

RFP Title: Request for Proposals for Civil Engineering Services, Continuing Supply
Proposal Number: BC-03-17-11-25
Opening Date: Thursday, March 17, 2011 at 2:00 PM

PROPOSAL RESPONSE COVER SHEET

THIS PAGE IS TO BE COMPLETED AND INCLUDED AS THE COVER SHEET FOR YOUR RESPONSE TO THE REQUEST FOR PROPOSALS.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

John Dailey, Chairman
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

BY MERIDIAN SURVEYING AND MAPPING, Inc.
(Firm Name)
Steve Stinson PRES.
(Authorized Representative)
STEVE STINSON
(Printed or Typed Name)

ADDRESS 3360 CHARLESTON RD
TALL. FL. 32309

CITY, STATE, ZIP _____

TELEPHONE (850) 668-7641

FAX (850) 668-7648

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____ Addendum #3 dated _____ Initials _____

Addendum #2 dated _____ Initials _____ Addendum #4 dated _____ Initials _____

PLEASE MARK WHICH CATEGORIES FOR WHICH YOU WISH TO BE CONSIDERED:

- | | |
|--|--|
| <input type="checkbox"/> a. Stormwater Engineering | <input checked="" type="checkbox"/> h. Surveying |
| <input type="checkbox"/> b. Roadway Design | <input type="checkbox"/> i. Subdivision and Site Development Engineering |
| <input type="checkbox"/> c. Traffic and Intersection Engineering | <input type="checkbox"/> j. Parks and Recreational Facility Engineering |
| <input type="checkbox"/> d. Structural Engineering | <input type="checkbox"/> k. Utility Engineering |
| <input type="checkbox"/> e. Geotechnical Services | |
| <input type="checkbox"/> f. Environmental Support Services | |
| <input type="checkbox"/> g. Construction Engineering and Inspection Services | |



Meridian
SURVEYING & MAPPING INC.

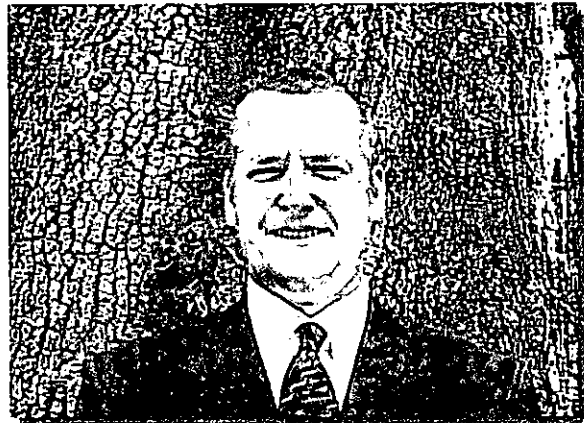
General Company Information:

Meridian Surveying and Mapping, Inc.
3360 Charleston Rd.
Tallahassee, Fl. 32309
www.MSMIncorp.com
Phone – (850) 668-7641
Fax (850) 668-7648

Contact Persons:



Steve Stinson – Pres.
(850) 509-3116 mbl.
Steve@msmincorp.com



Eric E. Wills – Vice Pres.
(850) 509-2060 mbl.
Eric@msmincorp.com

Topographic Surveys, Boundary Surveys, Construction Layout, GPS Services
Steve Stinson, PSM (850) 509-3116 Eric Wills (850) 509-2060

3360 Charleston Road, Tallahassee, Fl. 32309, Office: (850) 668-7641 Fax: (850) 668-7648



(B) Executive Summary:

Meridian Surveying Inc. was founded in July of 2008 by Mr. Steve Stinson and Mr. Eric Wills. Both partners in Meridian Surveying Inc. have strong backgrounds in land surveying and a long history in the Leon County area. While starting a company in the middle of an economic recession has not been an easy task, Meridian has managed to not merely survive, but actually grow and thrive by providing clients with an accurate, quality, and cost-effective product delivered on time.

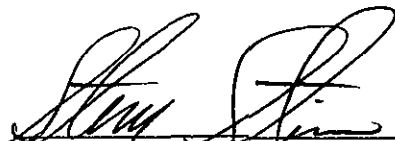
Some of the many advantages enjoyed by Meridian's clients include:

- Easy access to the management of the firm. The persons you meet with Meridian will not be separated from your project by two or three layers of management. They will be the actual persons working on your site.
- Hands-on collection and processing of the survey data. Accuracy and knowledge of the site are increased by having the partners in the firm actually on the project site for meetings, a portion of the project control set up and field data collection, and a thorough quality control walk through with the draft survey drawing in hand prior to delivery.
- Timely decision making about critical project issues. Most scope changes, fee adjustments or other critical issues can be resolved immediately.
- Low overhead costs passed on to clients through reasonable rates.

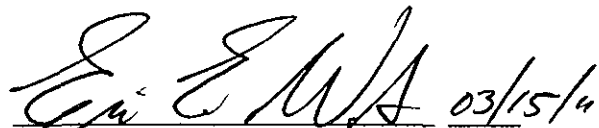
Meridian Surveying Inc. has been working within the Leon County area for the past three years on all types of survey projects including topographic surveys, large-scale boundary surveys, construction staking, roadway design, and engineering design, and as-built surveys. A few of our more prominent projects are detailed in the "Project Experience" section of this document. By providing quick response to project issues, fair prices and honest commitment to getting the projects completed on time and within budget, Meridian has been able to gain the confidence and trust of our clients. Consequently, we have been awarded and completed some very large local projects such as the Thomasville Road Publix, the Ghazvini Medical Center, and Victoria Grande Apartment Complex.

This same hard-earned commitment and dedication will be provided to Leon County and applied to any projects awarded under this contract.

Both of the owners of Meridian Surveying and Mapping, Inc. hereby certify that the response to this RFP is in all respects fair and in good faith, without collusion or fraud, and that by signing below this RFP has the authority to bind Meridian Surveying and Mapping, Inc.


Steven W. Stinson, President

3/15/11
Date


Eric E. Wills, Vice President

03/15/11
Date

Topographic Surveys, Boundary Surveys, Construction Layout, GPS Services
Steve Stinson, PSM (850) 509-3116 Eric Wills (850) 509-2060

3360 Charleston Road, Tallahassee, Fl. 32309, Office: (850) 668-7641 Fax: (850) 668-7648

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**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: MERIDIAN SURVEYING AND MAPPING, INC

Signature: [Signature] Title: PRESIDENT

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 16th day of March, 2011.

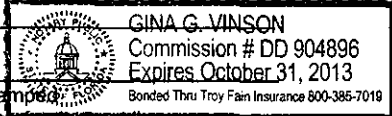
Personally known X

[Signature]
NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of Florida

(Type of identification)

My commission expires: _____

Printed, typed, or stamped _____
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed:

Steve Stinson

Title:

PRESIDENT

Firm:

MERIDIAN SURVEYING AND
MAPPING, INC.

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability:

Indicate Best Rating:
Indicate Best Financial Classification:

A++

Business Auto:

Indicate Best Rating:
Indicate Best Financial Classification:

A++

Professional Liability:

Indicate Best Rating:
Indicate Best Financial Classification:

23841/A+
A+

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating:
Indicate Best Financial Classification:

A

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

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Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place

Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name STEVE STINSON
Typed or Printed

Signature 

Date 3/15/11

Title PRESIDENT

Authority)

(Company Risk Manager or Manager with Risk



March 9, 2011

Steve Stinson
Meridian Surveying & Mapping, Inc.
3360 Charleston Road
Tallahassee, Florida 32309

Re: Contractor requirements for Leon County Proposal #BC-03-17-11-25

Dear Steve,

Per our conversation today we have made the necessary changes to your workers compensation policy to meet requirements for the above job with Leon County. Effective 3/9/2011 the limits of coverage are as follows:

Zurich policy # WC0430855900

\$500,000. Bodily injury by accident / each accident
\$500,000. Bodily injury by disease / policy limit
\$500,000. Bodily injury by disease / each employee

This policy also includes a waiver of subrogation.

Please let me know if you have any questions or if additional information is needed.

Sincerely,

Gaye Johnson

HAMRICK INSURANCE ASSOCIATES
Your Insurance Source

1673 Mahan Center Blvd.
P. O. Box 1873
Tallahassee, Florida 32302
(850) 877-3108
Fax (850) 878- 8762

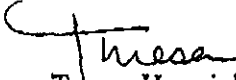
March 10, 2011

RE: Leon County Miscellaneous Surveying Contract

To Whom It May Concern:

Please be advised that our office currently writes the General Liability and Auto Liability coverage for Meridian Surveying & Mapping Inc. Please note that we have reviewed the insurance requirements stated in your contract. If insured should be awarded the said contract, we will fulfill the requirements and forward a current dated certificate of insurance showing insurance coverages.

Thank you for your attention. Please call me with any questions.


Teresa Hamrick, CIC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/15/2011

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).

PRODUCER Phone: (336) 475-9762 Fax: (336) 475-9764 ISCA / E & O LIABILITY CONSULTANTS 24 SALEM STREET THOMASVILLE NC 27360	CONTACT NAME: ISCA / E & O Liability Consultants PHONE (A/C, No, Ext): (336) 475-9762 FAX (A/C, No): (336) 475-9764 E-MAIL ADDRESS: Nancy@eoliability.com PRODUCER CUSTOMER ID: 302																					
	INSURED MERIDIAN SURVEYING & MAPPING, INC 3360 CHARLESTON RD TALLAHASSEE FL 32309	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>Chartis/NEW HAMPSHIRE</td> <td>23841</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Chartis/NEW HAMPSHIRE	23841	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						

COVERAGES CERTIFICATE NUMBER: 2777 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	ADDT. INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED. EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$ \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ WC STATUTORY LIMITS \$ OTH ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$		
A	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 Professional Liability		N/A	64201054	06/26/10	06/26/11	\$1,000,000 PER CLAIM \$1,000,000 ANNUAL AGGREGATE		

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

CERTIFICATE HOLDER**CANCELLATION**

Leon County Board of County Commissioners
 301 S. Monroe Street, 5th Floor
 Tallahassee, FL. 32301

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

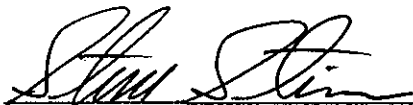
Attention:

AUTHORIZED REPRESENTATIVE

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

PRESIDENT

Title

MERIDIAN SURVEYING AND MAPPING, INC.

Contractor/Firm

3300 CHARLESTON RD. TALL FL. 32309

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: MERIDIAN SURVEYING AND MAPPING, INC.
Current Local Address: 3360 CHARLESTON RD, TALLAHASSEE, FL. 32309
Phone: (850) 668-7641
Fax: (850) 668-7648
Home Office Address: 3360 CHARLESTON RD., TALL. FL. 32309
Phone: (850) 668-7641
Fax: (850) 668-7648

Signature of Authorized Representative: Steve Stinson
Date: 3/15/11

STATE OF FL
COUNTY OF LEON

The foregoing instrument was acknowledged before me this 16th day of March, 2011.

By Steve Stinson of Meridian Surveying & Mapping
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Florida corporation, on behalf of the corporation. He/she is personally known to me

or has produced as identification.
Signature of Notary: Gina G. Vinson

Return Completed form with supporting documents to:
Leon County Purchasing Division
1800-3 Blair Stone Road
Tallahassee, Florida 32308

Gina G. Vinson
Print, Type or Stamp Name of Notary: GINA G. VINSON
Commission # DD 904896
Expires October 31, 2013
Bonded Thru Troy Fair Insurance 800-385-7019

Serial Number, If Any



Work Category – Land Surveying
Section A: Ability of Professional Personnel:

Professional personnel to be assigned to this project will consist of Mr. Steve Stinson, PSM. Mr. Stinson is a licensed surveyor in the States of Florida and Alabama and a past President of the Florida Surveying and Mapping Society. He has been living and working within Leon County for the past seventeen years, gaining an intimate knowledge of local survey control, procedures, and personnel contacts within the County, City, and FDOT engineering / surveying staff.

In total, Mr. Stinson has over 30 years of surveying experience in all types of land surveying including topographic surveys, record drawing surveys, FDOT route design and 3R surveys, subdivision plats, sectional retracements, and boundary surveys. In 1993, Mr. Stinson obtained his land surveyors license in Florida and relocated from the Tampa Bay area to Leon County. Since that time, he has been heavily involved in the land surveying profession, receiving the Florida Surveying and Mapping Society's Perry C. McGriff Award for Outstanding Civic Contribution by a Land Surveyor for his efforts providing relief and supplies to the victims of Hurricane Ivan in 2004. He also served as President of the Florida Surveying and Mapping Society in 2009 – 2010, and received the H.O. Peters Surveyor of the Year Award for his service as President of the Society.

In 2008, Mr. Stinson and partner Eric Wills founded Meridian Land Surveying, Inc. Since that time, Meridian Surveying, Inc. has grown to support up to three field crews, and become known as a honest and reliable source for land surveying services in the Tallahassee area, providing all types of land surveying to contractors, civil engineers, the City of Tallahassee, and the Leon County School Board.

Contact information for each of the owners of Meridian Surveying and Mapping, Inc. is as follows:

Steve Stinson, PSM
President
(850) 509-3116
Steve@MSMincorp.com

Eric E. Wills
Vice President
(850) 509-2060
Eric@MSMincorp.com

Topographic Surveys, Boundary Surveys, Construction Layout, GPS Services
Steve Stinson, PSM (850) 509-3116 Eric Wills (850) 509-2060

3360 Charleston Road, Tallahassee, Fl. 32309, Office: (850) 668-7641 Fax: (850) 668-7648



Meridian
SURVEYING & MAPPING INC.

Steven W. Stinson, PSM
President

(850) 509-3116 cell
steve@msmincorp.com

Professional Experience:

6/18/2008 to Present President / Owner Meridian Surveying and Mapping, Inc. Tallahassee, Fl.

- Formed and incorporated Meridian Surveying and Mapping Inc. in cooperation with partner Eric E. Wills.
- Established office location, business equipment, computers, and software licenses
- Established and supported client base.

6/01 to 4/08 Baskerville Donovan Inc, Tallahassee, Florida
Survey Department Manager, Executive Vice President-Survey Division

- Supervised survey personnel in six regional offices between Mobile, Al. and Sarasota, Fl.
- Marketed surveying and engineering services to all types of clients.
- Created annual business plans, budgets, and workload projections.
- Monitored profit, workload, utilization, and accounts receivable.
- Implemented cadd standards, Q/C standards and safety program.

6/99 to 6/01 PBS&J, Tampa, Florida
Survey Department Manager

- Hired all personnel and purchased all necessary equipment.
- Marketed survey services to all types of clients.
- Coordinated with FDOT District 1 and District 7 to provide G.E.C. services and personnel.
- Managed all survey projects including bidding, scope of services, invoicing and coordination with clients.

9/94 to 6/99 Genesis Group Inc, Tallahassee, Florida
Survey Department Manager

- Added a Survey Department to an existing Engineering office.
- Hired and supervised all Survey Department personnel and purchased all necessary equipment.
- Marketed survey services to all types of clients.
- Expanded Tallahassee Survey Department to include over 35 survey personnel and a second office in Chipley, Florida.
- Managed all survey projects including bidding, scope of services, invoicing and coordination with clients.

Topographic Surveys, Boundary Surveys, Construction Layout, GPS Services
Steve Stinson, PSM (850) 509-3116 Eric Wills (850) 509-2060

3360 Charleston Road, Tallahassee, Fl. 32309, Office: (850) 668-7641 Fax: (850) 668-7648

12/89 to 9/94 Genesis Group Inc, Tampa, Florida

Survey Crew Chief, Survey Crew Coordinator, Survey Technician

- Supervised a survey field crew for all types of land surveying.
- Performed calculations and drafting for plats, topo surveys, boundary surveys and construction layout projects.
- Managed up to five survey crews including preparing field files, project bidding, equipment ordering and personnel management.

12/85 to 11/89 Piercefield, Amaden and Associates, Lutz, Florida

Survey Crew Chief

- Supervised a survey field crew for all types of land surveying.
- Performed calculations and drafting for plats, topographic surveys and boundary surveys.
- Note : This company was purchased by new owners and became Genesis Group Inc. in December of 1989.

06/83 to 12/85 Mandish and Associates, Tampa, Florida

Instrument Operator / Rod Person

- Survey Crew member for residential lot surveys, construction stake out, sectional land surveys and large-scale boundary and topographic surveys.

Professional Licenses:

Professional Surveyor and Mapper – Florida #5457

Professional Land Surveyor – Alabama #28263-S

Education:

8/81-9/82 Hillsborough Community College, Tampa, Fla
● General courses and computer programming courses.

Erwin Technical Center, Tampa, Florida.

- AutoCAD I
- AutoCAD II

Tampa Bay Tech, Tampa Florida.

- Survey Drafting,
- Introduction to Survey, Survey I, Survey II,
- Reading and Writing Legal Descriptions

Associations:

Florida Surveying and Mapping Society

- Chapter Secretary / Treasurer
- District One Director
- State Secretary / Board of Directors
- **Perry C. McGriff Award for outstanding civic contribution of the year by a Professional Surveyor and Mapper 2004-2005, President FSMS 2009/2010**

Topographic Surveys, Boundary Surveys, Construction Layout, GPS Services

Steve Stinson, PSM (850) 509-3116 Eric Wills (850) 509-2060

Project Experience : (Projects completed or underway with Meridian only)

Topographic Surveys / Design Surveys

Messer Field Topographic Survey
City of Tall. Sidewalk Surveys
 North Ridge Rd.
 Koger Center (Executive Center Dr. East and West)
Capital Health Plan Building Handicapped Access Improvements
FSU Parking Garage #6
Ussitter Project – Tallahassee Airport

Construction Layout Experience:

FSU Multi Purpose Building
Ghazvini Medical Center
Capital Circle NW Improvements and Widening
Thomasville Rd. Publix
FSU Psychology Center
San Luis Mission

Leon County School Improvement Surveys:

Sealey Elementary School
Rickards High School Drainage Improvements
Killearn Lake Elementary School
Roberts Elementary School
Cobb Middle School

Drainage Projects:

Frenchtown Drainage Improvements
Ford Street Drainage Project
Macomb Street Drainage Improvements
Emory Court Drainage Improvements
Richmond Street Drainage Project

Parks and Recreation:

Econfina Springs Phase I
Econfina Springs Phase II
Williford Springs
Fleishman Trailhead Park
FSU Marine Lab Boat Ramp Improvements
St. George Island Plantation Community Center
Hilaman Park Golf Course Improvements
FSU Golf Course – Hole #12
Lake Henrietta Park

Topographic Surveys, Boundary Surveys, Construction Layout, GPS Services
Steve Stinson, PSM (850) 509-3116 Eric Wills (850) 509-2060

3360 Charleston Road, Tallahassee, Fl. 32309, Office: (850) 668-7641 Fax: (850) 668-7648



eridian
SURVEYING & MAPPING INC.

Eric E. Wills
Vice President

(850) 509-2060 cell
eric@msmincorp.com

Professional Experience:

Meridian Surveying and Mapping Inc. Vice President / Owner (6/18/08 – Present)

- Formed and Incorporated Meridian Surveying and Mapping, Inc. in cooperation with partner Steven W. Stinson.
- Established office location, survey equipment, computers, et.
- Built and maintained client base including construction layout, residential surveys, large topographic / design surveys, as-built services, and boundary surveys

Earth Tones Consulting Group, Tallahassee, FL. (September 2006 – June 2008) Survey Department Manager

G.E.G. Land Surveying, Tallahassee, FL. (September 2003 to September 2006)

Construction Layout Department Manager – All aspects of construction staking including calcs, scheduling, and resolving issues on site.

Preble-Rish, Inc., Tallahassee, FL. (November 2002 to September 2003)

As a Project Manager, I was in responsible charge of coordinating field crews for surveying and data collection for project design and permitting for various Florida D.E.P. sites around the panhandle.

Genesis Group Engineering and Land Surveying, Tallahassee, FL **Survey CADD Technician/Field Crew Coordinator (November 1998 to November 2002)**

As Survey CADD Technician, I was responsible for boundary surveys, design and layout, roadway design, topographic and asbuilt surveys, right of way mapping and additional platting tasks. I provide design and drafting support to both the Engineering and Surveying Departments. As field coordinator I must schedule crews and resources for various projects. Other responsibilities include client contact, property research, and processing and production of field data. Representative experience includes:

Charlie Peterson Land Surveying, Tallahassee, FL **AutoCADD Technician/Crew Chief (January 1997 to November 1998)**

In the field I served as crew chief for residential mortgage surveys, residential construction staking, topographic surveys, construction asbuilts, and boundary surveys. I also did design and drafting of projects including mortgage survey drawings, subdivision design, boundary survey drawings, and asbuilt drawings.

Bobby Presnell, Tallahassee, FL **Survey CADD Technician (June 1995 to December 1996)**

I served as AutoCADD technician for residential projects including subdivisions and private residences, and provided mortgage survey drawings, subdivision designs, boundary survey drawings, topographic surveys and asbuilt drawings.

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Education :

Associates degree – Architecture, 1991
Gulf Coast Community College

Civil Engineering Program, 1992-1997
Florida State University

Project Experience : *(Projects completed or underway with Meridian only)*

Topographic Surveys / Design Surveys

Messer Field Topographic Survey

City of Tall. Sidewalk Surveys

North Ridge Rd.

Koger Center (Executive Center Dr. East and West)

Capital Health Plan Building Handicapped Access Improvements

FSU Parking Garage #6

Ussitter Project – Tallahassee Airport

Construction Layout Experience:

FSU Multi Purpose Building

Ghazvini Medical Center

Capital Circle NW Improvements and Widening

Thomasville Rd. Publix

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San Luis Mission

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Williford Springs

Fleishman Trailhead Park

FSU Marine Lab Boat Ramp Improvements

St. George Island Plantation Community Center

Hilaman Park Golf Course Improvements

FSU Golf Course – Hole #12

Lake Henrietta Park

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Meridian
SURVEYING & MAPPING INC.

CALEB D. MATTHEWS
Survey Crew Chief

(850) 509-3365 cell

Professional Experience :

Meridian Surveying and Mapping, Inc. Tallahassee Florida (September 2010 – Present)

Survey Crew Chief – Construction layout surveys, As-Built surveys, large scale boundary and topographic surveys.

April 2009 to September 2010... Exacta Land Surveyors, Tallahassee, FL

My job duties were completing boundary surveys, elevation certificates, and commercial surveys as a one-man crew using robotic instruments.

March 2006 to April 2009... Richard Matthews & Associates, Quincy, FL

My duties as Party Chief/Draftsman included completion of boundary surveys, elevation certificates, construction layout, commercial and governmental surveys in the field and as a draftsman.

April 2003 to March 2006... Poole Engineering, Inc., Tallahassee, FL

My job as Party Chief included completion of boundary surveys, elevation certificates, construction layouts, and commercial and governmental surveys.

June 1998 to April 2003... Richard Matthews & Associates, Quincy, FL

My duties included surveyor field work which led to my promotion to the position of a Party Chief with various responsibilities including boundary surveys and elevation certificates.

EDUCATION :

Graduate, Florida State University High School, 1995

Certified, Eagle Scout, 1995

Certified in Auto CADD/Drafting, Lively Technical Center, 2001

Certified for FEMA Flood Elevation Surveying, 2007

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Tommy A. Lee
Survey Crew Chief

(850) 509-2763 cell

Professional Experience:

Meridian Surveying and Mapping, Inc.

Sept. 2009 – Present

Survey Crew Chief – All types of surveying services including topographic surveys, residential surveys, construction layout, and as-built surveys.

Equipment including Topcon data collectors and robotic total stations, Ranger data collectors and TDS software.

HSA Consulting Group 2008

Positions Held: Instrument man

FDOT resurfacing and design projects, EFB data collection, large scale control surveys for aerial photography.

Poole Engineering and Surveying 2006-2007

Positions Held: Instrument man, Junior Party Chief

Experience: Boundary Surveys, Topographical Surveys, DOT Road Projects, Construction Layout.

Alaska Land Surveying 2005-2006

Positions Held: Instrument man

Experience: Construction Layout, Mine Surveys

Allen Nobles and Associates 2001-2005

Positions Held: Rod man, Instrument man

Experience: Boundary surveys, Topographical Surveys, Construction Layout, DOT Road Projects, Asbuilt Surveys, and ALTA Surveys.

Atlantic Survey Professionals 1996-2000

Positions Held: Rod man, Instrument man, Junior Party Chief

Experience: Boundary Surveys, Topographical Surveys, Construction Layout, ALTA Surveys, Asbuilt Surveys.

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Education:

Wayne County High School 1989-1993

Project Experience:**Construction Layout Experience:**

FSU Multi Purpose Building
Ghazvini Medical Center
Thomasville Rd. Publix
San Luis Mission

Leon County School Improvement Surveys:

Sealey Elementary School
Rickards High School Drainage Improvements
Cobb Middle School

Drainage Projects:

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Section B1 – Experience With Projects Of A Similar Type And Size:

- 1. Victoria Grand Apartments** – Tallahassee, FL. As-Built Survey Services
Client – North Florida Asphalt, Inc. Mr. Danny Reynolds (850) 575-7228
Budget (Survey Fees Only) \$9,500.00
Assisted the client with completion of an As-Built survey and submittals to the City of Tallahassee after the original surveyor on this project was unable to complete the project in a timely manner. Survey included all drainage structures, buildings, pavement, ponds, etc. on a 21 acre / 12 building apartment complex.
- 2. Ghazvini Medical Center** – Tallahassee Florida – Construction Layout Services and As-Built Survey
Client – North Florida Asphalt, Inc. Mr. Danny Reynolds (850) 575-7228
Budget - \$20,000.00 Layout \$6,000.00 As-Built Survey
Provided all construction layout services for construction of Ghazvini Medical Center just East of Tallahassee Memorial Hospital. Site required major regrading (16' of fill in some areas). Construction included a multi-story building, parking garage, two large parking areas and a roadway.
- 3. Messer Field Topographic Survey** – Tallahassee Florida – Topographic, Tree Location, and Design Survey Services
Client – City of Tallahassee Ms. Susanne Seagraves 891-8427
Budget - \$14,500.00
Topographic and tree survey on a 12 acre site adjoining Messer Field in Tallahassee, Fl. Included Identification and size of trees, one foot contours, and location of all occupation on a heavily wooded site for design of a city-owned transmission facility.
- 4. FSU Parking Garage #6** – Tallahassee Florida – Topographic Survey, Tree Location, Utility Verification, and Boundary survey services.
Client – George and Associates Consulting Inc. – Mr Robert George, P.E. (850) 521-0344
Budget - \$10,000.00
Complete topographic survey of two city blocks just East of the FSU stadium for construction of a multi-level parking garage. The survey effort included tree location, verification of existing utilities and pipe inverts, boundary surveying and location of multiple right of way lines.
- 5. Publix Supermarket** – Thomasville Rd., Tallahassee, FL. – Construction Layout, As-Built Survey, Boundary Survey, Legal Descriptions and Sketches for Easements, ALTA Survey
Client – McIntyre Elwell, & Stramm, Inc. – Mr. Ryan McIntyre (941) 321-6789
Budget - \$23,000.00 (All Survey Services Combined)
Construction layout services, topographic survey including one-foot contours, trees, and existing utilities. Final As-Built survey upon completion of construction. ALTA Survey completed for Publix Corporation upon opening of new store.

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6. **Capital Circle Forced Main Emergency Replacement** – Tallahassee, Fl. - Project Control (Horizontal and Vertical), Construction Layout, As-Built Survey
Client – Allen’s Excavation Inc., - Mr. Allen Weldon (850) 879-0452
Budget - \$8500.00
Provided as-needed project control, layout and as-builts for replacement of a major forced main that was failing beneath Capital Circle Northeast. Our client was required to as-built the new pipeline that was being installed while the construction pits were opened at 500 foot intervals from Appalachee Parkway to just South of Mahan Blvd. Quick response by Meridian personnel on short notice was mandated by the project schedule. All work was completed on schedule and within budget.
7. **Frenchtown Drainage Project** – Tallahassee, FL. - Construction Layout, As-Built Survey
Client – Allen’s Excavation, Inc. – Mr. Allen Weldon (850) 879-0452
Budget - \$18,000.00
Construction Layout and As-Built Survey for a major drainage facility in Frenchtown. Including installation of several large box culverts, reconstruction of a 10 acre pond and verification of project control. The Eastern half of this project is currently completed and has been as-built, the Western half is still under construction at the time of this writing
8. **Capital Circle Commerce Park** – Tallahassee, Fl. – Construction Layout, As-Built Survey
Client – North Florida Asphalt, Inc. – Mr. Danny Reynolds (850) 575-7228
Budget - \$9,500.00
Widening of a one mile portion of Capital Circle Northwest, including construction of new turn lanes, driveways, curb and gutter, drainage structures, and resurfacing of the existing roadway.
9. **Ussitter Airport Project** – Tallahassee Airport – Topographic Survey, Construction Layout
Client – Hale Contracting, Inc. – Ms. Christie Hale (850) 508-5950
Budget - \$5000.00
Topographic survey of a large portion of the airfield for construction of two buildings and a large pipeline. Original topo completed for Flightline, Inc., then construction layout currently underway for Hale Contracting, Inc. As-Built services will likely be required upon completion of construction, but are not under contract at this time. Project required background checks, safety training and security badges for all employees assigned to work on-site.
10. **Hilaman Park Golf Course Drainage Project** – Tallahassee, FL. – Construction Layout, As-Built Survey
Client – Allen’s Excavation, Inc. – Mr. Allen Weldon (850) 879-0452
Budget - \$5000.00
Improvements to Hilaman Park Golf Course including stone walls along creek bank, drainage structures, reconstruction of a small bridge and cart path. As-built survey provided upon completion of construction effort.

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Section B2 – Projects Underway

Some of the projects listed in Section B1 of this proposal are still underway. The Frenchtown drainage project is completed and as-built surveys have also been completed. The Eastern half of the project is over 50% constructed and the effort to as-built the new structures has not yet begun. This project will likely be completed within four weeks of the submittal date for this proposal. There is another phase of this project to be awarded, which may or may not involve Meridian Surveying and Mapping Inc, depending on who is awarded the contract.

In addition, Meridian has another sizeable project underway South of Orange Avenue, along Wahnish Way. This is the Emory Court drainage project, which will be underway for quite some time. It involves reconstruction of a large creek, installation of multiple drainage structures, and as-built surveying upon completion of the construction. Meridian currently has personnel working on this project about one or two days per week in order to stay ahead of the contractor.

Ghazvini Medical Center is completed as far as the construction layout portion of the project. The as-built survey effort will begin when the building contractor finishes the construction on the building and the parking garage. This project required two crew days per week up until the construction layout portion was completed about two months ago.

In addition to the projects listed above, Meridian has several local engineers and realtors who utilize our services to complete small topographic and boundary projects, normally less than \$1,000.00 in fees each.

With several of our major projects nearing completion, this is a good time for Meridian to acquire this new contract with Leon County.

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Section B3 – Procedures for Assurance of Design Standards & Q/C

Meridian Surveying and Mapping Inc. has several advantages over the larger firms in regards to understanding the scope of a project, accuracy of field data collection and quality control for the finished, signed/sealed survey produces. In most every instance, the licensed land surveyor and/or the senior cadd technician assigned to the project will be the person meeting the Leon County staff to discuss the project details, determine the scope of services, and outline the field crew on the project assignment. By eliminating layers of management or out of town project managers, there is less chance of mistakes in regards to the specific instructions received from the client.

In addition, there are no projects currently being completed at Meridian Surveying Inc. where the signing surveyor or senior technicians have never visited the project site. Meridian follows the industry standard q/c process of redlining errors on a survey drawing, then marking them off in green as they are corrected. Once the final draft of the survey drawing is completed, it is taken to the field for an on-site walk through. Any final discrepancies are noted and returned to the office for correction.

Over the three years that Meridian has been in business, we have saved our clients countless hours in return trips to the field due to the close communication between all of our staff, and the intimate knowledge of each project by Steve Stinson and Eric Wills, the signing surveyor and senior technician.

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Meridian
SURVEYING & MAPPING INC.

Section B5 – Basic and Special Resources

Meridian Surveying and Mapping Inc. has made every effort to hire well-qualified, dependable personnel and provide them with the latest, most advanced survey equipment. Meridian currently owns three Topcon Total Stations, including two robotic stations and one conventional instrument. We have found that in most cases, the robotic total stations will collect far more data over the course of a work day than the conventional instrument. For this reason, we utilize the robotic equipment on all open projects, whether they involve construction layout or collection of topographic survey data.

The exception to the higher productivity with the robotic survey equipment is heavily wooded projects. Through experience, we have found it necessary to use a standard total station when collecting data on large tree surveys or other heavily wooded sites. All of our survey crew personnel have been trained on every piece of survey equipment currently owned by Meridian and can operate efficiently with a minimum amount of guidance.

Our final surveys are produced in an Autocadd format, compatible with the design standards currently being used by most every engineering design firm or municipality in the Leon County area. Meridian can build digital terrain models, create contour lines, or produce topographic surveys to the specifications determined necessary by the Leon County staff.

Section C – Willingness to Meet Schedule and Budget Requirements

One of the projects listed in Section A2 of this proposal is the as-built survey completed on Victoria Grand apartments here in Tallahassee. This was one of the very first projects of substantial size that Meridian Surveying completed. In this instance, the previous surveyor on the project was from out of town. The client had already paid the original surveyor for the completion of the as-built survey and allowed him the time to complete the task, but he refused to come back to town or return the clients telephone calls.

Consequently, Meridian's first large scale project was over budget and behind schedule before we ever set foot on the project site. By working with our client, the project owner, and the project engineer, and the City of Tallahassee staff, we were able to get the as-built survey completed, reviewed and accepted by the City of Tallahassee in a very short time. Since the completion of this project, Meridian Surveying Inc. has received and completed thirty (30) more projects for this same client.

By showing this same type of commitment to all of our clients, Meridian has been able to not just survive, but in fact grow in the dire economic conditions in our area since 2007.

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Section C - continued

Budget:

In regards to determining budgets or fees for proposed projects, both Steve Stinson and Eric Wills have the legal authority to bind Meridian to a contract. On nearly every project where there is a well defined scope of services, Meridian will be able to quote a lump-sum price for the survey work to be completed. All of our quotes are given in writing in the form of a proposal letter, followed up by a contract signed after the basics of the project have been determined and agreed to by both Meridian and the client.

On any project, there exists the possibility of changes to the Scope of Services. When these instances arise, Meridian will communicate with the client to receive written permission in advance of additions or deletions to the original Scope of Services and/or the original fees.

Schedule:

With the currently-existing personnel and equipment, Meridian can field between 1 and 3 survey crews. The abilities of our staff and their familiarity with all of our equipment allow us to adjust to the scheduling demands of our clients. To date, Meridian has been able to deliver complete, accurate products to all of our clients, many times on short notice. Meridian will communicate scheduling issues clearly with Leon County Staff, including any adjustments necessary due to scope changes, rain delays, or other unforeseen circumstances.

Section D – Effect of Firms Recent, Current and Projected Workload

1. For the names and descriptions of projects that Meridian is currently under contract to complete, please see Section B2 of this document.
2. You will notice upon review of Section B2, that many of our current projects are at or near the As-Built survey stage. The as-built survey effort is one of the last tasks normally completed by Meridian on our projects. As-Built frequently get delayed due to building construction, parking lot striping, traffic signs or other necessary items being completed behind schedule. Many of our existing projects are currently drawing to a close, making this an ideal time to acquire new projects in the local area. Meridian Surveying Inc. will dedicate the necessary staff and equipment to complete any assignments under this contract on time. Over the past three years, we have been able to grow and expand as necessary to maintain the consistent trust and confidence of our clients.

Section E – Effect of Project Team Location

Meridian Surveying Inc. is located at #3360 Charleston Rd, Tallahassee, Fl. Just North of I-10 off Centerville Rd., and only about 10 minutes travel from the Leon County Engineering offices on Miccosukee Rd. Both Steve Stinson and Eric Wills will be available on short notice to attend meetings at the Leon County offices or meet on project sites within the local Leon County area.

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Section F – Approach To The Project

Residing in close proximity to the Leon County Engineering office location on Miccosukee Road will allow Meridian to respond quickly to requests from the Leon County staff regarding meetings, project scopes or other related issues. Meridian's standard approach to a project starts by meeting with the clients project manager to gain a basic understanding of the survey needs and formulate a cost effective solution.

On projects other than very simple survey tasks, Meridian would prefer to meet with the Project Manager on the project site, so that existing conditions can be reviewed as necessary to correct drainage issues, collect additional topographic information or otherwise refine the project scope of services to meet the needs of the Client.

Once a written scope of services and a firm fee estimate has been completed, Meridian will immediately schedule a field crew to begin collecting the field data on the project site. The Survey Crew Chief will have, *in his possession, a copy of the written scope of services, along with any maps, existing plans or other information provided by the client.* As the field work progresses, one of the two owners of Meridian Surveying Inc. will visit the field crew on site to be sure that the project is being completed in an accurate and cost effective manner.

Upon completion of the field survey effort, the data will be downloaded and the cadd files created to the specifications determined by the client. Any irregularities will be clarified by communicating with the Survey Crew Chief assigned to the project and a draft version of the final drawing will be produced. A Q/C review will be completed on the draft survey, and any necessary corrections will be made. A job-site walkthrough will be conducted with the draft survey in hand by either Steve Stinson or Eric Wills to note and correct any final discrepancies.

Once our Q/C process has been completed, the specified number of hard copies will be signed and sealed, then delivered to the Leon County Engineering offices along with an electronic file in an Autocadd format.

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