



## Agenda Item # C - 6

### VILLAGE OF ROYAL PALM BEACH

#### Agenda Item Summary

#### **AGENDA ITEM:**

**Approval and authorization for the Village Manager to enter into a Professional Services Agreement for Landscape Architect Services with Cotleur & Hearing for various projects in the Village of Royal Palm Beach.**

#### **ISSUE:**

On June 26, 2025, a Request for Qualifications ("RFQ") for Landscape Architect Services was advertised in the Palm Beach Post. Sealed Proposals were opened on July 29, 2025 and received from the following companies: Cotleur & Hearing & JR Morton.

A four person selection committee independently evaluated the proposals and ranked them at a public meeting on 08/05/25 as follows:

1. Cotleur & Hearing
2. JR Morton

#### **RECOMMENDED ACTION:**

Staff recommends a motion to authorize the Manager to enter into an agreement with Cotleur & Hearing for Landscape Architect Services.

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|                  |                 |          |                 |
|------------------|-----------------|----------|-----------------|
| Initiator:       | Village Manager | Agenda   | Village Council |
|                  | Approval:       | Date:    | Action:         |
| Village Engineer |                 | 08/21/25 |                 |

# The Village of Royal Palm Beach

## Village Mayor and Council

Jeff Hmara, Mayor  
Richard Valuntas, Vice Mayor  
Jan Rodusky, Councilman  
Adam Miller, Councilwoman  
Sylvia Sharps, Councilman

## Village Manager

Raymond C. Liggins, Jr., P.E.

## Village Engineer

Christopher Marsh, P.E.

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### Request for Qualification For Landscape Architect Services



1050 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411  
(561) 790-5100 ☎ 790-5174 📧 [clerk@royalpalmbeachfl.gov](mailto:clerk@royalpalmbeachfl.gov) ✉

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## ***REQUEST FOR QUALIFICATION***

Sealed proposals will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project 3:00 p.m. local time Tuesday, July 29, 2025, then opened publicly at that time.

### **Landscape Architect Services**

#### ***Project Description:***

Royal Palm Beach's Engineering Department is soliciting proposal's from qualified Proposer's having experience in Landscape Architect Services.

The Contract Documents will be open to inspection at the Clerk's office. Contract documents may be purchased after noon on Monday, June 30, 2025 from the Village of Royal Palm Beach, ATTN: Village Clerk, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida, 33411 at the following prices, which are non-refundable:

Complete Set: \$200.00  
(Drawings & Project Manual)

Packaging & Mailing Charges / Set: \$100.00

Project plans and documents may be requested free of charge at:

**[www.royalpalmbeach.com/rfps](http://www.royalpalmbeach.com/rfps)**

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with, or perform work (as a DESIGN-BUILDER, supplier, subcontractor or consultant) with any public entity (i.e. Village of Royal Palm Beach) in excess of Thirty-Five Thousand Dollars (or such other amount as may be hereafter established by the Florida Department of Management Services in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The OWNER reserves the right to reject any or all Bids, to waive informalities, and to re-advertise.

Publish:                      Palm Beach Post:                      Thursday, June 26, 2025



## *INSTRUCTIONS*

### **REQUEST FOR STATEMENT OF QUALIFICATIONS**

#### 1. Purpose and Services

- a. The Village of Royal Palm Beach ("Village") has published a Request for Statement of Qualifications ("RFQ") to establish contracts for professional services ("Services") be rendered by qualified professionals (Professional(s)) which term, for the purposes of these Instructions, may refer to an individual or an entity as the context may require) as described in the RFQ. These Instructions and the addenda and exhibits attached hereto are a part of the RFQ. Professionals have been asked to respond to the RFQ submitting Statements of Qualifications ("Qualifications") in accordance with the RFQ.
- b. The Services are to be rendered with regard to the following "projects":  
  
Royal Palm Beach's Engineering Department is soliciting proposal's from qualified Proposer's having experience in Landscape Architect Services.
- c. A description of the Services is set forth in the "Statement of Work" attached hereto as Exhibit A.

#### 2. Procedure for Submitting Proposals

- a. Each Professional who wishes to respond to the RFQ is required to submit six (6) complete copies of his Qualifications. Envelopes, packets or packages containing the Qualifications shall be sealed, postage paid, if mailed, and shall reflect on their face the information required by the RFQ, the name and address of the Professional and the date and hour of the deadline for receipt of Qualifications.
- b. Any Qualifications received after the time and date specified will not be considered. The failure of a Professional to comply with any of the specifications, terms and conditions of the RFQ shall be valid reason for rejection of the Qualifications.
- c. Any Qualifications may be withdrawn up until the time scheduled for receipt of the Qualifications.
- d. Due to irregularity of mail delivery, each Professional is cautioned to assure actual delivery of his Qualifications to the Village Clerk prior to the deadline in order to be considered.

3. Qualifications Format: Qualifications must be concise, include the items designated below and be presented in the following order.

- a. Cover Sheet - Indicating corporate name and address of Professional and marked:

**“Landscape Architect Services”**

- b. Letter of Transmittal - A brief statement of the Professional's understanding of the Services and a commitment to perform the Services in a timely fashion. If a partnership, this statement should contain the names of the individuals who will be authorized to make representations for the Professional, their titles, addresses and telephone numbers, and must be signed by the officer authorized and designated to negotiate for the professional. The letter should also indicate the reasons the Professional feels their approach would be the most cost effective for the Village.
- c. Standard Form 330 - (Current within past 6 months)
- d. Exhibit B - Sworn Statements - Public Entity Crimes Statement
- e. Exhibit C – Truth in Negotiations Certificate
- f. Exhibit D - Certification Pursuant to Florida Statute
- g. Licensing and Insurance - Proof of licensing as required to perform this work and proof of professional liability insurance coverage. A minimum of \$1,000,000 professional liability insurance coverage is required. (see details in ARTICLE 4). Professionals who do not currently maintain this coverage shall submit a statement of insurability from a properly licensed carrier and a statement of commitment to secure the coverage prior to execution of a contract.

4. Selection Process:

Evaluation of the proposals will be conducted by a Selection Committee. The Selection Committee has not yet been formed and is not expected to be formed until after the proposals are received. Upon creation, the Selection Committee shall have a minimum of three (3) members. All meetings of the selection committee shall be conducted in a manner consistent with the Sunshine Law, except for components of the selection process conducted pursuant to Sec. 286.0113, Florida Statutes. Applicants shall receive notice by mail, fax, email or posting to the Village's Bids & RFPs website (<https://www.royalpalmbeachfl.gov/rfps>) of Selection Committee meeting dates. A quorum shall be a majority of committee members present except that if there are only three (3) members, then all three (3) must be present for

quorum purposes. To participate at a public meeting for quorum purposes, the members of the Selection Committee must be physically present.

Upon creation of the Selection Committee, the Selection Committee shall meet in public session as necessary to score each proposal by reviewing each proposal against the evaluation criteria listed in Exhibit F. The Selection Committee may conduct interviews and/or presentations with the proposers. Whether the Selection Committee will conduct such interviews and/or presentations shall be at the sole discretion of the Selection Committee. If interviews and/or presentations are to occur, your company will be contacted to schedule the interview or presentation.

In accordance with Sec. 286.0113, Florida Statutes, any interviews, presentations and evaluation committee meetings will be exempt from the public meeting requirement (Sec. 286.011, F.S.) as follows:

1. Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution;
2. Any portion of a team meeting at which negotiation strategies are discussed is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution;
3. A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record; and
4. The recording of, and any records presented at, the exempt meeting are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies, whichever occurs earlier.

Upon completion of the Selection Committee's review and discussion of all the responsive proposals submitted, each Selection Committee Member shall score each proposal and total the scores for each proposal. The proposals shall be assigned a ranking based upon the totals of each Selection Committee Member's score for each proposal.

After the Selection Committee has developed an overall ranking for each proposer, the committee will then review, discuss, and declare the proposer ranked the highest as its "finalist" and make its recommendations to the Village Council for award of the contract.

In the alternative to the process outlined above, the selection committee or the Village Council may reject all proposals.

5. Competency of Professionals

- a. No qualifications will be accepted from, nor will any contract be entered into with, any Professional which is in default on any obligation to a public or private entity or which has failed to perform faithfully any previous contract with said entity.
- b. Qualifications will be considered only from Professionals who are regularly engaged in the business of providing services similar to the Services, which produce evidence that they have established a satisfactory record of performance for a reasonable period of time and which have sufficient financial support, equipment and organization to insure that they can satisfactorily execute the Services if awarded a contract.

6. Contracts

- a. The Qualifications of the successful Professional shall become a legal obligation only if a contract is duly authorized and adopted by the Village Council. Any contract resulting from this RFQ will be on a fixed price basis and may contain a renewal option if deemed appropriate by the Village Council. Exercise of any renewal option would be contingent on additional funding approved by the Village Council.
- b. Any contract resulting from the RFQ will be governed by the laws of the State of Florida and will contain provisions or conditions deemed by the Village to be necessary to define a sound and complete agreement, including fair, competitive and reasonable compensation.
- c. The selected Professional will be required to execute the "Truth in Negotiation Certificate" attached hereto as Exhibit C contemporaneously with the execution of the contract.

7. Reservation of Rights

- a. The Village reserves the right to reject qualifications which contain any alternation, addition, condition, limitation, unauthorized alternatives or which show irregularities, technicalities or informalities in any Qualifications or to reject any or all Qualifications.
- b. Neither the Village nor its representatives will be liable for any expenses incurred in connection with the preparation of any Qualifications.
- c. The Village reserves the right to delay any scheduled dates or times for performance, in which event the Village will bring such information to the attention of those professionals which have demonstrated an interest by responding to the RFQ.

- d. *The Village anticipates awarding one contract for the Services.* However, the Village reserves the right to award more contracts if it is deemed in its best interest.
- e. A response to this RFQ does not constitute a bid, therefore the Village retains the right to contact any/all proposers after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

# Agreement for Professional Landscape Architect Services

This Agreement for Professional Landscape Architect Services (Agreement), between the Village of Royal Palm Beach, (hereinafter referred to as VILLAGE) and Cotleur & Hearing (hereinafter referred to as CONSULTANT), a \_\_\_\_\_ Corporation, whose Federal Identification Number is: \_\_\_\_\_.

Whereas, VILLAGE owns and operates lands throughout the Village; and

Whereas, VILLAGE requires certain professional services in connection with Landscape Architect Services services; and

Whereas, CONSULTANT represents it is capable and prepared to provide such Services.

Now, therefore, in consideration of the promises contained herein, the parties hereto agree as follows:

## **ARTICLE 1 - EFFECTIVE DATE; TERM**

Effective date of this agreement shall be \_\_\_\_\_. Term of Agreement shall be for one (1) two-year period, unless otherwise terminated as provided herein. The Village shall have the option of extending the Agreement for two (2) additional two-year periods on the same terms and conditions as provided herein. Such extension shall be in the form of a written Amendment or Addendum to the Agreement executed by both parties.

## **ARTICLE 2 - SERVICES TO BE PERFORMED BY CONSULTANT**

CONSULTANT shall perform such of the services as specifically stated in the Statement of Work and other related services as may be specifically designated and authorized by the VILLAGE. Such authorizations will be referred to as Consultant Services Authorizations (CSA) and each CSA will be numbered consecutively. Each CSA form will set forth a specific Scope of Services, total amount of compensation and completion date. An individual CSA must be approved by the VILLAGE prior to commencement by CONSULTANT on each task or tasks.

## **ARTICLE 3 - COMPENSATION**

### **3.1 GENERAL**

VILLAGE shall pay CONSULTANT in accordance with each CSA. Such CSA shall be by mutual consent of both parties and shall include at a minimum the Scope of Services, length of time to complete project, any work or information required of the VILLAGE, list of deliverables and cost. Compensation will be negotiated on a per-project basis, on each individual CSA as set forth in Article 2 herein above.

Invoices must reference the current contract number and CSA number (if any) and will be submitted to the VILLAGE within thirty (30) days from the billing period. Each individual invoice shall be due and payable within thirty (30) days after receipt of correct, fully documented, invoice by the VILLAGE. All invoices shall be delivered to:

**Village of Royal Palm Beach**  
1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Attention: Village Engineer

In order for both parties herein to close their books and records, the CONSULTANT will clearly state "Final Invoice" on the CONSULTANT'S final/last billing to the VILLAGE for each CSA. This certifies that all services have been properly performed and all charges and costs have been invoiced to the VILLAGE. Since this account will thereupon be closed, any further charges if not properly included on this final invoice are waived by the CONSULTANT.

### **3.2 REIMBURSABLES**

All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Agreement shall include copies of paid receipts, invoices or other documentation acceptable to the VILLAGE'S Engineering Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement.

Reimbursable Expenses mean the actual, pre-approved, expenses incurred directly or indirectly in connection with the applicable CSA, and include:

Overnight Deliveries  
Reproduction  
Subconsultants  
Long Distance Telephone Calls

Reimbursable Expenses, including sub-consultants, shall be reimbursed at cost.

Pre-approved travel costs shall be reimbursed in accordance with Sec. 112.061, *Florida Statutes*.

All work product(s) shall become the property of the VILLAGE upon completion of the work for which the asset was utilized in accordance with Article 26.

## **ARTICLE 4 - INSURANCE**

During the performance of the Services under this Agreement, CONSULTANT shall maintain the following insurance policies, and be written by an insurance company authorized to do business in Florida.

1. **General Liability** Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence, and with property damage limits of not less than \$1,000,000 for each occurrence.

2. **Automobile Liability** Insurance with bodily injury limits of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident and with property damage limits of not less than \$1,000,000 for each accident.
3. **Workers' Compensation** Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each accident, \$100,000 for each disease, and \$500,000 aggregate.
4. **Professional Liability** Insurance with limits of not less than \$1,000,000 annual aggregate.

CONSULTANT shall endorse all involved policies so that thirty (30) days written notification of cancellation for any reason other than non-payment of premium, and any material change(s) in coverage shall be provided to the VILLAGE. CONSULTANT also shall endorse all involved policies so that ten (10) days written notice of cancellation for non-payment of premium shall be provided to the VILLAGE.

CONSULTANT shall include VILLAGE as an additional insured on the General Liability and Automobile Liability insurance policy required by the Agreement. All of CONSULTANT'S sub-contractors shall be required to include VILLAGE and CONSULTANT as additional insured on their General Liability insurance policies.

The CONSULTANT shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the VILLAGE.

## **ARTICLE 5 - STANDARD OF CARE**

CONSULTANT shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily provided by a comparable professional under similar circumstances and CONSULTANT shall, at no additional cost to VILLAGE, re-perform services which fail to satisfy the foregoing standard of care.

The CONSULTANT warrants that all services shall be performed to comparable professional standards in the field by skilled and competent personnel.

## **ARTICLE 6 - INDEMNIFICATION**

### **6.1 GENERAL**

Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, VILLAGE and CONSULTANT agree to allocate such liabilities in accordance with this Article 6.

### **6.2 INDEMNIFICATION**

CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the VILLAGE, its employees and officers, from liabilities, damages, losses, and costs, including, but not



limited to, reasonable attorney's fees, for which the VILLAGE, its employees and officers can or may be held liable, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of Services under this Agreement in conformance with Sec. 725.08, *Florida Statutes*. The CONSULTANT shall not be required to indemnify the VILLAGE or its agents, employees or representatives, when an occurrence results from the negligence, wrongful acts or omissions of the VILLAGE, or its agents, employees or representatives.

### **6.3 SURVIVAL**

Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.

## **ARTICLE 7 - INDEPENDENT CONTRACTOR**

CONSULTANT undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. VILLAGE shall have no right to supervise the methods used, but VILLAGE shall have the right to observe such performance. The VILLAGE as well as the Value Engineer shall have the right to review and make comments/recommendations relating to the Scope of Services. CONSULTANT shall work closely with VILLAGE in performing Services under this Agreement.

The CONSULTANT shall not pledge the VILLAGE'S credit or make it a guarantor of payment of surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

## **ARTICLE 8 - AUTHORITY TO PRACTICE**

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

## **ARTICLE 9 - COMPLIANCE WITH LAWS**

In performance of the Services, CONSULTANT shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards.

## **ARTICLE 10 - SUBCONTRACTING**

The VILLAGE reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor to ensure that the selected subcontractor will be able to perform properly under this Agreement.

If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary

to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the VILLAGE.

## **ARTICLE 11 - FEDERAL AND STATE TAXES**

The VILLAGE is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the VILLAGE will provide an exemption certificate to CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the VILLAGE, nor shall the CONSULTANT be authorized to use the VILLAGE'S Tax Exemption Number in securing such materials.

## **ARTICLE 12 - AVAILABILITY OF FUNDS**

The obligations of the VILLAGE under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the Council of the Village of Royal Palm Beach.

## **ARTICLE 13 - VILLAGE'S RESPONSIBILITIES**

VILLAGE shall be responsible for providing access to all project sites and providing information on hand required by CONSULTANT, including: existing reports, existing design plans and drawings, studies, financial information and other required data that are available in the files of the VILLAGE.

## **ARTICLE 14 - TERMINATION OF AGREEMENT**

This Agreement may be terminated by the CONSULTANT upon thirty (30) days prior written notice to the VILLAGE in the event of substantial failure by the VILLAGE to perform in accordance with the terms of the Agreement through no fault of the CONSULTANT. It may also be terminated by the VILLAGE with or without cause immediately upon written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Agreement, the CONSULTANT shall be paid for services rendered to the VILLAGE'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the VILLAGE, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the VILLAGE.
- D. Continue and complete all parts of the work that have not been terminated.

The CONSULTANT shall be paid for services actually rendered to the date of termination unless

CONSULTANT is in breach of contract as set forth earlier in this Article.

## **ARTICLE 15 - UNCONTROLLABLE FORCES**

Neither the VILLAGE nor CONSULTANT shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

## **ARTICLE 16 - GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County and the Agreement will be interpreted according to the laws of Florida.

## **ARTICLE 17 - ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court cost (including, without limitation, all such fees, costs and expenses incidental to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

## **ARTICLE 18 - NON-DISCRIMINATION**

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, gender, age, sexual orientation or national origin.

## **ARTICLE 19 - WAIVER**

A waiver by either VILLAGE or CONSULTANT of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall

not operate or be construed to operate as a waiver of any subsequent default or breach.

## **ARTICLE 20 - SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

## **ARTICLE 21 – INSPECTOR GENERAL**

Pursuant to Sec. 2-421–2-432 of the Palm Beach County Code of Ordinances, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews or investigations. All parties doing business with the VILLAGE shall fully cooperate with the Inspector General in the exercise of the inspector general’s functions, authority and power. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, monitor, investigate and inspect the activities of the VILLAGE as well as contractors and lobbyists of the VILLAGE in order to ensure compliance with this Agreement, and to detect waste, corruption and fraud.

## **ARTICLE 22 – PUBLIC RECORDS**

In accordance with Sec. 119.0701, *Florida Statutes*, CONTRACTOR must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the work described in the Proposal or Bid. Upon request from the Village’s custodian of public records, CONTRACTOR must provide the Village with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A CONTRACTOR who fails to provide the public records to the Village, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney’s fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties pursuant to Sec. 119.10, *Florida Statutes*. Further, CONTRACTOR shall ensure that any exempt or confidential records associated with this Agreement or associated with the performance of the work described in the Proposal or Bid are not disclosed except as authorized by law for the duration of the Agreement term, and following completion of the Agreement if the CONTRACTOR does not transfer the records to the Village. Finally, upon completion of the Agreement, CONTRACTOR shall transfer, at no cost to the Village, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the Village. If the CONTRACTOR transfers all public records to the Village upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If

the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the VILLAGE, upon request from the Village's custodian of public records, in a format that is compatible with the Village's information technology systems.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE VILLAGE CLERK, RECORDS CUSTODIAN FOR THE VILLAGE, AT (561) 790-5100, OR AT [Ddisanto@RoyalPalmBeachfl.gov](mailto:Ddisanto@RoyalPalmBeachfl.gov), OR AT 1050 ROYAL PALM BEACH BLVD., ROYAL PALM BEACH, FLORIDA 33411.**

## **ARTICLE 23 - PUBLIC ENTITIES CRIMES ACT**

As provided in Secs. 287.132-133, *Florida Statutes*, by entering into this Agreement or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within thirty-six (36) months immediately preceding the date hereof. This notice is required by Sec. 287.133(3)(a), *Florida Statutes*.

## **ARTICLE 24 – SCRUTINIZED COMPANIES**

For Contracts under \$1M, the CONSULTANT certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Sec. 215.4725, *Florida Statutes*, and that it is not engaged in a boycott of Israel. The VILLAGE may terminate this Agreement at the VILLAGE'S option if the CONSULTANT is found to have submitted a false certification as provided under Sec. 287.135(5), *Florida Statutes*, if the CONSULTANT has been placed on the Scrutinized Companies that Boycott Israel List created pursuant to Sec. 215.4725, *Florida Statutes*, or if CONSULTANT is engaged in a boycott of Israel.

For Contracts over \$1M, the CONSULTANT certifies that it is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sec. 215.4725, *Florida Statutes*. The CONSULTANT further certifies that it is not engaged in a boycott of Israel, and that it does not have business operations in Cuba or Syria, as similarly provided in Sec. 287.135, *Florida Statutes*. The VILLAGE may terminate this Agreement at the VILLAGE'S option if the CONSULTANT is found to have submitted a false certification as provided under Sec. 287.135(5), *Florida Statutes* or if the CONSULTANT has been placed on one of the aforementioned lists created pursuant to Sec. 215.4725, *Florida Statutes*. Additionally, the VILLAGE may terminate this Agreement at the VILLAGE'S option if the CONSULTANT is engaged in a boycott of Israel or has been engaged in business operations in Cuba or Syria, as defined in Sec. 287.135, *Florida Statutes*.

## **ARTICLE 25 – E-VERIFY EMPLOYMENT ELIGIBILITY**

CONSULTANT warrants and represents that it is in compliance with Sec. 448.095, *Florida Statutes*. No later than January 1, 2021, CONSULTANT shall: (1) register with and use the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of all newly hired workers; and (2) verify that all of the CONSULTANT'S subconsultants performing the duties and obligations of this Agreement are registered with and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in Sec. 448.095(1)(k), *Florida Statutes*, as may be amended. CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Agreement which requires a longer retention period.

The VILLAGE shall terminate this Agreement if it has a good faith belief that CONSULTANT has knowingly violated Sec. 448.09(1), *Florida Statutes*, as may be amended.

If VILLAGE has a good faith belief that CONSULTANT'S subconsultant has knowingly violated Sec. 448.09(1), *Florida Statutes*, as may be amended, VILLAGE shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant.

In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by the VILLAGE as a result of the termination.

## **ARTICLE 26 - MODIFICATION**

The Agreement may not be modified unless such modifications are evidenced in writing signed by both VILLAGE and CONSULTANT. Such modifications shall be in the form of a written Amendment or Addendum executed by both parties.

## **ARTICLE 27 - SUCCESSORS AND ASSIGNS**

VILLAGE and CONSULTANT each binds itself and its partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives. CONSULTANT shall not assign this Agreement without the express written approval of the VILLAGE via executed Amendment or Addendum.

## **ARTICLE 28 - CONTINGENT FEES**

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

**ARTICLE 29 - OWNERSHIP OF DOCUMENTS**

CONSULTANT shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the VILLAGE for its use and/or distribution as may be deemed appropriate by the VILLAGE. However, any re-use of such documents by the VILLAGE, for other than the specific purpose intended, without written verification and adaptation by the CONSULTANT for such specific purpose will be at the sole risk of the VILLAGE and without liability or legal exposure to the CONSULTANT.

**ARTICLE 30 - ACCESS AND AUDITS**

CONSULTANT shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The VILLAGE shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at the CONSULTANT'S place of business.

**ARTICLE 31 - NOTICE**

Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

**As To VILLAGE:**

**Village of Royal Palm Beach**  
1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Attention: Christopher Marsh, P.E., Village Engineer  
Phone: (561) 790-5161  
Facsimile: (561) 790-5174  
Email: [cmarsh@royalpalmbeachfl.gov](mailto:cmarsh@royalpalmbeachfl.gov)

**As To CONSULTANT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e., printed) after 5:00 p.m. or on weekends or holidays, will be deemed received on the next business day. The original notice must additionally be mailed as required herein.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CONSULTANT and VILLAGE.

## **ARTICLE 32 - AUTHORIZED REPRESENTATIVE**

The parties agree that in order to facilitate the orderly and efficient implementation of the Project and the work contemplated by this Agreement, each party shall appoint an authorized representative (or representatives) for such party. The VILLAGE'S representative shall have the authority to transmit instructions, receive information, and interpret and define the VILLAGE'S policies and decisions pertinent to the work covered by this Agreement. The parties understand and agree that the VILLAGE Manager has the authority under the VILLAGE'S purchasing guidelines to issue individual Consultant Service Authorizations that do not exceed Fifty Thousand Dollars (\$50,000.00) in value. The parties understand and agree that only the VILLAGE Council has the authority to issue individual Consultant Service Authorizations that exceed Fifty Thousand Dollars (\$50,000.00) in value, or approve changes or modifications to this Agreement on behalf of the VILLAGE. The CONSULTANT'S representative shall be authorized to act on behalf of CONSULTANT regarding all matters involving the conduct of its performance under this Agreement. The initial representatives shall be Raymond C. Liggins, P.E., Village Manager, for the VILLAGE; and \_\_\_\_\_, for CONSULTANT. Either party shall have the right to change its authorized representative or representatives, or to add additional representatives, from time to time, throughout the term hereof, by giving written notice to the other party hereto in accordance with the notice provisions of this Agreement and by mutual consent of both parties.

## **ARTICLE 33 - ENTIRETY OF AGREEMENT**

The VILLAGE and the CONSULTANT agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the VILLAGE and CONSULTANT pertaining to the Services described herein, whether written or oral. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.



In Witness Whereof, the parties have hereunto set their hands the day and year first above written.

**Village of Royal Palm Beach**

WITNESSES:

1. \_\_\_\_\_

By: \_\_\_\_\_  
Signature

2. \_\_\_\_\_

Name: Raymond C. Liggins, P.E.

Title: Village Manager

Approved as to Form and Legal Sufficiency

By: \_\_\_\_\_  
Village Attorney

**Coteleur & Hearing**

WITNESSES:

1. \_\_\_\_\_

By: \_\_\_\_\_  
Signature

2. \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by Village Council on \_\_\_\_\_

Item No. \_\_\_\_\_



LAND PLANNING + LANDSCAPE ARCHITECTURE + TRANSPORTATION  
WWW.COTLEURHEARING.COM

LC26009335

1934 COMMERCE LANE • SUITE 1  
JUPITER, FLORIDA • 33458  
☎ 561.747.6336 📠 561.747.1377



## The Village of Royal Palm Beach

### REQUEST FOR QUALIFICATIONS For Landscape Architect Services

Cotleur & Hearing Landscape Architecture, LLC.  
1934 Commerce Lane, Suite 1  
Jupiter, FL 33458

Due Date & Time: July 29, 2025, at 3:00 PM (LOCAL TIME)

Delivery to Village Clerk:  
1050 Royal Palm Beach Boulevard,  
Royal Palm Beach, Florida, 33411



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*Exhibit D – E-Verify Affidavit*

*Exhibit E – Certification Pursuant to Florida Statute*

Licensing & Insurance.....TAB 4





Cotleur &  
Hearing

## TAB 1: Letter of Transmittal



LAND PLANNING + LANDSCAPE ARCHITECTURE + TRANSPORTATION  
WWW.COTLEURHEARING.COM

1934 COMMERCE LANE • SUITE 1  
JUPITER, FLORIDA • 33458  
☎ 561.747.6336 📠 561.747.1377

July 29, 2025

Village of Royal Palm Beach  
1050 Royal Palm Beach Blvd  
Royal Palm Beach, FL 33411

**Request for Qualifications for Landscape Architect Services**  
**LETTER OF TRANSMITTAL**

**Introduction**

Cotleur & Hearing is pleased to submit our response to the Request for Qualifications (RFQ) issued by the Village of Royal Palm Beach for Landscape Architect Services. As a distinguished firm with a proven track record, we are eager to contribute our expertise to any potential landscape architecture Capital Projects assigned by the Village that focus on design services, permitting and grant services, and review services. With a team of 50 highly skilled professionals, we are fully prepared to handle all tasks assigned including, but not limited to, planting, irrigation, hardscape, and grading design, plan preparation, cost estimation, bidding assistance, permitting, grant applications, site analysis/inventory, construction administration, inspections, and private development plan reviews. Celebrating 34 years in South Florida, we continue to deliver innovative and cost-effective solutions on all projects spanning every level of scale and complexity. We commit to providing top-level services with unparalleled responsiveness and excellence.

Cotleur & Hearing offers a comprehensive range of services in Landscape Architecture, Environmental Design, and Land Planning. Our traditional Landscape Architecture and Land Planning departments are further strengthened by a highly specialized Transportation and Public Sector Department that focuses entirely on transportation landscape architecture, streetscapes, public sector projects, and mobility initiatives. Cotleur & Hearing has a robust Landscape Architecture staff, including landscape architects, landscape designers, irrigation designers, landscape inspectors, and arborists, as well as a dedicated graphics design and 3D visualization team that can be utilized to prepare renderings, 3D models, photo realistic imagery, and a wide array of public outreach materials, flyers, or surveys. While not specifically called for in the RFQ, Cotleur & Hearing also includes a full Land Planning team, which could provide immense value to the Village on the inventory and analysis tasks through their expertise in programs such as GIS, or with any plan review or site inspection assignments.

Cotleur & Hearing bring extensive experience working with a variety of governmental agencies, including the Florida Department of Transportation (Districts 4, 5, 6, and Central Office), Florida's Turnpike Enterprise, Palm Beach County, Martin County, St. Lucie County, the Village of Royal Palm Beach, the City of Palm Beach Gardens, the Town of Jupiter, the City of Stuart, the City of Port St. Lucie, the City of Fort Pierce, the City of Atlantis, and the City of Greenacres. We maintain ongoing contracts with many of these entities. In addition to our public sector work, we serve high-profile clients such as Florida Power & Light, the South Florida Water Management District, the Indian Trails Improvement District, the Northern Palm Beach Improvement District, The Seminole Tribe of Florida, numerous land developers, and a diverse array of private sector clients. Cotleur & Hearing has provided land planning and landscape architecture support to the Village of Royal Palm Beach since 2019. Several of the projects completed for the Village are highlighted within the Standard Form 330 section of our response.



### **Project Leadership**

Aaron Wilbur will serve as the contract manager, project manager, and primary point of contact for all tasks assigned by the Village of Royal Palm Beach. Aaron is a Professional Landscape Architect (PLA), partner, and co-president at Cotleur & Hearing with 16 years of professional experience. He brings local expertise, having dedicated his career to public sector projects in the Broward, Palm Beach, Martin, and St. Lucie County areas. Aaron is directly supported by principal Don Hearing and partner George Missimer on this contract, both of which have a history of providing excellent services to the Village. Principal Rob Cotleur and partners Erin Bolin and Nicole Plunkett will provide further support or redundancy on the contract as needed. This leadership team ensures that the Village's management will always have access to the right personnel for each assignment. Our team will function as an extension of the Village staff, working closely to execute their goals and vision, always considering the local character, the Village's preferences, the residents' wellbeing, and the natural environment.

### **Responsiveness**

Cotleur & Hearing's on-time, on-budget, and on-target approach to projects has proven successful time and again, rooted in our responsiveness to clients and care for their entrusted projects. Aaron Wilbur will serve as the Contract Manager and will be available daily to the Village's managers and staff. This core value of responsiveness is paramount, with a personal objective of responding to all emails, answering the phone, and returning all calls within the same hour they are received. At a minimum, the Village will hear back from Cotleur & Hearing within the same day. The Village will find no other company with more responsive consultant management. Cotleur & Hearing is committed to ensuring the Village's staff can function efficiently and without delay throughout the contract duration. Aaron has successfully implemented this extreme responsiveness for the past 7 years, serving FDOT on Landscape Professional Services Contracts CA239 (2018 to 2023) and CAH36 (2022 to present, contract expiration in January 2027). New design assignments will not be authorized under the current FDOT contract and only construction administration and post design services remain. As this final contract concludes, Cotleur & Hearing's Transportation Division has immediate availability to support the Village on any assignments, in addition to the typical staff availability. The Village of Royal Palm Beach has been, and will always remain, a top priority for the firm, warranting the continued dedication of significant resources.

### **Project Approach and Management**

The contract shall be managed out of Cotleur & Hearing's Jupiter, Florida office location. Our office location ensures quick access to the Village municipal complex and any potential project sites. Project success starts at the scoping phase. All projects shall be thoroughly vetted with Village staff to ensure a clear understanding of the project, objectives, file availability, timelines, budgets, and deliverables. Every proposal submitted to the Village shall include a thoroughly researched scope and fee to ensure supplemental agreements are not required and Village staff have clear project costs in order to effectively manage department budgets. We bring solutions to projects that enhance value and quality, through creative design concepts that consider the character of a site and the future maintenance costs. We also approach projects with a unique view, providing novel approaches to traditional projects. We never settle on the first design concept but engage with the Village to ultimately provide the right solution for the community. As a disciplined firm, we manage workloads with excellence, exceeding client expectations for all project assignments. Cotleur & Hearing is renowned for not only meeting schedule deadlines but for driving project schedules and motivating the team. Our consistency in meeting deadlines has been acknowledged on numerous occasions. We anticipate potential hurdles ahead of time and navigate challenges successfully without design or construction delays. Cotleur & Hearing maintains excellent relationships with FDOT and Palm Beach County and can utilize those contacts for any project requiring permitting or coordination with those agencies. Our deep bench of professionals is ready to contribute to the success of this contract.

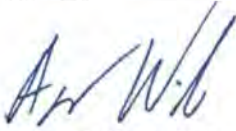
### **Conclusion**

Cotleur & Hearing is uniquely positioned to deliver comprehensive landscape architecture services in alignment

with the criteria and details outlined in the RFQ. Our firm integrates cutting-edge design principles with a deep understanding of transportation landscape architecture, municipal facility design, and urban planning to create holistic, functional, and visually striking environments. Understanding the Village's vision and providing professional support that responds to the Village's goals is crucial. Our meticulous approach to project management ensures that timelines are met, budgets are adhered to, and communication is transparent and efficient.

Cotleur & Hearing is excited about the opportunity to continue contributing to the enhancement of the Village of Royal Palm Beach and to build upon the history, relationships, collaboration, and success built during previous contracts and projects. Our commitment to excellence, innovative design solutions, and understanding of the Village's vision make us the ideal partner for this endeavor. We look forward to the possibility of collaborating with the Village on this transformative contract.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Aaron Wilbur', is positioned above the typed name.

Aaron Wilbur, PLA  
Co-President, Partner  
Director of Transportation and Public Sector  
Cotleur & Hearing  
561-406-1011  
[awilbur@cotleur-hearing.com](mailto:awilbur@cotleur-hearing.com)

**TAB 2:**  
**Standard Form 330**



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

REQUEST FOR QUALIFICATIONS FOR LANDSCAPE ARCHITECT SERVICES - Village of Royal Palm Beach, FL

2. PUBLIC NOTICE DATE

06-26-2025

3. SOLICITATION OR PROJECT NUMBER

N/A

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Aaron Wilbur, Landscape Architect, Co-President

5. NAME OF FIRM

Cotleur & Hearing Landscape Architecture, LLC

6. TELEPHONE NUMBER

561-406-1011

7. FAX NUMBER

561-747-1377

8. E-MAIL ADDRESS

Awilbur@cotleur-hearing.com

### C. PROPOSED TEAM (Page 1 of 2)

(Complete this section for the prime contractor and all key subcontractors.)

|    | (Check) |     |         |                | 9. FIRM NAME   | 10. ADDRESS                                      | 11. ROLE IN THIS CONTRACT |
|----|---------|-----|---------|----------------|--|--|---------------------------|
|    | PRIME   | J-V | PARTNER | SUBCON-TRACTOR |  |  |                           |
| a. | ✓       |     |         |                | Cotleur & Hearing<br><input type="checkbox"/> CHECK IF BRANCH OFFICE | 1934 Commerce Lane, Suite 1<br>Jupiter, FL 33458 | Landscape Architect       |
| b. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE                      |  |                           |
| c. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE                      |  |                           |
| d. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE                      |  |                           |
| e. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE                      |  |                           |
| f. |         |     |         |                | <input type="checkbox"/> CHECK IF BRANCH OFFICE                      |  |                           |

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

### **SF 330 D: ORGANIZATIONAL CHART – Cotleur & Hearing**

| <b>Discipline</b>                                    | <b>Primary Staff Lead</b> | <b>Key Support Staff Members</b>  | <b>Project Role</b>                                | <b>% Avail.</b> |
|--|---------------------------|-----------------------------------|--|-----------------|
| <b>Contract Management</b>                           | Aaron Wilbur              | -                                 | Contract & Project Manager / Landscape Architect   | 60%             |
|  |                           | Don Hearing                       | Principal / Landscape Architect / Planner          | 25%             |
| <b>Streetscape / Planting Design / Cost Estimate</b> | Aaron Wilbur              | -                                 | Landscape Architect / Project Manager / Partner    | 60%             |
|  |                           | Robert Cotleur                    | Landscape Architect / Principal                    | 70%             |
|  |                           | Steven Rivera / Juan Carlos Ortiz | Landscape Designer / Certified Irrigation Designer | 80%             |
| <b>Municipal Facility / Park Design / Grading</b>    | Erin Bolin                | -                                 | Director of Design / Landscape Architect           | 40%             |
|  | Aaron Wilbur              | -                                 | Landscape Architect                                | 60%             |
|  |                           | Don Hearing                       | Principal / Landscape Architect / Planner          | 25%             |
| <b>Plan Review / Permitting / Grants</b>             | George Missimer           |                                   | Urban Planner / Land Planner                       | 40%             |
|  |                           | Ella Stone                        | Land Planner / Environmental Technician            | 40%             |
|  |                           | Mckenna West                      | Land Planner                                       | 30%             |
|  |                           | Nicole Plunkett                   | Landscape Architect / Land Planner                 | 25%             |
| <b>Field Reviews / Inspections</b>                   | Aaron Wilbur              | -                                 | Landscape Architect / Project Manager / Partner    | 60%             |
|  |                           | Robert Cotleur                    | Landscape Architect / Principal                    | 70%             |
|  |                           | Steven Rivera                     | Certified Irrigation Designer / Arborist           | 80%             |
|  |                           | Bobby Olsker                      | Certified Irrigation Designer                      | 50%             |
|  |                           | Gregg Byrick                      | Landscape Architect / LIAF Inspector / Arborist    | 30%             |
| <b>Graphic Design</b>                                | Sarah Dark                | -                                 | Senior Graphic Designer / Landscape Designer       | 40%             |
|  |                           | Sharon Stewart                    | Graphic Designer                                   | 60%             |



# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

|  |   |  |  |   |  |   |   |  |   |   |                    |  |   |
|--|---|--|--|---|--|---|---|--|---|---|--------------------|--|---|
| <b>12. NAME</b><br><b>Donaldson E. Hearing, PLA, AICP, LEED AP/Principal</b>   | <b>13. ROLE IN THIS CONTRACT</b><br><b>Project Manager, Landscape Architect</b> | <b>14. YEARS EXPERIENCE</b><br><table border="1"> <tr> <td>a. TOTAL</td> <td>b. WITH CURRENT FIRM</td> </tr> <tr> <td>43</td> <td>33</td> </tr> </table>   |  | a. TOTAL  | b. WITH CURRENT FIRM                     | 43  | 33                                      |  |   |   |                    |  |   |
| a. TOTAL   | b. WITH CURRENT FIRM  |  |  |   |  |   |   |  |   |   |                    |  |   |
| 43   | 33  |  |  |   |  |   |   |  |   |   |                    |  |   |
| <b>15. FIRM NAME AND LOCATION (City and State)</b> <b>Cottle &amp; Hearing, Jupiter, Florida</b>   |   |  |  |   |  |   |   |  |   |   |                    |  |   |
| <b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b><br>1982: University of Florida, Bachelor of Landscape Architecture,<br>Graduated with High Honors   |   | <b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br>State of Florida Registered Landscape Architect #LA0000943;<br>Qualified Professional Mangrove Trimmer; LEED AP Certified |  |   |  |   |   |  |   |   |                    |  |   |
| <b>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)</b><br><table border="0"> <tr> <td>American Society of Landscape Architects Scholastic Merit Award</td> <td>PBC Business Development Board, Director</td> </tr> <tr> <td>1982 National Honor Society Scholastic Achiever</td> <td>Lighthouse Center of the Arts, Director</td> </tr> <tr> <td>USACOE Hydrogeomorphic Wetland Assessment Methodology Training, 1994</td> <td>PGA Corridor Association, Director American</td> </tr> <tr> <td>Society of Landscape Architects, member</td> <td>MyClinic, Director</td> </tr> <tr> <td>Northern PBC Chamber of Commerce, Board of Directors and Exec. Committee</td> <td>Borland Center for Community Enrichment, Board Member</td> </tr> </table> <p><b>AWARDS:</b> 2012 Community Leader of the Year by Northern Palm Beach County Chamber of Commerce 2011<br/>         American Institute of Architects Landscape Architect of the Year by Palm Beach County</p> |   |  |  | American Society of Landscape Architects Scholastic Merit Award | PBC Business Development Board, Director | 1982 National Honor Society Scholastic Achiever | Lighthouse Center of the Arts, Director | USACOE Hydrogeomorphic Wetland Assessment Methodology Training, 1994 | PGA Corridor Association, Director American | Society of Landscape Architects, member | MyClinic, Director | Northern PBC Chamber of Commerce, Board of Directors and Exec. Committee | Borland Center for Community Enrichment, Board Member |
| American Society of Landscape Architects Scholastic Merit Award  | PBC Business Development Board, Director  |  |  |   |  |   |   |  |   |   |                    |  |   |
| 1982 National Honor Society Scholastic Achiever  | Lighthouse Center of the Arts, Director   |  |  |   |  |   |   |  |   |   |                    |  |   |
| USACOE Hydrogeomorphic Wetland Assessment Methodology Training, 1994   | PGA Corridor Association, Director American                                     |  |  |   |  |   |   |  |   |   |                    |  |   |
| Society of Landscape Architects, member  | MyClinic, Director  |  |  |   |  |   |   |  |   |   |                    |  |   |
| Northern PBC Chamber of Commerce, Board of Directors and Exec. Committee   | Borland Center for Community Enrichment, Board Member                           |  |  |   |  |   |   |  |   |   |                    |  |   |

## **19. RELEVANT PROJECTS [Relevant Projects:]**

| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED                              |                                      |
|--|---|--------------------------------------|
| Northern Palm Beach County Improvement District Emergency Operations Facility—Palm Beach Gardens, Florida  | PROFESSIONAL SERVICES<br>2008-2010              | CONSTRUCTION (If Applicable)         |
| <b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>NPBCID retained C&H to secure required zoning entitlements for their new \$3.5M Emergency Operations Center in PGA National. Mr. Hearing was responsible for addressing complex development of regional impact (DRI) issues and to develop a strategy to provide for the sale of the existing building to a private party. Mr. Hearing was also lead landscape architect for the project. The landscaping consists of all Florida native plant material organized to reinforce the District's environmental stewardship. The project has received positive acclaim. |   |                                      |
| Midtown/Borland Center MXD—Palm Beach Gardens, Florida   | PROFESSIONAL SERVICES<br>2008                   | CONSTRUCTION (If Applicable)<br>2008 |
| <b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>The Midtown Borland Center MXD is a mixed-use planned development located on PGA Blvd. The project was designed utilizing new urbanist principles and contains 95,000 sf. of commercial and 75,000 sf. of institutional use together with 225 residential units. The uses are both horizontally and vertically integrated on the street. Mr. Hearing was the project design leader and responsible for securing the required zoning entitlements. Mr. Hearing was instrumental in bridging the differences between the developer and out-spoken community groups.   |   |                                      |
| Palm Beach County Libraries (Multiple)—Palm Beach County, Florida  | PROFESSIONAL SERVICES<br>2010, 2011, 2010       | CONSTRUCTION (If Applicable)         |
| <b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Belle Glade Library: Zoning Entitlements Pending, Due—Diligence; North County Library: Zoning Entitlement, Environmental Consulting, Representation and Project Management; West Boca Library: Environmental Consulting   |   |                                      |
| Northern Palm Beach County Improvement District Headquarters-PBG, FL   | PROFESSIONAL SERVICES<br>2008-2009              | CONSTRUCTION (If Applicable)         |
| <b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Land Planning, Zoning Entitlement, Landscape Architecture, Site Planning, Irrigation Design, Project Representation. CH was retained to design and procure development entitlements for the new Administrative Headquarters and Emergency Operations Center. One of the most significant challenges was to accurately establish the remaining development entitlements within the PGA National DRI and to gain acceptance of the proposed intensity allocation by the Growth Management staff.  |   |                                      |
| Palm Beach County Fire Stations (Multiple)—Palm Beach County, Florida  | PROFESSIONAL SERVICES<br>2011, 2010, 2011, 2012 | CONSTRUCTION (If Applicable)         |
| <b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Fire Stations #10: Planning, Due Diligence, Environmental Consulting, Conceptual Site Plan; #14: Planning, Due Diligence, Environmental, Permitting, LA; #34: Zoning Entitlement; #74: Site Planning, Zoning Due Diligence, Land Use & Zoning Entitlements  |   |                                      |



# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

|  |   |  |  |                |                            |
|--|---|--|--|----------------|----------------------------|
| <b>12. NAME</b><br><b>Aaron Wilbur, PLA</b>  | <b>13. ROLE IN THIS CONTRACT</b><br><b>Contract Manager, Project Manager, Landscape Architect</b> | <b>14. YEARS EXPERIENCE</b><br><table border="1"> <tr> <td>a. TOTAL<br/>16</td> <td>b. WITH CURRENT FIRM<br/>12</td> </tr> </table>      |  | a. TOTAL<br>16 | b. WITH CURRENT FIRM<br>12 |
| a. TOTAL<br>16   | b. WITH CURRENT FIRM<br>12  |  |  |                |                            |
| <b>15. FIRM NAME AND LOCATION (City and State)</b> <b>Cotleur &amp; Hearing, Jupiter, Florida</b>                    |   |  |  |                |                            |
| <b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b><br>University of Florida; Bachelor of Landscape Architecture (2010) |   | <b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br>State of Florida Registered Landscape Architect #LA6667229 (2015) |  |                |                            |

## **18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**

In March 2013, Mr. Wilbur joined the Cotleur & Hearing team and quickly transitioned to the firm's transportation division. In January 2019, Mr. Wilbur joined Principals Robert Cotleur and as a Partner at the Firm providing continuity in management and ensuring the firm's future success. He currently functions as the firm's Director of Transportation Division, acting as the contract and project manager for all public sector projects.

## **19. RELEVANT PROJECTS (Relevant Projects:)**

| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED  |                                    |
|--|---|------------------------------------|
| In-House Landscape Architecture Unit Consultant, FDOT District 4   | PROFESSIONAL SERVICES<br>2019 - 2022  | CONSTRUCTION (If Applicable)<br>NA |
| <b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Mr. Wilbur worked as the Contract Manager and Project Manager for the In-House Landscape Architecture Consultant Contract number C9053. His role included assisting with In-house Landscape Architectural tasks, as determined by the District Landscape Architect, such as the design of, and construction administration for, all in-house & push-button landscape projects, maintenance specification review, site inspections & assessments for various roadway & landscape projects, GIS updates of the FDOT GIS database, ODA coordination for violation notices & vegetation removal permits, maintenance agreement reviews, and the development, planning & execution of the D4 wildflower program.   |   |                                    |
| (1) TITLE AND LOCATION (City and State)<br>Continuing Services for Landscape Architecture Design, District Wide Contracts – FDOT District 4 (Contracts CA239 & CAH36)  | (2) YEAR COMPLETED<br>PROFESSIONAL SERVICES<br>2018 - Current<br>CONSTRUCTION (If Applicable)<br>Varies for multiple projects |                                    |
| <b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Mr. Wilbur is the Prime Consultant Contract and Project Manager for the CA239 and CAH36 Continuing Services Contracts. His responsibilities include management of all Task Work Orders assigned including project coordination with sub-consultants, FDOT project managers, and the District Landscape Architect, development of the Scope and Staff Hour Estimate documents, as well as production of Landscape, Irrigation, Tree Disposition, and Selective Clearing and Grubbing Plans for dependent and independent projects. Notable projects currently in various phases of construction or production include SR 9 at Fellsmere Rd (446040-1), SR 9 at High Meadows Ave (441318-1), SR 9 from Sunrise to SW 10th (433108-7), SR 713 Kings Highway North/South (230256-8, 438041-1), SR 9 at Spanish River/Yamato Rd. (444344-1), SR 76 Kanner Highway (446033-1), SR 9 at SR 70 (449811-1), SR 9 at Donald Ross Rd (449255-1), SR 9 at St Lucie West (444336-1), and SR 9 at Spanish River and Yamato (444344-1). Mr. Wilbur is also the lead landscape inspector for the construction admin phases. |   |                                    |
| (1) TITLE AND LOCATION (City and State)<br>I-75 Alligator Alley Environmental Education Project (437934-2/3) – FDOT District 4   | (2) YEAR COMPLETED<br>PROFESSIONAL SERVICES<br>2019 - 2024<br>CONSTRUCTION (If Applicable)<br>2021 – 2025                     |                                    |
| <b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Mr. Wilbur was the project manager for the highly complex roadway and landscape phases of Project , which includes major site reconstruction to build an education center complete with multilevel boardwalks, a 40' observation tower, a functioning wetland exhibit, an arboretum, dog park, multi-use recreation field, multiple unique plazas, sculptures, seating, shelters, and a complete educational signage component. Mr. Wilbur played a major role in many of the design components, especially the educational components and content.   |   |                                    |
| (1) TITLE AND LOCATION (City and State)<br>I-95 Express (Phases 3A-1, 3A-2, 3B-1, 3B-2, 3C) – FDOT District 4  | (2) YEAR COMPLETED<br>PROFESSIONAL SERVICES<br>2015 – 2020<br>CONSTRUCTION (If Applicable)<br>2018 - 2026                     |                                    |
| <b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Mr. Wilbur prepared Landscape Opportunity and Tree Relocation concept plans for one of the largest tree relocation efforts in South Florida as a part of the Criteria Development Team. He assisted in the development of RFP language for all the major interchanges and mainline areas for these Design-Build projects, located from Hollywood Blvd to Linton Blvd. Mr. Wilbur has also been the lead landscape inspector and ERC reviewer for all 5 phases of the project. He provides post-design services including attendance of all meetings, providing inspection services to confirm and track all relocation activities and is responsible for reviewing and responding to all landscape RFIs, shop drawings, & plan revisions.   |   |                                    |
| (1) TITLE AND LOCATION (City and State)<br>Port St Lucie Blvd (Paar to Darwin), Port St. Lucie, FL – City of Port St. Lucie/ FDOT District 4   | (2) YEAR COMPLETED<br>PROFESSIONAL SERVICES<br>2015 - 2024<br>CONSTRUCTION (If Applicable)<br>2024 – On Going                 |                                    |
| <b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Located in Port St. Lucie, the proposed project is comprised of two Dependent Landscape projects and extends the widening of PSL Blvd. south from the Turnpike over-pass to Paar Rd. The projects included the landscaping of the medians to be consistent with the City Beatification Guidelines and included the design of the irrigation system. Mr. Wilbur is the Project Manager for the project and assisted in all phases of design.   |   |                                    |



# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

|   |  |  |  |   |                            |
|---|--|--|--|---|----------------------------|
| <b>12. NAME</b>   |  | <b>13. ROLE IN THIS CONTRACT</b>   |  | <b>14. YEARS EXPERIENCE</b>                 |                            |
| Robert J. Coteleur, Jr., PLA, ASLA, Principal   |  | Senior Landscape Architect, Senior Inspector                                     |  | a. TOTAL<br>43                              | b. WITH CURRENT FIRM<br>33 |
| <b>15. FIRM NAME AND LOCATION (City and State)</b> Coteleur & Hearing, Jupiter, Florida   |  |  |  |   |                            |
| <b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b><br>1984: Ohio State University, Bachelor of Science in Landscape Architecture, --Cum Laude Honor Graduate  |  |  | <b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br>State of Florida Registered Landscape Architect #LA0001067;<br>Qualified Professional Mangrove Trimmer; LEED AP Certified |   |                            |
| <b>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)</b><br>Over the past 25 years, Mr. Coteleur has come to specialize in FDOT District 4 transportation projects which include the counties of Broward, Palm Beach, Martin, St. Lucie, and Indian River. He has developed considerable knowledge of South Florida ecology while participating in numerous planning, design, environmental, and construction administration projects. Mr. Coteleur is a recognized expert in transportation landscape architecture, and the Coteleur & Hearing transportation team has also provided landscape architectural services to the FDOT Central Office and the Turnpike.   |  |  |  |   |                            |
| <b>19. RELEVANT PROJECTS (Relevant Projects:)</b>   |  |  |  |   |                            |
| <b>(1) TITLE AND LOCATION (City and State)</b><br>I-75 (Alligator Alley) Environmental Education Project  |  | <b>(2) YEAR COMPLETED</b>  |  |   |                            |
|   |  | PROFESSIONAL SERVICES<br>2018 - 2022   |  | CONSTRUCTION (If Applicable)<br>2021 - 2025 |                            |
| <b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  |  | <input checked="" type="checkbox"/> Check if project performed with current firm |  |   |                            |
| a. This project is in the heart of the Everglades at the MP 29 rest area on I-75 (Alligator Alley). Site features include a wetland exhibit proposed in what is currently a parking lot, along with an arboretum, boardwalks, observation tower, plazas, passive park, educational and plant ID signage and an oversized alligator sculpture. Coteleur & Hearing designed the landscape features related to the \$12M roadway project as well as the plants and irrigation installed in conjunction with the \$1M stand-alone landscape project to follow. Construction began in the summer of 2021. The proposed design includes 67 upland and 13 aquatic plant species providing an additional 611 trees, 10,600 shrubs, and 17,000 aquatic plants, significantly improving the microclimate of the site. The design prioritized the user experience while educating the visitors about one of Florida's critical ecosystems. |  |  |  |   |                            |
| <b>(1) TITLE AND LOCATION (City and State)</b><br>I-75 / I-595 Gateway Interchange, FDOT District 4   |  | <b>(2) YEAR COMPLETED</b>  |  |   |                            |
|   |  | PROFESSIONAL SERVICES<br>2018  |  | CONSTRUCTION (If Applicable)<br>2021        |                            |
| <b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  |  | <input checked="" type="checkbox"/> Check if project performed with current firm |  |   |                            |
| b. Coteleur & Hearing designed the \$4M landscape, irrigation and hardscape improvements for this interchange, one of the largest in District 4. The design was inspired by the District's Branding theme that emulated the adjacent Everglades and is coined 'Urban Swamp Forest'. The project includes over 4,600 trees and includes curvilinear landscape terrace walls at various heights and a temporary irrigation system. Construction was completed in the summer of 2019 and the project won an award from the National Association of Landscape Professionals.  |  |  |  |   |                            |
| <b>(1) TITLE AND LOCATION (City and State)</b><br>I-95 / I-706 Gateway Interchange, FDOT District 4   |  | <b>(2) YEAR COMPLETED</b>  |  |   |                            |
|   |  | PROFESSIONAL SERVICES<br>2018  |  | CONSTRUCTION (If Applicable)<br>2019        |                            |
| <b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  |  | <input checked="" type="checkbox"/> Check if project performed with current firm |  |   |                            |
| c. Coteleur & Hearing designed the landscape, irrigation, and landscape terrace walls for this \$2.4M interchange in Jupiter. The design solution creates a bold gateway into tropical south Florida, Palm Beach County, and the Town of Jupiter, and includes a diverse palette of palms and flowering trees to compliment many acres of existing native vegetation. Coteleur & Hearing also prepared Selective Clearing & Grubbing plans that required the removal of invasive exotic vegetation and trimming of native vegetation to provide views into existing retention ponds.  |  |  |  |   |                            |
| <b>(1) TITLE AND LOCATION (City and State)</b><br>SR-7 Stand Alone Landscape Project, FDOT District 4   |  | <b>(2) YEAR COMPLETED</b>  |  |   |                            |
|   |  | PROFESSIONAL SERVICES<br>2020  |  | CONSTRUCTION (If Applicable)<br>2021        |                            |
| <b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  |  | <input checked="" type="checkbox"/> Check if project performed with current firm |  |   |                            |
| d. This \$2.2M, 3.5-mile project in Broward County was completed in early 2021. The design features include linear parks designed around the retention ponds and decorative pavement design for the plazas and sidewalks and concrete maintenance strips in the medians. Design services also included planting design, the design of five separate irrigation systems, and construction administration services. Extensive coordination with the maintaining authorities was required as the project included maintenance agreements with the Cities of Hollywood, West Park, and Miramar.   |  |  |  |   |                            |
| <b>(1) TITLE AND LOCATION (City and State)</b><br>I-95 / Donald Ross Rd Gateway Interchange, FDOT District 4 (FM# 449255-1)   |  | <b>(2) YEAR COMPLETED</b>  |  |   |                            |
|   |  | PROFESSIONAL SERVICES<br>2024  |  | CONSTRUCTION (If Applicable)<br>2025        |                            |
| <b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  |  | <input checked="" type="checkbox"/> Check if project performed with current firm |  |   |                            |
| e. Coteleur & Hearing designed the landscape for this \$1.46M interchange in Jupiter / Palm Beach Gardens. Design elements included new ponds with aquatic plantings and the use of large areas of cap rock boulder areas that require no maintenance and will last forever. Coteleur & Hearing prepared Selective Clearing & Grubbing plans that required the removal of invasive exotic vegetation, pruning and thinning of native vegetation and the relocation of desirable native trees to maximize views into the proposed ponds and new landscape areas.   |  |  |  |   |                            |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|  |   |   |  |                |                            |
|--|---|---|--|----------------|----------------------------|
| <b>12. NAME</b><br><br><b>Nicole Plunkett, ASLA, PLA, AICP</b>   | <b>13. ROLE IN THIS CONTRACT</b><br><br><b>Senior Planning Project Manager, Landscape Architect</b> | <b>14. YEARS EXPERIENCE</b><br><table border="1"> <tr> <td>a. TOTAL<br/>15</td> <td>b. WITH CURRENT FIRM<br/>15</td> </tr> </table>   |  | a. TOTAL<br>15 | b. WITH CURRENT FIRM<br>15 |
| a. TOTAL<br>15   | b. WITH CURRENT FIRM<br>15  |   |  |                |                            |
| <b>15. FIRM NAME AND LOCATION (City and State)</b> <b>Cotleur &amp; Hearing, Jupiter, Florida</b>  |   |   |  |                |                            |
| <b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b><br>2010: University of Florida – Magna Cum Laude<br>Bachelor of Landscape Architecture<br>Minor of Environmental Studies  |   | <b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br><br>State of Florida Registered Landscape Architect - License #LA6667230<br>American Institute of Certified Planners (AICP) Certified - #32640 |  |                |                            |
| <b>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)</b><br>Ms. Plunkett has experience with project management and design on a variety of projects including commercial, mixed-use, planned unit developments, golf course communities, single and multi-family residential communities, medical, institutional, and industrial projects throughout Florida. She has experience with leading project teams of designers, land planners, architects, engineers, and surveyors through all stages of a project. Ms. Plunkett has received numerous awards throughout her career, including: 40 Gators Under 40 Honoree (2022), University of Florida Alumni Association (2022), ASLA Florida Design Award - Frenchman's Reserve Country Club Preserve Restoration (2020), 2017 Fellowship for Innovation + Leadership \$25,000 Award Recipient   Landscape Architecture, Foundation 2017 Exceptional Emerging Professional Award Recipient, FLASLA Fellows Committee, 2016 Distinguished Service Award Recipient   University of Florida Dept. of Landscape Architecture. |   |   |  |                |                            |

**19. RELEVANT PROJECTS [Relevant Projects:]**

| (1) TITLE AND LOCATION (City and State)   | (2) YEAR COMPLETED                      |  |
|---|---|--|
| City of Riviera Beach Fire Station #2, Riviera Beach, FL  | PROFESSIONAL SERVICES<br>2018-2019      | CONSTRUCTION (If Applicable)                   |
| (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span>   |   |  |
| Cotleur & Hearing was retained by REG Architects to assist the City of Riviera Beach with the design of a new Fire Station. The new 12,490 square-foot Fire Station would replace the existing 4,000 square-foot Fire Station, located on the south side of West Blue Heron Boulevard, approximately 1-mile east of interstate I-95. Mrs. Plunkett worked directly with the City of Riviera Beach Staff to lead the design efforts, site analysis, site plan design, and landscape design. The new Fire Station design was critical to the Fire Department to bring in a larger team with more advanced technology. Nicole and her team gained approval for the project and the final plans are on record at the City of Riviera Beach.                     |   |  |
| Sandhill Crane Municipal Golf Club, Palm Beach Gardens, FL  | PROFESSIONAL SERVICES<br>2016-2017      | CONSTRUCTION (If Applicable)<br>Completed 2017 |
| (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span>   |   |  |
| Sandhill Crane Municipal Golf Club is located on the north side of Northlake Boulevard, approximately four miles west of Beeline Highway. Cotleur & Hearing was retained to assist with the development and design of a new clubhouse facility. Ms. Plunkett and her team worked with the Sisca Construction team, REG Architects, and the City of Palm Beach Gardens staff to design the site plan and landscape plans, while gaining expedited approval. The new 2-story, 22,530 square-foot clubhouse includes a pro shop, restaurant, and a beautiful 2nd floor rental event space, all which are accessible to the public. Nicole and her Cotleur & Hearing team assisted in the construction administration and inspections to close out the project. |   |  |
| Paul Kintz Park, Atlantis, FL— City of Atlantis   | PROFESSIONAL SERVICES<br>2023 - Current | CONSTRUCTION (If Applicable)<br>TBD            |
| (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span>   |   |  |
| Paul Kintz Park, a 1.5-acre city park in the City of Atlantis, is undergoing a full transformation. In 2023, Cotleur & Hearing was selected to lead the park's re-envisioning process in close collaboration with City Council and local residents. The scope of work included developing conceptual design alternatives, facilitating public engagement, coordinating with council members, leading the consultant team, and producing comprehensive construction documents—complete with cost estimates and implementation timelines. The revitalized park is scheduled for completion in 2026, reflecting a shared vision for a vibrant, accessible, and community-centered public space.  |   |  |
| Downtown Palm Beach Gardens, Palm Beach Gardens, FL   | PROFESSIONAL SERVICES<br>2019-current   | CONSTRUCTION (If Applicable)<br>2020-current   |
| (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span>   |   |  |
| Cotleur & Hearing was retained by Shopcore Properties to "revision" their existing mixed-use property, Downtown Palm Beach Gardens, which was originally constructed in 2005. The goal of the project was to create new energy on the property by enhancing pedestrian and vehicle access, creating new amenities, and by attracting new tenants to the commercial property. Mrs. Plunkett led the planning and project management efforts with her Cotleur & Hearing team, EDSA, Simmons & White, and CREATE architects. The project gained approval from the City of Palm Beach Gardens and is currently under construction. Construction administration tasks are included in the project role.  |   |  |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|                                 |  |                      |                            |
|---------------------------------|--|----------------------|----------------------------|
| 12. NAME<br><br>Erin Bolin, PLA | 13. ROLE IN THIS CONTRACT<br><br>Landscape Architect, Director of Design | 14. YEARS EXPERIENCE |                            |
|                                 |  | a. TOTAL<br>19       | b. WITH CURRENT FIRM<br>19 |

|   |   |
|---|---|
| <b>15. FIRM NAME AND LOCATION (City and State)</b> <b>Cotleur &amp; Hearing, Jupiter, Florida</b>                       |   |
| <b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b><br><br>2004: Iowa State University; Bachelor of Landscape Architecture | <b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br><br>State of Florida Registered Landscape Architect, FL #6667202 |

**18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**

Mrs. Bolin is a Partner, Director of Design, and a Landscape Architect with Cotleur & Hearing. Mrs. Bolin spearheads a diverse array of projects including high-end residential design, campus planning, large scale community master planning, retail, and commercial design, as well as the conceptualization of restaurant and plaza spaces, along with community entrances and overall theming. Renowned for her expertise in crafting imaginative designs and meticulous attention to hardscape and landscape elements.

| 19. RELEVANT PROJECTS [Relevant Projects:] |  |                                  |                                     |
|--|--|----------------------------------|-------------------------------------|
| a.   | (1) TITLE AND LOCATION <i>(City and State)</i><br>Jupiter Inlet Village, Jupiter, FL   | (2) YEAR COMPLETED               |                                     |
|  |  | PROFESSIONAL SERVICES<br>Ongoing | CONSTRUCTION <i>(If Applicable)</i> |
|  | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>[ X ] Check if project performed with current firm<br>Ms. Porter assisted in the design development of a commercial site development in Jupiter. She participated in design charrettes and workshops, assisted in streetscape and landscape design.  |                                  |                                     |
| b.   | (1) TITLE AND LOCATION <i>(City and State)</i><br>Winterlakes Park, Port St. Lucie, FL   | (2) YEAR COMPLETED               |                                     |
|  |  | PROFESSIONAL SERVICES<br>2017    | CONSTRUCTION <i>(If Applicable)</i> |
|  | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>[ X ] Check if project performed with current firm<br>Ms. Porter assisted in preparing a conceptual master plan for Winterlakes Park. She also helped facilitate and attended two public neighborhood meetings, which included a charrette.  |                                  |                                     |
| c.   | (1) TITLE AND LOCATION <i>(City and State)</i><br>Downtown at the Gardens, Palm Beach Gardens, FL  | (2) YEAR COMPLETED               |                                     |
|  |  | PROFESSIONAL SERVICES<br>Ongoing | CONSTRUCTION <i>(If Applicable)</i> |
|  | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>[ X ] Check if project performed with current firm<br>The site and building was designed to take advantage of the expansive lakefront views offered by the building's location. Ms. Porter designed landscape and hardscape in keeping with the theme established for Downtown at the Gardens.   |                                  |                                     |
| d.   | (1) TITLE AND LOCATION <i>(City and State)</i><br>The Cove, Jupiter, FL  | (2) YEAR COMPLETED               |                                     |
|  |  | PROFESSIONAL SERVICES            | CONSTRUCTION <i>(If Applicable)</i> |
|  | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>[ x ] Check if project performed with current firm<br>Ms. Porter designed hardscape and landscape for each home to be complimentary, but completely unique to the specific needs and program of each homeowner.  |                                  |                                     |
| e.   | (1) TITLE AND LOCATION <i>(City and State)</i><br>Pennock Preserve Entrance, Martin County, FL   | (2) YEAR COMPLETED               |                                     |
|  |  | PROFESSIONAL SERVICES            | CONSTRUCTION <i>(If Applicable)</i> |
|  | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>[X] Check if project performed with current firm<br>Ms. Porter worked to create a unique entry statement for four separate entrances to establish the identity for the Pennock Preserve Residential Community. An authentic Italian-Tuscan design theme was selected. Ms. Porter was deliberate in creating an understated elegant design which maintained authentic architectural precedence. |                                  |                                     |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|  |   |   |  |               |                           |
|--|---|---|--|---------------|---------------------------|
| <b>12. NAME</b><br><br><b>George Missimer, AICP</b>  | <b>13. ROLE IN THIS CONTRACT</b><br><br><b>Senior Planning Project Manager, Land Use Planner,</b> | <b>14. YEARS EXPERIENCE</b><br><table border="1"> <tr> <td>a. TOTAL<br/>8</td> <td>b. WITH CURRENT FIRM<br/>8</td> </tr> </table>       |  | a. TOTAL<br>8 | b. WITH CURRENT FIRM<br>8 |
| a. TOTAL<br>8  | b. WITH CURRENT FIRM<br>8   |   |  |               |                           |
| <b>15. FIRM NAME AND LOCATION (City and State)</b> <b>Cotleur &amp; Hearing, Jupiter, Florida</b>  |   |   |  |               |                           |
| <b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b><br>2017: Florida State University; Bachelor of Science in Environment and Society<br>Minor: Biology |   | <b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br>American Institute of Certified Planners (AICP) Certified #36742 |  |               |                           |

**18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**  
 Mr. Missimer has worked under the direction of a Senior Project Manager and since has assisted on projects' entitlement and development processes for applications related to rezoning, site plan and master plan amendments, zoning code amendments, public policy documents, abandonment, Planned Unit Developments, and time extension. He is responsible for collecting and analyzing data, conducting site assessments, drafting statements, reports, and code amendments, attending client and government meetings, and attending public hearings.

| 19. RELEVANT PROJECTS [Relevant Projects:]   |  |                              |  |
|--|--|------------------------------|--|
| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED                                 |                              |  |
|  | PROFESSIONAL SERVICES                              | CONSTRUCTION (If Applicable) |  |
| <b>a.</b> (1) TITLE AND LOCATION (City and State)<br>City of Port St. Lucie Beatification Policy Documents- Port St. Lucie Public Works Department<br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Missimer worked with Cotleur & Hearing landscape architects, Culpepper & Terpening Engineers, and PSL Public works, Neighborhood Services, Planning and Zoning, and Utilities Departments to develop concepts for street scape designs that were in compliance with all applicable codes, including FPL Right Tree Right Place, Utilities Systems Code, PSL Land Development Code, and FDOT regulations. After attending meetings with staff and a Special City Council meeting Mr. Missimer drafted a policy document to be adopted by the City. | [ x ] Check if project performed with current firm |                              |  |
| <b>b.</b> (1) TITLE AND LOCATION (City and State)<br>City Center Concept Plan, Port St. Lucie, FL<br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Missimer examined code restrictions and assisted in the development of a concept plan for the City Center development within Port St. Lucie. He has drafted site information and examined existing conditions for the concept plan.  | [ x ] Check if project performed with current firm |                              |  |
| <b>c.</b> (1) TITLE AND LOCATION (City and State)<br>Jupiter Medical Center, Jupiter, FL –Neonatal Intensive Care Unit<br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Cotleur & Hearing prepared a Site Plan Modification for a 5-story addition to the existing Medical Center campus. The expansion includes a new Neonatal Intensive Care Unit (NICU) and additional surgical beds. Scope: Land planning, Entitlement coordination, Landscape Inspection, Construction Administration.   | 2020   | CONSTRUCTION (If Applicable) |  |
| <b>d.</b> (1) TITLE AND LOCATION (City and State)<br>Christ Fellowship Church, Port St. Lucie, FL – Christ Fellowship Church<br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Missimer prepared submittal items for the site plan of the Church campus within the Tradition MPUD. He met with city staff to resolve comments and coordinated with all project members for adjustments to the plan. After coordination with City staff Mr. Missimer attended the City Council meetings where the site plan was approved.   | [ x ] Check if project performed with current firm |                              |  |
| <b>e.</b> (1) TITLE AND LOCATION (City and State)<br>Verano DRI, Port St. Lucie, FL – Verano Development II, LLC<br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Missimer has worked on a variety of projects within the Verano DRI. Including, the creation of new PUDs, Site Plans, Subdivision Plats, PUD Amendments, and Site Plan Amendments. He has drafted PUD documents, attended numerous public hearings, and coordinated with City staff and the clients for project approvals.   | [ x ] Check if project performed with current firm |                              |  |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|  |  |   |                                  |
|--|--|---|----------------------------------|
| 12. NAME<br><b>Ella Stone</b>  | 13. ROLE IN THIS CONTRACT<br><b>Environmental Technician, Land Planner</b> | 14. YEARS EXPERIENCE  |                                  |
|  |  | a. TOTAL<br><b>2</b>  | b. WITH CURRENT FIRM<br><b>2</b> |
| 15. FIRM NAME AND LOCATION (City and State) <b>Cotleur &amp; Hearing, Jupiter, Florida</b>   |  |   |                                  |
| 16. EDUCATION (DEGREE AND SPECIALIZATION)<br>2024: Florida State University; Bachelor's in Environmental Science<br>2025/2026: Attending University of Florida; Master's in Forest Resources |  | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br>Association Certified # |                                  |

**18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**  
Ms. Stone assists on a range of residential, commercial, and environmental projects across Martin, Palm Beach, and St. Lucie Counties by navigating permitting and entitlement processes, analyzing environmental impacts, and developing strategies for mitigation efforts. Ms. Stone earned a Bachelor of Science in Environmental Science from Florida State University in 2024 and is currently pursuing a Master of Science in Forest Resources and Conservation with a concentration in Natural Resource Policy and Administration at the University of Florida, advancing her expertise in sustainable resource management and environmental regulation. Ms. Stone is highly proficient in GIS and is able to generate maps and data sets as needed for project deliverables.

| 19. RELEVANT PROJECTS [Relevant Projects:] |   |                       |                              |
|--|---|-----------------------|------------------------------|
|  | (1) TITLE AND LOCATION (City and State)   | (2) YEAR COMPLETED    |                              |
|  |   | PROFESSIONAL SERVICES | CONSTRUCTION (If Applicable) |
| a.   | Lemon Grove Mitigation Bank, Palm Beach County, FL  |                       |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Mr. Stone assisted senior planners at Cotleur & Hearing providing environmental planning and permitting services for a proposed mitigation bank project in Palm Beach County. Cotleur & Hearing was responsible for creating and coordinating all of the key deliverables necessary for the South Florida Water Management District (SFWMD) permitting process. The process involved developing restoration strategies/methodologies and success criteria, completing the mitigation credit ledger and functional lift calculations based on the Uniform Mitigation Assessment Method (UMAM), coordinating with subconsultants for supplemental data (hydrology, wildlife surveys), and assembling the full Environmental Resource Permit submittal package. The firm organized and compiled all exhibits, figures, and supporting documents for the permit submittal, ensuring the application met both regulatory and technical standards. Cotleur & Hearing also prepared formal responses to Requests for Additional Information (RAIs) issued by SFWMD, addressing complex issues such as target hydrologic conditions, vegetation success criteria, exotic species control measures, and adaptive management strategies. Throughout the process, Cotleur & Hearing emphasized an adaptive management approach for responsive adjustments based on field conditions and monitoring. |                       |                              |
| b.   | Okeeheelee Park, Okeeheelee, FL   |                       |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Ms. Stone plays a central role in Cotleur & Hearing's ongoing environmental permitting work for the Okeeheelee Park South Flow Way Project in Palm Beach County. The project involves preparing a permit modification for the South Florida Water Management District to document the functional lift achieved through the creation and enhancement of over 50 acres of wetland habitat. Ms. Stone conducted field assessments and surveys, performed habitat mapping using ArcGIS Pro, created various detailed map exhibits, authored the Wetland Assessment Report and Functional Unit Analysis, and prepared UMAM (Uniform Mitigation Assessment Method) scoring sheets for 11 assessment areas, analyzing parameters such as landscape context, water environment, and vegetative structure. Through this project, she has applied skills in GIS mapping, UMAM analysis, environmental reporting, and regulatory coordination.  |                       |                              |
| c.   | Pinehurst Park Wetland Impact Violation Close-out, Tampa, FL  |                       |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;">[ x ] Check if project performed with current firm</span><br>Ms. Stone supported Cotleur & Hearing in addressing an open notice of potential violation issued by the South Florida Water Management District (SFWMD) for wetland impacts at Pinehurst Park. Her work included assisting with field evaluations to identify and stake the State Wetland Jurisdiction boundary in accordance with SFWMD's basis of review. Following the field verification, Ella prepared maps in ArcGIS Pro to document the confirmed wetland boundary using digital elevation models and field analysis. Ella contributed to coordination meetings with SFWMD compliance staff. She also prepared the SFWMD Compliance Closeout document ensuring the submittal met agency requirements.   |                       |                              |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|   |   |  |                                  |
|---|---|--|----------------------------------|
| 12. NAME<br><b>McKenna West, AICP</b>   | 13. ROLE IN THIS CONTRACT<br><b>Land Planner / Planning Project Manager</b> | 14. YEARS EXPERIENCE   |                                  |
|   |   | a. TOTAL<br><b>5</b>   | b. WITH CURRENT FIRM<br><b>2</b> |
| 15. FIRM NAME AND LOCATION (City and State) <b>Cotleur &amp; Hearing, Jupiter, Florida</b>  |   |  |                                  |
| 16. EDUCATION (DEGREE AND SPECIALIZATION)<br>2020: Florida Statue State University; Master of Planning/Dept. of Urban and Regional Planning |   | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br>American Institute of Certified Planners (AICP) Certified #36299 |                                  |

**18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**  
Ms. West manages the zoning entitlement process for mixed-use, residential, and commercial projects across Palm Beach County and the Treasure Coast. She specializes in land development code research, interpretation, and application. Ms. West serves as a liaison between clients, consultants, and municipal or county staff to secure the approval of land development projects for the benefit of the client and the community. Her expertise extends to proficiency in utilizing Geographic Information Systems (GIS) to create static or interactive maps and to complete complex data processing.

2024-Present: Communications Officer - Treasure Coast Section of the Florida Chapter of the APA

| 19. RELEVANT PROJECTS [Relevant Projects:] |  |  |  |
|--|--|--|--|
| a.   | (1) TITLE AND LOCATION (City and State)<br><b>Northlake Promenade Apartments – Town of Lake Park</b>   | (2) YEAR COMPLETED   |  |
|  |  | PROFESSIONAL SERVICES<br><b>2023-2024</b>  | CONSTRUCTION (If Applicable)             |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>The future location of the Northlake Promenade Apartments is located on the south side of Northlake Boulevard, just west of US Highway 1. Cotleur &amp; Hearing was retained to assist with the site plan development and zoning entitlement of a 279-unit, 7-story multifamily residential building. Ms. West worked with the architects, civil engineers, landscape architect, client, and Town staff to gain approval in 2024.</b>  | <input checked="" type="checkbox"/> Check if project performed with current firm |  |
| b.   | (1) TITLE AND LOCATION (City and State)<br><b>Complete Property Maintenance Annexation – City of Greenacres</b>  | (2) YEAR COMPLETED   |  |
|  |  | PROFESSIONAL SERVICES<br><b>2023-2024</b>  | CONSTRUCTION (If Applicable)             |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>In 2024, Ms. West assisted in securing approval of a voluntary annexation application that involved complex collaboration between the client and the City. The project demanded strategic navigation to achieve acceptance into the City of Greenacres, as a site with an existing non-conforming use and structure.</b>   | <input checked="" type="checkbox"/> Check if project performed with current firm |  |
| c.   | (1) TITLE AND LOCATION (City and State)<br><b>KidSanctuary by Place of Hope, Triplexes – Unincorporated Palm Beach County</b>  | (2) YEAR COMPLETED   |  |
|  |  | PROFESSIONAL SERVICES<br><b>2023-2024</b>  | CONSTRUCTION (If Applicable)<br><b>-</b> |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>KidSanctuary is a partially built-out 10-acre site located just south of Southern Boulevard, and west of the Florida Turnpike. Ms. West led the site plan approval process via administrative amendment to modify the existing site to add 4 triplex buildings. The site functions as a Congregate Living Facility. The modification necessitated an increase in the number of residents that were to inhabit the site. In collaboration with the civil engineers, architects, and landscape architect, Ms. West was able to effectively navigate the complexity of the County's application and review process that resulted in a positive outcome for the client. Ms. West continues to consult on this site through additional zoning modifications and construction.</b> | <input checked="" type="checkbox"/> Check if project performed with current firm |  |
| d.   | (1) TITLE AND LOCATION (City and State)<br><b>370 Datura by NYU Langone Health – City of West Palm Beach</b>   | (2) YEAR COMPLETED   |  |
|  |  | PROFESSIONAL SERVICES<br><b>2023-2024</b>  | CONSTRUCTION (If Applicable)             |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>Ms. West assisted with gaining approval of the site development plan and securing the zoning entitlements for the 7-story medical office building to be located in Downtown West Palm Beach. Currently under building permit review, Ms. West has assisted the client and consultant team with navigating the multi-step approvals process and gaining approval of the Tree Alteration Permit to-date.</b>   | <input type="checkbox"/> Check if project performed with current firm            |  |
| e.   | (1) TITLE AND LOCATION (City and State)<br><b>The David and Leigha Rinker Campus, Place of Hope – Unincorporated Palm Beach County</b>   | (2) YEAR COMPLETED   |  |
|  |  | PROFESSIONAL SERVICES  | CONSTRUCTION (If Applicable)             |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>Cotleur &amp; Hearing was retained to assist with the site development plan and zoning entitlement for several uses on this site. Ms. West has worked with the architects, civil engineer, landscape architect, client, and Town staff to gain approval for a daycare, a multipurpose building, and 3 triplexes. Ms. West continues to consult on this site through additional zoning modifications and construction.</b>  | <input type="checkbox"/> Check if project performed with current firm            |  |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|   |  |   |  |
|---|--|---|--|
| 12. NAME<br><br><b>Andrew "Gregg" Byrick, PLA, LIAF</b> | 13. ROLE IN THIS CONTRACT<br><br><b>Landscape Architect, Certified Landscape Inspector</b> | 14. YEARS EXPERIENCE<br>a. TOTAL 27      b. WITH CURRENT FIRM 5 |  |
|---|--|---|--|

|  |  |  |
|--|--|--|
| 15. FIRM NAME AND LOCATION (City and State) <b>Cotleur &amp; Hearing, Jupiter, Florida</b>                               | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br>State of Florida Registered Landscape Architect # FLA6667718<br>LIAF (Landscape Inspectors Association of Florida) Certified Landscape Inspector |  |
| 16. EDUCATION (DEGREE AND SPECIALIZATION)<br><br>1996: Ontario, University of Guelph; Bachelor of Landscape Architecture |  |  |

**18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**

Mr. Byrick has been working in the field of Landscape Architecture for the past 27 years; in all areas of the profession, as a Senior Project Manager and Operations Manager, creating and constructing innovative and beautiful landscapes for a variety of clients. Mr. Byrick can inspect, approve or deny landscape installations based on the standards set forth across the state of Florida for landscape inspections.

**19. RELEVANT PROJECTS [Relevant Projects:]**

| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED    |                              |
|--|-----------------------|------------------------------|
| La Mancha Avenue Streetscape- Village of Royal Palm Beach  | PROFESSIONAL SERVICES | CONSTRUCTION (If Applicable) |
| a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float:right">[ ] Check if project performed with current firm</span><br>This streetscape landscape improvement included the planting of 82 Royal Palms, Various species of native Pines, Oaks and Shrubs within the 2.1 mile roadway. This project also included 'Focal Point' landscape enhancements to 2 round-abouts within the roadway section. Mr. Byrick was the project manager responsible for the proper layout, installation and completion of this project.   |                       |                              |
| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED    |                              |
| Wilton Drive Streetscape Improvement- City of Wilton Manors  | PROFESSIONAL SERVICES | CONSTRUCTION (If Applicable) |
| b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float:right">[ ] Check if project performed with current firm</span><br>The scope of work for this project included the creation of design and landscape standards for the specific purpose of improving pedestrian access and use of Wilton Drive, as well as developing a more distinct streetscape that reflected the character of the City of Wilton Manors. As the Project Manager in charge of the development of this project, Mr. Byrick was involved in co-ordination with City officials, local business owners and residents throughout the design and approvals process. |                       |                              |
| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED    |                              |
| Inlet Park- Town of Palm Beach Shores  | PROFESSIONAL SERVICES | CONSTRUCTION (If Applicable) |
| c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float:right">[ ] Check if project performed with current firm</span><br>Project scope for the Town of Palm Beach shores included the design and installation of new pedestrian walkways along the Palm Beach inlet, to include Large Coconut Palms, Native understory plantings, seating, lighting and irrigation. As Operations Manager and Landscape Designer, Mr. Byrick coordinated with other professional disciplines and with Town officials to determine the final design and oversaw the construction of the project from start to completion.                              |                       |                              |
| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED    |                              |
| Jog Road/ Lake Ida Road Median Landscape Improvements- Palm Beach County   | PROFESSIONAL SERVICES | CONSTRUCTION (If Applicable) |
| d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float:right">[ ] Check if project performed with current firm</span><br>As part of the construction a new commercial development, new medians and landscape enhancements were required for both Jog Rd. and Lake Ida Road. The scope of this project included the initial design, permitting through Palm Beach County Streetscape Division and final construction, inspection and approval.   |                       |                              |
| (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED    |                              |
| City of Westlake Landscape Inspections   | PROFESSIONAL SERVICES | CONSTRUCTION (If Applicable) |
| e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float:right">[ X ] Check if project performed with current firm</span><br>The scope of work related to this project includes the inspection of all landscape installation throughout the City of Westlake as it relates to Residential, Commercial and Roadway properties. Inspections are directly related to the City of Westlake and Seminole Improvement District's final acceptance of these projects.  |                       |                              |



### E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

| 12. NAME                | 13. ROLE IN THIS CONTRACT  | 14. YEARS EXPERIENCE |                           |
|-------------------------|--|----------------------|---------------------------|
| Steven Rivera, CIT, ISA | Landscape Designer, Landscape Planner, Certified Irrigation Technician, ISA Certified Arborist | a. TOTAL<br>6        | b. WITH CURRENT FIRM<br>6 |

|   |  |
|---|--|
| 15. FIRM NAME AND LOCATION (City and State) Coteleur & Hearing, Jupiter, Florida  |  |
| 16. EDUCATION (DEGREE AND SPECIALIZATION)<br>2019: Florida Atlantic University; Bachelor of Urban and Regional Planning | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br>Irrigation Association Certified Irrigation Technician #247481 (2022)<br>International Society of Arboriculture Certified Arborist #FL-10180A (2024) |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Mr. Rivera has prepared Landscape, Irrigation, Selective Clearing & Grubbing, and Tree Disposition Plans for numerous projects for FDOT and local municipalities, working in both MicroStation and AutoCAD. He has worked on Stand-Alone Landscape projects, Component Set roadway landscape projects, Tree Disposition, Relocation, and Selective Clearing & Grubbing projects. He also performs field work including tree inventories, data collection, and tree assessments. Over the last several years he has quickly become Coteleur & Hearing's key transportation production staff and is well versed on the FDOT Design manual and FDOT plan production processes. Mr. Rivera took and passed the Irrigation Association training course, receiving the Certified Irrigation Technician designation and recently took and passed the International Society of Arboriculture (ISA) Certified Arborist Exam, receiving the ISA Certified Arborist designation.

| 19. RELEVANT PROJECTS [Relevant Projects:]  |  |  |
|---|--|--|
| (1) TITLE AND LOCATION (City and State)   | (2) YEAR COMPLETED                                 |  |
| a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Rivera is a designer for the two 5-year Continuing Services District Wide Contracts CA239 and CAH36. His responsibilities included the preparation of tree disposition, landscape, and irrigation plans. Mr. Rivera also assists in landscape and irrigation design, and modification of existing irrigation systems. Mr. Rivera is also involved in fieldwork, taking tree inventory and noting existing conditions. During post design, Mr. Rivera assists in nursery visits and tagging material.  | PROFESSIONAL SERVICES<br>2020 - Present            | CONSTRUCTION (If Applicable)<br>2020 - Present |
|   | [ x ] Check if project performed with current firm |  |
| b. (1) TITLE AND LOCATION (City and State)<br>I-75 Alligator Alley Environmental Education Project (437934-2/3) – FDOT District 4   | (2) YEAR COMPLETED                                 |  |
|   | PROFESSIONAL SERVICES<br>2020 – Present            | CONSTRUCTION (If Applicable)<br>2025           |
| c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>The Alligator Alley Environmental Education Project, includes major site reconstruction to build an education center complete with multilevel boardwalks, a 40' observation tower, a functioning wetland exhibit, an arboretum, dog park, multi-use recreation field, multiple unique plazas, sculptures, seating, shelters, and a complete educational signage component. Mr. Rivera is the landscape and irrigation designer for this highly complex project and assisted in the creation of the tree disposition, landscape, irrigation, and hardscape plans.  | [ x ] Check if project performed with current firm |  |
|   |  |  |
| d. (1) TITLE AND LOCATION (City and State)<br>I-95 / Donald Ross Rd Gateway Interchange, FDOT District 4 (FM# 449255-1)   | (2) YEAR COMPLETED                                 |  |
|   | PROFESSIONAL SERVICES<br>2024                      | CONSTRUCTION (If Applicable)<br>2025           |
| e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Coteleur & Hearing designed the landscape for this \$1.46M interchange in Jupiter / Palm Beach Gardens. Design elements included new ponds with aquatic plantings and the use of large areas of cap rock boulder areas that require no maintenance and will last forever. Mr. Rivera was a landscape designer for this project and assisted in site inventory and analysis, Selective clearing and grubbing design, and tree relocation and removal design.   | [ x ] Check if project performed with current firm |  |
|   |  |  |
| f. (1) TITLE AND LOCATION (City and State)<br>SR 76 Cove Rd to Monterey   | (2) YEAR COMPLETED                                 |  |
|   | PROFESSIONAL SERVICES<br>2020 - 2023               | CONSTRUCTION (If Applicable)<br>Completed 2025 |
| g. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Located in Martin County, the proposed project was a standalone landscape project that focused on adding landscape and irrigation to the sodded medians and sound walls to increase the beautification within the corridor and match the level of landscape on other roadways within the county limits. Mr. Rivera was a landscape and irrigation designer for the SR 76 (Kanner Highway) project, within Martin County. Mr. Rivera prepared concept plans, illustrative graphics, and landscape and irrigation plans. During post design, Mr. Rivera also attended nursery visits and tagged material for procurement. | [ x ] Check if project performed with current firm |  |
|   |  |  |
| h. (1) TITLE AND LOCATION (City and State)<br>SR 9 I-95 at SR 70 Okeechobee Rd Landscape Project  | (2) YEAR COMPLETED                                 |  |
|   | PROFESSIONAL SERVICES<br>2022 - 2024               | CONSTRUCTION (If Applicable)<br>Completed 2025 |
| i. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Rivera was a landscape designer for the SR 70 (Okeechobee Road) interchange project, within St. Lucie County. Mr. Rivera prepared concept plans, permit documents, cost estimates, and landscape plans for this project. During post design, Mr. Rivera also attended nursery visits and tagged material for procurement.   | [ x ] Check if project performed with current firm |  |
|   |  |  |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|  |   |   |                                  |
|--|---|---|----------------------------------|
| 12. NAME<br><br><b>Juan-Carlos Ortiz</b>   | 13. ROLE IN THIS CONTRACT<br><br><b>Landscape Designer, Irrigation Specialist</b> | 14. YEARS EXPERIENCE  |                                  |
|  |   | a. TOTAL<br><b>6</b>  | b. WITH CURRENT FIRM<br><b>6</b> |
| 15. FIRM NAME AND LOCATION (City and State) <b>Cotleur &amp; Hearing, Jupiter, Florida</b>   |   |   |                                  |
| 16. EDUCATION (DEGREE AND SPECIALIZATION)<br>2015: Polytechnic University of Puerto Rico; Master Landscape Architecture<br>2011: Recinto Universitario de Mayaguez, Puerro Rico; Bachelor's Degree |   | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br>Association Certified: Continuing education certificate from RAINBIRD |                                  |

**18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)**  
Mr. Ortiz joined Cotleur & Hearing in July of 2019 and quickly established himself as a technical expert for planting and irrigation design projects. Mr. Ortiz has extensive irrigation design knowledge and leads many of the firm's irrigation projects. Mr. Ortiz is proficient in SketchUP, Photo Shop, AutoCAD, and LandFX.

| 19. RELEVANT PROJECTS [Relevant Projects:] |   |  |                              |
|--|---|--|------------------------------|
|  | (1) TITLE AND LOCATION (City and State)   | (2) YEAR COMPLETED   |                              |
|  |   | PROFESSIONAL SERVICES  | CONSTRUCTION (If Applicable) |
| a.   | (1) TITLE AND LOCATION (City and State)<br><b>Town of Lake Park – Bert Bostrom Park Improvements and Park Improvement Project, Lake Park, FL</b>  | (2) YEAR COMPLETED   |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>Mr. Ortiz was instrumental in the design and implementation of the Bert Bostrom Park Green Infrastructure and Park Improvement Project. As a sub-consultant to WRMA, Mr. Ortiz provided landscape architectural design support for the major reconstruction of the park recreation fields to incorporate green infrastructure storm chambers drastically increasing the storm water storage capacity and addressing drainage and flooding issues for the area. Mr. Ortiz also led the irrigation design efforts providing new automatic irrigation systems for the entire park. Mr. Ortiz has been the lead landscape inspector for the project, contributing to the future success of the recreation fields and the project as a whole. This project also encompassed irrigation improvements along the 6th Street corridor medians.</b> | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| b.   | (1) TITLE AND LOCATION (City and State)<br><b>City of Westlake Landscape Design, Westlake, FL</b>   | (2) YEAR COMPLETED   |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>Mr. Ortiz assisted in the drafting of landscape and irrigation plans for residential neighborhoods and commercial sites within the City of Westlake. Westlake is the newest municipality in Palm Beach County currently being developed and constructed by Minto. Mr. Ortiz has been instrumental in the construction implementation of several communities within the City and routinely provides construction administration landscape inspection services.</b>   | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| c.   | (1) TITLE AND LOCATION (City and State)<br><b>Rio Marina Village, Jensen Beach, Florida</b>   | (2) YEAR COMPLETED   |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>Mr. Ortiz actively participated in the design and drafting of landscape and irrigation plans, ensuring strict adherence to local codes. The project's proximity to intercoastal water management required careful equipment selection to meet specified watering windows effectively.</b>   | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| d.   | (1) TITLE AND LOCATION (City and State)<br><b>Cresswind at Lake Harris – Kolter, Tavares, FL</b>  | (2) YEAR COMPLETED   |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>His involvement in this project focused on designing and drafting an irrigation system that seamlessly integrated with the city's Reclaimed system. A particular challenge was addressed by tailoring the system to accommodate the sloping terrain.</b>  | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| e.   | (1) TITLE AND LOCATION (City and State)<br><b>Palm Beach Park of Commerce, Jupiter, FL</b>  | (2) YEAR COMPLETED   |                              |
|  | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><b>Mr. Ortiz collaborated on drafting irrigation plans for diverse parcels in the Palm Beach Park of Commerce. Working in tandem with engineering consultants, he contributed to the design of systems fed by well and pump.</b>   | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

|   |   |  |                                   |
|---|---|--|-----------------------------------|
| 12. NAME<br><b>Robert Olsker</b>  | 13. ROLE IN THIS CONTRACT<br><b>Irrigation Systems Designer</b> | 14. YEARS EXPERIENCE   |                                   |
|   |   | a. TOTAL<br><b>40</b>  | b. WITH CURRENT FIRM<br><b>20</b> |
| 15. FIRM NAME AND LOCATION (City and State) <b>Cottleur &amp; Hearing, Jupiter, Florida</b>   |   |  |                                   |
| 16. EDUCATION (DEGREE AND SPECIALIZATION)<br>1988: Palm Beach Atlantic University<br>Bachelor Business Administration<br>Minor: Management and Computer Science |   | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br><br>Florida Irrigation Contractors Competency License #U-19247 |                                   |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Mr. Olsker has owned an irrigation company for eighteen years and has worked as an Irrigation Designer and Consultant for several landscape architects for over 20 years. He has vast experience and has designed all types of systems including mist, drip & emitter utilizing various water sources including potable, surface, well and re-use.

**19. RELEVANT PROJECTS [Relevant Projects:]**

|    | (1) TITLE AND LOCATION (City and State)  | (2) YEAR COMPLETED   |                              |
|----|--|--|------------------------------|
|    |  | PROFESSIONAL SERVICES  | CONSTRUCTION (If Applicable) |
| a. | <b>Transportation – District IV Irrigation Design</b><br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Olsker transportation irrigation project is listed below:<br>- I95 HOV West Palm Beach (FM #231920-2)<br>- I95 HOV Riviera Beach (FM #231920-1)<br>- I95 HOV Jupiter (FM #406870-2)<br>- CR-818 Griffin Road (FM #227708-1)<br>- SR-5 Indian River County (FM #228583-3)<br>- SR-811 Jupiter (FM #412600-1)<br>- SR-5 Pompano Beach (FM #227391-1)<br>- SR-845 Power Line Road (FM #228110-1)<br>- SR-786 PGA Boulevard (FM #229898-1) | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| b. | <b>Miscellaneous Transportation Irrigation Design</b><br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Olsker miscellaneous transportation irrigation design project is listed below:<br>- Jensen Beach Causeway<br>- Jensen Beach A1A Road   | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| c. | <b>Educational Irrigation Design</b><br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Olsker educational irrigation design project is listed below:<br>- Wellington Middle School<br>- Martin County High School  | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| d. | <b>Commercial Irrigation Design</b><br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Olsker commercial irrigation design project is listed below:<br>- Legacy Place Retail<br>- RCA Center  | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |
| e. | <b>Irrigation Installation</b><br><br>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Mr. Olsker other irrigation design project is listed below:<br>- Roger Dean Baseball Stadium<br>- Six Palm Beach County Schools<br>- Legacy Place Retail Commercial<br>- Frenchman's Reserve Community  | <input checked="" type="checkbox"/> Check if project performed with current firm |                              |



|   |  |   |
|---|--|---|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |  | <b>20. EXAMPLE PROJECT KEY NUMBER</b><br>1  |
| <b>21. TITLE AND LOCATION (City and State)</b><br><b>Village of Royal Palm Beach Municipal Complex Enhancements,</b><br><b>Village of Royal Palm Beach, FL</b>  |  | <b>22. YEAR COMPLETED</b><br>PROFESSIONAL SERVICES<br>2009 - 2010<br>CONSTRUCTION (If applicable)<br>2010 |

**23. PROJECT OWNER'S INFORMATION**

|  |  |   |
|--|--|---|
| <b>a. PROJECT OWNER</b><br>Village of Royal Palm Beach | <b>b. POINT OF CONTACT NAME</b><br>Ray Liggins<br>Bradford O'Brien | <b>c. POINT OF CONTACT TELEPHONE NUMBER</b><br>561-790-5100<br>561-753-1120 |
|--|--|---|

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*



Cotleur & Hearing, Inc. was retained by the Village of Royal Palm Beach to develop a Landscape Master Plan for the Villages Municipal Complex located at the intersection of Okeechobee Boulevard and Royal Palm Beach Boulevard. Cotleur & Hearing was also responsible for developing a hardscape improvement plan to foster greater resident utilization of this tremendous asset. Hardscape improvements include a pedestrian plaza which spatially connects the Council Chambers with the Administration building, sidewalks, walking trails including a boardwalk along the existing lake. The overall design theme was intended to maintain the natural park-like setting while creating greater continuity between different uses on the site. Cotleur & Hearing's scope of work included the processing of the required zoning approvals for the revised municipal campus.

**Scope:** Zoning Entitlement, Hardscape Design, Landscape Design, Irrigation Plan and Project Representation  
**Project Size:** 30 Acres      **Total Project Cost:** \$1.4 Million      **Consultant Fee:** \$38,000



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

| (1) FIRM NAME               | (2) FIRM LOCATION (City and State) | (3) ROLE                              |
|-----------------------------|------------------------------------|---------------------------------------|
| <b>a.</b> Cotleur & Hearing | Jupiter, Florida                   | Landscape Architects, Master Planning |



|   |   |                                     |
|---|---|-------------------------------------|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |   | 20. EXAMPLE PROJECT KEY NUMBER<br>2 |
| 21. TITLE AND LOCATION (City and State)<br><b>Crestwood Park, Village of Royal Palm Beach, FL</b>   | 22. YEAR COMPLETED<br>PROFESSIONAL SERVICES<br>CONSTRUCTION (If applicable)<br>2024 |                                     |

23. PROJECT OWNER'S INFORMATION

|   |   |  |
|---|---|--|
| a. PROJECT OWNER<br>Village of Royal Palm Beach | b. POINT OF CONTACT NAME<br>Mark L. Pawlowski, CPRP | c. POINT OF CONTACT TELEPHONE NUMBER<br>561-753-1228 |
|---|---|--|

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Cotleur & Hearing was retained by the Village of Royal Palm Beach to provide planning and landscape architectural services for a 5.77 acre recreational park to include a large multi-purpose recreational field, playground, two basketball courts, two pickleball courts, two tennis courts, volleyball court, pavilions, and restroom facility. This new addition to the public parks within the Village is an example of the dedication the Village of Royal Palm Beach has to residents in providing recreation space throughout the Village. This unique park provides a variety of recreation activities and is positioned to take advantage of the adjacent canal for potential watercraft use.

**Services Provided:** Planning and Landscape Architecture  
**Project Cost:** \$1.65M



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

|                      |                                    |                                       |
|----------------------|------------------------------------|---------------------------------------|
| (1) FIRM NAME        | (2) FIRM LOCATION (City and State) | (3) ROLE                              |
| a. Cotleur & Hearing | Jupiter, Florida                   | Landscape Architects, Master Planning |



|   |  |   |
|---|--|---|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |  | 20. EXAMPLE PROJECT KEY NUMBER<br><b>3</b>  |
| 21. TITLE AND LOCATION (City and State)<br><b>Village of Royal Palm Beach Okeechobee Blvd, Village of Royal Palm Beach, FL</b>  |  | 22. YEAR COMPLETED<br>PROFESSIONAL SERVICES<br>2020 to 2023<br>CONSTRUCTION (If applicable)<br>2023 |

**23. PROJECT OWNER'S INFORMATION**

|  |   |   |
|--|---|---|
| a. PROJECT OWNER<br><b>Village of Royal Palm Beach</b>   | b. POINT OF CONTACT NAME<br><b>Paul Webster</b> | c. POINT OF CONTACT TELEPHONE NUMBER<br><b>561-790-5122</b> |
| 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i> |   |   |



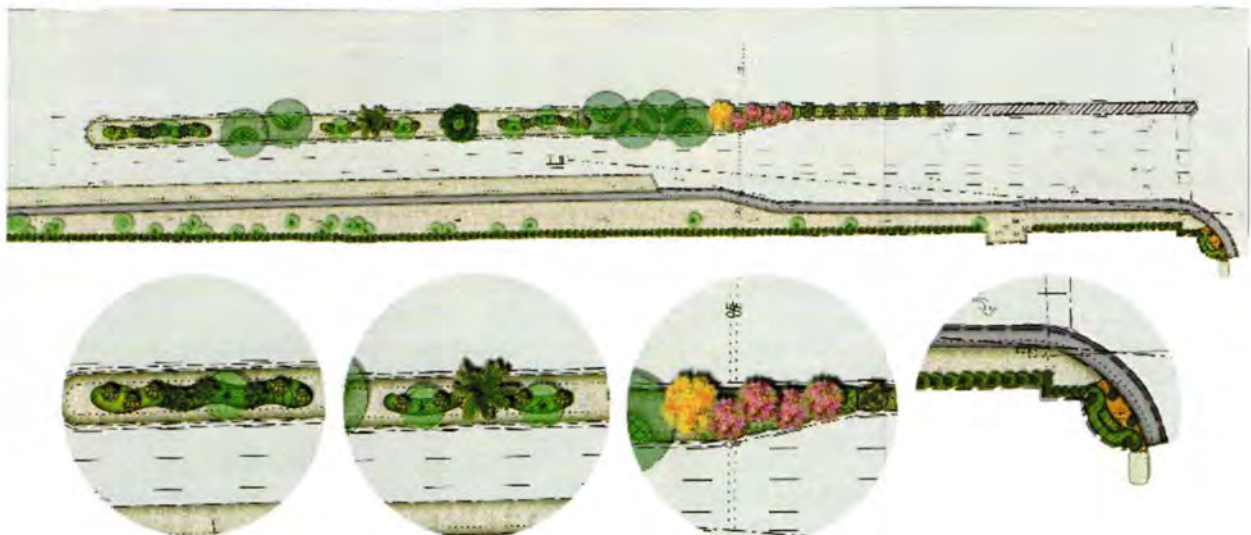
Cotleur & Hearing was retained by the Village of Royal Palm Beach Public Works Department to provide transportation landscape architectural services for a section of Okeechobee Blvd from Folsom Rd to Crestwood Blvd. The project primarily focused on providing landscape and irrigation design and plans for the Okeechobee Blvd median west of Crestwood Blvd, and buffer landscaping and irrigation along the edge of right of way. Landscape and irrigation was also provided at several local ID signs. The project also included a selective clearing and grubbing component, removing unwanted vegetation and pruning the existing Oak trees along the corridor.

**Project Type:** Streetscape, Landscape, Irrigation, Tree Disposition/Selective Clearing & Grubbing

**Services Provided:** Landscape Architectural Services

**Project COST:** \$240,000.00

*Project Location: Okeechobee Blvd from Folsom to Crestwood*



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

|  |   |   |
|--|---|---|
| (1) FIRM NAME<br><b>a. Cotleur &amp; Hearing</b> | (2) FIRM LOCATION (City and State)<br><b>Jupiter, Florida</b> | (3) ROLE<br><b>Landscape Architects</b> |
|--|---|---|



|   |  |   |
|---|--|---|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |  | 20. EXAMPLE PROJECT KEY NUMBER<br><b>4</b>                    |
| 21. TITLE AND LOCATION (City and State)<br><b>Paul Kintz Memorial Park, Atlantis, FL</b>  |  | 22. YEAR COMPLETED<br>PROFESSIONAL SERVICES<br><b>Ongoing</b> |
| 23. PROJECT OWNER'S INFORMATION   |  |   |
| a. PROJECT OWNER<br><b>City of Atlantis</b>   | b. POINT OF CONTACT NAME<br><b>Brian Moree, City Manager</b> | c. POINT OF CONTACT TELEPHONE NUMBER<br><b>561-965-1744</b>   |
| 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>  |  |   |

In 2023, Cotleur & Hearing was retained by the City of Atlantis to redevelop Paul Kintz Memorial Park. Over the past year, Cotleur & Hearing has worked closely with the City Council and residents to redesign the park. Feedback was gathered through community surveys and charrettes. The re-envisioned park will include a new community building, splash pad, playground areas, improved vehicle and golf cart parking, an event lawn, and new pickleball courts. Cotleur & Hearing, along with consultants, are now preparing construction documents with construction anticipated to commence in early 2025.



| 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT |   |  |
|---|---|--|
| a. (1) FIRM NAME<br><b>Cotleur &amp; Hearing</b>    | (2) FIRM LOCATION (City and State)<br><b>Jupiter, Florida</b> | (3) ROLE<br><b>Landscape Architects, Master Planning</b> |
| b. (1) FIRM NAME                                    | (2) FIRM LOCATION (City and State)                            | (3) ROLE   |
| c. (1) FIRM NAME                                    | (2) FIRM LOCATION (City and State)                            | (3) ROLE   |



|   |  |  |
|---|--|--|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |  | 20. EXAMPLE PROJECT KEY NUMBER<br><b>5</b>                 |
| 21. TITLE AND LOCATION <i>(City and State)</i><br><b>Lake Park 2nd Street Bioswale, West Palm Beach, Florida</b>  |  | 22. YEAR COMPLETED<br>PROFESSIONAL SERVICES<br><b>2021</b> |
|   |  | CONSTRUCTION <i>(If applicable)</i><br><b>2024</b>         |

**23. PROJECT OWNER'S INFORMATION**

|  |                              |   |
|--|------------------------------|---|
| a. PROJECT OWNER<br><b>Town of Lake Park</b> | b. POINT OF CONTACT NAME<br> | c. POINT OF CONTACT TELEPHONE NUMBER<br><b>561-655-2423</b> |
|--|------------------------------|---|

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

In 2021 the Town of Lake Park adopted a Stormwater Master Plan which committed to the incremental conversion of 5% of the Town's roadside swales to green infrastructure (bio-swales/bio-detention areas). The 2nd St. Bioswale project is the first of the swale conversion projects. The 2nd St. Bioswale project removed excess pavement in the right of way and introduced Green Infrastructure based bioswales to address nuisance flooding at the intersections. The surface planted bioswales capture the first flush of run-off for infiltration and evapotranspiration while beautifying the right of way.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

|  |  |   |
|--|--|---|
| (1) FIRM NAME<br><b>a. Cotleur &amp; Hearing</b> | (2) FIRM LOCATION <i>(City and State)</i><br><b>Jupiter, Florida</b> | (3) ROLE<br><b>Landscape Architects</b> |
| (1) FIRM NAME<br><b>b.</b>                       | (2) FIRM LOCATION <i>(City and State)</i>                            | (3) ROLE                                |
| (1) FIRM NAME<br><b>c.</b>                       | (2) FIRM LOCATION <i>(City and State)</i>                            | (3) ROLE                                |



|   |  |  |                               |                                      |
|---|--|--|-------------------------------|--------------------------------------|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i> |  | <b>20. EXAMPLE PROJECT KEY NUMBER</b><br>6 |                               |                                      |
| <b>21. TITLE AND LOCATION (City and State)</b><br>Palm Beach County Tax Collector, Westlake, Florida  | <b>22. YEAR COMPLETED</b><br><table border="1"> <tr> <td>PROFESSIONAL SERVICES<br/>2020</td> <td>CONSTRUCTION (If applicable)<br/>2022</td> </tr> </table> |  | PROFESSIONAL SERVICES<br>2020 | CONSTRUCTION (If applicable)<br>2022 |
| PROFESSIONAL SERVICES<br>2020   | CONSTRUCTION (If applicable)<br>2022   |  |                               |                                      |

**23. PROJECT OWNER'S INFORMATION**

|  |   |   |
|--|---|---|
| <b>a. PROJECT OWNER</b><br>Palm Beach County | <b>b. POINT OF CONTACT NAME</b><br>Jill Lanigan - Song & Associates | <b>c. POINT OF CONTACT TELEPHONE NUMBER</b><br>561-655-2423 |
|--|---|---|

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

**Description:**

Cotleur & Hearing was retained by Song & Associates on behalf of the Palm Beach County Tax Collector to provide the site plan entitlement process and landscape architectural plans for the Tax Collectors newest service location in Westlake, Florida. Consisting of 23,735 square feet on 4.63 acres, this state-of-the art sleek and modern building is located fronting Town Center Parkway, immediately to the east of the existing PBC Fire Rescue Station, off of Seminole Pratt Whitney Road.

Scope: Planning, Entitlements, Site Planning, and Landscape Architecture

Project Size: 23,735 sq.ft/4.63 Acres



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

|           |                                    |  |   |
|-----------|------------------------------------|--|---|
| <b>a.</b> | (1) FIRM NAME<br>Cotleur & Hearing | (2) FIRM LOCATION (City and State)<br>Jupiter, Florida | (3) ROLE<br>Landscape Architects, Master Planning |
| <b>b.</b> | (1) FIRM NAME                      | (2) FIRM LOCATION (City and State)                     | (3) ROLE  |
| <b>c.</b> | (1) FIRM NAME                      | (2) FIRM LOCATION (City and State)                     | (3) ROLE  |
| <b>d.</b> | (1) FIRM NAME                      | (2) FIRM LOCATION (City and State)                     | (3) ROLE  |
| <b>e.</b> | (1) FIRM NAME                      | (2) FIRM LOCATION (City and State)                     | (3) ROLE  |
| <b>f.</b> | (1) FIRM NAME                      | (2) FIRM LOCATION (City and State)                     | (3) ROLE  |



|  |   |  |
|--|---|--|
| <b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b><br><i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>  |   | <b>20. EXAMPLE PROJECT KEY NUMBER</b><br>7   |
| <b>21. TITLE AND LOCATION (City and State)</b><br>Crosstown Parkway<br>Port St. Lucie, Florida   |   | <b>22. YEAR COMPLETED</b><br>PROFESSIONAL SERVICES<br>2014 -2019<br>CONSTRUCTION (if applicable)<br>2019 |
| <b>23. PROJECT OWNER'S INFORMATION</b>   |   |  |
| <b>a. PROJECT OWNER</b><br>City of Port St. Lucie  | <b>b. POINT OF CONTACT NAME</b><br>Frank Knott / James Hughes | <b>c. POINT OF CONTACT TELEPHONE NUMBER</b><br>772-344-4290 / 954-777-4419                               |
| <b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)</b><br><b>Description:</b>  |   |  |
|   <p>         COTLEUR &amp; HEARING WAS RETAINED TO PROVIDE MASTER PLANNING AND DESIGN SERVICES FOR THE NEIGHBORHOOD PLAZA AND LINEAR PARK PROJECT. THE WATERFRONT PARK INCLUDES A DONATION PAVER PLAZA DESIGNED IN AN OUTLINE OF A SNOOK. THE PLAZA IS LOCATED UNDERNEATH THE CROSSTOWN PARKWAY BRIDGE OVERPASS, WEST OF THE ST. LUCIE RIVER. LOCAL ELEMENTS SUCH AS PINEAPPLES AND MANATEES WERE INCORPORATED TO ILLUSTRATE THE HISTORY OF THE AREA AND THE PATTERNS REPLICATE CURRENTS OF WATER. SITE FURNITURE, SHADE STRUCTURES AND DOCKS USED FOR FISHING AND KAYAKING ARE PROVIDED ALONG THE PARKS LITTORAL EDGE.       </p>   <p>         THE PARK IS THE TERMINATION OF THE \$68 MILLION DOLLAR CROSSTOWN PARKWAY EXTENSIONS THAT COTLEUR &amp; HEARING COMPLETED THE CONCEPTUAL LANDSCAPE AND IRRIGATION DESIGN FOR, INCLUDING THE MEDIANS, TERRACE WALLS, BRIDGE PLANTERS, STREET TREES, BUFFERS, PONDS, PARK AREAS. COTLEUR &amp; HEARING ALSO PREPARED THE CONSTRUCTION DOCUMENTS FOR THE IRRIGATION SYSTEM, AS WELL AS REPRESENTED THE DEPARTRMET AND THE CITY WITH CONSTRUCTION ADMINISTRATION SERVICES.       </p> <p> <b>Scope:</b> Landscape architecture, landscape design, Irrigation design, hardscape design, construction administration<br/> <b>Project Size:</b> 1.2 Miles<br/> <b>Cost:</b> Roadway Construction - \$68 Million, Plaza Construction - \$500,000       </p> |   |  |
| <b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>   |   |  |
| <b>a. (1) FIRM NAME</b><br>Cotleur & Hearing   | <b>(2) FIRM LOCATION (City and State)</b><br>Jupiter, Florida | <b>(3) ROLE</b><br>Landscape Architect   |
|  |   | <b>STANDARD FORM 330 (1/2004) PAGE 3</b>   |



**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

| 26. NAMES OF KEY PERSONNEL<br>(From Section E, Block 12) | 27. ROLE IN THIS CONTRACT<br>(From Section E, Block 13) | 28. EXAMPLE PROJECTS LISTED IN SECTION F<br>(Fill in "Example Projects Key" section below before completing table.<br>Place "X" under project key number for participation in same or similar role.) |   |   |   |   |   |   |   |   |    |
|--|---|--|---|---|---|---|---|---|---|---|----|
|  |   | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Donaldson E. Hearing                                     | Project Manager, ASLA                                   | X  | X | X |   | X | X | X |   |   |    |
| Aaron Wilbur   | Contract Manager, ASLA                                  |  |   | X |   | X | X |   |   |   |    |
| Robert J. Cotleur, Jr.                                   | Senior ASLA/Inspector                                   |  |   | X |   |   | X |   |   |   |    |
| Nicole Plunkett  | Senior Planner, ASLA                                    |  |   |   | X |   |   |   |   |   |    |
| Erin Bolin   | Director of Design, ASLA                                |  | X |   | X |   |   | X |   |   |    |
| George Missimer  | Senior Planner, AICP                                    | X  | X | X |   |   |   |   |   |   |    |
| Ella Stone   | Environmental Technician                                |  | X |   |   | X |   | X |   |   |    |
| McKenna West   | Land Planner  |  |   |   | X |   |   |   |   |   |    |
| Andrew "Gregg" Byrick                                    | ASLA/Certified Inspector                                |  |   |   |   |   | X |   |   |   |    |
| Steven Rivera  | LA Designer, CIT, ISA                                   | X  |   | X |   |   |   |   |   |   |    |
| Juan-Carlos Ortiz  | LA/Irrigation Specialist                                |  |   | X |   |   | X |   |   |   |    |
| Robert Olsker  | Irrigation Systems Designer                             |  |   | X |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |
|  |   |  |   |   |   |   |   |   |   |   |    |

**29. EXAMPLE PROJECTS KEY**

| NUMBER | TITLE OF EXAMPLE PROJECT (From Section F)     | NUMBER | TITLE OF EXAMPLE PROJECT (From Section F)     |
|--------|---|--------|---|
| 1      | Village of Royal Palm Beach Municipal Complex | 6      | Palm Beach County Tax Collector, Westlake, FL |
| 2      | Crestwood Park, Royal Palm Beach, FL          | 7      | Crosstown Parkway, Pt. St. Lucie, FL          |
| 3      | Crestwood Median, Royal Palm Beach, FL        | 8      |   |
| 4      | Paul Kintz Memorial Park, Atlantis, FL        | 9      |   |
| 5      | Bioswale, Lake Park, FL                       | 10     |   |

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

*Founded in 1991, Cotleur & Hearing is a dynamic, multidisciplinary firm specializing in landscape architecture, land planning, and environmental consulting. With over three decades of experience and a team of 44 professionals, we've grown from a small partnership into one of Florida's leading design and planning firms -- recognized for our creative solutions, technical expertise, and commitment to shaping thriving communities. Headquartered in Palm Beach County, our team includes licensed landscape architects, land planners, urban designers, arborists, environmental specialists, irrigation and graphic designers, and certified landscape inspectors. This diverse expertise allows us to approach each project holistically, combining innovative design with thoughtful planning to meet the unique needs of public and private sector clients alike.*

*Our portfolio spans high-profile developments and infrastructure projects across Florida, the Bahamas, and the Caribbean. We proudly serve clients such as the Florida Department of Transportation, Florida Power & Light, South Florida Water Management District, Minto, Kolter, DiVosta, United Technologies, Jupiter Medical Center, and numerous counties, municipalities, private developers, and health care establishments. These efforts reflect our ability to deliver sensitive, community-focused design solutions in both public and private environments.*

*Over the past six years, five new partners have joined our leadership team as part of a long-term succession strategy, ensuring a strong foundation for future growth while bringing fresh ideas and perspectives to the firm's evolving mission. This commitment to excellence and vision for the future earned Cotleur & Hearing recognition from the University of Florida as a Gator100 company --one of the top 100 fastest-growing, Gator-led businesses in the world.*

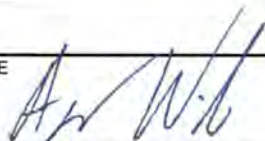
*At Cotleur & Hearing, our mission is simple: to write history through design. We do this by delivering high-performance, value-drive solutions that enhance the human experience and contribute to the lasting identity of the communities we serve. Every project is an opportunity to make meaningful impact -- and we approach each one with pride, purpose, and professionalism.*

Thank you,  
The Cotleur & Hearing Team

## I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE



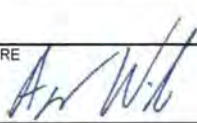
32. DATE

7/29/2025

33. NAME AND TITLE

Aaron Wilbur, PLA, Co-President



|   |                         |   |                                       |   |                                |                                     |
|---|-------------------------|---|---------------------------------------|---|--------------------------------|-------------------------------------|
| <b>ARCHITECT – ENGINEER QUALIFICATIONS</b>  |                         |   |                                       | 1. SOLICITATION NUMBER (if any)   |                                |                                     |
| <b>PART II. – GENERAL QUALIFICATIONS</b>  |                         |   |                                       |   |                                |                                     |
| (If a firm has branch offices, complete for each specific branch office seeking work.)  |                         |   |                                       |   |                                |                                     |
| 2a. FIRM (OR BRANCH OFFICE) NAME  |                         |   | 3. YEAR ESTABLISHED                   |   | 4. DUNS NUMBER                 |                                     |
| Cotleur & Hearing   |                         |   | 1991                                  |   | –                              |                                     |
| 2b. STREET  |                         |   | 5. OWNERSHIP– a. TYPE                 |   |                                |                                     |
| 1934 Commerce Lane, Suite 1   |                         |   | Corporation (Florida)                 |   |                                |                                     |
| 2c. CITY  |                         | 2d. STATE   | 2e. ZIP CODE                          | b. SMALL BUSINESS STATUS  |                                |                                     |
| Jupiter   |                         | FL  | 33458                                 |   |                                |                                     |
| 6a. POINT OF CONTACT NAME AND TITLE   |                         |   |                                       | 7. NAME OF FIRM (if c block 2a is a branch office)                                  |                                |                                     |
| Aaron Wilbur, Co-President, Partner   |                         |   |                                       | Cotleur & Hearing Landscape Architecture, LLC                                       |                                |                                     |
| 6b. TELEPHONE NUMBER  |                         | 6c. E-MAIL ADDRESS                                |                                       |   |                                |                                     |
| 561-406-1011  |                         | awilbur@cotleur-hearing.com                       |                                       |   |                                |                                     |
| 8a. FORMER FIRM NAME (S) (if any)   |                         |   |                                       | 8b., YR. ESTABLISHED  | 8c. DUNS NUMBER                |                                     |
| Cotleur & Hearing, Inc.   |                         |   |                                       | 1991  | 858595234                      |                                     |
| <b>9. EMPLOYEES BY DISCIPLINE</b>   |                         |   |                                       | <b>10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b> |                                |                                     |
| a. Function Code  | b. Discipline           | c. No. of Employees                               |                                       | a. Profile Code   | b. Experience                  | c. Revenue Index Number (see below) |
|   |                         | (1) FIRM  | (2) BRANCH                            |   |                                | <b>FIRM TOTAL</b>                   |
| 02  | Clerical                | 7   |                                       | A02   | Aerial Imagery and Analysis    | 1                                   |
| 08  | CADD Technician         | 3   |                                       | E09   | Environmental Assessments      | 0                                   |
| 24  | Environmental Scientist | 0   |                                       | E-10  | Environmental & Nat'l. Res.    | 0                                   |
| 39  | Landscape Architect     | 14  |                                       | E-11  | Environmental Planning         | 0                                   |
| 47  | Planner, Urban/Regional | 8   |                                       | G-04  | Geographic Info. System        | 2                                   |
| 48  | Project Manager         | 10  |                                       | G-06  | Graphic Design                 | 1                                   |
| –   | Graphic Designer        | 3   |                                       | I-06  | Irrigation; Drainage           | 1                                   |
| –   | Designer                | 1   |                                       | L-03  | Landscape Architecture         | 5                                   |
| –   | Contract Coordinator    | 0   |                                       | P-05  | Planning (Community)           | 4                                   |
| –   | Civil Engineer          | 1   |                                       | P-06  | Planning (Site, Installation & | 3                                   |
| –   | Principal               | 3   |                                       | U-02  | Urban Renewals; Community      | 2                                   |
|   |                         |   |                                       | Z-01  | Zoning; Land Use Studies       | 3                                   |
|   |                         |   |                                       |   |                                |                                     |
|   |                         |   |                                       |   |                                |                                     |
|   | <b>Total</b>            | 50  |                                       |   |                                |                                     |
| <b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b><br>(Insert revenue index number shown at right) |                         | <b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b> |                                       |   |                                |                                     |
| <b>FIRM TOTAL</b>   |                         | 1. Less than \$100,000                            |                                       | 6. \$2 million to less than \$5 million   |                                |                                     |
|   |                         | 2. \$100,000 to less than \$250,000               |                                       | 7. \$5 million to less than \$10 million  |                                |                                     |
|   |                         | 3. \$250,000 to less than \$500,000               |                                       | 8. \$10 million to less than \$25 million   |                                |                                     |
|   |                         | 4. \$500,000 to less than \$1 million             |                                       | 9. \$25 million to less than \$50 million   |                                |                                     |
|   |                         | 5. \$1 million to less than \$2 million           |                                       | 10. \$50 million or greater   |                                |                                     |
| a. Federal Work   | 0                       |   |                                       |   |                                |                                     |
| b. Non-Federal Work   | 7                       |   |                                       |   |                                |                                     |
| c. Total Work   | 7                       |   |                                       |   |                                |                                     |
| <b>12. AUTHORIZED REPRESENTATIVE</b>  |                         |   |                                       |   |                                |                                     |
| The foregoing is a statement of facts.  |                         |   |                                       |   |                                |                                     |
| a. SIGNATURE  |                         |   |                                       | b. DATE   |                                |                                     |
|    |                         |   |                                       | July 29, 2025   |                                |                                     |
| c. NAME AND TITLE   |                         |   |                                       |   |                                |                                     |
| Aaron Wilbur, Co-President, Partner   |                         |   |                                       |   |                                |                                     |
| AUTHORIZED FOR LOCAL REPRODUCTION<br>MANDATORY USE DATE OF FORM 5/1/2004  |                         |   | STANDARD FORM 330 (REV.8/2016) PAGE 6 |   |                                |                                     |





Cotleur &  
Hearing

## **TAB 3: Exhibits**

**Exhibit B – Public Entity Crimes Statement**  
**Exhibit C – Truth in Negotiations Certificate**  
**Exhibit D – E-Verify Affidavit**  
**Exhibit E – Certification Pursuant to Florida Statute**

## EXHIBIT B

Bid or Contract No. **RPB Village Hall Construction Services**

**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 Village of Royal Palm Beach  
[print name of the public entity]  
by Aaron Wilbur - Partner  
[print individual's name and title]  
for Coteleur & Hearing Landscape Architecture, LLC  
[print name of entity submitting sworn statement]  
whose business address is 1934 Commerce Lane, Suite 1, Jupiter, FL 33458  
  
and (if applicable) its Federal Employer Identification Number (FEIN) is 47-1877271.  
(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 "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **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 or information after July 1, 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 or 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 or 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, nor any 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 1, 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 1, 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 1, 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 public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

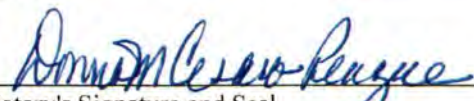
**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM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

(Signature)  (Date) July 16, 2025

STATE OF FLORIDA  
COUNTY OF PALM BEACH

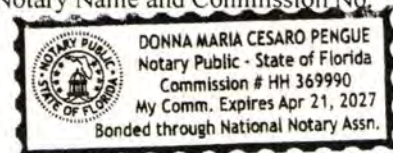
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 16th of July, 2025, by Aaron Wilbur,  
[name]

Personally Known ☒ OR Produced Identification ☐  
Type of Identification Produced \_\_\_\_\_

  
Notary's Signature and Seal

Print Notary Name and Commission No.

23




## EXHIBIT C

### Truth – In – Negotiation Certificate

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreement and (ii) that it has not paid or agreed to pay any person, company, corporation, individual or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determined the compensation provided for in the Agreement are accurate, complete and current as of the date of the Agreement. This document must be executed by a Corporate Officer.

By:   
\_\_\_\_\_  
Aaron Wilbur  
Title: Partner  
Date: July 16, 2025



# EXHIBIT D

## E-verify Affidavit

Bid/Proposal Number: \_\_\_\_\_

Project Description: Request for Qualifications for Landscape Architect Services

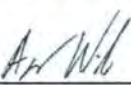
In accordance with Section 448.095, F.S., Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by the Contractor to perform employment duties within Florida during the term of the contract; and
2. All persons (including SUBCONTRACTORS) assigned by the Contractor to perform work pursuant to the contract. The Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Village of Royal Palm Beach.

Contractor further agrees to retain sufficient evidence of their enrollment in the E-Verify System and provide such evidence to the Village of Royal Palm Beach upon request. Sufficient evidence shall consist of a printed copy of the completed E-Verify Company Profile page, obtained from <https://www.e-verify.gov>.

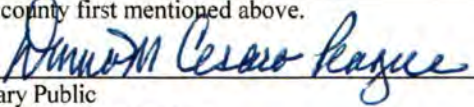
Contractor also agrees to obtain from each of its subcontractors/subconsultants an affidavit stating that the subcontractor/subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in Section 448.095(1)(k), F.S. Contractor further agrees to maintain a copy of any such affidavit from a subcontractor/subconsultant for, at a minimum, the duration of the subcontract and any extension thereof.

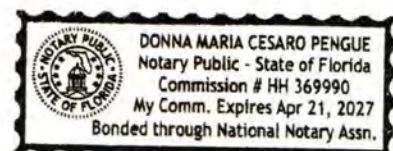
By affixing your signature below, you hereby affirm that you will comply with all E-Verify requirements.

|  |                                     |
|--|-------------------------------------|
| <u>Cotleur &amp; Hearing Landscape Architecture, LLC</u>                                   | <u>47-1877271</u>                   |
| Company name   | Federal Employer Identification No. |
| <u></u> | <u>July 16, 2025</u>                |
| Signature  | Date                                |
| <u>Aaron Wilbur</u>  | <u>Partner</u>                      |
| Print Name   | Title                               |

STATE OF FLORIDA  
PALM BEACH COUNTY

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization on this 16th day of July, 2025, ~~2021~~, by Aaron Wilbur, who is personally known to me or has produced \_\_\_\_\_ as identification and who did/did not take an oath, in the state and county first mentioned above.

  
Notary Public (affix seal)  
My Commission Expires: \_\_\_\_\_



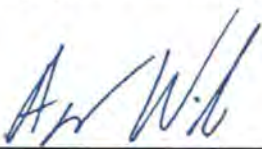
## EXHIBIT E

### CERTIFICATION PURSUANT TO FLORIDA STATUTE § 215.4725

I, Aaron Wilbur, on behalf of Cotleur & Hearing Landscape Architecture, LLC  
Print Name Company Name

certifies that Cotleur & Hearing Landscape Architecture, LLC does not:  
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

  
\_\_\_\_\_  
Signature

Partner  
\_\_\_\_\_  
Title

July 16, 2025  
\_\_\_\_\_  
Date

## EXHIBIT F

### SCORING CRITERIA GUIDELINES FOR SELECTION COMMITTEE RECOMMENDATIONS

#### Landscape Architect

##### *Experience/Ability of Professional Personnel*

**Intent:** To select a firm with top quality professionals

**Indicators:** The number of years key personnel with a firm have successfully practiced their profession.

A reasonable variety of facility types that the firm has designed over the years and/or extensive experience in the design of municipal projects.

**Point Award:** 6 – 30 points

Suggested scoring strategy:

##### Years Experience

|                |                 |
|----------------|-----------------|
| 1 to 3 years:  | 5 to 7 points   |
| 4 to 7 years:  | 8 to 10 points  |
| 8 to 10 years: | 11 to 13 points |
| 11+ years:     | 15 points       |

##### Types of Facilities

|                      |                 |
|----------------------|-----------------|
| Limited variety:     | 1 to 4 points   |
| Substantial variety: | 5 to 9 points   |
| Municipal Projects:  | 10 to 15 points |

|                            |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|
| <b>Firm Name</b>           |  |  |  |  |  |  |
| <b>Years Experience</b>    |  |  |  |  |  |  |
| <b>Types of Facilities</b> |  |  |  |  |  |  |
| <b>Subtotals</b>           |  |  |  |  |  |  |

**Comments:**

##### *Past Performance*

**Intent:** To select a firm that has demonstrated the ability to clearly understand municipal needs.

**Point Award:** 0 – 10 Points



Suggested scoring strategy:

The members of the Selection Committee will evaluate information presented by the firm during the process. In determining the point award, each member will make a judgment as to the perceived ability of the firm to perform satisfactorily.

|                  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|
| <b>Firm Name</b> |  |  |  |  |  |  |
| <b>Subtotals</b> |  |  |  |  |  |  |

**Comments:**

***Understands Project***

**Intent:** To select a firm that truly understands the needs of the Village and the limits that may be placed upon the Village with respect to the design of the facility.

**Indicators:** The firm should give clear evidence that it knows what they are talking about when they discuss municipal needs.

**Point Award:** 0 - 30 points

Suggested scoring strategy:

In determining the point award, each member will make a judgment as to the perceived degree of true understanding possessed by the firm with respect to the needs, as it impacts the Village, and expected outcomes for this specific project. Maximum points should be awarded to only those firm(s) that display an exceptional degree of understanding.

30 Points – Outstanding

20 Points – Good

10 Points – Satisfactory

0 Points – Poor

|                  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|
| <b>Firm Name</b> |  |  |  |  |  |  |
| <b>Subtotals</b> |  |  |  |  |  |  |

**Comments:**

***Approach/Methods***

**Intent:** To select a firm that is government oriented, willing to involve others, listens to people, and tries to satisfy the needs of the Village; a firm that is knowledgeable of local rules and regulations and a firm that is task oriented.

**Indicators:** Committee members should watch for negative indications during the firm's presentation that "they know what is best for us" instead of expressing a "willingness to work with us".

**Point Award:** 0 - 20 Points

Suggested scoring strategy:

In determining the point award, each member will make a judgment based upon their perception of the firm's willingness to be client oriented and the firm's planning and scheduling skills.

20 Points – Outstanding

10 Points – Good

5 Points – Satisfactory

0 Points – Poor

|                  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|
| <b>Firm Name</b> |  |  |  |  |  |  |
| <b>Subtotals</b> |  |  |  |  |  |  |

**Comments:**

## ***Workload***

**Intent:** To select a firm that will be able to give our needs full attention.

**Point Award:** 0 – 10 points

Suggested scoring strategy:

In determining the point award, each member of the Committee will make a judgment as to the perceived "readiness" of the firm to take on a new project. The most desirable situation would be a firm that is nearing completion on one (1) or more current projects and is already set up for another project. The least desirable situation would be a firm that currently has a maximum workload

|                  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|
| <b>Firm Name</b> |  |  |  |  |  |  |
| <b>Subtotals</b> |  |  |  |  |  |  |

**Comments:**

## SCORING CRITERIA POINT SUMMARY FOR Landscape Architect

|                               |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|
| <b>Firm Name</b>              |  |  |  |  |  |  |
| <b>Experience</b>             |  |  |  |  |  |  |
| <b>Past Performance</b>       |  |  |  |  |  |  |
| <b>Understands Project</b>    |  |  |  |  |  |  |
| <b>Approach</b>               |  |  |  |  |  |  |
| <b>Workload</b>               |  |  |  |  |  |  |
| <b>Total Points</b>           |  |  |  |  |  |  |
| <b>Individual Rank Score*</b> |  |  |  |  |  |  |

\*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member Name (printed)





Cotleur &  
Hearing

## **TAB 4: Licensing & Insurance**

# *State of Florida*

## *Department of State*


I certify from the records of this office that COTLEUR & HEARING LANDSCAPE ARCHITECTURE, LLC is a limited liability company organized under the laws of the State of Florida, filed on September 11, 2014.

The document number of this limited liability company is L14000142342.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on February 5, 2025, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fifth day of February, 2025*



  
*Secretary of State*

Tracking Number: 0966509422CC

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

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



Department of Business  
& Professional Regulation[HOME](#) [CONTACT US](#) [MY ACCOUNT](#)

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## LICENSEE DETAILS

10:43:44 AM 2/15/2024

**This is a business tracking record only.**[Click here for information on how to verify that this business is properly licensed](#)

## Licensee Information

|               |  |
|---------------|--|
| Name:         | COTLEUR & HEARING LANDSCAPE ARCHITECTURE, LLC (Primary Name) |
|               | COTLEUR & HEARING (DBA Name)                                 |
| Main Address: | 1934 COMMERCE LANE SUITE 1<br>JUPITER Florida 33458          |
| County:       | PALM BEACH   |

## License Information

|                 |   |
|-----------------|---|
| License Type:   | Landscape Architecture Business Information |
| Rank:           | Business Info                               |
| License Number: |   |
| Status:         | Current                                     |
| Licensure Date: | 01/27/2015                                  |
| Expires:        |   |

|                        |                         |
|------------------------|-------------------------|
| Special Qualifications | Qualification Effective |
| Corporation            | 01/27/2015              |

## Alternate Names

[View Related License Information](#)[View License Complaint](#)2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. [Privacy Statement](#)

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S., must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.



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## LICENSEE SEARCH OPTIONS

10:43:13 AM 2/15/2024

Data Contained In Search Results Is Current As Of 02/15/2024 10:41 AM.

## Search Results - 2 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.  
 For additional information, including any complaints or discipline, click on the name.

| License Type  | Name  | Name Type | License Number/<br>Rank    | Status/Expires                |
|---|---|-----------|----------------------------|-------------------------------|
| Registered Landscape Architect                              | <a href="#">COTLEUR &amp; HEARING INC. COTLEUR &amp; HEARING LANDSCAPE ARCHITECTURE</a> | DBA       | LA0000943<br>Landscape Arc | Current, Active<br>11/30/2025 |
| Main Address*: C/O COTLEUR & HEARING JUPITER, FL 33458      |   |           |                            |                               |
| Landscape Architecture Business Information                 | <a href="#">COTLEUR &amp; HEARING LANDSCAPE ARCHITECTURE, LLC</a>                       | Primary   | Business Info              | Current                       |
| Main Address*: 1934 COMMERCE LANE SUITE 1 JUPITER, FL 33458 |   |           |                            |                               |

[Back](#)[New Search](#)

\* denotes

Main Address - This address is the Primary Address on file.

Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the Main or License Location addresses).

License Location Address - This is the address where the place of business is physically located.

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. [Privacy Statement](#)

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.





## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

June 27, 2024

Sandra Bruorton, Financial Manager  
COTLEUR & HEARING LANDSCAPE ARCHITECTURE, LLC  
d/b/a COTLEUR & HEARING  
1934 Commerce Lane, Suite 1  
Jupiter, Florida 33458

Dear Ms. Bruorton:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

13.6 Land Planning/Engineering

15.0 Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2025, for contracting purposes.

### Approved Rates

| Home Overhead | Field Overhead | Facilities Capital Cost of Money | Premium Overtime | Home Direct Expense | Field Direct Expense |
|---------------|----------------|----------------------------------|------------------|---------------------|----------------------|
| 89.23%        | 47.85%         | 0.257%                           | Reimbursed       | 9.55%               | 0.00%*               |

\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

**Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.**

Should you have any questions, please feel free to contact me by email at [carliayn.kell@dot.state.fl.us](mailto:carliayn.kell@dot.state.fl.us) or by phone at 850-414-4597.

Sincerely,

Carliayn Kell  
Professional Services  
Qualification Administrator



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/13/2024

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

| <b>PRODUCER</b><br>Atlantic Pacific Insurance<br>11382 Prosperity Farms Road<br>Suite 123<br>Palm Beach Gardens FL 33410                       | <b>CONTACT NAME:</b> Lois Henrion<br><b>PHONE (A/C, No, Ext):</b> (561) 624-1800<br><b>E-MAIL ADDRESS:</b> lhenrion@apins.com<br><b>FAX (A/C, No):</b> (561) 626-3153   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
|--|---|-------------------------------|--------|------------------------------------|-------|------------------------------|-------|-------------------------------|-------|-------------------------------------|-------|------------|--|------------|--|
| <b>INSURED</b><br>Cotleur & Hearing Landscape, DBA: Architecture LLC dba<br>Cotleur & Hearing Inc<br>1934 Commerce Lane #1<br>Jupiter FL 33458 | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Monroe Guaranty Ins Co.</td><td>32506</td></tr><tr><td>INSURER B: Brierfield Ins Co</td><td>10993</td></tr><tr><td>INSURER C: FCCI Insurance Co.</td><td>10178</td></tr><tr><td>INSURER D: Landmark American Ins Co</td><td>33138</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Monroe Guaranty Ins Co. | 32506 | INSURER B: Brierfield Ins Co | 10993 | INSURER C: FCCI Insurance Co. | 10178 | INSURER D: Landmark American Ins Co | 33138 | INSURER E: |  | INSURER F: |  |
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
| INSURER A: Monroe Guaranty Ins Co.   | 32506   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
| INSURER B: Brierfield Ins Co   | 10993   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
| INSURER C: FCCI Insurance Co.  | 10178   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
| INSURER D: Landmark American Ins Co  | 33138   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
| INSURER E:   |   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |
| INSURER F:   |   |                               |        |                                    |       |                              |       |                               |       |                                     |       |            |  |            |  |

**COVERAGES****CERTIFICATE NUMBER:** 24-25**REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|-----------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | GL100029389-07  | 10/03/2024              | 10/03/2025              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                       |           |          | CA100005418-09  | 10/03/2024              | 10/03/2025              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>PIP-Basic \$ 10,000   |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          | UMB100016815-08 | 10/03/2024              | 10/03/2025              | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000   |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N  | N/A      | WC0100072064-03 | 10/03/2024              | 10/03/2025              | <input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                     |
| D        | Professional Liability \$15,000 Deductible  |           |          | LHR861053       | 10/03/2024              | 10/03/2025              | \$2,000,000  |

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

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF LANDSCAPE ARCHITECTURE**

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE  
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

QUALIFIED PROFESSIONAL MANGROVE TRIMMER

**HEARING, DONALDSON EDWARD**

COTLEUR & HEARING LANDSCAPE ARCHITECTURE, LLC  
COTLEUR & HEARING INC  
C/O COTLEUR & HEARING  
1934 COMMERCE LANE, SUITE 1  
JUPITER FL 33458

**LICENSE NUMBER: LA0000943**

**EXPIRATION DATE: NOVEMBER 30, 2025**

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ISSUED: 11/14/2023

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## GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

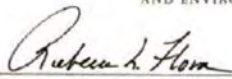
# Donaldson Hearing

HAS ACHIEVED THE DESIGNATION OF

### LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE  
REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY  
AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.



  
Chairman

October 20, 2008  
Date Issued

  
S. Richard Pedrizzi, President and CEO

Printed on 50% bamboo fibers / 50% post-consumer fibers with vegetable based inks.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF LANDSCAPE ARCHITECTURE**

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PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**WILBUR, AARON MARSHALL**

1916 LEN DR.  
NORTH PALM BEACH FL 33408

**LICENSE NUMBER: LA6667229**

**EXPIRATION DATE: NOVEMBER 30, 2025**

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QUALIFIED PROFESSIONAL MANGROVE TRIMMER

**COTLEUR, ROBERT JOSEPH**

COTLEUR & HEARING INC  
C-O COTLEUR & HEARING  
1934 COMMERCE LANE, SUITE 1  
JUPITER FL 33458

**LICENSE NUMBER: LA0001067**

**EXPIRATION DATE: NOVEMBER 30, 2025**

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**PLUNKETT, NICOLE BEANE**

10240 HUNT CLUB LANE  
PALM BEACH GARDENS FL 33418

**LICENSE NUMBER: LA6667230**

**EXPIRATION DATE: NOVEMBER 30, 2025**

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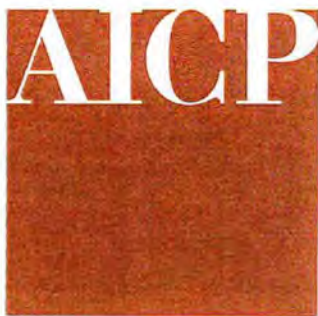
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This certificate hereby qualifies

**Nicole Plunkett, AICP**

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 32640

Joel Albizo, FASAE, CAE  
Chief Executive Officer  
American Planning Association

Deborah Lawlor, FAICP, PP  
AICP President  
American Institute of Certified Planners



**American Institute  
of Certified Planners**

*Creating Great Communities for All*



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF LANDSCAPE ARCHITECTURE**

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE  
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**PORTER, ERIN C**

15245 95TH AVE NORTH  
JUPITER FL 33478

**LICENSE NUMBER: LA6667202**

**EXPIRATION DATE: NOVEMBER 30, 2025**

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ISSUED: 11/25/2024

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This certificate hereby qualifies

George M Missimer

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 36742

  
Joel Albizo, FASAE, CAP  
Chief Executive Director

  
Karen Wolf, FAICP  
President



**American Institute  
of Certified Planners**

*Creating Great Communities for All*

Verify: [www.youracclaim.com/](http://www.youracclaim.com/)



This certificate hereby qualifies

McKenna N West

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 36299

  
Joel Albizo, FASAE, CAP  
Chief Executive Director

  
Karen Wolf, FAICP  
President



American Institute  
of Certified Planners

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
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**BYRICK, ANDREW GREGG**

7249 SE SEAGATE LANE  
STUART FL 34997

**LICENSE NUMBER: LA6667718**

**EXPIRATION DATE: NOVEMBER 30, 2025**

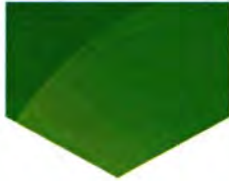
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# The International Society of Arboriculture

Hereby Announces That

*Andrew Gregg Byrick*

Has Earned the Credential

## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan  
CEO & Executive Director

3 February 2025

Issue Date

30 June 2028

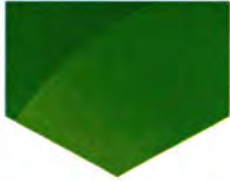
Expiration Date

FL-10238A

Certification Number







# The International Society of Arboriculture

Hereby Announces That

*Steven Rivera*

Has Earned the Credential

**ISA Certified Arborist ®**

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan  
CEO & Executive Director

3 August 2024

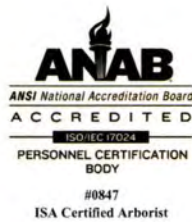
Issue Date

31 December 2027

Expiration Date

FL-10180A

Certification Number





## IRRIGATION ASSOCIATION

Certifies that on

August 19, 2022

# Steven Rivera

Has earned the designation of

## Certified Irrigation Technician

Certification ID # 247481

A handwritten signature in black ink, appearing to read "Kevin P. Rinschler".

Kevin Rinschler, CIC, CID, CLIA  
Chair, Certification Board

After December 31, 2022 this certificate is valid only when accompanied by a current renewal card.

**Select**  **Certified**  
IRRIGATION ASSOCIATION

*Experienced professionals. Efficient solutions.*