Request for Statement of Qualifications
Continuing Professional Engineering Services
Utilities Commission
The City of New Smyrna Beach
RSQ #10-18

PARKER MYNCHENBERG & ASSOCIATES, INC.
April 5, 2018

Ms. Maureen Crossman, CPPB
Materials Manager
Utilities Commission
City of New Smyrna Beach
200 Canal Street
New Smyrna Beach, Florida 32168

Re: REQUEST FOR STATEMENT OF QUALIFICATIONS – RSQ #10-18
CONTINUING PROFESSIONAL ENGINEERING SERVICES
LETTER OF INTEREST – PROFESSIONAL ENGINEERING SERVICES

I am pleased to offer the following qualifications for your review associated with the Utilities Commission Request for Statement of Qualifications – RSQ #10-18, Continuing Contracts for Professional Engineering Services. As requested in the RSQ, please find enclosed the following:

1. Two (2) original Statement of Qualifications marked "Original".
2. Three (3) copies of the Statement of Qualifications marked "Copy".
3. One (1) flash drive with the Statement of Qualifications in PDF format.

The firm is locally owned and operated in Holly Hill by Parker Mynchenberg, P.E., R.L.A. Parker Mynchenberg & Associates, Inc. (PMA) has utilized its Design Team approach in the past on over one hundred successfully completed projects for various municipalities, including the City of Daytona Beach, the City of Daytona Beach Shores, the City of New Smyrna Beach, the City of Ormond Beach the City of Port Orange, Flagler County and Volusia County.

PMA has an extensive working knowledge of the City of New Smyrna Beach Codes and Ordinances as a result of past and present design services performed within the City. PMA is staffed with licensed Engineers and Registered Landscape Architects in addition to a team of CADD Technicians & Support Staff combining years of experience in the New Smyrna Beach area. Our office includes the most up-to-date computer programs and equipment necessary to complete projects in a professional and timely manner. PMA understands the importance of staying within budget requirements whether the project is being performed for private developers or municipalities such as the Utilities Commission and uses the expertise acquired over the years to meet these requirements.

PMA is capable of designing any civil or public facility engineering project and has been in the Civil Engineering design business for 34 years. Additionally, PMA brings two staff Landscape Architects to provide a "turn-key" design, which includes Civil Engineering and Landscape Architecture for public facilities.

I look forward to again working with the Utilities Commission as an Engineering Continuing Consultant and would like to thank you in advance for the opportunity to provide PMA’s qualifications for your consideration in the review process.

Yours truly,

Parker Mynchenberg, P.E., R.L.A.
President
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Parker Mynchenberg & Associates, Inc.
1729 Ridgewood Avenue
Holly Hill, Florida 32117
Phone: (386) 677-6891
Fax: (386) 677-2114
Email: info@parkermynchenberg.com
Qualifications Data:

TITLE AND LOCATION: S.R. 44 Sanitary Sewer Expansion – New Smyrna Beach, Florida

YEAR COMPLETED – PROFESSIONAL SERVICES: 2017

YEAR COMPLETED – CONSTRUCTION: 2018

PROJECT OWNER'S INFORMATION – PROJECT OWNER: City of New Smyrna Beach – Utilities Commission
200 Canal Street, New Smyrna Beach, FL. 32168

PROJECT OWNER'S INFORMATION – POINT OF CONTACT NAME: Kyle Fegley, City Engineer

PROJECT OWNER'S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER: 386-410-2811

Design and permitting of a new wastewater collection system including pump station to serve the commercial properties that exist on the south side of S.R. 44. A pump station is proposed within an easement at the southwest corner of the intersection of S.R. 44 and Wildwood Drive. The forcemain from the pump station will run west, parallel to S.R. 44, then cross S.R. 44 heading north at the intersection of Colony Park Road. The forcemain will manifold in with the existing forcemain, which connects to the Utilities Commission system.

The length of the proposed gravity system is approximately 3,450 feet and length of the proposed forcemain is approximately 1,300 feet.
Qualifications Data:

TITLE AND LOCATION: ISB/Red John Drive Utility Improvements – Daytona Beach, Florida

YEAR COMPLETED – PROFESSIONAL SERVICES: 2018

YEAR COMPLETED – CONSTRUCTION: 2018

PROJECT OWNER’S INFORMATION – PROJECT OWNER: City of Daytona Beach – Utilities Commission

PROJECT OWNER’S INFORMATION – POINT OF CONTACT NAME: Dennis Mrozek, City Engineer

PROJECT OWNER’S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER: 386-671-8152

Design and permitting that involves construction of a new driveway and pump station. The project site is located within The City of Daytona Beach, Volusia County. The site is located on the south side of International Speedway Boulevard and opposite of Red John Drive.

The site has been modeled one (1) drainage area, one (1) storage node, and one (1) point of discharge location (International Speedway Boulevard). The post development point of discharge is consistent with the pre-development point of discharge. The proposed method of stormwater treatment is dry retention. The receiving water body is the Tomoka River, therefore, the Outstanding Florida Water design criteria has been applied.
Qualifications Data:

TITLE AND LOCATION: Tomoka Town Center / Tanger Outlet Mall – Daytona Beach, Florida

YEAR COMPLETED – PROFESSIONAL SERVICES: 2017

YEAR COMPLETED – CONSTRUCTION: 2017 / 2018

PROJECT OWNER'S INFORMATION – PROJECT OWNER: Consolidated Tomoka Land Co.

PROJECT OWNER'S INFORMATION – POINT OF CONTACT NAME: Scott Bullock, Vice President – Real Estate

PROJECT OWNER'S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER: 386-944-5636

PMA was the Civil Engineer and Landscape Architect for the project. The project included the design and permitting of a new outlet mall and all supplemental elements including but not limited to parking, landscaping, utility extensions, roadway improvements and stormwater management. All outside agency permits will be obtained as well as The City of Daytona Beach Site Plan Approval.
Qualifications Data:

TITLE AND LOCATION: Vantrust – Daytona Beach, Florida

YEAR COMPLETED – PROFESSIONAL SERVICES: 2018

YEAR COMPLETED – CONSTRUCTION: 2018

PROJECT OWNER'S INFORMATION – PROJECT OWNER: Vantrust Real Estate LLC.

PROJECT OWNER'S INFORMATION – POINT OF CONTACT NAME: Mike Jones, Director Development Services

PROJECT OWNER'S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER: 904-353-6235

Design and permitting of a 27-acre site, improvements include a one story 399,500 sf. distribution center final site plan, warehouse, office (7500 sq. ft.) including 255 parking stalls and new public sanitary pump station, an off-site 12” dip water main, an 8” dip force main, and 12” pvc reuse main extension and associated signage, paving, drainage, utilities, landscape and irrigation.

Parker Mynchenberg & Associates, Inc. – Engineers – Planners – Landscape Architects
CONSULTANTS UNDERSTANDING:

The Parker Mynchenberg & Associates (PMA) design team has proven experience designing a variety projects.

PMA’s approach to this project is to modernize and improve what has been done in the past and take the lessons in the project area, afforded by experience, listen completely and intently to the needs of our clients, and together explore innovative solutions for meeting those needs. Our 34+ years experience meeting the critical facility needs of Municipal clients has given us a unique insight into the funding programming, planning and design of projects which are functional, cost-effective and fully meet the true needs of the Utilities Commission (UC). Establishing the appropriate balance between expectations, program and available funds is crucial to preparing the budget and the outcome of the project.

PRE-DESIGN PHASE SERVICES

Our experience has shown that this is the most important phase of any project. At no point are experience, innovation and collaboration and the ability to LISTEN, more important and more effective. At no other point can the consultant have more influence on the project’s success or impact on the project’s budget. Our Pre-Design Services include the following:

- **Needs Assessment**: Working closely with the UC and permitting agency representatives, community members, downtown merchants and user groups through workshops, presentations, PMA will help establish immediate and long term goals for the project; clearly defining the design parameters and anticipated results.

- **Asset Assessment**: During this phase, PMA will perform an extensive review of all opportunities, funding sources and constraints, including: site survey and existing conditions; environmental influences; permitting requirements; availability and capacity of utilities; assessment of existing structures (if any); pedestrian and vehicular circulation.

- **Programming**: Based on the immediate, short and long term goals established through the needs assessment, PMA will meet with the appropriate UC staff to discuss all aspects of the proposed project. The program will be defined or refined and specific tasks will be identified, time constraints will be reviewed, schedules will be evaluated and the Consultant will establish specific deadlines for the start and completion of the various milestones. The programming phase is the opportunity to insure the project scope and budget are reconciled. At no other point in the process is there a greater opportunity to impact the project budget.

DESIGN PHASE SERVICES

Quality is a Parker Mynchenberg & Associates hallmark, something we believe is evidenced by our repeat client rate. An effective quality control/quality assurance program must not only control the quality of documents, but control budgets, schedules, construction and more importantly, communication. At each design team meeting, the progress of the work completed
to date will be reviewed and UC will be apprised of the progress. With clearly defined milestones established early in the process and by monitoring their progress on a frequent basis, potential scheduling problems are addressed and corrected before they can adversely impact the project. Once a schedule has been established, PMA has consistently met all milestones and deadlines using this approach.

Through years of service it has become evident that the ability to successfully meet or exceed expectations while staying in budget, is a skill that is developed only with time and experience. A great deal of PMA’s and the design team’s success can be attributed to our Quality Assurance and Control (QAC) program that allows us to stay on target for our scope of work while maintaining the schedule and budget. This program establishes a set of checks and balances that identifies any errors or omissions so that they can be corrected before the project is bid; it establishes procedures to assure construction activities deliver the intended results; and it provides an opportunity to evaluate the design and the performance of the specified components.

Management Responsibility – Parker Mynchenberg, P.E., R.L.A., Principal-in-Charge is assigned to the project with the designated authority and responsibility for the overall control of the project and to assure that quality procedures are implemented and maintained. Parker Mynchenberg, Designer and Principal-in-Charge, assigned to the project will remain as the “responsible person” for the duration of the project.

Project Control – The Project Manager, Steven Buswell, P.E., R.L.A., is responsible for the co-management of the staff and all sub-consultants to assure that procedures are in place to maintain control of the project scope, budgets and regulatory approvals. Project Managers and the Principal-in-Charge meet weekly to review the status of the project and make adjustments as required.

Document Control – We use an established formatting procedure for all electronic document records that allows us to track and manage all documents, integrate the work of our sub-consultants and track modifications to documents to verify that changes are incorporated in all affected documents. PMA’s in-house review is done by a part time past City of Daytona Beach Assistant City Engineer, Dominic D’Agresta, P.E.

Project Review – Our in-house peer review looks at projects at 30%, 60%, 90% and 100% completion of Construction Documents. In addition to identifying any discrepancies in the documents the entire project is reviewed for its “constructability”.

Construction Advocacy – This process follows a rigid set of guidelines that begin once the project is put out to bid or construction begins. Our Construction Administration personnel follow an established set of procedures that monitor all construction activities from submittals to pay requests, to assure that only work that has passed the required inspections and verifications is accepted. This includes identifying non-conforming work, identifying procedures to correct it, and taking corrective action needed to prevent recurrence.
PMA and the Design Team will produce an inventory of existing conditions and site analysis to review with the City and Project Partners that includes:

- Land ownership/control
- Land use
- Zoning and other relevant local development controls
- Public access and recreational resources
- Pedestrian circulation and connections
- Accessibility issues and access
- Cultural and historic resources and destinations
- Natural resources
- Utilities and Infrastructure: location, extent, condition and capacity
- Storm-water issues
- Environmental issues
- Permitting issues and relevant agencies

PMA throughout the process will test the budget at each step to ensure the Design meets budget constraints.
STAFFING REQUIREMENTS:

PARKER MYNCHENBERG, P.E., R.L.A.: PRINCIPAL IN CHARGE

Parker Mynchenberg & Associates, Inc. is owned and operated by Parker Mynchenberg, P.E. and has been in existence since 1984. The firm is located at 1729 Ridgewood Avenue, Holly Hill, Florida. Parker Mynchenberg, P.E. is a graduate of Mainland High School, Daytona Beach, Florida and the University of Central Florida with a Bachelor of Science Degree in Engineering. Since graduating, he has practiced Engineering and Landscape Architectural Design in Volusia and Flagler Counties, being licensed in the State of Florida as a Professional Civil Engineer, Landscape Architect, Real Estate Broker, Commercial Pool Contractor and General Contractor. Parker Mynchenberg has personally designed and permitted over one hundred municipal projects and hundreds of private site development projects.

More recently, Parker has worked as the Contract Administrator for Embry Riddle Aeronautical University (ERAU) and Daytona State College (DSC) on several of their recent construction projects. His responsibilities included bi-weekly coordination meetings, executing Change Orders, responding to RFI’s, reviewing and approving draw requests, site inspections, preparation of punch-lists, and final engineering certification.

Management Responsibility – Parker Mynchenberg, P.E., R.L.A., Principal-in-Charge, is assigned to the project with the designated authority and responsibility for the overall control of the project and to assure that quality procedures are implemented and maintained. Parker Mynchenberg, Designer and Principal-in-Charge, assigned to the project will remain as the “responsible person” for the duration of the project.

Parker’s role includes involvement on the project from start to finish. Any question relating to the status of the project, he will have the answer. He will attend the project kickoff meeting, coordinate all pertinent in-house staff and sub-consultants, prepare the design, and assist in performance of all construction/contract administration until the project is successfully completed.

STEVEN R. BUSWELL, P.E., R.L.A.: PROJECT MANAGER

Steve is a Professional Engineer and Registered Landscape Architect specializing in Land Development. He has worked as an Associate Professional Engineer with Parker Mynchenberg & Associates (PMA) since 2001. He brings to the company a thorough background in Stormwater, Park and Trail, Waterfront and, Civil Engineering Design and Permitting. Prior to joining PMA he was the Stormwater Design Engineer for The City of Daytona Beach. He is a graduate of the University of Florida with both and Master’s and Bachelor’s in Environmental Engineering.

His responsibilities at PMA include Project Management as well as performing all of the technical calculations and reports in order to obtain approval from the respective governing agencies. Following is a list of his Responsibilities:

Project Control – The Project Engineer, Steven R. Buswell, P.E., R.L.A., is responsible for the co-management of the staff and all sub-consultants to assure that procedures are in place to maintain control of the project scope, budgets and regulatory approvals. Project Engineers and the Principal-in-Charge will meet weekly to review the status of the project and make adjustments as required.

Technical Support – Steven will be the point of contact for all permits associated with project. In addition, he will personally prepare all calculations, reports, and applications.

Workload – Our workload is such that we can begin work immediately and allocate all necessary resources in the office to complete the project and meet the Grant Deadlines.
PARKER MYNCHENBERG, P.E., R.L.A.
1729 Ridgewood Avenue
Holly Hill, Florida 32117

EXPERIENCE

Parker Mynchenberg & Associates, Inc. is owned and operated by Parker Mynchenberg, P.E. and has been in existence since 1984. The firm is located at 1729 Ridgewood Avenue, Holly Hill, Florida. Parker Mynchenberg, P.E. is a graduate of Mainland High School, Daytona Beach, Florida and the University of Central Florida with a Bachelor of Science Degree in Engineering. Since graduating, he has practiced Engineering and Landscape Architectural Design in Volusia and Flagler Counties, being licensed in the State of Florida as a Professional Civil Engineer, Landscape Architect, Commercial Pool Contractor and General Contractor.

EMPLOYMENT

1983 - Present
Parker Mynchenberg & Associates, Inc.
1729 Ridgewood Avenue
Holly Hill, Florida 32117
Professional Engineer, Landscape Architect, General Contractor, Developer and Land Planner.
President and Owner of Firm.

1982 - 1983
Upham, Inc.
Ormond Beach, Florida 32174
Professional Civil Engineer.
Chief Engineer.

1980 - 1982
Ormond Beach, Florida 32176
Civil Engineer.

1979 - 1980
City of Daytona Beach
Daytona Beach, Florida 32114
E.I.T. Engineer.

EDUCATION

University of Central Florida
Bachelor of Science, 1978
Civil Engineering

REGISTRATIONS

Professional Engineer #32645
Registered Landscape Architect # 0001553
General Contractor #C021951
Commercial Pool Contractor #CP C048220
Real Estate Broker #BK 0349954

AFFILIATIONS

National Society of Professional Engineers (N.S.P.E.)
Florida Engineering Society (F.E.S.)
STEVEN R. BUSWELL, P.E., R.L.A.
15 Highwood Ridge Trail
Ormond Beach, Florida 32174

EXPERIENCE

Steve is a Professional Engineer and Registered Landscape Architect specializing in Land Development. He has worked as an Associate Professional Engineer with Parker Mynchenberg & Associates (PMA) since 2001. He brings to the company a thorough background in Stormwater Design and Civil Engineering Design. Prior to joining PMA, he was the Stormwater Design Engineer for The City of Daytona Beach. He is a graduate of the University of Florida with both and Master's and Bachelor's in Environmental Engineering. His responsibilities at PMA include Project Management as well as performing all of the technical calculations and reports in order to obtain approval from the respective governing agencies. Steve also excels at administration of municipal projects, including bidding services, construction specifications, and closeout document coordination. Following is a list of his Employers and Responsibilities at each position.

EMPLOYMENT

2001 – Present
Parker Mynchenberg & Associates, Inc.
Holly Hill, FL
Project Manager

Project Manager of municipal, commercial developments and subdivisions from design through construction. Responsibilities include all related features associated with site development including design of parking facilities and associated stormwater management systems, utility extensions, landscape architecture & irrigation system design, hardscape design, recreational facilities such as bocce ball, basketball, volleyball, and tennis courts, passive stormwater parks, and sidewalk improvements. As Project Manager, his duties include design and permitting, attend development review and preconstruction meetings, perform shop drawing review, bidding services, and project closeout.

2000 – 2001
The City of Daytona Beach
Daytona Beach, FL
Stormwater Design Engineer

Responsibilities include design and contract administration of municipal drainage projects associated with the City’s Capital Improvement Program. Other duties include roadway design and utility extensions. Contact person for all of stormwater related projects, Community Rating System Coordinator, and Administrator of the NPDES Phase II Program.

1998 – 2000
The City of Ormond Beach
Ormond Beach, FL
Civil Engineer

Manager of all private commercial developments and subdivisions for the City from design through construction. Responsibilities included review of all the engineering related aspects of the development, including stormwater management system, roadway design, paving and drainage, and utility extensions. Contact person for all of water, wastewater, utility, and wetland permit applications.

EDUCATION

University of Florida
Master of Engineering, 1995
Environmental Engineering

University of Florida
Bachelor of Science, 1994
Environmental Engineering

REGISTRATIONS

Professional Engineer
#53965
Registered Landscape Architect #6667011

AFFILIATIONS

Tau Beta Pi Engineering Honor Society, Golden Key Honor Society, Society of Environmental Engineers, American Public Works Association (APWA)
Ormond Beach PRIDE Board Member
Ormond Beach Public Advisory Board
Parker Mynchenberg & Associates, Inc. is located at 1729 Ridgewood Avenue in Holly Hill, Florida, 32117. Our office is located on the east side of U.S. 1, approximately 19 miles from The City of New Smyrna Utilities Commission. Given our close proximity, we can be at UC in less than thirty minutes if needed for questions, meetings, or other project related issues.
FINANCIAL STABILITY:

The firm of Parker Mynchenborg, & Associates, Inc. has been in business in Volusia County, State of Florida for over thirty-four years since its incorporation in 1984 and is financially stable. The firm has the resources, both human and financial to provide the services at the level required by the City of New Smyrna Utilities Commission for RSQ 10-18, Professional Engineering Services.

Signed: Parker Mynchenberg, P.E., R.L.A.
Owner and President
Parker Mynchenberg & Associates, Inc.

Dated this 5th Day of April, 2018
## Certificate of Liability Insurance

**Date:** 03/16/2018

### Producer
- **Name:** N. T. Vincent Insurance
- **Address:** P.O. Box 1711, Daytona Beach FL 32115-1711
- **Phone:** 386-258-1515 / Fax 386-258-5271

### Insured
- **Name:** Parker Mynchenberg & Associates, Inc.
- **Address:** 1729 Ridgewood Avenue, Holly Hill, FL 32117
- **Phone:** 386-677-8911 / Fax: 386-677-2114

### Contact Information
- **Name:** D. Glenn Vincent, CPCU
- **Phone:** 386-258-1515 (Ext: 386-258-5271)
- **Fax:** 386-258-5271
- **Email:** glenn_vincent@msn.com

### Insurer
- **A:** Foremost Signature Insurance Company
  - **NAIC #:** 41513
- **B:** Foremost Insurance Company
  - **NAIC #:** 11185
- **C:** Axis Insurance Company
  - **NAIC #:**
- **D:**
- **E:**
- **F:**

### Coverages

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**Description of Operations/Locations/Vehicles** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### Certificate Holder
- **Name:** City of New Smyrna Beach
- **Address:** Utilities Commission, 200 Canal St., New Smyrna Beach, FL 32169
- **Fax:** (386)410-2805

### Cancellation
- **Notice:** 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]

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD
REFERENCES:

Three (3) References:

Jim Nelson, City Engineer
City of Daytona Beach
(386)671-8613

Kyle Fegley, City Engineer
City of New Smyrna Beach
(386)410-2811

David Ponitz, Utilities Manager
City of Ormond Beach
(386)676-3305

Parker Mynchenberg & Associates, Inc. (PMA) is currently under similar Continuing Contract Services Contracts with the following:

- The City of New Smyrna Beach
  Kyle W. Fegley, City Engineer
  210 Sams Avenue
  New Smyrna Beach, Florida 32168
  kfegley@cityofnsb.com
  (386) 410-2811
  (386) 410-2804 - fax
  Length of Contract: 10 years

  Recent Projects
  Central Fire Station
  Julia Street Stormwater Improvements
  Pedestrian Trail
  Holland Park
  Esther Street Park

- The City of Daytona Beach
  James Nelson, Jr., City Engineer
  Engineering Department
  950 Bellevue Avenue
  Daytona Beach, Florida 32114
  nelsonj@codb.us
  (386) 671-8613
  (386) 671-8605 -fax
  Length of Contract: 3 years

  Recent Projects
  ISB Streetscape Phase II
  Red John/ISB Pump Station
  Grounds Maintenance Improvements
  South Street Storm Sewer Replacement
  Jackie Robinson Ball Park Improvements

- The City of Ormond Beach
  John Noble, City Engineer
  22 S. Beach Street
  Ormond Beach, Florida 32174
  John.noble@ormondbeach.org
  (386) 676-3302
  (386) 676-3304 -fax
  Length of Contract: 10 years

  Recent Projects
  Cassen Park
  YMCA Dog Park
Addendum No 2 Received By:

Signature/Authorized Company Official

Parker Mynchenberg

Printed Name

Submit this signed form with your proposal on April 5th.