatment systems, chemical systems, high service pumping units, and yard piping. They also handled electrical and I/C design, structural design, preparation of bid documents, and permitting. Additionally, Kimley-Horn managed project coordination, planning, scheduling, and provided opinions of probable construction costs throughout the project. Their efforts ensured the development met all necessary potable and sanitary service requirements.

PROFESSIONAL CREDENTIALS

- » Bachelor, Mechanical Engineering, University of Florida, 2017
- » Professional Engineer, 93169, FL

SPECIAL QUALIFICATIONS

- » Has eight years of experience involving wastewater and utility engineering projects
- » Provided BioWin and hydraulic modeling on several key teams for projects on Florida's Gulf Coast
- » Proficiency with AutoCAD, SewerGEMS, WaterCAD, BioWin, GIS, and Revit softwares



PROFESSIONAL CREDENTIALS

- » Master, Transportation Engineering, Florida International University, 2006
- » Bachelor, Civil Engineering, Pontificia Universidad Catolica Madre y Maest, 2002
- » Professional Engineer, 70822, FL
- » American Society of Civil Engineers (ASCE)
- » Society of Hispanic Professional Engineers
- » Institute of Transportation Engineers (ITE)

SPECIAL QUALIFICATIONS

- » Has 23 years of roadway design experience
Specializes in roadway design, drainage design, signing and pavement marking, signalization, and advanced traffic management system design
- » Proficient in MicroStation, Geopak, Primavera P6, ArcGIS, AUTOTurn, Real Cost, MS Project, AASHTO Pavement ME

LEONTE ALMONTE, PE

CRITICAL INFRASTRUCTURE (ROADWAY)

RELEVANT EXPERIENCE

LLOYD ESTATES STREETScape AND DRAINAGE IMPROVEMENTS, OAKLAND PARK

Design engineer. Kimley-Horn provided professional engineering services for the design and construction of the Lloyd Estates Residential and Industrial Area Drainage Project. The project involves phased drainage and water distribution system improvements consisting of the construction of a stormwater collection system with water quality treatment measures and possible upgraded outfalls, as well as replacement of select existing water mains within the project area. The professional services include surveying, stormwater analysis, civil and electrical engineering design, landscaping and irrigation, permitting, coordinating with utility providers for adjustments and or relocations, preparing quantity calculations, and engineer's estimates of probable costs.

PEDESTRIAN BRIDGE DESIGN AND ROADWAY IMPROVEMENTS (NW 175TH STREET AND NW 42ND AVENUE), MIAMI GARDENS —

Design engineer on of the Kimley-Horn team selected by the City of Miami Gardens for the design of a new pedestrian bridge. The purpose of this project was to provide pedestrian access along the north side of NW 17th Street and NW 173rd Drive across a Miami-Dade County canal between NW 42nd Avenue and NW 42nd Court. The current bridge is two lanes with a raised pedestrian sidewalk along the north side. Our team provided structural engineering services, including bridge evaluation, rehabilitation, and design.

MOWRY DRIVE ROADWAY IMPROVEMENTS, HOMESTEAD — Project engineer for the new construction and widening of Mowry Drive (SW 320th Street) from SW 157th Avenue to SW 152nd Avenue. The existing roadway consisted of a one-lane paved road and was proposed to be converted to a four-lane divided urban section with bike lanes on both sides. The project included design and preparation of roadway, drainage, signing and marking, lighting, water main extension, landscaping and irrigation plans. As part of the project, environmental and drainage permits were obtained from SFWMD, RER and USACE. Served as construction supervisor during construction.

DOWNTOWN PHASE I AND II, AND LAKE PATRICIA ROADWAY DRAINAGE IMPROVEMENT PROJECTS, MIAMI LAKES —

Project engineer. Kimley-Horn was involved with the design and permitting services to implement a large roadway and drainage improvement project located in Downtown Miami Lakes. The project area consisted of Bull Run Road from NW 67th Avenue south to Ludlum Road and Miami Lakeway North from NW 67th Avenue to Miami Lakeway North. It also included Main Street and Meadow Walk from Bull Run to Miami Lakeway North. The capital project included approximately one mile of roadway restoration/ resurfacing and drainage improvements in residential/business areas, curbing and sidewalk improvements, a new outfall pipe, swale restoration, signing and pavement markings, and site restoration. The drainage improvements consisted of approximately 3,000 linear feet of exfiltration trench, approximately 2,500 linear feet of HDPE piping, approximately 40 drainage structures and one outfall structure and headwall. Kimley-Horn also provided construction phase services to expedite the project, confirm the project was built in accordance with the design plans, and to minimize impacts to the community during construction.



LAURA WITTENBAUER

GRANT MANAGEMENT

RELEVANT EXPERIENCE

GRANT SERVICES, LONGBOAT KEY — Laura consulted with the Town to plan and strategize the grant application key messages, timelines, and collaborated with appropriate stakeholders to obtain signatures, data, forms, and other relevant information. Our team located, identified, researched, collected, and analyzed data as set forth in the grant application guidelines and develop language for both the grant application narratives and data including charts, tables, photographs, and diagrams to illustrate data. During the available question and answer periods, Laura communicated with grant agencies for clarification. After reviewing the draft documents with the Town, the grant applications were assembled and provided to the Town for submittal. The grants are currently under review and Kimley-Horn responded to three (3) requests for additional information from the Florida Division of Emergency Management (FDEM) regarding the three HMGP applications.

BOYNTON BEACH HIGH RIDGE TOD RAISE GRANT, BOYNTON BEACH — Grant specialist. Kimley-Horn provided grant writing services for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to conduct extensive feasibility studies for a Transit Oriented Development (TOD) for the High Ridge neighborhood. TODs are designed to connect people, traffic, and other activities around a transit station or transit hub. The High Ridge area of Boynton Beach is nestled around I-95 and Gateway Boulevard. The specific boundary of what the High Ridge TOD should include will be identified through the completion of multiple land use, transportation, and economic development studies and analyses.

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

CFP GRANT PREPARATION, ARCHER — Grant specialist. Kimley-Horn prepared a Florida Department of Economic Opportunity (DEO) Competitive Florida Partnership Program Grant application for the City of Archer, Florida for the FY 2022-23 Grant Funding Period. DEO has been allocated funding by the Florida Legislature to assist local governments pursuing asset-based economic development and community resiliency through innovative planning and development strategies

PROFESSIONAL CREDENTIALS

- » Master, Business Administration, University of Phoenix, 2004
- » Bachelor, Social Work, Florida State University, 1995

SPECIAL QUALIFICATIONS

- » Over two decades of grant writing and grant administration experience
- » Prior to joining Kimley-Horn, worked as a senior process analyst for the City of Sarasota where she identified relevant grant opportunities, completed grant applications, and provided grant administration through closeout and audit (excess of \$27 million in funding)
- » Also served as a grant consultant in the private sector providing grant-related services from application through award
- » Has experience ensuring that grant accounting and financial reporting is consistent with governmental accounting standards and federal regulations regarding compliance



MACY FALCON, AICP

GRANT MANAGEMENT; PERIL OF FLOOD COMPLIANCE

RELEVANT EXPERIENCE

SARASOTA-MANATEE METROPOLITAN PLANNING ORGANIZATION LONG-RANGE TRANSPORTATION PLAN RESILIENCY/VULNERABILITY ASSESSMENT, SARASOTA

Project planner developing a resiliency plan that includes a regionally-focused vulnerability and risk assessment and project identification and prioritization process. Infrastructure vulnerability to acute shocks and chronic stressors was assessed to inform incorporating risk into the MPO's project prioritization process. Cost-effective strategies to mitigate risk associated with hazards to transportation infrastructure were also identified. The study's recommended projects and action items will integrate resiliency planning with transportation planning and decision making.

AVENIDA MENENDEZ SEAWALL FLOOD BARRIER PHASE 1, ST. AUGUSTINE

Grant assistance. Kimley-Horn is completing the planning, permitting, design, development of bid documents and bidding services for the reinforcement, replacement and installation of a seawall with appropriate tidal backflow prevention to achieve a continuous elevation and a level of protection against a 100-year storm event.

CRS SUPPORT SERVICES, PINECREST — Project manager. Kimley-Horn is working with the Village to provide floodplain management and Community Rating System support to implement their CRS program. Communities that participate in the CRS program receive discounts on flood insurance premiums for residents. Technical assistance includes floodplain management planning, mapping services, stormwater management support, annual recertification visit support, etc.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE (PA), FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM) — Project planner. The Public Assistance Grant Program supports communities' recovery from major disasters by providing grant assistance for debris removal, life-saving emergency protective measures, and restoring public infrastructure. Kimley-Horn provides program administration support services to the Recovery Bureau at FDEM to implement the FEMA Public Assistance Grant Program for Hurricane Irma. On behalf of FDEM, Kimley-Horn works directly with local communities to validate project worksheets, collect supporting documentation, develop quarterly reports, approve requests for reimbursement, and conduct project close out.

FLORIDA TRANSPORTATION PLAN RESILIENCE SUBCOMMITTEE, FDOT OFFICE OF POLICY PLANNING, FDOT CENTRAL OFFICE — Project planner that provided support developing meeting materials, facilitating working group meetings, and preparing a subcommittee report. The Resilience Subcommittee was created to help guide the FTP regarding the growing need to understand, prepare for, respond to, and recover from disrupting events and trends. Natural hazard events, cyberattacks, and other events can have significant and unexpected impacts on Florida's communities, environment, and economy. Simultaneously, trends such as sea level rise and global economic shifts can lead to growing challenges. The Resilience Subcommittee, in coordination with the FTP Steering Committee, developed resilience strategies that support one or more FTP goals.

PROFESSIONAL CREDENTIALS

- » Masters, Urban and Regional Planning, Florida State University, 2015
- » Bachelors, Environmental Geography, Florida State University, 2013
- » American Institute of Certified Planners, 31549
- » Cert Floodplain Mgr, US-15-08700
- » American Planning Association (APA)

SPECIAL QUALIFICATIONS

- » Has ten years of planning experience in data management, technical analysis, grant application and management, and floodplain management
- » Experienced in hazard mitigation and resiliency plan development, grant writing and management, floodplain management practice and outreach, resiliency assessment, loss avoidance reporting, and benefit-cost analysis



JOE CROZIER, AICP

GRANT MANAGEMENT

RELEVANT EXPERIENCE

GRANTS COORDINATION AND TECHNICAL SUPPORT SERVICES, STATEWIDE PLANNING CONSULTANT, FDOT CENTRAL OFFICE OF POLICY PLANNING, TALLAHASSEE — Project manager. Kimley-Horn is providing federal discretionary grant support services, leading this statewide program for FDOT. The Kimley-Horn team has overseen the development and submission of 20+ federal grants, winning nearly \$50 million in two years. Assignments under contract include the development of federal grant application packages including benefit-cost analyses, narrative development, information compilation, and graphic design; support for Fall 2022 regional planning workshops including preparation, coordination, setup, materials, and facilitation; development of federal grant press releases and other materials for the FDOT Communications and PIO offices; development and support for federal grant coordination meetings for FDOT executive leadership and the FDOT grant review team; coordination with District staff for federal grant screening and development; maintenance and improvements to the FDOT Federal Grant SharePoint site; review of federal grant applications for consistency with state and federal requirements; and development of grant fact sheets and other materials

FDOT ON-CALL STATEWIDE POLICY PLANNING, TALLAHASSEE — Project planner. The Florida Department of Transportation (FDOT) has developed the Resource Guide for Local Interchange Planning to support local governments with planning around interchanges along new or existing limited access or controlled access corridors. This resource can help local governments and other stakeholders to proactively ensure that growth within the vicinity of an interchange is consistent with community values as well as access management and design best practices.

FDOT CENTRAL OFFICE LANDSCAPE ARCHITECTURE AND SCENIC HIGHWAY SUPPORT SERVICES — Project manager. Kimley-Horn serves as the prime consultant on the Landscape Architecture and Scenic Highway Support Services Contract through FDOT Central Office. This contract includes ongoing administration and coordination support for the Florida Scenic Highways Program at the direction of the State Landscape Architect, with tasks that range from standards, policies, and procedures review, data collection, materials development, meeting and conference planning and coordination, and grant support, most notably for the National Scenic Byway Grant Program through the Federal Highway Administration (FHWA).

FLORIDA STATEWIDE AVIATION ECONOMIC IMPACT STUDY, FDOT CENTRAL OFFICE Project planner. This study provides the latest available information on the impact of the State's aviation industry on Florida's economy. The study will focus on factors that impact aviation economic activity such as employment, industry trends, air freight, and population. In addition, the overall role of aviation in supporting the state's economy is reported at the national, statewide, regional, and local levels. Airport brochures, a technical report, district reports, and outreach toolkit are developed as part of the project.

PROFESSIONAL CREDENTIALS

- » Master, Urban and Regional Planning, Florida State University, 2015
- » Bachelor, Environmental Geography, Florida State University, 2014
- » Amer Instit Cert Planners, 30894
- » American Planning Association (APA)

SPECIAL QUALIFICATIONS

- » National grant writing and administration expert, supporting clients to win over \$1.5 Billion
- » Known leader in public policy focused on the future trends of state and federal funding
- » Proven trainer who has conducted comprehensive, hands-on training for Public sector staff on applying for state and federal grants



ERIN EMMONS, GISP

GIS ANALYSIS/MAPPING

RELEVANT EXPERIENCE

MARTIN MPO RESILIENCY STUDY ON IMPACT TO TRANSPORTATION NETWORK,

MARTIN COUNTY — GIS specialist. The Martin Metropolitan Planning Organization (MPO) received funding through its Unified Planning Work Program to conduct a Transportation Network Resiliency Study. The intent of this task is to produce a study that provides a mechanism/methodology on how to consider resiliency in the transportation planning process and consider the additional cost associated with reducing vulnerability of the existing transportation infrastructure.

ORANGE CREEK AND RODMAN RESERVOIR WATERSHED MANAGEMENT PROGRAM (WMP), MARION COUNTY

— Project GIS specialist. The Orange Creek and Rodman Reservoir Watershed Management Program (WMP) covers more than 400 square miles of Marion County. The WMP was developed in accordance with Southwest Florida Water Management District (SWFWMD) guidance documents and the GWIS version 1.6 geodatabase schema. Work assignments included: project planning; coordinating with and reviewing work by subconsultants; identifying survey needs and coordinating with project surveyor to locate and collect data for more than 400 drainage structures; creating basin boundaries, links, and nodes utilizing ArcHydro tools; determining boundary and tailwater conditions; creating and parameterizing model features from as-built plans and County asset data; ICPR model development, verification, and calibration; floodplain mapping; floodplain review; and developing a floodplain analysis report.

CAPITAL CASCADES TRAIL, SEGMENTS 3 AND 4, BLUEPRINT 2000, TALLAHASSEE

GIS specialist. Kimley-Horn was selected to provide services relating to the design of this stormwater pollutant load and sediment abatement greenway, including effective community participation and consensus building; environmental evaluation, stormwater management, landscape, and park amenities that provide a unifying community concept; and greenway and trail connectivity improvements.

MULTIMODAL PLAN, LARGO — Project GIS specialist. The City of Largo's Multimodal Plan addressed implementation initiatives outlined in the City's Strategic Plan. The plan outlines a 25-year work program designed to guide funding and scheduling of multimodal improvements along the designated multimodal network of streets and trails. The plan identifies both near- and long-term planning horizons for projects and funding, requiring collaboration and partnerships with multiple stakeholders and agencies, including the Pinellas County Metropolitan Planning Organization, Pinellas County Public Works, Pinellas County Department of Health, and the Florida Department of Transportation.

EAR FOR COMPREHENSIVE PLANNING, WAKULLA COUNTY — Project GIS specialist. The Evaluation and Appraisal Report (EAR) is required every seven years by each local government to assess the progress of implementing said local government's comprehensive plan. Kimley-Horn completed Wakulla County's EAR, evaluating the County's comprehensive plan with regard to changes in state, regional, and local policies on planning and growth management, changing conditions and trends, and major issues regarding the community's achievement of its goals.

PROFESSIONAL CREDENTIALS

- » Bachelors, Urban and Regional Planning, Florida Atlantic University, 2006
- » Geo Info Systems Pro, 66559
- » Women's Transportation Seminar (WTS)

SPECIAL QUALIFICATIONS

- » Has 20 years of experience as a community planner, with a specialty focus in GIS, GPS mapping and data collection, data configuration, and database development for asset management
- » Project manager for GIS Enterprise/Portal and ArcGIS Online administration, development and implementation of web and mobile GIS based interactive applications, including Collector, Survey123, Story Maps and interactive public engagement applications and Dashboards



AMBER CRANE

GIS ANALYSIS/MAPPING

RELEVANT EXPERIENCE

GIS DATA CONVERSION, SURFSIDE — GIS specialist. Kimley-Horn assisted the Town with digitizing and reviewing their existing utility GIS files and as-builts for submittal to Miami-Dade County as part of an annual submittal requirement to DERM. The work included the conversion of available electronic CAD files and existing as-builts provided by the Town into GIS. Attribute information was updated using available survey data and detailed as-builts. The final deliverable consisted of a complete GIS database and map packages.

STRATEGIC PLAN ONLINE RESIDENT DASHBOARD, PINECREST — GIS specialist. Kimley-Horn assisted the Village of Pinecrest, Florida with the development of an online resident dashboard based on the Village's Strategic Plan. The Village's Strategic Plan included adopted goals, objectives, and target metrics for each Department and the online resident dashboard provided a way for residents, Village staff and Council, to review, visualize and track progress through the use of interactive maps, and dynamic charts and indicators reporting on real time information. The online website was developed leveraging the Village's existing Esri ArcGIS Online account, using Esri's ArcGIS Sites. In addition to reporting on community objectives, the public was also able to access information about their individual properties to obtain flood zone information, zoning and future land use designations, congressional and local representatives districts, as well as property appraiser information.

LIGHTING GIS SERVICES, FORT LAUDERDALE — GIS specialist. Kimley-Horn has been tasked with updating the existing streetlighting GIS database to reflect current conditions and improve planning future upgrades and/or potential energy savings. Kimley-Horn will develop a web-based application illustrating the streetlights within the City boundary sortable by type, ownership, and wattage, in an effort to improve the City's responsiveness to outages or requests.

DISTRICTWIDE LIGHTING INVENTORY DATA COLLECTION: CA306, FDOT DISTRICT SEVEN Task manager. Kimley-Horn was selected by the Department of Transportation to perform the collection and processing of highway lighting assets within FDOT District 7 right of way through collaboration with FDOT Central Office and the District 7 Maintenance Office. The project included the development of a custom field data collection application utilizing Esri Survey123 to collect key attributes identified by the Department for existing highway lighting assets. Specific Tasks included the development of data collection training materials and training for field crew specific to this project as well as coordination. meetings with the Department prior and during the collection of the assets.

GIS DATA CONVERSION, NORTH BAY VILLAGE — GIS specialist. Kimley-Horn assisted the Village with digitizing and reviewing their existing utility GIS files and as-builts for submittal to Miami-Dade County as part of an annual submittal requirement to DERM. The work included the conversion of available electronic CAD files and existing as-builts provided by the Village into GIS. Attribute information was updated using available survey data and detailed as-builts. The final deliverable consisted of a complete GIS database and map packages.

PROFESSIONAL CREDENTIALS

- » Bachelors, Geography, Florida State University, 2013
- » Advanced Certificate in Geographic Information System, Florida Atlantic University, 2013
- » Certificate in Geographic Information System, Florida Atlantic University, 2013
- » Certified Public Manager, Florida State University, 2021

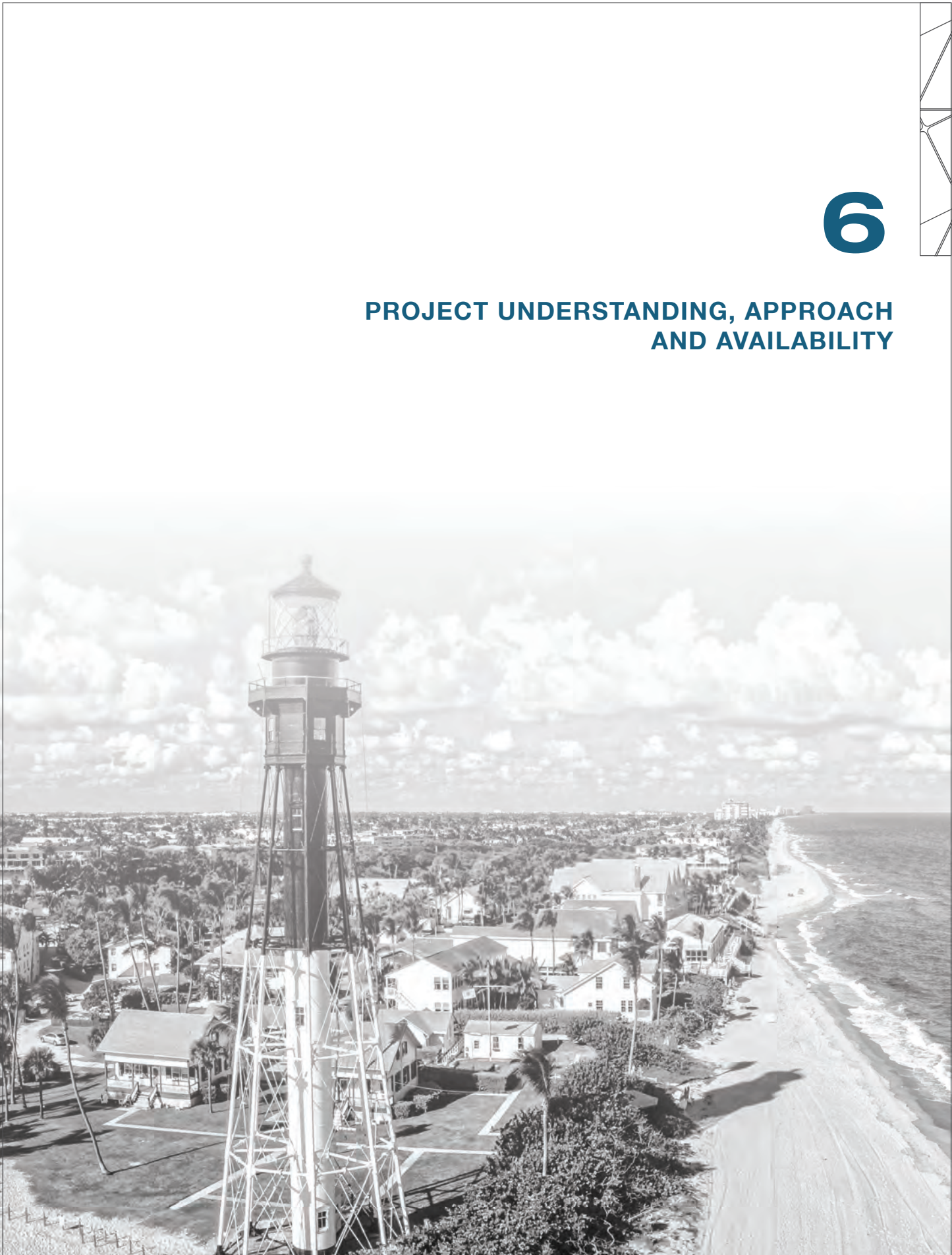
SPECIAL QUALIFICATIONS

- » Nearly a decade of Geographic Information System experience related to the planning and transportation industry, specializing in GPS mapping and data collection, data configuration, and database development for asset management
- » Project manager for GIS Enterprise/ Portal and ArcGIS Online administration, development and implementation of web and mobile GIS-based interactive applications

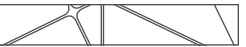
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PROJECT UNDERSTANDING, APPROACH AND AVAILABILITY



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6. PROJECT UNDERSTANDING, APPROACH AND AVAILABILITY

The impacts of sea level rise and groundwater rise are becoming more frequent and more intense. There is an urgent need for Southeast Florida communities to prepare for future impacts that can threaten the economic competitiveness of the Town of Hillsboro Beach and the livelihood of its citizens.

The Kimley-Horn team understands the Town is seeking in-depth data on how to best adapt its most valuable critical assets to mitigate these negative impacts. A thoughtful, well-designed, and strategically guided comprehensive vulnerability assessment will help set the groundwork to:

- » Reduce the risk Hillsboro Beach residents face from coastal hazards and flooding
- » Preserve the Town's exclusive residential character and protect high-value properties
- » Help ensure long-term stability to maintain the Town's infrastructure, environmental assets, and residents' quality of life

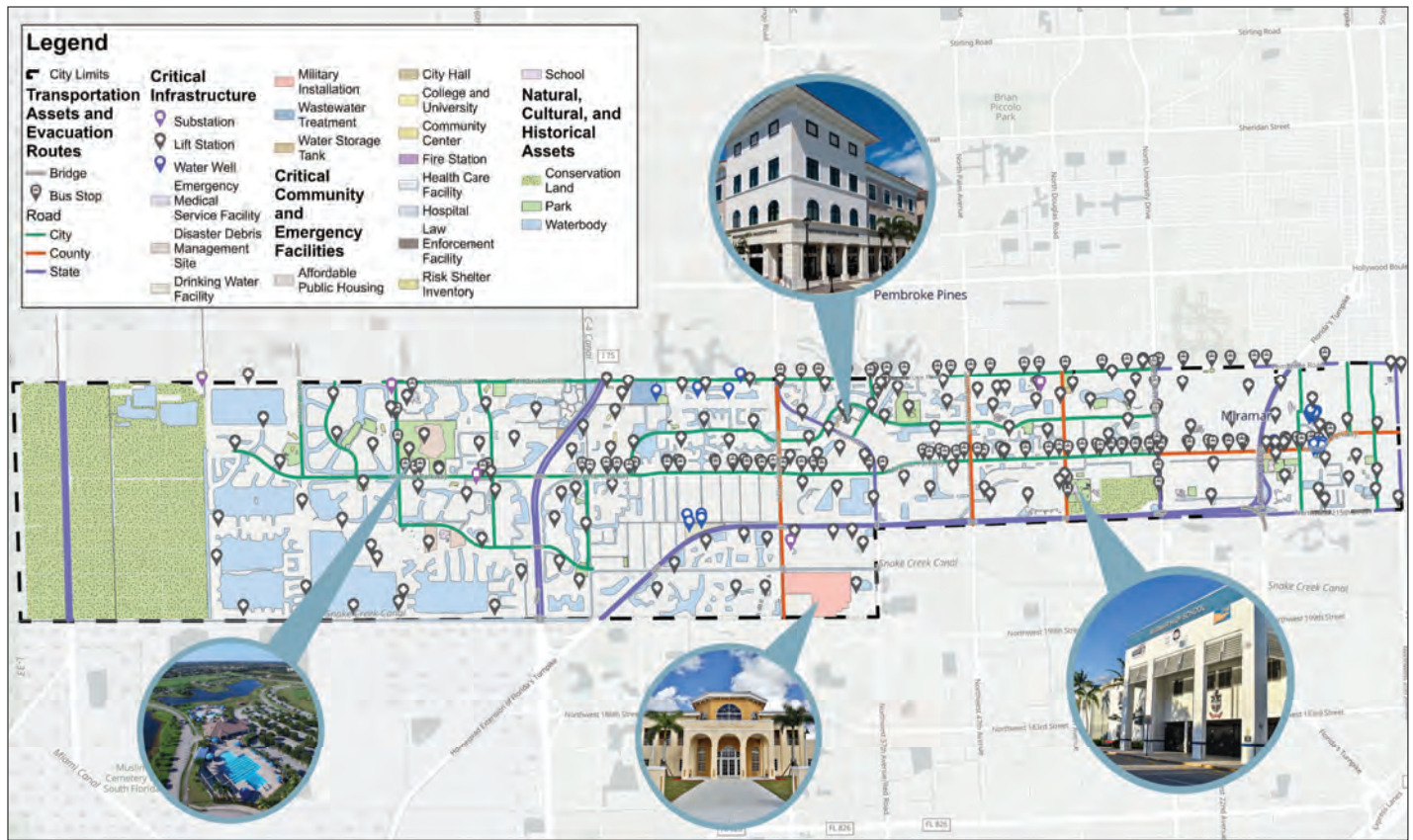
Planning collaboratively with impacted stakeholders will empower them to understand proposed recommendations, aid in the decision-making process, and advance the implementation of solutions that will benefit the community sooner.

Kimley-Horn will bring our lessons learned from similar vulnerability assessment and other resiliency planning projects with our clients, including your neighbors in Lighthouse Point, Weston, Miramar, North Miami Beach, Pembroke Park, and others to customize solutions to meet the needs of Hillsboro Beach. We have assembled a diverse team that specializes in delivering resilience plans compliant with Florida Statute 380.093. Our experience blends local and national expertise to deliver actionable plans that will optimize the Town's investment.

TASK 1: ACQUIRE BACKGROUND DATA

Kimley-Horn will review data provided by the Town to understand the quality of the data for use in our analysis, determining if additional datasets will be required. This will include a complete review of data, a data gap analysis to identify what additional information is needed, and additional data collection, as needed, to fill identified data gaps. In support of this task, Kimley-Horn will also collect the following published data:

- » NOAA 14 Atlas rainfall depths for 100-year and 500-year events, with consideration of storm intensification
- » Present and future conditions groundwater data from the Broward County
- » NOAA sea level rise (SLR) projections for intermediate and intermediate-low 2050 and 2080 projections for 2022
- » Tidal datums from NOAA tides and currents, including king tides
- » Latest FEMA flood maps
- » Evacuation routes and other transportation assets from Broward County, USGS National Map, FDOT, etc.
- » Location and details of critical infrastructures such as wastewater, drinking water, stormwater treatment facilities, communication facilities, and lift stations
- » Location and details of community and emergency facilities
- » Shapefile of Town limits
- » Building footprints and road centerlines



Example of Data Collection efforts from City of Miramar Vulnerability Assessment

TOWN TO PROVIDE (IF AVAILABLE)

- › Inventory of stormwater/water/wastewater assets
- › Shapefile of Town-maintained building (shelters/schools/hospitals, etc.) footprints and the finished floor elevation or as-built drawings, as available

DELIVERABLES

- › Technical memorandum summarizing the data collection results, including a dataset register listing the type/data source
- › Summary report to include recommendations to address the identified data gaps and actions taken to rectify the GIS and associated metadata files, if applicable

TASK 2 (A): EXPOSURE ANALYSIS

Based on the data and inventory collected, Kimley-Horn will screen critical assets of the Town for exposure to a variety of flood hazard scenarios. Variables considered to generate these flood hazard scenarios include:

- » Tidal flooding, including future high-tide flooding and the number of tidal flood days established by NOAA at a given tidal flood threshold
- » Sea level rise for the 2050 and 2080 intermediate-low and intermediate 2022 NOAA projections
- » 100-year and 500-year rainfall using NOAA Atlas 14
- » Current and future storm surge flooding
- » Compound flooding considering tidal, storm surge, and rainfall-based flooding

The exposure analysis will be performed using a variety of flood hazard modeling techniques. Available previous models developed by the Town, including any previously prepared stormwater master plan, will be considered as a primary flood hazard modeling source. In the absence of Town-wide modeling, GIS processing methods and two-dimensional hydraulic models, such as HEC-RAS, will be utilized. Dynamic hydraulic modeling methods such as two-dimensional hydraulic modeling are useful tools in identifying the ability for storm surge and King Tide events to propagate inland to the Town during an exposure scenario. Where necessary, the team has the expertise to review and, if necessary, revise regionally adopted Sea Level Affecting Marshes Model (SLAMM), Advanced CIRCulation (ADCIRC), SWMM, or ICPR models. The outcome of the exposure analysis will be a preliminary targeting of vulnerable areas, as reasonably defined by topography or exposure limits.



Example of Exposure Analysis deliverables from Town of Pembroke Park Vulnerability Assessment

DELIVERABLES

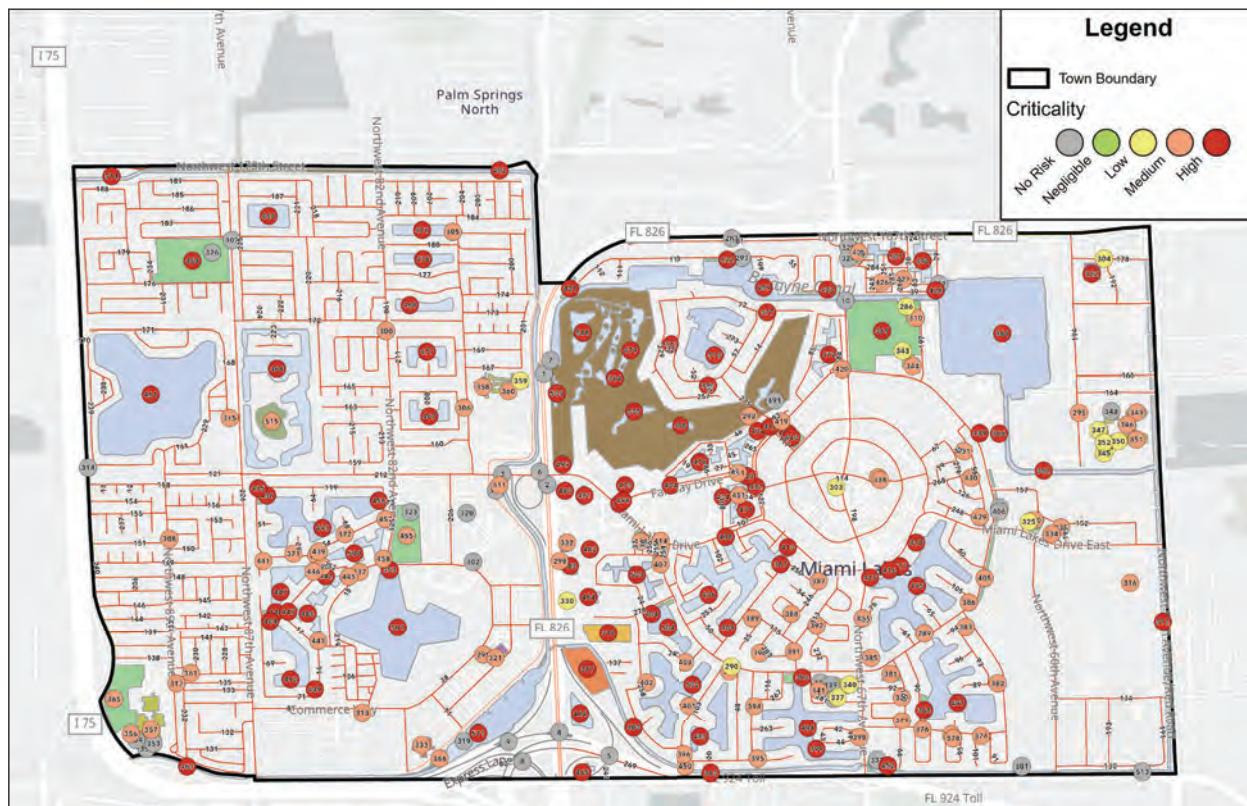
- » Summary of findings report
- » Tables listing each focus area with any critical assets that are contained inside the focus area
- » Maps illustrating the location of each focus area compared to the location of all critical assets within the geographic extent of the study
- » GIS files and associated metadata

TASK 2 (B): SENSITIVITY ANALYSIS

Based on the exposure limits, the Kimley-Horn team will consolidate flood depths and evaluate the severity at which flooding impacts critical infrastructure. First, the team will identify the critical elevation, or series of critical elevations, associated with each critical asset considered in the assessment. This critical elevation will vary by asset, and for linear assets (such as roadways and evacuation routes) may change dynamically along the asset's centerline.

Critical asset elevations that cannot be verified through previously collected data will be estimated using a combination of field measurements of the asset and available topographic information at the asset. For instance, measurements may be obtained in the field identifying the height above ground a lift station's electrical panel is. That height would be added to the approximate ground elevation at the panel to determine the critical elevation of the panel, in the absence of other information.

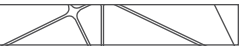
Asset sensitivity to each exposure scenario considered in the exposure analysis will be summarized through the development of a paired asset-threat matrix for each asset type. When an asset is compromised in an exposure scenario, the severity of the impact will be evaluated based on direct or operational impact to the asset and community. A risk metric (i.e. high, medium, or low) will then be applied to each asset based on thresholds identified for each asset type. The team will organize the results into a technical memorandum.



Example of Sensitivity Analysis deliverables from Town of Miami Lakes Vulnerability Assessment

DELIVERABLES

- › A sensitivity analysis technical memorandum, including a draft vulnerability assessment report that provides details on the findings of the exposure analysis and the sensitivity analysis, and includes visual presentation of the data via maps and tables based on the statutory-required scenarios and standards
- › Initial list of critical and regionally significant assets that are impacted by flooding



TASK 3: IDENTIFICATION OF FOCUS AREAS AND FINAL VULNERABILITY ASSESSMENT

Upon completion of the exposure and sensitivity analysis tasks, we will categorize the vulnerabilities in a meaningful way to establish a preliminary ranking of focus areas. These focus areas are typically determined by the depth and extent of flooding, impacts on the built environment (e.g. the disruption of services), and social indices. The preliminary grouping will be presented to the Town for feedback and prioritization. The final focus areas are delivered as a GIS shapefile, which will identify any critical assets within the defined boundaries. This approach allows for targeted adaptation strategies and implementation projects.

The focus areas serve as the foundation for devising adaptive measures and interventions. Examples of interventions are presented on the following page. Broadly, an effective adaptation and intervention strategy is grounded in several key principles:

- » Holistic, systems-based approach
- » Science-based
- » Sustainable
- » Adaptive
- » Probabilistic, time-based risk analysis
- » Phased implementation approach (aligned with environmental conditions and funding)

INTERVENTION	EXAMPLE		
Blue, Gray, and Green Infrastructure	Blue Regional stormwater facilities (credit systems) Integrated passive parks with water features	Gray Hardening or raising of infrastructure Adding storage/capacity Diverting flows	Green Living shorelines Bioswales, upflow filters Landscaping—green roofs, canopy coverage
Land-Use Planning	› Development of adaptation action areas › Identification of resilience overlay zones › Resilience Comprehensive Plan Chapter Peril of Flood Dual Use Transportation Systems › Building retrofits		
Disaster Planning	› Loss avoidance studies › Benefit-cost analyses (GIS-based)		
Asset Management	› Schema development/updates assigning condition codes and assigning remaining useful life		
Policy Updates	› Update of stormwater master plans (frequency-based—e.g., every five years), attenuation/treatment credits › Land development code updates		

TASK 4: PUBLIC OUTREACH

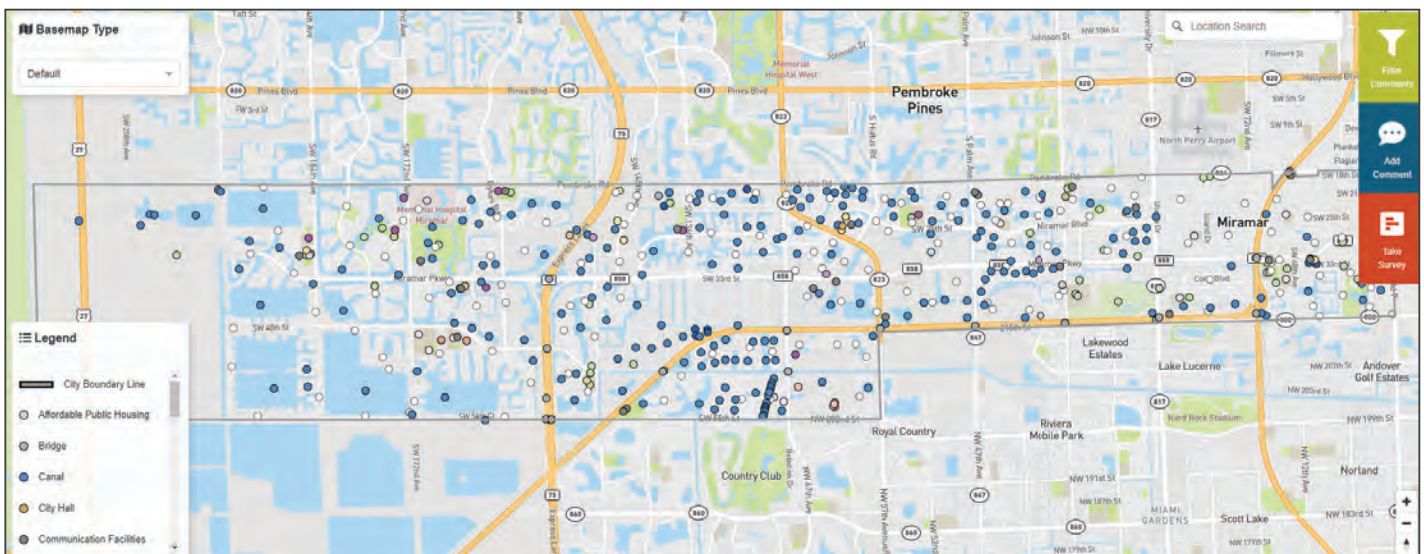
Kimley-Horn will work collaboratively to ensure that our approach is inclusive of the varying needs of the diverse communities within the study area. Many of these areas have been directly impacted and understand the need for strong resiliency planning. Based on the scope of work, we anticipate conducting at least two public meetings, as well as a presentation to the Town Commission.

The purpose of the first public outreach meeting is to engage the public during the initial data collection stages, allowing them to provide input on methodologies, critical assets important to the community, and data for analyzing potential sea level rise impacts and/or flooding. The second meeting will allow the public to offer community-specific feedback on the results of the analyses, after the sensitivity analysis has been completed. In this meeting, we will conduct exercises to encourage participants to prioritize focus areas of flooding and critical assets in preparation for the development of the focus areas. We will also establish criteria to guide the public’s input in the selection of these focus areas. Our team aims to inform and engage stakeholders throughout the process, building trust with both stakeholders and the community. We will use a range of engagement tools to create a comprehensive process that includes participants of all ages, abilities, and access points. One example of these tools is *PublicCoordinate*, a Kimley-Horn-developed technology solution that enhances community engagement through an interactive, map-based platform.

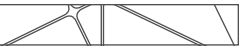
DELIVERABLES

- › Meeting agendas with location, date, and time
- › Meeting sign-in sheets
- › Copies of the meeting materials, invitations, and all social media notifications
- › Copy of the video or audio recording from the meetings (if applicable)
- › Summary report of meeting highlights, including attendee input and meeting outcomes

PublicCoordinate is an online community engagement tool that allows you to easily share project information with the public and gather community feedback in an accessible way. With *PublicCoordinate*, we can effectively communicate and collaborate with the public and collect valuable feedback during all project phases. The platform enables us to engage large, diverse audiences and streamline the public engagement process, ensuring that community members’ voices are at the center of planning decisions. By using this tool, we will facilitate a more inclusive, transparent, and efficient public outreach process, ensuring all stakeholders have the opportunity to participate meaningfully in shaping the project. To ensure clarity and understanding, we will help ensure the content of our materials is presented so that participants can grasp these often-complex topics, regardless of their experience or educational background. We have learned through extensive experience to speak in plain language, as industry jargon can be confusing when addressing audiences unfamiliar with topics such as infrastructure and resiliency. To further ensure effective communication, we will present the material in a digestible format, combining our exposure and sensitivity tools for clear communication.



PublicCoordinate engagement tool developed for City of Miramar Vulnerability Assessment



GRANTS APPLICATION AND MANAGEMENT

This project needs to be guided by a responsible team who will maximize funding and help ensure grant requirements are met. Our experience with grants spans federal, state, and local grants, as well as other third-party funding opportunities such as legislative appropriations. Our project team brings specific experience with managing FDEP Resilient Florida planning grants associated with Vulnerability Assessments and similar planning activities. We bring a strong understanding of FDEP's procedures for obtaining task approvals on Vulnerability Assessments, resulting in quicker processing of the Town's reimbursement requests.

Administering grants provides us with the unique perspective of preparing successful grant applications. An added benefit of selecting Kimley-Horn is that we are a full-service, multidisciplinary design firm with in-house experts able to provide context and support documentation for any grant application the Town might pursue. Our grants team is experienced in developing and managing grants for federal and state programs, including the Florida Department of Environmental Protection (FDEP), Federal Emergency Management Assistance (FEMA), Department of Economic Opportunity (DEO), among others. Kimley-Horn promises to be a committed partner that will not only serve as an extension of Town staff but also as capable stewards of public funding.

TASK 5: LOCAL MITIGATION STRATEGY

Our team will leverage our strong working relationship with the Broward County LMS Working Group, built through our extensive experience in preparing Vulnerability Assessments across the county, to ensure seamless coordination throughout this task. We will carefully review the current LMS and identify proposed projects that align with the findings of the Vulnerability Assessment, allowing us to make targeted implementation recommendations that support both the Town's resilience goals and countywide mitigation priorities. By maintaining close collaboration with Broward County, we will ensure that our findings integrate directly into the existing LMS framework and provide a clear pathway for future mitigation actions.



To fulfill this task, we will submit a formal letter to the Broward County LMS Working Group, detailing how the Vulnerability Assessment Report will be incorporated into the next LMS Plan update. Specifically, we will ensure that the report is referenced in the next five-year update and included as an appendix to the revised LMS Plan. Our team's familiarity with Broward County's mitigation planning processes will allow us to effectively translate the Vulnerability Assessment's findings into actionable LMS updates, reinforcing the Town's resilience strategies within a broader, countywide context.

DELIVERABLES

The Consultant will submit a letter to the Town, Broward County LMS Working Group, and FDEM Mitigation Bureau Planning Unit, to include the following:

- › Vulnerability Assessment Report will be incorporated as a reference in updating the next iteration of the LMS Plan (i.e., utilized in the next five-year update).
- › Vulnerability Assessment Report will be included as an appendix to the next iteration of the LMS Plan

TASK 6: PERIL OF FLOOD COMPLIANCE

To ensure the Town's Comprehensive Plan aligns with Florida's Peril of Flood requirements as specified in §163.3178(2)(f), Florida Statutes, we will update the Coastal Management Element to incorporate a redevelopment component that addresses flood risks associated with high-tide events, storm surge, flash floods, stormwater runoff, and sea-level rise. This component will outline development and redevelopment principles, strategies, and engineering solutions aimed at reducing flood risks in coastal areas. It will also encourage best practices that facilitate the removal of properties from FEMA-designated flood zones, identify site development techniques to minimize flood-related losses, ensure consistency with or exceedance of Florida Building Code's flood-resistant construction requirements, mandate compliance with Chapter 161 for construction seaward of coastal construction control lines, and promote participation in FEMA's Community Rating System to achieve flood insurance premium discounts for residents.

DELIVERABLES

- › A draft comprehensive plan coastal management element language in strike-through and underlined format that satisfies the Peril of Flood requirements in paragraph 163.3178(2)(f), F.S.

PROJECT MEETINGS

KICKOFF MEETING

Kimley-Horn will host a kickoff meeting with the Town of Hillsboro Beach to introduce team members, discuss the scope of work, establish the lines of communication, and confirm the flow of information. We will also use the meeting to discuss the need for stakeholder coordination to build on the Town's previous efforts.

MONTHLY MEETINGS

Kimley-Horn will work with the Town to schedule a recurring monthly progress meeting. These meetings are intended to ensure regular communication among the project team, provide updates on the status of the study, convey the status of FDEP reviews, and communicate feedback. An agenda will be prepared ahead of the meeting and shared with all team members who will be participating in the meeting. Depending on the tasks being completed, it may be beneficial to include additional team members or stakeholders in the monthly meeting. Kimley-Horn will work with the Town to identify these needs early, ensuring the most appropriate team members are included to effectively discuss the project and current tasks.



DELIVERABLES

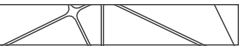
- › Meeting agendas; sign-in sheet with location, date, and time; copy of presentations; and meeting highlights

FAMILIARITY WITH AND DEMONSTRATED UNDERSTANDING OF THE TOWN'S GEOGRAPHY AND LAND USE

Hillsboro Beach, known as “Florida’s Magnificent Mile,” is a uniquely positioned barrier island community in Broward County. Your Town is uniquely defined by its narrow landmass, single roadway access, and direct exposure to both the Atlantic Ocean and the Intracoastal Waterway. This exclusive stretch of coastal property, including Hillsboro Mile’s luxury waterfront estates and boutique condominiums, faces increasing threats from sea level rise, storm surge, and coastal erosion. With State Road A1A serving as the town’s only evacuation route, its susceptibility to flooding poses a significant long-term challenge, particularly as extreme weather events become more frequent and severe. The Town’s relatively low elevation and proximity to the Hillsboro Inlet further heighten its exposure to rising tides, erosion, and hurricane-driven flooding, all of which could impact both public infrastructure and private properties in the years ahead.

Hillsboro Beach’s land use patterns and natural coastal buffers, including its private beachfront and protective dune systems, provide some level of defense against storm surge and erosion; however, these features are increasingly at risk due to rising sea levels and the loss of natural sediment replenishment. As tides creep higher, the delicate balance between beachfront preservation and property protection will become more difficult to maintain, especially given the lack of large-scale seawalls or other hardened coastal defenses along the Town’s oceanfront. On the Intracoastal side, high tides and king tide flooding already threaten seawalls and dock structures, a trend that will accelerate as rising tide levels continue to put pressure on aging infrastructure. Without proactive measures, the Town’s exclusive, low-density character and reliance on limited access points will make it increasingly vulnerable to the growing challenges posed by a changing climate.





Current Workload

Kimley-Horn employs an intensive forecasting technique known as “Castaheads” that monitors staff workload. This effort involves assessing our project milestones and staff loading on a weekly, monthly, and six-month basis, drilling down to the project team level. Individual staff member loading is assessed to the person level in the one-week and one-month time frames and the operating unit level in the six-month time frame. A database is used to track all project commitments/milestones and staff commitments firmwide. Using this intensive process, we can identify overloads and shortfalls many months in advance and develop strategies to overcome them. Having a clear picture of staff workload at all times, Kimley-Horn will be optimally positioned to meet the Town’s expectations on this project.

After reviewing our current Castaheads, we can assure you that the Kimley-Horn team members selected for this team are available to serve you and are in an excellent position to handle the workload required to complete the scope of services outlined in the RFQ.



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PAST PERFORMANCE - REFERENCES



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EXHIBIT II - PERFORMANCE EVALUATION

**TOWN OF HILLSBORO BEACH
CONSULTANT/ CONTRACTOR PERFORMANCE EVALUATION**

Instructions: May you please provide reference information as requested below. Your prompt attention is appreciated. Include all information associated with our performance to your agency for Kimley-Horn and Associates, Inc. and apply a performance rating. Definitions are provided below.

Agency Name: City of Lighthouse Point	Please return the completed Performance Evaluation to procurement@townofhillsborobeach.com Name: Jennifer Oh Email: joh@lighthousepoint.com
Date: March 10, 2025	

DEFINITIONS OF PERFORMANCE RATINGS

<u>EXCEPTIONAL</u>	<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>	<u>N/A</u>	<u>INSUFFICIENT INFORMATION TO RATE</u>
Exceeds contractual requirements. The actions taken by the vendor met the contractual requirements and the scopes of services were accomplished.	Meets contractual requirements. The actions taken by the vendor were Satisfactory.	Does not meet contractual requirements, and recovery is not likely in a timely manner. The vendor's corrective actions appear or were ineffective.	Not Applicable	There is not sufficient information to rate performance.

PERFORMANCE RATING		COMMENTS <i>(Attach additional sheets if necessary)</i>
Work performed in compliance with contract terms.	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Materials, supplies and equipment provided as specified and required?	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Staff availability	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Timeliness of work and completion of project.	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	

PERFORMANCE RATING		COMMENTS <i>(Attach additional sheets if necessary)</i>
Staff professionalism	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Customer service	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Quality of work	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Communication and Accessibility	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Prompt and effective correction of situations and conditions	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Would you recommend using this firm again?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	(Explain)

OVERALL PERFORMANCE

Exceptional
 Satisfactory
 Unsatisfactory

Name: Jennifer Oh

Title: Executive Services Administrator

Signature: Jennifer M. Oh

Date: 3/11/2025

EXHIBIT II - PERFORMANCE EVALUATION

**TOWN OF HILLSBORO BEACH
CONSULTANT/ CONTRACTOR PERFORMANCE EVALUATION**

Instructions: May you please provide reference information as requested below. Your prompt attention is appreciated. Include all information associated with our performance to your agency for Kimley-Horn and Associates, Inc. and apply a performance rating. Definitions are provided below.

Agency Name: Town of Cutler Bay	Please return the completed Performance Evaluation to procurement@townofhillsborobeach.com Name: Alfredo Quintero Jr. Email: aquintero@cutlerbay-fl.gov
Date: March 12, 2025	

DEFINITIONS OF PERFORMANCE RATINGS

<u>EXCEPTIONAL</u>	<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>	<u>N/A</u>	<u>INSUFFICIENT INFORMATION TO RATE</u>
Exceeds contractual requirements. The actions taken by the vendor met the contractual requirements and the scopes of services were accomplished.	Meets contractual requirements. The actions taken by the vendor were Satisfactory.	Does not meet contractual requirements, and recovery is not likely in a timely manner. The vendor's corrective actions appear or were ineffective.	Not Applicable	There is not sufficient information to rate performance.

PERFORMANCE RATING		COMMENTS <i>(Attach additional sheets if necessary)</i>
Work performed in compliance with contract terms.	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info.to rate	Very Responsive and Responsible Consultant
Materials, supplies and equipment provided as specified and required?	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Staff availability	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info.to rate	Very Responsive and Responsible Consultant
Timeliness of work and completion of project.	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant

PERFORMANCE RATING		COMMENTS <i>(Attach additional sheets if necessary)</i>
Staff professionalism	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Customer service	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Quality of work	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Communication and Accessibility	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Prompt and effective correction of situations and conditions	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	Very Responsive and Responsible Consultant
Would you recommend using this firm again?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	(Explain)

OVERALL PERFORMANCE

- Exceptional
- Satisfactory
- Unsatisfactory

Name: Alfredo Quintero Jr.

Signature: Alfredo Quintero Jr. Digitally signed by Alfredo Quintero Jr.
Date: 2025.03.12 08:51:29 -04'00'

Title: Director of Public Works

Date: 3/12/2025

EXHIBIT II - PERFORMANCE EVALUATION

**TOWN OF HILLSBORO BEACH
CONSULTANT/ CONTRACTOR PERFORMANCE EVALUATION**

Instructions: May you please provide reference information as requested below. Your prompt attention is appreciated. Include all information associated with our performance to your agency for Kimley-Horn and Associates, Inc. and apply a performance rating. Definitions are provided below.

Agency Name: Town of Pembroke Park	Please return the completed Performance Evaluation to procurement@townofhillsborobeach.com Name: Stanley Merantus, MSCE Email: smerantus@tppl.gov
Date: March 10, 2025	

DEFINITIONS OF PERFORMANCE RATINGS

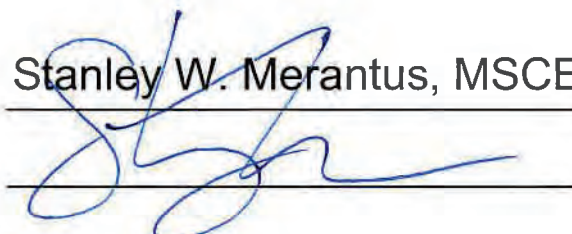
<u>EXCEPTIONAL</u>	<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>	<u>N/A</u>	<u>INSUFFICIENT INFORMATION TO RATE</u>
Exceeds contractual requirements. The actions taken by the vendor met the contractual requirements and the scopes of services were accomplished.	Meets contractual requirements. The actions taken by the vendor were Satisfactory.	Does not meet contractual requirements, and recovery is not likely in a timely manner. The vendor's corrective actions appear or were ineffective.	Not Applicable	There is not sufficient information to rate performance.

PERFORMANCE RATING	COMMENTS (Attach additional sheets if necessary)	
Work performed in compliance with contract terms.	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info.to rate	
Materials, supplies and equipment provided as specified and required?	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Staff availability	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info.to rate	
Timeliness of work and completion of project.	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	

PERFORMANCE RATING		COMMENTS <i>(Attach additional sheets if necessary)</i>
Staff professionalism	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Customer service	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Quality of work	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Communication and Accessibility	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Prompt and effective correction of situations and conditions	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Would you recommend using this firm again?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	(Explain)

OVERALL PERFORMANCE

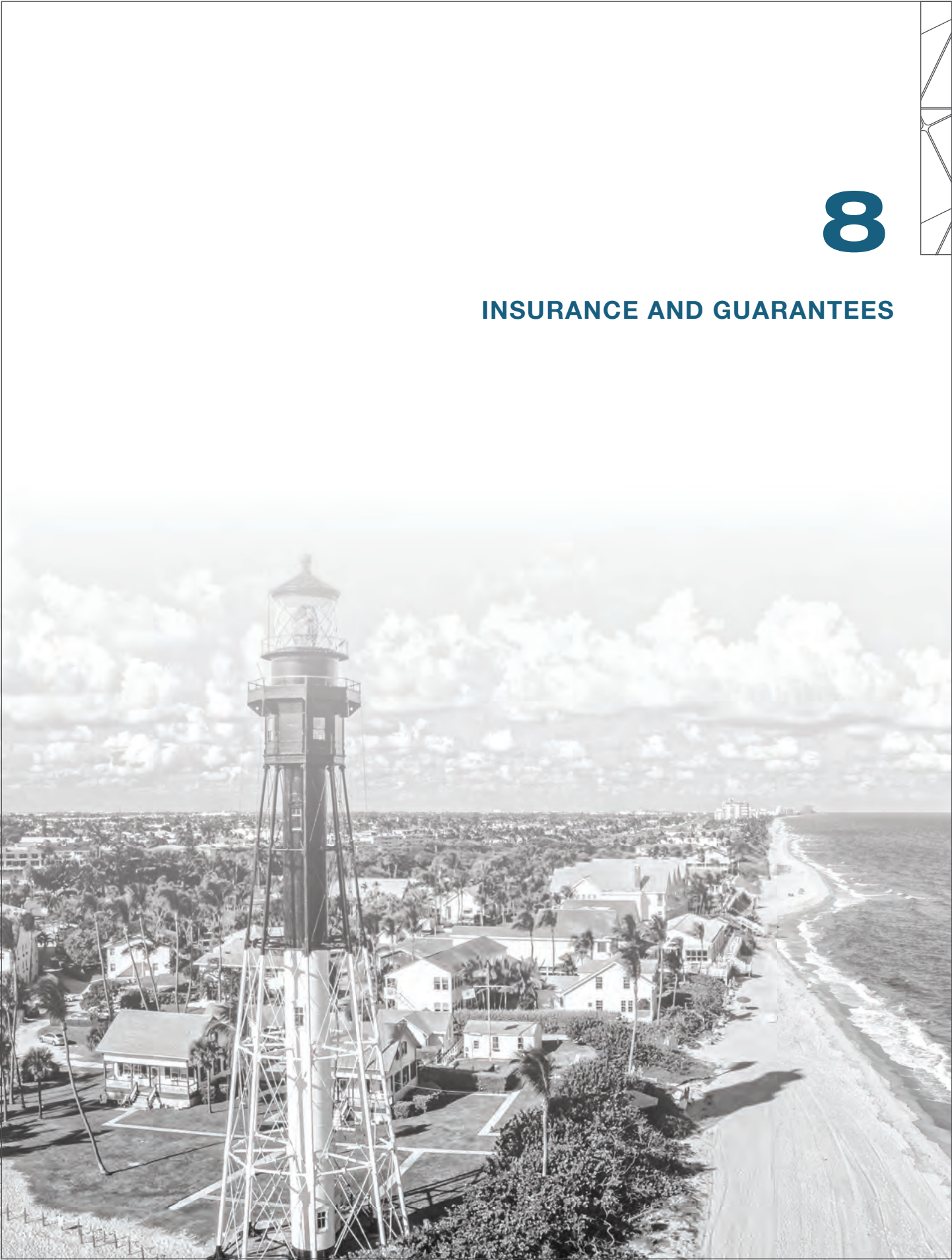
- Exceptional
- Satisfactory
- Unsatisfactory

Name: Stanley W. Merantus, MSCE
 Signature: 

Title: Public Services Director
 Date: 3/10/2025

8

INSURANCE AND GUARANTEES



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2024

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

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

PRODUCER Edgewood Partners Ins. Center/Greyling 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Jerry Noyola	
	PHONE (A/C. No. Ext): 7702207699	FAX (A/C. No.):
E-MAIL ADDRESS: greylingcerts@greyling.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Union Fire Ins Co of Pittsburg		19445
INSURER B : Allied World Assurance Co (U.S.) Inc.		19489
INSURER C : New Hampshire Insurance Company		23841
INSURER D : Lloyd's of London		85202
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 2080884375

REVISION NUMBER:

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

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

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

Evidence of Coverage

CERTIFICATE HOLDER**CANCELLATION**

Sample Certificate

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

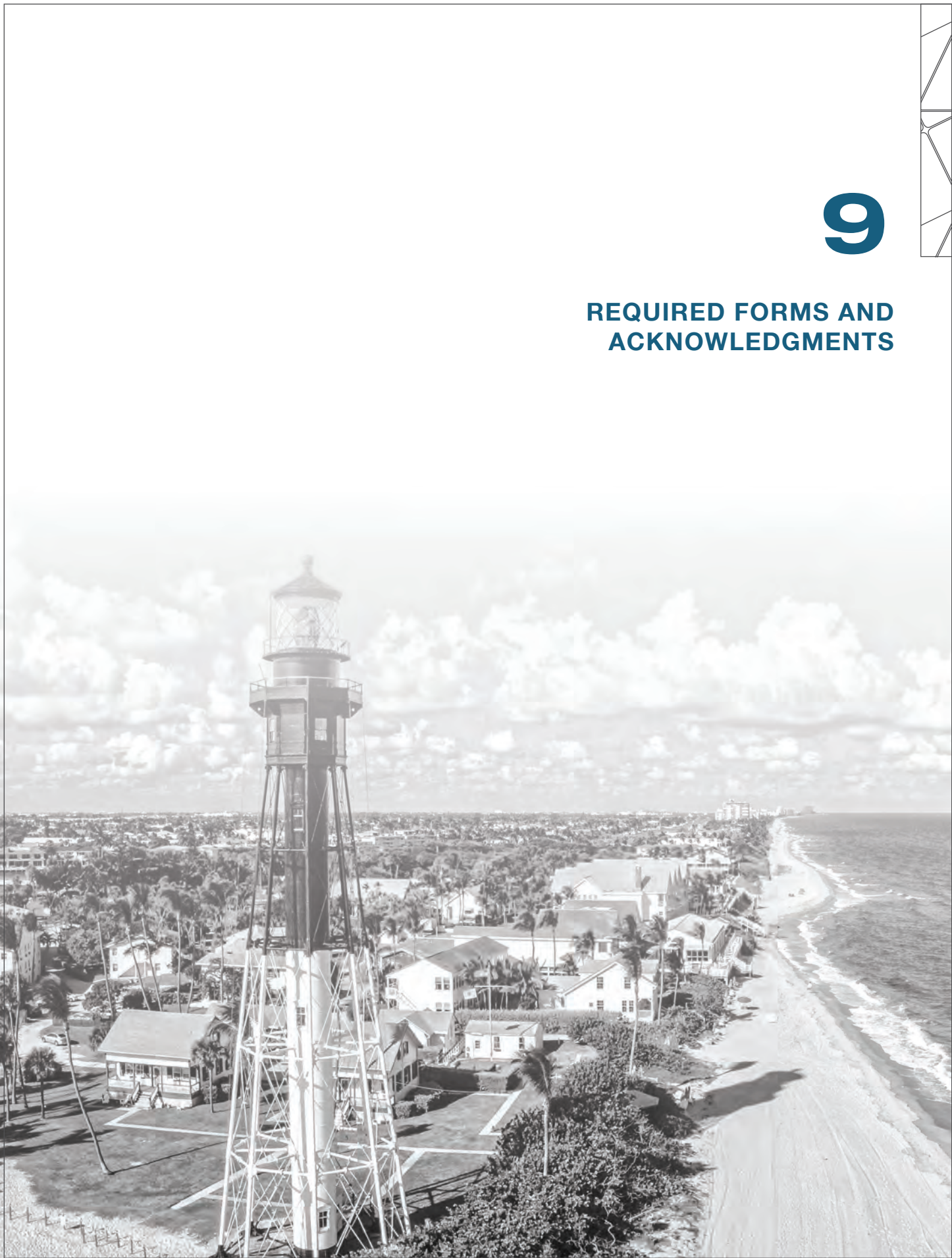
AUTHORIZED REPRESENTATIVE

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9

REQUIRED FORMS AND ACKNOWLEDGMENTS



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SOLICITATION RESPONSE FORM

**Town of Hillsboro Beach RFQ 2025-02-01
Comprehensive Vulnerability Assessment**

Date Submitted	March 17, 2025
Company Name	Kimley-Horn and Associates, Inc.
Date of Entity Formation	February 10, 1967
Entity Type (select one)	Corporation / Partnership / LLC / Other:
Corporate Address	421 Fayetteville Street, Suite 600, Raleigh, NC 27601
Office Location	8201 Peters Road, Suite 2200, Plantation, FL 33324
FEI/EIN No.	56-0885615
Authorized Representative (Name and Title)	Stefano Viola, PE, Vice President

1. The undersigned proposer agrees, if this Bid is accepted by the Town, to enter into an agreement with the Town of Hillsboro Beach to perform and furnish all goods and/or services as specified or indicated in the Contract for the Price and within the timeframe indicated in this proposal and in accordance with the terms and conditions of the Contract.
2. Proposer/Proposer accepts all of the terms and conditions of the Solicitation, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 180 days after the day of Bid opening. Bidder/Proposer agrees to sign and submit the Contract with any applicable documents required by this ITB within ten days after the date of Town's Notice of Award (If applicable).
3. By responding to this sealed Solicitation, the Bidder/Proposer makes all representations required by the Solicitation and further warrants and represents that Bidder/Proposer acknowledges that it has received and examined copies of the entire Solicitation documents including all of the following addenda:

Addendum No.: 1 Dated: 2/24/2025 Addendum No.: _____ Dated: _____
 Addendum No.: _____ Dated: _____ Addendum No.: _____ Dated: _____

Check here If no Addenda were issued.

4. Bidder/Proposer further warrants and represents that it has familiarized themselves with the nature and extent of the Contract, required goods and/or services, site, locality, and all local conditions and applicable laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
5. Bidder/Proposer further warrants and represents that it has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions to the extent applicable to the Work, and has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all information that pertains to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder/Proposer for such purposes.

- 6. Bidder/Proposer further warrants and represents that it has given the Town written notice of all errors or discrepancies it has discovered in the Contract and the resolution thereof by the Town is acceptable to Bidder/Proposer.
- 7. Bidder/Proposer further warrants and represents that this Bid/Proposal is genuine and not made in the interest of or on behalf of any other undisclosed person, firm or corporation; Bidder/Proposer has not directly or indirectly induced or solicited any other Bidder/Proposer to submit a false or sham Proposal; Bidder/Proposer has not solicited or induced any person, firm or corporation to refrain from submitting; and Bidder/Proposer has not sought by collusion to obtain for itself any advantage over any other Bidder/Proposer or over the Town.
- 8. Bidder/Proposer understands that the quantities provided are only provided for proposal evaluation only. The actual quantities may be higher or lower than those in the proposal form.
- 9. Bidder/Proposer understands and agrees that the Contract Price is Unit Rate Contract to furnish and deliver all of the Work complete in place as such the Proposer shall furnish all labor, materials, equipment, tools superintendence, and services necessary to provide a complete Project.

10. Communications concerning this Proposal shall be addressed to:


Bidder/Proposer: Kimley-Horn and Associates, Inc.
 Telephone: 954.535.5109
 Email Address: matt.brosman@kimley-horn.com
 Attention: Matt Brosman, PE

11. The terms used in this response which are defined in the above-referenced Solicitation shall have the meanings assigned to them in such Solicitation.

STATEMENT

I understand that a "person" as defined in 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons" includes officers, directors, executives, partners, shareholders, employees, members, and agents active in management of the entity.

SUBMITTED THIS 12th DAY OF March, 2025.

Company Name: Kimley-Horn and Associates, Inc.
 Company Address: 8201 Peters Road, Suite 2200, Plantation, FL 33324
 Authorized Representative Signature: 

PROPOSER QUALIFICATION STATEMENT

The Proposer's response to this questionnaire will be utilized as part of the Town's evaluation to ensure that the Proposer meets, to the satisfaction of the Town, the minimum requirements for participating in this Solicitation. **PROPOSER MUST PROVIDE DETAILS FULFILLING THE SOLICITATION'S MINIMUM QUALIFICATIONS. FAILURE TO DO SO WILL RESULT IN A DETERMINATION OF NON-RESPONSIVENESS. ADDITIONAL PROJECTS MAY BE ADDED, AS NEEDED.**

Firm	Kimley-Horn and Associates, Inc.		
License(s)*:	Engineering Business Registry in Florida, #696		
No. of staff Company wide	8,698	No. of Staff to be assigned to project if awarded	17+

*Identify which of the required licenses are held by bidder and attach to the bid submittal package.

Vulnerability Assessment Project No. 1			
Project Name:	Vulnerability Assessment		
Location:	Weston, Florida		
Project Description:	Kickoff meeting, public outreach, data collection, exposure analysis, sensitivity analysis, a final VA report, and public presentations.		
Budget/Cost:	\$124,000	Contract Dates:	8/2024 - Ongoing
Owner Name:	City of Weston	Reference Name:	Reddy Chitepu, PE
Reference Phone No.:	954 385 2600	Reference Email:	rchitepu@westonfl.org
Vulnerability Assessment Project No. 2			
Project Name:	Citywide Vulnerability Assessment		
Location:	North Miami Beach, Florida		
Project Description:	Kickoff meeting, data collection, exposure analysis, sensitivity analysis, identification of focus areas, final report, and public presentations.		
Budget/Cost:	\$115,000	Contract Dates:	12/2022 - 1/2024
Owner Name:	City of North Miami Beach	Reference Name:	Jaaziah Israel
Reference Phone No.:	305 947 7581 ext 2242	Reference Email:	jaaziah.isreal@citynmb.com
Vulnerability Assessment Project No. 3			
Project Name:	Vulnerability Assessment		
Location:	Pembroke Park, Florida		
Project Description:	Kickoff meeting, data collection, exposure analysis, sensitivity analysis, and final report and public presentations.		
Budget/Cost:	\$200,000	Contract Dates:	1/2024 - 1/2025
Owner Name:	Town of Pembroke Park	Reference Name:	Stanley Merantus, MSCE
Reference Phone No.:	954 966 4600	Reference Email:	smerantus@tppfl.gov

Proof of Licensure/Certifications

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

 Department of Business & Professional Regulation

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ONLINE SERVICES **LICENSEE DETAILS** 8:15:07 AM 1/8/2025

Apply for a License

- [Verify a License](#)
- [View Food & Lodging Inspections](#)
- [File a Complaint](#)
- [Continuing Education Course Search](#)
- [View Application Status](#)
- [Find Exam information](#)
- [Unlicensed Activity Search](#)
- [ABST Delinquent Invoice & Activity List Search](#)

Licensee Information

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

License Information

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

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

 Department of Business & Professional Regulation

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ONLINE SERVICES **LICENSEE DETAILS** 11:23:34 AM 1/20/2025

Apply for a License


- [Verify a License](#)
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- [File a Complaint](#)
- [Continuing Education Course Search](#)
- [View Application Status](#)
- [Find Exam information](#)
- [Unlicensed Activity Search](#)
- [ABST Delinquent Invoice & Activity List Search](#)

Licensee Information

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

License Information

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




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

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

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

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


WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

Kimley-Horn has renewed this document and is waiting to receive the new license.

LIST OF PROPOSED SUBCONTRACTORS

Proposer shall list all Proposed Subcontractors to be used on this project if they are awarded the contract.

SCOPE

N/A

SUBCONTRACTOR NAME, ADDRESS AND LICENSE #

N/A

If, prior to Notice of the Award, the Town or the Contractor has reasonable objection to and refuses to accept any Subcontractor, Supplier, person or organization listed, the Contractor may, prior to Notice of Award, submit an acceptable substitute without an increase in their bid price.

BIDDER/PROPOSER AFFIDAVITS

Business Name: Kimley-Horn and Associates, Inc.
D.B.A.: Kimley-Horn and Associates, Inc. **Federal I.D. No.:** 56-0885615
Business Address: 8201 Peters Road, Suite 2200
Town: Plantation **State:** Florida **Zip:** 33324

I, the undersigned affiant do swear and affirm that I am an authorized agent of the above-named business ("Proposer) and authorized to make the following statements and certifications on Bidder's behalf:

1. Ownership Disclosure

The above-named Proposer hereby discloses the following principals, individuals, or companies with five percent (5%) or greater ownership interest in Proposer (supplement as needed):

<i>Name</i>	<i>Address</i>	<i>% Ownership</i>
N/A		

The above-named Proposer hereby discloses the following subcontractors (supplement as needed):

<i>Name</i>	<i>Address</i>	<i>% Ownership</i>

Proposer hereby recognizes and certifies that no elected official, board member, or employee of the Town of Hillsboro Beach ("Town") shall have a financial interest in any transactions or any compensation to be paid under or through any transactions between Proposer and Town, and further, that no Town employee, nor any elected or appointed officer (including Town board members) of the Town, nor any spouse, parent or child of such employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Proposer, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer.

Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Town. Further, Proposer recognizes that with respect to any transactions between Proposer and Town, if any Proposer violates the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Town. The term "Proposer," as used herein, include any person or entity making a proposal herein to Town or providing goods or services to Town.

2. Public Entity Crimes

1. Proposer is familiar with and understands the provisions of Section 287.133, Florida Statutes
2. Proposer further understands that a person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted Proposer list.
3. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (**INDICATE WHICH STATEMENT APPLIES.**)
 - o Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - o The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - o The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Bidder list. (Attach a copy of the final order.)

3. Compliance With Foreign Entity Laws

Applicant certifies as follows:

- a. Proposer is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- b. The government of a foreign country of concern does not have a controlling interest in Proposer, as defined in Section 287.138, Florida Statutes.
- c. Proposer is not organized under the laws of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- d. Proposer does not have a principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- e. Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473.
- f. Proposer is not engaged in business operations in Cuba or Syria.
- g. Proposer is not participating in a boycott of Israel, and is not on the Scrutinized Companies that Boycott Israel list in accordance with the requirements of Sections 287.135 and F.S. 215.473, Florida Statutes

4. Disability, Nondiscrimination, and Equal Employment Opportunity

Applicant certifies that Proposer is in compliance with and agrees to continue to comply with, and ensure that any subcontractor, or third party contractor under any and all contracts with the Town of Hillsboro Beach complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501 553.513, Florida Statutes.
- The Rehabilitation Act of 1973, 229 USC Section 794.
- The Federal Transit Act, as amended 49 USC Section 1612.
- The Fair Housing Act as amended 42 USC Section 3601-3631

5. Conformance with OSHA Standards

Applicant certifies and agrees that Applicant has the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and in the event the Town engages Proposer agrees to indemnify and hold harmless the Town of Hillsboro Beach, against any and all liability, claims, damages losses and expenses the Town may incur due to the failure of itself or any of its subcontractors to comply with such act or regulation in the performance of the contract.

6. E-Verify Program Affidavit

Affiant certifies the following:

- a. Affiant is familiar with and understands the provisions of Section 448.095, Florida Statutes and 48 CFR 52.222-54 and has sufficient knowledge of the personnel practices of the Proposer to execute this Declaration on behalf of the Proposer.
- b. Proposer has registered with and utilizes the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095, which prohibits the employment, contracting or sub-contracting with an unauthorized alien.
- c. Proposer does not knowingly employ Affiants or retain in its employ a person whose immigration status makes them ineligible to work for the Proposer.
- d. Proposer has verified that any subcontractors utilized to deliver goods or services to the Town through the Contractor's contract with the Town use the E-Verify system and do not knowingly employ persons whose immigration status makes them ineligible to work for the subcontractor. The undersigned further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the Town upon request.
- e. Failure to comply with the requirements of F.S. 448.095 may result in termination of the Bidder's contract(s) with the Town of Hillsboro Beach,

7. No Contingency Affidavit

Affiant certifies the following:

- a. Neither Proposer nor any principal, employee, agent, representative or family member has promised to pay, and Proposer has not and will not pay, a fee the amount of which is contingent upon the Town of Hillsboro Beach awarding a contract.

- b. Proposer warrants that neither it, nor any principal, employee, agent, or representative has procured, or attempted to procure, a contract with the Town of Hillsboro Beach in violation of any of the provisions of Broward County conflict of interest and code of ethics ordinances.
- c. Proposer acknowledges that a violation of this warranty may result in the termination of any contracts and forfeiture of funds paid, or to be paid, to the Proposer if awarded a contract.

8. Copeland Anti-Kickback Affidavit

Affiant certifies that no portion of any sums will be paid to any employees of the Town of Hillsboro Beach, its elected officials, or its consultants, as a commission, kickback, reward or gift, directly or indirectly by Bidder or any member of Bidder's firm or by any officer of the corporation in exchange for business with the Town of Hillsboro Beach.

9. Non-Collusion Affidavit

I, the undersigned affiant, swear or affirm that:

- a. Affiant is fully informed respecting the preparation and contents of the attached Bid/Proposal by Contractor and of all pertinent circumstances respecting such Bid/Proposal.
- b. Such Bid/Proposal is genuine and is not a collusive or sham Bid/Proposal.
- c. Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham Bid/Proposal in connection with the Work for which the attached Bid/Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any firm or person to fix any overhead, profit, or cost elements of the Bid/Proposal or of any other person submitting a response to the solicitation, or to fix any overhead, profit, or cost elements of the quoted price(s) or the quoted price(s) of any other bidding/proposing person, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town or any person interested in the proposed Work.
- d. The price(s) quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this Affiant.

10. Drug Free Workplace Program

Bidder, in accordance with Florida statute 287.087 hereby certifies that the Proposer does all of the

following:

- a. Publishes 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.
- b. Informs Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining 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.
- c. Gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
- d. In the statement specified in subsection (a), notifies the employees that, as a conditions 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.
- e. Imposes a sanction on, or require the satisfactory² 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.

f. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Select here if Not Applicable

11. Cone of Silence Certification

Affiant certifies and that Affiant has read and understands the Cone of Silence” requirements set forth in this Solicitation and further certify that neither I, nor any agent or representative of the Company has violated this provision.

Proposer AFFIRMATION

I, the undersigned affiant, being first duly sworn as an authorized agent of the below-named Proposer, does hereby affirm and attest under penalty of perjury as the proposed Proposer for Town of Hillsboro Beach that the certifications and statements provided above on behalf of Proposer are true to the best of affiant's knowledge and belief and that Proposer is compliant with all requirements outlined in these Town of Hillsboro Beach Affidavits. Proposer acknowledges it is required to comply with and keep current all statements sworn to in the above affidavits and will notify the Town of Hillsboro Beach immediately if any of the statements attested hereto are no longer valid.

Kimley-Horn and Associates, Inc.
Proposer Name

3/13/2025
Date Signed

Affiant Signature *[Handwritten Signature]*

Stefano Viola, PE, Vice President
Affiant Name & Title (Printed)

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was affirmed, subscribed, and sworn to before me this 13th day of March, 2025 by means of physical presence or online notarization, by Stefano Viola, PE who is personally known to me or who produced the following identification: _____.

[Notary Seal]



[Handwritten Signature]
Notary Public for the State of Florida
My commission expires: 08/12/2026

CONFLICT OF INTEREST DISCLOSURE

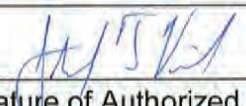
Business Name: Kimley-Horn and Associates, Inc.
D.B.A.: Kimley-Horn and Associates, Inc. **Federal I.D. No.:** 56-0885615
Business Address: 8201 Peters Road, Suite 2200
Town: Plantation **State:** Florida **Zip:** 33324

Please note that all business entities interested in or conducting business with the Town are subject to comply with the Town of Medley's conflict of interest policies as stated within the certification section below. If a vendor has a relationship with a Town of Hillsboro Beach official or employee, an immediate family member of a Town of Hillsboro Beach official or employee, the vendor shall disclose the information required below.

1. No Town official or employee or Town employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated Town official or employee who has been retired or separated from the Town for less than one (1) year has an ownership interest in vendor's Company.
3. No Town employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any Town employee or elected official to obtain or maintain a contract.

Conflict of Interest Disclosure*	
Name of Town of Hillsboro Beach employees, elected officials, or immediate family members with whom there may be a potential conflict of interest: _____ _____ _____	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe below) _____ _____ <input checked="" type="checkbox"/> No Conflict of Interest

**Disclosing a potential conflict of interest does not automatically disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the Town, vendor will be exempt from doing business with the Town.*

I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
	3/13/2025	Stefano Viola, PE
Signature of Authorized Representative	Date	Printed Name of Authorized Representative

Please find attached our firm's certificate of signing authority

CERTIFICATE OF AUTHORITY
(IF CORPORATION OR LLC)

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a corporation organized and existing under the laws of the State of _____, held on the ___ day of _____, a resolution was duly passed and adopted authorizing _____(Name) as _____ (Title) of the corporation/company to execute agreements on behalf of the corporation/company and providing that their execution thereof, attested by the secretary of the corporation/company, shall be the official act and deed of the corporation/company. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20_.

Secretary Signature: _____

Print Name: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was affirmed, subscribed, and sworn to before me this _____ day of _____, 20___ by means of physical presence or online notarization, by _____ who is personally known to me or who produced the following identification:_____.

[Notary Seal]

Notary Public for the State of _____
My commission expires: _____

Certificate of Secretary

To Whom It May Concern:

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

The following is a true copy of a resolution duly adopted by the Board of Directors of the corporation at the Board meeting held on December 17, 2024 and entered in the minutes of such meeting in the minute book of the corporation.

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

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

Dated: *December 18, 2024*



Richard N. Cook, Secretary



Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 17, 2024

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

ATLANTIC

BALTIMORE CITY

Kraft, Jonathan H.
Miller, Sean T.
Murphy, Erin M.
Smith, Jeff B.

BALTIMORE COUNTY

Leffner, Nicholas J.
Hutton, Heather

BOSTON

Jacques, Christopher
Keegan, Katherine A.

CHARLOTTESVILLE

Oliver, Jonathan H.

HARRISBURG

Bankert, Larry I.
McGinley, Steve M.

LOUDOUN

Bollinger, Kyle T.
Giffin, Geoffrey D.
Stevens, Ross S.

NORTHERN VIRGINIA

Carter, Erica V.
D'Alessandro, Jonathan J.
Elman, Paul D.
Frosch, Colin
Howell, Christopher M.
Kauppila, John L.
Knox, Sarah E.
Koopman, Jennifer R.
Lefton, Steven E.
Millot, Sean M.
Musson, David B.
Powell, Meredith P.
Prunty, Robert W.
Samba, David B.
Sauro, Thomas J.
Schrader, Carly N.
Smith, Andrew T.
Teague, M. Zach
Whyte, Richard D.

PHILADELPHIA

CENTER CITY

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

PITTSBURGH

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

PRINCETON

Diggan, Tony W.
Gibson, Adam T.

RICHMOND

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

VIRGINIA BEACH

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

WHITE PLAINS

Canning, Thomas J.
Van Hise, Kevin A.

CALIFORNIA

COACHELLA VALLEY

Sutton, Mike S.

LONG BEACH

Hewitt, Melissa A.
Phillips, Chad E.
Starkey, Jonathan H.

LOS ANGELES

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

MONTEREY

Falgout, Mark A.

OAKLAND

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

ORANGE

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

PLEASANTON

Chazbek, Chadi
Johnson, Miles R.
Mowery, Michael C.
Sowers, Brian E.

RIVERSIDE

Cowan, Eugene D.
Pollock, John A.

SACRAMENTO

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

SANTA CLARITA

Chakravarthy, Srikanth

SAN DIEGO

Barlow, Matthew T.
Becker, Justin S.
Harry, Jennifer L.
Heustess, Aaron M.
Kaltsas, Joseph D.
Madsen, Michael P.
McCormick, Matthew B.
McWhorter, Samuel L.

Podgracz, Anthony J.
Ulery, Megan R.
Valencia, Jason B.

SAN JOSE

Hedayat, Leyla
Mehta, Parag G.
Venter Frederik J.

SAN MATEO

Pulliam, John E.

CAROLINAS

CHARLESTON

Edmonson, William C.
Guy, Jonathan R.

CHARLOTTE

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

COLUMBIA

Iser, Christopher M.

DURHAM

DOWNTOWN

Lewellyn, Earl R.
Raney, Nolan D.

FORT MILL

Holcomb, John E.

GREENVILLE

Hensley, Stephen A.

HOLLY SPRINGS

Brewer, William J.

RALEIGH

Adams, Richard C.
Barber, Barry L.
Beck, Chadwick W.
Brewer, Brian J.
Cochran, Adam P.
Cook, Richard N.
Flanagan, Tammy L.
Glass, Brianne M.
Howell, Cory J.
Keil, Ashley R.
Kuzenski, John D.

Leverett, Christopher C.
Meador, Emily H.
Netzer, Lesley E.
Royal, Jack R.
Thompson, Erin K.

CENTRAL

DALLAS

Fraccaro, Joseph A.
Galloway, Steven D.
Harris, Mark E.
Henrichs, Tyler B.
Hoppers, Kevin P.
Moss, Bradley J.
Rader, Aaron K.
Samarripas, Anthony M.
Sulkowski, Nicholas E.
Williamson, Sarah T.

FORT WORTH

Arnold, Douglas M.
Arnold, Scott R.
Atkins, John R.
Hill, Bradley J.
Igo, Chris P.
James, Richard J.
Kubista, Kyle P.
Nathan, Aaron W.
Webb, Floyd C.

FRISCO

Coppin, Thomas G.
McCracken, Paul D.
Dickey, Kyle A.
Ross, Casey J.

IRVING/LAS COLINAS

Ante, Louis N.

FLORIDA

BOCA-DELRAY

Webber, Jason A.
Haggerty, Jordan L.

DAYTONA BEACH

Stubbs, Jarod C.

FORT LAUDERDALE

Alam, Mudassar M.
Capelli, Jill A.
Cordasco, John L.
Dabkowski, Adrian K.

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 17, 2024

Emmons, Erin N.
Falce, Christopher T.
McWilliams, John J.
Robertson, Stewart E.
Viola, Stefano F.

FORT MYERS
Bryant, M. Lewis
Clark, Kellie R.

GAINESVILLE
Brighton, Ali H.
Towne, Christopher D.

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

LAKELAND
Lewis, Jason A.
Wilson, Mark E.
White, Wayne E.
Wynn, Jared M.

LAKE NONA
Ashby, Brian S.
Stickler, Brooks A.

MELBOURNE
Husainy, Kinan F.

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

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

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

PALM BEACH
GARDENS
Long, Jamea M.
Meyer, Alexis E.

SARASOTA
Cianfaglione, Christopher
D.
Klepper, B. Kelley
Leep, Jordan E.
Pankonin, James R.
Schmid, Seth E.

ST. PETERSBURG
Arriaga, Brooke R.
Bishop, Mark C.
Dodge, Dawn M.
Walker, Jordan W.

TALLAHASSEE
DeVeau, Zachariah A.
Kalbli, Shawn C.
Lewis, Kelsey V.

TAMPA
Bulloch, Kelly B.
Collins III, Carroll E.
Giliner, Scott W.
Lee, Nathan Q.
Nadeau, Gary J.

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

WEST PALM BEACH
Lee, Jason R.
Rapp, Bryan T.
Regueiro, Eric
Schanen, Kevin M.
Schwartz, Michael F.
Tercilla, Lindsey A.
Walthall, David W.

WPB DOWNTOWN
Heggen, Christopher W.
Spruce, Michael D.

MIDWEST

CHICAGO
DOWNTOWN
Lemmon, Peter C.
Marnell, Colleen L.
Mayer, Joseph P.
Morton, Jr., Arthur J.
Panter, Jake H.
Whitson, Bryan D.

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

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

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

INDIANAPOLIS
Butz, Jr., William A.
Timko, Michael J.
Sheward, Bryan A.
Wolfred, Maurice A.

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

NORTHEAST OHIO
Clements, Kevin J.

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

TWIN CITIES – SOUTH
Fosmo, Eric J.

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

MOUNTAIN PACIFIC
ASPEN
Christensen, Bryce E.

BOISE
McDougald, Brandon D.
Nicholson, Timothy P.

BROOMFIELD
Pratt, Anthony J.

COLORADO SPRINGS
Gunderson, Eric J.
Hess, Mitchell O.

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

EVERETT
Lincoln, Bradley J.

FORT COLLINS
Felton, Emily P.

PORTLAND
Belsick, Jody W.
Meyerhofer, Peter N.

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

SEATTLE
Chen, Nicholas R.
Kamerath, Marcy
Reeverts, Canaan H.
Williams, David S.

SOUTHWEST

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

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

PHOENIX
Christian, Rajesh S.
Connelly, Alissa J.
Delmarter, Michael L.
Ehrick, Taylor R.
Henderson, Benjamin J.
Thoma, Jayme R.
Kimm, Kevin J.
Kissinger, John C.
Leistiko, David J.

Marella, Damon J.
Perillo, Adam C.
Sjogren, Timothy P.
Smalkoski, Brian R.
RENO
Hildebrandt, Timothy H.
Nasset, Brent J.

SCOTTSDALE
Jupp, Andrew M.
Rutkowski, David R.

TUCSON
Payne, Kevin W.
Rhine, Timothy J.

SOUTH

ALPHARETTA
Dufour, Zachary J.
Fanney, Angela L.
Fanney, Lawson H.
Hamilton, James R.
James, Alvin B.
Shearouse, Sarah
Stricklin, David L.
Walker, John D.
Zittrauer, Derek M.

PEACHTREE
CORNERS
Ergle, Kevin B.
Fink, Kenneth L.
Smith, Patrick N.

ATLANTA MIDTOWN
Bosman, Eric S.
Coleman, Sean H.
Elsey, Jeffrey B.
Pastore, Cristina C.
Ross, Robert A.
Triplett, Katherine R.

BIRMINGHAM
Bailey, Clark B.
Johnson, Elizabeth H.

CHATTANOOGA
Skidmore, Benjamin W.

FRANKLIN
Espelet, Leonardo E.

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

MOBILE
Starling, Charles H.

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 17, 2024

NASHVILLE

Boyd, Mark R.
Creasman, Brett R.
McMaster, Ryan L.
Neal, Philip H.
Rhodes, Christopher D.

SAVANNAH

Gwaltney, Jamie N.
Marsengill, Chris C.

WOODSTOCK

West, Brian B.

TEXAS SOUTH

AUSTIN EAST

Hamilton, Robert J.
Ponton, Clinton J.

AUSTIN NORTH

Boecker, Brian C.
Hudson, Harrison M.
Kiewit, Jordan S.
Neal, Trey A.
Parker, Brian J.
Araque, Santiago A.
VanLeeuwen, Andrew W.

AUSTIN SOUTH

Mason, Sean R.
Williams, Robert B.

BRYAN/COLLEGE
STATION

Harris, Joseph C.
Lucas, Michael D.

HOUSTON

Cargill, Kenneth W.
Deshpande, Vivek
Frysinger, Ashley M.
Frysinger, Chris V.
Guillory, Michael B.

PEARLAND

Hall, Andrew T.

SAN ANTONIO

Brignon, Brit A.
Farnsworth, Jeffrey A.
Holscher, Nicholas F.

THE WOODLANDS

Freeman, Jr., Steven C.
Kirkland, Mark R.
Lewis, Tyler W.

CERTIFICATE OF AUTHORITY

(IF PARTNERSHIP)

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a partnership organized and existing under the laws of the State of _____, held on the _____ day of _____, _____, a resolution was duly passed and adopted authorizing _____ (Name) as _____ (Title) of the partnership to execute agreements on behalf of the partnership and provides that their execution thereof, attested by a partner, shall be the official act and deed of the partnership. I further certify that said partnership agreement remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20__.

Partner Signature: _____
Print Name: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was affirmed, subscribed, and sworn to before me this _____ day of _____, 20__ by means of physical presence or online notarization, by _____ who is personally known to me or who produced the following identification: _____.

[Notary Seal]

Notary Public for the State of _____
My commission expires: _____

CERTIFICATE OF AUTHORITY

(IF JOINT VENTURE)

Joint ventures must submit a joint venture agreement indicating that the person signing this Agreement is authorized to sign documents on behalf of the joint venture. If there is no joint venture agreement, each member of the joint venture must sign this Agreement and submit the appropriate Certificate of Authority (corporate, partnership, or individual).

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

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

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

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

In the presence of:

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

Lauren Chae
 Witness #1 Print Name: Lauren Chae
Chloe Kemble
 Witness #2 Print Name: Chloe Kemble

Stefano Viola
 Print Name: Stefano Viola, PE
 Title: Vice President
 Entity Name: Kimley-Horn and Associates, Inc.

OATH OR AFFIRMATION

State of Florida
 County of Orange

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13th day of March, 2025, by Stefano Viola, PE (name of person) as Vice President (type of authority) for Kimley-Horn and Associates, Inc. (name of party on behalf of whom instrument is executed).

Jeanne M. Doucet
 Notary Public (Print, Stamp, or Type as Commissioned)

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



AFFIDAVIT REGARDING PROHIBITION ON CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN

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

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

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

In the presence of:

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

Lauren Chau
 Witness #1 Print Name: Lauren Chau
Chloe Kemble
 Witness #2 Print Name: Chloe Kemble

Stefano Viola
 Print Name: Stefano Viola, PE
 Title: Vice President
 Entity Name: Kimley-Horn and Associates, Inc.

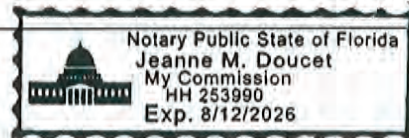
OATH OR AFFIRMATION

State of Florida
 County of Orange

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13th day of March, 2025, by Stefano Viola, PE (name of person) as Vice President (type of authority) for Kimley-Horn and Associates, Inc. (name of party on behalf of whom instrument is executed).

Jeanne M. Doucet
 Notary Public (Print, Stamp, or Type as Commissioned)

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



Exceptions to Proposal

Per section 1.25 Exceptions to Proposal, we would like to submit the following:

1. Would the Town please remove the indemnification requirement as stated in section 1.45 – MANNER OF PERFORMANCE – Section c, of the RFQ package? The indemnification, as currently worded is not compliant with Florida statute 725.08 and we respectfully request all indemnification language within the contract and RFQ package be compliant with Florida Statutes.
2. As currently worded in Section 2.2 – PERFORMANCE OF SERVICES of the RFQ package, the Town is asking Kimley-Horn to assume the highest professional standards in performing its work. While Kimley-Horn is committed to serving its clients, we are only required to do so in accordance with the professional standard of care, which is the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. The relationship currently described in the proposal exceeds the Standard of Care to be provided by Design Professionals. Would the Town modify this language to comply with the foregoing language?
3. Would the Town please remove all references to liquidated damages, specifically, section 3.7 -PERFORMANCE MEASURES, the last sentence, and Section 3.9 – CONSEQUENCES FOR NON-PERFORMANCE, of the RFQ package? We believe they are not applicable to the services of design professionals, as we do not control, set, or manage the Project schedule – this is a contractor-specific issue and should be removed from our contract, furthermore we should not be held liable for non-performance in the event the schedule must be modified due to events beyond our control.
4. We request the Town address problematic language in the Sample Agreement of the RFQ package. The indemnity in section 11 of the Sample Agreement does not comply with Florida Statute 725.08 by requiring a defense. Would the Town please consider rewording same to conform with the statute and deleting the requirement to “defend”?
5. Would the Town please include the defined term of the Standard of Care within Section 21 – WARRANTIES AND ATTORNEY’S FEES, on the sample contract, and include language that the Consultant will warrant it will comply with the Standard of Care? Suggested language: In performing its professional services, the Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided (“Standard of Care”).

Town of Hillsboro Beach Comprehensive Vulnerability Assessment

RFQ 2025-02-01

March 17, 2025



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March 17, 2025

Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, Florida 33062

RE: Town of Hillsboro Beach RFQ No. 2025-02-01
Town of Hillsboro Comprehensive Vulnerability Assessment

Dear Selection Committee Members,

Cummins Cederberg is excited about the opportunity to partner with the Town of Hillsboro Beach in conducting a Comprehensive Vulnerability Assessment. Our team brings extensive expertise in coastal resilience planning, so that our assessment will not only identify climate-related risks but also translate findings into practical, fundable solutions tailored to Hillsboro Beach's unique coastal setting.


Proven Expertise in Coastal Vulnerability Assessments: With a strong portfolio of completed vulnerability assessments across Florida, Cummins Cederberg offers a deep technical foundation in climate risk analysis, sea level rise modeling, and resilience planning. Our team of coastal engineers and environmental scientists has successfully delivered vulnerability assessments for municipalities throughout the state, providing data-driven insights that lead to actionable strategies. We understand that practical vulnerability assessments go beyond identifying risks—they must lead to solutions that secure funding, align with regulatory requirements, and support community priorities. Our approach provides Hillsboro Beach with a thorough risk assessment and a roadmap for implementing resilience measures.

Coastal Resilience Requires a Coastal Firm: Hillsboro Beach, like many Florida coastal communities, faces increasing threats from hurricanes, storm surges, tidal flooding, erosion, and sea level rise. Addressing these risks requires specialized coastal engineering expertise. As a firm dedicated to coastal resilience, Cummins Cederberg has decades of experience in coastal dynamics, shoreline stabilization, and flood risk management. Unlike firms with a general resilience focus, our deep-rooted expertise means that our solutions are technically sound and feasible for long-term implementation. We provide realistic, science-based recommendations integrating local infrastructure and environmental conditions, positioning Hillsboro Beach for a more resilient future.

Strategic Partnerships for a Comprehensive Approach: To enhance the depth and breadth of our assessment, Cummins Cederberg has partnered with key specialized firms. **Chen Moore & Associates (CMA)**, who will contribute expertise in stormwater and civil engineering, focusing on drainage, infrastructure resilience, and flood mitigation. **Brizaga** will support public engagement, outreach, regulatory review, and policy alignment, making sure community priorities are integrated into the assessment.

Cummins Cederberg is committed to providing tailored, innovative, and technically robust solutions that protect coastal communities. We welcome the opportunity to collaborate with the Town of Hillsboro Beach and support your efforts to safeguard the community against climate risks. We look forward to discussing our approach in greater detail and demonstrating how our expertise aligns with your needs.

Sincerely,
CUMMINS CEDERBERG, INC.



Jannek Cederberg, PE
President

Contact; Jannek Cederberg
888 S. Andrews Ave., Suite 206
Ft. Lauderdale, FL 33316
T: 954-880-1646

TABLE OF CONTENTS



<u>Proposal Narrative</u>	<i>Page 5</i>
<u>Firm Experience & Relevant Experience</u>	<i>Page 8</i>
<u>Personnel Experience & Qualifications</u>	<i>Page 35</i>
<u>Project Understanding, Approach & Availability</u>	<i>Page 66</i>
<u>Past Performance</u>	<i>Page 75</i>
<u>Insurance & Guarantees</u>	<i>Page 77</i>
<u>Required Forms & Acknowledgments</u>	<i>Page 79</i>



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PROPOSAL

NARRATIVE

Name of business.

Cummins Cederberg, Inc.

Mailing address/ website address /phone number.

888 S. Andrews Ave., Suite 206, Fort Lauderdale, FL 33316
www.cumminscederberg.com | 305-741-6155

Names of persons to be contacted for information or services if different from name of person in charge.

Jannek Cederberg, PE, President

State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).

Cummins Cederberg is a local corporation.

Date business was organized and/or incorporated, and where.

March 17, 2010, Florida

The physical location of the office from which the work is to be done and the number of professional staff employees at the office.

Cummins Cederberg has 6 offices throughout Florida who operate as one. Our project manager is located at our headquarters in Coral Gables, and will heavily lean on our local team in Ft. Lauderdale for support. Members from each office could be leveraged for a specific skill set they bring to the project.

Coral Gables - 30
Ft. Lauderdale - 10
Jupiter - 10
St. Petersburg - 11
Sarasota - 3
Tallahassee - 5

Description of the history, organizational structure and composition of the firm.

Cummins Cederberg was founded by Jason Cummins, PE, and Jannek Cederberg, PE in 2010. Over the course of 15 years Cummins Cederberg has successfully grown into a leading engineering firm for complex coastal and marine engineering projects throughout Florida and the Caribbean. Our team includes highly experienced coastal and marine engineers, structural engineers, environmental scientists, regulatory permitters, and grant specialists allowing us to provide comprehensive solutions tailored to the unique challenges of waterfront and coastal communities. Cummins Cederberg is repeatedly selected ahead of larger national engineering firms due to our specialized expertise, client-focused approach, and industry reputation for delivering innovative, high-quality solutions

Indicate whether the business is a parent or subsidiary in a group of firms/agencies.

Verdande, LLC is a wholly owned subsidiary of Cummins Cederberg and serves as the entity for managing the company vessel used during marine resource surveys and inspections.

State if the business is licensed, permitted, and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

Cummins Cederberg is licensed to do business in the State of Florida.

8/16/23, 9:25 AM

DBPR - CUMMINS CEDERBERG, INC., Engineering Business Registry

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



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LICENSEE DETAILS

9:25:01 AM 8/16/2023

Licensee Information

Name: **CUMMINS CEDERBERG, INC. (Primary Name)**
 Main Address: **201 ALHAMBRA CIRCLE
 SUITE 601
 CORAL GABLES Florida 33134**
 County: **DADE**

License Information

License Type: **Engineering Business Registry**
 Rank: **Registry**
 License Number: **29062**
 Status: **Current**
 Licensure Date: **04/02/2010**
 Expires:

Special Qualifications **Qualification Effective**

Alternate Names

- [View Related License Information](#)
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2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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<https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=1578466F32D93D1249156C86C9D0BAA>

State of Florida Department of State

I certify from the records of this office that CUMMINS CEDERBERG, INC. is a corporation organized under the laws of the State of Florida, filed on March 16, 2010, effective March 17, 2010.

The document number of this corporation is P10000023540.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 22, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-second day of January, 2025

Secretary of State

Tracking Number: 7729643211CC

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

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**Firm Experience &
Relevant Experience**

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FIRM EXPERIENCE & RELEVANT EXPERIENCE

Background & Qualifications

Cummins Cederberg is a Florida-based coastal and marine engineering firm with extensive experience conducting comprehensive vulnerability assessments for local government entities. Since our founding in 2010 (15+ years), we have built a strong reputation for delivering data-driven, regulatory-compliant, and actionable resilience solutions tailored to coastal and flood-prone communities. Our multidisciplinary team includes coastal engineers, regulatory experts, environmental scientists, coastal modelers, GIS and CAD specialists with extensive experience in coastal resiliency who collaborate to assess risks, develop adaptation strategies, and support long-term resilience planning.

With a specialized focus exclusively on coastal projects Cummins Cederberg is uniquely qualified to perform a comprehensive vulnerability assessment study and plan for the Town of Hillsboro Beach. Our team has successfully performed coastal vulnerability assessments, sea level rise impact studies, flood risk analyses, and adaptation planning for municipalities across Florida. Notably, **our team includes members who were instrumental in developing the FDEP's Sea Level Impact Projection (SLIP) Study Tool**, confirming our methodologies align with state and federal requirements. In addition, our expertise in the Resilient Florida Grant Program has enabled us to successfully navigate its complexities and secure funding for numerous projects. This comprehensive expertise positions us as the ideal partner to develop an effective vulnerability assessment for the Town.

Relevant Experience & Responsibilities

Cummins Cederberg has conducted vulnerability assessments of similar size and scope for local governments and coastal municipalities. Key responsibilities have included:

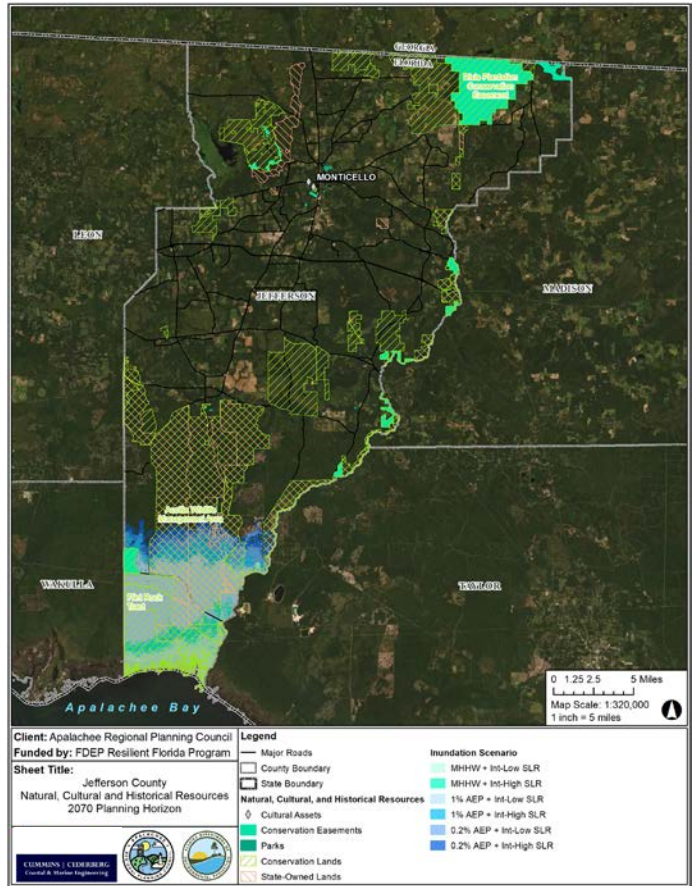
- **Asset Inventory and Risk Assessment** – Identifying critical infrastructure, public assets, and natural resources susceptible to sea level rise, storm surge, and extreme precipitation events.
- **Hydrodynamic and Geospatial Modeling** – Utilizing numerical models (MIKE21, ADCIRC) and GIS-based analyses to project future conditions under various climate scenarios.
- **Regulatory Compliance & Funding Strategies** – Assisting municipalities in meeting state-mandated resilience requirements (FDEP Resilient Florida Program) and securing grant funding for adaptation projects.
- **Stakeholder Engagement & Public Outreach** – Leading workshops and presentations to communicate technical findings to government officials, community stakeholders, and regulatory agencies.
- **Resiliency Strategy Development** – Providing tailored adaptation measures and policy recommendations for long-term sustainability.



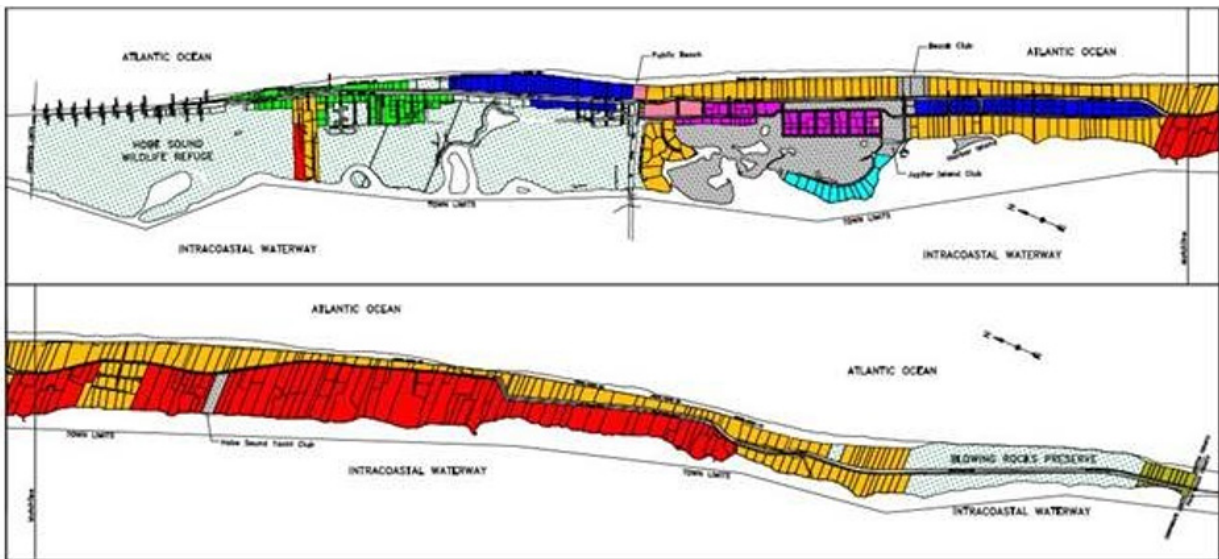
Interactive Storymap developed for the Village of Bal Harbour Comprehensive Vulnerability Assessment. The Storymap allows stakeholders to see how the different flooding scenarios will impact specific locations within the Village.

Our firm has worked on projects across South Florida, Tampa Bay, and the Panhandle, tailoring our approaches to each municipality's unique coastal challenges. Cummins Cederberg developed a 9-County Regional Vulnerability Assessment for the Apalachee Region bordering the Gulf of Mexico. The project was completed in June 2022 and is among the first to have been completed in accordance with Florida legislation Section 380.093 F.S. where our efforts included development of a critical asset inventory, data collection, and water level flood analysis for the regional coastal counties.

Recently, our team has worked on vulnerability assessments for nearby barrier island communities for the Village of Bal Harbour and the Town of Jupiter Island. Our teams project portfolio on the following pages reflects our extensive experience and expertise in vulnerability assessments encompassing a diverse range of municipal clients who have experienced similar impacts from flooding and storm surge as the Town.



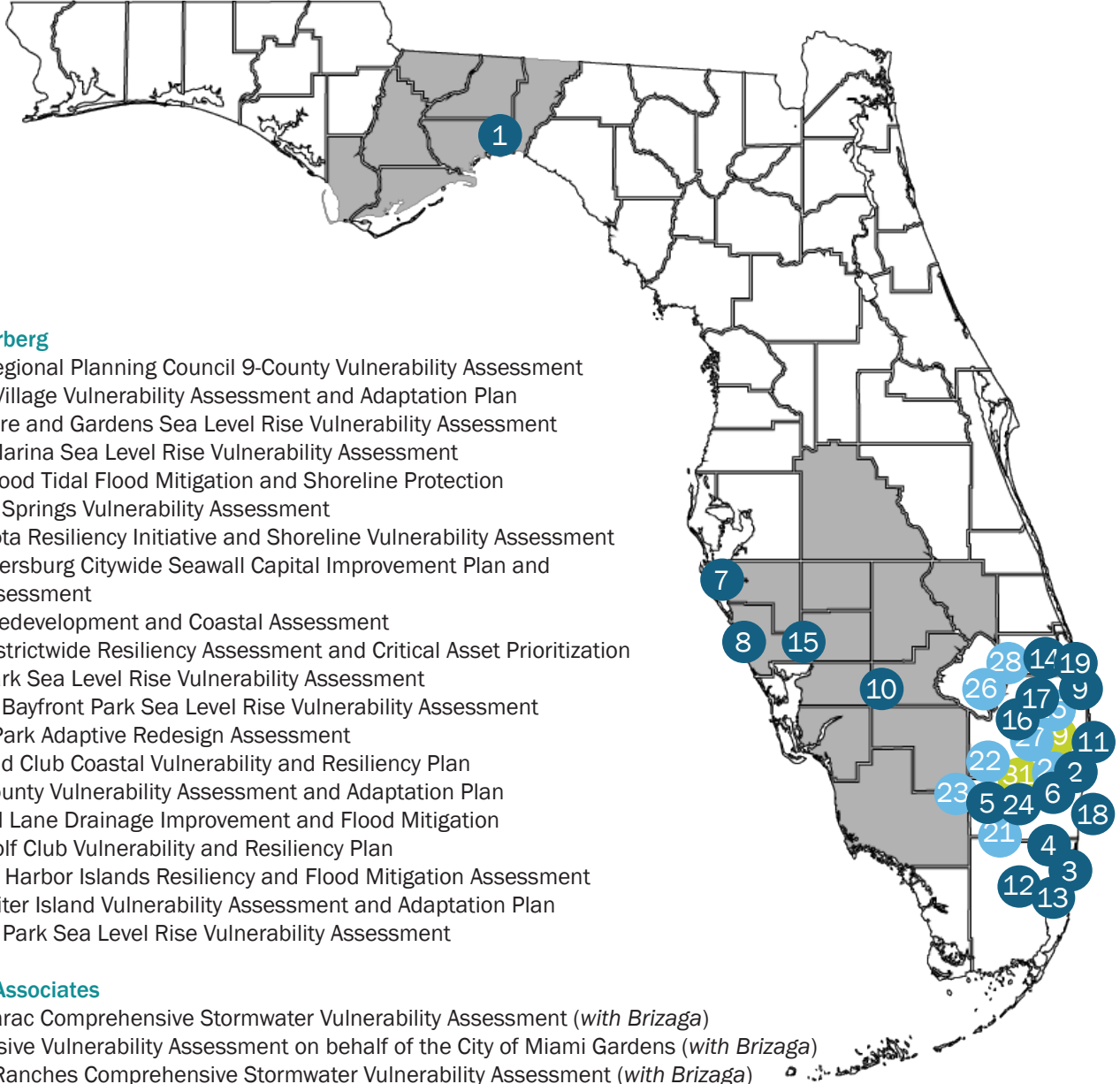
Cummins Cederberg led the GIS and raster analysis for 9 counties for the ARPC's 2070 Planning Horizon Map



Zoning map of the Town of Jupiter Island

Vulnerability Assessment Experience in Florida

The map below shows experience from our team members performing Vulnerability Assessment projects in other areas throughout the state:



Cummins Cederberg

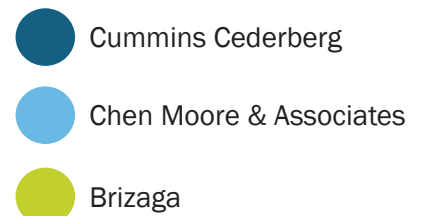
1. Apalachee Regional Planning Council 9-County Vulnerability Assessment
2. Bal Harbour Village Vulnerability Assessment and Adaptation Plan
3. Biscayne Shore and Gardens Sea Level Rise Vulnerability Assessment
4. Black Point Marina Sea Level Rise Vulnerability Assessment
5. City of Hollywood Tidal Flood Mitigation and Shoreline Protection
6. City of Miami Springs Vulnerability Assessment
7. City of Sarasota Resiliency Initiative and Shoreline Vulnerability Assessment
8. City of St. Petersburg Citywide Seawall Capital Improvement Plan and Shoreline Assessment
9. Currie Park Redevelopment and Coastal Assessment
10. FDOT D1 Districtwide Resiliency Assessment and Critical Asset Prioritization
11. Haulover Park Sea Level Rise Vulnerability Assessment
12. Homestead Bayfront Park Sea Level Rise Vulnerability Assessment
13. Jose Marti Park Adaptive Redesign Assessment
14. Jupiter Island Club Coastal Vulnerability and Resiliency Plan
15. Manatee County Vulnerability Assessment and Adaptation Plan
16. Mockingbird Lane Drainage Improvement and Flood Mitigation
17. Seminole Golf Club Vulnerability and Resiliency Plan
18. Town of Bay Harbor Islands Resiliency and Flood Mitigation Assessment
19. Town of Jupiter Island Vulnerability Assessment and Adaptation Plan
20. Virginia Key Park Sea Level Rise Vulnerability Assessment

Chen Moore & Associates

21. City of Tamarac Comprehensive Stormwater Vulnerability Assessment (with Brizaga)
22. Comprehensive Vulnerability Assessment on behalf of the City of Miami Gardens (with Brizaga)
23. Southwest Ranches Comprehensive Stormwater Vulnerability Assessment (with Brizaga)
24. City of North Lauderdale Citywide Vulnerability Assessment (with Brizaga)
25. The City of Coral Springs Stormwater Master Plan and Vulnerability Assessment (with Brizaga)
26. Town of Mangonia Park Comprehensive Vulnerability Assessment Services (with Brizaga)
27. Palm Beach County Vulnerability Assessment and Resiliency Action Plan (VARAP) (with Brizaga)
28. South County Climate Change Vulnerability Assessment

Brizaga

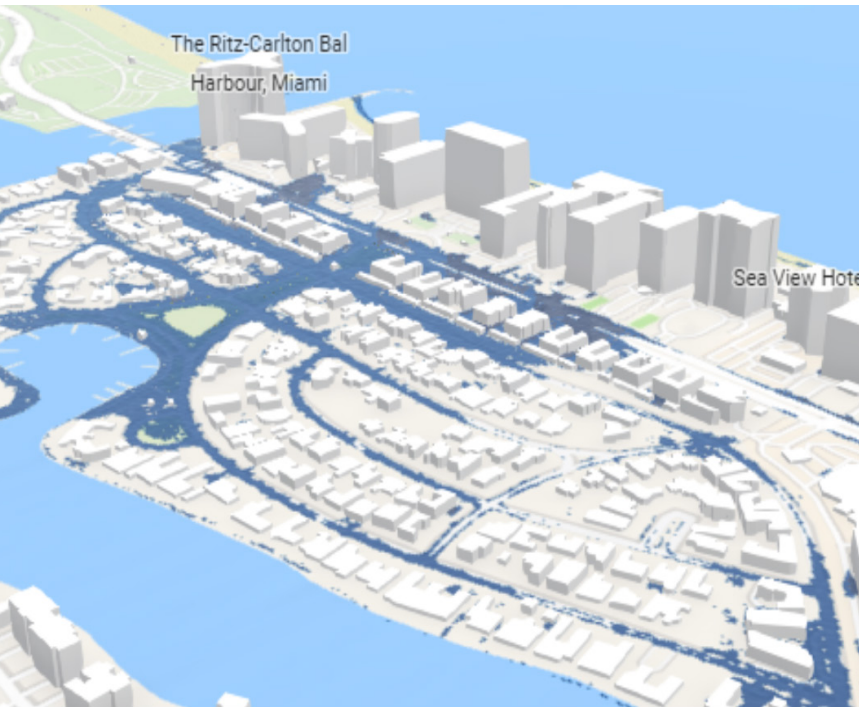
29. Village of Key Biscayne Resilience Program and Vulnerability Assessment
30. Town of Briny Breezes Vulnerability Assessment and Townwide Adaptation Plan



Village of Bal Harbour Vulnerability Assessment

Bal Harbour, Florida

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Coastal & Marine Engineering



In 2021, Cummins Cederberg was retained by the Village of Bal Harbour (Village) to prepare an FDEP grant application intended to complete a Vulnerability Assessment and Resilience Plan through Coastal Continuing Services contract. The Village of Bal Harbour was subsequently awarded a Resilient Florida Planning Grant in 2022, to complete the “Village of Bal Harbour Vulnerability Assessment and Adaptation Plan” in compliance with Florida Statute, Section 380.093. The intent of this study is to evaluate the vulnerability of critical assets to a range of flood risks and develop a proactive adaptation plan aimed to improve community resiliency.

In close collaboration with various Village departments, including emergency management, building, communications, stormwater, and coastal management divisions, efforts were made to identify a comprehensive dataset representing assets owned and maintained by the Village. A comprehensive critical and regionally significant asset inventory was developed using a combination of statewide, local, and county-provided data. The critical asset inventory was and inventoried in a GIS geodatabase in accordance with required category descriptions articulated in Section 380.093 F.S.:(1) transportation facilities and evacuation routes; (2) critical infrastructure; (3) community and emergency assets; and (4) natural, cultural, and historical resources.

Our engineers evaluated the degree of exposure and sensitivity of critical and regionally significant assets to a range of coastal flood scenarios associated with storm surge, sea level rise, precipitation, and compound flooding. Flood vulnerability analysis included the use of water levels associated with seasonal high (king) tides, 2 storm surge scenarios (25-Year and 100-Year), and 2 NOAA sea level rise scenarios (Intermediate-Low and Intermediate-High) for the 2040 and

Scope:

- *Public outreach*
- *Critical asset inventory*
- *Data collection*
- *Tidal flood analysis*
- *GIS raster analysis*
- *MIKE21 hydrodynamic modeling*
- *Sea level rise projections*
- *Peril of flood compliance*
- *Climate hazard and water level analysis*
- *Adaptation planning*

2070 planning horizons. Similarly, this study included flood inundation modeling utilizing the MIKE21 HD to evaluate vulnerabilities related to precipitation and compound flooding effects. The flood inundation scenarios were combined, resulting in 8 flood scenarios evaluated using FDEP GIS standard guidance criteria. Flood inundation maps and asset specific flood depth tables were produced to further evaluate the degree of asset vulnerability and sensitivity. Focus areas were identified to evaluate and prioritize critical assets within them to support future Village planning and capital improvement budgeting.

Cummins Cederberg and Village staff conducted a public outreach meeting to engage public input and feedback on the project. Engagement techniques included interactive breakout sessions, poster boards, virtual zoom and in-person meeting presentations. The resilience team also developed a story map website to facilitate public awareness of the project. The completed project consists of a vulnerability assessment report and a coastal resilience adaptation plan. The vulnerability assessment report comprehensively details the methodologies applied, outlined risks, public outreach initiatives, designated focus areas, and a range of adaptation strategies for each asset within the identified focus areas.

Additionally, the coastal resilience adaptation plan offers valuable insights into adaptation strategies and the prioritization of adaptation requirements. The findings of this study will furnish a set of recommendations for future planning and establish a level of compliance that positions the Village to qualify for prospective grant funding opportunities.



Cummins Cederberg is providing coastal and marine engineering and environmental consulting services to assist with the Town of Jupiter Island's Vulnerability Assessment and Resilience Plan, funded through the Florida Department of Environmental Protection (FDEP) Resilient Florida grant program. The intent of the Town-wide Vulnerability Assessment is to evaluate the vulnerability of critical assets to a range of flood risks and develop a proactive adaptation plan to enhance the Town's and the State's resilience to flooding and sea level rise.

The Vulnerability Assessment will include all requirements outlined in 380.093, F.S., and involves steering committee meetings, public outreach meetings, background data acquisition, data gap analysis, compilation of a critical and regionally significant asset inventory, exposure analysis, and a sensitivity analysis. Flood scenarios impacting each asset will be detailed in the inventory, and the assets will be prioritized. All of this data will be included in the Final Vulnerability Assessment Report with maps and tables.

Additionally, Cummins Cederberg will prepare a web-based GIS story map website that can be linked to the Town's website or homepage. This website will keep the public up-to-date on the project timeline and improve the community's awareness of flood risks. The story map website will be accessible to the public, Town staff, elected officials, and regional partners to align future project goals and/or resiliency initiatives.

Cummins Cederberg is leading the FDEP grant administrative services for the Town. This includes grant reporting as required by the FDEP and ongoing coordination with the FDEP grant manager and Town staff throughout the duration of the Town of Jupiter Island's Vulnerability Assessment and Resilience Plan.

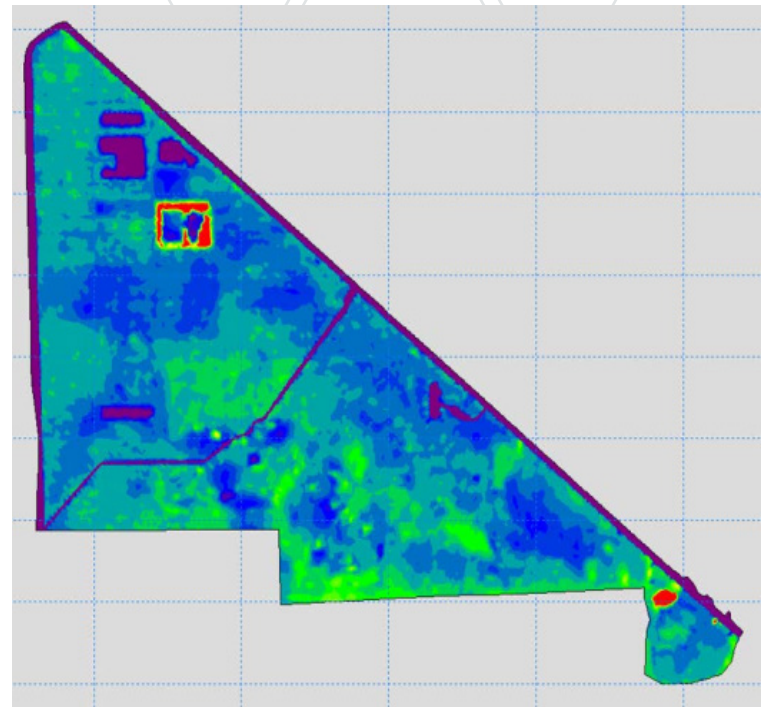
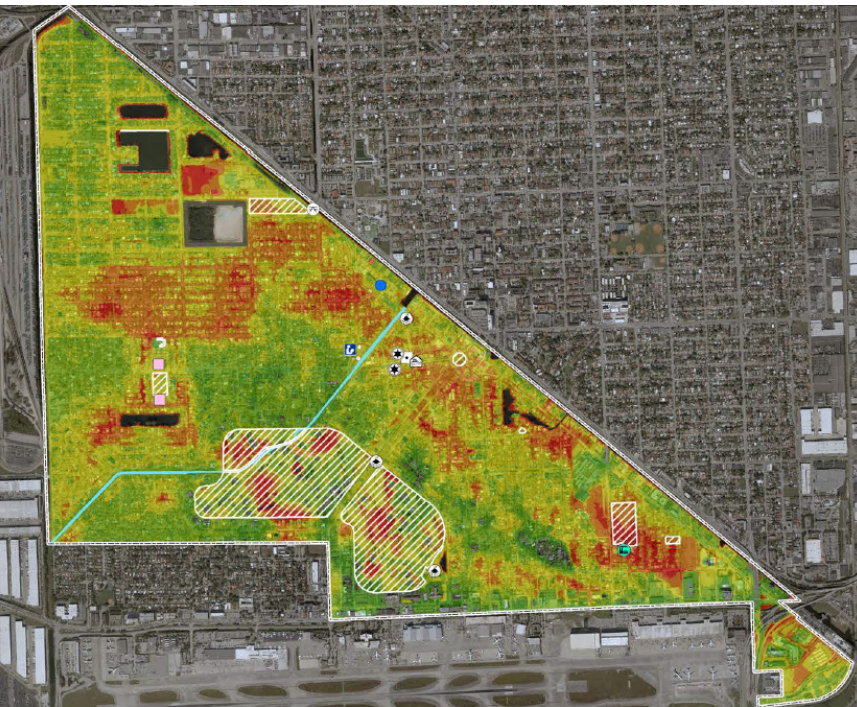
Scope:

- Coastal engineering
- Public outreach
- Steering committee
- Critical asset inventory
- Exposure analysis
- Sensitivity analysis
- Grant administration and reporting
- GIS story map website
- Environmental consulting services

City of Miami Springs Vulnerability Assessment

Miami Springs, Florida

CUMMINS | CEDERBERG
Coastal & Marine Engineering



Cummins Cederberg provided coastal engineering and GIS services to assist City of Miami Springs' Vulnerability Assessment and Resilience Plan, funded through the Florida Department of Environmental Protection (FDEP) Resilient Florida grant program. As part of the vulnerability assessment, data compilation on critical assets, sea level rise analyses, flood depth mapping, groundwater analyses, and future planning were required.

Available City and County GIS data and property appraisal databases were obtained and reviewed for to identify critical assets within the City of Miami Springs. Cummins Cederberg categorized the critical assets based on the four categories outlined in the statute. The City and County GIS datasets were assessed for the depth and breadth of information available to aid in identifying publicly owned assets and critical infrastructure. The infrastructure data collected included relevant asset information such as vertical elevations and property replacement values as available. The critical assets identified within the City boundaries were mapped and categorized per the statutory requirements.

Cummins Cederberg also compiled publicly available LiDAR data and produced a Digital Elevation Model for use in the vulnerability assessment. Available surface water and groundwater level data were compiled, and available storm surge data were identified and compiled from different data sources.

Water level analyses were conducted to determine current sea level trends and groundwater trends impacting the City of Miami Springs. The analyses also included identifying seasonal high tides, or "king tides" within the City's boundary and extreme rainfall. The NOAA sea level rise intermediate low and intermediate high projections were utilized to understand future water levels for the 2040 and 2070 planning horizon.

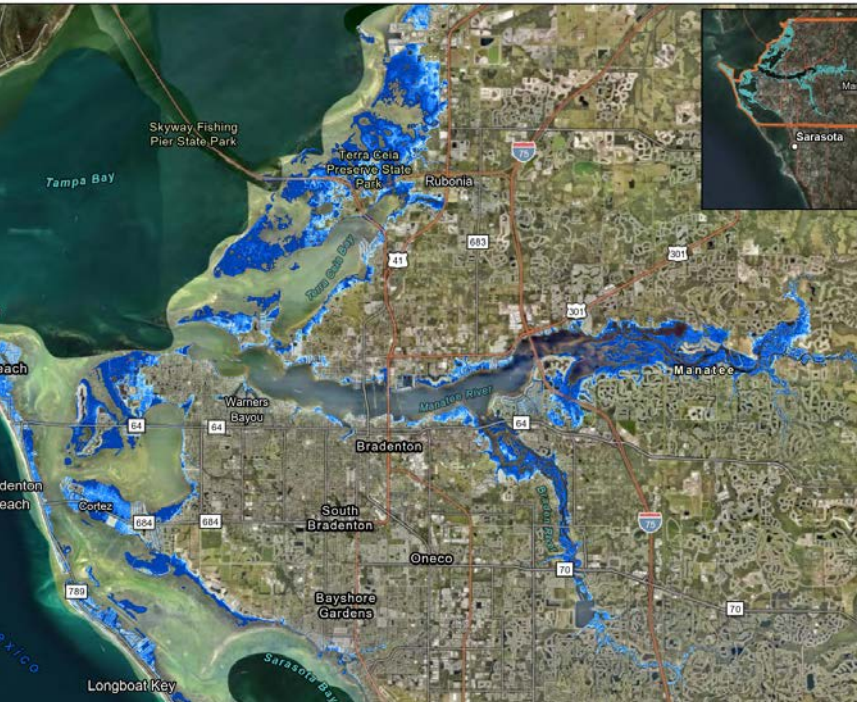
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Coastal & Marine Engineering

Scope:

- Coastal engineering
- Data collection
- GIS data collection
- Critical asset inventory
- Exposure analysis
- Sensitivity analysis

Manatee County Vulnerability Assessment & Adaptation Plan

Manatee County, Florida



Under a continuing services contract, Cummins Cederberg is providing coastal engineering and climate resilience services to develop a statutorily compliant Vulnerability Assessment and Adaptation Plan using the funding secured from the Florida Department of Environmental Protection (FDEP) Resilient Florida Grant Program for Manatee County. The purpose of the vulnerability assessment is to evaluate current and future flood hazards, including high tides, sea level rise, storm surge, rainfall, and compound flood scenarios, and to identify the flood risk to critical and regionally significant assets in the County. The results of the vulnerability assessment will inform the subsequent Adaptation Plan to develop actionable strategies and project priorities that will aim to increase community resilience.

Cummins Cederberg worked closely with multiple County departments, including but not limited to floodplain management, stormwater, utilities, transportation, and natural resources, to develop a comprehensive countywide critical asset inventory with emphasis on publicly owned and/or maintained assets and those considered regionally significant. The County provided critical asset inventory was supplemented with the statewide critical asset database and publicly sourced data. The critical asset inventory was created and stored in a GIS geodatabase in accordance with the required category descriptions outlined in Section 380.093 F.S.: (1) transportation facilities and evacuation routes; (2) critical infrastructure; (3) community and emergency assets; and (4) natural, cultural, and historical resources. The inventory was to evaluate and identify data gaps and QA/QC the datasets.

Scope:

- GIS database
- Critical asset inventory
- Data gap analysis
- Climate hazard data analysis
- Sea level rise projections
- Exposure analysis
- Stakeholder engagement
- Story map and data visualization tools
- Flood sensitivity analysis
- Vulnerability assessment report
- Adaptation planning
- Grant management close-out support

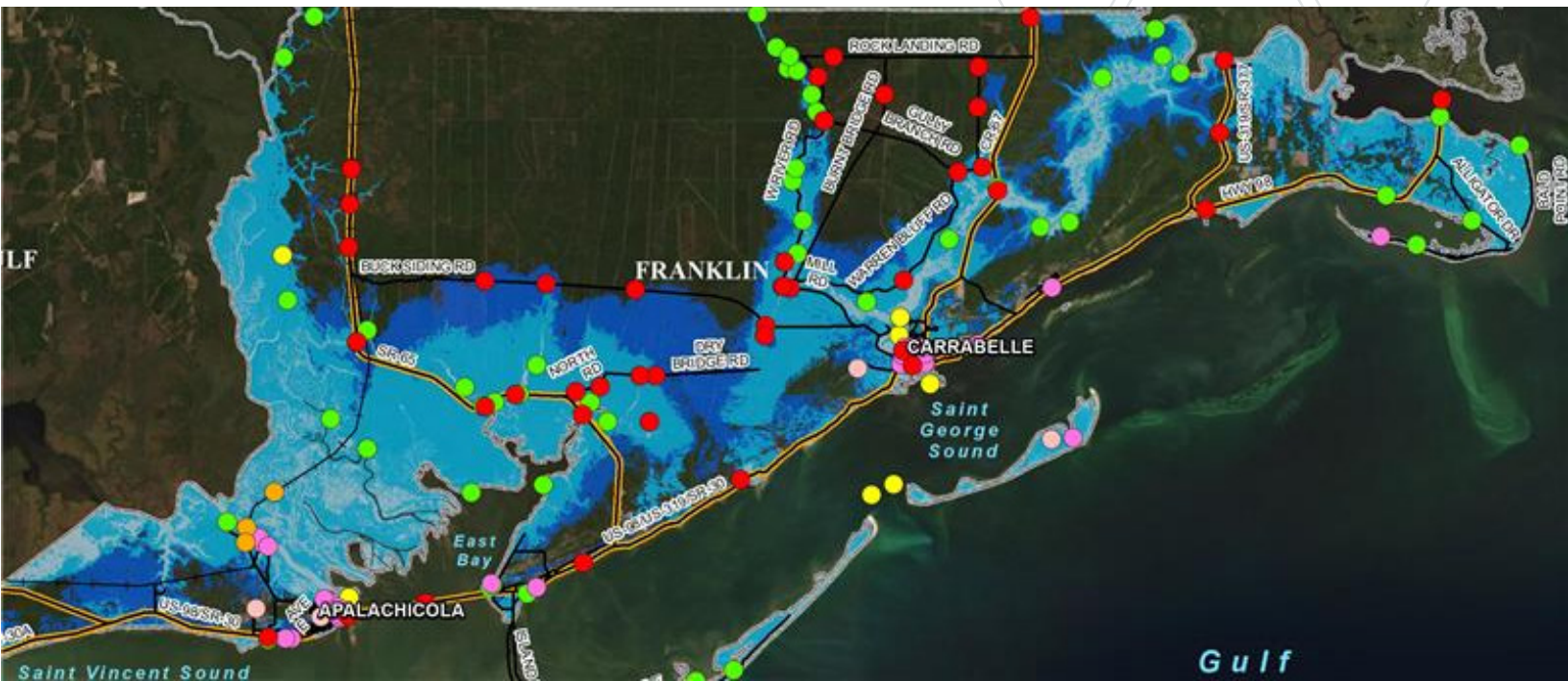
To facilitate County review and input, Cummins Cederberg developed an interactive online dashboard for viewing the critical assets and attributes. A detailed review of climate hazard data was performed to develop GIS model flood rasters. A comprehensive exposure analysis was conducted to determine the degree of vulnerability and land area flooding associated with king tides, 100-year storm surge, 2022 sea level rise, 100 and 500-year rainfall, and compound flooding. Flood scenarios were evaluated using a dynamic MIKE21 model in combination with a GIS-based bathtub model to create flood maps that identify spatial flood extent and depth of flooding throughout the County. In addition to static maps, Cummins Cederberg developed flood depth tables for each water level scenario and critical asset.

Cummins Cederberg is also working with the County to develop a database template to streamline the sensitivity analysis. This template will be used to measure the impact of flooding on assets by applying the data from the exposure analysis to the inventory of critical assets. As part of the sensitivity analysis, we will evaluate the impact of flood severity on each asset by each flood scenario and assign a risk level to prioritize the assets.

Upon completion of the exposure and sensitivity analysis, the vulnerability assessment will be finalized, including the identification of focus areas within Manatee County. Additionally, a story map will be created to facilitate public engagement and allow the community to dynamically review the results of the vulnerability assessment.

Cummins Cederberg will meet with the County to discuss adaptation strategies consistent with the Florida Adaptation Planning Guidebook to address the prioritized assets. The adaptation plan will be developed to identify, prioritize adaptation projects, and determine next steps. The vulnerability assessment and adaptation plan are the first steps in the continuing efforts to protect the county from flood hazards.

The project kicked off in November 2023, at which time the FDEP Grant Work Plan referenced the old statutory requirements. In March 2024, the project team learned of the upcoming changes related to HB 1557 and immediately began supporting the County in updating the Grant Work Plan and agreement in an effort to proactively update the analysis such that the County's VA will remain compliant with the latest Statutory changes. The Vulnerability Assessment is nearly complete with next steps being the development of the Countywide Adaptation Plan and acquisition of supporting grant funds.



In 2021, the Apalachee Regional Planning Council (ARPC) was awarded a Regional Resilience Entities grant through the FDEP Resilient Florida Program, to conduct a regional 9-county vulnerability assessment compliant with requirements outlined in Section 380.093 F.S. FL Statute. The intent of this study was to provide guidance to local governments for future county-specific vulnerability assessments using the regional climate hazard assessment data and analysis as a baseline for planning on a regional and local scale. The project entailed a targeted stakeholder outreach effort to each of the 9-counties (Gulf, Wakulla, Franklin, Jefferson, Leon, Gadsden, Jackson, Calhoun, and Liberty Counties) and the communities and municipalities within those counties to gather relevant data, identify previously initiated resiliency efforts, obtain latest available LMS, comprehensive plan and other relevant documents.

Scope:

- Critical asset inventory
- Storm surge modeling
- Tidal flood analysis
- Stakeholder outreach
- Data collection
- GIS raster analysis

Under an expedited timeline, Cummins Cederberg developed and implemented an approach for evaluating critical and regionally significant asset vulnerabilities to coastal flood risks including storm surge, sea level rise, precipitation, and compound flooding. Most importantly, the methodologies employed to conduct the vulnerability assessment adhered to the statutory requirements recently incorporated into Section 380.093 F.S.

In total, more than 14,000 public infrastructure assets were identified, inventoried in a GIS geodatabase, and evaluated across multiple flood scenarios. This evaluation was informed by critical assets category descriptions articulated in Section 380.093 F.S. These included (1) transportation facilities and evacuation routes; (2) critical infrastructure; (3) community and emergency assets; and (4) natural, cultural, and historical resources.

Flood vulnerability analysis included the use of water levels associated with the 2020 MHHW level, 2 storm surge scenarios, and 2 NOAA sea level rise scenarios for the 2040 and 2070 planning horizons. Additionally, the 2022 NOAA Technical Report was released in February 2022, just before the start of this study, which contained relevant changes to sea level rise conditions. Therefore, a comparative analysis of the 2017 and 2022 SLR scenarios was performed for the coastal counties within the region. The recently completed FEMA modeling results were utilized and applied for two storm surge conditions, using the 100-year (1% AEP) and 500-year (0.2% AEP) return period storms, to evaluate spatial variability in flood depths on a parcel by parcel and asset by asset basis. Similarly, this study included a detailed assessment to evaluate vulnerabilities related to precipitation and compound flooding effects. The flood inundation scenarios were combined, resulting in 30 flood scenarios evaluated by county and critical asset category using the FDEP GIS Standard Guidance criteria.

The analysis results identify the considerable effects of coastal flooding, storm surge, SLR, precipitation and compound flooding on the Apalachee region landscape. More than 17% of all evaluated critical assets within the coastal counties (Jefferson, Wakulla, Franklin and Gulf) are already experiencing the effects of high tide flooding. The proportion of additional critical asset vulnerabilities increased marginally under the NOAA 2040 intermediate-low and intermediate high scenarios, as much as 3%. Comparatively a 20% increase in vulnerable assets were observed in the two 2070 NOAA SLR scenarios. Notably, without considering SLR, the number of vulnerable assets increased from 17% at MHHW to 47% and 55% for the 100-year and 500-year storm surge scenarios, respectively among the 4 coastal counties.

The final deliverable resulted in a 350-page vulnerability assessment report, organized by County, with more than 90 flood inundation maps by asset category and class to provide spatial view of flood limits with respect to asset locations. These maps were supplemented with asset specific flood depth tables or each inundation scenario. Additionally, a total of 36 individual assets were evaluated at the site-specific scale to determine degree of vulnerability, outline contingencies and adaptation strategies, as well as estimate order of magnitude costs associated with those alternatives.

This regional study offers a comprehensive baseline dataset to build from for future analysis. Utilizing the results and resources made available by this assessment, the ARPC will utilize this study to support local governments in developing planning and policy strategies; prepare grant applications for implementation and infrastructure projects; and inform subsequent phases of this work. This regional vulnerability assessment will also inform future efforts made possible by Apalachee Strong, the ARPC's recently formalized regional resilience collaborative. The vulnerability assessment provided a list of recommendations for future planning phases and provides a level of compliance that allows each community and county within the region to qualify for future grant funding opportunities.



Cummins Cederberg provided coastal engineering services to assist with the City of Panama City's Vulnerability Assessment and Resilience Plan, funded through a Florida Department of Environmental Protection's Resilient Florida Planning Grant.

In the development of the critical asset inventory, Cummins Cederberg provided support by conducting a thorough QA/QC review of both the GIS geodatabase and data layers. All provided data was reviewed to ensure statutory requirements were met and identify potential data gaps.

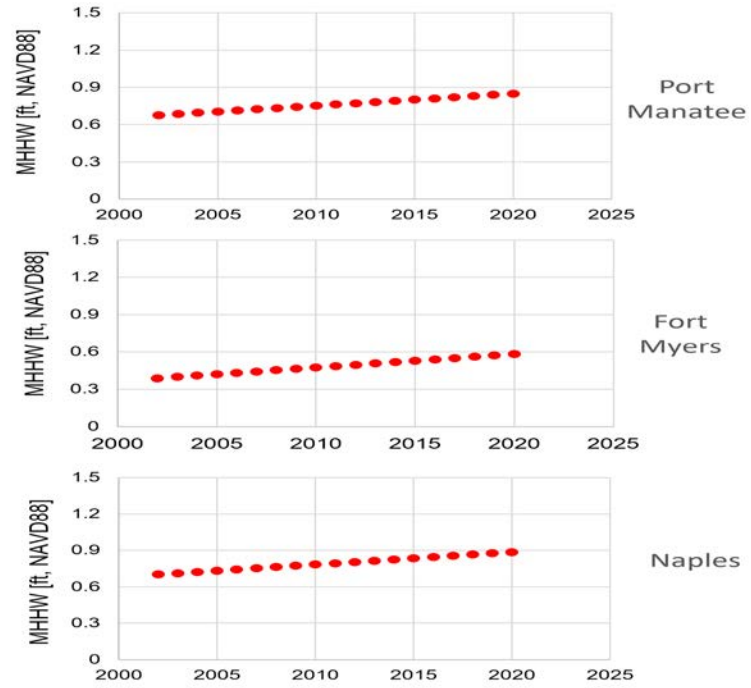
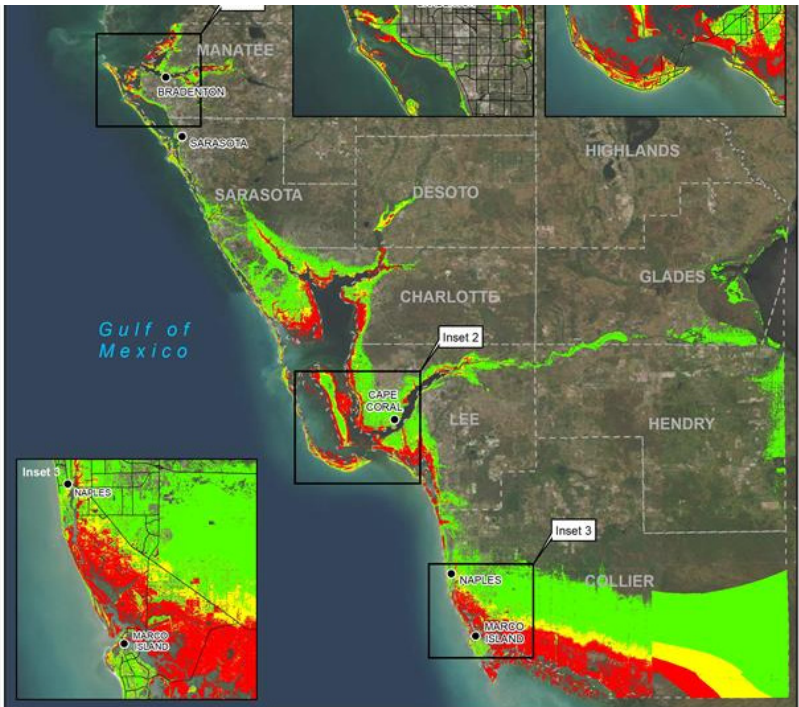
Publicly available LiDAR data was compiled, and a Digital Elevation Model (DEM) was produced as a basis for conducting a bathtub model analysis. Cummins Cederberg conducted a detailed analysis of sea level rise, storm surge, and tidal data to determine a range of present and future water level flood scenarios. These flood scenarios and DEM were then used to develop GIS flood raster files to determine the general spatial limit of flood extents and associated flood depths. Technical support was also provided to review the critical assets at risk of flooding. All analyses adhered to the statutory requirements incorporated into Section 380.093 F.S.

Additional technical support was provided for coastal-related aspects of the adaptation plan. Cummins Cederberg provided input on coastal infrastructure such as shoreline, working waterfronts, seawalls, marinas, ports, and natural coastal or wetland areas. A summary of potential coastal resilience strategies was determined to assist in the development of the adaptation plan.

Scope:

- *Critical asset inventory*
- *Data collection*
- *Coastal resilience planning*
- *Flood vulnerability assessment*
- *Coastal adaptation strategies*
- *Water level analysis*

FDOT Coastal Asset Management District 1



Cummins Cederberg conducted extensive research to assess the vulnerability of coastal assets in Florida Department of Transportation (FDOT) District 1 counties, the first district-wide sea level rise analysis effort for FDOT. The scope included creation of future tidal projections based on evaluating historical tidal measurements and the expected impact of climate change to sea level rise, local to District 1, until the year 2100. These projections were applied in a water level analysis to identify critical low-lying infrastructure throughout the district that is at risk to sea level rise and storm surge. These locations were identified using GIS mapping tools with district-wide LiDAR data for FDOT road segments, state-maintained bridges, and critical drainage infrastructure.

Scope:

- Coastal engineering analysis
- Sea level rise
- Flood mapping
- Flood mitigation concepts
- Asset management
- Tidal measurements
- Storm surge inundation
- Water level analysis
- GIS mapping
- Road elevation
- Environmental permitting feasibility

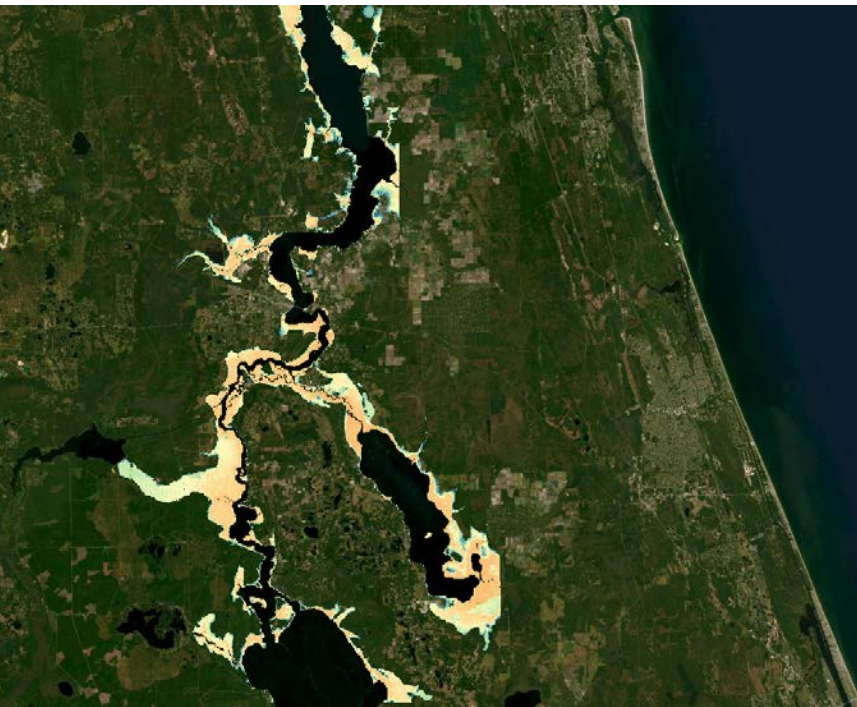
Several different roadway prototypes were created to represent the unique environments vulnerable to coastal hazards within District 1. An impact evaluation of projected water levels was conducted to identify prototype areas which are time sensitive to sea level rise, as well as inform mitigation design elevations for planning purposes throughout the District in levels of urgency. The prototypes' mitigation concepts were created from the impact evaluation with the ability to be applied throughout the District in areas with similar typical conditions to a prototype to facilitate concepts with both depth and range. Each prototype site mitigation concept was created with respect to two timelines, a near-future mitigation and a far-future mitigation, to protect FDOT assets through structure life cycles until the year 2100.

The two-phase approach also allows surrounding stakeholders additional time to adapt with FDOT road elevation changes. Furthermore, the mitigation concepts included designs for harmonization to roadway surroundings, natural or developed, along with the roadway improvements to assist neighboring adaption. The environmental permitting feasibility of the mitigation concepts were evaluated to foresee potential design constraints as areas of coastal hazards are often habitats for marine life and vegetation, subject to additional environmental regulations.

Putnam County Vulnerability Assessment

Putnam County, Florida

CUMMINS | CEDERBERG
Coastal & Marine Engineering



Putnam County

Cummins Cederberg provided coastal engineering services to assist with Putnam County's Vulnerability Assessment, funded through a Florida Department of Environmental Protection's Resilient Florida Planning Grant.

Cummins Cederberg conducted a thorough QA/QC review of the GIS geodatabase and critical asset data layers, identifying potential data gaps. Our engineers analyzed sea level rise, storm surge, and tidal data to assess current and future water level flood scenarios. This included collecting USGS surface water level records and developing a list of data sources for analysis.

Once the climate hazard data were compiled, Cummins Cederberg conducted water level analyses to identify current sea level rise trends and flood thresholds such as seasonal high tides and storm surges. The NOAA Sea level rise projection curves were adjusted for the local area per Section 380.093 F.S. and utilized to understand changing water levels, specifically considering Intermediate Low and Intermediate High scenarios for the years 2040 and 2070.

Additionally, high tide flooding and storm surge scenarios were evaluated through flood depth mapping as part of the exposure analysis for the vulnerability assessment. GIS stillwater raster files were developed for these scenarios, overlaying them with the Digital Elevation Model (DEM) to determine the spatial limits of flood extents and depths for each scenario. A tabular summary of water level scenarios and a brief analysis summary were provided, along with flood depth raster files to use in the sensitivity analysis to evaluate critical assets. Based on the exposure analysis results, Cummins Cederberg provided recommendations for priority areas and next steps for adaptation.

Scope:

- *Climate hazard data collection*
- *Flood depth mapping*
- *Exposure analysis*
- *Water level analyses*
- *Vulnerability assessment*

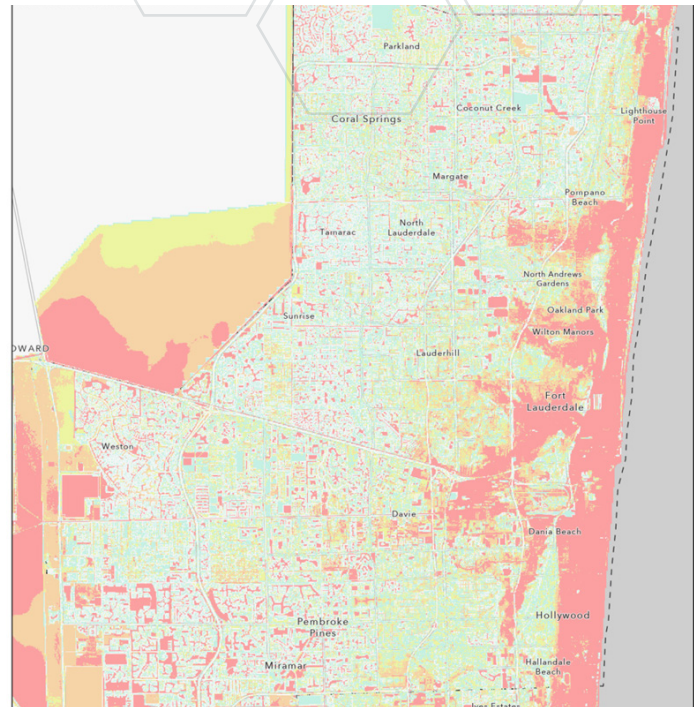
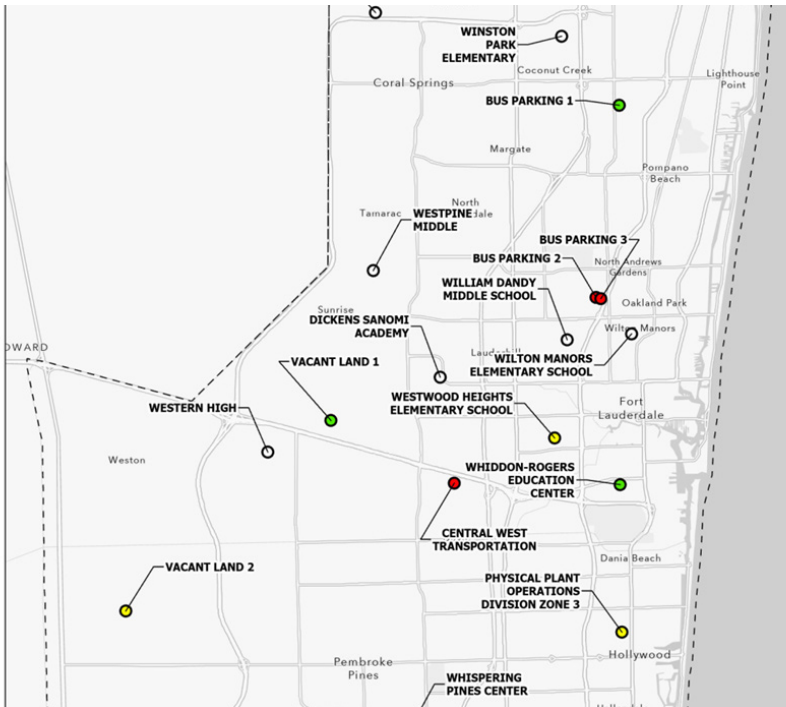
Cummins Cederberg developed a hydrodynamic numerical model using the state-of-the-art DHI MIKE 21 software, combining the impacts of high-tide-flooding, rainfall induced flooding, and storm surge flooding, serving as the basis of the exposure analysis in the vulnerability analysis. The numerical model outputs allowed for the dynamic mapping of the flood depth across the City of Miami Springs for use in the vulnerability analysis. A series of maps for each inundation scenario and planning horizon summarized the extent of flooding and impacts to critical assets.

Following the completion of the exposure analysis, Cummins Cederberg supported the sensitivity analysis by completing zonal statistics to determine the critical assets impacted by flooding, the flood depth each asset is exposed to, and the percentage of flooded area. A summary of potential coastal resilience strategies was determined to assist in the development of the adaptation plan.

Broward County Risk Assessment and Resilience Plan

Broward County, Florida

CUMMINS | CEDERBERG
Coastal & Marine Engineering



The Broward County Risk Assessment and Resilience Plan assisted in developing tools to illustrate the vulnerability of County-owned assets to coastal flooding and sea level rise. The assessment was expanded to inform a phased capital improvement plan of various adaptation strategies to reduce the impacts of flooding.

Critical County-owned assets were identified and analyzed for inundation under eighteen different flooding scenarios that combined factors such as tide levels, rainfall, and storm surge. A risk factor was developed that reflected the criticality of services provided by an asset, asset value, planned service life, severity of flooding impacts to the services, economic impacts, planning horizon, and frequency of impacts.

Cummins Cederberg verified the accuracy of the risk factors and led the efforts to each asset risk factor in ArcGIS Pro. The maps were used to visually represent the locations of the most sensitive assets. Our team also assisted with preparing a draft Vulnerability Assessment report to summarize the findings of the exposure and sensitivity analysis.

Scope:

- Critical asset inventory
- Data collection
- Coastal resilience planning
- Flood vulnerability assessment
- Coastal adaptation strategies
- Water level analysis

City of Sanibel Vulnerability Assessment

City of Sanibel, Florida

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Coastal & Marine Engineering



Cummins Cederberg is providing coastal and marine engineering along with environmental consulting services to assist with the City of Sanibel's Comprehensive Vulnerability Assessment, funded through the Florida Department of Environmental Protection (FDEP) Resilient Florida grant program. The intent of the City-wide Vulnerability Assessment is to evaluate the vulnerability of critical assets to a range of flood risks and lay the groundwork to develop a proactive adaptation plan to enhance the City's and the State's resilience to flooding and sea level rise.

The Vulnerability Assessment will include all requirements outlined in 380.093, F.S., and involves a kick off meeting, public outreach meeting, background data acquisition, data gap analysis, compilation of a critical and regionally significant asset inventory, exposure analysis, and a sensitivity analysis. Flood scenarios impacting each asset will be detailed in the inventory, and the assets will be prioritized. All this data will be included in the Final Vulnerability Assessment Report with maps and tables.

Additionally, Cummins Cederberg will prepare a web-based GIS map that can be linked to the City's website or homepage. This website will keep the public up-to-date on the project timeline and improve the community's awareness of flood risks. The GIS map website will be accessible to the public, City staff, elected officials, and regional partners to align future project goals and/or resiliency initiatives.

Cummins Cederberg is supporting the City with grant administration related to the FDEP Resilient Florida grant for the City of Sanibel's Vulnerability Assessment. Services include grant reporting, ongoing grant coordination, deliverables tracking, and grant closeout. Additionally, Cummins Cederberg led the grant application and acquisition of additional funds to support the City's Adaptation Plan.

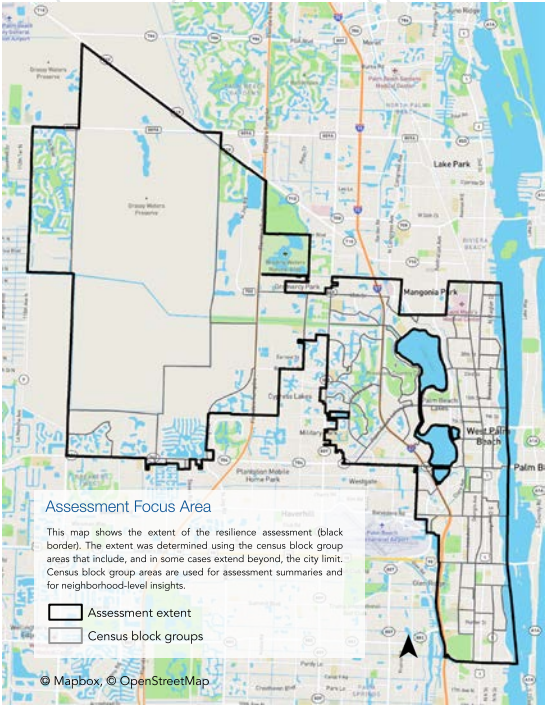
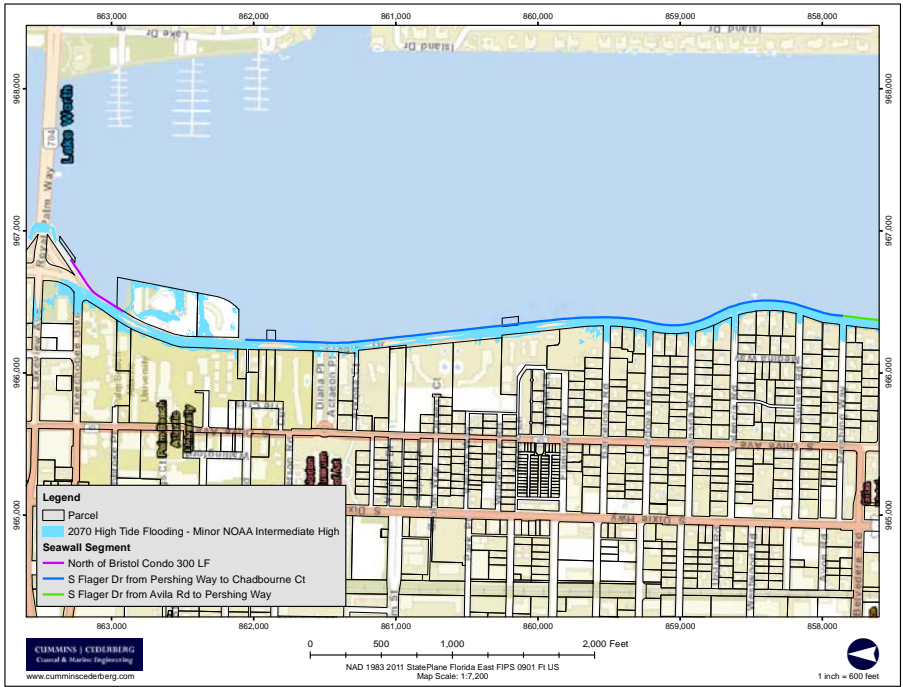
Scope:

- Coastal engineering
- Public outreach
- Steering committee
- Critical asset inventory
- Exposure analysis
- Sensitivity analysis
- Grant administration and reporting
- GIS story map website
- Environmental consulting services

City of West Palm Beach Resiliency Funding

City of West Palm Beach, FL

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Coastal & Marine Engineering



Cummins Cederberg assisted the City’s Community Rating System (CRS) Coordinator in modifying the Palm Beach County Enhanced Local Mitigation Strategy (LMS) Project Priority List to recognize seawall-related coastal hazards and resiliency needs during the County’s 5-year LMS review. This project list was important because when an Executive Order for hurricane recovery was issued, the City could easily submit the proposed projects to initiate execution and receive FEMA recovery reimbursements.

Scope:

- Coastal engineering
- Environmental permitting
- Environmental resource survey
- Stakeholder engagement

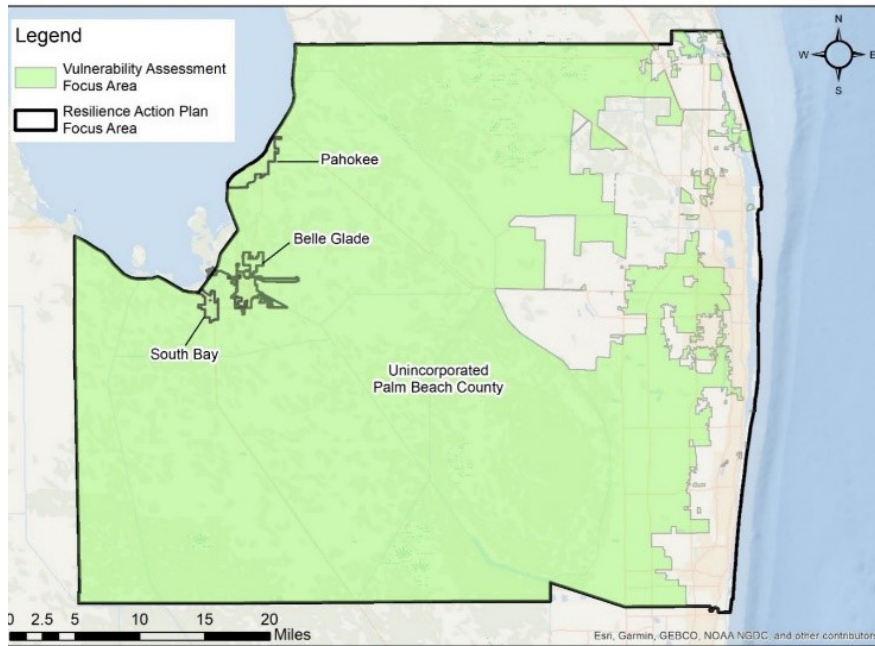
Cummins Cederberg hosted multiple virtual meetings to facilitate the inclusion of these seawall projects in the LMS, including meetings with the County’s Floodplain Administrator. They reviewed the County’s LMS and provided recommendations on language and approach regarding the inclusion of the City’s shorelines, seawalls, bulkheads, and related infrastructure. Ultimately, Cummins Cederberg successfully supported the City in securing the addition of five projects, valued at over \$71 million, to the LMS Project Priority List.

Palm Beach County Vulnerability Assessment and Resiliency Action Plan (VARAP)

Palm Beach County, FL



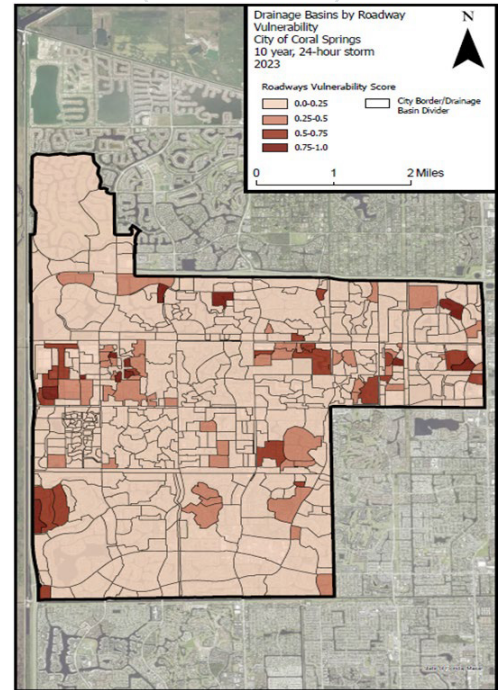
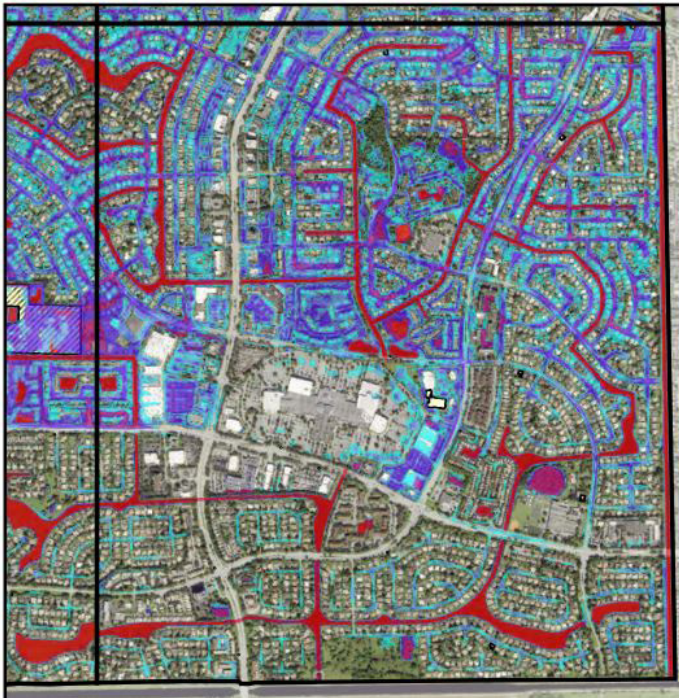
Vulnerability Assessment & Resilience Action Plan Focus Area



CMA is providing support to Palm Beach County’s effort to prepare a Vulnerability Assessment and Resilience Action Plan. This effort is funded by a Florida Department of Economic Opportunity (DEO) Grant and includes a vulnerability assessment of the unincorporated areas and western municipalities of Palm Beach County as well as critical County-owned or maintained assets. The analysis includes an assessment of flooding and sea level rise impacts, as well as a tree inventory, greenhouse gas inventory, and identification of 30 adaptation/mitigation projects in key focus areas. The effort will incorporate extensive use of GIS to analyze and document the findings.

The City of Coral Springs Stormwater Master Plan & Vulnerability Assessment

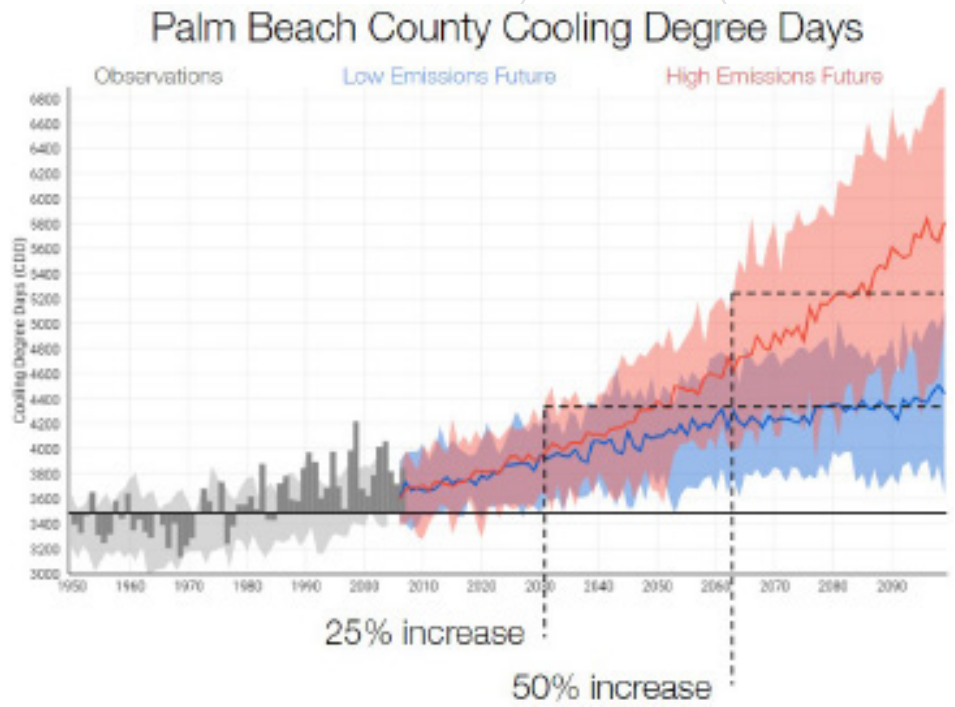
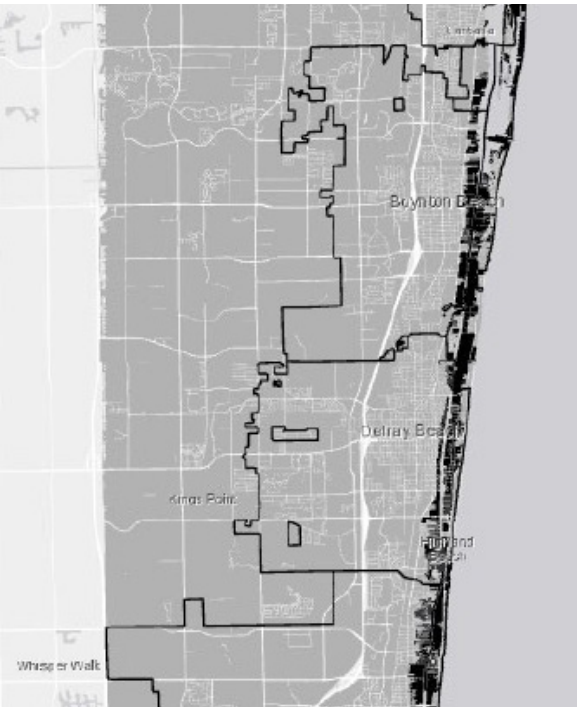
The City of Coral Springs, FL



CMA partnered with Brizaga to conduct a Vulnerability Assessment for the City of Coral Springs, ensuring compliance with Resilient Florida Grant Requirements. Initial assessment tasks were completed through a recent stormwater master plan project. This scope of work includes acquiring background data, conducting an exposure and sensitivity analysis, and delivering a final vulnerability assessment report.

Before the grant award, Brizaga conducted a vulnerability assessment aligned with Florida Statutes. Collaborating with the stormwater modeling lead, Brizaga developed exposure and sensitivity methodologies, performed GIS mapping based on the Prime Consultant's precipitation-compliant deliverables, and authored the City's vulnerability assessment. The assessment evaluated assets based on impact and criticality under various hazard scenarios, identifying at-risk assets in light of recent state funding. Additionally, Brizaga prepared a Citizen's Guide to educate residents on stormwater management in an engaging and accessible format.

South County Climate Change Vulnerability Assessment City of Lake Worth Beach, FL



CMA was part of a consultant team that provided a climate change vulnerability assessment (CCVA) for eight municipalities that are part of the Southeast Palm Beach County Coastal Resilience Partnership (CRP). The CCVA consisted of five general tasks: 1) explore climate threats, 2) assemble data on community assets, 3) assess vulnerabilities and risks, 4) investigate potential adaptation strategies, and 5) prepare final report and interactive maps. The results of the CCVA will be used to implement adaptation strategies that are cohesive and collaborative among participating entities in order to develop a region resilient to the impacts of climate change.

Village of Key Biscayne Resilience Program & Vulnerability Assessment

Village of Key Biscayne, FL



In 2022, the Village of Key Biscayne initiated an extensive Resilient Infrastructure and Adaptation Program encompassing the entire village, including developing a Resilient Infrastructure Strategy aligned with this strategy. This program aims to harmonize and execute all Village initiatives, which are structured around our essential five Lines of Effort, to optimize advantages for residents and minimize disruptions. By prioritizing utilizing all available funding sources and adhering to the “Dig Once” principle, the community will maximize the value derived from the investments in our infrastructure. The Village is poised to enhance and “Elevate our Island Paradise” through collaborative efforts.” This Program included a comprehensive flood vulnerability assessment, which Brizaga led for the entire project team.

Scope of Work

- Develop a Resilient Infrastructure Strategy for the entire village, including a flood vulnerability assessment (compliant with s. 380.093 F.S.).
- Create an Integration and Implementation Plan to implement the \$100 million general obligation bond and additional infrastructure needs.
- Oversight of the implementation of the entire Resilience Program for the Village.

Brizaga Project Highlights

Brizaga led the creation of the Resilient Infrastructure Strategy, including its graphic design, to ensure it was visually compelling and aligned with project objectives. The team also led the update of the flood vulnerability assessment for the Village, ensuring full compliance with s. 380.093 F.S.. Additionally, Brizaga assisted the Village in applying for multiple grants across several funding programs, successfully securing several grants to support the project’s initiatives.

Punta Gorda Climate Adaptation Plan Update*

City of Punta Gorda, Florida

The City of Punta Gorda was awarded a 2018-19 Florida Resilient Coastlines Resiliency Planning grant, administered by Florida Department of Environmental Protection. While at her previous firm, Jenna Phillips led the project which entailed a vulnerability analysis for city-owned critical infrastructure and prepare an addendum to the 2009 climate adaptation plan with a living shoreline element.

A vulnerability assessment was conducted to address public infrastructure within City limits, with an emphasis on coastal flooding impacts to critical facilities and historic properties. The purpose of a vulnerability assessment is to allow communities to identify and prioritize structural and social assets that are likely to be impacted by future coastal flooding and sea level rise. This analysis used a Geographic Information System (GIS)-based bathtub model assessment of the City's public infrastructure with respect to sea level rise projections and tropical storm surge stillwater elevations (SWEL). Publicly owned building finished floor elevations were compared to future sea level rise thresholds and storm surge inundation depths. To further refine the focus areas, public workshops were held to engage stakeholders and obtain feedback on perceived vulnerabilities and priority critical assets.

Specific vulnerability criteria were established in order to identify Adaptation Focus Areas for the City. These criteria included parcel inundation at 3 feet of sea level rise, a ratio of flooded acreage and number of publicly owned parcels, critical facilities and historic properties. Once vulnerable focus areas and specific affected infrastructure were determined, a range of micro- and macro-adaptation strategies were evaluated and identified for each focus area, including recommended updates to the City's Comprehensive Plan.

Living shorelines have been implemented since the City's inception with the preservation of greenspace. Among the adaptation strategies identified, living shorelines are a key strategy for shoreline management. The City contracted Taylor Engineering to develop a living shoreline technical guidance document for future planning, design and permitting of living shoreline opportunities.

The Punta Gorda City Council adopted the plan on October 2, 2019 and intends to carry out some of the adaptation options in the next few years.

Scope:

- *Vulnerability analysis*
- *Climate adaptation plan*
- *Grant identification*
- *Adaptation focus areas*
- *Adaptation strategies*
- *Stakeholder engagement*
- *Living shoreline technical guidelines*
- *Sea level rise scenarios*
- *Comprehensive plan update*
- *Stakeholder outreach/engagement*

**Performed by Cummins Cederberg QA/QC Manager while at prior firm*

Sarasota County Coastal Resiliency* Sarasota, Florida

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Coastal & Marine Engineering

While at her previous firm, Jenna Phillips led the completions of a baseline coastal analysis and vulnerability assessment for Sarasota County's coastal areas fronting the Gulf of Mexico. The combination of sea level rise and more frequent and stronger storms is a threat to Sarasota County's coastline. First, the team compiled the existing shoreline conditions and current beach management approaches applied by the County and its municipalities. To provide the County with a comprehensive look at the health of the Gulf-facing shoreline and locate focus areas for future work, Taylor Engineering analyzed the shoreline positions for the shorefronts which are not "actively managed." For these shorelines, the team evaluated the erosion history and current beach width. The team recommended implementing a county-wide beach monitoring program and beach management plan to better understand areas in critical need, improve coastal resilience and post-storm recovery, establish consistent project planning and project prioritization, and provide one cohesive, unified approach for improving coastal resiliency.

Next, the team produced an in-depth coastal vulnerability assessment to help the County identify and prioritize which critical assets are at risk to future coastal flooding. The analysis consists of a Geographic Information System (GIS)-based comparison of the elevation of County infrastructure elements with respect to sea level rise projections and storm surge. The six flood inundation scenarios evaluated are a combination of present-day water levels, two future sea level projections, and a tropical storm-generated water level.

Scope:

- *Sea level rise projections*
- *Flooding exposure analysis*
- *Stakeholder outreach*
- *Grant writing*
- *Coastal process analyses*
- *Public workshops/webinars*
- *Adaptation strategies*
- *GIS modeling*

**Performed by Cummins Cederberg QA/QC Manager while at prior firm*

Venice Vulnerability Analysis & Resilience Plan*

City of Venice, Florida

CUMMINS | CEDERBERG
Coastal & Marine Engineering

The City of Venice initiated a resilience planning project to understand the vulnerabilities to coastal flooding and proactively develop strategies for a more resilient community. The City received grant funding from the FDEP Resilient Coastlines Program to evaluate potential flood risks to infrastructure and identify adaptation strategies for future planning and implementation. This study was the first of a multi-phased effort to increase the City's resilience to flooding and storm events. The objective of this study was to develop actionable steps to plan and implement projects to reduce vulnerability and mitigate flood risks.

Team project manager, Jenna Phillips, performed the analysis and resilience planning effort which consisted of:

- 1) Background Review and Data Identification – The project team reviewed City and County datasets to assess the quantity and quality of information available about public infrastructure to support the vulnerability assessment.
- 2) Vulnerability Assessment – This analysis compared relevant site/structure elevations of the critical assets identified by the City to the anticipated water levels for nine flood inundation scenarios which combine two future sea level rise projections with two tropical storm-generated water levels.
- 3) Adaptation and Resilience Strategies – Four geographic focus areas, that consisted of high densities of vulnerable public assets, were identified. A matrix of adaptation and resilience strategies summarizes implementation options for each of the vulnerable assets identified within the focus areas.
- 4) Public Outreach and Website – Community engagement was more challenging due to the COVID-19 pandemic, however the use of a variety of online platforms allowed the project team to interact with stakeholders in a variety of different ways. Public outreach to stakeholders consisted of three public presentations to the City's Environmental Advisory Board, a social media campaign, an online survey, and an interactive website.
- 5) Resilience Planning Summary Report – The report summarizes the vulnerability assessment results, recommended adaptation and resilience strategies, and proposed City Comprehensive Plan addenda to address resilience.

Scope:

- Sea level rise projections
- Flooding exposure analysis
- Adaptation strategies
- Resilience planning
- Public outreach
- Website design
- GIS modeling

**Performed by Cummins Cederberg QA/QC Manager while at prior firm*



Personnel Experience & Qualifications

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PERSONNEL EXPERIENCE & QUALIFICATIONS



PROJECT MANAGER

Over 10 years of experience specializing in coastal infrastructure projects with a focus on adaptation planning and design

Instrumental in developing coastal adaptation plans that address pressing environmental challenges

Effective communication and collaboration with clients, regulatory agencies, and contractors to ensure project success and stakeholder satisfaction.

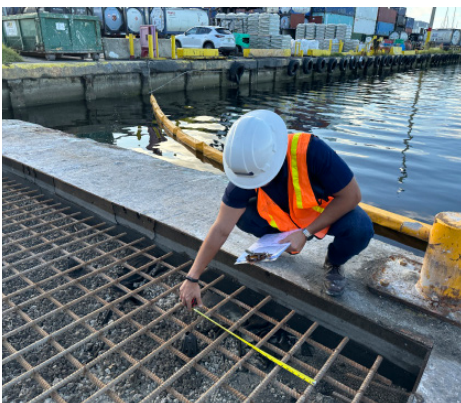
Leonard Barrera, PE, WEDG, ENV SP, CFM

Leonard is a coastal and marine engineer with experience in vulnerability assessments, adaptation planning, and design of innovative coastal and waterfront projects. With extensive experience across Florida, the Caribbean, and Central America, Leonard's expertise spans marine coastal engineering, structural design, and master planning, with a strong emphasis on resilience and sustainability.

He has led numerous vulnerability assessments and planning studies for coastal communities, including the Bal Harbour Village Vulnerability Assessment, the City of Miami Springs Vulnerability Assessment, and the Town of Bay Harbor Islands Resiliency and Seawall Condition Assessment. These studies play a crucial role in understanding the impacts of climate change, sea level rise, and storm surge on critical infrastructure, and they inform long-term strategies for adaptation and mitigation.

- City of Panama City Vulnerability Assessment and Adaptation Plan
- City of Miami Springs Vulnerability Assessment
- Bal Harbour Village Vulnerability Assessment and Coastal Resilience Plan
- Putnam County Vulnerability Assessment

Project Manager skilled in vulnerability assessments and planning studies for coastal communities



KEY PERSONNEL & ROLES - Cummins Cederberg



Jannek Cederberg, PE
22 years of experience

Principal-in-Charge

Jannek is formally trained as a civil engineer, specializing in coastal engineering from the Technical University of Denmark. He has more than 21 years of experience in marine field investigations, hydrodynamics, linear and nonlinear wave dynamics, numerical modeling, coastal structure design, sea level rise, environmental permitting, and infrastructure projects.

As the Principal-in-Charge, Jannek will provide ongoing oversight and thorough review of all tasks and deliverables. His leadership ensures project quality, adherence to timelines, and budget compliance, fostering effective communication and resolving any issues before they arise.

Representative project experience

- Bal Harbour Village Vulnerability Assessment and Coastal Resilience Plan
- City of Miami Springs Vulnerability Assessment
- FDOT D1 Coastal Asset Management



Jenna Phillips
18 years of experience

QA/OC Manager

Jenna has over 18 years of experience in a broad range of coastal/marine engineering works, including the preparation of feasibility studies, beach management plans, coastal assessments, coastal structure design, resiliency planning and flood vulnerability analyses, numerical modeling, living shoreline/nature-based planning and design, environmental restoration and mitigation, structural assessment and rehabilitation, beach design and renourishment, dredging and dredged material management, and regulatory coordination/permitting in the United States, Puerto Rico, and Caribbean.

Jenna will oversee quality assurance and quality control processes to ensure products or services meet regulatory and company standards. She will develop and implement testing procedures, conduct audits, and collaborate with teams to resolve quality issues.

Representative project experience

- Manatee County Vulnerability Assessment and Adaptation Plan
- Bal Harbour Village Vulnerability Assessment and Coastal Resilience Plan
- City of Venice Vulnerability Analysis and Resiliency Plan



Jordan Cheifet, PE
18 years of experience

Coastal
Engineer

Jordan is a marine and coastal engineer with more than 18 years of technical and project management experience, including coastal engineering, shoreline restoration/stabilization design, waterfront structure design, FEMA coastal floodplain mapping, and numerical modeling. His field experience includes underwater waterfront facility inspections, GIS/GPS data collection and analysis, surveying, and construction administration.

Collaborating with the team, he will assist with the assessment of coastal dynamics, analyze wave and tide impacts, and develop resilient structures. His expertise ensures effective coastal protection, mitigating erosion and flooding risks.

Representative project experience

- Town of Jupiter Sawfish Bay Park Shoreline Improvement
- City of West Palm Beach Pilot Seawall Elevation Project
- City of Hollywood Tidal Flood Mitigation and Shoreline Protection



Brent Gore, GISP
14 years of experience
Senior GIS Analyst

Brent Gore is a professional geographer and certified GIS Professional with over 14 years of experience directing and supporting various coastal and marine GIS-related projects with geospatial and remote sensing analysis, cartographic products, and database management. These projects include environmental impact assessments (EIA) and environmental baseline and monitoring surveys (EBS/EMS) of marine environments, digital image classification and interpretation of both benthic and terrestrial environments, natural resource surveys consisting of habitat monitoring, restoration, and relocation, and various coastal resiliency and vulnerability studies.

Representative project experience

- City of Miami Springs Vulnerability Assessment
- Bal Harbour Village Vulnerability Assessment
- Apalachee Regional Planning Council Vulnerability Assessment



Danielle Irwin
24 years of experience
Regulatory Review
and Policy

Danielle specializes in water resource management and has extensive expertise in working waterfronts, shoreline stabilization (seawalls to living shorelines), waterfront parks and public spaces, flood management, grant funding assistance, and coastal resilience. Prior to joining Cummins Cederberg she held the position of Chief of FDEP’s Bureau of Beaches & Coastal Systems, leading the State’s coastal management programs including funding.

Her regulatory experience includes oversight of statewide regulatory programs including beaches, inlets and ports Joint Coastal Permitting, Coastal Construction Control Line Permitting, Environmental Resource Permitting, beach management funding assistance, mitigation banking, mining, and oil and gas regulation. Her background in biology and oceanography, as well as her experience in state government, are key to facilitating project development from a policy, permitting, and funding perspective.

Representative project experience

- Town of Jupiter Island Vulnerability Assessment
- Bal Harbour Village Vulnerability Assessment
- City of Panama City Vulnerability Assessment and Adaptation Plan



Katie Britt Williams
11 years of experience
Grant Funding &
Administration

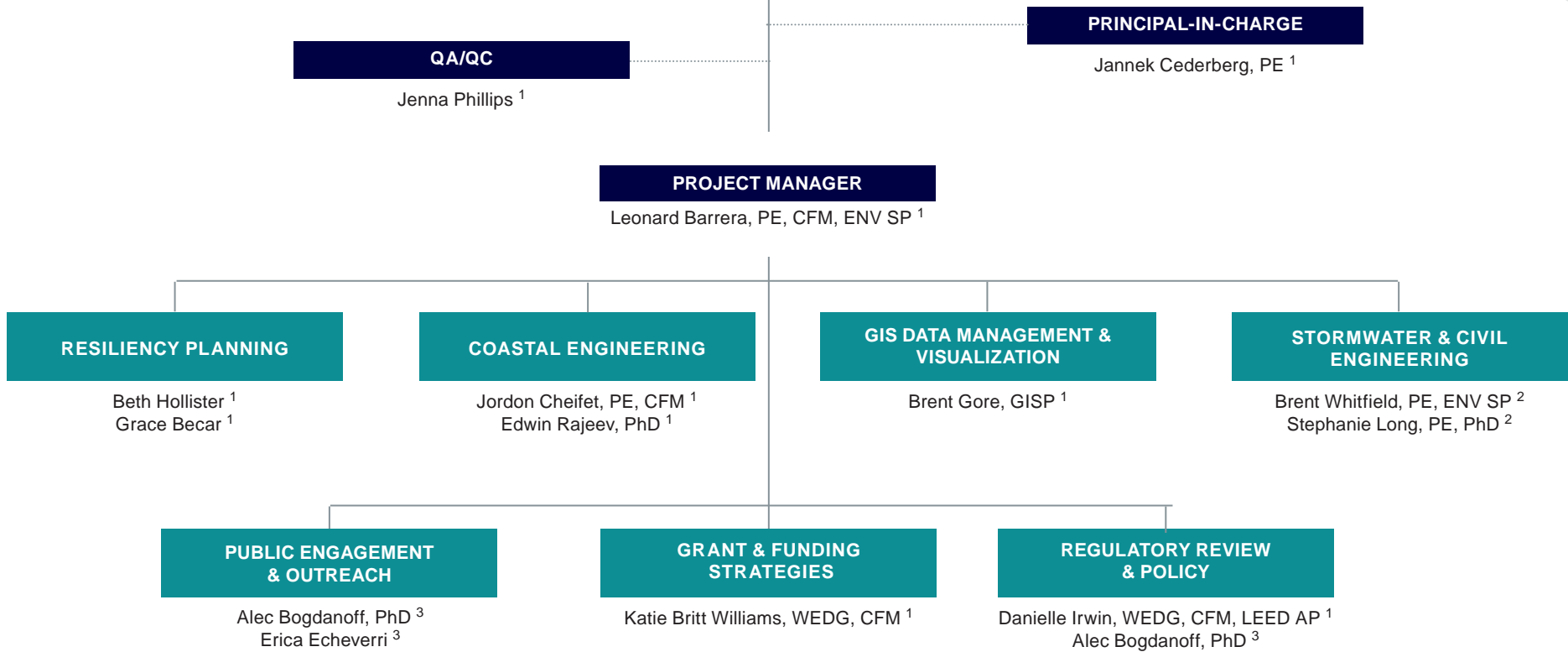
Katie has more than 11 years of technical and project management experience, including coastal waterfront management, integrated watershed restoration efforts, grant writing and management, policy coordination and environmental regulatory permitting throughout the state of Florida. Her field experience includes water quality monitoring, wetland surveying, and site compliance inspections.

Katie will lead the funding opportunities and compliance of the project funding and manage all aspects of grant implementation. She will confirm adherence to the grant regulations and guidelines, oversee budget allocation, and reporting. Her meticulous approach will optimize resource utilization for a successful project outcome.

Representative project experience

- St. Petersburg Shoreline and Seawall Shoreline Vulnerability
- Apalachee Regional Planning Council Vulnerability Assessment
- Palm Beach County Shoreline Resiliency Planning

ORGANIZATIONAL CHART



1. Cummins Cederberg; 2. Chen Moore & Associates; 3. Brizaga



YEARS OF EXPERIENCE

- 10

EDUCATION

- MSc Ocean Engineering, University of Miami
- BSc Civil Engineering, University of Miami

LICENSES

- Florida PE No. 90872

CERTIFICATIONS

- Waterfront Edge Design Guidelines Associate
- Envision Sustainability Professional
- Federal Aviation Administration Remote Pilot
- Certified Flood Plain Manager

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

Leonard is a coastal engineer with experience in the planning, engineering analysis, and design of coastal and waterfront development projects in Florida, the Caribbean, and Central America. His experience, ranging from project inception to construction, includes field investigations, structural design, inspections, feasibility studies, cost estimates, comprehensive coastal engineering analyses, numerical modeling, structural design, construction drawings, technical specifications, and construction management. He has also conducted beach nourishment projects and developed numerical models for coastal processes and floodplain modification studies

RELEVANT PROJECT EXPERIENCE

City of Panama City Vulnerability Assessment & Adaptation Plan, Panama City, Florida. Served as senior coastal engineer for Panama City's Vulnerability Assessment and Resilience Plan, funded by a Florida Department of Environmental Protection Resilient Florida Planning Grant. Conducted flood depth mapping to evaluate flood risks associated with sea level rise, high tide flooding, storm surge and rainfall as part of the exposure analysis for the Vulnerability assessment. Led LiDAR data compilation to create a Digital Elevation Model for the exposure analysis. Developed GIS flood raster files to map flood extents and depths. Reviewed critical assets at flood risk and provided technical support for the adaptation plan, including coastal infrastructure and resilience strategies.

Putnam County Vulnerability Assessment, Putnam County, Florida. Served as senior coastal engineer for Putnam County's Vulnerability Assessment, funded through a FDEP's Resilient Florida Planning Grant. This involved conducting a meticulous QA/QC review of the GIS geodatabase and critical asset data layers to ensure accuracy and identify data gaps. Performed in-depth analyses of sea level rise, storm surge, and tidal data to map out flood depths in current and future flood scenarios, adjusting NOAA's sea level rise projections for local conditions. Developed GIS flood raster files overlaying scenarios with the Digital Elevation Model (DEM) to map flood extents and depths, and provided detailed water level scenarios and analysis summaries for the county's use in sensitivity analyses. Coordinated technical support for the adaptation plan, identifying priority areas for future adaptation.

Manatee County Vulnerability Assessment & Adaptation Plan, Manatee County, Florida. Senior coastal engineer for Manatee County's Vulnerability Assessment and Adaptation Plan, funded by the FDEP Resilient Florida Grant Program. Conducted detailed analyses of sea level rise, King Tides, storm surge scenarios, and 100-year and 500-

year rainfall to assess present and future flood risks. Utilized numerical models for analysis of compound flood scenarios (rainfall, king tides, and storm surge), and assisted in creating a comprehensive critical asset inventory in a GIS geodatabase per Section 380.093 F.S.

City of Miami Springs Vulnerability Assessment, Miami Springs, Florida. Senior coastal engineer for the City of Miami Springs' Vulnerability Assessment and Resilience Plan, funded by the FDEP Resilient Florida grant program. Tasks included compiling data on critical assets, conducting sea level rise and flood depth analyses, and creating future planning scenarios. Developed a numerical hydrodynamic model using the state-of-the-art DHI MIKE 21 software to simulate the effects of compound flooding from king tides, storm surge, and rainfall. Reviewed GIS data to identify and categorize critical assets, produced a Digital Elevation Model, and gathered water and storm surge data. Developed detailed inundation maps and proposed resilience strategies to inform the city's adaptation plan

Bal Harbour Village Vulnerability Assessment & Coastal Resilience Plan, Bal Harbour Village, Florida. Senior coastal engineer for town-wide vulnerability assessment under the Resilient Florida grant program. Developed a comprehensive asset inventory using statewide, local, and county data, cataloged in a GIS geodatabase per Section 380.093 F.S. Reviewed coastal and sea level rise analysis using FEMA storm surge and NOAA projections for 2040 and 2070. Conducted critical asset exposure and sensitivity analysis for 8 flood scenarios, producing flood inundation maps and asset-specific flood depth tables. Identified focus areas for future planning and budgeting. Participated with team in public workshops, outreach and GIS Story Map development to gather resident feedback.

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Coastal engineer responsible for critical asset inventory for the regional coastal counties, with emphasis on publicly owned and regionally significant assets, and collected LiDAR and water level data for vulnerability assessment. Conducted inundation mapping, coastal storm and sea level rise data, and flooding impacts and exposure analysis. The final report illustrated and quantified the exposure and sensitivity of critical and regionally significant assets to tidal, SLR, and coastal storm surge flooding.

FDOT D1 Coastal Asset Management, Collier County, Florida (Phase I complete, Phase II ongoing). Senior Coastal Engineer who performed a sea level rise and water level analysis to identify critical infrastructure, evaluate impacts, and prepare flood mitigation concepts. Developed preliminary cost estimates for improvement and budget planning purposes.

Sage Condominiums FEMA Coastal Vulnerability Study, Hollywood, Florida, Performed a coastal vulnerability analysis with respect to the feasibility of a FEMA Letter of Map Revision (LOMR) which would revise the flood zones within the property of The Sage Condominiums. In-depth discussions were had with FEMA staff as it relates to the definition of a coastal dune and the applicability of the definition to the subject site. Based on the analysis and discussions, FEMA approved the LOMR and the proposed revision to the existing flood insurance rate map was adopted.



YEARS OF EXPERIENCE

• 23

EDUCATION

- MSc Coastal Engineering, Technical University of Denmark

LICENSES

- Florida PE No. 69839

PROFESSIONAL AFFILIATIONS

- Permanent International Association of Navigation Congress
- Member of PIANC Working group Design and Operational Guidelines for “Superyacht Facilities”
- Danish Society of Hydraulic Engineering
- Florida Association of Environmental Professionals
- Port Everglades Association
- Florida Engineering Society Miami Chapter
- Florida Bar’s Environmental and Law Use Law Section
- Biscayne Watershed Management Advisory Board

As Principal Engineer, Jannek is responsible for all engineering production including scheduling, resource allocation, and quality management. He is formally trained as a coastal and marine engineer from the Technical University of Denmark. He has more than twenty years of experience in coastal and marine engineering. Jannek considered an expert in coastal engineering, specifically dealing with sea level rise specializing in vulnerability assessments, focusing on enhancing coastal resilience through detailed data analysis, flood mapping, and strategic planning.

RELEVANT PROJECT EXPERIENCE

City of Panama City Vulnerability Assessment & Adaptation Plan, Panama City, Florida. Principal engineer for Panama City’s Vulnerability Assessment and Resilience Plan, funded by a Florida Department of Environmental Protection Resilient Florida Planning Grant. Oversaw development of flood vulnerability analysis modeling to evaluate flood risks associated with sea level rise, high tide flooding, storm surge, and rainfall. Provided QA/QC of critical asset inventory, and associated coastal adaptation strategies. Reviewed critical assets at flood risk and provided technical support for the adaptation plan, including coastal infrastructure and resilience strategies.

Bal Harbour Village Vulnerability Assessment & Coastal Resilience Plan, Bal Harbour Village, Florida. Principal engineer for town-wide vulnerability assessment under the Resilient Florida grant program. Oversaw development of a comprehensive asset inventory using statewide, local, and county data, cataloged in a GIS geodatabase per Section 380.093 F.S. Provided QA/QC of critical asset inventory, and associated coastal adaptation strategies.

Manatee County Vulnerability Assessment & Adaptation Plan, Manatee County, Florida. Principal engineer for Manatee County’s Vulnerability Assessment and Adaptation Plan, funded by the FDEP Resilient Florida Grant Program. Oversaw detailed analyses of sea level rise, King Tides, storm surge scenarios, and 100-year and 500-year rainfall to assess present and future flood risks. Team utilized GIS bathtub models for raster analysis of compound flood scenarios, creating a comprehensive critical asset inventory in a GIS geodatabase per Section 380.093 F.S. Providing QA/QC of critical asset inventory, and associated coastal adaptation strategies.

City of Miami Springs Vulnerability Assessment, Miami Springs, Florida. Principal engineer the City of Miami Springs Vulnerability Assessment and Resilience Plan, funded by the FDEP Resilient Florida grant program. Oversaw efforts to enhance the city’s coastal resilience.

Team compiled data on critical assets, conducted sea level rise and flood depth analyses, and created future planning scenarios. Provided QA/QC of critical asset inventory, and associated coastal adaptation strategies.

FDOT D1 Coastal Asset Management, Collier County, Florida. Principal engineer responsible for conducting extensive research to assess the vulnerability of coastal assets in FDOT District 1 counties, the first district-wide sea level rise analysis effort for FDOT. The scope included creation of future tidal projections based on evaluating historical tidal measurements and the expected impact of climate change to sea level rise, local to District 1, until the year 2100. These projections were applied in a water level analysis to identify critical low-lying infrastructure throughout the district that is at risk to sea level rise and storm surge.

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Principal engineer for a 9-county vulnerability assessment funded under the Resilient Florida grant program in accordance with Section 380.093 F.S. Oversaw multi-discipline team of coastal engineers, climate scientists, policy planners and GIS specialists to develop a comprehensive critical asset inventory for the regional coastal counties, with emphasis on publicly owned and regionally significant assets and collected LiDAR and water level data for vulnerability assessment. Provided QA/QC review of coastal and sea level rise analysis, which utilized 2 FEMA storm surge scenarios and NOAA sea level rise projects for 2040 and 2070 planning horizons. Assessment included critical asset exposure and sensitivity analysis for 30 flood scenarios. Flood scenarios and flood depths were characterized, spatially mapped and summarized in tabular format for the assessment report deliverable.

Miami-Dade County Waterfront Parks Sea Level Rise & Flood Mitigation Roadmap, Coral Gables, Florida. Senior project manager for analysis of the impacts of sea level rise on park's infrastructure and operations, as well as flood mitigation concepts for planning and budgeting. Compiled existing survey and LiDAR data to prepare general topographic map; infrastructure condition assessment, remaining service life and adaption feasibility relative to sea level rise; assessment of environmental conditions on site to understand and document current conditions, as it would relate to environmental permitting; conducted an engineering analysis to provide extreme tide water levels; developed flood mitigation concepts and preliminary cost estimates; coordinated stakeholder involvement; and developed an implementation strategy. Project sites included Matheson Hammock, Crandon, Haulover, Virginia Key, Biscayne Shores and Gardens, Blackpoint Marina, and Homestead Bayfront Park.

Tidal Flood Mitigation and Shoreline Protection, Hollywood, Florida. The project consists of evaluating 22 areas, covering over 10,000 LF of shoreline, along the areas known as North and South Lake in the City of Hollywood. Each area will have specific solutions to address seasonal flooding challenges, which may entail the design and implementation of varied shoreline protection infrastructure such as of living shorelines, rock revetments, and bulkheads, to meet the requirements of the new Broward County ordinance.

Broward County Risk Assessment and Resilience Plan, Broward County, Florida. Oversaw the development of tools to assess the vulnerability of County-owned assets to coastal flooding and sea level rise, supporting a phased capital improvement plan to implement adaptation strategies. Led the identification and analysis of critical assets under eighteen flooding scenarios, considering tide levels, rainfall, and storm surge. Developed a comprehensive risk factor to evaluate asset criticality, value, service life, flooding impacts, and economic consequences. Verified risk factors and guided the analysis using ArcGIS Pro to create maps visualizing sensitive assets. Collaborated as a subcontractor with Broward County Resilient Environmental Department to prepare a draft Vulnerability Assessment report summarizing key findings from the exposure and sensitivity analysis.



YEARS OF EXPERIENCE

- 18

EDUCATION

- MSc Ocean Engineering, Florida Institute of Technology
- BSc Ocean Engineering, Florida Institute of Technology

LICENSES

- Engineer Intern
- Open Water Certified Diver - National Association of Underwater Instructors (NAUI)

PROFESSIONAL AFFILIATIONS

- Coastal, Oceans, Ports, and Rivers Institute (COPRI), ASCE – Policy Committee Chair
- American Society of Civil Engineers – Energy, Environment, and Water Policy Committee Member
- American Shore & Beach Preservation Association – Science & Technology Committee Member
- Western Dredging Association (WEDA)
- WEDA, Education Commission
- Propeller Club, Port Manatee
- Sarasota County Coastal Advisory Committee (2019-present)

Jenna has over 18 years of experience in a broad range of coastal/marine engineering works, including the preparation of feasibility studies, beach management plans, coastal assessments, coastal structure design, resiliency planning and flood vulnerability analyses, numerical modeling, living shoreline/nature-based planning and design, environmental restoration and mitigation, structural assessment and rehabilitation, beach design and renourishment, dredging and dredged material management, and regulatory coordination/permitting in the United States, Puerto Rico, and Caribbean.

She oversees all aspects of coastal and marine engineering projects - including planning, design, permitting, stakeholder outreach, contract administration, bid preparation, construction administration, monitoring and project closeout - with careful attention to detail, budget and project schedule for projects of variable magnitude and size. Jenna has designed a variety of new and rehabilitated marinas and docks, jetties, breakwaters/groins, artificial reefs, navigation channels, mooring fields, and shoreline stabilization projects. She also has experience in designing living shorelines, artificial reef, and nature-based projects.

RELEVANT PROJECT EXPERIENCE

City of Panama City Vulnerability Assessment & Adaptation Plan, Panama City, Florida. Served as coastal resiliency lead for climate vulnerability and flood hazard analysis for Panama City's Vulnerability Assessment and Resilience Plan, funded by a Florida Department of Environmental Protection Resilient Florida Planning Grant. Developed flood vulnerability analysis modeling to evaluate flood risks associated with sea level rise, high tide flooding, storm surge, and rainfall. Provided detailed QA/QC of critical asset inventory, and associated coastal adaptation strategies. Conducted QA/QC reviews of GIS geodatabases and data layers to ensure statutory compliance and identify data gaps. Compiled LiDAR data to create a Digital Elevation Model for sea level rise, storm surge, and tidal analysis, developing GIS flood raster files to map flood extents and depths. Reviewed critical assets at flood risk and provided technical support for the adaptation plan, including coastal infrastructure and resilience strategies.

Manatee County Vulnerability Assessment & Adaptation Plan, Manatee County, Florida. Project manager and technical lead for Manatee County's Vulnerability Assessment and Adaptation Plan, funded by the FDEP Resilient Florida Grant Program. Conducted detailed analyses of sea level rise, King Tides, storm surge scenarios, and 100-year and 500-year rainfall to assess present and future flood risks. Utilized GIS bathtub models for raster analysis of compound flood

scenarios, creating a comprehensive critical asset inventory in a GIS geodatabase per Section 380.093 F.S. Led coordination with multiple County departments to validate flood analysis and determine local priorities, develop adaptation strategies, support data acquisition and data management for comprehensive spatial analysis. Provided technical support for sensitivity analysis to measure flooding impact on critical assets.

Bal Harbour Village Vulnerability Assessment & Coastal Resilience Plan, Bal Harbour Village, Florida. Project manager and technical lead for town-wide vulnerability assessment under the Resilient Florida grant program. Developed a comprehensive asset inventory using statewide, local, and county data, cataloged in a GIS geodatabase per Section 380.093 F.S. Reviewed coastal and sea level rise analysis using FEMA storm surge and NOAA projections for 2040 and 2070. Conducted critical asset exposure and sensitivity analysis for 8 flood scenarios, producing flood inundation maps and asset-specific flood depth tables. Identified focus areas for future planning and budgeting. Led public workshops, outreach and GIS Story Map development to gather resident feedback.

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Project manager and technical lead for a 9-county vulnerability assessment funded under the Resilient Florida grant program in accordance with Section 380.093 F.S. Responsible for leading multi-discipline team of coastal engineers, climate scientists, policy planners and GIS specialists to develop a comprehensive critical asset inventory for the regional coastal counties, with emphasis on publicly owned and regionally significant assets and collected LiDAR and water level data for vulnerability assessment. Provided QA/QC review of coastal and sea level rise analysis, which utilized 2 FEMA storm surge scenarios and NOAA sea level rise projects for 2040 and 2070 planning horizons. Assessment included critical asset exposure and sensitivity analysis for 30 flood scenarios. Flood scenarios and flood depths were characterized, spatially mapped and summarized in tabular format for the assessment report deliverable.

City of Venice Vulnerability Analysis and Resiliency Plan, Venice, Florida. Project manager and technical lead responsible for performance of a vulnerability analysis using a GIS modified bathtub model to determine depth/damage curves for critical public infrastructure. Project consists of conducting a vulnerability analysis, development of adaptation strategies, prioritization of key infrastructure, public outreach, grant reporting, and preparation of a resiliency plan.*

Sarasota County Coastal Conditions Analysis and Vulnerability Assessment, Sarasota, County, Florida. Served as project manager and technical lead responsible for shoreline conditions assessment for coastal barrier island beaches, managed and unmanaged, to determine historic shoreline position and volumetric changes. Project included conducting vulnerability analysis for barrier islands to identify at risk critical assets, develop adaptation strategies, and prepare a Resilience Plan. Project included public outreach, grant reporting, GIS data collection and analysis, and regional planning documents.*

Punta Gorda Climate Adaption Plan, Punta Gorda, Florida. As project manager, lead a multi-disciplinary team to prepare an update to the City's 2009 Climate Adaptation Plan and create a living shoreline technical guidance document. Performed vulnerability analysis using GIS-based bathtub model, available digital elevation data, and the latest available sea level rise projections published by IPCC. Report identifies vulnerable thresholds and qualitatively delineates areas of vulnerability, as well as recommendations to the City's Comprehensive Plan and coastal management element language. Climate Plan update includes a wide range of micro and macro level adaptation strategies.*

*Services provided with prior firm



YEARS OF EXPERIENCE

- 19

EDUCATION

- MSc Ocean and Resources Engineering, University of Hawaii
- BSc Civil Engineering, Pennsylvania State University

LICENSES

- Florida PE No. 72876

CERTIFICATIONS

- Certified Floodplain Manager
- Certified Video Ray ROV Operator
- Surface Supplied Air Underwater Inspection Certification
- Advanced/Rescue/Nitrox SCUBA

PROFESSIONAL AFFILIATIONS

- Association of State Floodplain Managers, Member
- Florida Floodplain Managers Association, Member

Jordon is a marine and coastal engineer with more than 19 years of technical and project management experience, including coastal engineering, beach nourishment design, waterfront structure design, FEMA coastal floodplain mapping, shoreline restoration/stabilization design, numerical modeling, and marina design. His field experience includes underwater waterfront facility inspections, GIS/GPS data collection and analysis, surveying, and construction administration. Jordon is a registered Professional Engineer in the State of Florida, Alabama, and Texas, as well as a Certified Floodplain Manager.

RELEVANT PROJECT EXPERIENCE

City of West Palm Beach Pilot Seawall Elevation Project, West Palm Beach, Florida. The Pilot Project includes replacement of ~1,700LF of seawall at a higher elevation and adding living shoreline components to support the City's efforts to provide additional protection to upland infrastructure to reduce flooding from sea level rise, storm surge, and wave overtopping. Project manager and EOR responsible for public outreach, concept design, field investigations, engineering design, bidding and construction support services.

Tidal Flood Mitigation and Shoreline Protection, Hollywood, Florida. The project consists of evaluating 22 areas, covering over 10,000 LF of shoreline, along the areas known as North and South Lake in the City of Hollywood. Each area will have specific solutions to address seasonal flooding challenges, which may entail the design and implementation of varied shoreline protection infrastructure such as of living shorelines, rock revetments, and bulkheads, to meet the requirements of the new Broward County ordinance. Jordon has performed upland and in-water engineering site inspections along City owned shoreline to evaluate conditions of existing seawalls and revetments. He has also analyzed tide gauge data to determine tidal prisms, lag time, and water elevation differences. The analysis from this data will be used in the design of the flood mitigation structures.

Sawfish Bay Park Shoreline Improvement, Jupiter, Florida. Providing coastal engineering and environmental permitting services to restore the historic marina basin and protect the shoreline at Sawfish Bay Park. The project includes an engineering inspection of approximately 1,000 linear feet of existing vinyl bulkhead, a flushing analysis study, and a marine resources survey. Coordinated with the Town of Jupiter and regulatory agencies to design sections of living shoreline including mangrove planters, rock revetments, and reef ball units in configurations that will accomplish the Town of Jupiter's goals of increasing coastal resiliency and enhancing natural habitat, while minimizing design and permitting costs. Project manager responsible for overseeing all

coastal engineering, environmental permitting, bidding, and construction administration.

Currie Park Redevelopment, West Palm Beach, Florida. Jordon is the EOR for all the waterfront design for the Currie Park Redevelopment project. Project includes marine surveying, engineering design, environmental permitting, and grant implementation support for the waterfront work including rock revetment, living shoreline, boat ramp improvements, kayak launches, new over water piers and boardwalks, and “social” steps down to the water.

Titusville Marina Dock Replacement, Titusville, Florida. Performed an above- and below-water inspection of C dock (fixed) and E dock (floating), and the fuel line under D dock to observe the current condition of the docks, including deterioration, develop condition ratings, and develop short- and long-term rehabilitation recommendations. Provided a finalized conceptual plan for the marina to the City. The conceptual layouts included innovative concepts to modify the slip layout and slip mix, improve wave conditions within the existing marina basin, and increase the resiliency of the individual docks and upland marina infrastructure.

40 E Beach Road, Tavernier, Florida. Provided coastal engineering services for a proposed seawall fronting a single family home. Project included desktop modeling of waves, currents, and erosion to evaluate potential impacts to the subject and adjacent properties. Also provided expert witness testimony on behalf of the owner to support the owner’s position that the proposed development following FEMA and Monroe County Building Code requirements.

The Reefline Recreational Reef, Miami Beach, Florida. Provided coastal engineering services for a series of concrete artificial reef units as part of an art installation in the Atlantic Ocean. Project included physical, numerical, and desktop modeling of individual units for stability during extreme and normal conditions relative to waves, currents, and sediment transport. Project is scheduled to begin construction.

Riverside Towers Bulkhead Replacement, Pompano Beach, Florida. Provided structural/coastal engineering design for 250 feet of new bulkhead along a failed section of shoreline. Project included a concrete pile-panel wall fronting an existing upland pool. Services performed included scour analyses, wave load analyses, structural design, and construction administration. Construction was completed in November 2021.

City of Deerfield Beach Stormwater Master Plan, Deerfield Beach, Florida. Conducted a field investigation to evaluate existing coastal stormwater and flood defense structures in tidal waters relative to service life for the City. The project included a detailed analysis of historical water levels to establish design water levels based on king tides, storm events, and long-term sea level rise projections. Recommendations for maintenance and repairs were summarized in a Coastal Condition and Resiliency Report.

NSU Ocean Campus Groin & Wharf Design, Dania Beach, Florida. Development of conceptual plans related to relocating the groin and fortifying the wharf and seawall to accommodate a USACE dredging project at the NSU Oceanographic Center. Project included evaluation of existing geotechnical data, navigational feasibility, cost estimating, and wave climate analysis. Coordination with U.S. Navy and U.S. Coast Guard to discuss concepts and feasibility.



YEARS OF EXPERIENCE

- 4

EDUCATION

- PhD Civil and Coastal Engineering, University of Florida
- MSc Civil and Coastal Engineering, University of Florida
- MSc Aerospace, University of Florida
- BS Mechanical Engineering, University of Pune, India

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Florida Engineering Society
- American Geophysical Union
- American Physical Society
- Permanent International Association of Navigation Congresses (PIANC)
- Coasts, Oceans, Ports and Rivers Institute (COPRI)
- National Hazards and Engineering Research Infrastructure (NHERI)

Edwin is a coastal engineer with expertise in conducting comprehensive coastal engineering analyses and designing innovative coastal development projects. His specialized skills include numerical modeling for riverine and coastal flows, utilizing advanced techniques such as Navier-Stokes and multiple spectral wave models. With a robust background in software development for specialized industrial applications, Edwin has made significant contributions to the field of instrumentation and robotics for environmental flows and sediment transport, notably in the development of ARMA-FLO for the UNRL.

He is also proficient in the MIKE 21 suite, OpenFOAM, ANSYS, and he possesses a versatile skill set in high-dimensionality statistical analysis, structural design, topology optimization, and software development. His collaborative efforts extend to advising research projects with esteemed government agencies like UNRL, USACE, NSF, NHERI, and NIH, showcasing his dedication and expertise.

RELEVANT PROJECT EXPERIENCE

Great Stirrup Cay Pier Design, Berry Islands, The Bahamas. Project engineer supporting the design of the Great Stirrup Cay Cruise Pier, addressing wave loading, scour, overtopping, and mooring through both empirical methods and advanced numerical modeling. Conducted CFD analysis to assess wave forces and nearshore dynamics, ensuring structural resilience across a range of wave climates. Performed scour and overtopping assessments to guide foundation stability, deck elevation, and drainage design. Optimized mooring configurations for both the proposed future vessels fleet and existing cruise vessels by analyzing forces under varying coastal conditions, minimizing operational downtime, and improving design efficiency.

Island Crowne Condominium Seawall Replacement, Daytona Beach, Florida. Provided marine engineering for the existing storm damed seawall along the Atlantic Ocean shoreline. The scope included a visual assessment of the structural components (e.g., cast-in-place concrete seawall, upland concrete deck) and identified any deterioration including cracks, displacement, corrosion, or voids. Responsible for coastal design parameters analysis to support design of 1,000 LF seawall and the analysis included wave loading analysis and scour analysis due to the storms with mean-recurrence intervals of 100 years.

Seward Mooring Analysis, Seward, Alaska. Conducted a comprehensive dynamic mooring analysis for a new berthing facility at Seward, Alaska evaluating its capacity to accommodate cruise vessel class, Quantum Class by Royal Caribbean Cruise Lines. Employed advanced hydrodynamic modeling tools and simulations, specifically utilizing

MIKE 21 Mooring Analysis software, to assess vessel motions, dynamic forces, and environmental loading. The analysis extended to include a comprehensive analysis of wharf structure design and mooring hardware configurations, including bollards and fenders, for the newly proposed structure. A detailed report outlining the findings of the mooring analysis, presenting optimized designs for the proposed new dock. The report included critical data such as line loads, bollard loads, and fender loads, to maintain the stability and safety of the structures in the face of challenging coastal conditions.

Longboat Key 3D Printed Reef Panel, Sarasota, Florida. Project engineer supported the design of 3D-printed reef panels for Longboat Key seawall improvements, aimed at enhancing adaptation and mitigating future wave-related impacts. Conducted CFD analysis to evaluate the wave dissipation characteristics of the proposed panels. Performed wave loading analysis to design structural supports for the modular panels, and used FEA analysis to assess hydrodynamic loads, identifying stress concentrations that guided the reinforcement and optimization of the panels.

Hollywood North Beach Park, Hollywood, Florida. Project engineer supported master planning efforts for proposed sea level rise mitigation improvements. Conducted statistical analysis of water level data to determine tidal and King Tide levels at the project site. Performed sea level rise studies using the FDEP-recommended SLIP methodology to project 2050 and 2070 Intermediate Low and Intermediate High scenarios, estimating future tide and King Tide levels to inform design decisions. Used these projections to create inundation maps, assessing flooding impacts under current and projected conditions. Developed a computational model of the site using DHI MIKE 21 HD, incorporating existing bathymetry of the neighboring ICW and topography of the park. Adapted the model to include proposed improvements, simulating the effects of rising water levels on both the existing and proposed layouts, which include nature-based solutions, demonstrating the resilience of the planned enhancements to future sea level rise.

Manatee County Vessel Wake Analysis, Manatee County, Florida. Project Engineer, conducted vessel wake analysis along the Manatee River, coordinating with the field team to deploy high-frequency water level gauges and dataloggers for data collection. Measured water levels at key sites, analyzing the data to correlate wave heights with vessel sizes and their impact on the shoreline. The study's findings informed the development of targeted mitigation strategies to address vessel wake effects and protect the shoreline.

Grand Bahama Shipyard, Grand Bahama, The Bahamas. Project engineer led comprehensive coastal engineering analyses, including wave, hydrodynamic, and overtopping modeling, to support design and construction criteria. Conducted statistical analyses of wind and wave data to determine operational and extreme conditions, including 100-year return periods. Developed regional hurricane models using MIKE21 Flow Model FM and Spectral Wave FM to simulate storm surge, wave setup, and hydrodynamic interactions. Performed wave propagation studies, hydrodynamic modeling, and overtopping assessments to evaluate dynamic loading, water levels, and wave impacts on proposed piers and pile-supported platforms. Acquired and integrated remote sensing topobathymetric data for numerical modeling, calibrated models using site-specific metocean data, and prepared detailed engineering reports to guide structural design.

Vizcaya Museum Wave Loading, Miami, Florida. Project engineer conducted wave and current loading analysis to evaluate dynamic forces on proposed seawall improvements. The analysis focused on horizontal forces acting on seawalls of varying heights, considering wave and current interactions under diverse environmental conditions. Used advanced methodologies to model varying loading scenarios and integrated return period sensitivity analyses to account for extreme events.



Danielle specializes in water resource management and has extensive expertise in working waterfronts (marinas/dry stacks, ports, cruise industry), beach front development, shoreline stabilization (seawalls to living shorelines), beach nourishment, inlet management, waterfront parks and public spaces, flood management, grant funding assistance, and coastal resilience.

Prior to joining Cummins Cederberg, Danielle served at the FDEP as Deputy Director of the Division of Water Resource Management overseeing nine, statewide regulatory programs, Environmental Resource Permitting, Joint Coastal Permitting, and Coastal Construction Control Line Permitting. In addition, she held the position of Chief of FDEP's Bureau of Beaches & Coastal Systems, leading the State's coastal management programs including funding.

YEARS OF EXPERIENCE

- 24

EDUCATION

- MSc Oceanography, Florida State University
- BA Environmental Studies, University of Southern California
- BSc Biology, University of Southern California

CERTIFICATIONS

- Certified Floodplain Manager
- Professional Wetland Scientist
- LEED Accredited Professional BD&C
- WEDG Associate

PROFESSIONAL AFFILIATIONS

- Florida Association of Environmental Professionals, Tallahassee Area Chapter
- Florida Floodplain Managers Association
- Florida Shore and Beach Preservation Association
- Society of Wetland Scientists

RELEVANT PROJECT EXPERIENCE

City of Panama City Vulnerability Assessment & Adaptation Plan, Panama City, Florida. Grant administration and policy lead for Panama City's Vulnerability Assessment and Resilience Plan, funded by a Florida Department of Environmental Protection Resilient Florida Planning Grant. Oversaw development of flood vulnerability analysis modeling to evaluate flood risks associated with sea level rise, high tide flooding, storm surge, and rainfall. Provided QA/QC of critical asset inventory, and associated coastal adaptation strategies.

Town of Jupiter Island Vulnerability Assessment, Town of Jupiter Island, Florida. Leading the Vulnerability Assessment project for the Town of Jupiter Island, funded by the FDEP Resilient Florida grant program. Will lead the team responsible for managing comprehensive data compilation and analysis of critical assets, including sea level rise projections, flood depth mapping, and groundwater impact studies. Team will also conduct thorough reviews of town GIS data and property databases to identify and categorize essential infrastructure. A detailed inundation map and scenario planning will be created to illustrate future flood risks. Proposed actionable coastal resilience strategies to guide the town's adaptation and mitigation efforts, ensuring enhanced long-term sustainability and preparedness.

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Provided QA/QC review of critical asset data inventory, data gap analysis, flood depth results by asset, coordination with clients and regional stakeholders for data collection efforts, and review the final deliverable report. Also provided policy related input

specific to application of Section 380.093 F.S. The report illustrated and quantified the exposure and sensitivity of critical and regionally significant assets to tidal, SLR, and coastal storm surge flooding for 9 counties in the Apalachee region.

Bal Harbour Village Vulnerability Assessment, *Bal Harbour Village, Florida*. Grant application and award of \$169,700 to perform a village-wide vulnerability assessment compliant with s. 380.093, F.S. Scope includes the acquisition of background data, exposure and sensitivity analysis, peril of flood comprehensive plan updates, public outreach meetings, a Vulnerability Assessment Report, identification of critical asset focus areas, and a Coastal Resilience Adaptation Plan.

Dinner Key Marina Breakwaters Mitigation, *City of Miami, Florida*. Led the permitting process to one of the largest public marinas on the east coast of the US. Originally created in the early 1900's, man-made spoil islands have provided protective services to upland areas including the historic Pan Am Seaplane Terminal in the 1930s but have worn over time and sustained considerable damage from Hurricane Irma in 2017. Scope includes restoration, increase in sea level rise resilience and storm protection, recreational enhancements, and consideration of potential additional funding opportunities.

Tidal Flood Protection LMS Update, *West Palm Beach, Florida*. Project manager in charge of updating county's local mitigation strategy (LMS). Updates to the strategy included updating the priority list to include sea level rise adaptation strategies for publicly owned seawalls. LMS applications were approved and added to the county's LMS.

Currie Park Redevelopment, *West Palm Beach, Florida*. Coordinated grant application for the Currie Park Redevelopment and sea level rise adaptation project. Coordinated with the FDEO to receive CDBG-mitigation grant through US Department of Housing and Urban Development. Lead the environmental assessment to meet federal grant requirements.

Various Funding Opportunities, *Florida*. Leading the firm's grant and cost-share funding tracking, project-funding fit analysis, grant applications, funding agency coordination, and grant award agreement and administration activities. Over \$30 million has been awarded to date for resiliency and mitigation planning and implementation projects from the Florida Department of Economic Opportunity Community Development Block Grant (CDBG) Mitigation General Infrastructure program and from the Florida Department of Environmental Protection Resilient Florida program.

Waterfront Adaptation at Jose Marti Park, *Miami, Florida*. The adaptive redesign of this 13-acre, multi-use recreational space on the Miami River explores ways in which the park can minimize tidal flood impacts to the surrounding neighborhood, adapt to sea-level rise, and enhance waterfront access to residents. Responsible for leading the environmental permitting, and grant management. The Jose Marti park redesign will serve as a model for resilient waterfront parks that can adapt to current and future flood risks associated with climate change and sea-level rise.

West Palm Beach Waterfront Resiliency Planning and Funding, *City of West Palm Beach, Florida*. Coordinated the development and submission of waterfront resiliency projects to the Palm Beach County Local Mitigation Strategy. In 2021, all six submitted projects were incorporated, and as of Fall 2024, they remain on the LMS Prioritized Project List. Additionally, coordinated resiliency grant services, including research, reporting, and grant writing. Prepared a Grant Compliance Tracking workbook for use by the Currie Park project team.



YEARS OF EXPERIENCE

- 11

EDUCATION

- MSc Natural Resource Conservation, University of Florida
- BA Environmental Science & Policy, Florida State University

CERTIFICATIONS

- Certified Floodplain Manager
- WEDG Associate

PROFESSIONAL AFFILIATIONS

- UF IFAS Natural Resource Leadership Fellow, Class XVII
- Florida Floodplain Managers Association, Member
- Board Member of Tallahassee Chapter, Florida Association of Environmental Professionals
- American Water Resource Association, Member
- City of Tallahassee Environmental Review Board
- Leadership Tallahassee Graduate

Katie has more than 11 years of technical and project management experience, including coastal waterfront management, integrated watershed restoration efforts, grant writing and management, policy coordination and environmental regulatory permitting throughout the state of Florida. Her field experience includes water quality monitoring, wetland surveying, and site compliance inspections.

She has worked for the Florida Department of Environmental Protection (FDEP) managing water quality projects statewide and coordinating wetland and stormwater watershed improvements for local municipalities. Katie has also worked as a Florida Department of Transportation (FDOT) NEPA Project Coordinator reviewing FDOT projects for environmental impacts. She specialized in permitting during the project research and development phase, specifically working on endangered species and water resource concerns.

RELEVANT PROJECT EXPERIENCE

Shoreline and Seawall Shoreline Vulnerability, St. Petersburg, Florida. Deputy project manager role on implementation of the project. Leading the grant management of the FL Commerce (FDEO) Mitigation planning grant(\$900,000) that is supporting the majority of the project funding to draft a Strategic Seawall Capital Improvement Plan for improvements to 71,900 LF of seawalls to mitigate against adverse impacts from future natural and man-made disasters. The Plan will review existing seawall conditions, develop design criteria and concepts to improve flood protection and erosion control, and establish a strategy to implement prioritized projects.

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Provided stakeholder outreach, managed the County and ARPC contact list, and coordinated with the ARPC for GIS data. Funded through a Resilient Florida grant, the report illustrated and quantified the exposure and sensitivity of critical and regionally significant assets to tidal, SLR, and coastal storm surge flooding for 9 counties in the Apalachee region.

The Bay Park, Sarasota, Florida. Led application development and conducting ongoing grant administration of over \$17M across 6 grants to design, permit and construct a living shoreline, vegetated stepped floodwall, raise a portion of the park road, and restore the hydrology of Hog Creek at the Bay Park.

City of Sarasota Bay Resiliency Initiative, Sarasota, Florida. Leading the administration of the \$2M grant from FDEP along with supplemental funding from WCIND. Deputy project manager role supporting and

managing the project budget, schedules and project milestones. Project includes supporting the planning, design, and construction of a replacement seawall and implementing living shoreline and other nature based solutions along City owned shorelines. Project also includes soliciting a contractor to upgrade Citywide topographic mapping, aerial, and mobile LiDAR data.

Currie Park Redevelopment, *City of West Pam Beach, Florida*. Coordinated grant application for Currie Park Redevelopment project and sea level rise adaptation project. Coordinated with the FDEO to receive a CDBG-mitigation grant through the US Department of Housing and Urban Development. Led the environmental assessment to meet federal grant requirements. Currently managing grant administration and regular communicating with City staff.

Palm Beach County Shoreline Resiliency Planning, *Palm Beach County, Florida*. Project management support to update County's local mitigation strategy (LMS). Updates to the strategy included updating the priority list to include sea level rise adaptation strategies for publicly owned seawalls. LMS applications were approved and added to the County's LMS.

Bal Harbour Coastal Program Management, *Village of Bal Harbour, Florida*. Provided ongoing coastal management support for the Village including development of a Village-wide dune restoration plan, permitting and design of a beach nourishment project, providing drone aerial surveys of the Village shoreline, and representing the Village on the Bakers Haulover Inlet Technical Advisory Committee.

Jose Marti Park Waterfront Adaptation Project, *Miami, Florida*. The City of Miami received a FIND grant to perform a waterfront adaptation project at Jose Marti Park to improve the park to be more resilient to future flooding due to sea level rise. Ms. Williams also assisted in the complex permitting efforts by preparing application package materials for Miami-Dade County DERM, SFWMD, and the USACE. She also coordination the complex requests for additional information associated with the applications. Permitting efforts also consisted of formal pre-application meetings, a 1957 Butler Act Disclaimer, sovereign submerged lands lease application, adherence to the Miami-Dade County Manatee Protection Plan, ROW permitting, and BOCC coordination. Additionally, the project aims to be the first WEDG-certified project in Florida.

Island Crowne Seawall & Boardwalk Repairs, *Daytona Beach, Florida*. Leading the permit process for applying for and obtaining FDEP CCCL permit for a 300 LF section of storm-damaged seawall along the Atlantic Ocean shoreline. The scope included a visual assessment of the structural components (e.g., cast-in-place concrete seawall, upland concrete deck) and identified any deterioration including cracks, displacement, corrosion, or voids. The services performed also included preparing and submitting a reimbursement request to the FDEP to support the construction costs, seeking funding through the FDEP Hurricane Restoration Reimbursement Program.

93 Ocean Condo CCCL Permitting, *Surfside, Florida*. Project manager and permit lead for obtaining a CCCL permit for a multi-family residential property, including turtle friendly lighting. The project includes demolition of existing buildings, subgrade excavation for a garage, and the development of a multi-family condominium with an east-facing balcony and basement plan. The design incorporates various amenities such as reflecting pools and landscaping. The project has been permitted and is beginning construction.

Briny Avenue CCCL Permitting, *Pompano Beach, Florida*. Project manager and permit lead for applying and processing a CCCL permit for a multi-family residential property, including turtle friendly lighting, coastal engineering analysis, and coordination. The project proposes a multi story hotel along the beach with a pool



Grace is an associate engineer with 4 years of professional experience, possesses expertise in various areas such as numerical modeling analyses, sea wall design, vulnerability and feasibility assessments, above water engineering inspections, and sea level rise adaptation designs. Her experience further encompasses coastal engineering analyses, covering sediment transport, offshore and near shore wave conditions, sea level rise, and storm conditions.

YEARS OF EXPERIENCE

- 4

EDUCATION

- BSc Civil Engineering, University of Florida
- Coastal and Oceanographic Engineering, University of Florida

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

RELEVANT PROJECT EXPERIENCE

Panama City Vulnerability Assessment, Panama City, Florida. Technical support in the development of a vulnerability assessment funded by the Resilient Florida grant program by conducting a water level analysis. The water level analyses included identifying current sea level rise trends and identified flood thresholds such as king tide and storm surge. Additionally technical input was provided on coastal related aspects of the adaptation plan to support coastal resilience strategies. (Ongoing)

Manatee County Vulnerability Assessment & Adaptation Plan, Manatee County, Florida. Assisting and providing technical support for Manatee County's Vulnerability Assessment and Adaptation Plan, funded by the FDEP Resilient Florida Grant Program. Conducted detailed analyses of sea level rise, King Tides, storm surge scenarios, and 100-year and 500-year rainfall events to assess present and future flood risks. Utilized GIS bathtub models for raster analysis of compound flood scenarios and created a comprehensive critical asset inventory in a GIS geodatabase, in accordance with Section 380.093 F.S. Led coordination with multiple County departments to validate flood analysis, identify local priorities, develop adaptation strategies, and support data acquisition and management for comprehensive spatial analysis. Provided technical support for sensitivity analysis to assess the impact of flooding on critical assets.

Manatee County Oyster Restoration, Manatee County, Florida. Coastal engineer responsible for the conceptual design of oyster restoration projects and conducting coastal engineering analysis to support the design conditions at the site. Collaborating with the project team to develop a conceptual plan that outlines technically sound, consensus-based strategies and recommendations for successful oyster restoration in the Manatee River. The plan development process includes setting clear goals and objectives, synthesizing existing data related to oyster restoration, conducting field surveys of reference sites and potential restoration locations, researching oyster restoration metrics and strategies for implementation, and identifying partnership opportunities.

Miami Shores Village Bayfront Park Seawall, *Miami Shores, Florida*. Assisting in the design calculation and opinion of probable cost of an GFRP seawall located in a public park. Consideration was given to marine resources, accessibility for construction equipment, materials, service life, and maintenance. Additional design consideration was given to resiliency in both the short and long term, based on the anticipated design life of the structure.

Flamingo Drive Pedestrian Bridge, *Miami Beach, Florida*. Analyzed the feasibility of installing a kayak launch near the Flamingo Drive pedestrian bridge. Consideration included, existing conditions, kayak launch types, design requirements, user experience, water levels, permitting requirements, and potential impacted resources.

Portosueno Park Living Shoreline and Waterfront Improvements, *Bradenton, Florida*. Provided technical support in the design of a living shoreline and two viewing platforms. Conducted analysis of water levels, considering factors such as sea level rise, king tide, and storm surge. Design considerations include park user experience, permit feasibility, existing conditions, potential impacted resources, water levels, tidal limits of proposed vegetation, shoreline stabilization needs, and drainage.

Blue Water Cay Marina, New Providence, *Nassau, The Bahamas*. Performed numerical modeling analyses for the improved flushing in a lagoon located adjacent to Blue Water Cay Marina. The analyses demonstrated how the addition of a culvert connected between the lagoon and marina can provide improved water exchange and water quality in the lagoon. Multiple culvert connections were tested to determine appropriate design conditions.

Waterside at Boca Trail Marina, *Boca Raton, Florida*. Analyzed the feasibility of expanding and improving the existing residential marina. Considerations included permitting requirements, potential impacted resources, construction cost and schedule, and future water level due to sea level rise.

Bal Harbour Village Vulnerability Assessment, *Bal Harbour Village, Florida*. Funded through Resilient Florida grant, provided technical support in the development of the vulnerability assessment and adaptation plan. Performed an exposure analysis using MIKE21 model determine flood depths for various scenarios including storm surge sea level rise, and precipitation. Using this information to support the sensitivity analysis to assess the impact of flooding on critical assets within the community. The exposure and sensitivity analysis led to the subsequent coastal adaptation plan to supporting the development of adaptation strategies and local priorities for resilient planning.

Dania Beach Tidal Flood Barriers, *Dania Beach, Florida*. Evaluated the effect of increasing water levels at tidal influenced parcels owned by the City of Dania beach. This included the development of a flood migration report which discussed shoreline stabilization options for the parcel to mitigate future inundation as well as provide coastal resiliency.



YEARS OF EXPERIENCE

- 30

EDUCATION

- MSc Urban Development Planning and Environmental Management, Asian Institute of Technology, Bangkok, Thailand
- BS Architecture, Florida A&M University

LICENSES

- Architect, Minnesota (1987-2020)

Beth has over 30 years of experience in technical, grant, project management, and planning across a wide range of design and construction projects in Florida, Africa, and Asia. Her grant-related work has included writing applications, developing detailed work plans, ensuring compliance, and administering agency programs and public-private partnerships.

As a registered architect for over 30 years, Beth has built a diverse skill set through collaboration with architects, engineers, land and housing developers, commercial construction companies, international aid agencies, research institutes, and the Northwest Florida Water Management District. This interdisciplinary expertise has made Beth uniquely qualified to synthesize complex technical findings, bridging policy and regulation with science, engineering, and everyday practicalities such as client preferences, cost and time constraints, community concerns, and construction feasibility. Additionally, her broad experiences and global perspective provide valuable insights into long-term resiliency and sustainability.

RELEVANT PROJECT EXPERIENCE

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Participated in policy input and QA/QC review of the coastal counties in a nine-county region vulnerability assessment, including critical asset data inventory, analysis, and final deliverable report.

Bal Harbour Village Vulnerability Assessment and Adaptation Plan, Bal Harbour Village, Florida. Developed the initial grant request, a detailed grant application, and drafted the agreement work plan following the Resilient Florida award of \$169,700. Conducted a policy review of the Village's code, ordinance, and Comprehensive Plan coastal elements in relation to Resilient Florida and Peril of Flood statutes. Coordinated with the Village Planner to prepare policy recommendations and the final Peril of Flood Compliance report.

Waterfront Resiliency Planning and Funding, City of West Palm Beach, Florida. Coordinated the development and submission of waterfront resiliency projects to the Palm Beach County Local Mitigation Strategy Priority Project List. In 2021, all six projects submitted were incorporated. Additional responsibilities include coordinating resiliency grant services, such as research, reporting, and grant writing.

West Palm Beach Waterfront Resiliency Planning and Funding, City of West Palm Beach, Florida. Coordinated the development and submission of waterfront resiliency projects to the Palm Beach County Local Mitigation Strategy. In 2021, all six submitted projects were

incorporated, and as of Fall 2024, they remain on the LMS Prioritized Project List. Additionally, coordinated resiliency grant services, including research, reporting, and grant writing. Prepared a Grant Compliance Tracking workbook for use by the Currie Park project team.

Grant Compliance Tracking, Florida Local Governments. Created and developed a comprehensive grant compliance tracking workbook cross-referenced with design and construction project deliverables, project reporting, and other conditions of compliance including timelines and deadlines. Tracking workbooks prepared for the City of Hollywood and Town of Jupiter Island, and for more complex multiple grant stacked projects such as The Bay Park in Sarasota and Currie Park in West Palm Beach.

Resilient Florida Grant Program, Florida Local Governments. Coordinated the preparation of and provided technical support for planning grant applications to conduct Vulnerability Assessments compliant with Florida Statutes and/or to perform Adaptation Planning. Awarded grants include the City of Sanibel, Manatee County, Town of Jupiter Inlet Colony, Town of Jupiter Island, and Bal Harbour Village. Additionally, provided similar technical support for implementation grants, such as The Bay Park in Sarasota and the City of Hollywood Tidal Flood Mitigation project.

Sarasota Resiliency Initiative, Sarasota, Florida. Researched and reviewed local shoreline and seawall codes and ordinances in conjunction with engineering design manuals, regional and state guidelines, ongoing vulnerability assessments, adaptation planning, and the FEMA National Flood Insurance Community Rating System Program. Prepared recommendations include the consideration of a comprehensive coastal resiliency ecosystem and the potential adoption of a Resilient Shoreline Model Ordinance.

Town of Jupiter Island Waterfront Setback Line, Jupiter Island, Florida. Contributed to project due diligence research and data analysis, including existing conditions, FEMA flood zones, elevation certificates, property development, zoning and land use, permits and variances, and case studies of other coastal setback examples. Coordinated technical contributions, editing, and final reporting of deliverables.

Living Seawall Pilot Projects, Sarasota and Volusia Counties, Florida. Participated in developing a grant application and proposed scope of services in collaboration with the University of Kansas to apply for a NOAA Transformational Habitat Restoration and Coastal Resilience grant. If awarded, the project will involve the installation and study of hybrid grey-green ecological reef wall panels and their benefits.

Dinner Key Marina Breakwaters Mitigation, City of Miami, Florida. Drafted a grant strategy to support the implementation of resiliency measures on breakwater spoil islands, guided by sea level rise projections. The grants are expected to fund coastal habitat restoration, the construction of recreational amenities, and boating/marina improvements. Coordinated technical contributions, editing, and final reporting of required deliverables.

Hollywood Tidal Flood Protection Ordinance, City of Hollywood, Florida. Coordinated the development and submission of the grant application to the Resilient Florida Grant Program, as well as the detailed full application once the project was selected for further review. After the award of over \$14.1 million, coordinated the drafting of the agreement work plan. Additionally, prepared a Grant Compliance Tracking workbook for use by the project team.



YEARS OF EXPERIENCE

- 14

EDUCATION

- MA Geography, East Carolina University
- BA Geography, University of North Carolina Wilmington

CERTIFICATIONS

- GIS Professional
- GIS Certification Institute, Certification Number: 91316
- Graduate Certificate in Geographic Information Science and Technology
- Undergraduate Certificate in Geographic Information Science

COMPUTER SKILLS

- Esri ArcGIS 10.6 Desktop Product Suite and Extensions, Esri ArcGIS Pro 2.5, Esri ArcGIS Online, Esri ModelBuilder, Esri ArcGIS Enterprise (Portal for ArcGIS), ERDAS Imagine 2011, QGIS 2.14, Global Mapper 12, Blue Marble Geographic Calculator 6.0, Arcv2CAD 5.0, Trimble RTK GPS, Trimble Geomatics Office, Google Earth Pro, Python 3.6.9, Adobe Photoshop/Illustrator CS5, Hypack 2019, AutoCAD 2019, DroneDeploy

Brent Gore is a professional geographer and certified GIS Professional with over 14 years of experience directing and supporting various coastal and marine GIS-related projects with geospatial and remote sensing analysis, cartographic products, and database management. These projects include environmental impact assessments (EIA) and environmental baseline and monitoring surveys (EBS/EMS) of marine environments, digital image classification and interpretation of both benthic and terrestrial environments, natural resource surveys consisting of habitat monitoring, restoration, and relocation, and various coastal resiliency and vulnerability studies.

RELEVANT PROJECT EXPERIENCE

Apalachee Regional Planning Council Vulnerability Assessment, Apalachee Region, Florida. Services performed included critical asset data collection, utilized available LiDAR to conduct flood depth mapping under different scenarios including future sea level rise and storm surge, preparation of a tabular summary of critical at-risk assets, illustrated and quantified the exposure of critical and regionally significant assets to sea level rise, storm surge, and tidal flooding, and developed map and symbology for the final report.

City of Miami Springs Vulnerability Assessment, Miami-Dade County, Florida. Services performed included critical asset data collection, utilized available LiDAR to conduct flood depth mapping under different scenarios including future sea level rise and storm surge, preparation of a tabular summary of critical at-risk assets, illustrated and quantified the exposure of critical and regionally significant assets to sea level rise, storm surge, and tidal flooding, developed web maps and dashboards which were utilized for decision making and public outreach, and developed maps and symbology for the final report.

City of Miami Springs Vulnerability Assessment, City of Miami Springs, Florida. Services performed included critical asset data collection, use of available LiDAR to conduct flood depth mapping under various scenarios, including future sea level rise and storm surge, preparation of a tabular summary of critical at-risk assets, illustration and quantification of the exposure of critical and regionally significant assets to sea level rise, storm surge, and tidal flooding, development of web maps and dashboards for decision-making and public outreach, and creation of maps and symbology for the final report.

Bal Harbour Village Vulnerability Assessment, Bal Harbour Village, Florida. Services performed included critical asset data collection, use of available LiDAR to conduct flood depth mapping under various scenarios, including future sea level rise and storm surge, preparation

of a tabular summary of critical at-risk assets, illustration and quantification of the exposure of critical and regionally significant assets to sea level rise, storm surge, and tidal flooding, development of web maps and dashboards for decision-making and public outreach, and creation of maps and symbology for the final report.

2264 Overseas Hwy Marathon Marine Resource Survey, Marathon, Florida. Services performed included imagery analysis, support of field survey/sampling by providing geospatial data to aid navigation, conversion of Trimble GPS data collected in the field into GIS vector shapefile format, delineation of benthic habitat (hardbottom and SAV) line-intercept/edge/boundary data utilizing diver-collected field data, and the production of professional cartographic mapping products for the report.

Jose Marti Historical Vessel Analysis, Marathon, Miami, Florida. Services performed included acquisition of aerial imagery, historical aerial imagery analysis and georectification, digitization of specified features of interest, spatial analysis, and the production of professional cartographic mapping products.

Mandarin Oriental Miami + Brickell Key Residential (MOMIA+BKR), Brickell Key, Miami, Florida. Services performed included acquisition of LiDAR data, creation of a high-resolution digital elevation model (DEM) for sea level rise impact analysis, digitizing existing building footprints from aerial imagery, and the production of professional cartographic mapping products for the report.

Jungle Island Docking Facility, Jungle Island, 1111 Parrot Jungle Trail, Miami, Florida. Services performed included imagery analysis, conversion of Trimble GPS data collected in the field into GIS vector shapefile format, creation of benthic habitat line-intercept/boundary data utilizing diver-collected field data, and the production of professional cartographic mapping products for the report.

Stiltsville Ellenburg House Dock and Stilt Replacement, Biscayne National Park, Miami, Florida. Services performed included analysis of engineering CAD data representing current/proposed structures, conversion of Trimble GPS data collected in the field into GIS vector shapefile format, analysis of corals to be relocated utilizing diver-collected field data, and the production of professional cartographic mapping products for the report.

Great Stirrup Cay Cruise Ship Piers Marine Resource Survey, Great Stirrup Cay, Berry Islands, The Bahamas. Services performed included imagery interpretation, support of field survey/sampling by providing geospatial data to aid navigation, conversion of Trimble GPS data collected in the field into GIS vector shapefile format, creation of benthic habitat point-intercept/nearshore edge/boundary data utilizing diver-collected field data, and the production of professional cartographic mapping products for the report.

City of Marathon, Resilient Marathon Phase 2, City of Marathon, Florida. Services performed included acquisition of GIS vector data representing land use and critical infrastructure, development of a GIS database, sea level rise impact analysis and mapping, creation of road/trail elevation profiles, and the production of professional cartographic mapping products for the report.

Scotland Cay Dune Stabilization, Abaco Islands, The Bahamas. Services performed included imagery analysis, historical shoreline change analysis, and production of professional cartographic mapping products for the report.

**Brent Whitfield, P.E., ENV
SP
Stromwater Lead**



Hire Date

02/13/2017

Years with other firms: 13

Education

Master of Science, Civil
Engineering, University of
Florida, 2003

Bachelor of Science, Civil
Engineering, University of
Florida, 2001

Registration

Professional Engineer,
Florida, 65720, 2007

Professional Affiliations

ACEC
American Society of Civil
Engineers
American Water Resources
Association
Environment and Water
Resources Institute
Florida Engineering Society
Florida Stormwater
Association

Certifications

Statewide Airport
Stormwater Study
Florida Stormwater
Association (FSA)
Stormwater Operator
Certification Level 2
Envision Sustainability
Professional

Awards

ASCE Region 5 Engineer
of the Year Award - 2019
ASCE State Section -
Engineer of the Year -
2018
National Engineers'
Council Outstanding
Engineering Achievement
Merit - 2019

Brent Whitfield, P.E., ENV SP is the Director of Water Resources for CMA. With 20 years of professional experience, Mr. Whitfield has worked for a variety of public sector clients at the City, County and State level. His experience includes tasks as varied as hydrologic and hydraulic modeling related to environmental and flood protection studies and detailed engineering design and construction oversight for roadway, water, sewer, and stormwater infrastructure. Mr. Whitfield has provided infrastructure solutions in various settings from residential neighborhoods to commercial airports. As a life-long resident of Florida, Mr. Whitfield has maintained a commitment to serving the community both professionally and personally serving as an appointed board member for a municipal advisory board with maintaining involvement in the American Society of Civil Engineers (ASCE), the Florida Engineering Society (FES) and Leadership Florida. Mr. Whitfield holds Bachelor's and Master's Degrees in Civil Engineering from the University of Florida.

Project Experience

Mangonia Park Comprehensive Vulnerability Assessment Services. Town of Mangonia Park. The Town of Mangonia Park has requested that CMA conduct a Comprehensive Vulnerability Assessment (VA) for the Town. CMA will meet the state criteria in Section 380.093, Florida Statutes, generate elevation certificates of prioritized critical government facilities, assess roadway vulnerability, and prepare an adaptation plan which compiles a list of Town adaptation projects to address flooding risks in the future.

Tasks by CMA include conducting a kick-off meeting to create the overall project management plan; conducting a public outreach meeting during the project; acquiring background data needed to perform the VA; performing an exposure analysis to identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario and finalizing the VA report pursuant to the requirements in Section 380.093, Florida Statutes, based upon the steering committee and public outreach efforts. In addition, the FDEP's Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description.

Citywide Vulnerability Assessment, Mitigation Strategy & Stakeholder Outreach. City of Tamarac. The City of Tamarac has requested that CMA provide professional engineering services for the preparation of a Comprehensive Vulnerability Assessment (VA). pursuant to Section 380.093, Florida Statutes as well as develop a Local Mitigation Strategy. As part of each task, CMA will provide a Task Deliverables Memorandum. This can be provided to the granting agency so that they can easily see that all task deliverables have been met. Tasks by CMA will include conducting a kick-off meeting to create the overall project management plan; conducting two public outreach meetings during the project; acquiring background data needed to perform the VA; performing an exposure analysis which will identify the depth of flooding resulting from several climate related hazards: current and future tidal flooding, storm surge, precipitation, overtopping of seawalls, and compounding flooding; developing a sensitivity measurement methodology; finalizing the VA report, maps and tables; and creating a Local Mitigation Strategy as required by the Florida Division of Emergency Management.

Stormwater Engineering Services. City of Dania Beach. The City of Dania Beach (City) has requested that CMA provide stormwater engineering services as needed on behalf of the City. An immediate need is for the 5-year license renewals for surface water management licenses as required by the Broward County Environmental Protection and Growth Management Department (BCEPGM). The City identified other potential needs that include the analysis and review of recommended alternatives

for site specific right of way drainage issues. CMA shall review the proposed stormwater improvements for any new development projects at the City. CMA shall review design plans and calculations for these new development projects to verify any impacts of the proposed new development on the performance of existing infrastructure system. CMA shall analyze the existing drainage system and recommend any new improvements that may be required due to the development. CMA shall provide inspections related to the proposed improvements under each new development project to the City.

Palm Beach County – Vulnerability Assessment and Resiliency Action Plan (VARAP) – PO 1197540.

Palm Beach County. CMA is providing support to Palm Beach County's effort to prepare a Vulnerability Assessment and Resilience Action Plan. This effort is funded by a Florida Department of Economic Opportunity (DEO) Grant and includes a vulnerability assessment of the unincorporated areas and western municipalities of Palm Beach County as well as critical County-owned or maintained assets. The analysis includes an assessment of flooding and sea level rise impacts, as well as a tree inventory, greenhouse gas inventory, and identification of 30 adaptation/mitigation projects in key focus areas. The effort will incorporate extensive use of GIS to analyze and document the findings.

South County Climate Change Vulnerability Assessment. Collective Water Resources LLC. CMA was part of a consultant team that provided a climate change vulnerability assessment (CCVA) for eight municipalities that are part of the Southeast Palm Beach County Coastal Resilience Partnership (CRP). The CCVA consisted of five general tasks: 1) explore climate threats, 2) assemble data on community assets, 3) assess vulnerabilities and risks, 4) investigate potential adaptation strategies, and 5) prepare final report and interactive maps. The results of the CCVA will be used to implement adaptation strategies that are cohesive and collaborative among participating entities in order to develop a region resilient to the impacts of climate change.

High Level Project Description and Cost Estimates of Recommended FPLOS Phase I Assessments for the FPLOS Study – South Florida Water Management District. The South Florida Water Management District (SFWMD) is conducting a system-wide review of the regional water management infrastructure, through its Flood Protection Level of Service Program (FPLOS) to assess flood vulnerabilities and support determination of best adaptation and mitigation projects to maintain or improve flood protection levels of service. The FPLOS Phase I Studies assess the level of protection provided by the water management system within a watershed considering sea level rise (SLR), extreme rainfall, future land development, and other known water management considerations in each watershed. Chen Moore and Associates provided the Phase I FPLOS for the C2, C3W, C4, C5, and C6 Basins in Miami-Dade County. As part of the final deliverables from each FPLOS Phase I Study, a technical memorandum (TM) containing the preliminary mitigation and adaptation projects within the Phase I study area was produced. These preliminary mitigation and adaptation projects are suggested based on the initial flood vulnerability findings identified during the Phase I studies and include some non-regret project strategies.

CMA has been requested to provide a high-level project description and cost estimates for the above-mentioned FPLOS Phase I study. CMA will leverage the information included in past studies to produce a high-level project description and cost estimates, and to allow the project recommendations to be incorporated into the SFWMD Sea Level Rise and Flood Resiliency Plan (SLRFRP). Including this information in the SLRFRP will ensure early consideration of infrastructure investments needed in each of the assessed basins; inform priority flood resiliency projects to enhance community resiliency in South Florida; and identify funding alternatives for the completion of these projects. This information will also be used as part of internal cost-benefit feasibility analysis being developed by SFWMD as part of grant applications to prioritize mitigation and adaptation alternatives for current and future conditions.

D-16 & D-18 Pump Station Rehabilitation. Town of Palm Beach. The CMA team provided civil, mechanical, electrical and structural engineering design and permitting services for the rehabilitation of the existing D-16 and D-18 stormwater pump stations at the western ends of Jungle Road and El Brillo Way. CMA also provided a detailed structural analysis and provided repair recommendations for adjacent concrete facilities and developed a modification to the trash grate within the wet well to reduce the difficulty of maintenance access.

**Stephanie Long, P.E.,
Ph.D.**
Technical Analysis



Hire Date

03/05/2021

Years with other firms: 15

Education

Bachelor of Science, Civil
Engineering, Florida
International University,
2006

Master of Science,
Environmental
Engineering, Florida
International University,
2009

Doctor of Philosophy,
Geosciences, Florida
International University,
2014

Registration

Professional Engineer,
Florida, 78659, 2015

Professional Affiliations

American Society of Civil
Engineers

American Water Resources
Association

Dr. Long is a Water Resources Engineer with over a decade of experience in modeling surface water and groundwater hydrology from the watershed to sub-basin scale. Her expertise includes stormwater modeling for urban flood control operations, water storage modeling and analysis, nutrient fate and transport modeling, and surface water /groundwater contaminate transport. During her doctoral research as part of the NASA WaterSCAPES grant, she helped develop a hydrological model of Everglades National Park and analyzed the impact of proposed regional restoration projects on Park hydroperiods and water quality. In her professional career she has lead modeling efforts for regional watersheds to assist in stormwater and water quality assessments and mitigation planning, water supply planning and wet season/dry season optimization, groundwater recharge and wetland rehydration, etc.

Project Experience

Stormwater Master Plan with City of Coral Springs - PO 00221161. CMA is conducting a Citywide Stormwater Master Plan for the City of Coral Springs to identify areas of concern related to stormwater flooding throughout the City limits and to identify and prioritize future capital improvement projects related to stormwater infrastructure. CMA will compile, review, and evaluate all available information on the City's existing stormwater infrastructure. Based on information collected, CMA will prepare a stormwater model for the purpose of evaluating the level of service provided by City's existing stormwater infrastructure. The stormwater model will also be used to assess various alternatives for drainage improvements required to meet the level of service criteria for various storm events. The stormwater model will be used to run rainfall scenarios for the comparison of existing conditions versus future build out conditions from both a water quantity (runoff) and water quality (storage) perspective. Based on the result of the stormwater model, CMA will prepare the stormwater master plan, which will define the analysis of the existing stormwater infrastructure, identify and prioritize "problem areas" within the City limits, and recommend any improvements to the existing stormwater system. CMA will develop a Capital Improvement Plan for the overall stormwater management system in ranking. In addition, CMA will review and enhance the City's compliance efforts under the CRS Program and the NPDES MS4 Permit.

Stormwater Master Plan - RFQ 22-023 - PO 2023-0000057. The City of Dania Beach selected Chen Moore and Associates (CMA) to prepare a Citywide Stormwater Master Plan (SWMP). Under this project, CMA will compile, review, and evaluate all available information on the City's existing stormwater infrastructure. Based on information collected, CMA will prepare a stormwater model for the purpose of evaluating the level of service provided by City's existing stormwater infrastructure. The stormwater model will also be used to assess various alternatives for stormwater improvements required to meet the level of service criteria under various storm events. The stormwater model will be used to compare the system performance under existing development conditions and future build out development conditions within the City. Based on the results of the stormwater model, CMA will prepare the stormwater master plan, which will define the analysis of the existing stormwater infrastructure, identify and prioritize "problem areas" within the City limits, and recommend any improvements to the existing stormwater system. CMA will develop a Capital Improvement Plan for the overall stormwater management system in ranking.

STA-1W Structures Refurbishment Project - SFWMD - WO 4600004089 - WO5R6 - PO No. 9500008896.

This project includes the design services for the removal of ten (10) corrugated metal pipe (CMP) culverts and replacements with four (4) cast in place box culverts, including remotely activated gates, control buildings, stilling wells and repair of approximately 1,000 feet of levee. In addition, the project will include inspection and replacements, as needed, of mechanical components at twenty single-gated structures and culvert repairs at the G-305D and G-327A culverts. The contract includes a Basis of Design Report (BODR) and production of bid documents.

Renewal of SJRWMD UF Master Drainage System Permit - UT00272 - University of Florida - PO No.1900711703.

CMA is providing engineering services to prepare the documentation and data to submit for the renewal of the University of Florida's master drainage system permit with the St John's River Water Management District (SJRWMD). As part of the permitting effort, CMA has reviewed various strategic master plans for the UF campus and developed a proposed condition model in ICPR4 of the Lake Alice Basin and the depressional basins within campus that includes all anticipated buildout through 2030. This permitting effort also required coordination for an update of the jurisdictional delineation of wetlands on campus. CMA's scope of services includes Project Management and Coordination, Data Review and preparing a 2030 Model using the ICPR4 software, and Permit Renewal Application and RAI Responses.

Atlantic Aviation - PBI Hangars Phase I. CMA will serve as a Subconsultant to C & S Engineers, Inc. The project includes stormwater management design and permitting and landscape architecture design services. This project will be two hangars that are identical to each other and are approximately 30,000 square feet with a 3,500 square feet of office space on each. This project also includes a parking lot approximately 40,000 square feet and ramp approximately 27,500 feet.

WO-15 Staff Augmentation for Section 216 Central & Southern Florida Flood Risk Management Study - WO 4600004089-WO15 - PO 9500010092.

The USACE Jacksonville District and the South Florida Water Management District (SFWMD) began a flood risk management (FRM) study initiated under the authority of Section 216 of the Flood Control Act of 1970 within the Central and Southern Florida (C&SF) Project. The purpose of this combined State and Federal study is to identify the most immediate risk to the C&SF Project due to changing conditions including climate change, sea level change, land development, and population growth in the lower east coast of Florida in Palm Beach, Broward, and Miami-Dade counties. Chen Moore and Associates (CMA) is retained to augment SFWMD staff and to provide support for H&H modeling for the Section 216 C&SF FRM study for Miami-Dade County. Responsibilities include all activities necessary to implement and execute MIKE SHE/MIKE Hydro models for watersheds in Miami-Dade County in order to simulate event-based response of the hydrology and hydraulics for the C&SF FRM study.

The technical work in this contract requires lead level technical expertise in the area of hydrology and hydraulics. The SFWMD selected CMA to perform C&SF MIKE SHE/HYDRO setup and simulation of base line runs, future without project (FWOP) runs, and future with project (FWP) runs required for the USACE Sea Level Change (SLC) conditions. CMA's experience working with District staff has proven that they have the necessary modeling skills, communication, and study management skills to ensure timely and accurate completion of tasks.

Alec Bogdanoff, Ph.D.



PRINCIPAL / OUTREACH & POLICY LEAD

Dr. Alec Bogdanoff is a distinguished oceanographer, meteorologist, and co-founder of Brizaga, a pioneering firm at the forefront of climate resilience and adaptation. With over two decades of experience spanning policy, politics, and science, Alec is a visionary leader recognized for his unmatched expertise in resilient infrastructure policy. As Principal, he combines thought leadership with hands-on innovation, driving transformative solutions for the most pressing climate challenges of our time.

Alec's career has been defined by his ability to bridge complex scientific principles with actionable strategies that resonate with diverse stakeholders. From authoring impactful state and federal legislation to leading groundbreaking resilience initiatives, his work embodies a rare synthesis of technical expertise, policy acumen, and strategic foresight. He excels in developing cutting-edge

solutions, navigating multi-jurisdictional challenges, and fostering collaboration across sectors. With unparalleled insight into the world of resilient infrastructure and a passion for making a tangible difference, Alec continues to lead the charge in shaping a more adaptive and sustainable future for communities worldwide.

Education:

- Ph.D., Physical Oceanography, Massachusetts Institute of Technology (MIT)/ Woods Hole Oceanographic Institution (WHOI), 2016
- M.S., Meteorology, Florida State University, 2010
- B.S., Meteorology, Florida State University, 2008

Affiliations:

- Greater Fort Lauderdale Chamber of Commerce (Chair, Strategic Planning Committee and Bylaws Committee; Member, Board of Directors)
- American Meteorological Society
- American Geophysical Union
- American Society of Adaptation Prof.
- American Planning Association
- Urban Land Institute (Chair, District Resilience Committee; Member, District Management Committee)

Specializations:

- Climate Science
- Meteorology & Oceanography
- Resilience & Adaptation Planning & Strategy
- Public Policy
- Strategic Communications
- Public Outreach & Engagement

Select Project Experience

NORTH BAY VILLAGE STORMWATER PROGRAM MANAGEMENT

North Bay Village, Florida | 2022 – Ongoing

- Played a pivotal role in helping North Bay Village secure critical funding to revitalize and construct essential infrastructure for their stormwater program, aligning projects with state and regional priorities. Conducted an in-depth review and analysis of the existing Stormwater Master Plan, identifying areas for improvement and alignment with current resilience goals.
- Collaborated closely with the Village to develop successful applications for key grants, including the Biscayne Bay Water Quality Grant and three Florida Resilient Grant Program awards. Positioned North Bay Village to implement long-term resilience measures to carry them into the future.

VILLAGE OF KEY BISCAYNE RESILIENCY STRATEGY

Village of Key Biscayne, Florida | 2022 – Ongoing

- Spearheading the development of a forward-thinking Resilience Strategy for the Village of Key Biscayne, identifying critical threats, setting actionable goals, and crafting a cohesive implementation and integration plan to address climate challenges across all Village projects.
- Driving public outreach efforts with a focus on inclusivity and impact, including interactive workshops, stakeholder meetings, and the development of compelling, accessible educational resources tailored to diverse audiences, including creation of a distinctive brand identity for the resilience program.
- Partnered with consultants and local leaders to align technical solutions with community needs that balance innovation with practicality. Provided the Village with a robust roadmap to enhance climate resilience, empowering leaders and residents with actionable strategies that safeguard infrastructure, protect resources, and promote long-term sustainability.

DANIA BEACH STORMWATER MASTER PLAN

Dania Beach, Florida | 2023 – 2024

- Project Director for policy and outreach with a focus on resilience support. Oversaw the communications strategy, educational programming, and outreach engagement team for the Stormwater Master Plan, including the development of the Citizens Guide and all related public outreach initiatives.
- Directed comprehensive policy review and development, ensuring alignment with regulatory frameworks and community needs.

BRINY BREEZES ADAPTATION PLAN

Briny Breezes Corporation, Briny Breezes, Florida | 2021 - 2022

- Managed the development of an innovative Adaptation Plan, assessing top risk factors and vulnerabilities to prioritize at-risk assets, utilizing **Brizaga's** proprietary Adaptation Prioritization Exercise (**APEx**) tool.
- Designed a comprehensive roadmap featuring near-, medium-, and long-term strategies, from raising seawalls to upgrading water pumps. Delivered high-level cost estimates for proposed actions to guide strategic decision-making and resource allocation.
- Played an instrumental role in securing a \$7 million Resilient Florida Implementation Grant, ensuring full funding for a state-of-the-art stormwater management system cementing the community's path toward long-term resilience.

Awards and Additional Experience

- Urban Land Institute, Southeast Florida District Council, Young Leader of the Year, 2022
- Florida Director, Senior Scientist, and now Senior Advisor, American Flood Coalition, 2018 - Present

Erica Echeverri



MANAGER, OUTREACH

Erica Echeverri is an accomplished Outreach Manager at Brizaga, where she leads stakeholder engagement, public outreach, and educational initiatives with a dynamic approach to fostering community participation. Fluent in both English and Spanish, she excels at bridging cultural and language gaps to ensure all stakeholders feel represented and empowered. Erica's expertise includes organizing public workshops, developing content for print, social media, and digital platforms, and driving engagement through inclusive and culturally sensitive outreach efforts.

Erica combines her passion for education and science with her M.S. in Environmental Science from Florida International University to translate complex environmental concepts into clear, accessible terms. With over 40 successful public-facing

projects, she has established herself as a trusted leader in environmental outreach and community-driven initiatives, consistently building meaningful relationships and creating impactful communication strategies.

Education:

- B.S., Animal Science, University of Massachusetts Amherst
- M.S., Environmental Science, Florida International University

Affiliations:

- National Association of Environmental Professionals
- National Education Association – Florida
- Citizens Climate Lobby
- National Ground Water Association
- Leadership Broward – Class XLIII

Specializations:

- Science Education
- Public Outreach & Engagement
- Strategic Communication
- 8 years Educator Experience

Project Experience

PALM BEACH COUNTY VULNERABILITY ASSESSMENT AND RESILIENCE ACTION PLAN

Palm Beach County, Florida | March 2023 – Ongoing

- Outreach Lead. Development of public outreach and educational materials for the Climate Risk Assessment across print, social media, and newsletters.
- Manage logistics for 16 large-scale public meetings, ensuring accessibility and engagement with diverse stakeholders. Facilitate communication between municipal staff, consultants, and community members to integrate technical expertise and public input. Design surveys and feedback tools to capture community perspectives, shaping a resilience plan that enhances regional climate adaptation and funding opportunities.

HOLLYWOOD CLIMATE VULNERABILITY ASSESSMENT

Hollywood, Florida | March 2023 – September 2024

- Coordinated outreach as part of Hollywood's Climate Vulnerability Assessment (CVA) update, facilitating interactive workshops to share assessment findings and ensure community engagement. This updated assessment ensured compliance with state law (s. 380.093 F.S.) and maintained eligibility for funding from the Resilient Florida Grant Program.
- Led community engagement efforts, organizing public meetings to educate residents on climate adaptation. The CVA incorporated insights from residents and scientific data from trusted sources, including NOAA and FEMA, to address current and future climate challenges.

MIAMI-DADE COUNTY AND ADRIENNE ARSHT FOUNDATION RESILIENCE HUB NETWORK STRATEGY

Miami, Florida | March 2023 – January 2024

- Organized and executed targeted outreach initiatives to gather meaningful feedback to guide resilience strategies for underserved areas.
- Built strategic partnerships with Catalyst, Community Action & Human Services of Miami-Dade, CLEO, Miami-Dade Office of Resilience, and Touching Miami with Love to enhance reach.

VILLAGE OF KEY BISCAYNE CLIMATE VULNERABILITY ASSESSMENT, INTEGRATION AND IMPLEMENTATION PLAN

Key Biscayne, Florida | July 2023 – August 2024

- Served as Outreach Coordinator for the communications and outreach team, supporting the development of educational materials to inform residents about the project and promote attendance at public meetings.
- Created materials for print, social media, and newsletters to clearly communicate the project's goals, updates, and outcomes, ensuring accessibility for the community.
- Planned and executed public outreach meetings, engaging residents in discussions about climate vulnerabilities and proposed resilience strategies.
- Shared the project's importance, emphasizing Key Biscayne's efforts to protect its infrastructure and community through sustainable, science-based adaptation measures.



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PROJECT UNDERSTANDING, APPROACH & AVAILABILITY

Understanding Hillsboro Beach's History, Coastal Challenges, and The Need for Forward-Thinking Resilience

The Town of Hillsboro Beach is more than just a scenic stretch of Florida's coastline—it's a community deeply connected to the water, shaped by tides, storms, and the ever-present challenge of erosion. As a narrow barrier island wedged between the Atlantic Ocean and the Intracoastal Waterway, Hillsboro Beach has always faced the forces of nature head-on.

These forces have grown stronger, more frequent, and more damaging in recent years. Occasional flooding has now become a more frequent challenge, prompting the community to take proactive measures to safeguard its future against the rising waters.

The Most Pressing Issues

Tidal Flooding & Rising Sea Levels: A Growing Threat

With sea levels projected to rise in the future, what is now occasional nuisance flooding could become daily reality. Low-lying properties on the Intracoastal side already experience frequent saltwater intrusion, damaging yards, driveways, and foundations.

Flooding Along A1A: The Town's Lifeline

Hillsboro Beach depends on **A1A (Hillsboro Mile)**, for emergency access, daily transportation, and the movement of essential services. Extreme high tides, especially King Tides, routinely overtopped seawalls along the Intracoastal, flooding the road and cutting off access for residents.

This isn't just an inconvenience; it is a public safety issue. Flooded roads mean emergency responders can't reach residents and essential infrastructure, including storm drains and sewer systems, have the potential to become overwhelmed. The FDOT recently completed an improvement project to help mitigate flooding in some segments of A1A, but future water levels and extreme events have the potential to further impact and render some portions of A1A vulnerable.



2015 Tidal Flooding on A1A Parking Lot near Hillsboro Inlet



2024 Raised Seawall and Roadway near parking lot

Storms & Hurricanes: Intensifying Coastal Hazards

Hillsboro Beach’s vulnerability is further compounded by intensifying hurricanes and coastal storms. Situated along Florida’s Atlantic coastline, the Town has faced the impacts of major hurricanes, bringing powerful storm surges, winds, and relentless wave action.



Hurricane Trajectories Within a 30 Mile Radius of Hillsboro Beach in the Last 50 Years

With our expertise in coastal resilience, flood vulnerability assessments, and adaptive planning, we understand the unique challenges Hillsboro Beach faces and are well-equipped to develop a comprehensive strategy that safeguards the town’s infrastructure, natural resources, and community against future coastal hazards.

A Town That Takes Action: Proactive Measures & Resilience Investments

Despite its small size, the Town has been one of the most proactive coastal communities in Broward County, consistently investing in infrastructure upgrades, policy improvements, and long-term adaptation strategies.

- **Beach Renourishment Programs** – The town has continuously placed hundreds of thousands of cubic yards of sand to rebuild its beaches, with major projects in 1998, 2011, and 2023-2025 ensuring a protective buffer remains in place.
- **A1A Road Elevation** – Recognizing the threat to its only access road, Hillsboro Beach, in partnership with FDOT, raised portions of A1A.
- **Seawall Elevation Ordinance** – Understanding that seawalls needed to keep pace with rising seas, the town enacted one of the region’s most forward-thinking seawall policies, requiring new and rebuilt seawalls to be at least 5 feet NAVD88.

- **Floodplain Management & FEMA Compliance** – Hillsboro Beach actively participates in the National Flood Insurance Program (CRS), confirming lower insurance rates for residents by adopting stricter floodplain regulations and updating local building codes to comply with FEMA’s flood hazard maps and the Florida Building Code.
- **Engagement in Regional Resilience Planning** – The town is actively involved in Broward County’s resilience initiatives, working with the Southeast Florida Regional Climate Compact to align with the latest sea-level rise projections and best adaptation practices.

This Vulnerability Assessment isn’t just about meeting requirements, we will equip Hillsboro Beach with the insights and strategies needed to stay ahead of rising risks. With our expertise in coastal resilience and data-driven solutions, Cummins Cederberg will be your trusted partner in developing a proactive, innovative roadmap to safeguard your community including:

- Identifying weakest points in the town’s flood defenses
- Ranking areas are most at risk from erosion, storm surge, and sea-level rise
- Prioritizing infrastructure investment for long-term protection



Along the Intracoastal Waterway, our design for the City of Hollywood’s 7,600+ LF of shoreline included raising city owned seawalls and incorporating natural solutions like mangrove protection and living shorelines

Project Approach: A Data-Driven Path to Protecting Hillsboro Beach’s Future.

We recognize that Hillsboro Beach is not just a town — it’s a home for residents who have built their lives along this shoreline. Our recommendations will be community-centered, technically sound, and tailored to the Town’s unique challenges. A Vulnerability Assessment (VA) led by Cummins Cederberg is designed to be a living, actionable plan. To deliver clear and effective solutions, our team will follow a structured 6-task approach:



Task 1: Understanding the Landscape – Background Data Acquisition & Review

Before we can plan for the Town’s future resilience, we need to fully understand its present vulnerabilities. Every storm, every high tide, and every flooded street tells a story—one that, when pieced together, gives us a clearer picture of what’s at risk and what needs urgent attention.

We will build a data-driven foundation using historical records, cutting-edge modeling, and real-world field assessments.

We have reviewed the grant work plan (GWP) provided by the Town, which references the use of the 2022 SLR projections and 2050/2080 planning horizons. We will develop a summary of data standards consistent with FDEP’s GIS Data Standards and statutes that are necessary to perform the Vulnerability Assessment.

To get the most accurate, site-specific picture of Hillsboro Beach’s vulnerabilities, we will collect and analyze:

- **Coastal & Shoreline Protection Infrastructure Mapping** – Identifying and assessing seawalls, dunes, beach renourishment areas, and other coastal defenses to evaluate their effectiveness in mitigating storm surge, and tidal flooding impacts.
- **Stormwater Infrastructure & Drainage** – Examining the Town’s Stormwater infrastructure, identifying low-lying areas with poor drainage, storm drain locations, and potential backflow risks during King Tides and heavy rainfall.
- **Tidal & Sea Level Trends** – Analyzing NOAA tide gauge records, sea-level rise projections, and regional flood models to understand how Hillsboro Beach will be affected in the coming decades.

- **Hurricane & Storm Surge History** – Mapping the impacts of past hurricanes like Wilma (2005), to determine which areas experience the worst flooding and storm surge damage.
- **Critical Infrastructure Inventory** – Reviewing elevation certificates, past flood damage reports, and road/utility network vulnerabilities to see what structures are most at risk.
- **Public Outreach & Stakeholder Experience** – Engaging with town officials and staff, first responders, and residents to incorporate local knowledge—because sometimes the most valuable flood data isn’t found in reports, but in the stories of those who’ve lived through it.



A high-resolution Digital Elevation Model of the southern tip of Hillsboro Beach, near Hillsboro Inlet, capturing detailed terrain elevation, essential for coastal analysis and modeling.



Task 2: Mapping the Risks – Exposure & Sensitivity Analysis

With Task 1 complete, we shift from data collection to real-world application, using cutting-edge modeling and analysis to map the Town’s flood risks, shoreline changes, and storm vulnerabilities with pinpoint accuracy.

This is where we turn raw data into powerful insights, uncovering the town’s most exposed areas and identifying how climate-driven forces—storm surge, sea-level rise, wave energy, and drainage inefficiencies—interact to shape the town’s flood risks.

At its core, this step answers a critical question: **Where are the Town’s most significant vulnerabilities, and how will they evolve over time?**

Task 2: Exposure Analysis Components

- **Hydrodynamic Modeling for King Tides and Hurricanes**
- **Stormwater Infrastructure Assessment and Integrated Modeling**

Hydrodynamic Modeling for King Tides & Hurricanes

Flooding in Hillsboro Beach comes from multiple sources—rising sea levels, storm surges, extreme rainfall, and tidal backflow. We will use advanced hydrodynamic modeling to fully understand these risks to simulate how floodwaters behave under different conditions.

How We’ll Do It:

- **MIKE 21 Hydrodynamic Modeling** – This cutting-edge simulation tool allows us to analyze how tides, wind, waves, and storm surge interact with Hillsboro Beach’s coastline and infrastructure.
- **Storm Scenario Simulations** – We will model hurricane storm surge events to see how floodwaters move through the town under different intensities.
- **King Tide Projections** – We will simulate present-day King Tide events, and project how much worse they will become as sea levels rise. This will pinpoint which streets, homes, and infrastructure are most vulnerable to tidal flooding in 2050 and 2080 as required by the Florida Statutes for Vulnerability Assessments

- **GIS-Based Flood Mapping & Depth Projections** – The results of these simulations will be translated into easy-to-understand flood risk maps—allowing town officials to see exactly water will go under different conditions.

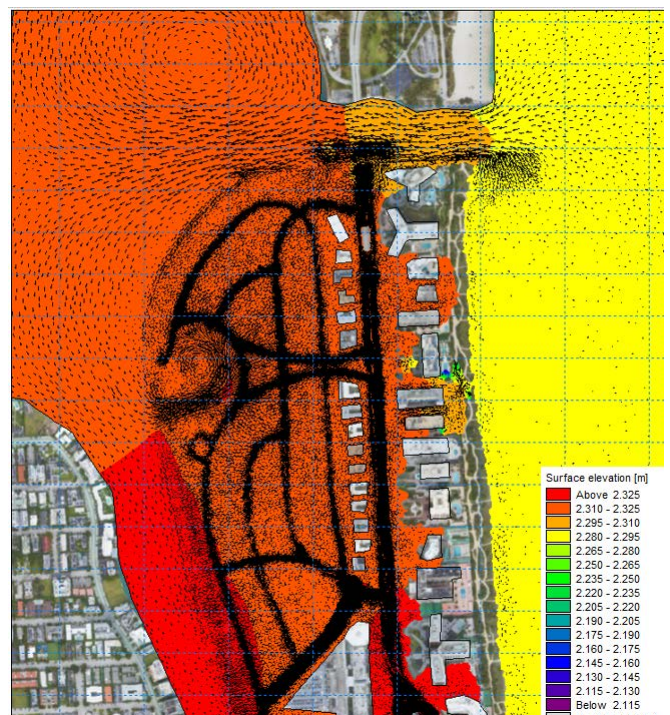
Unlike standard flood risk maps, these models incorporate real-world storm behavior, helping Hillsboro Beach plan for not just everyday flooding but also the worst-case scenarios that cause major damage.

Stormwater Vulnerability Assessment & Integrated Modeling

Hillsboro Beach has a small but complex stormwater system, where tides, rainfall, drainage efficiency, and seawater backflow influence flooding.

We will conduct a stormwater vulnerability assessment, integrating it directly with our flood modeling to identify:

- **Areas with Limited Drainage Capacity** – Evaluating where stormwater struggles to drain effectively, especially during high tide or heavy rainfall.
- **Tidal Backflow Risks** – Analyzing where seawater enters and overwhelms the stormwater system during high tides.
- **Extreme Rainfall** – Using rainfall-runoff modeling, we will simulate how well extreme rain events (e.g., 100-year storms) are handled and where upgrades are needed.



Hydrodynamic model for Bal Harbour Village to simulate flooding

Combining hydrodynamic and drainage modeling, we will provide targeted recommendations such as:

- Installing tidal backflow prevention devices at key outfalls
- Expanding stormwater retention capacity
- Raising or retrofitting vulnerable infrastructure

By integrating stormwater vulnerability assessments directly into our flood modeling, we move beyond identifying risks and develop proactive engineering solutions to make Hillsboro Beach's drainage more resilient.

Now that we have mapped where Hillsboro Beach is most vulnerable in Task 2, we take a crucial next step:

How well can the town's infrastructure, buildings, and natural systems withstand these risks?

Not all flood-prone areas are equally at risk. Some roads may flood but quickly recover, while others suffer lasting damage. Certain buildings may withstand storm surges, while others could be compromised by just a few inches of water. This is where sensitivity analysis identifies what is truly at risk and prioritizing where intervention is most needed.

Our goal here is to go beyond exposure mapping and quantify the severity of impact on critical assets, transportation routes, and the built and natural environment.

Task 2: Sensitivity Analysis Components

- **Infrastructure Resilience Assessment** - Roads, bridges, utilities, seawalls, and drainage systems.
- **Building Vulnerability Analysis** - Public buildings and emergency facilities
- **Critical Infrastructure Redundancy & Evacuation Routes** - To function and evacuate safely during extreme event
- **GIS-Based Vulnerability Mapping** - Visualizing flood depth, duration, and risk factors.

By integrating these assessments, we will identify which areas are at risk and determine their ability to withstand and recover from flooding.

Infrastructure Resilience Assessment – How Long Can Systems Withstand Flooding?

Hillsboro Beach's roads, utilities, seawalls, and drainage systems are already under strain from rising tides and storm events. Understanding how they perform under increasing stress is critical for long-term resilience planning.

How We'll Assess It:

- **Shoreline Sensitivity Study** – Evaluating existing shoreline protection structures to determine which sections will be overtopped under future sea-level rise and storm surge conditions.
- **Roadway & Drainage Resilience** – Examining how prolonged exposure to saltwater, tidal backflow, and heavy rainfall will affect the overall drainage of Hillsboro Beach.
 - Identify which roads will become impassable first
 - Determine how the water levels impact drainage efficiency over time
 - Prioritize upgrades (road raising, new drainage structures, tidal backflow preventers)
- **Critical Asset Vulnerability** – Identifying power stations, water infrastructure, and other critical facilities that could be compromised during future floods.

Rather than just flagging at-risk infrastructure, this analysis provides the sensitivity of each critical asset and help prioritize potential improvements.

Building Vulnerability Analysis – Protecting Public & Emergency Services

Hillsboro Beach's buildings have varying levels of flood protection—some elevated, some built decades ago at lower elevations, and some near the water's edge. This analysis will assess which structures can withstand worsening conditions and which require adaptation.

How We'll Assess It:

- **Building Elevation vs. Flood Depth Comparison**
 - Using LiDAR elevation data to compare finished floor elevations with projected flood levels in different scenarios.
- **Long-Term Flood Exposure Impacts** –
 - Estimating the expected lifespan reduction of structures exposed to repeated flooding.
- **Emergency Facilities & Response Infrastructure Resilience**
 - Identify which critical facilities, such as fire stations, police departments, and emergency response hubs remain operational during an extreme flood event.

- Identify regionally significant assets outside the Town’s boundary, such as hospitals and evacuation shelters.

This analysis allows the town to prioritize structural adaptation, ensuring that at-risk buildings can be retrofitted or protected before severe damage occurs.

Asset Class	Asset	25-year storm	25-year storm 2070 IH	100-year storm	100-year storm 2040IL	100-year storm 2040IH	100-year storm 2070IL	100-year storm 2040H	Compound Flooding in 2040
Critical Infrastructure	0001 (Wastewater Pump Station)	N/A	High	Extreme				Low	
	0002 (Wastewater Pump Station)	N/A	Medium	High	Extreme	Low			
	Stormwater Pump Station	N/A	High	Extreme				Low	
Critical Community and Emergency Facilities	Police Station Headquarters	N/A	Medium	Extreme				Low	
	Village Hall	N/A	High	Extreme				Low	
	Bal Harbour Community Center	N/A	High	Extreme				Low	
Transportation & Evacuation Routes	Bal Bay	Low	High	Extreme				Medium	
	Harbour Way (north)	Low	High	Extreme				Medium	
	Harbour Way (south)	Low	High	Extreme				Medium	
	Byron Ave	N/A	High	Extreme				N/A	
Natural, Cultural & Historical Resources	Harbour Way Park	Medium	High	Extreme				Medium	
	Jetty Walk Park	Medium	High	Extreme				Medium	

Example of a sensitivity analysis for priority assets

Critical Infrastructure Redundancy & Evacuation Routes – Can the Town Function During an Extreme Flood Event?

Hillsboro Beach is a narrow barrier island with a single main road—A1A. If A1A floods, residents, emergency services, and supply chains could be cut off entirely.

Key Questions We’ll Answer:

- Will emergency responders be able to reach flooded areas during a storm or King Tide?
- What sections of A1A are most at risk of becoming impassable under different scenarios?
- What drainage, elevation, or reinforcement measures can improve road resilience?

This analysis will provide a clear action plan for improving emergency response capabilities and long-term evacuation planning.

How We’ll Assess It:

- Evacuation Route**– Simulating how storm surge and tidal flooding will impact evacuation routes over time.
- Emergency Access Impact Scoring** – Assigning risk levels to different sections of A1A based on flood depth, duration, and potential disruption.
- Redundancy Planning for Emergency Services** – Ensuring police, fire, and medical services can still operate if primary access routes are cut off.

GIS-Based Vulnerability Mapping – Turning Data into Actionable Insights

All sensitivity analysis findings will be translated into user-friendly, interactive GIS-based maps, allowing decision-makers to visualize flood risks, infrastructure sensitivity, and structural vulnerabilities in one place.

- Flood Depth & Duration Mapping** – Showing how long floodwaters will persist in different areas.
- Critical Infrastructure Risk Heatmaps** – Highlighting roads, utilities, and buildings at highest risk.
- Evacuation Route Scenario Maps** – Identifying alternative access routes and road improvement priorities.

By the end of this phase, we will provide:

- A ranked list of Hillsboro Beach’s most sensitive infrastructure & buildings.
- A timeline of when different assets will become critically at risk.
- Recommendations for strengthening flood resilience through structural, policy, and nature-based solutions.



Task 3: The Final Vulnerability Assessment Report – Turning Insights into Action

With Tasks 1 and 2 completed, we have an understanding of Hillsboro Beach’s vulnerabilities—where the most significant flood risks lie, how well infrastructure and buildings can withstand them, and the key areas needing urgent attention. However, data alone does not create resilience. The true value of this assessment lies in how we use it.

In Task 3, Cummins Cederberg will prepare a finalized Vulnerability Assessment report and Geodatabase pursuant to the requirements in s. 380.093, F.S. This is where we compile all our findings into a clear, actionable document, in other words the roadmap for Hillsboro Beach’s future flood resilience. This report, will equip town officials, and planners with the information they need to make informed investments in critical infrastructure as it relates to flood vulnerability. It will serve as the foundation for securing state and federal funding for adaptation projects, to invest in resources to protect itself for decades to come.



Task 4: Public Outreach Meetings and Stakeholder Engagement

For the Hillsboro Vulnerability Assessment project, our team member Brizaga, will apply their expertise in strategic communication, stakeholder engagement, and policy analysis to develop an inclusive outreach strategy tailored to the community's unique needs. Our approach includes a structured series of outreach efforts designed to educate, involve, and empower stakeholders throughout the assessment process.

Kickoff Meeting. The project will begin with a Kickoff Meeting with Town staff, key stakeholders, and the project team to establish goals, outline expectations, and discuss the engagement strategy. This meeting will set the foundation for a collaborative and transparent process, ensuring alignment on key priorities and anticipated outcomes.



Project kickoff meeting with city staff for City of Sanibel Vulnerability Assessment project

Steering Committee Meetings. A Steering Committee composed of local leaders, City staff, and subject matter experts will be convened to guide the VA. The committee will meet at key project milestones to review findings, provide feedback, and help shape recommendations. This ensures that technical assessments remain community-driven and aligned with local needs.

Public Outreach Meetings & Interactive Engagement. Cummins Cederberg and our outreach partner, Brizaga, will conduct public outreach meetings designed to actively engage residents, business owners, and stakeholders in the VA process. These meetings will be structured to:

- **Educate the community** on existing flood risks, climate adaptation strategies, and potential resilience solutions.
- **Gather public input** through interactive activities, discussions, and digital engagement tools such as GIS Story Maps and Experience Builder data visualizations.
- **Promote transparency** through coordinated outreach, including flyers, QR codes, presentations, and poster boards, developed in collaboration with the Town's Public Information Officer.



An example of a flood map Cummins Cederberg created for Manatee County

The report will integrate findings from Tasks 1 and 2 into one cohesive flood risk assessment.

- **Flooding Exposure Levels** – How much of Hillsboro Beach is at risk, and under what conditions?
- **Stormwater Drainage Weaknesses** – Where backflow, outfall inefficiencies, and ponding issues are occurring.
- **Building & Infrastructure Sensitivity** – Identifying critical assets that need elevation, reinforcement, or redesign.
- **Sea-Level Rise Impacts Over Time** – How risks will evolve in 2050 and 2080 under different climate scenarios.
- **Data Visualization** – We will translate these findings into high-resolution flood maps, risk matrices, and vulnerability heatmaps.

What We'll Deliver in the Final Vulnerability Assessment Report

- **A Comprehensive Flood Vulnerability Analysis** – Bringing together all the exposure, sensitivity, and impact data.
- **Infrastructure & Stormwater Vulnerability** – Identifying weak points in roads, seawalls, and drainage systems.
- **GIS-Based Flood & Risk Maps** – Interactive, visual tools for decision-making.
- **Policy & Planning Recommendations** – A roadmap for flood mitigation, zoning updates, and emergency preparedness.
- **Prioritized Adaptation Projects & Funding Strategies** – Clear action steps to move from assessment to implementation.



Recent public outreach for the Town of Jupiter Island Vulnerability Assessment

Brizaga’s expertise in strategic communication and policy engagement will ensure that resilience concepts are clearly conveyed to stakeholders, helping to build understanding and consensus around adaptation strategies.

Public Presentation of the Final VA. The results of the Vulnerability Assessment will be presented to the Town Commission and the community in a final public meeting. This presentation will summarize key findings, highlight areas of concern, and outline next steps for adaptation planning. By integrating technical data with clear, actionable recommendations, we will empower decision-makers and residents with the knowledge needed to support future resilience initiatives.

Brizaga’s longstanding collaboration with Cummins Cederberg on multiple resilience and infrastructure projects demonstrates our teams ability to integrate technical assessments with comprehensive outreach strategies. For Hillsboro Beach, this partnership ensures that vulnerability findings are thoroughly analyzed and effectively communicated to the community, fostering consensus and facilitating implementation.

Task 5 & 6: Policy Recommendations

As part of the broader Vulnerability Study, our outreach for Local Mitigation Strategies (LMS) and Peril of Flood Comprehensive Plan Amendments will ensure compliance with required public meetings, notices, and engagement processes. This effort will be seamlessly integrated into the overall Outreach Plan for the Vulnerability Assessment, creating a unified and effective approach.

Beyond public engagement, modifying LMS and Peril of Flood policies involves key operational and policy decisions. We will actively involve Town staff and subject-matter experts to ensure that updates are well-informed and aligned with both community needs and regulatory requirements.

It is essential that the prioritization set within the Vulnerability Assessment aligns with LMS and Peril of Flood Amendments, as these decisions directly influence funding opportunities and resource allocation. By ensuring strategic alignment, broad engagement, and clear communication, we will strengthen the town’s ability to mitigate flood risks and enhance resilience for the future.

Schedule

Successfully completing this Vulnerability Assessment requires not only technical expertise but also strong coordination and adherence to the grant work plan schedule. We recognize that clear communication, structured timelines, and flexibility for review and refinement are essential to meeting FDEP grant requirements while ensuring that the Town of Hillsboro Beach has ample time to review deliverables, provide feedback, and implement necessary refinements before submission.

To achieve this, we will structure the project timeline to include progress milestones, review periods, and iterative refinements to ensure that the Town is actively engaged throughout the process.

The table below reflects the current dates on the grant work plan received from the Town. Once the final schedule is decided upon, we will work with the Town to establish key milestones and review periods to ensure we meet the grant deadlines.

Task #	Task Title	Task Start Date	Task End Date
1	Acquire Background Data	7/1/2024	12/31/2025
2	Exposure and Sensitivity Analyses	7/1/2024	3/31/2026
3	Final Vulnerability Assessment Report	7/1/2024	6/30/2026
4	Public Outreach Meetings and Stakeholder Engagement	7/1/2024	9/30/2026
5	Local Mitigation Strategy	7/1/2024	9/30/2026
6	Peril of Flood	7/1/2024	9/30/2026



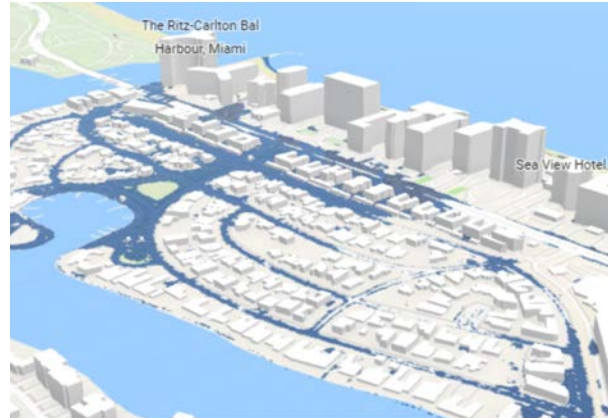
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PAST PERFORMANCE

Cummins Cederberg has submitted three performance references.

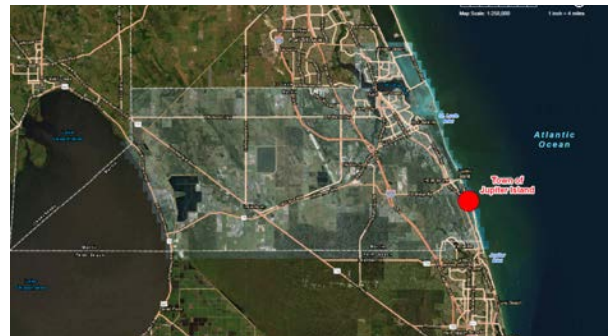
Bal Harbour Vulnerability Assessment

Contact: John Oldenburg
 Phone: 305-993-7436
 Email: joldenburg@balharbourfl.gov



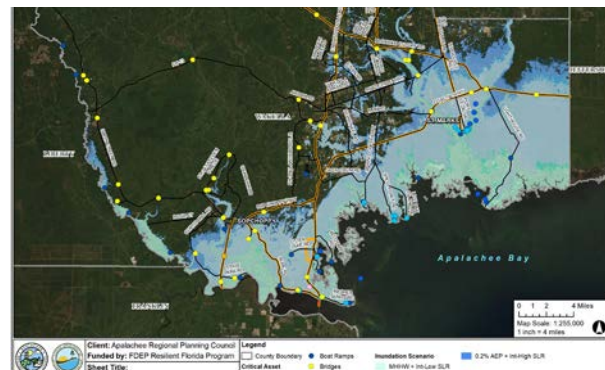
Town of Jupiter Island Vulnerability Assessment

Contact: John Duchock
 Phone: 772-545-0187
 Email: jduchock@tji.martin.fl.us



ARPC Vulnerability Assessment - 9-County Region

Contact: Josh Adams
 Phone: 850-488-6211
 Email: jadams@thearpc.com



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REQUIRED FORMS & ACKNOWLEDGMENTS

6.0 Required Submission Forms

SOLICITATION RESPONSE FORM

**Town of Hillsboro Beach RFQ 2025-02-01
Comprehensive Vulnerability Assessment**

Date Submitted	March 17, 2025
Company Name	Cummins Cederbrg, Inc.
Date of Entity Formation	March 17, 2010
Entity Type (select one)	<u>Corporation</u> Partnership / LLC / Other:
Corporate Address	888 S. Andrews Ave., Suite 206 Fort Lauderdale, FL 33134
Office Location	Coral Gables
FEI/EIN No.	27-2129033
Authorized Representative (Name and Title)	Jason Cummins, Vice President

- The undersigned proposer agrees, if this Bid is accepted by the Town, to enter into an agreement with the Town of Hillsboro Beach to perform and furnish all goods and/or services as specified or indicated in the Contract for the Price and within the timeframe indicated in this proposal and in accordance with the terms and conditions of the Contract.
- Proposer/Proposer accepts all of the terms and conditions of the Solicitation, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 180 days after the day of Bid opening. Bidder/Proposer agrees to sign and submit the Contract with any applicable documents required by this ITB within ten days after the date of Town's Notice of Award (If applicable).
- By responding to this sealed Solicitation, the Bidder/Proposer makes all representations required by the Solicitation and further warrants and represents that Bidder/Proposer acknowledges that it has received and examined copies of the entire Solicitation documents including all of the following addenda:
 Addendum No.: 1 Dated: 2/24/25 Addendum No.: _____ Dated: _____
 Addendum No.: _____ Dated: _____ Addendum No.: _____ Dated: _____
 Check here If no Addenda were issued.
- Bidder/Proposer further warrants and represents that it has familiarized themselves with the nature and extent of the Contract, required goods and/or services, site, locality, and all local conditions and applicable laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
- Bidder/Proposer further warrants and represents that it has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions to the extent applicable to the Work, and has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all information that pertains to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder/Proposer for such purposes.

Section 6.0 – Required Submission Forms

- 6. Bidder/Proposer further warrants and represents that it has given the Town written notice of all errors or discrepancies it has discovered in the Contract and the resolution thereof by the Town is acceptable to Bidder/Proposer.
- 7. Bidder/Proposer further warrants and represents that this Bid/Proposal is genuine and not made in the interest of or on behalf of any other undisclosed person, firm or corporation; Bidder/Proposer has not directly or indirectly induced or solicited any other Bidder/Proposer to submit a false or sham Proposal; Bidder/Proposer has not solicited or induced any person, firm or corporation to refrain from submitting; and Bidder/Proposer has not sought by collusion to obtain for itself any advantage over any other Bidder/Proposer or over the Town.
- 8. Bidder/Proposer understands that the quantities provided are only provided for proposal evaluation only. The actual quantities may be higher or lower than those in the proposal form.
- 9. Bidder/Proposer understands and agrees that the Contract Price is Unit Rate Contract to furnish and deliver all of the Work complete in place as such the Proposer shall furnish all labor, materials, equipment, tools superintendence, and services necessary to provide a complete Project.

10. Communications concerning this Proposal shall be addressed to:

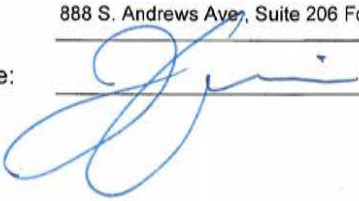
Bidder/Proposer: Cummins Cederberg, Inc.
Telephone: 305-741-6155
Email Address: JCummins@CumminsCederberg.com
Attention: Jason Cummins

11. The terms used in this response which are defined in the above-referenced Solicitation shall have the meanings assigned to them in such Solicitation.

STATEMENT

I understand that a "person" as defined in 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons" includes officers, directors, executives, partners, shareholders, employees, members, and agents active in management of the entity.

SUBMITTED THIS 7 DAY OF March, 2025

Company Name: Cummins Cederberg
Company Address: 888 S. Andrews Ave., Suite 206 Fort Lauderdale, FL 33134
Authorized Representative Signature: 

PROPOSER QUALIFICATION STATEMENT

The Proposer's response to this questionnaire will be utilized as part of the Town's evaluation to ensure that the Proposer meets, to the satisfaction of the Town, the minimum requirements for participating in this Solicitation. **PROPOSER MUST PROVIDE DETAILS FULFILLING THE SOLICITATION'S MINIMUM QUALIFICATIONS. FAILURE TO DO SO WILL RESULT IN A DETERMINATION OF NON-RESPONSIVENESS. ADDITIONAL PROJECTS MAY BE ADDED, AS NEEDED.**

Firm	Cummins Cederberg, Inc.		
License(s)*:			
No. of staff Company wide	69	No. of Staff to be assigned to project if awarded	15

*Identify which of the required licenses are held by bidder and attach to the bid submittal package.

Vulnerability Assessment Project No. 1			
Project Name:	Bal Harbour Vulnerability Assessment		
Location:	Bal Harbour, FL		
Project Description:	Prepared a Vulnerability Assessment and Resilience Plan, evaluating critical assets' vulnerability to flood risks and developing a proactive adaptation plan to improve community resiliency		
Budget/Cost:	\$235,401	Contract Dates:	01/2023 - 04/2023
Owner Name:	Bal Harbour Village	Reference Name:	John Oldenburg
Reference Phone No.:	305-993-7436	Reference Email:	joldenburg@balharbourfl.gov
Vulnerability Assessment Project No. 2			
Project Name:	Town of Jupiter Island Vulnerability Assessment		
Location:	Town of Jupiter Island, FL		
Project Description:	Coastal and marine engineering and environmental consulting services funded by the FDEP, to evaluate flood risks, develop adaptation plans, and create a web-based GIS story map to enhance public awareness.		
Budget/Cost:	\$184,000	Contract Dates:	ongoing
Owner Name:	Town of Jupiter Island	Reference Name:	John Duchock
Reference Phone No.:	772-545-0187	Reference Email:	jduchock@tji.martin.fl.us
Vulnerability Assessment Project No. 3			
Project Name:	Apalachee Regional 9-County Vulnerability Assessment		
Location:	Gulf, Franklin, Wakulla, & Jefferson Counties, FL		
Project Description:	Developed and implemented a comprehensive approach to evaluate critical and regionally significant asset vulnerabilities to coastal flood risks, including storm surge, sea level rise, precipitation, and compound flooding, adhering to statutory requirements and providing recommendations for future planning		
Budget/Cost:	\$109,500	Contract Dates:	03/2022 - 08/2022
Owner Name:	Apalachee Regional Planning Council	Reference Name:	Josh Adams
Reference Phone No.:	850-488-6211	Reference Email:	jadams@thearpc.com

LIST OF PROPOSED SUBCONTRACTORS

Proposer shall list all Proposed Subcontractors to be used on this project if they are awarded the contract.

SCOPE	SUBCONTRACTOR NAME, ADDRESS AND LICENSE #
Stormwater <hr/>	Chen Moore & Associates 500 NW 62nd St Ste 600, Fort Lauderdale, FL 33309 4593 <hr/>
Public Outreach & Policy <hr/>	Brizaga 2101 W Commercial Blvd Ste 4600, Fort Lauderdale, FL 33309 32365 <hr/>
<hr/>	<hr/>
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If, prior to Notice of the Award, the Town or the Contractor has reasonable objection to and refuses to accept any Subcontractor, Supplier, person or organization listed, the Contractor may, prior to Notice of Award, submit an acceptable substitute without an increase in their bid price.

BIDDER/PROPOSER AFFIDAVITS

Business Name: Cummins Cederberg, INC.

D.B.A.: Cummins Cederberg Federal I.D. No.: 27-2129033

Business Address: 888 S. Andrews Ave., Suite 206

Town: Fort Lauderdale State: FL Zip: 33316

I, the undersigned affiant do swear and affirm that I am an authorized agent of the above-named business ("Proposer") and authorized to make the following statements and certifications on Bidder's behalf:

1. Ownership Disclosure

The above-named Proposer hereby discloses the following principals, individuals, or companies with five percent (5%) or greater ownership interest in Proposer (supplement as needed):

<i>Name</i>	<i>Address</i>	<i>% Ownership</i>
Jannek Cederberg	201 Alhambra Circle, Suite 601 Coral Gables, FL 33134	50
Jason Cummins	201 Alhambra Circle, Suite 601 Coral Gables, FL 33134	50

The above-named Proposer hereby discloses the following subcontractors (supplement as needed):

<i>Name</i>	<i>Address</i>	<i>% Ownership</i>

Proposer hereby recognizes and certifies that no elected official, board member, or employee of the Town of Hillsboro Beach ("Town") shall have a financial interest in any transactions or any compensation to be paid under or through any transactions between Proposer and Town, and further, that no Town employee, nor any elected or appointed officer (including Town board members) of the Town, nor any spouse, parent or child of such employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Proposer, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer.

Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Town. Further, Proposer recognizes that with respect to any transactions between Proposer

and Town, if any Proposer violates the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Town. The term "Proposer," as used herein, include any person or entity making a proposal herein to Town or providing goods or services to Town.

2. Public Entity Crimes

1. Proposer is familiar with and understands the provisions of Section 287.133, Florida Statutes
2. Proposer further understands that a person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted Proposer list.
3. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(INDICATE WHICH STATEMENT APPLIES.)**
 - o Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - o The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - o The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Bidder list. (Attach a copy of the final order.)

3. Compliance With Foreign Entity Laws

Applicant certifies as follows:

- a. Proposer is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- b. The government of a foreign country of concern does not have a controlling interest in Proposer, as defined in Section 287.138, Florida Statutes.
- c. Proposer is not organized under the laws of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- d. Proposer does not have a principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- e. Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473.
- f. Proposer is not engaged in business operations in Cuba or Syria.
- g. Proposer is not participating in a boycott of Israel, and is not on the Scrutinized Companies that Boycott Israel list in accordance with the requirements of Sections 287.135 and F.S. 215.473, Florida Statutes

4. Disability, Nondiscrimination, and Equal Employment Opportunity

Applicant certifies that Proposer is in compliance with and agrees to continue to comply with, and ensure that any subcontractor, or third party contractor under any and all contracts with the Town of Hillsboro Beach complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501 553.513, Florida Statutes.
- The Rehabilitation Act of 1973, 229 USC Section 794.
- The Federal Transit Act, as amended 49 USC Section 1612.
- The Fair Housing Act as amended 42 USC Section 3601-3631

5. Conformance with OSHA Standards

Applicant certifies and agrees that Applicant has the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and in the event the Town engages Proposer agrees to indemnify and hold harmless the Town of Hillsboro Beach, against any and all liability, claims, damages losses and expenses the Town may incur due to the failure of itself or any of its subcontractors to comply with such act or regulation in the performance of the contract.

6. E-Verify Program Affidavit

Affiant certifies the following:

- a. Affiant is familiar with and understands the provisions of Section 448.095, Florida Statutes and 48 CFR 52.222-54 and has sufficient knowledge of the personnel practices of the Proposer to execute this Declaration on behalf of the Proposer.
- b. Proposer has registered with and utilizes the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095, which prohibits the employment, contracting or sub-contracting with an unauthorized alien.
- c. Proposer does not knowingly employ Affiants or retain in its employ a person whose immigration status makes them ineligible to work for the Proposer.
- d. Proposer has verified that any subcontractors utilized to deliver goods or services to the Town through the Contractor's contract with the Town use the E-Verify system and do not knowingly employ persons whose immigration status makes them ineligible to work for the subcontractor. The undersigned further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the Town upon request.
- e. Failure to comply with the requirements of F.S. 448.095 may result in termination of the Bidder's contract(s) with the Town of Hillsboro Beach.

7. No Contingency Affidavit

Affiant certifies the following:

- a. Neither Proposer nor any principal, employee, agent, representative or family member has promised to pay, and Proposer has not and will not pay, a fee the amount of which is contingent upon the Town of Hillsboro Beach awarding a contract.

- b. Proposer warrants that neither it, nor any principal, employee, agent, or representative has procured, or attempted to procure, a contract with the Town of Hillsboro Beach in violation of any of the provisions of Broward County conflict of interest and code of ethics ordinances.
- c. Proposer acknowledges that a violation of this warranty may result in the termination of any contracts and forfeiture of funds paid, or to be paid, to the Proposer if awarded a contract.

8. Copeland Anti-Kickback Affidavit

Affiant certifies that no portion of any sums will be paid to any employees of the Town of Hillsboro Beach, its elected officials, or its consultants, as a commission, kickback, reward or gift, directly or indirectly by Bidder or any member of Bidder's firm or by any officer of the corporation in exchange for business with the Town of Hillsboro Beach.

9. Non-Collusion Affidavit

I, the undersigned affiant, swear or affirm that:

- a. Affiant is fully informed respecting the preparation and contents of the attached Bid/Proposal by Contractor and of all pertinent circumstances respecting such Bid/Proposal.
- b. Such Bid/Proposal is genuine and is not a collusive or sham Bid/Proposal.
- c. Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham Bid/Proposal in connection with the Work for which the attached Bid/Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any firm or person to fix any overhead, profit, or cost elements of the Bid/Proposal or of any other person submitting a response to the solicitation, or to fix any overhead, profit, or cost elements of the quoted price(s) or the quoted price(s) of any other bidding/proposing person, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town or any person interested in the proposed Work.
- d. The price(s) quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this Affiant.

10. Drug Free Workplace Program

Bidder, in accordance with Florida statute 287.087 hereby certifies that the Proposer does all of the

following:

- a. Publishes 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.
- b. Informs Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining 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.
- c. Gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
- d. In the statement specified in subsection (a), notifies the employees that, as a conditions 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.
- e. Imposes a sanction on, or require the satisfactory² 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.

f. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Select here if Not Applicable

11. Cone of Silence Certification

Affiant certifies and that Affiant has read and understands the Cone of Silence” requirements set forth in this Solicitation and further certify that neither I, nor any agent or representative of the Company has violated this provision.

Proposer AFFIRMATION

I, the undersigned affiant, being first duly sworn as an authorized agent of the below-named Proposer, does hereby affirm and attest under penalty of perjury as the proposed Proposer for Town of Hillsboro Beach that the certifications and statements provided above on behalf of Proposer are true to the best of affiant’s knowledge and belief and that Proposer is compliant with all requirements outlined in these Town of Hillsboro Beach Affidavits. Proposer acknowledges it is required to comply with and keep current all statements sworn to in the above affidavits and will notify the Town of Hillsboro Beach immediately if any of the statements attested hereto are no longer valid.

Cummins Cederberg, Inc.
Proposer Name

March 7, 2025
Date Signed

[Handwritten Signature]
Affiant Signature

Jason Cummins, Vice President
Affiant Name & Title (Printed)

STATE OF Florida
COUNTY OF Miami-Dade

The foregoing instrument was affirmed, subscribed, and sworn to before me this 7 day of March, 2025 by means of physical presence or online notarization, by _____ who is personally known to me or who produced the following identification: _____.

[Notary Seal]



[Handwritten Signature]
Notary Public for the State of Florida
My commission expires: 10/30/2026

CONFLICT OF INTEREST DISCLOSURE

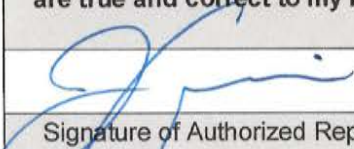
Business Name: Cummins Cederberg, Inc.
D.B.A.: Cummins Cederberg **Federal I.D. No.:** 27-2129033
Business Address: 888 S. Andrews Ave., Suite 206
Town: Fort Lauderdale **State:** FL **Zip:** 33316

Please note that all business entities interested in or conducting business with the Town are subject to comply with the Town of Medley's conflict of interest policies as stated within the certification section below. If a vendor has a relationship with a Town of Hillsboro Beach official or employee, an immediate family member of a Town of Hillsboro Beach official or employee, the vendor shall disclose the information required below.

1. No Town official or employee or Town employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated Town official or employee who has been retired or separated from the Town for less than one (1) year has an ownership interest in vendor's Company.
3. No Town employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any Town employee or elected official to obtain or maintain a contract.

Conflict of Interest Disclosure*	
Name of Town of Hillsboro Beach employees, elected officials, or immediate family members with whom there may be a potential conflict of interest: _____ _____ _____	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe below) _____ _____ <input checked="" type="checkbox"/> No Conflict of Interest

**Disclosing a potential conflict of interest does not automatically disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the Town, vendor will be exempt from doing business with the Town.*

I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
	3/7/2025	Jason Cummins
Signature of Authorized Representative	Date	Printed Name of Authorized Representative

CERTIFICATE OF AUTHORITY
(IF CORPORATION OR LLC)

I HEREBY CERTIFY that at a meeting of the Board of Directors of Cummins Cederberg, Inc., a corporation organized and existing under the laws of the State of FLORIDA, held on the 10 day of March, a resolution was duly passed and adopted authorizing Jason Cummins (Name) as Vice President (Title) of the corporation/company to execute agreements on behalf of the corporation/company and providing that their execution thereof, attested by the secretary of the corporation/company, shall be the official act and deed of the corporation/company. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 7 day of March, 2025.

Secretary Signature: [Signature]
Print Name: JASON CUMMINS

STATE OF Florida
COUNTY OF Miami-Dade

The foregoing instrument was affirmed, subscribed, and sworn to before me this 7 day of March, 2025 by means of physical presence or online notarization, by _____ who is personally known to me or who produced the following identification: _____

[Notary Seal]



[Signature]
Notary Public for the State of Florida
My commission expires: 10/30/2026



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

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


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

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

In the presence of:


 Witness #1 Print Name: M Patricia Fernandez

 Witness #2 Print Name: Leonard Barrera-Allen

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


 Print Name: Jason Cummins
 Title: Vice President
 Entity Name: Cummins Cederberg, Inc.

OATH OR AFFIRMATION

State of Florida
 County of Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 7 day of MARCH, 2025, by Jason Cummins (name of person) as Vice President (type of authority) for Cummins Cederberg, Inc. (name of party on behalf of whom instrument is executed).


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

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



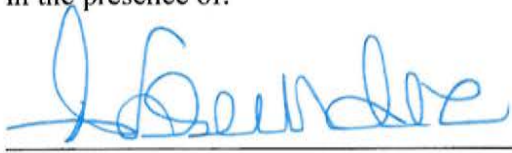
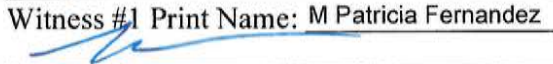
AFFIDAVIT REGARDING PROHIBITION ON CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN

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

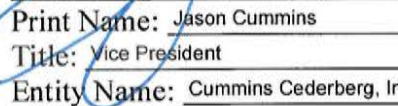
This affidavit must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with the Town of Hillsboro Beach which would grant the entity access to an individual's personal identifying information.

1. Cummins Cederberg, Inc ("entity") does not meet any of the criteria in paragraphs (2)(a)-(c) of Section 287.138, F.S.

In the presence of:


 Witness #1 Print Name: M Patricia Fernandez

 Witness #2 Print Name: Leonard Barrera-Allen

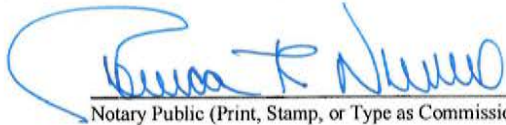
Under penalties of perjury, I declare that I have read the foregoing and the facts stated in it are true:


 Print Name: Jason Cummins
 Title: Vice President
 Entity Name: Cummins Cederberg, Inc.

OATH OR AFFIRMATION

State of Florida
 County of Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 7th day of March, 2025, by Jason Cummins (name of person) as Vice President (type of authority) for Cummins Cederberg Inc (name of party on behalf of whom instrument is executed).


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

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



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Invoice

Invoice Number: 3189903
Invoice Date: 12/31/2025
Terms: Net 30 Days
Due Date: 1/30/2026
Customer #: AJ-0005085
Customer PO #:

Calvin, Giordano & Associates, Inc.

A SAFEbuilt[®] COMPANY

Hillsboro Beach, FL, Town of
 Attn: Accounts, Payable
 1210 Hillsboro Mile
 Hillsboro, FL 33062
 inframarkcms@payableslockbox.com

Description	Amount
Percent of fee total	\$67,207.82

Please remit to:
P.O BOX 919903
Orlando, FL 32891-9903

Net Invoice:	\$67,207.82
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$67,207.82

Hillsboro Beach December 2025 Fees	
Total Permit Fees	\$ 78,362.14
Town Rev - 15%	\$ 11,754.32
CGA Rev - 85%	\$ 66,607.82
➤ CGA Admin Fees	\$ 600.00
CGA TOTAL	\$ 67,207.82



**Town of Hillsboro Beach
Building Department
Finance Report**

**Start Date: 12/1/2025
End Date: 12/31/2025**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$78,362.14	\$11,754.32	\$1,200.00	\$2,400.00	\$600.00	\$66,607.82	\$1,472.40	\$768.80	\$1,130.64
YTD	\$207,660.71	\$31,149.11	\$2,700.00	\$7,650.00	\$1,725.00	176,511.60	\$3,816.36	\$1,986.09	\$2,919.27



The Town of Hillsboro Beach
All Fees Collected

Start Date: 12/01/2025
End Date: 12/31/2025

Transaction #	Application #	Fee Description	Quantity	Amount	Date
626863	39231883	Re-Inspection Fee	1	\$ 95.00	12/2/2025
626868	39239934	Government Fees FL DBPR Surcharge	397.5	\$ 3.97	12/2/2025
626868	39239934	Government Fees FL BCAIF Surcharge	397.5	\$ 5.96	12/2/2025
626868	39239934	BRA - Board of Rules & Appeals Fee	15000	\$ 7.80	12/2/2025
626868	39239934	Building Permit Fee	15000	\$ 397.50	12/2/2025
626897	39223152	BRA - Board of Rules & Appeals Fee	100	\$ 2.00	12/2/2025
626897	39223152	Government Fees FL BCAIF Surcharge	125	\$ 2.00	12/2/2025
626897	39223152	Government Fees FL DBPR Surcharge	125	\$ 2.00	12/2/2025
626897	39223152	Re-Inspection Fee	1	\$ 95.00	12/2/2025
626897	39223152	Building Permit Fee	100	\$ 125.00	12/2/2025
626985	488886	Plan Review Fee	1	\$ 95.00	12/4/2025
627028	39240594	Government Fees FL DBPR Surcharge	153.11	\$ 2.00	12/4/2025
627028	39240594	Government Fees FL BCAIF Surcharge	153.11	\$ 2.29	12/4/2025
627028	39240594	BRA - Board of Rules & Appeals Fee	5777.88	\$ 3.12	12/4/2025
627028	39240594	Building Permit Fee	5777.88	\$ 153.11	12/4/2025
627079	39232594	Government Fees FL BCAIF Surcharge	125	\$ 2.00	12/5/2025
627079	39232594	Government Fees FL DBPR Surcharge	125	\$ 2.00	12/5/2025
627079	39232594	BRA - Board of Rules & Appeals Fee	5000	\$ 2.60	12/5/2025
627079	39232594	Government Fees FL DBPR Surcharge	530	\$ 5.30	12/5/2025
627079	39232594	Government Fees FL BCAIF Surcharge	530	\$ 7.95	12/5/2025
627079	39232594	BRA - Board of Rules & Appeals Fee	20000	\$ 10.40	12/5/2025
627079	39232594	Building Administrative Fee	1	\$ 25.00	12/5/2025
627079	39232594	Building Administrative Fee	1	\$ 25.00	12/5/2025
627079	39232594	Plan Review Fee	1	\$ 95.00	12/5/2025
627079	39232594	Building Permit Fee	5000	\$ 125.00	12/5/2025
627079	39232594	Zoning Plan Review	1	\$ 150.00	12/5/2025
627079	39232594	Zoning Inspection Fee	1	\$ 150.00	12/5/2025
627079	39232594	Plan Review Fee	2	\$ 190.00	12/5/2025
627079	39232594	Building Permit Fee	20000	\$ 530.00	12/5/2025
627082	39229237	Plan Review Fee	1	\$ 95.00	12/5/2025
627112	39240381	BRA - Board of Rules & Appeals Fee	2392	\$ 2.00	12/5/2025
627112	39240381	Government Fees FL BCAIF Surcharge	125	\$ 2.00	12/5/2025
627112	39240381	Government Fees FL DBPR Surcharge	125	\$ 2.00	12/5/2025
627112	39240381	Building Permit Fee	2392	\$ 125.00	12/5/2025
627124	1001693	Government Fees FL DBPR Surcharge	1356.56	\$ 13.56	12/6/2025
627124	1001693	Government Fees FL BCAIF Surcharge	1356.56	\$ 20.34	12/6/2025
627124	1001693	BRA - Board of Rules & Appeals Fee	51191	\$ 27.04	12/6/2025
627124	1001693	Plan Review Fee	1	\$ 95.00	12/6/2025
627124	1001693	Building Permit Fee	51191	\$ 1,356.56	12/6/2025
627135	39240841	BRA - Board of Rules & Appeals Fee	2410	\$ 2.00	12/8/2025
627135	39240841	Government Fees FL BCAIF Surcharge	125	\$ 2.00	12/8/2025
627135	39240841	Government Fees FL DBPR Surcharge	125	\$ 2.00	12/8/2025



The Town of Hillsboro Beach
All Fees Collected

Start Date: 12/01/2025
End Date: 12/31/2025

627135	39240841	Building Permit Fee	0	\$	125.00	12/8/2025
627172	39197530	Government Fees FL DBPR Surcharge	1855	\$	18.55	12/8/2025
627172	39197530	Government Fees FL BCAIF Surcharge	1855	\$	27.82	12/8/2025
627172	39197530	BRA - Board of Rules & Appeals Fee	70000	\$	36.40	12/8/2025
627172	39197530	Plan Review Fee	3	\$	285.00	12/8/2025
627172	39197530	Building Permit Fee	70000	\$	1,855.00	12/8/2025
627173	39197530	Building Administrative Fee	1	\$	25.00	12/8/2025
627173	39197530	Building Administrative Fee	3	\$	75.00	12/8/2025
627173	39197530	Zoning Inspection Fee	1	\$	150.00	12/8/2025
627173	39197530	Zoning Plan Review	3	\$	450.00	12/8/2025
627179	39240592	Government Fees FL DBPR Surcharge	170.39	\$	2.00	12/8/2025
627179	39240592	Government Fees FL BCAIF Surcharge	170.39	\$	2.55	12/8/2025
627179	39240592	BRA - Board of Rules & Appeals Fee	6430	\$	3.64	12/8/2025
627179	39240592	Building Permit Fee	6430	\$	170.39	12/8/2025
627189	39240854	BRA - Board of Rules & Appeals Fee	2100	\$	2.00	12/8/2025
627189	39240854	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/8/2025
627189	39240854	Government Fees FL DBPR Surcharge	125	\$	2.00	12/8/2025
627189	39240854	Building Permit Fee	2100	\$	125.00	12/8/2025
627226	39239174	BRA - Board of Rules & Appeals Fee	1800	\$	2.00	12/9/2025
627226	39239174	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/9/2025
627226	39239174	Government Fees FL DBPR Surcharge	125	\$	2.00	12/9/2025
627226	39239174	Building Permit Fee	1800	\$	125.00	12/9/2025
627312	39232564	BRA - Board of Rules & Appeals Fee	500	\$	2.00	12/10/2025
627312	39232564	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/10/2025
627312	39232564	Government Fees FL DBPR Surcharge	125	\$	2.00	12/10/2025
627312	39232564	BRA - Board of Rules & Appeals Fee	1200	\$	2.00	12/10/2025
627312	39232564	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/10/2025
627312	39232564	Government Fees FL DBPR Surcharge	125	\$	2.00	12/10/2025
627312	39232564	Government Fees FL DBPR Surcharge	339.2	\$	3.39	12/10/2025
627312	39232564	Government Fees FL BCAIF Surcharge	339.2	\$	5.08	12/10/2025
627312	39232564	BRA - Board of Rules & Appeals Fee	12800	\$	6.76	12/10/2025
627312	39232564	Plan Review Fee	1	\$	95.00	12/10/2025
627312	39232564	Plan Review Fee	1	\$	95.00	12/10/2025
627312	39232564	Building Permit Fee	500	\$	125.00	12/10/2025
627312	39232564	Building Permit Fee	1200	\$	125.00	12/10/2025
627312	39232564	Building Permit Fee	12800	\$	339.20	12/10/2025
627331	39241168	BRA - Board of Rules & Appeals Fee	150	\$	2.00	12/10/2025
627331	39241168	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/10/2025
627331	39241168	Government Fees FL DBPR Surcharge	125	\$	2.00	12/10/2025
627331	39241168	Building Permit Fee	150	\$	125.00	12/10/2025
627333	39241170	BRA - Board of Rules & Appeals Fee	400	\$	2.00	12/10/2025
627333	39241170	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/10/2025
627333	39241170	Government Fees FL DBPR Surcharge	125	\$	2.00	12/10/2025



The Town of Hillsboro Beach
All Fees Collected

Start Date: 12/01/2025
End Date: 12/31/2025

627333	39241170	Building Permit Fee	400	\$	125.00	12/10/2025
627334	39241173	BRA - Board of Rules & Appeals Fee	300	\$	2.00	12/10/2025
627334	39241173	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/10/2025
627334	39241173	Government Fees FL DBPR Surcharge	125	\$	2.00	12/10/2025
627334	39241173	Building Permit Fee	300	\$	125.00	12/10/2025
627336	39241176	BRA - Board of Rules & Appeals Fee	200	\$	2.00	12/10/2025
627336	39241176	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/10/2025
627336	39241176	Government Fees FL DBPR Surcharge	125	\$	2.00	12/10/2025
627336	39241176	Building Permit Fee	200	\$	125.00	12/10/2025
627371	39239594	BRA - Board of Rules & Appeals Fee	290	\$	2.00	12/11/2025
627371	39239594	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/11/2025
627371	39239594	Government Fees FL DBPR Surcharge	125	\$	2.00	12/11/2025
627371	39239594	Building Permit Fee	290	\$	125.00	12/11/2025
627377	39241477	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/11/2025
627377	39241477	Government Fees FL DBPR Surcharge	125	\$	2.00	12/11/2025
627377	39241477	BRA - Board of Rules & Appeals Fee	3784	\$	2.08	12/11/2025
627377	39241477	Building Permit Fee	3784	\$	125.00	12/11/2025
627427	39241460	Government Fees FL DBPR Surcharge	245.12	\$	2.45	12/11/2025
627427	39241460	Government Fees FL BCAIF Surcharge	245.12	\$	3.67	12/11/2025
627427	39241460	BRA - Board of Rules & Appeals Fee	9249.9	\$	5.20	12/11/2025
627427	39241460	Building Permit Fee	9249.9	\$	245.12	12/11/2025
627440	39241394	Government Fees FL DBPR Surcharge	197.42	\$	2.00	12/12/2025
627440	39241394	Government Fees FL BCAIF Surcharge	197.42	\$	2.96	12/12/2025
627440	39241394	BRA - Board of Rules & Appeals Fee	7450	\$	4.16	12/12/2025
627440	39241394	Building Permit Fee	7450	\$	197.42	12/12/2025
627469	39216858	Plan Review Fee	1	\$	95.00	12/12/2025
627470	39216847	Plan Review Fee	1	\$	95.00	12/12/2025
627482	39238455	Government Fees FL DBPR Surcharge	397.5	\$	3.97	12/12/2025
627482	39238455	Government Fees FL BCAIF Surcharge	397.5	\$	5.96	12/12/2025
627482	39238455	BRA - Board of Rules & Appeals Fee	15000	\$	7.80	12/12/2025
627482	39238455	Building Administrative Fee	1	\$	25.00	12/12/2025
627482	39238455	Building Administrative Fee	2	\$	50.00	12/12/2025
627482	39238455	Plan Review Fee	1	\$	95.00	12/12/2025
627482	39238455	Zoning Inspection Fee	1	\$	150.00	12/12/2025
627482	39238455	Zoning Plan Review	2	\$	300.00	12/12/2025
627482	39238455	Building Permit Fee	15000	\$	397.50	12/12/2025
627497	39241451	Government Fees FL DBPR Surcharge	4637.5	\$	46.37	12/15/2025
627497	39241451	Government Fees FL BCAIF Surcharge	4637.5	\$	69.56	12/15/2025
627497	39241451	BRA - Board of Rules & Appeals Fee	175000	\$	91.00	12/15/2025
627497	39241451	Building Permit Fee	175000	\$	4,637.50	12/15/2025
627507	124762	BRA - Board of Rules & Appeals Fee	500	\$	2.00	12/15/2025
627507	124762	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/15/2025
627507	124762	Government Fees FL DBPR Surcharge	125	\$	2.00	12/15/2025



The Town of Hillsboro Beach
All Fees Collected

Start Date: 12/01/2025
End Date: 12/31/2025

627507	124762	Plan Review Fee	1	\$	95.00	12/15/2025
627507	124762	Building Permit Fee	500	\$	125.00	12/15/2025
627576	39231764	Plan Review Fee	1	\$	95.00	12/16/2025
627580	39239039	Building Administrative Fee	1	\$	25.00	12/16/2025
627580	39239039	Building Administrative Fee	1	\$	25.00	12/16/2025
627580	39239039	Government Fees FL DBPR Surcharge	7565.75	\$	75.65	12/16/2025
627580	39239039	Plan Review Fee	1	\$	95.00	12/16/2025
627580	39239039	Government Fees FL BCAIF Surcharge	7565.75	\$	113.48	12/16/2025
627580	39239039	BRA - Board of Rules & Appeals Fee	285500	\$	148.72	12/16/2025
627580	39239039	Fire Plan Review	1	\$	150.00	12/16/2025
627580	39239039	Fire Inspection	1	\$	150.00	12/16/2025
627580	39239039	Building Permit Fee	285500	\$	7,565.75	12/16/2025
627593	39223152	Re-Inspection Fee	1	\$	95.00	12/16/2025
627595	39227265	Building Administrative Fee	1	\$	25.00	12/16/2025
627595	39227265	Re-Inspection Fee	1	\$	95.00	12/16/2025
627595	39227265	Fire Plan Review	1	\$	150.00	12/16/2025
627630	39235069	Building Administrative Fee	1	\$	25.00	12/17/2025
627630	39235069	Building Administrative Fee	2	\$	50.00	12/17/2025
627630	39235069	Fire Inspection	1	\$	150.00	12/17/2025
627630	39235069	Fire Plan Review	2	\$	300.00	12/17/2025
627643	39227553	Government Fees FL DBPR Surcharge	139.12	\$	2.00	12/17/2025
627643	39227553	Government Fees FL BCAIF Surcharge	139.12	\$	2.08	12/17/2025
627643	39227553	BRA - Board of Rules & Appeals Fee	5250	\$	3.12	12/17/2025
627643	39227553	Government Fees FL DBPR Surcharge	333.9	\$	3.33	12/17/2025
627643	39227553	Government Fees FL DBPR Surcharge	417.37	\$	4.17	12/17/2025
627643	39227553	Government Fees FL BCAIF Surcharge	333.9	\$	5.00	12/17/2025
627643	39227553	Government Fees FL BCAIF Surcharge	417.37	\$	6.26	12/17/2025
627643	39227553	BRA - Board of Rules & Appeals Fee	12600	\$	6.76	12/17/2025
627643	39227553	BRA - Board of Rules & Appeals Fee	15750	\$	8.32	12/17/2025
627643	39227553	Government Fees FL DBPR Surcharge	1892.1	\$	18.92	12/17/2025
627643	39227553	Government Fees FL BCAIF Surcharge	1892.1	\$	28.38	12/17/2025
627643	39227553	BRA - Board of Rules & Appeals Fee	71400	\$	37.44	12/17/2025
627643	39227553	Plan Review Fee	1	\$	95.00	12/17/2025
627643	39227553	Building Permit Fee	5250	\$	139.12	12/17/2025
627643	39227553	Plan Review Fee	2	\$	190.00	12/17/2025
627643	39227553	Building Permit Fee	12600	\$	333.90	12/17/2025
627643	39227553	Building Permit Fee	15750	\$	417.37	12/17/2025
627643	39227553	Building Permit Fee	71400	\$	1,892.10	12/17/2025
627663	39236389	BRA - Board of Rules & Appeals Fee	3000	\$	2.00	12/18/2025
627663	39236389	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/18/2025
627663	39236389	Government Fees FL DBPR Surcharge	125	\$	2.00	12/18/2025
627663	39236389	Building Permit Fee	3000	\$	125.00	12/18/2025
627684	488886	Change Of Contractor	1	\$	95.00	12/18/2025



The Town of Hillsboro Beach
All Fees Collected

Start Date: 12/01/2025
End Date: 12/31/2025

627684	488886	Government Fees FL DBPR Surcharge	44221.87	\$	442.21	12/18/2025
627684	488886	Government Fees FL BCAIF Surcharge	44221.87	\$	663.32	12/18/2025
627684	488886	BRA - Board of Rules & Appeals Fee	1668750	\$	867.88	12/18/2025
627684	488886	Building Permit Fee	1668750	\$	44,221.87	12/18/2025
627707	39237684	Government Fees FL DBPR Surcharge	283.68	\$	2.83	12/19/2025
627707	39237684	Government Fees FL BCAIF Surcharge	283.68	\$	4.25	12/19/2025
627707	39237684	BRA - Board of Rules & Appeals Fee	10705	\$	5.72	12/19/2025
627707	39237684	Plan Review Fee	1	\$	95.00	12/19/2025
627707	39237684	Building Permit Fee	10705	\$	283.68	12/19/2025
627740	1060683	Government Fees FL DBPR Surcharge	662.5	\$	6.62	12/20/2025
627740	1060683	Government Fees FL DBPR Surcharge	795	\$	7.95	12/20/2025
627740	1060683	Government Fees FL BCAIF Surcharge	662.5	\$	9.93	12/20/2025
627740	1060683	Government Fees FL BCAIF Surcharge	795	\$	11.92	12/20/2025
627740	1060683	BRA - Board of Rules & Appeals Fee	25000	\$	13.00	12/20/2025
627740	1060683	BRA - Board of Rules & Appeals Fee	30000	\$	15.60	12/20/2025
627740	1060683	Building Administrative Fee	1	\$	25.00	12/20/2025
627740	1060683	Building Administrative Fee	2	\$	50.00	12/20/2025
627740	1060683	Plan Review Fee	1	\$	95.00	12/20/2025
627740	1060683	Plan Review Fee	1	\$	95.00	12/20/2025
627740	1060683	Zoning Inspection Fee	1	\$	150.00	12/20/2025
627740	1060683	Zoning Plan Review	2	\$	300.00	12/20/2025
627740	1060683	Building Permit Fee	25000	\$	662.50	12/20/2025
627740	1060683	Building Permit Fee	30000	\$	795.00	12/20/2025
627745	39242246	Government Fees FL DBPR Surcharge	196.1	\$	2.00	12/22/2025
627745	39242246	Government Fees FL BCAIF Surcharge	196.1	\$	2.94	12/22/2025
627745	39242246	BRA - Board of Rules & Appeals Fee	7400	\$	4.16	12/22/2025
627745	39242246	Building Permit Fee	7400	\$	196.10	12/22/2025
627746	39242166	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/22/2025
627746	39242166	Government Fees FL DBPR Surcharge	125	\$	2.00	12/22/2025
627746	39242166	BRA - Board of Rules & Appeals Fee	3021.68	\$	2.08	12/22/2025
627746	39242166	Building Permit Fee	3021.68	\$	125.00	12/22/2025
627747	39240510	BRA - Board of Rules & Appeals Fee	2000	\$	2.00	12/22/2025
627747	39240510	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/22/2025
627747	39240510	Government Fees FL DBPR Surcharge	125	\$	2.00	12/22/2025
627747	39240510	Government Fees FL DBPR Surcharge	477	\$	4.77	12/22/2025
627747	39240510	Government Fees FL BCAIF Surcharge	477	\$	7.15	12/22/2025
627747	39240510	BRA - Board of Rules & Appeals Fee	18000	\$	9.36	12/22/2025
627747	39240510	Building Administrative Fee	1	\$	25.00	12/22/2025
627747	39240510	Building Administrative Fee	1	\$	25.00	12/22/2025
627747	39240510	Building Administrative Fee	1	\$	25.00	12/22/2025
627747	39240510	Building Administrative Fee	1	\$	25.00	12/22/2025
627747	39240510	Building Permit Fee	2000	\$	125.00	12/22/2025
627747	39240510	Zoning Plan Review	1	\$	150.00	12/22/2025



The Town of Hillsboro Beach
All Fees Collected

Start Date: 12/01/2025
End Date: 12/31/2025

627747	39240510	Zoning Inspection Fee	1	\$	150.00	12/22/2025
627747	39240510	Fire Plan Review	1	\$	150.00	12/22/2025
627747	39240510	Fire Inspection	1	\$	150.00	12/22/2025
627747	39240510	Building Permit Fee	18000	\$	477.00	12/22/2025
627749	39242277	Government Fees FL DBPR Surcharge	699.6	\$	6.99	12/22/2025
627749	39242277	Government Fees FL BCAIF Surcharge	699.6	\$	10.49	12/22/2025
627749	39242277	BRA - Board of Rules & Appeals Fee	26400	\$	14.04	12/22/2025
627749	39242277	Building Administrative Fee	1	\$	25.00	12/22/2025
627749	39242277	Building Administrative Fee	1	\$	25.00	12/22/2025
627749	39242277	Zoning Plan Review	1	\$	150.00	12/22/2025
627749	39242277	Zoning Inspection Fee	1	\$	150.00	12/22/2025
627749	39242277	Building Permit Fee	26400	\$	699.60	12/22/2025
627775	39216816	Government Fees FL DBPR Surcharge	148.4	\$	2.00	12/23/2025
627775	39216816	Government Fees FL BCAIF Surcharge	148.4	\$	2.22	12/23/2025
627775	39216816	BRA - Board of Rules & Appeals Fee	5600	\$	3.12	12/23/2025
627775	39216816	Plan Review Fee	1	\$	95.00	12/23/2025
627775	39216816	Building Permit Fee	5600	\$	148.40	12/23/2025
627776	39216819	Government Fees FL DBPR Surcharge	159	\$	2.00	12/23/2025
627776	39216819	Government Fees FL BCAIF Surcharge	159	\$	2.38	12/23/2025
627776	39216819	BRA - Board of Rules & Appeals Fee	6000	\$	3.12	12/23/2025
627776	39216819	Plan Review Fee	1	\$	95.00	12/23/2025
627776	39216819	Building Permit Fee	6000	\$	159.00	12/23/2025
627777	39216829	Government Fees FL DBPR Surcharge	768.5	\$	7.68	12/23/2025
627777	39216829	Government Fees FL BCAIF Surcharge	768.5	\$	11.52	12/23/2025
627777	39216829	BRA - Board of Rules & Appeals Fee	29000	\$	15.08	12/23/2025
627777	39216829	Plan Review Fee	1	\$	95.00	12/23/2025
627777	39216829	Building Permit Fee	29000	\$	768.50	12/23/2025
627778	39216867	Government Fees FL DBPR Surcharge	530	\$	5.30	12/23/2025
627778	39216867	Government Fees FL BCAIF Surcharge	530	\$	7.95	12/23/2025
627778	39216867	BRA - Board of Rules & Appeals Fee	20000	\$	10.40	12/23/2025
627778	39216867	Plan Review Fee	1	\$	95.00	12/23/2025
627778	39216867	Building Permit Fee	20000	\$	530.00	12/23/2025
627779	39216825	Government Fees FL DBPR Surcharge	2915	\$	29.15	12/23/2025
627779	39216825	Government Fees FL BCAIF Surcharge	2915	\$	43.72	12/23/2025
627779	39216825	BRA - Board of Rules & Appeals Fee	110000	\$	57.20	12/23/2025
627779	39216825	Plan Review Fee	1	\$	95.00	12/23/2025
627779	39216825	Building Permit Fee	110000	\$	2,915.00	12/23/2025
627845	39241866	Government Fees FL DBPR Surcharge	367.95	\$	3.67	12/29/2025
627845	39241866	Government Fees FL BCAIF Surcharge	367.95	\$	5.51	12/29/2025
627845	39241866	BRA - Board of Rules & Appeals Fee	13885	\$	7.28	12/29/2025
627845	39241866	Building Permit Fee	13885	\$	367.95	12/29/2025
627846	39237511	BRA - Board of Rules & Appeals Fee	2400	\$	2.00	12/29/2025
627846	39237511	Government Fees FL BCAIF Surcharge	125	\$	2.00	12/29/2025



**The Town of Hillsboro Beach
All Fees Collected**

**Start Date: 12/01/2025
End Date: 12/31/2025**

627846	39237511	Government Fees FL DBPR Surcharge	125	\$	2.00	12/29/2025
627846	39237511	Building Permit Fee	2400	\$	125.00	12/29/2025
					\$85,933.98	

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
01/26/2026
ACCOUNT NO: 1182-0606490
STATEMENT NO: 76273

General Matters

			HOURS	
12/11/2025	JFK	prepare for and meet with Vice Mayor Ravanesi for ethics training	3.10	
12/17/2025	SMS	Correspondence and review on Florida Department of Environmental Protection; Review and discussion on Inter-Local Agreement.	0.90	
	DJD	Prepare agenda item report regarding Recovery Residence.	0.40	
12/19/2025	SMS	Review Florida Department of Environmental Protection correspondence.	0.30	
12/22/2025	SMS	Correspondence and call regarding FDEP	0.40	
12/30/2025	DJD	Review Agenda.	0.50	
01/05/2026	DJD	Telephone call with Town Manager; telephone call with Mayor Miller; prepare for Town Commission meeting.	2.30	
	SMS	Calls and discussion on Florida Department of Environmental Protection issues and RFQ; Call to Florida Department of Environmental Protection; Review related to Resolution.	1.00	
01/06/2026	DJD	Prepare for and attend Town Commission meeting.	2.70	
01/08/2026	DJD	Review Inter-Local Agreement with Deerfield Beach; prepare Memo regarding Broward County Ethics Code.	0.70	
01/16/2026	SMS	Review/draft/revise Waiver and Release Agreement; Review and draft resolution.	1.80	
	DJD	Address revisions to General Release for Yoga; review Resolution regarding ranking relative to RFQ 2025-02-01.	0.80	
01/20/2026	DJD	Revise Recovery Residence Ordinance.	1.10	
01/23/2026	DJD	Review Agenda, telephone conference with Town Manager; address revisions to Residence Recovery Ordinance.	0.50	
FOR CURRENT SERVICES RENDERED			16.50	4,950.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. Doody	9.00	\$300.00	\$2,700.00
Julie F. Klahr	3.10	300.00	930.00
Sean M. Swartz	4.40	300.00	1,320.00

General Matters

Photocopies	90.30
TOTAL OUT-OF-POCKET EXPENSES THROUGH 01/25/2026	<u>90.30</u>
TOTAL CURRENT WORK	5,040.30
BALANCE DUE	<u>\$5,040.30</u>

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

GOREN, CHEROF, DOODY & EZROL, P.A.
 Attorneys at Law
 3099 East Commercial Boulevard
 Suite 200
 Fort Lauderdale, Florida 33308
 Telephone (954) 771-4500

Page: 1

01/26/2026

TOWN OF HILLSBORO BEACH
 Town Clerk
 Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach FL 33062
 E: Sherry D. Henderson, CMC TOWN CLERK

ACCOUNT NO: 1182-1201002
 STATEMENT NO: 76274

Attn: Mac Serda, Town Manager

adv. Richard Crusco, et al (4th District Case#4D231752)

Billing category: (10-Litigation)

01/23/2026	DJD	Telephone conference with Jeff Bass, Esquire.	HOURS	
			0.20	
		FOR CURRENT SERVICES RENDERED	0.20	60.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. Doody	0.20	\$300.00	\$60.00

TOTAL CURRENT WORK 60.00

BALANCE DUE \$60.00

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

GOREN, CHEROF, DOODY & EZROL, P.A.
Attorneys at Law
3099 East Commercial Boulevard
Suite 200
Fort Lauderdale, Florida 33308
Telephone (954) 771-4500

Page: 1
01/26/2026
ACCOUNT NO: 1182-1201006
STATEMENT NO: 76275

TOWN OF HILLSBORO BEACH
Town Clerk
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach FL 33062
E: Sherry D. Henderson, CMC TOWN CLERK

Attn: Mac Serda, Town Manager

adv. Richard Crusco, Charles Doherty (ORD 2024-06)

			HOURS	
12/17/2025	DJD	Review email and proposed order; telephone conference with Deana Falce, Esquire.	0.40	
01/14/2026	DJD	Review email and proposed Agreed Order.	0.30	
01/15/2026	DJD	Review pleadings and Orders.	0.40	
01/16/2026	DJD	Review Agreed Order regarding Case Management deadlines.	0.20	
01/20/2026	DJD	Telephone call with Jeff Bass, Esquire.	0.30	
		FOR CURRENT SERVICES RENDERED	1.60	480.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. Doody	1.60	\$300.00	\$480.00

Photocopies	27.30
TOTAL OUT-OF-POCKET EXPENSES THROUGH 01/25/2026	27.30
TOTAL CURRENT WORK	507.30
 BALANCE DUE	 \$507.30

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

**Agenda Item: Police Department
Chief Rob O'Neill**

Submitting Dept: Police, Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Chief Monthly Dec-25.rmo



Hillsboro Beach Police Monthly Report

To: Town Manager, Mac Serda
 From: Police Chief, Robert O'Neill
 Subject: December 2025 Monthly Report

Patrol Snapshot:

Activity	Current Month	November 2025	December 2024
Contacts			
Motor Vehicle	538	277	215
Crosswalk	100	93	170
Marine Unit	89	79	121
Beach Unit	282	8	92
Cyclists	239	115	158
Arrests	4	4	2
Service			
Alarms	12	16	17
Assist Other Agency	4	3	4
Dogs on Beach/Animal	2	9	8
Vessel	10	10	1
Noise	1	1	4
Open Doors	1	4	4
Police Assists	129	100	95
Domestic/Disturbance	2	1	1
Sick/Injured	8	22	26
Crash	3	2	0
Trespassing	1	1	3
Security Checks	6721	6017	6542
Total Calls	275	247	250

Training:

Police Law Institute (Online): Use of Force and Qualified Immunity

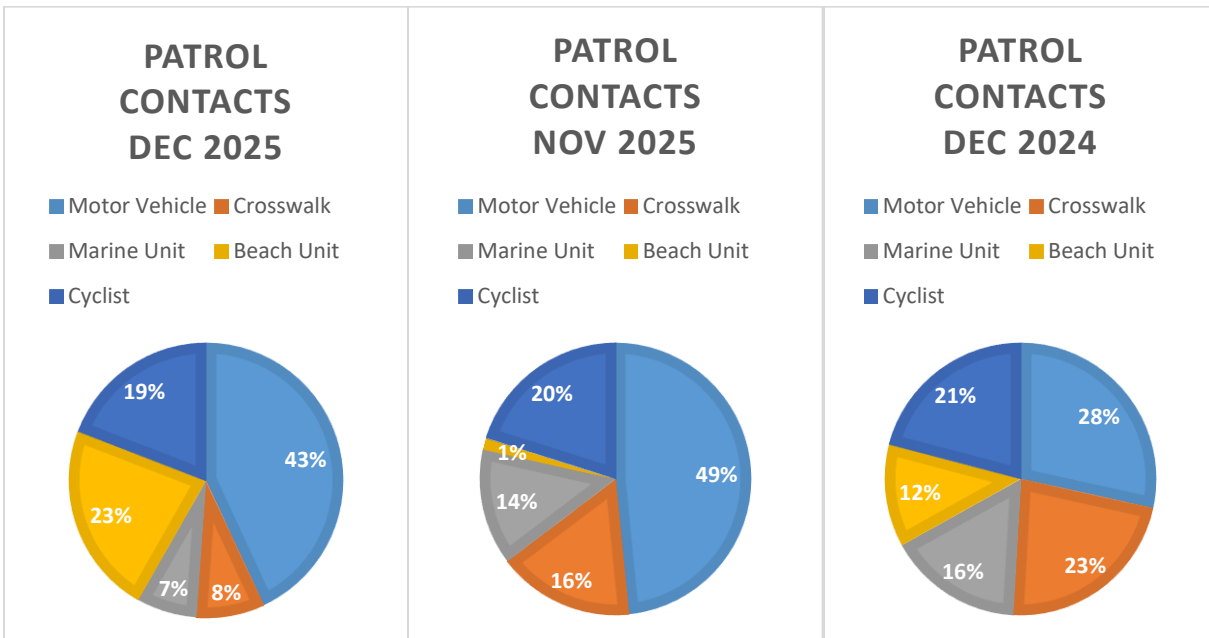
Power DMS Topics: Firearms Training

Personnel News: Command Staff promotions were completed; Captain Pugliese was advanced to Deputy Chief, Sergeant Gianino was advanced to Captain, and CRS Tyler Franco was advanced to Communications Resource Specialist Supervisor. Congrats!!

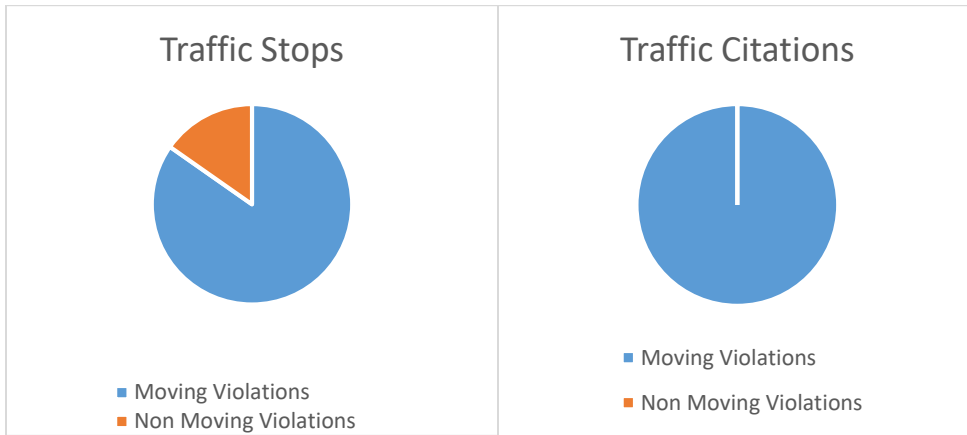
Investigations Snapshot:

December 2025 (new)	Actively Working	Inactivated/Cleared
Lewd/Lascivious (#253273)	Rental Listing Scam (#251674)	Lewd/Lascivious (#253273)
Information (#253046)	Identity Theft (#252616)	
Grand Theft/Dealing in Stolen Property (#253324)	Scheme to Defraud (#251317)	
Hit & Run (#253286)	Fraud (#250681)	
Criminal Mischief (#253279)	Stolen Vehicle (#242556)	
	Burglary (#242927)	
	Found Property (#242931)	
	Identity Theft (#250392)	
	Grand Theft (#251924)	
	Stolen Vehicle (#250603)	
	Stalking (#251867)	
	Grand Theft/Forgery (#252565)	
	Stalking (#252630)	
	Grand Theft (#252715)	
	Stolen License Plate (#253074)	
	Fraud (#253009)	

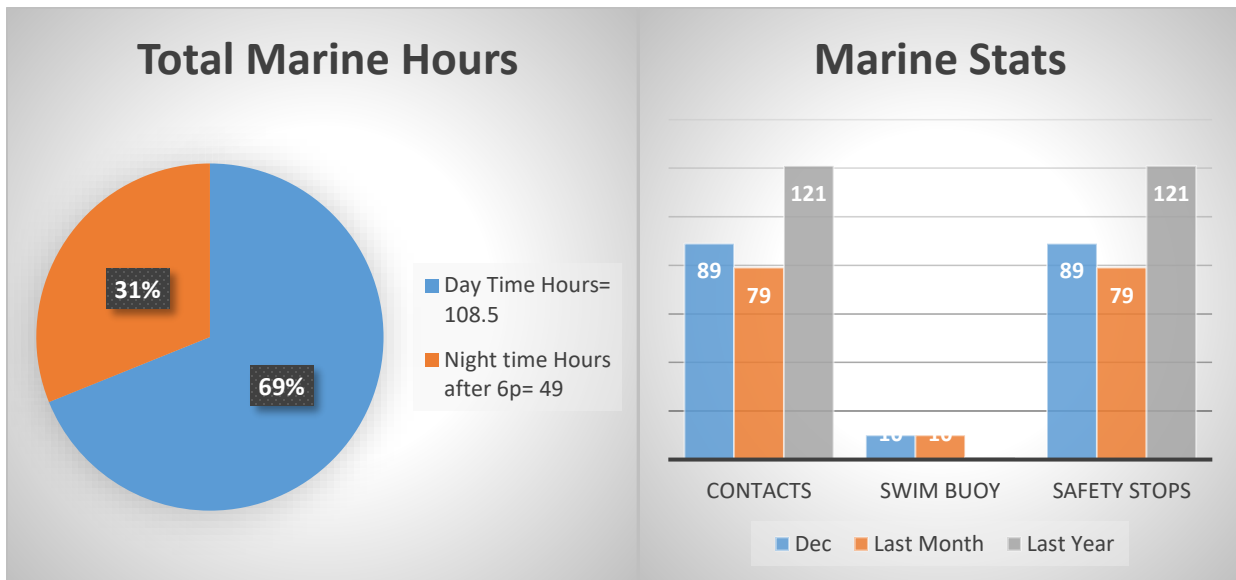
Patrol Services:



Traffic:



Marine/Beach Patrol:



December Notable Events:

On December 7th HBPD received a phone complaint in reference to an elderly W/M who had exposed himself and left the area in a vehicle. The criminal offense occurred in the 1200 block of Hillsboro Mile. Our Officers arrived on-scene and made contact with the complainant and the female victim of the exposure. Officers initiated a criminal offense report and security camera evidence was collected. The criminal investigation was then assigned to a Detective for follow-up.

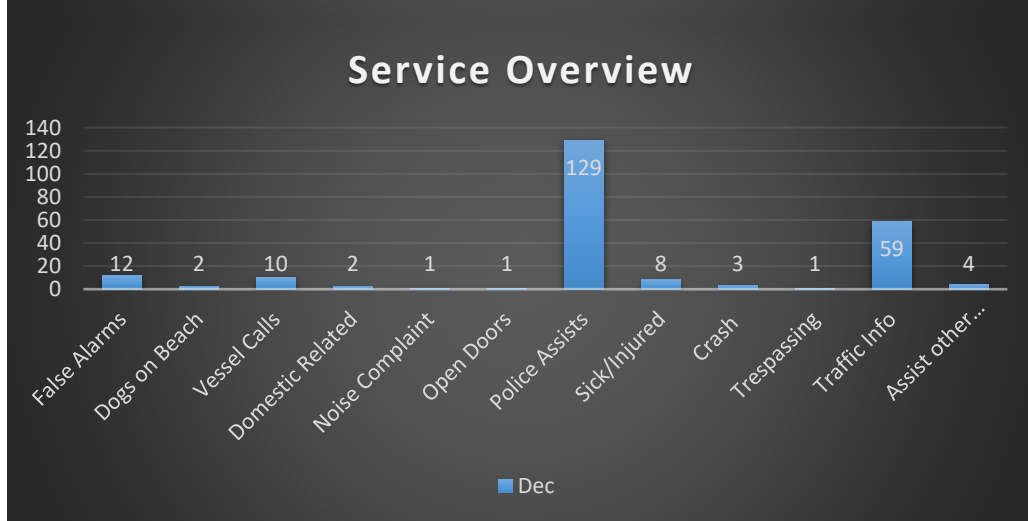
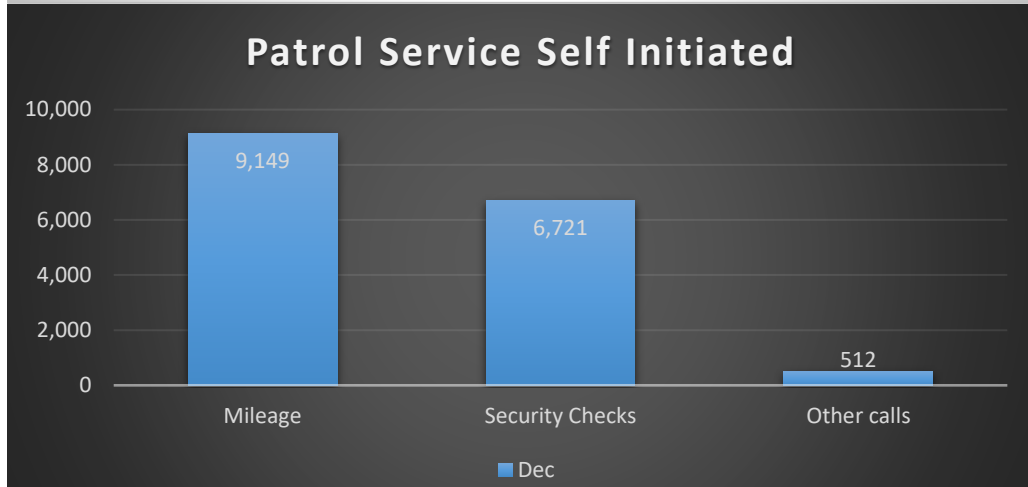
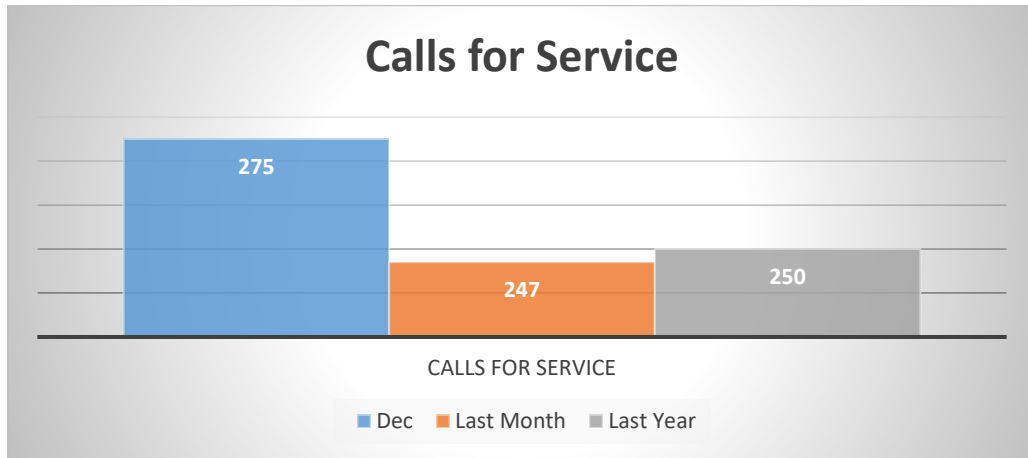
On December 8th HBPD received a phone complaint in reference to a vehicle being vandalized by a key. The criminal offense occurred in the 1200 block of Hillsboro Mile. Our Officers arrived on-scene and made contact with the complainant and also located a second vehicle that was damaged. Officers gathered information from both vehicle owners and initiated a criminal offense report. The criminal investigation was assigned to a Detective for additional follow-up.

On December 8th HBPD received a phone complaint in reference to a parking lot hit & run collision with minor vehicle damage reported. The incident occurred in the 1000 block of Hillsboro Mile, with an unknown time delay. Our Officers arrived on-scene and made contact with the complainant and noted the vehicle damage. Officers gathered information from the vehicle owner and initiated an offense/incident report.

On December 12th an HBPD Officer on beach patrol observed a sign posted regarding a lost Rolex watch in the 1100 block of Hillsboro Mile. Our Officer called the number on the sign and made contact with the watch owner. The Officer was able to secure a serial number and tracking information for the missing watch. He then conducted online Pawn Shop inquiries and was able to locate the missing watch. The Officer's initiative resulted in a determination that a theft had occurred and a criminal investigation is underway. The watch will be returned to the owner, assistance rendered.

On December 31st an HBPD Officer on patrol arrived at the scene of a two vehicle crash in the 1200 block of Hillsboro Mile. Our HBPD unit determined there were two injured subjects involved with the crash. We requested BSO Fire Rescue respond to the scene. Both of the injured subjects were transported to the North Broward hospital with minor injuries. The vehicles were towed by Westway Tow Company, assistance rendered.

Overall Calls for Service:





TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Building Department

George Folles, Building Official, CG&A

Submitting Dept: Building Permits, Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. DEC 2025 G&A Building Dept Report



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
Fax: (954) 427-4834

TO: Mayor Dawn Miller and Commission
FROM: George Folles Building Official
DATE: February 2026 Commission Report
SUBJECT: Building Department Report

- The Related Group's Rosewood Project Parcel's A & B have been proceeding with Special Inspector and Town inspections. Both Parcels A & B are close to having all floors and concrete roof poured.
- Rosewood's Dune Crossover construction has begun.
- Plan review and inspections are up to date.
- Reviewing Building Department's Permit Fee Schedule to include Engineering Plan Review and Inspection Fee.

Respectfully Submitted,

George Folles Building Official
Building Code Services | Town of Hillsboro Beach



Calvin, Giordano & Associates, Inc.

1210 Hillsboro Mile | Hillsboro Beach FL 33062

Office: 954.427.4011 | Fax: 954.427.4834 | Cell: 954.592.5057

Fort Lauderdale | Miami-Dade | West Palm Beach | Clearwater/Tampa | Estero | Port St. Lucie

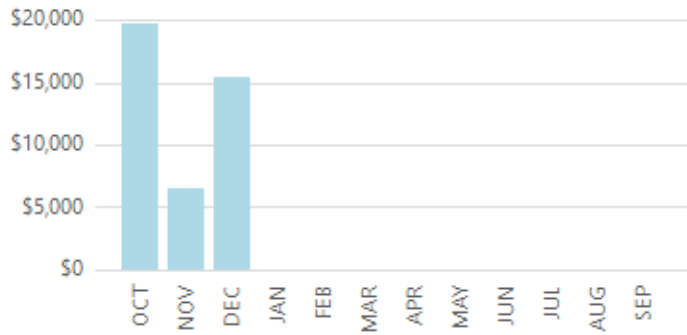


**Town of Hillsboro Beach
Building Department
Summary Report**

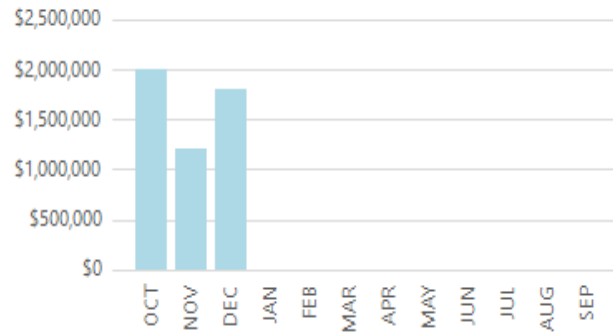
**Start Date: 12/1/2025
End Date: 12/31/2026**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Construction Value	\$2,003,852	\$1,213,342	\$1,796,790	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,013,985
Building Permit Fees	\$94,498	\$34,800	\$78,362	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$207,661
Fire & Zoning Fees	\$5,550	\$1,200	\$3,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,350
Total Revenue	\$100,048	\$36,000	\$81,962	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$218,011
CGA Expense	\$80,323	\$29,580	\$66,608	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$176,512
Town Revenue	\$19,725	\$6,420	\$15,354	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,499

Net Revenue



Construction Value





**Town of Hillsboro Beach
Building Department
Finance Report**

**Start Date: 12/1/2025
End Date: 12/31/2025**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$78,362.14	\$11,754.32	\$1,200.00	\$2,400.00	\$600.00	\$66,607.82	\$1,472.40	\$768.80	\$1,130.64
YTD	\$207,660.71	\$31,149.11	\$2,700.00	\$7,650.00	\$1,725.00	176,511.60	\$3,816.36	\$1,986.09	\$2,919.27



**Town of Hillsboro Beach
Building Department
Permit Report**

**Start Date: 12/1/2025
End Date: 12/31/2025**

Permit Type	# Issued	Building Permit Fees
ANTENNAS, POLE & TOWERS	1	602.00
COMMERCIAL BACKFLOW	7	845.00
COMMERCIAL CONCRETE RESTORATION	5	4,995.90
COMMERCIAL ELECTRICAL MISCELLANEOUS	2	824.60
COMMERCIAL PLUMBING MISCELLANEOUS	1	95.00
COMMERCIAL RE-ROOF	2	4,732.50
COMMERCIAL STRUCTURAL MISCELLANEOUS	2	190.00
COMMERCIAL SWIMMING POOL/SPA	1	397.50
COMMERCIAL WATER HEATER	1	125.00
COMMERCIAL WINDOWS/DOORS/SHUTTERS	1	7,660.75
RESIDENTIAL A/C CHANGE OUT	4	931.86
RESIDENTIAL ALTERATION	5	5,833.25
RESIDENTIAL DECK	1	492.50
RESIDENTIAL FIRE SPRINKLER	1	95.00
RESIDENTIAL GENERATOR	1	1,647.50
RESIDENTIAL RETAINING WALLS	1	2,140.00
RESIDENTIAL SERVICE CHANGE/REPAIR	1	378.68
RESIDENTIAL STRUCTURAL MISCELLANEOUS	1	940.00
RESIDENTIAL WATER HEATER	4	500.00
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	3	523.23
SINGLE FAMILY RESIDENCE	1	44,411.87
	46	\$78,362.14



**Town of Hillsboro Beach
Building Department
Activity Report**

**Start Date: 12/1/2025
End Date: 12/31/2025**

Discipline	Total # of Inspections	Plan Review	Permits Applied
Building	137	35	16
Electrical	53	17	11
Plumbing	57	24	17
Mechanical	25	10	8
Fire	5	10	3
Zoning	0	13	5
Totals	277	110	60



**Town of Hillsboro Beach
Building Department
Issued Permits Report**

**Start Date: 12/1/2025
End Date: 12/31/2025**

Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Construction Value
RESIDENTIAL ALTERATION					
484308AB0460	25389417-0	12/10/2025	1160 HILLSBORO MILE, UNIT 704	HILLSBORO ISLAND HOUSE CONDO	\$14,500.00
484308AH1000	25389601-0	12/17/2025	1149 HILLSBORO MILE, UNIT 912	OPAL TOWERS CONDO	\$105,000.00
				Grand Total	\$119,500.00



**Town of Hillsboro Beach
Building Department
Plan Review Times Report**

**Start Date: 12/1/2025
End Date: 12/31/2025**

	Number of Reviews	Average Days In Review	Most Days In Review
Completed Reviews	127	5.06	18.78



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
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Agenda Item Cover Memo

Agenda Item: Code Compliance

Bernard Pita, Code Compliance Supervisor, CG&A

Submitting Dept: Code Enforcement , Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Dec 2025 Code Case Action Report
 2. Dec 2025 Code Compliance Summary Report
 3. Dec 2025 Code Cases in Magistrate Process



Case Action Report*

From 12/1/2025 To 12/31/2025 Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
				Date Issue	Type	Officer Assigned
4/18/2025	Landscape Requirements	991 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	4/18/2025	Complaint	B. Pita
				12/16/2025	Notice of Violation	B. Pita
				12/16/2025	Notice of Hearing	B. Pita
				4/13/2026	Notice of Continuance	
4/18/2025	Landscape Requirements	987 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	4/18/2025	Complaint	Officer Assigned
				12/16/2025	Notice of Violation	B. Pita
				12/16/2025	Notice of Hearing	B. Pita
				1/12/2026	Notice of Continuance	
4/18/2025	Landscape Requirements	985 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	4/18/2025	Complaint	Officer Assigned
				12/16/2025	Notice of Violation	B. Pita
				12/16/2025	Notice of Hearing	B. Pita
				1/12/2026	Notice of Continuance	
10/20/2025	Property Maintenance	1035 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	10/21/2025	Complaint	B. Pita
				12/16/2025	Notice of Violation	B. Pita
				12/16/2025	Notice of Hearing	B. Pita
				1/14/2026	Final Order	
11/21/2025	Construction Site Violation	1180 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	11/21/2025	Complaint	Officer Assigned
				12/19/2025	Courtesy Notice	B. Pita

*Cases included in this report are those where the owner was first cited within the date range and corridor specified



Case Action Report*

From 12/1/2025 To 12/31/2025 Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued	
				Date Issue	Type
11/26/2025	Construction Site Violation	1184 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1182 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1178 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1176 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1174 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1181 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1179 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice
11/26/2025	Construction Site Violation	1177 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint
				12/19/2025	Courtesy Notice

*Cases included in this report are those where the owner was first cited within the date range and corridor specified



Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, FL 33062

Case Action Report*

From 12/1/2025 To 12/31/2025 Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
				Date Issue	Type	Officer Assigned
11/26/2025	Construction Site Violation	1175 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	12/2/2025	Complaint	B. Pita
				12/19/2025	Courtesy Notice	B. Pita



Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, FL 33062

Code Compliance Summary Report

From 12/1/2025 To 12/31/2025 Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	250
Cases Opened During Period	0
Cases Opened as result of Complaint	0
Cases Closed During Period	63
Cases Closed due to compliance	63
Cases Open at End of Period	187
Inspections	11
Reinspections	78
Total	89
Special Magistrate Cases During Period	0

Case Summary by Officer

Officer	Open at Start	Opened During Period	Opened as result of Complaint	Closed During Period	Closed due to compliance	Open at End of Period
B. Pita/N/A	250	0	0	63	63	187
Total	250	0	0	63	63	187



Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, FL 33062

Code Compliance Summary Report

From 12/1/2025 To 12/31/2025 Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Reinspections	Total
B. Pita/N/A	11	78	89
Total	11	78	89

Summary of Cases Opened by Incident Type

Incident Type	Number
Total	

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$3,464,425.00	\$159,650.00	\$3,624,075.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$3,464,425.00		\$3,624,075.00

Code Cases In Special Magistrate Process (Dec 2025)

1	Property Maintenance	COMMON AREA / OVERLOOK CONDO	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
2	Property Maintenance	COMMON AREA / HILLSBORO MILE TOWER CO-OP	1035 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
3	Landscape Requirements	Mark and Tiffany Berch	987 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
4	Landscape Requirements	JOHN H MACMILLAN IV LIV TR LOUISE PARK MACMILLAN LIV TR	985 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
5	Landscape Requirements	DAVID C HARDIN TRUSTEE DAVID C HARDIN LAND TR	991 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
6	Landscape Requirements	MEDZ LLC	997 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
7	Landscape Maintenance Violation	1079 HILLSBORO MILE LLC	1079 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
8	Landscape Requirements	SEAGRAPE REV TR PRATT,DAVID TRSTEE	963 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
9	Construction Site Violation	MIRCHANDANI,KISHORE H/E MIRCHANDANI,ANJALI	995 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
10	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 10
11	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 8 # 33483
12	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 6
13	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 5
14	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 14
15	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 9 # 33483
16	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 12
17	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 3
18	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 16
19	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 7
20	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 2 #
21	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 15
22	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 11
23	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 1
24	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 13
25	Building Safety Inspection (25,40 & 50 Year)	PEG 265 LLC	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 4
26	Nuisance	MILLIONAIRE PORTFOLIO GROUP LLC	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 812



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Broward County Property Appraisers Mobile Team Community Room, Feb. 12, 2026 | 1pm-3pm

Submitting Dept: Town Manager, Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. 2-12-2026 Mobile Education BCPA



MARTY KIAR

BROWARD COUNTY PROPERTY APPRAISER



Broward County Property Appraiser Mobile Exemption Education Team



Thursday, February 12, 2026



1:00 PM – 3:00 PM



Town of Hillsboro Beach Community Room

Get One-on-One Assistance With:

- ✓ Homestead Exemption
- ✓ Senior & Low-Income Exemptions
- ✓ Disability & Veteran Exemptions
- ✓ Other Property Tax Exemptions
- ✓ General Property Assessment Questions



What to Bring:

- ✓ Florida Driver License or Florida ID
- ✓ Proof of Florida Residency
- ✓ Social Security Numbers for All Property Owners

Broward County Property Appraiser staff will be on site to assist residents.



bcpa.net



(954) 357-5579



HILLSBORO BEACH *florida*



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Free Saturday Yoga Classes Jan 31 - Mar 28, 2026 | 10am
Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk
Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. YOGA flyer

ICW YOGA

**Free Saturday Classes
10 a.m. - 11 a.m.**

January 31, 2026 through March 28, 2026
Grass Park (behind Town Hall)



Join Christa Goulakos for a free
yoga class on Saturdays
for all levels.

Please bring a yoga mat,
towel, and water.





TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Reorganization Meeting March 17, 2026 | 9:30am

Submitting Dept: Town Manager, Sherry Henderson, Town Clerk

Agenda Date: February 3, 2026

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

[ALTERNATIVE_ACTION]

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Agenda Cover Memo Notice of Re-Org Meeting 2026



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
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Agenda Item Cover Memo

Agenda Item: Notice of Commission Reorganization Meeting & Oath of Office

Submitting Dept: Town Clerk

Agenda Date: February 6, 2026

1. BACKGROUND / HISTORY

The Qualifying Period for the Town of Hillsboro Beach Municipal Election began at 12pm on Friday, January 2, 2026 and concluded at 12pm on Friday, January 9, 2026 for two (2) open seats.

Because the number of qualified candidates did not exceed the number of available seats, the Town of Hillsboro Beach will not hold a Municipal Election on March 10, 2026.

By acclamation, Dawn Miller and Jane Reiser will continue to serve on the Hillsboro Beach Town Commission.

2. CURRENT ACTIVITY

The Town Commission will meet to reorganize, and Dawn Miller and Jane Reiser will be sworn in and administered the Oath of Office on:

Tuesday, March 17, 2026 at 9:30 a.m.
Reorganization Meeting

Hillsboro Beach Town Hall
Commission Chambers
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

This public meeting will also include the election of a Mayor and Vice Mayor, in accordance with the Town Charter.

3. FINANCIAL IMPACT

As a result of the election being decided by acclamation, the Town will realize an estimated cost savings of \$4,565.44.

4. RECOMMENDATION