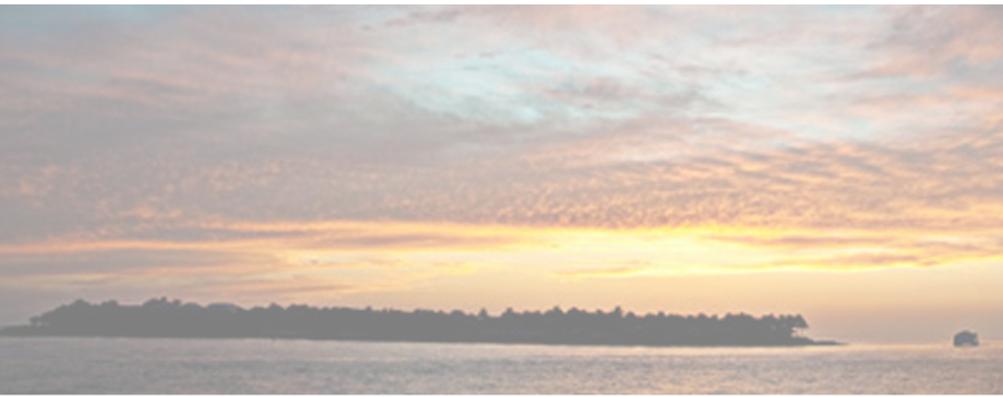
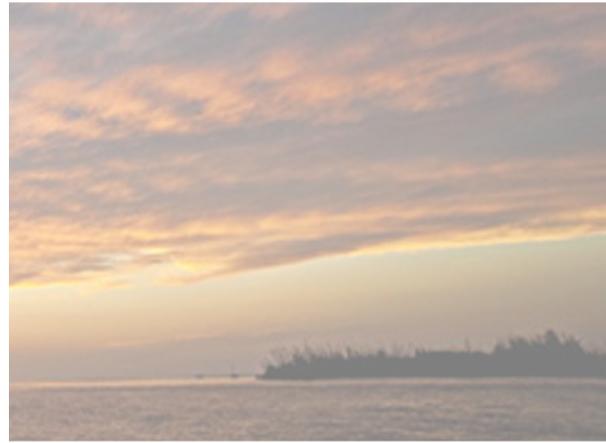
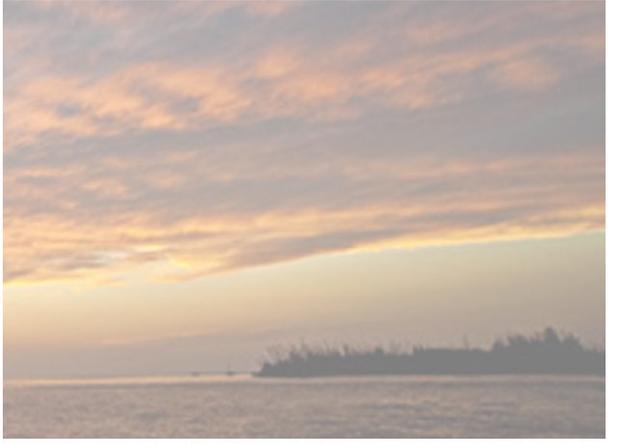


# Littlejohn



July 2, 2014

City of Key West, Florida  
Request for Proposal  
for  
ADA Transition Plan  
RFP # 008-14





June 25, 2014

City of Key West  
3126 Flagler Avenue  
Key West, FL 33040

**RE: ADA Transition Plan, RFP 008-14**

Dear Selection Committee Members:

Littlejohn Engineering Associates, Inc. (Littlejohn) is pleased to present our team's experience to manage and perform consulting services required for the above-mentioned contract. Having performed ADA compliance consulting services at over 300 facilities across the United States, our firm is a national leader in issues of accessibility. Our projects have ranged from site assessments/remediation plans such as this to full remediation design and construction administration projects.

Our projects have been noteworthy in both size and significance. In size, campuses have been as large as 1,100 acres. In significance, we completed civil engineering design and evaluation for the remediation work driven by **the largest class-action law suit related to accessibility issues in U.S. history**. In addition to our robust experience in issues of accessibility, we also have significant campus planning expertise which will aid tremendously in the development of a transition plan for this project. You will also find herein that the Littlejohn team provides unique and critical expertise that is vital to proactively complete the needs of this contract, including:

- The necessary manpower to complete this project in a timely fashion.
- A familiarity and proven track-record with projects is ADA compliance.
- An approach and schedule that provides a comprehensive plan for an on-target delivery.
- A Project Manager with significant, national ADA experience.
- A hand-selected project team with members picked for very specific attributes for the project.

The significant firm experience you see noted in this proposal has been performed by the staff we have committed to this project. As a hands-on Project Manager, I will be actively involved in both the production and administrative leadership for your project. I am confident that the Littlejohn team offered in this proposal will successfully execute the tasks required to advance this project to successful completion.

We have enhanced our in-house team with sub-consultant team members Soy Williams and Elizabeth Stewart. In addition to being an all-Florida-based team, each member has extensive experience and expertise in the field of ADA. Specifically, our firm has a long history of successful projects working with Soy Williams Consulting for the past 9 years. Ms. Williams served on the U.S.

1615 EDGEWATER DRIVE, SUITE 180, ORLANDO, FLORIDA 32804  
T 407.975.1273 F 407.975.1278

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Economic Development



City of Key West  
ADA Transition Plan, RFP 008-14

June 25, 2014  
Page 2 of 2

Access Board during the creation of the 2010 ADAAG, there are few experts in the country with the knowledge Ms. Williams brings to this project.

Elizabeth Stewart brings 20 years of experience as the Deputy General Counsel for the U.S. Access Board, an independent Federal agency charged with establishing accessibility guidelines for the built environment under the Americans with Disabilities Act and the Rehabilitation Act. Following 20 years with the U.S. Access Board, Ms. Stewart was appointed to a four year term as a member of the U.S. Access Board by President George W. Bush.

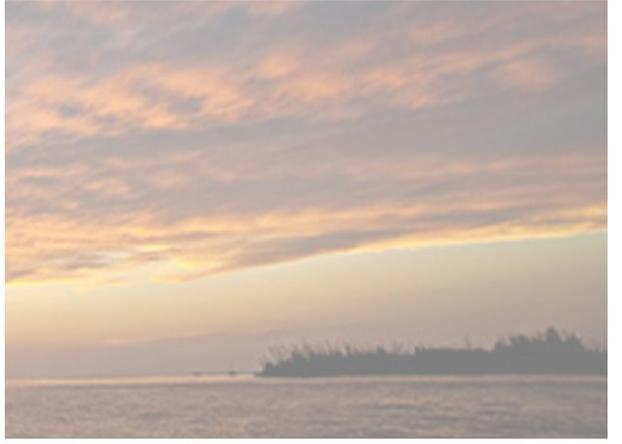
Lastly, it is worth noting that Littlejohn already enjoys a successful relationship with the City of Key West as your landscape architect for the new City Hall at Glynn Archer. With this proposal, we hope to further our relationship by delivering a high quality ADA Transition Plan. In all, I can attest that, if selected, you will receive a team that will be 100 percent committed to your project needs. **We are available and committed to your total satisfaction.** As your primary point of contact I can be reached at 407-975-1273 or via e-mail at [ghuddleston@leainc.com](mailto:ghuddleston@leainc.com).

Sincerely,

**LITTLEJOHN ENGINEERING ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "G. Huddleston, PE".

George Huddleston, PE  
Project Manager





**Project Understanding**

To maintain compliance with the Americans with Disabilities Act, facility owners must keep their grounds, facilities, programs, and free of barriers to access to those with disabilities. As a municipality, the City of Key West has an obligation to meet this requirement under Title II of the ADA (28 CFR Part 35). Section 35.105 (Self Evaluation) states:

- (a) A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.
- (b) A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.
- (c) A public entity that employs 50 or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available for public inspection:
  - (1) A list of the interested persons consulted;
  - (2) A description of areas examined and any problems identified; and
  - (3) A description of any modifications made.
- (d) If a public entity has already complied with the self-evaluation requirement of a regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this section shall apply only to those policies and practices that were not included in the previous self-evaluation.

Furthermore, Section 35.150 (Existing Facilities) states:

- (d) Transition plan.
  - (1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.
  - (2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.



- (3) The plan shall, at a minimum—
  - (i) Identify physical obstacles in the public entity’s facilities that limit the accessibility of its programs or activities to individuals with disabilities;
  - (ii) Describe in detail the methods that will be used to make the facilities accessible;
  - (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
  - (iv) Indicate the official responsible for implementation of the plan.
  
- (4) If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan.

Littlejohn has participated in accessibility enhancement projects at over 250 sites across the United States. Our projects have ranged from assessments such as this to remediation design projects. In addition, the firm has extensive municipal planning expertise having performed work on many public projects throughout the United States. These qualifications, along with the blended expertise of our consultants, make Littlejohn the ideal firm for this project.

**Project Approach**

The following is a detailed description of this proposal’s scope of services and how each phase of the project will be accomplished:

**1) Document Survey**

Littlejohn and consultant Soy Williams will work with City staff to uncover as much pertinent data as possible on the facilities to be evaluated. This information will include a history of the site, inclusive of construction and alteration activities and associated dates. Establishing these facility timelines will allow our team to determine the applicable standards that should be applied to each facility.

Additionally during this phase, Littlejohn will attempt to locate any relevant or helpful site and building plans. Some of this information may be available in City archives, and the plans will be helpful in the preparation of facility diagrams (Phase #3 described below). The City will also assist, to the extent possible, in obtaining plans in digital format (PDF, AutoCAD, or similar format).

Specifically, the facilities referenced in this project are as listed in the City’s RFP. These include:

- 76 City of Key West facilities
- 23 City of Key West parks & beaches

This is an extensive survey effort and will be spread over many visits to the City. As feasible, this phase of work will coincide with other planned trips, so as to minimize cost



and improve project efficiency. As documents are uncovered, items will be scanned and digitized for future use. At the completion of the project, a full directory of all information will be provided to the City in digital format.

### 2) Policy Survey

The transition plan will include an assessment of the City's current policies and practices. More specifically it will identify the policies and practices that govern the administration of the programs, activities and services through a review of the City's laws, ordinances, regulations, administrative manuals or guides, policy directives, memoranda and, as necessary, established local customs or practices. The second phase will involve a review and evaluation of the identified inventory of policies and practices for compliance with the ADA. Lastly, the transition plan will include recommendations for remedial action where appropriate.

Consultant Elizabeth Stewart will review City policies, programs, and procedures to identify issues that are non-compliant with ADA regulations. This evaluation will include issues that affect public vendors, leases, and contracted entities. This policy survey will evaluate the current level of program accessibility, including eligibility requirements, facilities used, staffing, transportation, effective aural and electronic communications and emergency procedures.

### 3) Facility Diagrams

As site components of accessibility can be difficult to convey, Littlejohn will create site diagrams for each facility. These diagrams will largely be created with aerial imagery underlays, but should clear enough plans or other documents be uncovered in Phase #1, they may be used in conjunction. Once prepared, these diagrams will be used as location and identification maps during Phase #4 (Facility Survey).

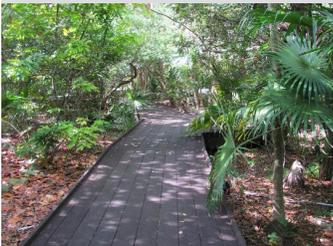
This phase of work will be produced using programs such as AutoCAD 2014, Adobe Photoshop, and Microsoft Office products out of Littlejohn's office.

### 4) Facility Survey

The facility survey phase of project is the portion that identifies ADA deficiencies observed on each site listed in the RFP and referenced in Phase #1. These facilities include a variety of public and tenant spaces, both interior to the building and throughout the site. The surveys will identify physical barriers that limit accessibility and assess for compliance with State accessibility building codes and federal accessibility guidelines.

Littlejohn will be tasked with the survey of exterior features such as accessible parking, routes, and entrances. Soy Williams will be responsible for the assessment of building and interior features, inclusive of the effective availability of communication methods. As per the RFP, public rights-of-way (sidewalks, curb ramps, etc.) will not be included in the surveys at this time.

Smart (digital) levels, tape measurers, and other trade tools will be used to identify deficiencies. The two (2) foot smart level has been accepted as the preferred method for obtaining gradient information as part of ADA surveys in federal courts. Because this tool is the industry standard, it is the preferred methodology in federal ADA settlements, and it is significantly more efficient than traditional topographic land survey. From there,



cameras, notepads, and iPads will be used to record information for the future transposition into summary reports.

**5) Programs & Services Survey**

Pursuant to Title II of the ADA, State and local governments:

- May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.
- Must provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.
- Must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless “necessary” for the provisions of the service, program or activity.
- Are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.
- Must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.
- Shall operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Elizabeth Stewart will assess City programs to review compliance with Title II of the ADA. In accordance with the foregoing Title II requirements, this assessment will include an evaluation of and recommendations for (1) accessibility, (2) effective communication and (3) community notification as to the ADA complaint services and programs that are available; adopted grievance procedures and the designation of an ADA coordinator.

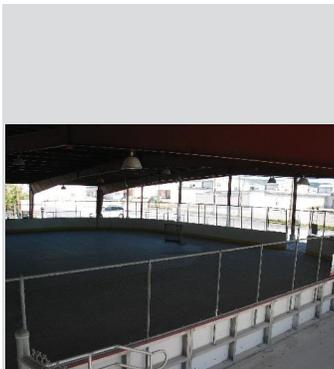
Specifically, this phase of the project will evaluate the list of City services and programs listed in the RFP:

- Hearings held at City Hall
- Interpreter services City-wide
- TTY City-wide
- City website
- Electronic payment services made available to those requiring assisted listening devices.

**6) Reports**

In this phase, Littlejohn, Soy Williams, and Elizabeth Stewart will prepare reports for each facility, program, and service that was surveyed in Phases 1-6. These reports will be prepared in conventional computer program usable by the City, and most will be in Excel or Word format.

Having both written assessments and used assessments provided by others to design remediation work, we have been able to create a format for our assessments that provides necessary information but is also easily understood by those not as intimately familiar with the project. The assessment portion of our report will be displayed as a spreadsheet, identifying one (1) deficiency per row. A photo record of all deficiencies will also be provided to accompany the reports and facility diagrams. A description of each data item provided in the assessment is described below:



- **Item Number** - Each deficiency is assigned an item number. These numbers are useful in identifying the issues on construction drawings and/or key maps and help ensure that all items are properly addressed.
- **Floor** - Because many of the buildings have multiple stories, it is imperative that a floor be identified for each deficiency to allow a user of the assessment to locate the item. For site items, this column is typically simply noted with “site.”
- **Room Number and Name / Location** - For interior items a room name/number is provided to aid in locating the item. Examples would be “main lobby” or “classroom 201.” For exterior items a description of the item location is provided. Examples would be “Accessible Parking Spaces East of Main Entrance” or “Accessible Route from Parking to Main Facility Entrance.”
- **Year Built / Renovated** - The year built is provided and is important in the application of barrier removal standards.
- **Issue** - The deficiency is identified. An example is “Fourth Accessible Parking Space has a non-compliant surface slope of 2.8%.” This must be provided to properly identify deficiencies.
- **Photo Reference** - Photos are numbered for tracking purposes. The assessment links deficiencies to a photo by referencing the photo number. Photos are very important in providing a record of the deficiency (and are potentially helpful as sites change over time).
- **ADAAG Code Section & Florida Building Code References** - A reference to the portion of the code pertinent to each deficiency is provided. This is important in aiding the reader of the assessment to understand the reasons that the particular item is non-compliant and aids in the design of remediation work.

After preparation of the reports, Littlejohn and consultant Soy Williams will review for relevance, appropriate accessible scoping, and quality assurance.

**7) Transition Plan**

The team will prepare transition plan to evaluate the findings. This plan will include proposed modifications, remedial procedures, budgetary and timeframe estimates, and priorities for implementation. These priorities will be assigned by the team and then reviewed and adjusted following input from City staff. Each item will be attributed to a tracking number so progress can be monitored throughout implementation.

Regarding the proposed modifications, a correction will be proposed to remedy each deficiency. Many ADA experts use very generic language for this portion of the report, but as designers, we find that it’s imperative to have thought through solutions before making recommendations. Our reports will propose corrections that are specific to the project.

**8) Preparation & Presentation of Findings**

As outlined in the RFP, at least five (5) meetings will be held. Given the vast amount of work associated with this project, it is highly likely that more frequent, routine meetings will be held, but team members will be in attendance together for the five (5) meetings outlined. These include:

- Kick-off meeting with City staff
- 25% progress meeting with City staff
- 50% progress meeting open to the public. This meeting will allow the team to

# Project Approach



brief the community, address initial survey results, and response to questions and concerns.

- 75% progress meeting to present progress to the City Commission.
- 100% completion meeting to present findings to the City Commission.

## Schedule

A schedule has been provided with this proposal. Although some flux is possible due to unforeseen conditions, it is important to note that this schedule will be followed to the greatest extent possible. Monthly, Littlejohn will provide an update to the City with regard to our progress.

## Quality Assurance and Control

For an ADA assessment, quality assurance and control is absolutely vital. Our team is committed to producing a quality product and therefore will adhere to stringent quality control and assurance measures. For ADA assessments, quality is assured largely through the day-to-day practices of the project team. We will uphold quality by only enlisting the assistance of project team members with significant ADA expertise. Lastly, team members will walk sites on a revolving basis to ensure quality is being upheld and a consistent product is being delivered.

## Conclusion

Our team regularly performs this type of work, and we have a keen understanding of this project. We plan to harness the opportunities this project presents and have planned for the challenges that we'll undoubtedly encounter.



Project Team Capabilities



- *Founded in 1989;  
Incorporated in 1993*
- *25 Years Experience*
- *Registered in 43 States*
- *130 Professionals Nationwide*
- *Eight (8) LEED Accredited  
Professionals*
- *Multiple Offices:  
Nashville, TN  
(Headquarters)  
**Orlando, FL**  
Chattanooga, TN  
Decatur, AL  
Huntsville, AL  
Knoxville, TN  
Phoenix, AZ  
Tri-Cities, TN*
- *Services:  
ADA Compliance Services  
Public Works/Municipal  
Engineering  
Civil Engineering  
Landscape Architecture  
Community Planning/  
Economic Development  
Urban Planning  
Transportation Planning &  
Engineering  
Environmental Services  
Land Surveying  
Health & Safety*

## Firm Profile

Since its founding in 1989, Littlejohn Engineering Associates, Inc. (Littlejohn) has become distinguished among peers by our commitment to service, quality and innovation in the engineering, planning, and environmental consulting fields. Over the years, Littlejohn has maintained a solid record of growth, while expanding our services in order to serve a growing client base. The firm’s headquarters is located in Nashville, TN with branch offices in Orlando, FL; Phoenix, AZ; Chattanooga, Knoxville, and Johnson City, TN; and Decatur and Huntsville, AL.

The 130 person firm is led by professionals representing a wide range of technical skills and diverse project experience. Our professionals have years of hands-on project management experience ranging from large multi-million dollar developments to smaller, locally significant projects. We are committed to the principles of sustainable development in all our practices and have eight (8) LEED accredited professionals on staff. Our strengths include an ability to coordinate large multi-discipline projects, develop sound recommendations, and to communicate effectively the needs of our clients.

Littlejohn has a strong background and expertise in ADA compliance and accessibility issues. Littlejohn designed and successfully mitigated the civil portion of the ADA remediation triggered by the largest Class Action Law Suit related to ADA compliance in U.S. history. In addition, Littlejohn has designed all of the civil ADA remediation for 2 of the 3 largest private healthcare companies in the United States. To date, we have completed designs for accessibility upgrades at over 300 hospitals and surgery centers nationwide, as well as numerous other facilities ranging from educational facilities to state parks. Our involvement on these projects has given us a wealth of experience and knowledge on the Federal ADA law and individual state accessibility codes. Through these projects we are in contact with ADA experts that were instrumental in developing the laws and codes. We routinely incorporate the knowledge we have acquired through this process into our more traditional design projects. Our designs account for such things as gradient issues, parking layout, accessible paths of travel, signage, and other accessibility issues.

## Team Qualifications

Littlejohn has managed the infrastructure planning, surveying and engineering design of well over 3,000 projects, covering a wide range of conditions throughout the United States. We provide project leadership for both public and private sector projects with particular strength in ADA accessibility design, assessments, and remediation. We are experienced in the overall management of projects, especially those involving multiple disciplines and tasks. Our professional engineers are excellent communicators and are particularly skilled at public presentations of technical information in a manner that conveys our clients’ issues in a concise and understandable fashion.

Our experience encompasses a broad range of project types from minor utility relocations to major public work programs. We know all sides of the process having served as owner’s representative, prime design consultant and contractor on a variety of projects. Our professionals have overseen major multi-million dollar capital improvements programs and infrastructure development projects.



We are particularly experienced in the overall management of projects involving multiple disciplines and tasks and public presentations of technical information. We offer engineering design and planning services for streets, sidewalks, right-of-way acquisition, stormwater conveyance, storage and treatment as well as potable water production, treatment and distribution.

Our Principal in Charge, Leonard Arnold, Jr. PE, has over 28 years of experience in the planning, design and construction of public infrastructure projects. Throughout his career he has managed over \$100 million in infrastructure projects including: ADA remediation, utility, transportation, bridges, recreation, streetscapes, sidewalk improvements and trail/greenway projects. Littlejohn has assembled a team of professionals that are capable of accomplishing the tasks of this proposal.

Our experience also includes:

- ADA Compliance Services
- Topographic and Boundary Surveys
- Existing Conditions Analysis
- Development Review
- Site, Utility, and Infrastructure Studies
- Site Development
- Grading and Drainage
- Cost Estimation
- Construction Engineering and Inspection
- Landscape Architecture/Master Planning Services

### ADA Compliance and Accessibility Issues

We have a strong background and expertise in ADA compliance and accessibility issues. For the last several years, we have provided design services on ADA compliance upgrades for two major healthcare corporations (CHS & HCA). To date, we have completed designs for accessibility upgrades at over 300 hospitals and surgery centers nationwide, as well as numerous other facilities ranging from schools to state parks. Our involvement on these projects has given us a wealth of experience on the Federal ADA law and individual state accessibility codes. Through these projects we are in contact with ADA experts that were instrumental in developing the laws and codes. We have benefited greatly from their insight. We routinely incorporate the knowledge we have acquired through this process into our more traditional design projects. Our designs account for such things as gradient issues, parking layout, accessible paths of travel, signage, and other accessibility issues. We routinely take ADA compliance courses to remain current on all design criteria and regulations.

### Construction Inspection Services

Littlejohn provides construction engineering and inspection services on many of its projects. Our staff is familiar with the construction management process through numerous projects with state and local governments including roadway construction, drainage and utility work. We have a solid familiarity with State Department of Transportation standards including the Florida Department of Transportation (FDOT).



Our staff's experience includes coordination with FDOT for construction of roadway extensions, water distribution systems, storm sewer drainage systems, sanitary sewer collection systems and wetland disturbance permitting.

Our field personnel have evaluated construction activities and procedures to assure quality and compliance for a wide range of public projects including locally managed, State DOT funded projects. We have personnel who have attended available training sessions related to construction engineering including two (2) certified Asphalt and Concrete Inspectors and three (3) dedicated Construction Engineering Inspectors.

Our experience in the construction engineering and inspection field includes:

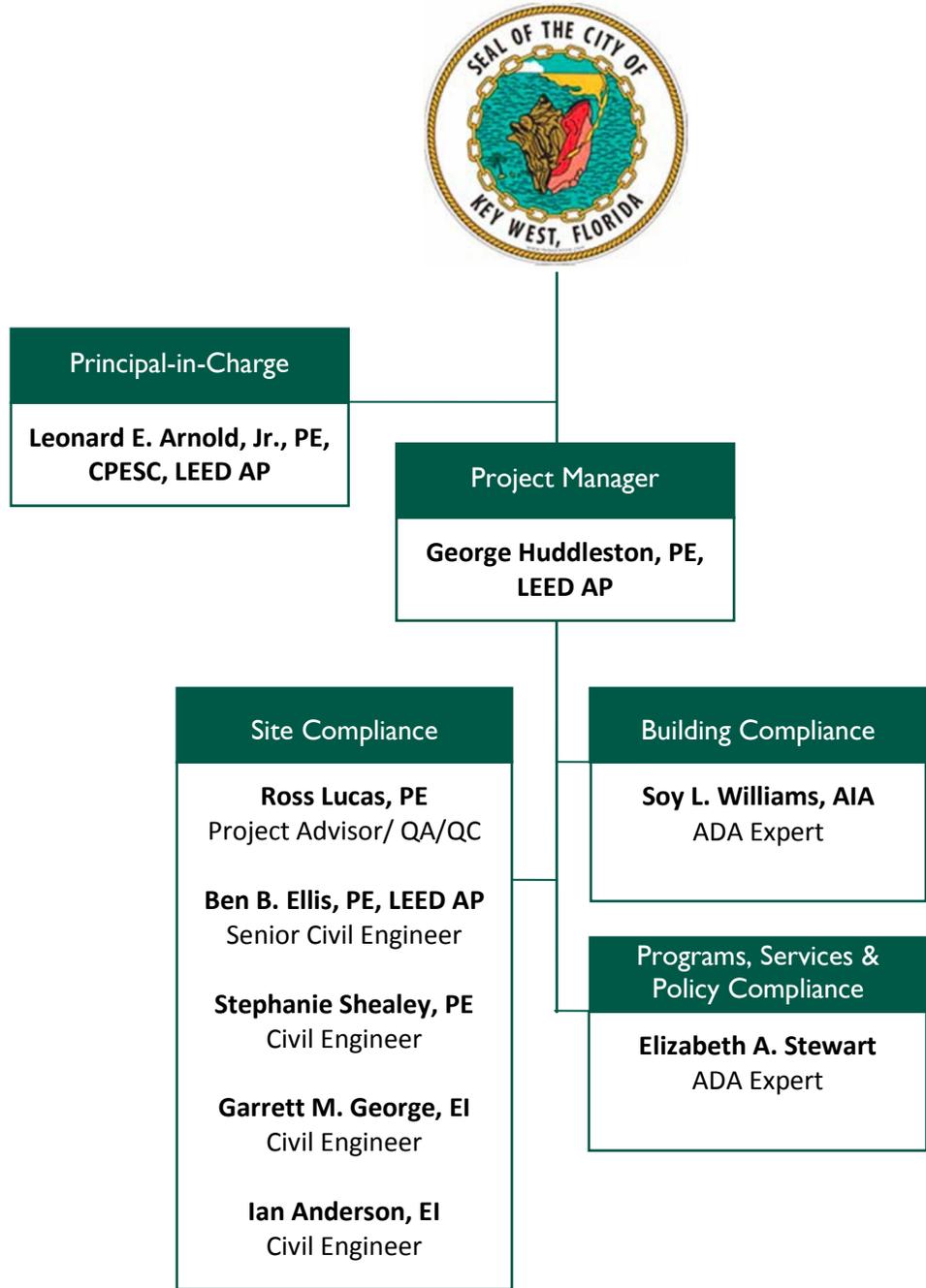
- Roadway, sidewalk and greenway construction and inspection
- Storm drain system construction and inspection
- Pavement resurfacing and inspection
- Knowledge of DOT design standards and standard plans
- Construction inspection of DOT funded projects managed by a local agency
- Environmental QA/QC EPSC services

We have a working knowledge of the following:

- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
- Americans with Disabilities Act (ADA)
- American Recovery and Reinvestment Act of 2009 (ARRA)
- A Policy on Geometric Design of Highways and Streets, AASHTO
- Urban Street Geometric Design Handbook, Institute of Transportation Engineers



Project Team Organization





## Key Personnel

### **Leonard Arnold, PE, CPESC, LEED AP** **Principal (Littlejohn)**

Mr. Arnold has over 28 years of experience in civil, transportation, utility, stormwater and municipal engineering. This technical background has led to a deep understanding of site-related ADA design and compliance. Mr. Arnold is also a LEED Accredited Professional with expertise in the design and construction of public projects.

### **George Huddleston, PE, LEED AP** **Team Leader/Project Manager (Littlejohn)**

Mr. Huddleston has provided civil engineering design, permitting and coordination on site development, transportation, and ADA remediation projects throughout the country. This experience and history preparing ADA site assessments has afforded him a keen knowledge of ADA requirements and economically conscious remediation alternatives.

### **Ross Lucas, PE** **Project Advisor / QA/QC (Littlejohn)**

Mr. Lucas leads the firm's ADA compliance division in addition to managing the firm's Phoenix, Arizona office. He has over 9 years of experience designing and managing institutional site development projects throughout the United States. He has completed civil engineering design of ADA remediation projects at over 250 facilities across the country and established himself as a national expert in ADA barrier identification and remediation design.

### **Soy Williams, AIA** **Building Compliance (Soy Williams Consulting)**

Soy Williams is a registered architect with more than 25 years of experience in disability-related issues. Ms. Williams specializes in accessibility requirements of federal civil rights laws as well as state and local accessibility codes and standards.

Ms. Williams became involved in the revisions to the Americans with Disabilities Act (ADA) accessibility guidelines in 1993 and was appointed by President William Jefferson Clinton to the U.S. Architectural and Transportation Barriers Compliance Board (the U.S. Access Board) in 2000. During her tenure she saw the completion of the revisions to the ADA guidelines. These guidelines are now the U. S. Department of Justice 2010 requirements for accessible buildings and facilities.

She was also instrumental in shaping accessibility provisions of the International Building Code and its three legacy codes and served on numerous committees of model code organizations. She continues her involvement in development, application and interpretation of federal, state and local accessibility requirements.

Ms. Williams brings unique experience and understanding to provide accessibility consulting services to private and public entities throughout the United States.



### **Elizabeth Stewart**

#### **Programs, Services & Policy Compliance (Elizabeth A. Stewart, P.A.)**

Elizabeth Stewart received her Juris Doctorate in 1979 and her Bachelor of Arts in 1975 from Louisiana State University and is a sole practitioner and trial attorney in Lake Wales, FL. Prior to returning to private practice, Ms. Stewart was the Deputy Counsel for the U.S. Access Board, an independent Federal agency where she served for twenty years. Following her service with the U.S. Access Board, she was appointed by President George W. Bush to serve as a member of the Access Board for a four year term.

She is a member of the Florida Bar Association, Louisiana State Bar Association, Polk County Trial Lawyers Association and the Polk State College Alumnae Board.

### **Ben Ellis, PE, LEED AP**

#### **Senior Project Engineer (Littlejohn)**

Mr. Ellis has more than 8 years of civil engineering experience in Florida. His focus has been on the management, design, and construction of a variety of infrastructure and site development projects. His specific areas of expertise include ADA site accessibility design, stormwater management, water and wastewater utility transmission design, geometric roadway and site design, and pavement design.

### **Stephanie Shealey, PE**

#### **Project Engineer (Littlejohn)**

Ms. Shealey has experience working in both the public and private sectors. Her experience includes working for the Georgia Department of Transportation and the Hampton Roads Transportation Planning Organization in Chesapeake, VA where she contributed to the development of short and long term transportation plans and programs and administered multiple corridor study projects. Most recently, she has assisted in multiple ADA site assessment projects in the southeast.

### **Garrett George, EI**

#### **Project Engineer (Littlejohn)**

Mr. George has experience working in the public sector, recently working for the Canaveral Port Authority where he was responsible for on-site construction inspections and extensive AutoCAD support. His experience includes designing horizontal and vertical alignment of roadways, ADA site accessibility design, and performing earthwork calculations. Mr. George has a strong background with Cost Works, plans reading, cost take-offs and estimates, ACI 318 Building Codes, and AutoCAD programs.

### **Ian Anderson, EI**

#### **Project Engineer (Littlejohn)**

Mr. Anderson's experience includes site layout, grading and drainage design, utility design, ADA accessibility, permitting through different agencies, stormwater system modeling and design, and AutoCAD support. He has a strong background with Interconnected Pond Modeling (ICPR), AutoCAD, and StormCAD programs.

## Leonard E. Arnold, Jr., PE, CPESC, LEED AP

### Principal



#### EDUCATION:

Bachelor of Science in Civil Engineering, Tennessee Tech University, 1986

#### REGISTRATIONS:

Florida Registered Professional Engineer No. 55241

Registered in Arizona, Delaware, Georgia, Maryland, Tennessee, Texas, Virginia, and Washington DC

LEED Accredited Professional

#### CERTIFICATIONS:

- Certified Professional in Erosion and Sediment Control No. 2895
- 10 HR OSHA Construction Safety
- TRBA WorkZone Traffic Control Supervisor

#### RELATED PROJECT EXPERIENCE:

- Over 28 years of experience in civil, transportation, utility, stormwater and municipal engineering
- Completed the design and management of various sidewalks, roadways, site development, and utility relocation projects
- Expertise in the design and construction of public and private projects

### Blake Medical Center Bradenton, Florida

Blake Medical Center underwent a reskin project to bring the facility up to current wind loading standards to help insure its continued operation during a hurricane. During the conceptual design phase it was also discovered that the vestibule at the main entrance did not meet ADA standards and needed to be repaired. The vestibule was removed and the slope of the floor was flattened to meet ADA requirements. Provided civil engineering and landscape architecture to make corrections to the site at the main entrance as well as at 2 other entrances. The main entrance required that the grade at the main entrance be raised to match the new elevation of the vestibule and to create an ADA compliant passenger loading zone. The entrance on the south side of the building was also upgraded to be ADA compliant as well as an employee entrance on the east side of the building.

### Johnson Hall Renovation at Tennessee Tech University Cookeville, Tennessee

The project involved the removal of a section of sidewalk and a set of stairs that accessed the basement of the building to provide for ADA access to the building. The stairs were removed and replaced with a 25 foot long ramp meeting ADA requirements. During demolition an existing retaining wall was removed and replaced. The brick on the retaining wall was matched to the existing building as well as the precast cap on top of the wall. Drainage was also improved as part of the project. Since the ramp extended to a closed well ADA trench drains were installed to route the water from the ramp to the existing storm sewer and to prevent water intrusion into the building. During construction it was found that a down spout had broken and the water was dumping into the subsoil under the existing steps. This situation was repaired and the saturated soil was removed and replaced with dry stable engineered fill.

### Prescott Hall Renovation at Tennessee Tech University Cookeville, Tennessee

Provided ADA Remediation for Prescott Hall at Tennessee Tech University. Prescott Hall was constructed in the 1960's and has two ramps at the rear of the building that do not meet current ADA criteria. Per the state fire code the building is required to have 3 ADA accessible routes for emergency egress. The two existing ramps are to be removed and reconstructed to ADA standards to make them accessible routes. These ramps lead into the basement of the building and will also require drainage remediation to prevent water from entering the basement of the building. A third ramp is being designed to allow access from the first floor of the building. The first floor sits approximately 6' above the surrounding grade and due to limited space will require a switchback ramp to allow for ADA accessibility from the first floor.

### Memorial Hospital Craig, Colorado

Provided facility master planning and civil engineering design for new 25-bed, one-story hospital on a 15-acre site. Services include conceptual design and due diligence for utilities, roadways, sidewalks, zoning coordination, permitting, site grading, storm drainage and detention pond design, stormwater pollution prevention plan (SWPPP) preparation, and sediment and erosion control. Project involved significant ADA accessibility issues, and utilized HUD financing.



ORGANIZATIONS:

- Florida Healthcare Engineering Association (FHEA)
- American Society of Healthcare Engineering (ASHE)
- American Council of Engineering Companies (ACEC)
- American Society of Civil Engineers (ASCE)
- National Council of Examiners for Engineering and Surveying (NCEES)

**Johnston Memorial  
Abingdon, Virginia**

Provided civil engineering design for new hospital and POB to adjoin an existing Cancer Center in on a 68-acre site. Services included site layout, grading and drainage, utilities, sidewalks, and sediment and erosion control design. Project involved significant ADA accessibility issues. Project is applying for LEED Silver certification.

**Henry Horton State Park  
Chapel Hill, Tennessee**

Project Manager for the Inn renovation and construction of new cabins. The Inn was renovated to include upgraded lighting, a new elevator, upgraded electrical system, new fire alarm system, upgraded guestrooms, upgraded lobby and meeting facilities. The project also included the conversion of 4 guestrooms to be ADA compliant. The park had 5 existing cabins that were renovated and two additional cabins were constructed. Both cabins were designed to be ADA compliant but only one was finished as an ADA accessible cabin.

**Osceola Regional Medical Center  
Kissimmee, Florida**

Providing schematic design for accessory surface parking, site grading and drainage, and utility systems design, for an approximate 150,000 sq. ft. addition.

**Northwest Medical Center  
Margate, Florida**

Provided planning, civil engineering and landscape architectural design services for a surgery addition. Services included site layout, grading, and utility design, stormwater permitting, erosion control and construction administration.

**Metropolitan Development and Housing Agency; Annual A/E Contract  
Nashville, Tennessee**

Project Manager for the client contact and daily production of various projects assigned under the contract. These assignments included: Agency Wide ADA Evaluations, J.C. Napier Burnout Renovation, Katie Avenue Sidewalks, Cumberland View Elevated Walkway, East Nashville Design Guidelines, Training Building Asbestos Abatement, and Carpentry Shop Ventilation Improvements

**Oak Hill Hospital  
Brooksville, Florida**

Provided planning, civil engineering and landscape architectural design services for an approximately 74,000 sq. ft. surgery, ancillary and bed expansion.

**Meadows Regional Medical Center  
Vidalia, Georgia**

Provided due diligence, civil engineering and landscape architectural design services for a 100-bed replacement hospital and associated medical office building. The \$53 million project on an approximately 37-acre site included design for surface parking areas and on-site infrastructure utilities, offsite utilities and roadway improvements to an extension of Harris Industrial Boulevard. Mr. Arnold also assisted with preparing development standards for the Medical Center and is currently providing design services for a new Cancer Center.

# George B. Huddleston, PE, LEED AP

Project Manager



#### EDUCATION:

Masters of Business Administration, Crummer Graduate School of Business, Rollins College (anticipated 2014)

Bachelor of Engineering in Civil Engineering, Vanderbilt University, 2008

#### REGISTRATIONS:

Florida Registered Professional Engineer No. 75608

LEED Accredited Professional

#### RELATED PROJECT EXPERIENCE:

- Experience providing civil engineering design, permitting and coordination on site development, transportation, and ADA remediation projects throughout the country
- Design specialties include site layout design, stormwater detention analysis and design, water quality permitting, sediment and erosion control plan preparation, utility infrastructure design, and ADA accessibility design

### **ADA Remediation for Healthcare Facilities Nationwide**

Provided ADA remediation for healthcare facilities nationwide. Projects involved striping, signage installation, grading, detectable warning installation, sidewalk/asphalt re-work, accessible parking relocation, etc. Many projects have involved compliance with both state and federal ADA codes.

### **DDRM Creekwood Crossing ADA Assessment Bradenton, Florida**

Project Manager for an ADA compliance and accessibility assessment at a 420,000 square foot retail development. Compliance was checked with Federal and State codes and summarized in a report to the owner, along with recommendations on how to remediate the non-compliant items.

### **Blake Regional Medical Center Bradenton, Florida**

Project Engineer for the civil engineering and landscape architecture services for a main entrance canopy reconstruction. The existing main entrance did not meet ADA slope requirements thereby requiring that the drop off area be raised to allow for a smooth ADA entrance into the building. The project also included new landscaping around the perimeter of the building to replace plants that were damaged during a complete re-skin of the entire building.

### **DDRM North Point Plaza Tampa, Florida**

Project Manager for an ADA compliance and accessibility assessment at a 225,000 square foot retail development. Compliance was checked with Federal and State codes and summarized in a report to the owner, along with recommendations on how to remediate the non-compliant items.

### **Atlanta Medical Center South Campus ADA Remediation East Point, Georgia**

Project Manager for the civil engineering components of an ADA remediation project. Inaccessible features included a passenger drop-off, sidewalks, accessible routes, and accessible parking spaces. After construction of the remediation design, all elements are in compliance with the Federal accessibility code.

### **DDRM Patterson Place ADA Assessment Durham, North Carolina**

ADA compliance and accessibility assessment of a 300,000 square foot retail development in Bradenton, Florida. As Project Engineer, created report which identified deficiencies in ADA compliance, the sections of Federal code violated, as well as recommendations for remediation of non-compliant items.

### **Parking Supply/Demand Studies Nationwide**

Provided parking demand and supply analyses for hospital campuses nationwide. Traffic volumes were observed on an hourly basis for two days, identifying the facility's parking utilization trends. By analyzing this, in conjunction with the facility's unique patient and



personnel requirements and trends, a model was developed to analyze current parking adequacy. With the input of projected hospital growth, future parking adequacy was also analyzed.

**Vivere Surgery Center  
Winter Park, Florida**

Project Manager for the design of a new fire water service for the conversion of an existing Medical Office Building to an Ambulatory Surgery Center. The project also necessitated several of the existing doors on the exterior of the building to be relocated requiring an ADA access study to be conducted along with site revisions to accommodate the new locations and provide ADA compliant access.

**Central Florida Regional Hospital FSED & Campus Master Plan  
Oviedo, Florida**

Civil Engineer consulted for the master planning of HCA's 42-acre, undeveloped property in Oviedo, Florida. The master plan includes a 45-bed hospital and three medical office buildings to be introduced over time, without interruption to the emergency department operation. Upon completion of the master plan, provided construction documents for the first phase of construction, an 11,000 square foot Free Standing Emergency Department (FSED). Low-impact designs were utilized on the site to provide a sustainable and aesthetically-pleasing design. Design aspects included site layout, grading and drainage, stormwater runoff quality and attenuation, sub-surface utilities, and erosion and sediment control. Permitting was coordinated through the City of Oviedo, Seminole County, the Florida Department of Transportation, the St. Johns River Water Management District, the Florida Fish & Wildlife Conservation Commission, and the U.S. Army Corps of Engineers.

**Florida Hospital  
Winter Garden, Florida**

Project Manager for the civil engineering design of an 80,000 square foot Free Standing Emergency Department, Medical Office Building, and Ambulatory Surgery Center. This development is Phase I of a full hospital campus, with the total campus projected to have 200 beds and 200,000 square feet of medical office space. Design elements include site layout, utilities, stormwater, and erosion and sediment control. A pond for an existing PUD and shopping center is being relocated to make way for the Phase II improvements, and off-site improvements, inclusive of roadway improvements, bike paths, and recreational space, are also involved. Permitting is required and coordinated through the City of Winter Garden, the St. John's River Water Management District, the Florida Department of Transportation, and the Florida Department of Environmental Protection.

**Free-Standing Emergency Departments (FSEDs)  
Multiple Sites throughout Florida**

Provided design, permitting, and construction administration services for multiple FSEDs throughout Florida. Facilities are approximately 11,000 square feet and situated on sites that are roughly two acres. Design considerations included site layout, ADA accessibility, utilities, stormwater, and erosion and sediment control. Permitting was required through various authorities having jurisdictions (AHJs) that included FDOT, the respective Water Management Districts, and private utility groups.

## H. Ross Lucas, PE

Project Advisor / QA/QC



### EDUCATION:

Bachelor of Science in Civil Engineering, Vanderbilt University, 2004

### REGISTRATIONS:

Arizona Registered Professional Engineer No. 54529

Tennessee Registered Professional Engineer No. 112560

### RELATED PROJECT EXPERIENCE:

- Over 10 years of experience including ADA remediation, infrastructure planning, infrastructure design and water resources
- Design experience includes educational, medical, commercial, and land development
- Specialities include working directly with planning and development officials, researching community development standards and developing cost effective solutions to all types of development problems

### ADA Remediation for Healthcare Facilities Nationwide

Project Manager and lead designer for this program involving over 250 projects involving striping, signage installation, grading, detectable warning installation, sidewalk/asphalt re-work, accessible parking relocation, etc. Many projects involved compliance with both state and federal ADA codes. Multiple projects have been completed in a sampling of the following states: Alabama, Arkansas, California, Colorado, Florida, Georgia, Idaho, Indiana, Kansas, Kentucky, Louisiana, Mississippi, New Hampshire, Nevada, South Carolina, Tennessee, Texas, Utah, and Virginia.

### ADA Compliance Testing Program, Surgical Centers Various Cities, Florida

Project Manager for this pilot program to assess HCA's Surgical Centers for ADA Compliance. Sites were evaluated based on the 1991 ADAAG and proposed design solutions utilized the 2010 ADAAG. During the site visit data sheets were prepared for each deficiency that included diagrams for slope related issues and photos taken.

### Metro Nashville Public Schools Nashville, Tennessee

Accessibility Expert and provided quality control for ADA accessibility assessments and upgrades completed as part of a larger design projects at multiple Metro Nashville Public Schools. Assessments were performed to determine each site's conformance with Federal ADA code. Deficiencies were noted and addressed as part of overall upgrades to the facilities.

### Davy Crockett State Park Lawrenceburg, Tennessee

Project Manager and lead designer for this project involving the ADA remediation design for ten areas within the park including pavilions, campgrounds, a swimming pool, a visitor's center, and an amphitheater. Designs included concrete and asphalt parking re-work, sidewalk re-work, ramp design, parking relocation, and grading work.

### Internal Accessibility Quality Control, Multiple Projects Nationwide

Regularly provides drawing review of civil engineering plans for projects nationwide among a multitude of project types. Projects have included: mixed use, hospitality, retail, healthcare, condominium, office, etc. These reviews demand an expertise in ADA, FHA, state, and local regulations as they pertain to varying project types across a multitude of jurisdictions.

### Johnson Hall Renovation at Tennessee Tech University Cookeville, Tennessee

Accessibility Expert responsible for plan review and quality control for ADA remediation of Johnson Hall at Tennessee Tech University. The project involved the removal of a section of sidewalk and a set of stairs that accessed the basement of the building to provide for ADA access to the building. The stairs were removed and replaced with a 25-foot ramp meeting ADA requirements. During demolition an existing retaining wall was removed and replaced. The brick on the retaining wall was matched to the existing building as well as the precast cap on top of the wall. Drainage was also improved as



ORGANIZATIONS:

- Central Arizona Society of Healthcare
- Urban Land Institute
- Valley Partnership
- American Council of Engineering Companies

part of the project. Since the ramp extended to a closed well, ADA trench drains were installed to route the water from the ramp to the existing storm sewer and to prevent water intrusion into the building. During construction it was found that a down spout had broken and the water was dumping into the subsoil under the existing steps. This situation was repaired and the saturated soil was removed and replaced with dry stable engineered fill.

**Overton High School  
Nashville, Tennessee**

Civil designer for ADA remediation measures and agency coordination and construction administration services for addition to school on a 45 acre site.

**Prescott Hall Renovation at Tennessee Tech University  
Cookeville, Tennessee**

Civil designer for the ADA remediation of Prescott Hall at Tennessee Tech University. Prescott Hall was constructed in the 1960's and had two ramps at the rear of the building that did not meet current ADA criteria. Per the state fire code the building was required to have 3 ADA accessible routes for emergency egress. The two existing ramps were removed and reconstructed to ADA standards to make them accessible routes. These ramps lead into the basement of the building and required drainage remediation to prevent water from entering the basement of the building. A third ramp was designed to allow access from the first floor of the building. The first floor sits approximately 6 feet above the surrounding grade and due to limited space required a switchback ramp to allow for ADA accessibility from the first floor.

**CJW Johnston Willis Medical Cancer Center  
Richmond, Virginia**

Provided ADA compliance review for the site design of a new two-story cancer center. Design included a survival garden located on the eastern side of the existing Oncology Building. The area is comprised of seating and landscaping enclosed by a screenwall separating the garden from adjacent activity.

**Jennie Stuart Medical Center Freestanding Surgery Center  
Hopkinsville, Kentucky**

Provided ADA compliance review for the site planning of a three-story 95,340 SF hospital addition and a 3,955 SF power house building. Services included layout of parking and driveway revisions and expansions, erosion control design, grading design, stormwater collection and detention design, a mobile MRI pad design, and public utility design and relocations.

**Superstition Springs Mall ADA Remediation  
Mesa, Arizona**

Project Manager for the civil engineering design and aided with project administration of the ADA remediation at this regional shopping mall on a 40 acre site. Remediation design involved accessible parking and route rework, restriping, signage, installation of elevated walks and switchback ramps, and detectable warning installation. The magnitude of this project was large in that nearly the entire loop road surrounding the campus was adjoined by a sidewalk that was nearly all non-compliant. Sidewalk rework was necessary for over 4,000 linear feet of sidewalk. The project has not yet been constructed but is currently on schedule.

## Benjamin B. Ellis, PE, LEED AP

### Senior Project Engineer



#### EDUCATION:

Bachelor of Science in Civil Engineering, University of Florida, 2005

#### REGISTRATIONS:

Florida Registered Professional Engineer No. 72469

LEED Accredited Professional

Florida Waterstar, 2012

#### RELATED PROJECT

##### EXPERIENCE:

- Over 8 years of experience in Florida
- Focus is on management, design and construction of a variety of infrastructure and site development projects
- Specific areas of expertise include stormwater management, water and wastewater utility transmission design, geometric roadway and site design, and pavement design
- Managed and designed numerous residential and non-residential land development projects and has been responsible for roadway, master utility and stormwater designs
- Facilitated project permitting through city and county agencies, as well as local water management districts

### SunRail Station Parking Garage Kissimmee, Florida

Project Manager for the site layout, grading and drainage, and the relocation of existing utilities. While the site currently is an undeveloped open field, the proposed FDOT District 5 project is expected to be developed as a temporary surface lot with a rail station before eventually turning into a proposed parking garage. Extensive coordination was required between the designers and owners of the rail station, the temporary surface parking lot, the adjacent civic center, and the existing and future utility systems. The top priority of the project team and client, City of Kissimmee, was providing a safe connection between the proposed garage and rail station. The site was designed to meet and exceed ADA standards.

### Crane's View Lodge Assisted Living Facility Clermont, Florida

Project Manager and Engineer of Record for the site design of Crane's View Lodge in Clermont, Florida. The project consists of a 124-unit Assisted Living Facility with a five-story main building and one-story memory care building located on a 9.4 acre site. Led the design and permitting efforts for the stormwater, utility, grading, and turn lane roadway improvements. In addition, provided value engineering and construction administration services during construction. Construction for the \$28 million project is slated for completion in March 2014. The site required additional ACHA approval. The design provides for excess handicap spaces and accessible routes. The design team incorporated a walkable path throughout the site for residents to use that exceeds ADA standards.

### Palm Coast Community Center Palm Coast, Florida

Engineer of Record for the proposed expansion of the City of Palm Coast's Community Center. The completed conceptual site plan included two multipurpose building wings of 3,100 sq. ft. and 4,200 sq. ft., a trail route through the site, a trailhead and restroom building, a playground with multiple play areas nestled beneath the existing oaks, an event plaza, stormwater rain gardens, a basketball court, and expanded parking. The proposed renovation will serve all generations from young to old. Included in the renovation are retrofits inside and outside the existing building to meet current local and federal building codes. ADA standards have been implemented throughout the trail system, playgrounds, and access routes in/out of the building.

### Eagle Creek of Ocoee Ocoee, Florida

Associate Project Manager and Engineer of Record for the proposed 98-acre residential property in Ocoee, Florida. Currently, preparing Final Site Plans for the proposed site which features 165 single-family units and 80 multi-family units. The project scope included design of offsite turn lane additions and roadway widening. The site has been designed to be developed in multiple phases or as one major phase. Responsible for permitting through City of Ocoee, Orange County, St. Johns River Water Management District, and the Florida Department of Environmental Protection. The project will include several playground areas and an amenity building for the residents.

### Black Gold Operations Expansion Oxford, Florida

Project Manager and Engineer of Record for the site improvements associated with



ORGANIZATIONS:

- U.S. Green Building Council, Central Florida Chapter Board Member, 2012-2015

the construction of a new 7,500 square foot metal storage building in Sumter County, Florida. Provided grading and stormwater design services for permitting approvals with Florida Department of Environmental Protection and Sumter County. The new building design included the review of the existing accessible routes and a proposed route to meet ADA standards. The project was completed in January 2013.

**Martin County Recreational Park  
Martin County, Florida**

Lead Design Engineer for the proposed recreational park north of Citrus Grove Elementary School in west Martin County. The site was designed to include two soccer fields, four baseball fields, a concessions building, a covered playground, and an equestrian trail that connected to an adjacent trail system. Prepared the grading and utilities plan and designed the master stormwater system. As a water conservation strategy, the ponds were designed to provide irrigation for the playing fields.

**RaceTrac Petroleum  
Oakland, Florida**

Project Manager and Engineer of Record for the design and construction of an 18-pump gas station in Oakland, Florida. The 17-acre project involved significant onsite and offsite road improvements ranging from demolition of an existing service road, addition of new turn lanes, and construction of a new driveway connection and service road along State Road 50. The grading plan has been designed to limit slopes and exceed ADA standards. Supplemental to the engineering design was the coordination effort necessary for the traffic study. The project required Driveway, Drainage, and Utility Permits through Florida Department of Transportation (FDOT) District 5 and the Town of Oakland. As part of the master site plan, the existing sidewalks around the property are being redesigned to meet the new Corridor standards and create better pedestrian connectivity between parcels.

**Alafaya Trail Improvements  
Orange County, Florida**

Project Engineer for the roadway improvements for the widening of Alafaya Trail between Mark Twain Blvd. and Avalon Park Blvd. in east Orange County, Florida. Assisted with the final geometric design and master stormwater design for the 3.7 mile project. The project included the construction of a 10-foot wide bike path along the corridor. Aided the obtainment of permits from the St. Johns River Water Management District and U.S. Army Corps of Engineers due to stormwater and wetland impacts. In addition, helped Orange County Public Works during the bidding process by compiling bid materials, generating a cost estimate and quantity takeoff and reviewing incoming bids.

**GLE Almet Facility  
Casselberry, Florida**

Project Manager and the Engineer of Record for the expansion of operations at the Great Lakes Electronics Almet Recycling Center in Casselberry, Florida. The project required approvals and/or coordination with multiple agencies including Seminole County, City of Casselberry, St. Johns River Water Management District, and Florida Department of Environmental Protection. The project scope included a new stormwater treatment pond, a new lift station and connection to an existing forcemain, driveway improvements within the right-of-way, and an expanded and reconfigured parking lot. The project completed construction in January 2012.

## Stephanie L. Shealey, PE

### Project Engineer



#### EDUCATION:

Master of Science in Civil Engineering, Georgia Institute of Technology, 2010

Bachelor of Science in Civil Engineering, Georgia Institute of Technology, 2007

#### REGISTRATIONS:

Florida Registered Professional Engineer No. 77034

#### RELATED PROJECT EXPERIENCE:

- ADA site assessment and compliance review
- Experience working in both the public and private sector markets
- While working for the Georgia Department of Transportation and the Hampton Roads Transportation Planning Organization in Chesapeake, VA, Stephanie contributed to the development of short and long term plans and programs and administered multiple corridor study projects

#### **DDRM Creekwood Crossing ADA Assessment Bradenton, Florida**

ADA compliance and accessibility assesment of a 420,000 square foot retail development in Bradenton, Florida. As Project Engineer, created report which identified deficiencies in ADA compliance, the sections of Federal and/or State code violated, as well as recommendations for remediation of non-compliant items.

#### **DDRM North Point Plaza ADA Assessment Tampa, Florida**

ADA compliance and accessibility assesment of a 225,000 square foot retail development in Bradenton, Florida. As Project Engineer, created report which identified deficiencies in ADA compliance, the sections of Federal and/or State code violated, as well as recommendations for remediation of non-compliant items.

#### **DDRM Patterson Place ADA Assessment Durham, North Carolina**

ADA compliance and accessibility assesment of a 300,000 square foot retail development in Bradenton, Florida. As Project Engineer, created report which identified deficiencies in ADA compliance, the sections of Federal code violated, as well as recommendations for remediation of non-compliant items.

#### **Oviedo Mall Oviedo, Florida**

The project team provided Oviedo Mall with planning services related to preparing for future development at the mall. As Transportation Engineer, completed parking inventory of existing mall including compliance with ADA parking requirements, parking utilization study, and coordinated with project team and City staff to amend the PUD to allow for lower parking ratios.

#### **Development Review Oviedo, Florida**

Assist with development review services for the City of Oviedo. More than 30 developments have been reviewed for compliance with the City's Land Development Code (LDC), which included architectural design standards.

#### **US 17-92/ Oak Avenue Corridor Feasibility Study Haines City, Florida**

Participated in the preparation of the US 17-92 Oak Avenue Corridor Feasibility Study to evaluate alternative roadway improvement concepts for the US 17-92 area in Haines City from 1st Street to 17th Street. Current planning documents list the widening of US 17-92 from 10th Street to 17th Street as a future project. The Design Traffic Technical Memorandum analyzes the ability of the planned project to serve the projected future traffic as well as analyzes an alternative which creates a parallel corridor using Oak Avenue. As Transportation Engineer, provided operational analysis of each alternative, including connecting Oak Avenue to US 17-92 in a roundabout.

#### **Innovation Place/Wewahootee Planned Development Orlando, Florida**

Participated in the preparation of a Traffic Impact Study for the Innovation Place/



Wewahootee Planned Development in Orlando, Florida. The project was an existing and approved Development of Regional Impact (DRI) which is being abandoned and resubmitted as planned Development with a significantly reduced development program, totaling approximately 3,000 residential dwelling units, over 600,000 square feet of office, over 700,000 square feet of retail, and a 2,000 student middle school. As Transportation Engineer, completed trip distribution based on the results of the regional model, analyzed the intersection operations at the end of phase I, analyzed the roadway operations at the end of all project phases, and determined necessary mitigation to improve the operation of the roadways within the study area.

**Orlando Health 2025 Planned Development  
Orlando, Florida**

Participated in the preparation of a Traffic Impact Study to evaluate the impacts to the roadway network and intersection of the planned build-out of the Orlando Health Downtown Campus. The Development of Regional Impact (DRI) for the Orlando Regional Healthcare System Development was first approved in 2001, and has been updated three times. As Transportation Engineer, projected the number of new trips that will be generated by the proposed development and how they will be distributed throughout the campus and surrounding roadway network, as well as analyzed the operation of the intersection and roadways with and without the additional development traffic.

**Orlando Sports and Entertainment District  
Orlando, Florida**

The Orlando Sports and Entertainment District is an approximately 8 acre mixed-use development in downtown Orlando, adjacent to the Amway Center. Due to the unique traffic patterns surrounding the Amway Center, the project analyzed both the PM peak travel period and the post-event peak travel period. As Transportation Engineer, projected the number of trips generated from the development, analyzed the required parking demand for the site, assigned trips to the roadways in downtown Orlando, and analyzed the operation of the intersections with and without the additional development traffic.

**Black West Planned Development  
Clermont, Florida**

Participated in the preparation of a Traffic Impact Study for the Black West Planned Development in Clermont, Florida, a planned mixed-use development with over 1,000 dwelling units (single family and age-restricted) and 100,000 square feet of commercial or office. As Transportation Engineer, completed trip generation, distribution (based on the results of the regional model), analysis of roadways and intersections, and determined necessary mitigation at the end of each of three project phases.

**Bowling Green Industrial Site  
Bowling Green, Florida**

Participated in the preparation of a Traffic Impact Study to evaluate the impacts of constructing an industrial site in the southeast area of the City of Bowling Green. As a specific development program has not been decided upon for the project site, the study evaluated the highest allowable threshold for development of the site to account for the transportation impacts of any possible development on the site.

## Garrett M. George, EI

### Project Engineer



#### EDUCATION:

Bachelor of Science in Civil Engineering, University of Florida, 2013

#### REGISTRATIONS:

Florida E.I.T., Certification No. 1100017389

#### RELATED PROJECT EXPERIENCE:

- Experience includes designing horizontal and vertical alignment of roadways and performing earthwork calculations
- Skilled in determining the volume of traffic between an origin and destination based on population characteristics
- Strong background with CostWorks, plans reading, cost take-offs and estimates, ACI 318 Building Codes, AutoCAD, AutoCAD Civil 3D, and MATLAB programs

#### ORGANIZATIONS:

- American Society of Civil Engineers (ASCE)
- U.S. Air Force Reserves, 2008-2012

### Largo Free Standing Emergency Department Clearwater, Florida

Provided design and permitting for the construction of a 10,000 sq. ft. free standing emergency department (FSED). The project involved the redevelopment of an existing site, requiring extensive coordination with the Florida Department of Transportation, the Southwest Florida Water Management District, and the City of Clearwater. Design considerations included site layout, ADA accessibility, utilities, and stormwater.

### Florida Hospital Winter Garden, Florida

Project Engineer for the civil engineering design of an 80,000 square foot Free Standing Emergency Department, Medical Office Building, and Ambulatory Surgery Center. This development is Phase I of a full hospital campus, with the total campus projected to have 200 beds and 200,000 square feet of medical office space. Design elements include site layout, utilities, stormwater, and erosion and sediment control. Also, special care was taken to accommodate ADA accessibility requirements. A pond for an existing PUD and shopping center is being relocated to make way for the Phase II improvements, and off-site improvements, inclusive of roadway improvements, bike paths, and recreational space, are also involved. Permitting is required and coordinated through the City of Winter Garden, the St. Johns River Water Management District, the Florida Department of Transportation, and the Florida Department of Environmental Protection.

### Osceola Regional Medical Center Free Standing Emergency Department Orlando, Florida

Design Engineer for the site plan and grading plan of the proposed site. Design considerations included site layout, ADA accessibility, utilities, and stormwater.

### Largo Free Standing Emergency Department Clearwater, Florida

Provided design and permitting for the construction of a 10,000 sq. ft. free standing emergency department (FSED). The project involved the redevelopment of an existing site, requiring extensive coordination with the Florida Department of Transportation, the Southwest Florida Water Management District, and the City of Clearwater. Design considerations included site layout, ADA accessibility, utilities, and stormwater.

### North Cargo Pier 5 & 6 Cape Canaveral, Florida

Assistant Construction Project Manager and general inspector responsible for the oversight of construction of the new cargo piers on Port Canaveral's north side.

### Memorial Hospital Free Standing Emergency Department Jacksonville, Florida

9,890 sq. ft. free standing emergency department (FSED). Design Engineer responsible for grading and drainage plan and design of percolation pond. Care was taken to ensure full ADA compliance. In addition, coordination with the Florida Department of Transportation and the St. Johns Water Management District was needed to obtain all necessary permits.



**Holland Park Playground and Splash Pad  
Palm Coast, Florida**

Project Engineer for Palm Coast's new playground and splash pad at Holland Park. The project features stone escarpments, synthetic and hardscape surfaces with surface and underdrains and a dry creek bed for stormwater conveyance. The 2-acre site features three play areas and two splash pads interpreting five distinct environments and locations found in Palm Coast and Flagler County. Design considerations included full utility layout and design, grading and drainage, and full ADA compliance.

**Trinity Regional Medical Center Free Standing Emergency Department  
Citrus Park, Florida**

Provided civil engineering design services for a 10,000 sq. ft. free standing emergency department (FSED). Design included site layout, ADA compliance, utilities, stormwater system, and percolation pond. Special care was taken to maximize site while avoiding nearby sinkhole.

**Port Canaveral Welcome Center  
Cape Canaveral, Florida**

Assistant Construction Project Manager and general inspector responsible for the oversight of construction of Port Canaveral's \$21 million Exploration Tower Welcome Center. The project included a seven story, 22,000 square foot building, as well as the surrounding retention pond, parking lot, and associated utilities. The project was a part of Port's master plan to strategically enhance and expand Port Operations.

**Poinciana Medical Clinic  
Poinciana, Florida**

Provided design and permitting services for a 5,500 sq. ft. emergency department expansion. Design included reconfiguration of the drive aisle and parking lot, as well as the rerouting of water and wastewater utility lines. Permitting required coordination with Osceola County, as well as Toho Water Authority and the Department of Environmental Protection.

**Eagle Creek of Ocoee  
Ocoee, Florida**

Provided civil engineering design services for an 98-acre housing development. Design considerations included 3D roadway alignments, cut/fill analysis, master potable water, reclaimed water, and sanitary sewer layout, site grading, and master stormwater system modeling analysis. The project utilized AutoCAD Civil 3D software to achieve cut/fill analysis and grade the site. The main challenge of the project was coordinating with the environmental consultant to remediate for arsenic caused by previous agriculture activities. In addition, the stormwater design was completed to meet the Lake Apopka Basin rules.

**Canaveral Cove 2013 Master Plan Update  
Cape Canaveral, Florida**

Design engineer for the Canaveral Cove 2013 master plan update of the 2011 plan developed previously by Littlejohn staff. The plan focuses upon a public involvement process to engage the community to participate in the vision and program development of the Cove.

## Ian B. Anderson, EI

### Project Engineer



#### EDUCATION:

Bachelor of Science in Civil and Environmental Engineering, Tennessee Tech University, 2013

#### REGISTRATIONS:

Tennessee E.I.T., Certification No. 31289

#### RELATED PROJECT EXPERIENCE:

- Experience includes site layout, grading and drainage design, utility design, ADA accessibility, permitting through different agencies, stormwater system modeling and design, and AutoCAD support
- Strong background with Interconnected Pond Modeling (ICPR), AutoCAD, AutoCAD Civil 3D, and StormCAD programs

#### ORGANIZATIONS:

- American Society of Civil Engineers (ASCE)
- Children's Miracle Network Philanthropy
- National Sporting Clays Association

### Florida Hospital Winter Garden, Florida

Project Engineer for the civil engineering design of an 80,000 square foot Free Standing Emergency Department, Medical Office Building, and Ambulatory Surgery Center. This development is Phase I of a full hospital campus, with the total campus projected to have 200 beds and 200,000 square feet of medical office space. Design elements include site layout, utilities, stormwater, and erosion and sediment control. Also, special care was taken to accommodate ADA accessibility requirements. A pond for an existing PUD and shopping center is being relocated to make way for the Phase II improvements, and off-site improvements, inclusive of roadway improvements, bike paths, and recreational space, are also involved. Permitting is required and coordinated through the City of Winter Garden, the St. Johns River Water Management District, the Florida Department of Transportation, and the Florida Department of Environmental Protection.

### Osceola Regional Medical Center Free Standing Emergency Department Orlando, Florida

Design Engineer for the site plan and grading plan of the proposed site. Design considerations included site layout, ADA accessibility, utilities, and stormwater.

### Cleveland Clinic Expansion Weston, Florida

Project Engineer for the civil engineering of an expansion to Cleveland Clinic located on Weston Road. Design efforts include a reconfigured site layout, utilities, stormwater, and ADA parking and accessibility.

### Memorial Hospital Free Standing Emergency Department Jacksonville, Florida

9,890 sq. ft. free standing emergency department (FSED). Design Engineer responsible for grading and drainage plan, design of percolation pond, and ADA accessible routes and parking. In addition, coordinated with the Florida Department of Transportation and the St. Johns Water Management District to obtain all necessary permits.

### Trinity Regional Medical Center Free Standing Emergency Department Citrus Park, Florida

Provided civil engineering design services for a 10,000 sq. ft. free standing emergency department (FSED). Design included site layout, utilities, stormwater system, ADA accessibility, and percolation pond. Special care was taken to maximize the site while avoiding a nearby sinkhole.

### Rapides Regional Medical Center ER Expansion Alexandria, Louisiana

Project Engineer for the civil engineering of an Emergency Department expansion. Design efforts included a reconfigured site layout, rerouting ADA accessible routes, adding additional ADA parking, utilities, stormwater, and erosion and sediment control. Permitting is required and coordinated through the City of Alexandria.

### RaceTrac Petroleum Oakland, Florida

Project Engineer for the design and construction of an 18-pump gas station in Oakland,



Florida. The 17-acre project involved significant offsite road improvements ranging from demolition of an existing service road, addition of new turn lanes, and construction of a new driveway connection and service road along State Road 50. Design aspects included site layout, grading and drainage, stormwater runoff quality and attenuation, sub-surface utilities with profiles, and erosion and sediment control. The project required permitting through Florida Department of Transportation (FDOT) District 5 and the Town of Oakland.

**ICI Homes  
Winter Springs, Florida**

Project Engineer for the proposed 40-acre mixed-use project located along the South Shore of Lake Jesup in Winter Springs, Florida. During the geotechnical exploration, a thick layer of muck and a shallow seasonal groundwater elevation were discovered on-site. In addition, a large artesian well was discovered under a six-foot deep confining layer. Produced preliminary stormwater calculations for a conceptual master plan which featured a combination of single-family residences, multi-family residences, and commercial units along S.R. 434.

**St. Luke's Lutheran Church  
Oviedo, Florida**

Project Engineer for the proposed 13,000 square foot gymnasium addition to St. Luke's Lutheran Church. Provided site design includes extensions of existing utilities, ADA accessible routes, additional parking, and expansion of the existing wet detention pond. Permitting is coordinated through St. Johns River Water Management District (SJRWMD) and Seminole County.

**Bayfront Medical Center Drainage Improvements  
Dade City, Florida**

Project Engineer for the drainage improvements and modifications for the Bayfront Medical Clinic located in Dade City. The site was experiencing flooding due to grading issues. Site design provided a grading and drainage plan with site improvements to correct stormwater runoff issues.

**Villa City DRI  
Groveland, Florida**

Project Engineer for the modeling of pre-development and post-development stormwater drainage for a new Development of Regional Impact (DRI) in Groveland, Florida. The processing of the DRI will include preparing the Application for Development Approval through the regional planning council, preparing an annexation application, preparing the Planned Unit Development (PUD) and representing the client during hearings and meetings. Responsibilities include GIS map preparation, report generation, coordination with sub-consultants and meeting representation.

**St. Mark's Hospital  
Salt Lake City, Utah**

Project Engineer for the remediation of the master stormwater system at St. Mark's Hospital in Salt Lake City. The site was experiencing flooding due to a lack of capacity in the city's stormwater system. ICPR was used to model the renovation of the existing pipes and structures, and to size an underground detention system to adequately hold the site's runoff until capacity became available in the city's stormwater system.

# Soy L. Williams, AIA

## **SOY WILLIAMS CONSULTING, INC.**

5222 GENESEE PARKWAY

BOKEELIA, FL 33922

(305) 238-9740 TEL

(305) 238-9735 FAX

SOY@SOYWILLIAMSCONSULTING.COM

Soy Williams is a registered architect with more than 25 years of experience in disability-related issues. Ms. Williams specializes in accessibility requirements of federal civil rights laws as well as model, state and local accessibility codes and standards.

Ms. Williams became involved in the revisions to the Americans with Disabilities Act (ADA) accessibility guidelines in 1993 and was appointed by President William Jefferson Clinton to the U.S. Architectural and Transportation Barriers Compliance Board (the U.S. Access Board) in 2000. During her tenure she saw the completion of the revisions to the ADA guidelines. These guidelines are now the U. S. Department of Justice 2010 requirements for accessible buildings and facilities.

She was also instrumental in shaping accessibility provisions of the International Building Code and its three legacy codes and served on numerous committees of model code organizations. She continues her involvement in development, application and interpretation of federal, state and local accessibility requirements.

Ms. Williams brings unique experience and understanding to provide accessibility consulting services to private and public entities throughout the United States.

## **SIGNIFICANT EXPERIENCE**

- Site inspection, plan review, barrier removal/transition plan, litigation and other Americans with Disabilities Act, Fair Housing Act, Rehabilitation Act (Section 504), state and local code consultation.
- Americans with Disabilities Act, Fair Housing Act, and state and local code training, compliance and interpretation.
- Consultant to the U.S. Department of Justice.
- Staff to the U.S. Access Board.
- Contributor to the U.S. Access Board's rewriting of the ADA Accessibility Guidelines (ADAAG) through its federal advisory committee and as a Public Member of the Board.
- Contributor to the U.S. Access Board's rewriting of the Architectural Barriers Act (ABA) Accessibility Guidelines as a Public Member of the Board.
- Contributor to the promulgation of accessibility provisions of the nation's model building codes, including the International Building Code, National Building Code, Uniform Building Code, and the Standard Building Code.

- Contributor to the writing of private-sector consensus standards for Accessible and Usable Buildings and Facilities – ICC/ANSI A117.1 – as committee member and Vice Chair.
- Participated in and directed the review of private-sector codes and standards resulting in the endorsement of these codes and standards by the U.S. Department of Housing and Urban Development as “safe harbors” under the Fair Housing Act.
- Consultant to the Atlanta Committee for the Olympic Games involving several key venues on vast array of ADA accessibility issues.
- Co-author of the Sports Facilities Subcommittee report of the Recreation Access Federal Advisory Committee of the U.S. Access Board.
- In-house consulting on various architectural access issues for the Paralyzed Veterans of America in Washington, D.C.

## **EDUCATION**

- Bachelor of Arts in Architecture, University of California at Berkeley, 1984

## **PROFESSIONAL CERTIFICATIONS, REGISTRATIONS AND LICENSURES**

- Registered Architect, District of Columbia, ARC5805
- Accessibility Specialist and Plans Reviewer, International Code Council, Inc.

## **EXPERT TESTIMONY**

- James R. Harding v. Orlando Apartments, LLC and Behringer Harvard District REIT, LLC, Case No. 6:11-CV-85-ORL-18-DAB (M.D. Fla 2011). Deposition testimony provided on behalf of the Plaintiff.
- Access Now, Inc. v. NPC International, Inc., d/b/a Pizza Hut, Case No. 2:11-cv-539-FtM-99DNF (M.D. Fla 2011). Deposition testimony provided on behalf of the Plaintiff.

## **AWARDS & RECOGNITION**

- Award of Appreciation, March of Dimes Walk America
- Meritorious Service, U.S. Architectural and Transportation Barriers Compliance Board

Elizabeth A. Stewart  
Two First Street North, Ste 100  
Lake Wales, FL 33853

Office (863) 676-4525  
Cell (863) 604-6787  
Email: Stewart@EAS StewartLaw.com

## PROFESSIONAL EXPERIENCE

### **ELIZABETH A. STEWART, P.A.**

**Lake Wales, FL**

**Attorney**

**October 2009 - Present**

Solo practitioner law firm concentrating in Family Law litigation.

### **UNITED STATES ACCESS BOARD**

**Washington, DC**

**Presidential Appointment: Board Member**

**June 2006 - September 2010**

US Presidential appointment; four year term. Developed policies and procedures, advanced statutory responsibilities of the US Access Board, an independent Federal agency. Monitored finances, programs and procedures of the agency and presided over public hearings and forums.

### **MCKINLEY AND BLENK, P.A.**

**Lake Wales, FL**

**Associate/Trial Attorney**

**July 2006 - August 2009**

Legal practice concentrating in Family Law litigation.

### **Writer/Author**

Co-author, *Enormous Crime*. St. Martin's Press, 2007. *New York Times Bestseller*.

### **Sutton Law Firm 10/2005 - 9/2006**

**Bartow, Florida**

**Associate/Trial Attorney**

Legal practice concentrating in Family Law litigation.

### **United States Access Board 1/1986 - 2/2006**

**Washington, District of Columbia**

**Deputy General Counsel**

Provided legal counsel and opinions for Board members and staff. Supervised the Compliance and Enforcement Division with responsibilities under the Architectural Barriers Act. Lead attorney for multiple rulemaking efforts including establishing passenger vessels and rights of way guidelines under the Americans with Disabilities Act and electronic and information technology standards under Section 508 of the Rehabilitation Act. Responsible for bringing various entities and stakeholders with differing interests to consensus on issues of accessibility; drafting and reviewing guidelines and explanatory material; responding to the Office of Management and Budget in the review process and for submitting rules for publication. Provided legal guidance to committees established under the Federal Advisory Committee Act. Worked closely with Federal agencies including the Department of Justice, Department of Defense, General Services Administration, Department of Health and Human Services, Department of Education, Department of Housing and Urban Development, Department of Veterans Affairs and the Department of Transportation, as well as consumers and industry representatives. Supervised the Board's legislative liaison. Initiated outreach activities, records management plan and project to tract reports submitted by the Board to Congress, the Office of Management and Budget and Executive branch agencies. Responsible for amending the Board's operating procedures and bylaws.

**Elizabeth Ann Stewart, Attorney 6/1985 - 1/1986****Bartow, Florida****Solo Practitioner/Trial Attorney**

Legal practice concentrating in Family Law and Civil Litigation.

**Edmund, McDaniel and Mars 12/1983 - 6/1985****Bartow, Florida****Associate/Trial Attorney**

Legal practice concentrating in Family Law, Civil Litigation, Appellate and Criminal Law.

**Court Administrator's Office 12/1981 - 12/1983****Bartow, Florida****Felony Trial Coordinator/Judicial Research****Office of the State Attorney 8/1981 - 12/1981****Bartow, Florida****Legal Research****Adcock, Dupree and Shows 10/1979 - 6/1981****Baton Rouge, Louisiana****Associate/Trial Attorney**

Legal practice concentrating in Family Law, Civil Litigation and Appellate Practice (Federal).

**EDUCATION**

Louisiana State University Law Center

Baton Rouge, LA

Juris Doctorate - May 1979

Honors/affiliations: Secretary, Student Bar Association; Bureau of National Affairs Award

Louisiana State University

Baton Rouge, LA

Bachelor's Degree - December 1975

Major: Psychology

Honors/affiliations: Psi Chi National Honor Society in Psychology.

Polk Community College (now Polk State College)

Winter Haven, FL

Associate Degree - June 1974

Major: Psychology

Honors/affiliations: Who's Who Among Students in American Junior Colleges.

**AFFILIATIONS/HONORS**

Florida Bar Association

Louisiana State Bar Association

Family Law Section, Florida Bar Association

Polk County Trial Lawyers Association

Polk State College, Distinguished Alumnus - December 2009

Member, Polk State College Alumnae Board



Ability to Accomplish the Work



### Commitment to Perform in a Timely Fashion within the Budget Specified

The successful management of a contract is based on continuous communication between the consultant and the client, establishing realistic schedules and budgets, and providing continuous tracking and feedback to the client during the completion of each project. This method ensures the completion of projects within the established schedules and budgets.

**Communication:** Our team members are available to the City via the scheduled face-to-face meetings, email, telephone, cell phone, video-conferencing, and are experienced and accustomed to responding to our clients' needs on short notice.

**Realistic Schedules and Budgets:** Nearly every project we undertake has a critical deadline path and budget, and as such, Littlejohn is fully committed to allocating the necessary resources to complete this project within the proposed budget and schedule. To ensure adequate resources are available to each project, Mr. George Huddleston, the proposed Team Leader/Project Manager, meets with other project managers on a weekly basis. At these meetings, the team discusses the status of each project, including project priorities, staff assignments, and the deliverables due for the current week, and also identifies any foreseen deviations from established budgets and schedules, so they can be identified and corrected in a timely manner. Additionally, Littlejohn has prepared a professional schedule in Microsoft Project and included it with this proposal. We provide monthly progress reports to our clients and will remain committed to meeting the schedule and budget milestones proposed herein.

**Tracking and Feedback to the Client:** To ensure the most thorough degree of participation in specific projects, Littlejohn and its consultants will establish a collaborative relationship with the City. With the mutual cooperation of staff, Littlejohn commits to providing clear, professional, high-quality work products by accommodating tight schedules, responding promptly to information requests, and forming strong working relationships that will ensure the success of this venture.

### Workload & Staff Resources

As a full-service civil engineering firm, Littlejohn has a solid track record of balancing workload and staff resources. Although we are currently anticipating doing this project from our Orlando office, we have additional resources throughout the country that, if necessary, can assist in completing assignments should multiple deadlines converge. We manage workload through weekly coordination meetings and involvement by the entire project team.

### Available Software and Equipment

In our commitment to providing the highest level of service to our clients, Littlejohn has long-since placed an emphasis on investing in the latest equipment and software packages. These resources will allow us to accomplish this scope of work in a more efficient manner and provide the City with a higher quality product. Specifically, the following resources are available and utilized in our Orlando office:

- Equipment
  - » Two-foot (2') smart level with digital slope readout
  - » Tape measurer
  - » iPad with apps tailored for ADA compliance surveys



- » High-quality camera
- » Laptops
- » Desktop PCs

■ Software

- » Creative Suite 5.5 Design Premium
- » Adobe Photoshop CS 5 Extended
- » AutoCAD/Civil 3D 2014
- » Google SketchUp 8, Professional Edition
- » ArcGIS 10 (ArcInfo, ArcView, and Spatial Analyst)
- » Adobe Acrobat X Professional
- » Prezi, Presentation Visualization Tool
- » Newforma Project Center
- » Microsoft Scheduler
- » Go-To-Meeting
- » Big Blue Button Desktop Sharing and Video Conferencing
- » RS Means Construction Cost Database

## ADA Compliance, Medical Center Campuses

### Various Locations, United States



#### ROLE OF THE FIRM:

Engineer of Record;  
Subconsultant

#### START DATE - COMPLETION DATE:

10/2004 - Present

#### KEY PERSONNEL INVOLVED:

Ross Lucas, Civil Project Manager  
George Huddleston, Project Engineer  
Soy Williams, ADA Litigation Expert

#### REFERENCE:

HCA, Inc.  
Mr. Jon Faill, ADA Director  
One Park Plaza  
Nashville, TN 37203  
(615) 344-9551  
joh.faill@hcahealthcare.com

#### KEY RELEVANT FEATURES:

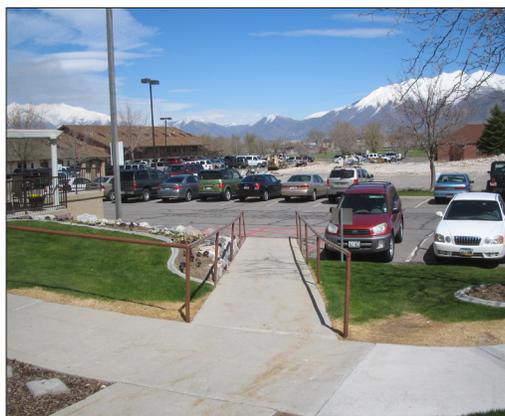
- ADA barrier identification and mitigation
- Approximately 4,000 acres in total
- Cold weather environments

Following class action law suits 2 of the 3 largest private hospital owners in the country were required to remediate their campuses for ADA compliance. Littlejohn was part of a team tasked with analyzing existing pedestrian facilities and paths of travel to existing buildings and designate remediation solution. To date, Littlejohn has completed ADA barrier mitigation at over 160 hospital campuses encompassing more than 900 buildings. Projects have involved striping, signage installation, grading, detectable warning installation, sidewalk/asphalt re-work, accessible parking relocation, etc. Many projects involved compliance with both state and federal ADA codes.

Remediation assessments had been completed for this group of projects by others as part of Federal court proceedings. However, because of the longevity of court proceedings, most assessments were four to five years

old at the start of the remediation design. Because of this, the first step for each of these sites was to perform an assessment of the campus that was up to date. Particular emphasis was put on the evaluation of facilities that had changed since the original assessment was completed. These revised assessments were completed using the same methodology proposed for this project. A 2 foot smart level, a digital camera, and a tape measure were used to measure each accessible element evaluating each for compliance with the federal ADA Accessibility Guidelines. In addition, each area was evaluated for compliance with state and local accessibility requirements. The single largest challenge for these projects was designing remediation in a way that it could be accomplished at a facility that must be operational 24 hours a day/7 days per week. This challenge was overcome with ingenuity and innovative design. This group of projects was completed on time and under budget and all facilities remained operational during construction. Consensus among stakeholders was achieved by gathering appropriate input from user groups throughout the design project.

Multiple projects have been completed in a sampling of the following states: Alaska, Alabama, Arkansas, California, Colorado, Florida, Georgia, Idaho, Indiana, Kansas, Kentucky, Louisiana, Mississippi, New Hampshire, Nevada, South Carolina, Tennessee, Texas, Utah, and Virginia.



# ADA Compliance, Retail Centers

Various Locations, United States



#### ROLE OF THE FIRM:

ADA Compliance Specialists

#### START DATE - COMPLETION DATE:

10/2013 - Present

#### KEY PERSONNEL INVOLVED:

George Huddleston, Project Manager  
Stephanie Shealey, Project Engineer

#### REFERENCE:

BakerHostetler  
Mr. Brian Blair  
SunTrust Center  
200 South Orange Avenue  
Suite 2300  
Orlando, FL 32801  
(407) 649-4050  
bblair@bakerlaw.com

#### KEY RELEVANT FEATURES:

- ADA barrier identification

Amid pending litigation at various shopping centers, DDR Corp. requested ADA compliance assessments at various retail centers throughout the southeast. Littlejohn was tasked with analyzing the retail site, including accessible parking spaces, pedestrian facilities, and paths of travel to existing buildings and suggesting necessary improvements. To date, Littlejohn has completed ADA compliance assessments at three (3) retail sites in two (2) states. Projects involved compliance with both state and federal ADA codes.

The first step for each project was to perform an assessment of the retail center. A 2-foot smart level, a digital camera, and a tape measure were used to measure each accessible element, evaluating each for compliance with the federal ADA Accessibility Guidelines. In addition, each area was evaluated for compliance with state and local accessibility requirements. A report was prepared for each shopping center, which included a table of non-compliant items, diagrams identifying the location of the non-compliant items, photographs of the non-compliant items, and general guidance for remedial measures.

Multiple projects have been completed in Florida and North Carolina.



# ADA Compliance Testing Program, Surgical Centers

## Various Locations, United States



**ROLE OF THE FIRM:**

Engineer of Record; Prime Consultant

**START DATE - COMPLETION DATE:**

12/2011 - 03/2013

**KEY PERSONNEL INVOLVED:**

Ross Lucas, Civil Project Manager  
 George Huddleston, Project Engineer  
 Soy Williams, ADA Litigation Expert

**REFERENCE:**

HCA, Inc.  
 Mr. Jon Faill, ADA Director  
 One Park Plaza  
 Nashville, TN 37203  
 (615) 344-9551  
 joh.faill@hcahealthcare.com

**PILOT SITES INCLUDED:**

- North Miami Beach Surgical Center, North Miami Beach, FL
- Grand Dunes Surgery Center, Myrtle Beach, SC

**KEY RELEVANT FEATURES:**

- ADA barrier identification and mitigation
- Approximately 10 acres in total; 2 buildings

Littlejohn assisted with this pilot program to assess Hospital Corporation of America's (HCA) Surgical Centers for ADA Compliance. Sites were evaluated based on the 1991 ADAAG and proposed design solutions utilized the 2010 ADAAG. During the site visit data sheets were prepared for each deficiency that included diagrams for slope related issues and photos taken. A report was then prepared which included a data sheet, spreadsheet summarizing the deficiencies noted, a general sketch for proposed fixes and details for general fixes. Based on the deficiencies noted projects were ranked 1-3 according to priority to fix the issue. All deficiencies were ranked including those accepted by industry tolerance. Pricing information was provided to prepare cost estimates.



Unique to this project, part of our challenge was to find a way that would allow the facility staff to check for accessibility on an ongoing basis (knowing that facilities change over time and obligations to provide equal access are constant). To that end, site assessment templates were created that allowed facility staff to walk their facilities and note non-compliant items. These templates are still used by our firm and clients for training purposes today. Stakeholders were brought into this project from its inception thereby creating a "team approach" where buy-in was never an issue.

LITTLEJOHN ENGINEERING ASSOCIATES						North Miami Beach Surgical Center 120 NE 167th Street, North Miami Beach, FL 33162		MNI Proj. No.: 11313.00 Survey Date: 1/18/11 Issue Date: 3/8/11		Item 012 Accessible Parking by Main Entrance				
Item	Location	Category	Line	Element	Issue	Remediation	Reference			Responsibility				
							Project Specific Details	Standard Details	Standard Spec. / Product Cut Sheets	Facility	Contractor with Permit	Complete by end of Year 1	Complete by end of Year 2	Complete by end of Year 3
012	Accessible Parking by Main Entrance	First Accessible Parking Space	A1	Surface	Accessible Parking space has a surface slope that exceeds 2%.	Rework accessible parking space with a surface slope not exceeding 2% in any direction.	STD 009, 011, 012, 014, and drawing below			X			\$13,500.00	
			A2	Striping	No issue.	No issue.								
			A3	Signage	Signage is mounted too low.	Signage to be raised such that it cannot be obstructed by a vehicle parked in this space.	STD 013		X					\$250.00
		First Access Aisle	B1	Surface	Access aisle has a surface slope that exceeds 2%.	Rework access aisle with a surface slope not exceeding 2% in any direction.	See Item 012.A1			X				Included in Item 012.A1
			B2	Striping	Access aisle is less than 60" in width.	Restripe access aisle such that its width is 60" minimum.	See Item 012.A1		X					Included in Item 012.A1
		Second Accessible Parking Space	C1	Surface	Accessible Parking space has a surface slope that exceeds 2%.	Rework accessible parking space with a surface slope not exceeding 2% in any direction.	See Item 012.A1			X				Included in Item 012.A1
			C2	Striping	No issue.	No issue.								
			C3	Signage	No issue.	No issue.								
Parking Count	D1	Standard	No issue.	No issue.										
	D2	Van Accessible	n/a	n/a										

# Davy Crockett State Park

## Lawrenceburg, Tennessee



#### ROLE OF THE FIRM:

Engineer of Record;  
Subconsultant

#### START DATE - COMPLETION DATE:

11/2005 - 02/2008

#### KEY PERSONNEL INVOLVED:

Ross Lucas, Civil Project  
Manager

#### REFERENCE:

Moody Nolan, Inc.  
Ms. Christina Karpynec  
Senior Associate  
1625 Broadway, 4th Floor  
Nashville, TN 37203  
(615) 386-9690  
ckarpynec@moodynolan.com

#### KEY RELEVANT FEATURES:

- ADA barrier identification and mitigation
- 1,100 acres
- Public Facility (Title II of ADA)
- Elevation is approximately 932 feet



Dedicated in May, 1959, in honor of one of Tennessee's most famous native sons, David Crockett State Park is located on US Highway 64 in Lawrence County, one-half miles west of the city of Lawrenceburg. The project reviewed and analyzed for compliance existing pedestrian facilities and paths of travel through major areas of the park. Barriers were identified and evaluated for severity and prioritization, design documents were developed, and construction of proposed remediation work was completed. Littlejohn provided ADA remediation design for 10 areas within the park including pavilions, campgrounds, a swimming pool, a visitor's center, and an amphitheater. Designs included concrete and asphalt parking re-work, sidewalk re-work, ramp design, parking relocation, and grading work.

For this project, the initial remediation assessment was developed by others, years prior to the project. The design team was tasked with evaluating the report, aiding in the prioritization of work, noting additional deficiencies located, designing remediation design services, and aiding with the administration of construction. Challenges for this project included the weather (work took place year round including the winter months), the magnitude of the project (1,100 acres), and exceptionally steep terrain. Many unique accessibility requirements were also encountered. These including the design of remediation work at a swimming pool, an amphitheater, and along many hiking trails. Consensus was achieved with stakeholders through effective communication. This project was completed on time and at budgeted costs.



**ROLE OF THE FIRM:**

Engineer of Record; Prime Consultant

**START DATE - COMPLETION DATE:**

2009 -2010

**KEY PERSONNEL INVOLVED:**

Leonard Arnold, Civil Project Manager  
Ross Lucas, ADA Compliance

**REFERENCE:**

CFP Group, LLC merged with Goodwyn, Mills & Cawood, Inc. (2013)  
Ms. Sara Butler, Director of Architecture  
3343 Perimeter Hill Drive Suite 102  
Nashville, TN 37211  
(615) 333-7200  
sara.butler@gmcnetwork.com

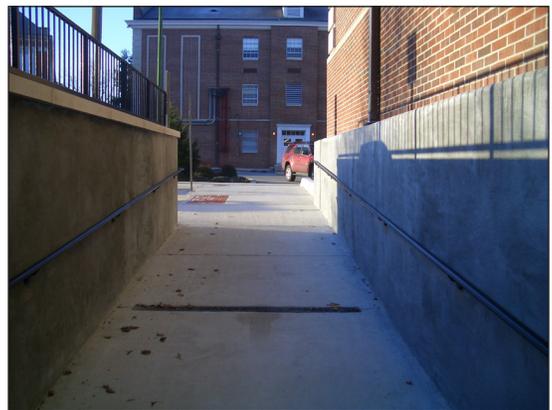
**KEY RELEVANT FEATURES:**

- ADA barrier identification and mitigation

Littlejohn provided planning, design and construction administration for the ADA remediation at Prescott Hall and Johnson Hall on the campus of Tennessee Tech.

Prescott Hall was constructed in the 1960's with two ramps at the rear of the building that didn't meet current ADA criteria. The state fire code requires the building to have three ADA accessible routes for emergency egress. The two existing ramps were removed and reconstructed to ADA standards, making them accessible routes. These ramps lead into the building's basement and required drainage remediation to prevent water from entering. A third ramp was designed to allow access from the building's first floor. The first floor sits approximately 6 feet above the surrounding grade and due to limited space required a switchback ramp to allow for ADA accessibility from the first floor.

Johnson Hall involved removal of a section of sidewalk and a set of stairs that accessed the building's basement, providing ADA access to the building. Stairs were removed and replaced with a 25-foot long ADA compliant ramp. During demolition an existing retaining wall was removed and replaced. The brick on the retaining wall was matched to the existing building as well as the precast cap on top of the wall. The project required drainage improvements due to the ramp extending to a closed well. ADA trench drains were installed to route water from the ramp to existing storm sewer, preventing water intrusion into the building. During construction it was discovered that a down spout had broken and water was dumping into subsoil under the existing steps. The situation was repaired and the saturated soil was removed and replaced with dry stable engineered fill.



# Belmont University Planning & Design

## Nashville, Tennessee



### ROLE OF THE FIRM:

Engineer of Record;  
Subconsultant

### START DATE - COMPLETION DATE:

2000 - Present

### KEY PERSONNEL INVOLVED:

Ross Lucas, ADA Compliance

### REFERENCE:

Belmont University  
Mr. Steve Lasley, Vice  
President of Finance &  
Operations  
1900 Belmont Boulevard  
Nashville, TN 37212  
(615) 460-6404  
steve.lasley@belmont.edu

### KEY RELEVANT FEATURES:

- ADA barrier identification and mitigation
- University Campus Planning

Littlejohn has been providing planning and civil engineering services throughout the university since 2000.

### **McWhorter Hall School of Pharmacy and Patton Hall -**

This \$30 million, 90,000 square foot project including planning and design for a four-story building to house the school of pharmacy and physical therapy, as well as the psychological science departments. Patton Hall included a 404-bed residence hall and adjacent plaza. Project involved extensive utility relocation and **ADA compliant accessible routes between the building and surrounding facilities**. Opened Fall 2010.



**Bruin Hills Dormitories -** Assisted with the master planning and civil engineering for two high-end apartment style and traditional dormitory space. They sit atop a connected 562-car underground parking garage. Dickens Hall opened 300-bed dormitory in the Fall 2012. Horell Hall opened in January 2013 with 190 beds.

**Randall and Sadie Baskin Center -** This 75,000 square foot, three-story brick and limestone building sits atop a five-level, 500-space underground garage and house Belmont University's College of Law. Several sustainable site design strategies were employed including green roofs, groundwater harvesting for irrigation and stormwater treatment systems. Opened in April 2012. Gold Certified

**Gordon E. Inman College of Health Sciences & Nursing -** This is an 80,000 square foot, \$22.5 million, multi-lab and classroom science building. Project was integrated on a steep slope into the fabric of the campus and neighboring residential community. Site grading, drainage, utility design, sediment and erosion control, stormwater detention design and off-site improvement were key elements of this project. Opened in May 2006.

**Beaman Student Life Center -** Provided civil engineering services in connection with the \$52 million complex which included the 500,000 square foot Student Life Center, a 5,900-seat Curb Event Center, and the Maddox Grad Atrium. This project included campus-wide utility relocations and streetscape improvements, while maintaining existing water and sewer services to the campus. Opened 2003.



**ROLE OF THE FIRM:**  
Engineer of Record;  
Subconsultant

**START DATE - COMPLETION DATE:**  
1997 - 2011

**KEY PERSONNEL INVOLVED:**  
Ross Lucas, ADA Compliance

**REFERENCE:**  
Heery International  
Mr. Fred Royals, Project  
Manager & Owner's Rep  
1900 Church Street  
Suite 400  
Nashville, TN 37203  
(615) 244-2525  
froyals@heery.com

**KEY RELEVANT FEATURES:**

- ADA barrier identification and mitigation



ADA accessibility assessments and upgrades were completed as part of larger design projects at multiple Metro Nashville Public Schools. Assessments were performed to determine each site's conformance with Federal ADA code. Deficiencies were noted and addressed as part of overall upgrades to the facilities.



**ROLE OF THE FIRM:**

Engineer of Record;  
Subconsultant

**START DATE - COMPLETION DATE:**

12/2013 - 12/2015 (Phase I)

**KEY PERSONNEL INVOLVED:**

Leonard Arnold, PIC  
George Huddleston, Project Manager  
Ben Ellis, Project Engineer  
Garrett George, Project Engineer  
Ian Anderson, Project Engineer

**REFERENCE:**

ESa  
Mr. Matt Manning, AIA  
Project Manager  
2100 West End Avenue  
Suite 1200  
Nashville, TN 37203  
(615) 329-9445  
mattm@esaarch.com

**KEY RELEVANT FEATURES:**

- ADA site accessibility
- Approximately 60 acres site development project



*Renderings provided by ESA*

Littlejohn provided civil engineering design of an 80,000 square foot Free Standing Emergency Department, Medical Office Building, and Ambulatory Surgery Center. This development is Phase I of a full hospital campus, with the total campus projected to have 200 beds and 200,000 square feet of medical office space. Design elements include site layout, utilities, stormwater, and erosion and sediment control. A pond for an existing PUD and shopping center is being relocated to make way for the Phase II improvements, and off-site improvements, inclusive of roadway improvements, bike paths, and recreational space, are also involved. Permitting is required and coordinated through the City of Winter Garden, the St. Johns River Water Management District, the Florida Department of Transportation, and the Florida Department of Environmental Protection.

# Barriers to Access Study Orlando, Florida



**ROLE OF THE FIRM:**

Engineer of Record; Prime Consultant

**START DATE - COMPLETION DATE:**

2/2014 - 12/2014

**KEY PERSONNEL INVOLVED:**

- Leonard Arnold, PIC
- George Huddleston, Project Manager
- Ben Ellis, Project Engineer
- Stephanie Shealey, Project Engineer
- Garrett George, Project Engineer
- Ian Anderson, Project Engineer

**REFERENCE:**

City of Orlando  
 Mr. Frank A. Consoli, PE,  
 Traffic Operations Engineer  
 400 South Orange Avenue,  
 8th Floor  
 Orlando, FL 32801  
 (407) 246-2703  
 frank.consoli@cityoforlando.net

**KEY RELEVANT FEATURES:**

- ADA barrier identification and mitigation



Littlejohn has been selected by the City of Orlando to conduct a Barriers to Access Study around the downtown SunRail Stations at Lynx Main and Church Street Stations. The study is to review physical barriers such as ADA issues, shade, lighting and bicycle access to the stations. The study also will review perceived barriers such as long stretches of blank walls adjacent to the path of travel, large transportation facilities that must be crossed, etc. The project is being completed utilizing a Federal HUD Grant to the City of Orlando.

## FLORIDA

- Ambulatory Surgery Center, Tampa
- Aventura Hospital & Medical Center, Aventura
- Bayonet Point Regional Medical Center, Hudson
- Belleair Ambulatory Surgical Center, Clearwater
- Black Gold Operations Expansion, Oxford
- Blake Medical Center, Bradenton
- Brandon Ambulatory Surgical Center, Brandon
- Brandon Regional Hospital, Brandon
- Capital Regional Medical Center, Tallahassee
- Central Florida Surgery Center, Lakeland
- Columbia Hospital, West Palm Beach
- Community Hospital, New Port Richey
- Crane's View Lodge Assisted Living Facility, Clermont
- DDRM Creekwood Crossing ADA Assessment, Bradenton
- DDRM North Point Plaza ADA Assessment, Tampa
- Doctor's Hospital of Sarasota, Sarasota
- Edward White Hospital, St. Petersburg
- Englewood Children's Hospital, Englewood
- Fawcett Medical Hospital, Port Charlotte
- Florida Hospital, Winter Garden
- Florida Surgery Center, Altamonte Springs
- Ft. Walton Beach Medical Center, Ft. Walton Beach
- Gulf Coast Medical Center, Panama City
- Holland Park Playground & Splash Pad, Palm Coast
- JFK Medical Center, Palm Beach
- Largo Free Standing Emergency Department, Clearwater
- Lawnwood Medical Center, Ft. Pierce
- Memorial Hospital of Jacksonville, Jacksonville
- Newport Richey Surgery Center, New Port Richey
- North County Surgery Center, Palm Beach Gardens
- North Miami Beach Surgical Center, N. Miami Beach
- Northside Medical Center, St. Petersburg
- Oak Hill Hospital, Brooksville
- Ocala Regional Medical Center, Ocala
- Orange Park Medical Center, Orange Park
- Orange Park Surgery Center, Orange Park
- Outpatient Ambulatory Surgical Center, Plantation

- Osceola Regional Medical Center Free Standing Emergency Department, Orlando
- Oviedo Mall, Oviedo
- Palm Coast Community Center, Palm Coast
- Plantation General Hospital, Plantation
- RaceTrac Petroleum, Oakland
- Raulerson Hospital, Okeechobee
- Same Day Surgery Center, Orlando
- South Bay Hospital, Sun City
- Specialty Hospital of Jacksonville, Jacksonville
- St. Luke's Lutheran Church, Oviedo
- St. Petersburg General Hospital, St. Petersburg
- SunRail Station Parking Garage, Kissimmee
- Surgical Park Center, Tampa
- Tampa Eye Surgery, Tampa
- Trinity Regional Medical Center Free Standing Emergency Department, Citrus Park
- Twin Cities Hospital, Niceville
- University Hospital & Medical Center, Tamarac
- Vivere Surgery Center, Winter Park
- Westside Regional Medical Center, Plantation

## ALASKA

- Alaska Regional Hospital, Anchorage

## ARIZONA

- St. Joseph's Medical Center, Phoenix
- Superstition Springs Mall ADA Remediation, Mesa

## CALIFORNIA

- Good Samaritan Hospital, San Jose
- Los Robles Regional Medical Center, Thousand Oaks
- Riverside Children's Hospital, Riverside
- Regional Medical Center of San Jose, San Jose
- West Hills Hospital & Medical Center, West Hills
- West Hills Surgery Center, West Hills

## COLORADO

- Medical Center of Aurora, Aurora
- Memorial Hospital, Craig
- North Suburban Medical Center, Thornton
- Presbyterian/St. Luke's Medical Center, Denver
- Rose Medical Center, Denver
- Sky Ridge Medical Center, Lone Tree
- Spalding Rehabilitation Hospital, Aurora
- Swedish Medical Center, Englewood

## GEORGIA

- Atlanta Medical Center South Campus ADA Remediation, East Point
- Augusta Surgery Center, Augusta
- Cartersville Medical Center, Cartersville
- Coliseum Medical Center, Macon
- Coliseum Northside Hospital, Macon
- Coliseum Psychiatric Center, Macon
- Doctor's Hospital of Augusta, Augusta
- Emory Eastside Medical Center Snellville
- Emory Johns Creek Hospital, Johns Creek
- Fairview Park Hospital, Dublin
- Northlake Surgery Center, Tucker
- Polk Medical Center, Cedartown
- Redmond Medical Center, Rome

## IDAHO

- Eastern Idaho Regional Medical Center, Idaho Falls
- West Valley Regional Medical Center, Caldwell

## INDIANA

- Terra Haute Regional Hospital, Terre Haute

## KANSAS

- Menorah Medical Center, Overland Park
- Overland Park Regional Medical Center, Overland Park
- Wesley Medical Center, Wichita

## KENTUCKY

- Frankfort Regional Hospital, Frankfort
- Greenview Regional Hospital, Bowling Green
- Jennie Stuart Medical Center Free Standing Surgery Center, Hopkinsville

## LOUISIANA

- Dauterive Hospital, New Iberia
- Lakeview Regional Medical Center, Covington
- Rapides Regional Medical Center, Alexandria
- North Monroe Medical Center, Monroe
- Southwest Medical Center, Lafayette
- Tulane & Lakeside Medical Center, New Orleans
- Women's & Children's Hospital, Lafayette

## MISSISSIPPI

- Garden Park Medical Center, Gulfport

## MISSOURI

- Centerpoint Medical Center, Independence
- Lafayette Regional Health Center, Lexington
- Lee's Summit Hospital, Missouri
- Research Belton Hospital, Belton
- Research Psychiatric Center, Kansas City
- Research Medical Center, Kansas City

## NEVADA

- Flamingo Surgery Center, Las Vegas
- Las Vegas Surgery Center, Las Vegas
- MountainView Hospital, Las Vegas
- Sahara Surgery Center, Las Vegas
- Southern Hills Medical Center, Las Vegas
- Sunrise Medical Center, Las Vegas

## NEW HAMPSHIRE

- Parkland Medical Center, Derry
- Portsmouth Regional Hospital, Portsmouth

## NORTH CAROLINA

- DDRM Patterson Place ADA Assessment, Durham

## OKLAHOMA

- Edmond Regional Medical Center, Edmond
- Oklahoma University Medical Center, Oklahoma City

## SOUTH CAROLINA

- Colleton Medical Center, Walterboro
- Grand Strand Regional Medical Center, Myrtle Beach
- Summerville Medical Center, Summerville
- Trident Medical Center, Charleston

## TENNESSEE

- Centennial Medical Center, Nashville
- Hendersonville Medical Center, Hendersonville
- Henry Horton State Park, Chapel Hill
- Horizon Medical Center, Dickson
- Johnson Hall Renovation at Tennessee Tech University, Cookeville
- Prescott Hall Renovation at Tennessee Tech University, Cookeville
- Metro Nashville Public Schools, Nashville
- Overton High School, Nashville
- Parkridge Medical Center, Chattanooga
- Parkridge Valley Hospital, Chattanooga
- Parkridge East Hospital, Chattanooga
- Skyline Medical Center, Nashville

## Sample List of ADA Project Experience by State

- Southern Hills Medical Center, Nashville
- Stonecrest Medical Center, Smyrna
- Summit Medical Center, Hermitage

### TEXAS

- Bayshore Medical Center, Pasadena
- Clear Lake Regional Medical Center, Webster
- Conroe Medical Center, Conroe
- Corpus Christi Medical Center, Corpus Christi
- Del Sol Medical Center, El Paso
- Denton Regional Medical Center, Denton
- East Houston Regional Medical Center, Houston
- Gramercy Surgery Center, Houston
- Green Oaks Hospital, Dallas
- Kingwood Medical Center, Kingwood
- Las Colinas Medical Center, Irving
- Las Colinas Surgery Center, Irving
- Las Palmas Medical Center, El Paso
- Mainland Medical Center, Texas City
- Medical Center of Arlington, Arlington
- Medical Center of Lewisville, Lewisville
- Medical Center of Plano, Plano
- Medical City Hospital, Dallas
- Methodist Spec. & Trans. Hospital, San Antonio
- Metropolitan Methodist Hospital, San Antonio
- North Austin Medical Center, Austin
- North Central Medical Center, McKinney
- North Hills Hospital, North Richland Hills
- Northeast Methodist Hospital, San Antonio
- Oakwood Surgery Center, Round Rock
- Plaza Medical Center of Fort Worth, Fort Worth
- Rio Grande Regional Hospital, McAllen
- Round Rock Medical Center, Round Rock
- Surgery Center of El Paso, El Paso
- South Austin Medical Center, Austin
- Spring Branch Medical Center, Houston
- St. David's Medical Center, Austin
- St. David's Pavilion, Austin
- St. David's Rehabilitation Center, Austin
- SW Texas Methodist Hospital, San Antonio
- Texas Orthopedic Hospital, Houston
- Valley Regional Medical Center, Brownsville
- West Houston Medical Center, Houston
- Women's Hospital of Texas, Houston

### UTAH

- Brigham City Children's Hospital, Brigham City
- Lakeview Hospital, Bountiful
- Mountain View Hospital, Payson
- Ogden Regional Medical Center, East Ogden
- St. Mark's Hospital, Salt Lake City
- Timpanagos Regional Medical Center, Orem

### VIRGINIA

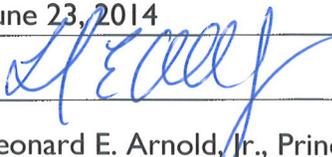
- Alleghany Regional Hospital, Low Moor
- CJW Medical Center, Richmond
- Davy Crockett State Park, Lawrenceburg
- Dominion Hospital, Falls Church
- Henrico Doctor's Hospital-Forest Campus, Richmond
- Henrico Doctor's Hospital-Parham Campus, Richmond
- John Randolph Medical Center, Hopewell
- Johnston Memorial, Abingdon
- Lewis-Gale Medical Center, Salem
- Pulaski Community Hospital, Pulaski
- Reston Hospital Center, Reston
- Retreat Hospital, Richmond



Fee Proposal, Schedule and Rate Sheet

**ATTACHMENT 1**  
**CITY OF KEY WEST**  
**ADA TRANSITION PLAN**  
**Request for Proposals**  
**Fee Proposal**

The below listed firm proposes to perform the scope of services as detailed in this Request for Proposals for the fee shown below.

Firm Name: Littlejohn Engineering Associates, Inc.  
Address: 1615 Edgewater Drive, Suite 180  
Orlando, Florida 32804  
Date: June 23, 2014  
Signature:   
Print Name: Leonard E. Arnold, Jr., Principal

- |                                 |                   |
|---------------------------------|-------------------|
| 1. Document Survey              | \$ <u>46,200</u>  |
| 2. Policy Survey                | \$ <u>27,100</u>  |
| 3. Facility Diagrams            | \$ <u>44,300</u>  |
| 4. Facility Survey              | \$ <u>179,900</u> |
| 5. Programs/Activities/Services | \$ <u>60,200</u>  |
| 6. Reports                      | \$ <u>205,400</u> |
| 7. Transition Plan              | \$ <u>114,000</u> |
| 8. Presentation of Findings     | \$ <u>69,100</u>  |

Total Fee \$ 746,200

1. Attach a fee proposal breakdown showing how the fee was established
2. Attach the proposed project schedule; assume a start date of 1 October 2014
3. Submit this form and all backup material in a sealed envelope marked "ADA Transition Plan, Fee Proposal"



### FEE PROPOSAL BREAKDOWN

	Littlejohn (Hourly Rate = \$128)		Soy Williams (Hourly Rate = \$250)		Elizabeth Stewart (Hourly Rate = \$250)		Total
	Projected Hours	Lump Sum Fee	Projected Hours	Lump Sum Fee	Projected Hours	Lump Sum Fee	
<b>1) Document Survey</b>							
- Facility Document Research	297	\$ 38,000	24	\$ 6,000			\$ 44,000
- Expenses		\$ 1,800		\$ 400			\$ 2,200
<b>SUBTOTAL DOCUMENT SURVEY</b>	<b>297</b>	<b>\$ 39,800</b>	<b>24</b>	<b>\$ 6,400</b>			<b>\$ 46,200</b>
<b>2) Policy Survey</b>							
- Identify Policies & Practices					36	\$ 9,000	\$ 9,000
- Review Policies & Practices					58	\$ 14,500	\$ 14,500
- Expenses						\$ 3,600	\$ 3,600
<b>SUBTOTAL POLICY SURVEY</b>		\$ -		\$ -	<b>94</b>	<b>\$ 27,100</b>	<b>\$ 27,100</b>
<b>3) Facility Diagrams</b>							
- Site Diagram Preparation	340	\$ 43,400					\$ 43,400
- Expenses		\$ 900					\$ 900
<b>SUBTOTAL FACILITY DIAGRAMS</b>	<b>340</b>	<b>\$ 44,300</b>		\$ -		\$ -	<b>\$ 44,300</b>
<b>4) Facility Survey</b>							
- Exterior Surveys	546	\$ 69,800					\$ 69,800
- Building / Interior Surveys			252	\$ 62,800			\$ 62,800
- Expenses		\$ 28,300		\$ 19,000			\$ 47,300
<b>SUBTOTAL FACILITY SURVEY</b>	<b>546</b>	<b>\$ 98,100</b>	<b>252</b>	<b>\$ 81,800</b>		\$ -	<b>\$ 179,900</b>
<b>5) Programs/Activities/Services</b>							
- Identify Programs					56	\$ 14,000	\$ 14,000
- Review Programs					166	\$ 41,500	\$ 41,500
- Expenses						\$ 4,700	\$ 4,700
<b>SUBTOTAL PROGRAMS/ACTIVITIES/SERVICES</b>		\$ -		\$ -	<b>222</b>	<b>\$ 60,200</b>	<b>\$ 60,200</b>
<b>6) Reports</b>							
- Report Preparation	636	\$ 81,300	308	\$ 77,000	40	\$ 10,000	\$ 168,300
- QA/QC	128	\$ 16,300	72	\$ 17,800			\$ 34,100
- Expenses		\$ 1,400		\$ 1,200		\$ 400	\$ 3,000
<b>SUBTOTAL REPORTS</b>	<b>764</b>	<b>\$ 99,000</b>	<b>380</b>	<b>\$ 96,000</b>	<b>40</b>	<b>\$ 10,400</b>	<b>\$ 205,400</b>
<b>7) Transition Plan</b>							
- Proposed Modifications	86	\$ 10,900	48	\$ 11,900	28	\$ 6,800	\$ 29,600
- Budget & Timeframe Preparation	170	\$ 21,700			17	\$ 4,200	\$ 25,900
- Priority Assignment	43	\$ 5,500	48	\$ 11,900	15	\$ 3,600	\$ 21,000
- QA/QC	128	\$ 16,300	72	\$ 17,800			\$ 34,100
- Expenses		\$ 1,800		\$ 200		\$ 1,400	\$ 3,400
<b>SUBTOTAL TRANSITION PLAN</b>	<b>427</b>	<b>\$ 56,200</b>	<b>168</b>	<b>\$ 41,800</b>	<b>60</b>	<b>\$ 16,000</b>	<b>\$ 114,000</b>
<b>8) Presentation of Findings</b>							
- Five (5) Presentations	138	\$ 17,600	77	\$ 19,200	60	\$ 15,000	\$ 51,937
- Expenses		\$ 6,100		\$ 5,800		\$ 5,400	\$ 27,650
<b>SUBTOTAL PRESENTATION OF FINDINGS</b>	<b>138</b>	<b>\$ 23,700</b>	<b>77</b>	<b>\$ 25,000</b>	<b>60</b>	<b>\$ 20,400</b>	<b>\$ 69,100</b>
<b>TOTAL BASE FEES</b>	<b>2,512</b>	<b>\$ 361,100</b>	<b>901</b>	<b>\$ 251,000</b>	<b>476</b>	<b>\$ 134,100</b>	<b>\$ 746,200</b>

Notes:

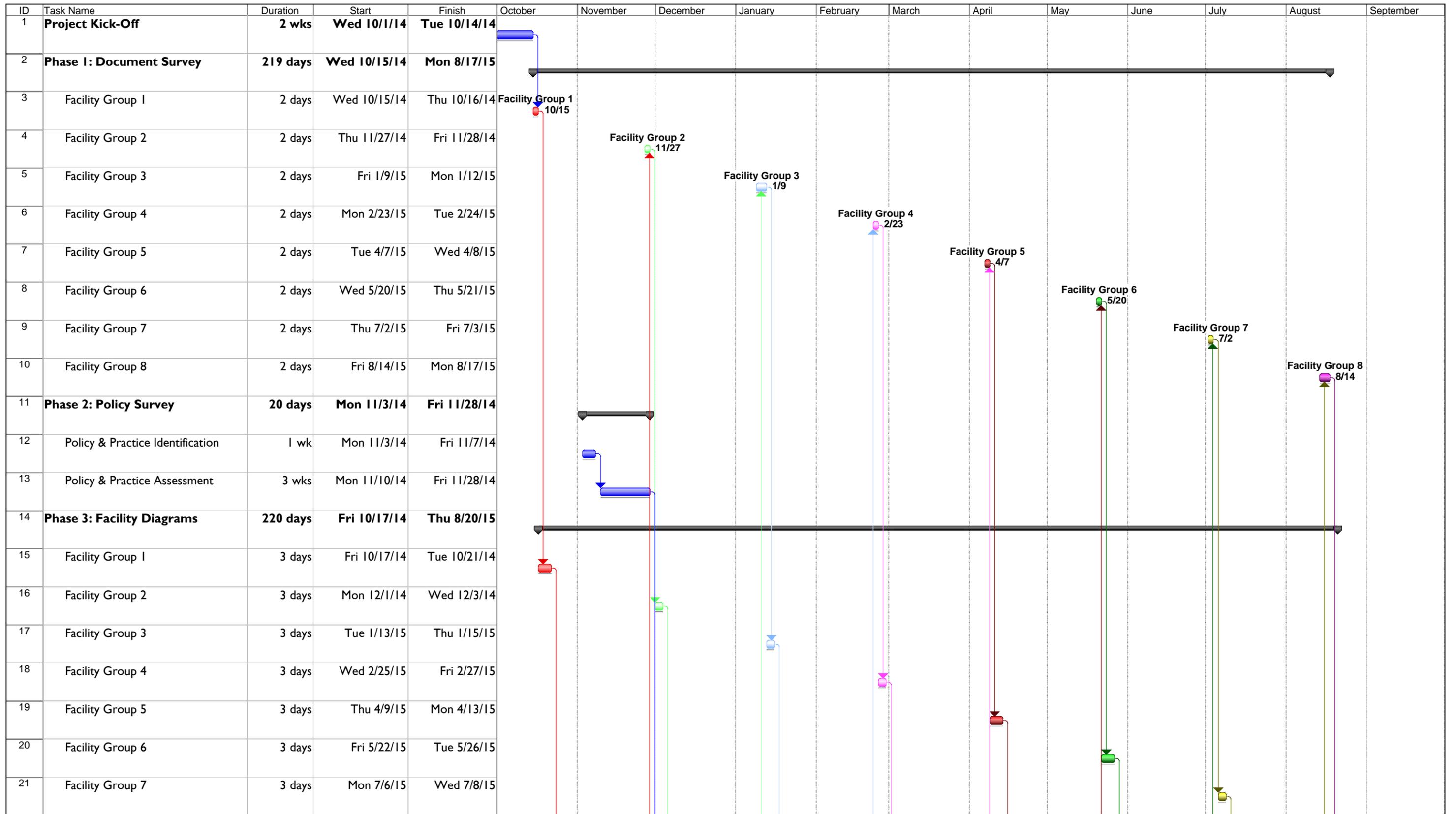
- 1) Littlejohn's hourly rate is a weighted average based on projected involvement from various personnel. Please find a detailed rate schedule attached, outlining hourly rates for varying levels of professionals.
- 2) Facilities to be reviewed are as outlined in the project approach and RFP. As facility information was unavailable at the time this fee schedule was prepared, fees quoted here are based upon an assumed building size of up to 15,000 SF and site size of up to 3 acres. Facilities larger than this may incur additional fees.
- 3) Programs and services to be reviewed are as outlined in the project approach. Other programs and services can be reviewed but may be subject to additional fees.



**LITTLEJOHN ENGINEERING ASSOCIATES, INC.**  
**SCHEDULE OF HOURLY RATES**  
**2014 - 2015**

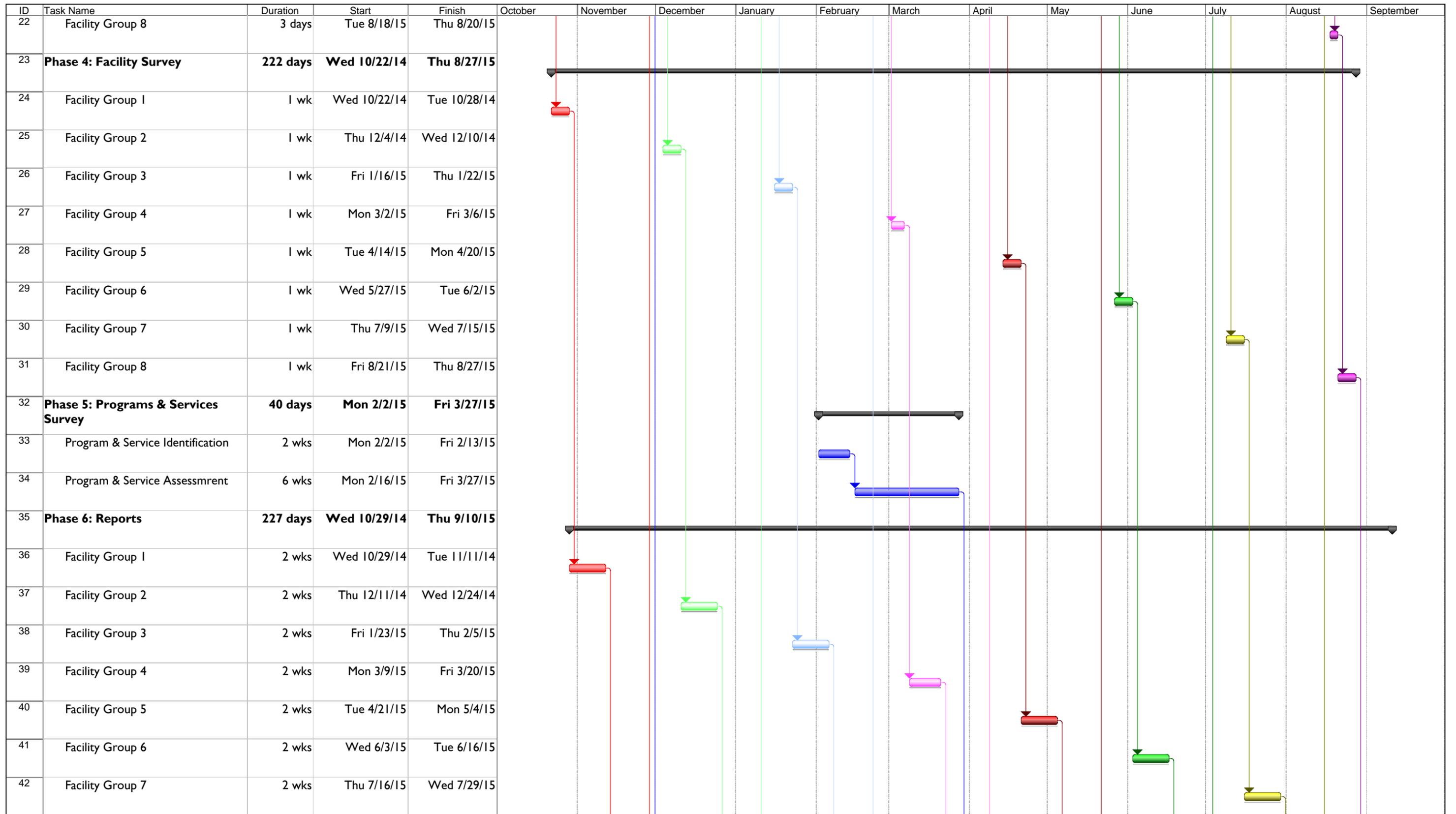
<u>Classification</u>	<u>Hourly Rates</u>
Senior Consultant .....	\$ 250.00
Principal/Sr. Project Manager/Project Manager/Design Manager .....	\$ 145.00 to \$ 250.00
Assistant Project Manager .....	\$ 105.00 to \$ 140.00
Senior Professional Geologist .....	\$ 160.00 to \$ 170.00
Professional Engineer/Landscape Architect/Planner/Geologist .....	\$ 90.00 to \$ 145.00
Intern Engineer/Landscape Architect/Geologist .....	\$ 85.00 to \$ 110.00
Air Compliance Engineer/Specialist .....	\$ 120.00 to \$ 150.00
Senior Industrial Hygienist/Safety Professional .....	\$ 120.00 to \$ 150.00
Staff Industrial Hygienist/Health & Safety Specialist .....	\$ 75.00 to \$ 115.00
Registered Land Surveyor/Survey Manager .....	\$ 105.00 to \$ 165.00
Survey Coordinator .....	\$ 95.00 to \$ 115.00
Two-Man Survey Crew .....	\$ 130.00
Three-Man Survey Crew .....	\$ 170.00
GPS Equipped Crew .....	\$ 170.00
CAD or GIS Technician/Environmental Specialist/ Survey Technician/Environmental Technician .....	\$ 65.00 to \$ 145.00
Administrative .....	\$ 55.00 to \$ 115.00

*Hourly Rate Schedule Effective May 25, 2014 through June 1, 2015*



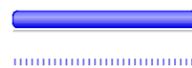
Project: City of Key West ADA Transiti  
Date: Tue 6/24/14

Task		Progress		Summary		External Tasks		Deadline	
Split		Milestone		Project Summary		External Milestone			



Project: City of Key West ADA Transiti  
Date: Tue 6/24/14

Task  
Split



Progress  
Milestone



Summary  
Project Summary

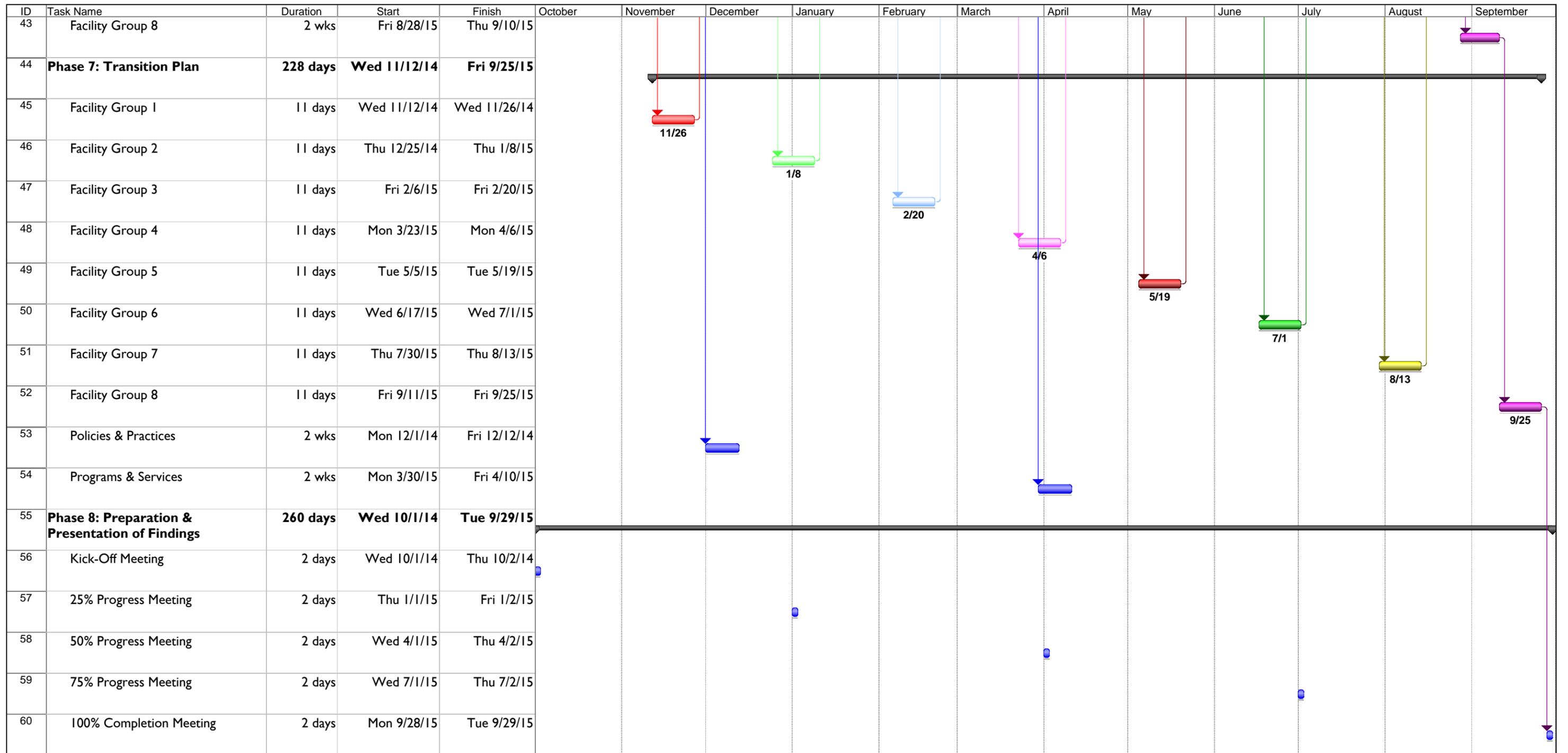


External Tasks  
External Milestone



Deadline





Project: City of Key West ADA Transiti  
Date: Tue 6/24/14

Task		Progress		Summary		External Tasks		Deadline
Split		Milestone		Project Summary		External Milestone		



# ADA Compliance Services



# ADA Compliance

## Construction Engineering and Inspection Services



The running slope of a route shall not exceed 5% or it is considered a ramp. The cross slope of a route shall not exceed 2%.



Steep Slope Entrance (above)  
Converted to ADA Compliance (below)



A patron visits a business in a small facility in south Florida. The patron is confined to a wheelchair and feels discriminated against during his time in the facility because of his disability. The small facility was owned by a large corporation. Sixteen years and nearly \$100 million dollars later, the class action law suit that ensued is finally coming to a close.

Property owners consistently find themselves subjected to law suits and formal complaints related to non-compliance with the Americans with Disabilities Act (ADA). As many property owners are unfortunately unaware, Section 12182 of the ADA (42 U.S.C. § 12182(b)(2)(A)(iv)) defines a failure to remove architectural barriers from an existing facility as an act of discrimination against patrons of the establishment with disabilities. Littlejohn has a special expertise in working with property owners to identify and remove these barriers and avoid these potentially devastating claims.

Having completed barrier removal projects at over 300 facilities across the country, Littlejohn is a national leader in issues of accessibility. These facilities have ranged from shopping centers to hospitals to state parks. Of special note, **Littlejohn exclusively provided the civil design of the accessibility remediation associated with the then largest class action lawsuit related to ADA compliance in United States history.** Littlejohn maintains fluency in the following codes/regulations:

- ADAAG - Americans with Disabilities Act Accessibility Guidelines (1991 and 2010)
- ANSI - Americans Standards Institute
- ABAAS - Architectural Barriers Act Accessibility Standards
- UFAS - Uniform Federal Accessibility Standards
- PROWAG - Public Right of Way Accessibility Guidelines
- FHA - Fair Housing Act
- All Major State Accessibility Codes

## When Do You Need Assistance?

- When you are unclear if your property has violations and until each violation is remediated.
- In response to a formal complaint, inquiry, or lawsuit related to disabled access.
- When you've hired a professional for a traditional construction project.
- When questions arise related to accessibility.

## Why You Need Assistance

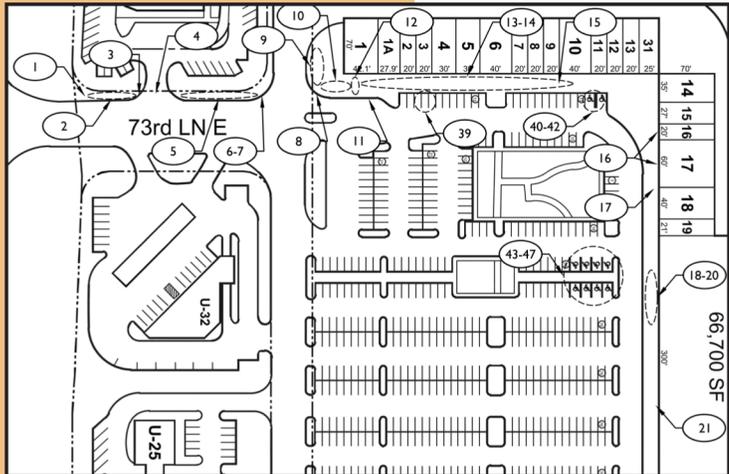
**Cost Savings.** Legal fees associated with accessibility suits are often extreme and defendants are often responsible for costs of the plaintiff's counsel. Littlejohn has found that a proactive approach can more than cut these costs in half.

Item	Location	Element	Issue	1991 ADAAG	2010 Standards	2012 F.A.C.	Proposed Modification	Photo Reference	Detail Reference
1	Accessible Route from Right-of-Way (between Chick-fil-A drive & SR 70)	Sidewalk	1" vertical change in grade at storm sewer structure	4.5.2	303.2	303.2		Photo #1	-
2	Accessible Route from Right-of-Way (between Chick-fil-A drive & SR 70)	Sidewalk	7 sidewalk panels with cross slopes ranging between ±3.0% and ±5.2%	4.3.7	403.3	403.3		Photo #1	-
3	Accessible Route from Right-of-Way (south side of Chick-fil-A drive)	Curb Ramp	No landing at top of curb ramp	4.8.4	406.4	406.4		Photo #2	-
4	Accessible Route from Right-of-Way (across Chick-fil-A drive)	Crosswalk	Cross slope within the crosswalk ranges between ±5.5% and ±7.5%	4.3.7	403.3	403.3	Items are not located within center's property; therefore, remedial work is not possible.	Photo #2	-
5	Accessible Route from Right-of-Way (between Chick-fil-A drive & loop drive)	Sidewalk	Cross slopes range between ±3.0% and ±5.5%	4.3.7	403.3	403.3		Photo #2	-
6	Accessible Route from Right-of-Way (south side of loop drive)	Curb Ramp	No landing at top of curb ramp	4.8.4	406.4	406.4		Photo #3	-
7	Accessible Route from Right-of-Way (north side of loop drive)	Curb Ramp	Ramp doesn't meet up with north/south crosswalk	4.7.9	406.5	406.5		Photo #3	-
8	Accessible Route from Right-of-Way (north side of loop drive)	Curb Ramp	Curb ramp does not exist	4.5.2	303.4	303.4	Create curb ramp with detectable warning where crosswalks meet raised sidewalk.	Photo #3	C1 & C3
9	Main Sidewalk on South Side of Suite 1	Sidewalk	Cross slopes of up to ±8.5% exist on sidewalk.	4.3.7	403.3	403.3	Extend grass strip along side of roadway and rework sidewalk to ensure less than 2.0% cross slope.	Photo #4	-

LEA Project # \_\_\_\_\_

Page 1 of 6

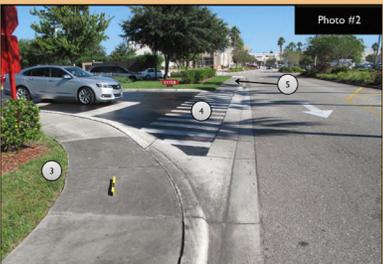
Printed 1/1/11



Sample Site Plan / Location Map  
(Coded notes reference the Assessment Report depicted on the previous page.)



Sample Photos from ADA Assessment Report showing Visual Locations Identified on Map Above



Additionally, a qualified professional can aid by providing input on how best to cost-effectively remove barriers, phase work, and employ other cost saving measures.

**Expertise.** Simply put, traditional designers and builders are unaware of the intricacies of accessibility codes and guidelines. Additionally, facility managers are often unaware of the ongoing need to remove architectural barriers. In Littlejohn’s experience, we have never evaluated a site that was completely clear of potential ADA liabilities prior to a remediation project.

### Why Choose Littlejohn

**Comprehensive Service.** Most professionals in the accessibility field specialize in a single service, i.e., merely inspection services. Littlejohn’s ability to perform inspections, design remedial measures, and administer the construction process affords efficiencies that often result in a more compliant, more cost-effective, and a more quickly completed project.

**Fees.** We often find that our fees are substantially lower than most professionals that profess to have similar skills and experience.

**Geographic Reach.** With the ability to perform services across the country, Littlejohn can serve as a single point of contact for all of your accessibility needs.

**Expertise.** Littlejohn’s experience in this field speaks for itself. Of note, none of Littlejohn’s remediation projects have ever been involved in subsequent law suits related to accessibility.

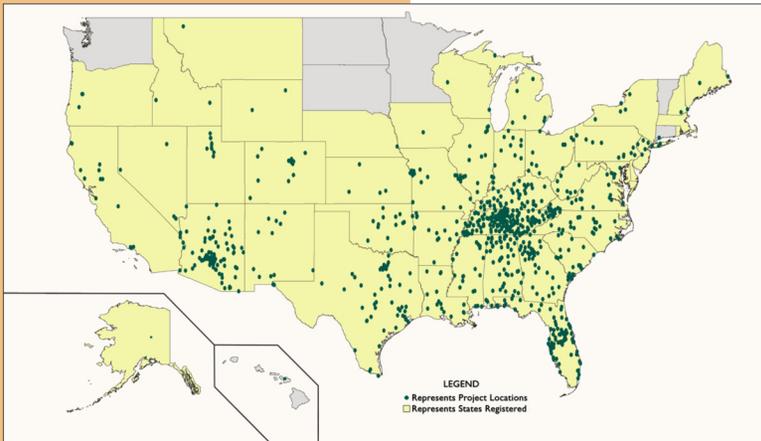
**Integrity.** Littlejohn has never worked for a plaintiff in an ADA suit. You can rest assured that Littlejohn comes to the table with your best-interests at heart.

### Service Offerings

Littlejohn provides comprehensive services related to issues of accessibility. Littlejohn seeks to eliminate the management burden from facility owners by seeing the project through from initial inspection to completion of construction and final inspection. Core accessibility related services can be described as follows:

**ADA Inspection and Evaluation Services.** Littlejohn regularly works with facility owners to provide front-end inspection services to identify ADA deficiencies on existing properties. A listing of deficiencies and associated graphics are produced for easy identification of noted barriers.

# ADA Compliance



The map above denotes ADA remediation and other firm projects. Littlejohn is registered in 43 states.



Steep Pathway (above) Converted to an ADA Ramp



## ADA Maintenance and Repair Programs.

Littlejohn can take remediation summaries and prioritize remedial work for deficiencies based upon criteria such as cost, exposure, and phasing opportunities. These reports are generated in a fashion that allows the facility to self-perform some work if desired and make recommendations on items that require professional design consultation.

## ADA Remediation Design.

Littlejohn has vast experience in remediation design and has developed design guidelines that translate into

successfully constructed projects. Services are performed in compliance with both state and federal ADA codes and laws.

## ADA Plan Review.

The ADA expertise of firms in this industry varies greatly. As part of this service, Littlejohn reviews civil engineering plans completed by others for compliance with pertinent accessibility codes. These reviews generally take place at various milestones throughout the design of a project. Additional ADA related services include:

- Construction Administration and Inspection
- Post-Construction Inspection
- Transition Plan Production
- Comprehensive Written and Illustrated Reports
- Defense Strategy Consultation
- Infrastructure Management

## Facilities Served

Littlejohn has served numerous types of facilities for many owners. Assistance can be provided to any of the following:

- Commercial Buildings
- Community Centers
- Educational Facilities
- Financial Institutions
- Healthcare Facilities (all types)
- Hospitality/Hotels
- Light Industrial Facilities
- Local Government
- Malls and Shopping Centers
- Multi-Family
- National Retailers
- Offices
- Parks
- REITs
- Restaurants
- Retail Buildings
- Service Providers
- Storage Facilities

Engineering  
Planning  
Landscape Architecture  
Land Surveying  
Environmental Services  
Health and Safety  
Economic Development



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

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April 25, 2014

To Whom It May Concern:

Littlejohn Engineering Associates has provided site planning and landscape architectural design services for the Key West City Hall at Glynn Archer School.

The staff at Littlejohn has provided high-quality professional consulting services to the City and has demonstrated a high degree of professionalism and dependability. Littlejohn has consistently preformed to the contract terms and has exhibited a high degree of competence in performing assigned project related tasks. They have consistently delivered the required services in timely manner and within budget.

Littlejohn has performed exceptionally well for the City of Key West.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald Leland Craig", is written over the word "Sincerely,".

Donald Leland Craig, AICP  
Director of Community Development Services  
Planning Director

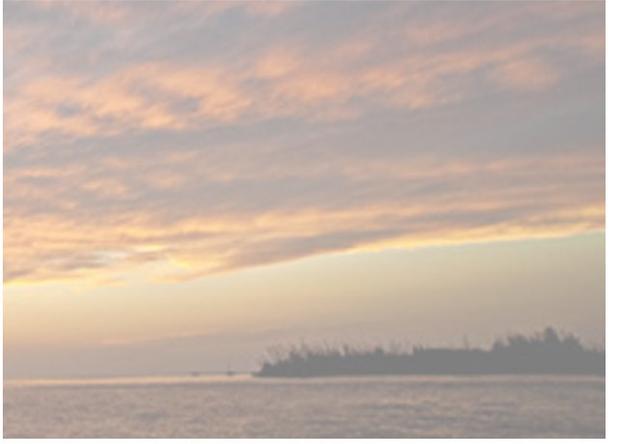


**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**Littlejohn Engineering Associates**

  
 is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.  
 Expiration: 2/28/2015      **Certificate of Authorization**      CA Lic. No: 28050  
 Audit No: 228201502475

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**George Beesley Huddleston III, P.E.**

  
 Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2015      P.E. Lic. No: 75608  
 Audit No: 2282015090431



CONE OF SILENCE AFFIDAVIT

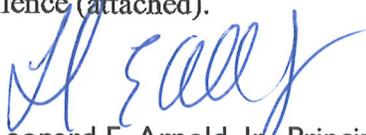
STATE OF FLORIDA )

: SS

COUNTY OF ORANGE )

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Littlejohn Engineering Associates, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

BY:

  
Leonard E. Arnold, Jr., Principal

Sworn and subscribed before me this

23rd day of June, 2014.

  
\_\_\_\_\_

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: \_\_\_\_\_



STACIE E. WOODS  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# EE016568  
Expires 8/29/2014

Sec. 2-773. Cone of Silence

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS

COUNTY OF MONROE ORANGE

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: \_\_\_\_\_



Leonard E. Arnold, Jr., Principal  
Littlejohn Engineering Associates, Inc.

sworn and prescribed before me this 23rd day of June, 2014



NOTARY PUBLIC, State of Florida



STACIE E. WOODS  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# EE016568  
Expires 8/29/2014

My commission expires: \_\_\_\_\_

## DOMESTIC PARTNER BENEFITS

Except where otherwise exempt or prohibited by law, a contractor awarded a contract pursuant to a bid process shall provide benefits to domestic partners of its employees on the same basis as it provides benefits to employees spouses.

Such certification shall be in writing and shall be signed by an authorized officer of the contractor and delivered, along with a description of the contractor's employee benefits plan, to the City's procurement director prior to entering a contract.

If the contractor fails to comply with this section, the City may terminate the contract and all monies due or to become due under the contract may be retained by the City

If awarded the contract, Littlejohn Engineering Associates, Inc. will comply with the Domestic Partner Benefits as stated above.



Leonard E. Arnold, Jr., Principal  
Littlejohn Engineering Associates, Inc.  
June 23, 2014

NOT APPLICABLE

LOCAL VENDOR CERTIFICATION PURSUANT TO CKW ORDINANCE 09-22  
SECTION 2-798

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. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the City, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the City for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the City or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the City at least 24 hours prior to the publication of the call for bids or request for proposals.
- o Not a local vendor pursuant to Ordinance 09-22 Section 2-798
- o Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & 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

Phone:

Current Local Address:

Fax:

(P.O Box numbers may not be used to establish status)

Length of time at this address

\_\_\_\_\_  
\_\_\_\_\_

Signature of Authorized Representative

Date

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to City of Key West

by Leonard E. Arnold, Jr., Principal

(Print individual's name and title)

for Littlejohn Engineering Associates, Inc.

(print name of entity submitting sworn statement)

whose business address is 1615 Edgewater Drive, Suite 180, Orlando, FL 32804

and (if applicable) its Federal Employer Identification Number (FEIN) is 62-15826480

(If the entity has no FEIN, include the Social security Number of the individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime;  
or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. the term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(SIGNATURE) Leonard E. Arnold, Jr., Principal

June 23, 2014

(DATE)

STATE OF FLORIDA

COUNTY OF ORANGE

PERSONALLY APPEARED BEFORE ME, the undersigned

authority Leonard E. Arnold, Jr. who, after first being sworn by me, Stacie E. Woods

(name of individual) 

affixed his/her signature in the space provided above on this 23 day of June, 2014



STACIE E. WOODS  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# EE016568  
Expires 8/29/2014



THE CITY OF KEY WEST

POST OFFICE BOX 1409  
KEY WEST, FLORIDA 33041-1409  
WWW.KEYWESTCITY.COM

ADDENDUM NO. 1  
ADA Transition Plan

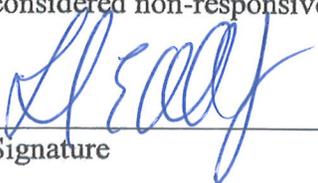
To All Proposers:

The following change is hereby made a part of RFP 008 – 14, as fully and as completely as if the same were fully set forth therein:

According to the RFP, there are two different dates for the pre-proposal meeting (pg. 2 and pg. 8). Please clarify the correct date, time and location. **The correct information is June 11, 2014 at 10:00 a.m. Location Old City Hall 510 Greene Street, Key West, FL 33040**

One more question, on page 6 it says to submit a single binder, but then it says 2 copies. We are assuming that you want 2 binders. Is that correct? **Yes, two binders are requested.**

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
\_\_\_\_\_  
Signature

Littlejohn Engineering Associates, Inc.  
\_\_\_\_\_  
Name of Business



## THE CITY OF KEY WEST

POST OFFICE BOX 1409  
KEY WEST, FLORIDA 33041-1409  
WWW.KEYWESTCITY.COM

### ADDENDUM NO. 2 ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008-14 – ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

#### **The following question was presented to the Code Department**

1. Regarding the scope of service, would you confirm the RFP is only for site accessibility, or does it include assessment and remediation of building elements as well?

The final transition plan shall include ALL elements required to be ADA compliant.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

A handwritten signature in blue ink, appearing to read "L. Seay", is written over a horizontal line.

Littlejohn Engineering Associates, Inc.  
Name of Business

ADDENDUM NO. 3  
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14 ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

**A non-mandatory pre-submission conference was held at Old City Hall 510 Greene St Key West, FL on 11 June 2014 10:00 am. In attendance were:**

**Asst. City Manager, Sarah Spurlock  
Planning Director, Don Craig  
Code Director, Jim Young  
ADA Coordinator, Peg Corbett**

**Present for the meeting were prospective applicants for proposal:**

**George Huddleston, PE, LEED AP Littlejohn – Orlando Florida  
Ronald Reekes, Regional Manager Wendel – Richmond VA  
L. Steven Hurley, Vice President DDAI – Marathon Florida**

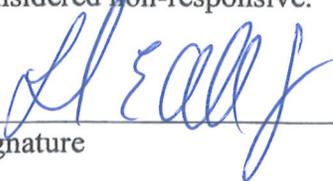
**This meeting was recorded. If you would like a copy of the saved recording please contact the ADA Coordinator via email.**

**A request was made to do a walkthrough of a sampling of properties included in the RFP. The walkthrough is scheduled for the 18<sup>th</sup> of June 2014 beginning at 8:00 am.**

**Key West Botanical Gardens  
Mosquito Control  
Southernmost Beach Cafe  
Bayview Park  
Hockey Skate Rink  
Douglas Gym**

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature



Littlejohn Engineering Associates, Inc.  
Name of Business

ADDENDUM NO. 4  
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14 ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

**The following question was asked:**

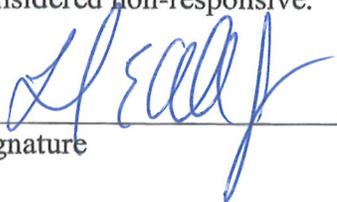
What is meant to be an inclusive city-wide ADA Transition Plan? Do all of the sidewalks within the city need to be assessed too?

**SusanBoda**  
Marketing Coordinator

Sidewalks and Curb cuts are excluded from this RFP.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature



Littlejohn Engineering Associates, Inc.  
Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409  
KEY WEST, FLORIDA 33041-1409  
~~ADDENDUM NO. 5~~  
ADDENDUM NO. 5  
ADA Transition Plan

To All Bidders:

The following information is provided in accordance with RFP 008-14 as fully and as completely as if the same were fully set forth therein:

**Question:**

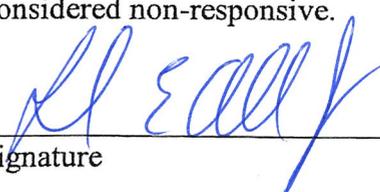
EMG is preparing a proposal in response to the RFP for the ADA Transition Plan of the City's facilities. Can you provide a property list which contains square footages for the buildings and acreage for the parks? This would be helpful in determining our fee proposal.

Thank you,  
Christine H. Mangum | Proposal & Marketing Coordinator  
EMG | 222 Schilling Circle, Suite 275 | Hunt Valley, Maryland 21031

**Answer:**

The City did not provide that information since the City is unsure of what would be required for compliance for each building and park. Each park and building will probably have different requirements.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Littlejohn Engineering Associates, Inc.  
Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409  
KEY WEST, FLORIDA 33041-1409  
WWW.KEYWESTCITY.COM

ADDENDUM NO. 6  
ADA Transition Plan

To All Bidders:

The following information is provided in accordance with RFP 008-14 as fully and as completely as if the same were fully set forth therein:

Due to addendum number 5 not being published in a timely fashion the deadline for the submittal of the request for proposals for the ADA Transition Plan has been extended to July 2, 2014 at 3:00 p.m. The City Clerk will be returning all submitted proposal unopened on June 26, 2014 at the cost of the City.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

A handwritten signature in blue ink, appearing to read "L. E. O'Connell", is written over a horizontal line.

Littlejohn Engineering Associates, Inc.

Name of Business





# CERTIFICATE OF LIABILITY INSURANCE

LITTEN1 OP ID: BPD

DATE (MM/DD/YYYY)

09/03/13

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 <b>Martin &amp; Zeffoss, Inc.</b> P.O.Box 121587 Nashville, TN 37212 Michael R. Martin	615-297-8500 615-269-7390	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED <b>Littlejohn Engineering Associates, Inc.</b> 1935 Twenty First Ave South Nashville, TN 37212	INSURER A : <b>Cincinnati Insurance Co</b>		<b>10677</b>
	INSURER B : <b>Accident Fund</b>		<b>10166</b>
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			EPP0155321	08/18/13	08/18/14	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY			EPA0155321	08/18/13	08/18/14	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB		<input checked="" type="checkbox"/>	EPP0155321	08/18/13	08/18/14	EACH OCCURRENCE	\$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/>				AGGREGATE	\$ 5,000,000
	<input type="checkbox"/> DED		<input type="checkbox"/>					\$
	<input type="checkbox"/> RETENTION \$		<input type="checkbox"/>					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV6084898	08/18/13	08/18/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

**CERTIFICATE HOLDER**                      **CANCELLATION**

**For Information Only**  
 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  
 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  
 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, XX

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  
*Michael R. Martin*