

**LETTER OF INTEREST  
And  
QUALIFICATIONS STATEMENT**

**FOR**

**“ORIGINAL”**

**City of North Port, Florida  
Request for Proposal #2016-32  
Professional Surveying Services**



**Purchasing Manager  
City of North Port  
4950 City Hall Blvd.  
North Port, Florida 34286**

***Van Buskirk / Fish & Associates, Inc.***  
***Surveyors - Mappers - Development Consultants***

*Phone (941-426-0681) - Fax (941-426-6101)*

*Email: landsurveyor@ybfainc.com*

***12450 S. Tamiami Trail Unit D***

***North Port, FL 34287***

***September 19, 2016***

***Submitted By Alan K. Fish, P.S.M., President***

# **Response to City of North Port, RFP 2016-32 Surveying Services**

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# **Van Buskirk / Fish & Associates, Inc.**

***Surveyors - Mappers - Development Consultants***

12450 TAMIAMI TRAIL UNIT C, NORTH PORT, FLORIDA 34287

PHONE: 941.426.0681 FAX: 941.426.6101 E-mail [landsurveyor@vbfainc.com](mailto:landsurveyor@vbfainc.com)

TRANSMITTAL: 1 Original and 3 Copies of Letter of Interest & Qualifications Booklets  
And 1 .pdf File Copy on Flash Drive.

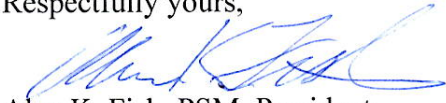
September 19, 2016

Purchasing Manager  
City of North Port  
4970 City Hall Blvd.  
North Port, FL. 34286

Ginny,

The we are pleased provide the enclosed data related to our Firm's qualifications is in response to the Request for Proposal Number 2016-32, for Professional Surveying Services for the City of North Port due September 20, 2016.

Respectfully yours,



Alan K. Fish, PSM, President  
Van Buskirk / Fish & Associates, Inc.



## **DESCRIPTION OF FIRM**

### **History of Firm and Corporate Structure**

Van Buskirk / Fish & Associates, Inc. (VBFA, Inc.) is a corporation organized under the Laws of the State of Florida, filed on December 19, 2000.

VBFA, Inc. (\*\*\*)formerly as A.L.Van Buskirk Engineers & Planners, Inc.(ALVB,Inc.)) was authorized to offer professional land surveying services on the 5<sup>th</sup> day of April 1984, under the professional supervision of Alan K. Fish, P.S.M. as Vice President.

The corporation has been providing professional surveying services on a continuous basis since that date.

The corporate officers are:

Alan K. Fish, P.S.M.- President /Treasurer  
Susan P. Fish - Secretary

The twelve employees consist of:

- |   |                             |
|---|-----------------------------|
| 2 | Professional Land Surveyors |
| 2 | CADD Technicians            |
| 3 | Survey Party Chiefs         |
| 3 | Instrument Technicians      |
| 2 | Administrative              |

\*\*\*Alan K. Fish, President of VBFA, Inc. was Vice President of A.L.Van Buskirk Engineering & Planners, Inc. from April of 1984 to March 14, 2001. At which time the ALVB, Inc. Engineering division was sold to Kimley-Horn & Associates, Inc. Mr. Fish retained the surveying division and re-incorporated as Van Buskirk/Fish & Associates, Inc. We continue to offer our many private and governmental clients the same quality professional surveying and mapping services we have offered for the last 30 + years.



# *State of Florida*

## *Department of State*

I certify from the records of this office that VAN BUSKIRK/FISH & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on December 19, 2000.

The document number of this corporation is P00000115659.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on February 4, 2016, 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 Fourth day of February, 2016*



*Ken DeFina*  
*Secretary of State*

Tracking Number: CC6070297549

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

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

## Sarasota County Business Tax Receipt

2015-16

THIS TAX DOES NOT ASSURE QUALITY OF WORK OR CONFIRM THAT REGULATORY OR ZONING REQUIREMENTS HAVE BEEN MET, IT IS THE OWNER'S RESPONSIBILITY TO ENSURE COMPLIANCE.

Account No.  
3901210053394

Business Type: SERVICE

Business Address: VAN BUSKIRK FISH & ASSOCIATES  
INC  
12450 TAMIAMI TRL  
NORTH PORT uninc FL 34287

PAID: 6006556.0001 9/16/2015 \$14.43

FISH ALAN K -PRESIDENT

12450 TAMIAMI TR UNIT C  
NORTH PORT FL 34287

All businesses in Sarasota County are responsible for complying with the Sarasota County mandatory recycling ordinance.

Valid until 9/30/2016

Sarasota County Tax Collector  
Barbara Ford-Coates  
101 S. Washington Blvd., Sarasota, FL 34236  
(941) 861-8300, option 3  
www.SarasotaTaxCollector.com  
Info@SarasotaTaxCollector.com



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

License No.: **LS3941**

Expiration Date February 28, 2017

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

ALAN KEITH FISH  
12450-D TAMIAMI TRAIL  
NORTH PORT, FL 34287

ADAM H. PUTNAM  
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.



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

License No.: **LB3739**

Expiration Date February 28, 2017

### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

VAN BUSKIRK/FISH & ASSOCIATES INC  
12450 TAMIAMI TRAIL UNIT C  
NORTH PORT, FL 34287

ADAM H. PUTNAM



# **Van Buskirk / Fish & Associates, Inc.**

***Surveyors - Mappers - Development Consultants***

12450 TAMiami TRAIL UNIT C, NORTH PORT, FLORIDA 34287

PHONE: 941.426.0681 FAX: 941.426.6101 E-mail [landsurveyor@vbfainc.com](mailto:landsurveyor@vbfainc.com)

Alan K. Fish, P.S.M.

Personal Resume & Surveying Experience.

## **Education:**

High School Graduate, Kokomo High School, Kokomo, IN. 1965

U.S Army Surveying School, Fort Bragg. N.C., Fall of 1966

Purdue University Extensions, at Fort Wayne and Indianapolis, IN., Non Degree Status 1969 through 1971. Completed all surveying and surveying related courses in the Civil Engineering Technology curriculum. At the time there was no Surveying Bachelor Degree program available.

1982 – Present; Average 12 hours of continuing education per year on varied surveying subjects since 1982.

## **Surveying Experience:**

1966 – 1968; U.S. Army, “C” Battery, 2<sup>nd</sup> Target Acquisition Battalion, 18th Airborne Corps, Artillery Surveyor: Geodetic horizontal control projects in & surrounding Ft. Bragg, NC. and survey control for Army artillery batteries and enemy targeting equipment along the DMZ in Quang Tri Province, Vietnam.

1969 – 1976; Deputy County Surveyor, Grant County (Marion), IN.: Supervised the GLO Section Corner perpetuation and re-monumentation program, supervised field survey operations for county drainage projects and designer for drainage re-construction projects.

1977 – 1981; County Surveyor, Grant County (Marion), IN.: Supervised all county survey operations, design of county storm drainage improvements and re-constructions and county road bridge replacement with large span culvert piping.

1982 – 1984; Survey department supervisor for Gourdie / Frazer & Associates, Sarasota, FL.: Supervised all survey operations for the engineering / surveying branch office in Sarasota.

1985 -1999; Vice president, A.L. Van Buskirk Engineers & Planners, Inc., North Port, FL.: Responsible for all survey operations for engineering design and survey mapping projects.

2000 – Present; President of Van Buskirk / Fish & Associates, Inc. North Port, FL.: Consulting Surveying & Mapping business providing surveying services for engineering, governmental, construction contractors and private individual clients.

1985 – Present; Mr. Fish has served as the City of North Port’s Primary Surveying Consultant.

## **Professional Registration and Associations:**

Registered Professional Surveyor & Mapper, State of Florida, Certificate # 3941

Member Florida Surveying & Mapping Society

Member National Society of Professional Surveyors

Member American Congress on Surveying and Mapping



Alan K. Fish, PSM, President      Professional Surveyor & Mapper

PAST REPRESENTATIVE PROJECTS:

- \$      Sarasota County - Manasota Gardens Drainage Study
  - Boundary surveys for the Purchase of the
- \$      Charlotte County - Right-of-Way mapping Edgewater Drive
  - GPS Surveys, Right-of-Way Mapping & Topographic Surveys Veterans Blvd.
  - Surveys for Acquisition of the Peace River Water Treatment Plant
- \$      Sarasota County Parks Dept - Blind Pass Park, G.P.S., Horizon & Vertical Control
  - Butler Park, City of North Port & Nokomis Park
- \$      City of North Port- Boundary & Topographic Survey for Design of new Fire Station at N. Biscayne Drive & Ponce De Leon Blvd.
  - Sumter Boulevard Right-of-way and Topographic mapping for design of 4 lane section from US-41 to I-75
  - Pan American Blvd. & U.S.41 Intersection Improvements
  - North Port Blvd. & U.S.41 Intersection Improvements
  - Salford Blvd. Pedestrian Walkway and Bike Path
  - Pan American Blvd. Pedestrian Walkway and Bike Path
  - Cranberry Blvd. Pedestrian Walkway and Bike Path
  - City of North Port, Utilities Department - Right-of-way, Location & G.P.S., and Topographic Surveys for Design of approximately 29 miles of New Watermains, Sanitary Sewer Extensions and Force mains throughout the City.
- \$      City of Venice - Audrey Street/Ridgewood Avenue Road Improvements

- \$ SWFWMD and Peace River Water Treatment Plant Expansion
  - 7,000 acre Boundary Survey for SWFWMD purchase of the RV Griffin Preserve
  - GPS control surveys and conversion of Boundary to State Plane Coordinate System for Design of Peace River Water Treatment Plant Expansion.
  - G.P.S. & Horizontal control surveys for Aerial Photogrametry and Topographic Mapping.
  - Construction Stakeout and GPS Surveys for Mapping of ASR and
  - Monitoring Well Installations for Peace River Water Treatment Plant.
  - 3200 acre Boundary Survey at Longino Ranch for conservation easements
  - 3800 acre Boundary Survey for purchase of the Walton Ranch.
- \$ Hardee County - Right-of-Way and Topograhic Mapping for design of effluent line Wauchula, Florida
- \$ Atlantic Gulf Communities Corp. - Sabal Trace Development, North Port, Florida
- \$
- \$ Sarasota County - Coastal Construction Control Line Extension Study
- \$
- \$ Pallardy/Glawson - GPS and Boundary Surveys N. 1/2 of TWP.39S, R. 22E, E. 9,200 acres
- \$
- \$ Ron Spector - Riverwalk Village Mobile Home Park, Sarasota County
  - Riverwalk Fishing Pier, Sarasota County state plane coordinates for submerged lands leases
- \$ R. K. M. Associates - Shoppes of North Port - 13 acre shopping center
  - Sumter Southeast Commercial Subdivision, North Port, Florida
  - Kash n Karry Shopping Center Expansion, North Fort Myers, Florida

**Professional Registration & Associations:**

Registered Professional Surveyor & Mapper, State of Florida, Certificate # 3941.  
Member Florida Surveying & Mapping Society  
Member National Society of Professional Surveyors  
Member American Congress on Surveying & Mapping





Steven R. Sonberg, PSM      Professional Surveyor & Mapper

EDUCATION:                      Venice High School, Venice Florida  
University of Florida, BS Degree, Geomatics  
University of Florida, MS, Degree, Civil Engineering

Mr. Sonberg has been employed by Van Buskirk / Fish & Associates, Inc. since February 2016. Steven was previously employed by Kimley – Horn & Associates and has worked performing design for

**REPRESENTATIVE PROJECTS:**

New Fire / Rescue Station at the intersection of N. Biscayne Drive and Ponce Deleon Blvd.

Islandwalk, Phases 4 and 5, North Port, Florida.

Pelican Point Golf & Country Club, Units 9 and 11, Venice, Florida.

**Professional Registration & Associations:**

Registered Professional Surveyor & Mapper, State of Florida, Certificate # 6656.  
Engineer in Training, EIT # 1100015572  
Member Florida Surveying & Mapping Society  
Member National Society of Professional Surveyors  
Member American Society of Civil Engineers



Michael Larson

Party Chief

EDUCATION:

Venice High School, Venice Florida  
University of Florida, BS, Geomatics

Mr. Larson has been employed by Van Buskirk/Fish & Associates, Inc. 11 years.  
Less time off while attending the University of Florida. Michael is currently completing his work  
experience requirement for registration as a Professional Surveyor & Mapper.

REPRESENTATIVE PROJECTS:

Walton Ranch Survey- 3800 Acre Boundary Survey adjacent to the City of North Port for purchase  
by the Southwest Florida Water Management District.

Price Blvd. Drainage Study- Right-of-Way, Topographic & Location Surveys for design of drainage  
Improvements for Price Blvd. from Sumter Blvd. to Biscayne Dr.

North Port Building Department- Surveys to establish grade elevations and staking for new  
construction driveway culverts in the City of North Port and final  
inspections of culvert pipe installations.



Fred Fuller                      Party Chief

EDUCATION:                  Graduate of 5 Year, State of Virginia Land Surveyor Apprenticeship Program.

Mr. Fuller has been employed by Van Buskirk / Fish & Associates, Inc. since March 2005.

#### REPRESENTATIVE PROJECTS:

North Port Utilities- Right-of-Way, Location and Topographic Surveys for the Pan American Blvd.; Spring Haven Drive; Glenallen Blvd. and Price Blvd.; Effluent Line connection between the City's Waste Water Treatment Plant and the Sumter Blvd. Effluent Line.

North Port Building Department- Surveys to establish grade elevations and staking for new construction driveway culverts in the City of North Port and final inspections of culvert pipe installations.

Over 10 Years of experience performing Boundary & Topographic Surveys for commercial development and new home construction in the City of North Port, Sarasota and Charlotte Counties.



**Shaun Sonberg      Party Chief**

EDUCATION:            Venice High School  
                              State College of Florida, AA Degree  
                              University of Florida, Civil Engineering Degree 75% complete

Mr. Sonberg has been employed by Van Buskirk/Fish & Associates, Inc. since 2013. Shaun has over 20 years of experience in multifaceted surveying projects.

**REPRESENTATIVE PROJECTS:**

Warm Mineral Springs- Boundary survey for purchase of the Warm Mineral Springs Property from Sarasota County.

City of North Port- Boundary & Topographic Survey for the design of the new Fire / Rescue Station at

North Port Utilities- Right-of-Way, Location & Topographic Surveys for design of a new sanitary sewer force main along Biscayne Drive between Glenallen Blvd. and Ponce De Leon Blvd.



GABRIEL CARRASQUILLO, Auto CADD Specialist

EDUCATION: Port Charlotte High, Port Charlotte, Florida  
Charlotte Vocational-Technical Center, Port Charlotte, Florida  
Technical Drafting  
15 years of Survey drafting & mapping experience.

Mr. Carrasquillo has been employed by Van Buskirk / Fish & Associates, Inc., since July 2001.

REPRESENTATIVE PROJECTS:

- \$ Myakkahatchee Creek Environmental Park, North Port, Florida
- \$ Talon Bay, North Port, Florida
- \$ Charleston Park, North Port, Florida
- \$ Bobcat Trail, North Port, Florida
- \$ Murdock Circle, Port Charlotte, Florida
- \$ Justice Center, Punta Gorda, Florida
- \$ Walton Ranch Survey for SWFWMD
- \$ Sumter Blvd. Right-of-way Surveys





Justin Gilpin                      Auto CADD Specialist

EDUCATION:                      Port Charlotte High, Port Charlotte, Florida  
Charlotte Vocational-Technical Center, Port Charlotte, Florida  
Technical Drafting  
Edison State College

Mr. Gilpin has been employed by Van Buskirk/Fish & Associates, Inc. since March 2003 less time for additional education at Edison State College.

Mr. Gilpin has over 15 years of varied surveying experience. Both as supervising field operations as a Party Chief, and working in office as an Auto CADD specialist.

#### REPRESENTATIVE PROJECTS:

- §      G.P.S. Control Surveys for North Port Utilities & Sumter Gardens sewer expansion project in the City of North Port.
- §      Talon Bay, North Port, Florida – Boundary & Record Platting
- §      Longino Ranch, Sarasota County – Boundary Surveys of 3200 acres for SWFWMD conservation easement adjacent to the City of North Port.



## **SURVEY APPROACH / PROJECT CONTROL**

As we have done in the past years, Survey projects will be performed as requested from time to time by City entities based on each individual need.

When we receive a request, we will prepare a detailed written scope of services and a fee proposal specific to each projects requirements. The written proposal will be accompanied by an hourly breakdown on the City's Form, detailing the estimated time for each project task at the rates agreed to as part of the contract for services.

The proposed fees will be a "Firm Not to Exceed Fee", for each individual project.

Work will begin on each project upon receipt of a written Purchase Order from the City and follow through until completion.

Line and Grade sets and Final Inspections will be performed for an agreed lump sum fee based on average time spent, on an as requested basis from the City Building Department.

Record Plat reviews and Easement Relocation reviews will be for an agreed lump sum fee based on average time spent.

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## **REFERENCES:**

**CLIENT NAME: DM Dean Inc.**

**ADDRESS: 2255 N. Beach Road, Unit 11  
Englewood, FL. 34223**

**PHONE: 941-586-6010 FAX: 941-681-2032 E-MAIL: dmdeanbuilders@gmail.com**

**DESCRIPTION OF WORK: Boundary & Topographic Surveys, Construction Layout &  
FEMA Elevation Certificates.**

**TYPICAL SURVEY FEES: \$ 130,000 – \$ 150,000 Annually**

**CLIENT NAME: Breakwater Construction, LLC**

**ADDRESS: 4195 S. Tamiami Trail  
Venice, FL. 34293**

**PHONE: 941-475-0530 FAX: 941-475-4037 E-MAIL: breakwaterconstruction@yahoo.com**

**DESCRIPTION OF WORK: Boundary & Topographic Surveys, Construction Layout &  
FEMA Elevation Certificates.**

**TYPICAL SURVEY FEES: \$ 100,000 – \$ 120,000 Annually**

**CLIENT NAME: Men at Work Construction Group**

**ADDRESS: 2562 Commerce Parkway, Suite 3  
North Port, FL. 34289**

**PHONE: 941-268-3156 FAX: 941-866-6824 E-MAIL: kathryn@greatfloridainvestments.com**

**DESCRIPTION OF WORK: Boundary & Topographic Surveys, Construction Layout &  
FEMA Elevation Certificates.**

**TYPICAL SURVEY FEES: \$ 120,000 – \$ 140,000 Annually**



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/16/2016

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>USI Insurance Services, LLC,</b> <b>1715 N. Westshore Blvd. Suite 700</b> <b>Tampa, FL 33607</b>		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 813 321-7500</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A : Phoenix Insurance Company</b>	
		<b>INSURER B : Travelers Indemnity Company</b>	
		<b>INSURER C : Travelers Casualty &amp; Surety Co</b>	
		<b>INSURER D : Liberty Insurance Underwriters</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **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 INSR	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	6808805L157	03/15/2016	03/15/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		6808805L157	03/15/2016	03/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000	X		CUP8628Y17A	03/15/2016	03/15/2017	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB5665Y263	03/15/2016	03/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$1,000,000 E.I. DISEASE - EA EMPLOYEE \$1,000,000 E.I. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability			AEE101872000	03/15/2016	03/15/2017	\$1,000,000 per claim \$2,000,000 annl aggr.

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

Professional Liability coverage is written on a claims-made basis.

RFP No.2016-32; City of North Port is an additional insured with respect to General Liability and Auto Liability where required by a written contract. All policies have a Waiver of Subrogation in favor of certificate holder.

## CERTIFICATE HOLDER

**City of North Port**  
**4970 City Hall Blvd**  
**Suite 337**  
**North Port, FL 34286**

## CANCELLATION

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

*[Signature]*



## **INSURANCE**

In addition to the Insurances listed in the attached Certificate of Liability Insurance Van Buskirk / Fish & Associates, Inc., maintain through State Farm Insurance Company, automobile insurance on our current 4 truck fleet, in the amounts of \$ 1,000,000 / \$ 1,000,000 Personal Injury and Property Damage.





**Field Equipment, sufficient for up to 6 field crews:**

- 2 Leica TS-06 Plus Total Stations
- 3 Topcon GPT3000 series Prism-less Total Stations
- 1 Topcon GTS 211 5" Total Station
- 1 Sokkia SET500 5" Total Station
- 3 Topcon AT-G3 Auto Level
- 2 Nikon AE7 Auto Levels
- 1 Sokkia B2-1 Auto Level
- 3 Sokkia Locus GPS Survey Grade Receivers/Data Collectors with Kinematic Option and Processing Software
- 3 Garmin Hand Held GPS 72 Receivers
- 2 Laptop Computers w/field software
- 4 Ranger TDS Hand Held Computers / Data Collectors
- 2 Ranger Recon Hand Held / Computers / Data Collectors
- 6 Schonstedt Magnetic Locators

**Field Vehicles**

- 4 ½ Ton GMC Pickup Trucks with Bed Covers and Equipment Boxes
- 1 Aluminum Boat & Trailer
- 2 Tide Staffs



### **List of Computer Hardware**

#### **Computers:**

- 1 HP M7287C Computers w/21 & 23" monitors – 260g hard drives each with additional external 160g media drive
- 3 HP Pavillion 500 PC Computer w/23" monitors – 1 terabyte hard drive
- 2 Dell 0xpcq3 Computer w/23" monitor – 1 terabyte hard drive
- 2 HP m8020n Computer w/19" monitor – 750g hard drive
- 4 Ranger Field Computers
- 2 Ranger Recon Field Computers
- 2 Seagate 1 terebyte Back-up Drives

#### **Printers:**

- 1 HP Office Jet 7110 Printer
- 1 HP Laser Jet 2600n Printer
- 1 Epson T3000 Large Format Printer
- 1 Epson WF-4630 Fax/Printer/Scanner
- 1 Brother HL-L2360dw Printer

#### **Scanner and Office equipment:**

- 1 Ricoh Mp3300 Copier/Scanner
- 1 Epson WF-4630 Fax/Printer/Scanner

#### **Back Up Power Supply:**

- 8 American Power Supply Backup UPS

**RFQ No. 2016-32**



### **List of Surveying Computer Software**

- CADD: Auto CADD Release 2017
- SOKKIA Locus G.P.S. Processing and Geodetic Conversion Software
- SOKKIA Locus Kinematic G.P.S. Data Collection and Surveying Software
- SPECTRA PRECISION / FORESIGHT, DXM – Cogo, Data Collection and Mapping Software
- NADCON – Geodetic NAD27 to NAD83 Transformation Program
- SPCS83 – Geodetic to State Plane Coordinate Conversion Program
- VERTCON NGVD-29 to NAVD-88, Geodetic Elevation Conversion Program
- Microsoft Office Professional
- Microsoft Excel
- MS-Word
- Adobe Acrobat

**RFQ No. 2016-32**

**A. SUBMITTAL REQUIREMENTS**

1. **NUMBER OF PAGES:** SECTION III of the proposal shall not exceed (24) pages (one-sided) or (12) pages (two-sided) in length. *(The Title Page, Table of Contents, City Required Forms, resumes and tabs do not count towards the TOTAL NUMBER OF PAGES).*
  - 1.1 When compiling a response, sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page; proposals should be bound to allow flat stacking for easy storage; do not use three ring binders of any kind; and sections should be compiled in the sequence list above. Maximum number of pages shall be 24 pages (one sided) or **12 pages (two sided)**, not including *the Title Page, Table of Contents, City Required Forms, and tabs do not count towards the TOTAL NUMBER OF PAGES).*
  - 1.2 Place proposal with all the required items in a sealed envelope clearly marked for specification number, project name, name of proposer, and due date and time.
2. **PAPER/FONT SIZE:** 8.5"x11"/Font Calibri 11, PDF FORMAT.
3. **NUMBER OF ORIGINAL PROPOSALS:** One (1) original hard-copy **UNBOUND** (marked "ORIGINAL") and signed in blue ink. **NUMBER OF COPIES:** three (3) hard-copies **BOUND** (marked "COPY"). (1 original + 3 copies = 4 total submittals).
4. **USB Flash Drive:** One (1) electronic version in Portable Document Format (PDF) on Flash Drive containing the entire submittal.

**B. CITY REQUIRED SUBMITTAL FORMS/CHECKLIST**

**READ/EXECUTED  
& INCLUDED**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Proposal Submittal Signature Form   |
| <input checked="" type="checkbox"/> | Statement of Organization   |
| <input checked="" type="checkbox"/> | References  |
| <input checked="" type="checkbox"/> | Drug-Free Workplace (If Applicable)<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                          |
| <input type="checkbox"/>            | Public Entity Crime Information<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> | Non-Collusive Affidavit   |
| <input checked="" type="checkbox"/> | Lobbying Certification  |
| <input checked="" type="checkbox"/> | Conflict of Interest Form   |

☐

**Disclosure Form (Consultant/Engineer/Architect)**

☒

State Registration Requirements (<http://www.sunbiz.org/search.html>)

☒

Copy of Registration, Attached

☐

State required license for Prime Firm Only (Not sub-consultants)

☒

**SAMPLE INSURANCE CERTIFICATE:** Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

☒

YES ☐ NO Sample Insurance Certificate is included with the submittal

☐

**MBE/WBE/VBE:** If claiming Minority Business Enterprise/Women Business Enterprises/Veteran's Business Enterprise, the Prime Firm (not sub-consultant) **shall be** certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes.

☐

YES, CLAIMING STATUS AS PRIME ONLY

☐

YES, I'VE ATTACHED THE CERTIFICATE OF MBE/WBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 12.

☒

NOT CLAIMING MBE/WBE/VBE

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**



**PROPOSAL SUBMITTAL SIGNATURE FORM**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per Agreement, if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. 1 Dated 9/13/16 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. 2 Dated 9/13/16 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. 3 Dated 9/13/16 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Company Name Van Buskirk / Fish & Associates, Inc.

941-426-0681 landsurveyor@vbfainc.com 941-426-6101  
Telephone # E-Mail Fax #

12450 S. Tamiami Trail, Unit D  
Main Office Address

North Port Florida 34287  
City State Zip Code

Address of Office Servicing City of North Port, if different than above: ☒ SAME AS ABOVE

Office Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone # E-mail Fax #

Name & Title of Firm Representative

  
Signature

9/19/16  
Date

Do you accept Visa? ☒ YES ☐ NO

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**STATEMENT OF ORGANIZATION**

**(Information Sheet for Transactions and Conveyances Corporation Identification)**

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

**Name of Respondent:** Van Buskirk / Fish & Associates, Inc.

**DBA (if any):** \_\_\_\_\_

**Type of Entity** (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc.): Corporation

**Business Address:** 12450 S. Tamiami Trail, Unit D; North Port, FL. 34287

**Phone:** 941-426-0681 **Fax:** 941-426-6101

**E-Mail** landsurveyor@vbfainc.com

**Print Name and Title of person authorized to bind:** Alan K. Fish, PSM, President

**Federal Identification Number:** 65-1081029

**Signature:** 

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

**Is this a Florida Corporation:** ☒ Yes or ☐ No (Please Check One)

**If not a Florida Corporation,**

In what state was it created: \_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

**What kind of corporation is it:** ☒ "For Profit" or ☐ "Not for Profit"

**Is it in good standing:** ☒ Yes or ☐ No

**Authorized to transact business in Florida:** ☒ Yes or ☐ No

**State of Florida Department of State Certificate of Authority Document No.:** P00000115659

**Does it use a registered fictitious name:** ☐ Yes or ☒ No

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

CITY OF NORTH PORT  
REQUEST FOR PROPOSAL NO. 2016-32  
PROFESSIONAL SURVEYING SERVICES – CONTINUING SERVICES  
CONTRACT FOR CITY OF NORTH PORT PUBLIC WORKS

**Names of Officers:**

**President:** Alan K. Fish **Secretary:** Susan P. Fish

**Vice President:** \_\_\_\_\_ **Treasurer:** Alan K. Fish

**Director:** \_\_\_\_\_ **Director:** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Name of Corporation (As used in Florida):**

Van Buskirk / Fish & Associates, Inc.

(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**

Post Office Box: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

12450 S. Tamiami Trail, Unit D

North Port, FL. 34287

STATE OF FLORIDA  
COUNTY OF SARASOTA

*Alan K. Fish, President*

Sworn to and subscribed before me this 19 day of September, 2016, by \_\_\_\_\_ who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.

Margaret Mary Rementer

Notary Public - State of Florida

Print Name: Margaret Mary Rementer

Commission No: FF 228237



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**REFERENCES/CLIENT LISTING**

(The firm shall provide a minimum of three (3) business related references for which they are currently providing, or have provided within the last five (5) years, services similar to the scope of services required by this RFP). Attach additional sheets if necessary.

1. Business/Customer Name: City of North Port, Public Works  
Name of Contact Person/Title: Ben Newman, P.E.  
Telephone# 941-240-8320 Fax 941-240-8050 E-mail bnewman@cityofnorthport.com  
Address 1100 N. Chamberlain Blvd., North Port, FL. 34286  
Phone Number 941-240-8050  
Duration of Contract or business relationship 31 years  
Type of Services Provided Right-of-way & Location Surveys, Boundary, Topographic, Easements & Mapping
2. Business/Customer Name: City of North Port, Planning & Zoning  
Name of Contact Person/Title: James McAllister  
Telephone# 941-429-7221 Fax 941-429-7221 E-mail jmcallister@cityofnorthport.com  
Address 4970 City Hall Blvd., North Port, FL. 34286  
Phone Number 941-429-7156  
Duration of Contract or business relationship 31 years  
Type of Services Provided Boundary Surveys, Record Plat reviews, Easement review & Consulting
3. Business/Customer Name: City of North Port, Building Department  
Name of Contact Person/Title: Scott Spagnoli  
Telephone# 941-429-7023 Fax 429-7021 E-mail sspagnoli@cityofnorthport.com  
Address 4970 City Hall Blvd., North Port, FL. 34286  
Phone Number 941-429-7023  
Duration of Contract or business relationship 31 years  
Type of Services Provided Line & Grade survey for drive culvert installations & Inspections

**COMPANY NAME:** Van Buskirk / Fish & Associates, Inc.

**SIGNATURE:** 

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**



**DRUG FREE WORKPLACE FORM**

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that  
Van Buskirk / Fish & Associates, Inc. does:  
(Company Name)

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

**Check one:**



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



As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.



Offeror's Signature



Date

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to 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 Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Alan K. Fish, being an authorized representative of the Respondent,  
Van Buskirk / Fish & Associates, Inc., located at 12450 S. Tamiami Trail, Unit D  
City: North Port State: FL. Zip Code: 34287, have read and understand  
the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S.  
§287.133.

Signature:  Date: 9-19-16

Telephone #: 941-426-0681 Fax #: 941-426-6101

Federal ID #: 65-1081029

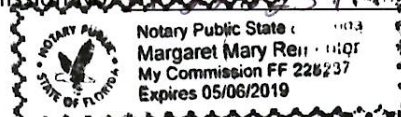
STATE OF FLORIDA  
COUNTY OF SARASOTA

Sworn to and subscribed before me this 19 day of September, 2016, by \_\_\_\_\_  
who ☐ is personally known to me or ☐ has produced his/her driver's license as identification.

Margaret Mary Rementer  
Notary Public - State of Florida

Print Name: Margaret Mary Rementer

Commission No: FF 228237



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NON-COLLUSIVE AFFIDAVIT

State of FLORIDA

County of SARASOTA

SS.

Before me, the undersigned authority, personally appeared:

Alan K. Fish who, being first duly sworn, deposes and says that:

1. He/She is the President (Owner, Partner, Officer, Representative or Agent) of Van Buskirk / Fish & Associates, Inc., the Respondent that has submitted the attached reply;

2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;

3. Such reply is genuine and is not a collusive or sham reply;

4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this \_\_\_\_\_ day of September, 20016.

By: [Signature]

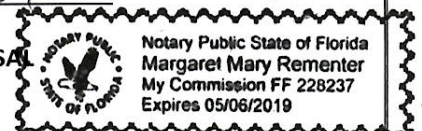
Alan K. Fish  
(Printed Name)  
President  
(Title)

STATE OF FLORIDA  
COUNTY OF SARASOTA

Sworn to and subscribed before me this 19 day of September, 2016, by \_\_\_\_\_ who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.

Margaret Mary Rementer  
Notary Public - State of Florida  
Print Name: Margaret Mary Rementer  
Commission No: FF 228237

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LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF FLORIDA

COUNTY OF SARASOTA

This \_\_\_\_\_ day September of 2016

Alan K. Fish, being first duly sworn, deposes and says that he or she is the authorized representative of Van Buskirk / Fish & Associates, Inc. (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By: 

Alan K. Fish  
(Printed Name)  
President  
(Title)

STATE OF FLORIDA  
COUNTY OF SARASOTA

Sworn to and subscribed before me this 19 day of September, 2016, by \_\_\_\_\_ who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.

Margaret Mary Rementer  
Notary Public - State of Florida  
Print Name: Margaret Mary Rementer  
Commission No: FF22823

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**CONFLICT OF INTEREST FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

- ☐ I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position or Board)
- ☐ I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_
- ☐ An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_
- ☐ Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_
- ☒ None of The Above

**PART II:**

Are you going to request an advisory board member waiver?

- ☐ I will request an advisory board member waiver under §112.313(12)
- ☐ I will NOT request an advisory board member waiver under §112.313(12)
- ☒ N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: Van Buskirk / Fish & Associates, Inc.

SIGNATURE: \_\_\_\_\_

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**DISCLOSURE FORM**  
**FOR**  
**CONSULTANT/ENGINEER/ARCHITECT**

**Please select (only) one of the following three options:**

☒ Our firm has no actual, potential, or reasonably perceived, **financial\*** or **other interest\*\*** in the outcome of the project.

☐ Our firm has a potential or reasonably perceived **financial\*** or **other interest\*\*** in the outcome of the project as described here: \_\_\_\_\_.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:  
\_\_\_\_\_.

☐ Our firm has an actual **financial\*** or **other interest\*\*** in the outcome of the project as described here:  
\_\_\_\_\_.

**\*What does “financial interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm’s findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

**\*\*What does “other interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm’s findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

**BUSINESS NAME:** Van Buskirk / Fish & Associates, Inc.

**NAME (PERSON AUTHORIZED TO BIND THE COMPANY):** Alan K. Fish, President

**SIGNATURE:**  **DATE:** 9/19/16

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**  
**END OF PART IV**