

January 3, 2025

The Town of Longboat Key, Florida - Public Works Department
Jennifer Fehrs, PE, Town Engineer
600 General Harris Street
Longboat Key, FL 34228



SUBJECT: REQUEST FOR LETTERS OF INTEREST – NO. 2025-02 FLOOD MITIGATION/RESILIENCY – SLEEPY LAGOON: BAYVIEW DRIVE, DE NARVAEZ DRIVE, AND JUAN ANASCO DRIVE

Dear Ms. Fehrs, PE and Ms. Anderson:

Infrastructure Solution Services (ISS) is pleased to submit our Letter of Interest (LOI) to provide professional engineering services to the Town of Longboat Key (Town) Public Works Department. For over 30 years, ISS personnel have provided design and permit road reconstruction, drainage improvements, and related construction services to local governments throughout Florida for projects similar to this Town of Longboat Key Flood Mitigation/Resiliency project, including services for the Town by our key personnel while at a prior firm. ISS understands how vital a resilient solution will be to minimize flooding/standing water as part of these drainage improvements.

PROJECT PLAN - UNDERSTANDING OF PROJECT & DELIVERABLES

ISS understands that the Town's Public Works Department is seeking a professional engineering firm for **designing and permitting stormwater system improvements** to mitigate flood impacts in the Sleepy Lagoon neighborhood, specifically Bayview Drive, De Narvaez Drive, and Juan Anasco Drive, addressing sunny day flooding and increased flood risks due to sea level rise for the minimum 25-year / 24-hour storm events. ISS will deliver a resilient solution that minimizes flooding/standing water as part of these drainage improvements including seawall improvements, residential drainage guidance, and proactive water level management practices. The ISS design will include **road reconstruction, drainage improvements, and ensuring compliance with relevant environmental regulations**. ISS has prepared a project schedule that delivers the contract plans, technical specifications, and permits 24 weeks after the Notice-to-Proceed (NTP) to the Town. ISS will serve the Town well by providing the tasks identified in the scope of services as follows:

WHAT OUR CLIENTS SAY:

"ISS deliverables were on time and did not have any errors or omissions. They treated my projects as if they were their only projects."

"ISS does their research and presents options early in the process to be able to deliver error free quality work on time."

- John Coffey, City Manager - City of Indian Harbour Beach, FL

TASK 1 – PROJECT MANAGEMENT & COORDINATION

Devyn Brown, PE, ISS Project Manager/Sr. Stormwater Eng., will be responsible for overall project management and coordination with the Town. This includes project meetings, permitting coordination, regulatory concerns, and project progress communication. **Mark Mueller, CET**, will provide support and a secondary contact if needed. **Deliverables:** kickoff meeting, status reports, and progress meetings.

TASK 2 – DESIGN & PERMITTING

ISS will develop design drawings, technical specifications, permit applications, and details for the needed roadway and resilient stormwater solutions on Bayview Drive, De Narvaez Drive, and Juan Anasco Drive. **Deliverables:** stormwater design using prior Town work, 60% and 90% plans and specifications, WMD Environmental Resource Permit (ERP) permit applications, and final design, specs, and details.

TASK 3 – SPECIFICATIONS & DETAILS

ISS will ensure that all technical specifications align with the Town and Manatee County requirements and incorporate any additional project-specific details. This includes preparing and finalizing all technical specifications necessary for the stormwater system improvements and ensuring compliance with local, state, and federal guidelines. **Deliverables: technical specifications document, detailed drawings and diagrams, regulatory and compliance documentation.**

TASK 4 – BID SERVICES

ISS will develop a detailed line item, unit price, all-inclusive bid form and estimate of the town's construction time. ISS will also provide an Engineer's Opinion of Probable Cost (EOPC) for use in the bidding process, attend pre-bid meetings, assist the Town in answering contractor questions, evaluate bids, and make an award recommendation to the Town. **Deliverables: bid form, contract documents, construction timeline, EOPC, pre-bid meetings, bid evaluation, and award recommendation.**

TASK 5 – CONSTRUCTION SERVICES & CERTIFICATIONS

Eddie Miller, Senior Construction Manager, will attend preconstruction meetings, review submittals/shop drawings, evaluate requests for information (RFIs) and change order (COs) requests, and provide limited construction observation to allow ISS to certify the project's completion. ISS will finalize record drawings and complete construction certifications. **Deliverables: review shop drawings/ submittals, RFIs, COs, certification documents, and record drawings.**

TASK 6 – DELIVERABLES & SCHEDULE

ISS will provide final plans (electronic and original hard copy), technical specifications, permits, and details by 24 weeks after the kickoff meeting. **Deliverables: 60% design drawings, technical specifications, and details within the 19-20-week time frame and final design drawings and technical specifications within 24 weeks of the kick-off meeting.**

EXPERTISE & QUALIFICATIONS OF KEY PERSONNEL

Devyn Brown, PE—Project Manager and Sr. Stormwater Engineer: Ms. Brown, based in our Sarasota office, has over 20 years of experience designing and constructing similar stormwater infrastructure improvement projects. She is accustomed to leading design, permitting, and construction management teams on resilient projects, as she has done to assist Anna Maria Island.

Brian Stahl, PE—Principal in Charge: Mr. Stahl has a diverse background in developing resilient infrastructure engineering solutions, with more than 34 years of experience working for Florida local governments supporting the planning, funding assistance, design, and permitting of similar projects.

Mark Mueller, CET—Production Manager: Mr. Mueller, our Sarasota production manager, has supported similar resilient roadway and stormwater projects in Southwest Florida for the past 39 years. He serves as the firm's senior production manager for ISS's Sarasota region, which involves technical design expertise and overall project execution and coordination. He has previously served as Chairman of the Florida Department of Transportation's District One Utility Liaison Committee.

Fariborz Zanganeh, PE: Mr. Zanganeh has over 32 years of experience providing resiliency solutions for similar stormwater engineering projects, including similar improvements on Anna Maria Island. He has worked on hundreds of stormwater ERP Permits.

Eddie Miller—Senior Construction Manager: Mr. Miller has over 31 years of experience in utility and infrastructure management, including construction oversight for similar stormwater projects. His experience as a former Director for DeSoto County provides a unique understanding of the Town's critical issues and potential challenges on similar projects.

WHAT OUR CLIENTS SAY:

"I have worked with ISS on multiple projects and their work is the best I have ever seen as far as quality and timeliness.

"My preference is to only work with ISS in the future as I have 100% confidence in their abilities."

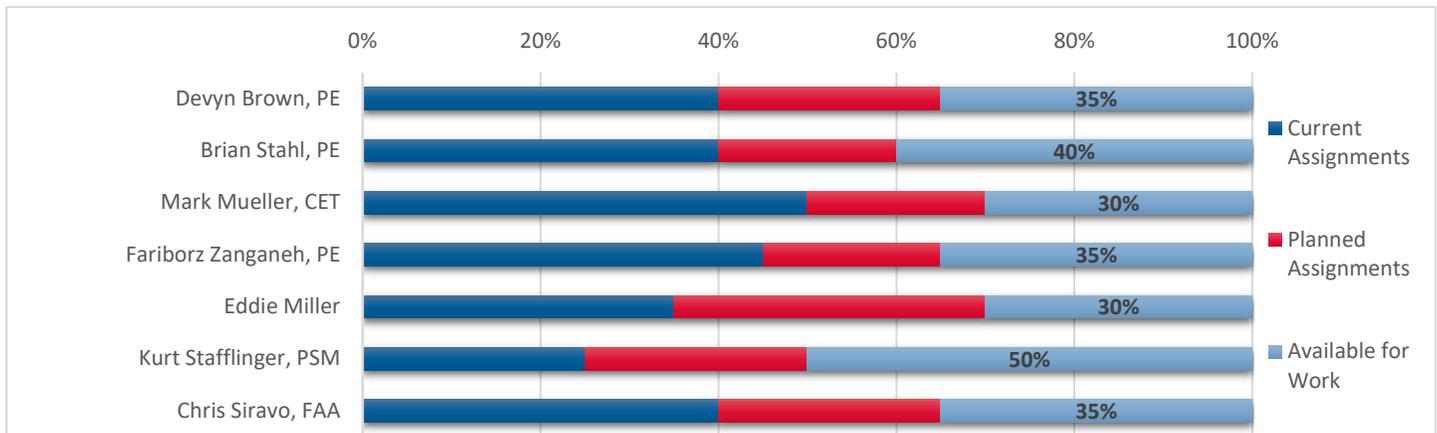
- John Coffey, City Manager - City of Indian Harbour Beach, FL

Kurt Stafflinger, PSM—Professional Land Surveyor: Mr. Stafflinger has over 32 years of experience producing surveys for engineering purposes, including similar local government stormwater projects on island communities.

Chris Siravo, FAA Certified—Field Crew / Surveyor: Mr. Siravo has over 22 years of experience performing field surveys for similar island stormwater engineering projects including most of the work on Anna Maria Island.

AVAILABILITY OF STAFF & ABILITY TO MEET PROJECT SCHEDULE

ISS has reviewed our proposed project team's current workload and projected availability and can support this project for the Town. The following table provides an overview of each team member's capacity to support this project.



COST-SAVING MEASURES FOR THE PROJECT

ISS has reviewed the Town's prior Stormwater Analysis report, and we understand the resiliency solution needs of the roads and stormwater systems identified. Our project team met and discussed a cost-saving idea to propose for the Town's consideration. ISS will have our Project Manager go into the field with the survey team and make design decisions as the project data collection is completed. This will allow more efficiency in completing the survey and the stormwater design in the office and provide cost savings to the Town.

ISS will also use survey-controlled georeferenced drone aerial photogrammetry to expedite the delivery of the 60% submittal ahead of the deliverable schedule.

These measures, along with our in-house resources and senior professionals, minimize management layers and provide the Town with an economical solution while maintaining the high quality our clients expect from ISS.

SCHEDULE TO MEET THE TOWN'S TIMELINE

| Task | Days | Duration | Dates |
|---|------------|--------------------|------------------------|
| Stormwater Improvement Project Kick-Off | 0 | 0 weeks | Mon, 2/03/2025 |
| Surveying / Aerial Photogrammetry / Conceptual Eng | 28d | 4 weeks | Mon, 03/03/25 |
| 60% Design Plans | 45d | 10.4 weeks | Thu, 04/17/25 |
| Client Review / ISS QC | 7d | 11.4 weeks | Thu, 04/24/25 |
| 90% Design Plans, Specs, Cost Estimate | 46d | 18 weeks | Mon, 06/09/25 |
| Client Review/ ISS QC | 7d | 19 weeks | Mon, 06/16/25 |
| Permits Submitted and Approved | 35d | 23 weeks | Mon, 07/14/25 |
| Final 100% Contract Documents with Permits (Meets 26-week requested time frame)* | 10d | 24. weeks * | Thurs, 07/24/25 |

ISS SIMILAR PROJECTS & CLIENT REFERENCES

| Client Reference | Stormwater Resiliency Projects Completed |
|---|---|
| City of Anna Maria, FL - LeAnne Addy, City Clerk / Treasurer - Phone: (941) 708-6130 - Amclerk@cityofannamaria.com | <p>Stormwater System Improvements Stormwater Areas H, J, K, L, M, and N. ISS partnered with the City of Anna Maria, Florida, as its City Stormwater Engineer to enhance flood resilience and water quality. This involved securing SWFWMD grant funding, completing designs and permitting, surveying and georeferenced aerial photogrammetry, and providing construction certification services to mitigate flooding and reduce nutrient runoff into Tampa Bay. ISS also delivered BMP improvements and retrofits to align with the Tampa Bay SWIM Plan, restoring habitats and reducing pollutants. These projects demonstrate ISS's expertise in funding acquisition and sustainable stormwater solutions.</p> <p>Other Stormwater Projects: Phase 1 Stormwater Compliance Evaluation / Report</p> |
| Indian Harbour Beach, FL - John Coffey, City Manager - Phone: (321) 773-3181 - coffey@indianharbour.org | <p>Alhambra and Atlantic Blvd. Stormwater Improvements. ISS provided stormwater resiliency services including evaluation and design of stormwater management systems for the purpose of flood risk reduction and water quality improvement through BMPs that focuses on reducing nitrogen and phosphorus that enter water bodies. All the improvements are at the existing city-owned right-of-way and drainage easement granted to the city. The projects are at 100% Design Phase.</p> <p>Other Stormwater Projects: City Hall Stormwater Baffle Box, Algonquin Sports Complex Baffle Box</p> |
| City of Sarasota, FL - Georges Nicolas, PE, Capital Projects Engineer - Phone: (941) 263-6136 - Georges.nicolas@sarasotagov.com | <p>Residential Stormwater Standards Guidance Manual. ISS provided engineering expertise to the City of Sarasota for its Stormwater Management Practices and Guidance Evaluation. This addressed issues from larger residential developments discharging stormwater improperly. ISS evaluated the City's residential stormwater practices, reviewing regional approaches and best practices from five other communities. The final report included recommendations for improved management, clarified departmental responsibilities, proposed solutions for water quality and quantity, and outlined potential residential impact fees. A practical implementation plan was developed, along with a final guidance report to enhance the City's stormwater resilience.</p> <p>Lemon Avenue Streetscape and Stormwater Improvements. ISS played a key role in the project in Sarasota, transforming a downtown corridor between Ringling Boulevard and Main Street. The initiative included roadway reconstruction, stormwater upgrades, pedestrian-friendly enhancements, expanded sidewalks, landscaping, new lighting, and the expansion of Paul Thorpe Jr. Park. Collaborating with the City and engineering firms, ISS delivered 90% design plans in 45 days, ensuring timely construction and compliance with stormwater regulations. Through innovative design, ISS created a vibrant urban space on time and within budget, enhancing Sarasota's stormwater resilience.</p> <p>Rustic Road Roadway, Stormwater, and Utility Improvements. ISS provided civil site design, permitting, and utility extension services for the Rustic Road improvement project in Sarasota County and the City of Venice. The project involved stormwater system upgrades, water and wastewater force main extensions, roadway improvements, and a bridge extension with bike lanes and sidewalks. ISS coordinated with local authorities, utility companies, and fire departments to ensure compliance with regulations and facilitated permitting with agencies like SWFWMD, FDEP, FDOT, and USACE, ensuring timely delivery and effective stakeholder communication.</p> <p>Other Stormwater Projects: Osprey Avenue Phase 1 - Resurfacing and Stormwater Improvements, First Street Streetscape and Utility Improvements Including Drainage</p> |

SUBCONTRACTORS

Geotechnical (if required): Universal Engineering Sciences - Key Staff: Robert Gomez, PE

QUALITY DELIVERED THROUGH EXPERIENCE & EXPERTISE

ISS delivers superior solutions with a senior management team focused on cost-effective, high-quality services, ensuring the Town of Longboat Key's needs are met through experienced leadership and specialized expertise.

ISS looks forward to the opportunity to work with the staff at the Town of Longboat Key and demonstrating the quality of our deliverables on time and within budget. ISS appreciates the opportunity to build a positive professional relationship based on integrity, commitment, and cost-effective production. Please let us know if the Town would like any clarifications to the information presented herein.

Respectfully,

INFRASTRUCTURE SOLUTION SERVICES



Brian Stahl, PE
Principal-in-Charge



Devyn Brown, PE
Project Manager and Senior Stormwater Engineer