



AGREEMENT FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT, dated the 25th day of October, 2017 between:

THE **CITY OF PEMBROKE PINES**, a municipal corporation, hereinafter referred to as "CITY",

and

ARCHITECTS DESIGN GROUP, INC., a corporation authorized to do business in the State of Florida, hereinafter referred to as "CONSULTANT".

WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONSULTANT agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **February 21, 2017**, the CITY advertised its notice to bidders of the CITY's desire to hire a firm to **prepare the Design Criteria Package (DCP) for the construction of a Police Department Headquarters that would replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024** as more particularly described in **Exhibit "B"** attached hereto and by this reference made a part hereof, for the said bid entitled:

RFQ # PD-17-01

Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ

1.2 On **March 21, 2017**, the CITY opened **three** sealed proposals and on **June 27, 2017**, the CITY's Evaluation Committee met and evaluated the **three** firms and ranked CONSULTANT No. 1. The proposal submitted by the Consultant is attached as **Exhibit "A"**. Thereafter, on **October 18, 2017**, the City Commission approved the recommendation of the Evaluation Committee as the CONSULTANT as the No. 1 ranked vendor and approved this Agreement.

ARTICLE 2
SERVICES AND RESPONSIBILITIES



2.1 CONSULTANT shall perform the services set forth in the **Proposal** and **RFQ**, copies being attached hereto and incorporated herein by this reference as **Exhibit "A"** and **Exhibit "B"**. The CONSULTANT shall comply with any and all requirements set forth in the **RFQ**. To the extent of any conflict between the terms of this Agreement and the **RFQ**, the Agreement shall prevail and control.

2.2 CONSULTANT shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement and all work performed under this Agreement shall be done in a professional manner.

2.3 CONSULTANT hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONSULTANT, that CONSULTANT has the professional expertise, experience and manpower to perform the services to be provided by CONSULTANT pursuant to the terms of this Agreement.

2.4 CONSULTANT assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with recognized professional standards of good engineering practice. If within one year following completion of its services, such services fail to meet the aforesaid standards, and the CITY promptly advises CONSULTANT thereof in writing, CONSULTANT agrees to re-perform such deficient services without charge to the CITY.

2.5 CONSULTANT shall not utilize the services of any sub-consultant without the prior written approval of CITY.

ARTICLE 3

TIME FOR PERFORMANCE

CONSULTANT shall perform the services identified in Article 2 within the time frame set forth in the **Project Schedule** attached as **Exhibit "G"**, and incorporated herein by reference. Minor adjustments to the timetable for completion approved by City Manager in advance, in writing, will not constitute non-performance by CONSULTANT per this Agreement.

ARTICLE 4

COMPENSATION AND METHOD OF PAYMENT

4.1 CONSULTANT shall be entitled to invoice CITY on a monthly basis for services performed. The invoice shall include, but not be limited to, date of service, the amount of time spent, a description of the service, and any other information reasonably required by CITY. The compensation shall not exceed **EIGHTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$87,520.00)** for **Phase I** of the project as outlined in the "**Scope of Services**" and "**Fee Allocation & Hourly Rates**" attached as **Exhibit "C"** and **Exhibit "F"**, respectively. Upon the completion of Phase I, the CONSULTANT shall provide the CITY with a price proposal to complete Phase II of the project, which shall require approval by the CITY Commission and an amendment to this agreement prior to commencement work on Phase II of the project.

4.2 CITY will make its best efforts to pay CONSULTANT within thirty (30) days of receipt of



proper invoice the total shown to be due on such invoice.

4.3 Payment will be made to CONSULTANT at:

ARCHITECTS DESIGN GROUP, INC.
Attn: Ian A. Reeves, President
P.O. Box 1210
Winter Park, FL 32790

ARTICLE 5
CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

CITY or CONSULTANT may request changes that would increase, decrease or otherwise modify the Scope of Services to be provided under this Agreement. Such changes or additional services must be in accordance with the provisions of the Code or Ordinances of the CITY and must be contained in a written amendment, executed by the parties hereto, with the same formality and with equality and dignity prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work. In no event will the CONSULTANT be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6
PUBLIC RECORDS

6.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

6.1.1 Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

6.1.2 Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;

6.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

6.1.4 Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.

6.2 The failure of Contractor to comply with the provisions set forth in this agreement/contract shall constitute a Default and Breach of this Agreement, for which, the City may terminate the Agreement.



ARTICLE 7

MISCELLANEOUS

7.1 Ownership of Documents. Reports, surveys, plans, studies and other data provided in connection with this Agreement are and shall remain the property of CITY whether or not the project for which they are made is completed. City hereby agrees to use CONSULTANT'S work product for its intended purposes.

7.2 Term and Termination.

7.2.1 This Agreement may be terminated by either party for cause, or by either party for convenience, upon thirty (30) days written notice by the CITY to CONSULTANT in which event the CONSULTANT shall be paid its compensation for services performed to termination date. [NOTE: CONSULTANT may not terminate existing assignments for convenience after they have been accepted as addendums to this Agreement.] In the event that the CONSULTANT abandons this Agreement or causes it to be terminated, he shall indemnify the CITY against any loss pertaining to this termination up to a maximum of the full contracted fee amount. All finished or unfinished documents, data, studies, plans, surveys, and reports prepared by CONSULTANT shall become the property of CITY and shall be delivered by CONSULTANT to CITY immediately.

7.2.2 This Agreement shall take effect as of the date of execution as shown herein below and shall be completed within 180 days.

7.3 Records. CONSULTANT shall keep books and records and require any and all subcontractors to keep books and records as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONSULTANT expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries. All records shall be maintained and available for disclosure, as appropriate, in accordance with Chapter 119, F.S.

7.4 Indemnification.

7.4.1 CONSULTANT shall indemnify and save harmless and defend the CITY, its trustees, elected and appointed officials, agents, servants and employees from and against any and all claims, demands, or causes of action of whatsoever kind or nature sustained by the CITY or any third party arising out of, or by reason of, or resulting from acts, error, omission, or negligent act of CONSULTANT, its agents, servants or employees in the performance under this Agreement, for all costs, losses and expenses, including but not limited to, damages to persons or third party property, judgments and attorneys' fees arising out of or in connection with the performance by CONSULTANT pursuant to this Agreement.

7.4.2 CONSULTANT shall indemnify CITY for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any



infringement or claim of infringement of any patent, trademark, copyright, trade secret or other proprietary right due to services furnished pursuant to this Agreement. CONSULTANT will defend and/or settle at its own expense any action brought against the CITY to the extent that it is based on a claim that products or services furnished to CITY by CONSULTANT pursuant to this Agreement, or if any portion of the services or goods furnished in the performance of the service becomes unusable as a result of any such infringement or claim.

7.4.3 CONSULTANT'S aggregate liability shall not exceed the proceeds of insurance required to be placed pursuant to this Agreement plus the compensation received by CONSULTANT, or extend to any claims brought subsequent to the expiration of warranty period outlined above. The CITY'S rights and remedies and CONSULTANT'S liabilities as set forth in this Agreement, are exclusive, and the CITY hereby releases CONSULTANT from all further or subsequent liability, whether based in contract or tort and irrespective of fault, negligence, or strict liability.

7.4.4 The parties recognize that various provisions of this Agreement, including but not necessarily limited to this Section, provide for indemnification by the CONSULTANT and that Florida Statutes §725.06 requires a specific consideration be given therefor. The parties therefore agree that the sum of **Ten Dollars and 00/100 (\$10.00)**, receipt of which is hereby acknowledged, is the specific consideration for such indemnities, and the providing of such indemnities is deemed to be part of the specifications with respect to the services to be provided by CONSULTANT. Furthermore, the parties understand and agree that the covenants and representations relating to this indemnification provision shall serve the term of this Agreement and continue in full force and effect as to the party's responsibility to indemnify.

7.5 Insurance.

7.5.1 The CONSULTANT shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been approved by the City Manager of the CITY nor shall the CONSULTANT allow any Subcontractor to commence work on his sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

7.5.2 Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the City Manager prior to the commencement of the work. These Certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty days (30) prior written notice has been given to the CITY. Policies shall be issued by companies authorized to do business under the laws of the State of Florida.

7.5.3 Policyholders and Financial Ratings must be no less than "A" and Class X respectively in the latest edition of "Bests Key Rating Guide", published by A.M. Best Guide.

7.5.4 Insurance shall be in force until all work required to be performed under the terms of this Agreement is satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONSULTANT shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof



that equal and like coverage for the balance of the period of this Agreement and extension thereunder is in effect. The CONSULTANT shall not continue to work pursuant to this Agreement unless all required insurance remains in full force and effect.

7.6 REQUIRED INSURANCE

See the **RFQ** attached hereto as **Exhibit "B"**.

The CONSULTANT shall hold the CITY, their agents, and employees, harmless on account of claims for damages to persons, property or premises arising out of the operations to complete this Agreement and name the CITY as an additional insured under their policy.

The CITY reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

7.7 Independent Contractor. This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONSULTANT is an independent contractor under this Agreement and not the CITY'S employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The CONSULTANT shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT'S activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT, which policies of CONSULTANT shall not conflict with CITY, H.U.D., or United States policies, rules or regulations relating to the use of CONSULTANT'S Funds provided for herein.. The CONSULTANT agree that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has make its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONSULTANT and the CITY and the CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.

7.8 Assignments; Amendments.

7.8.1 This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONSULTANT without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONSULTANT shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the CITY and its successors and assigns.

7.8.2 It is further agreed that no modification, amendment or alteration in the terms or conditions contained here shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.



7.9 No Contingent Fees. 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 CONSULTANT any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

7.10 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the CONSULTANT and the CITY designate the following as the respective places for giving of notice:

CITY: City Manager
City of Pembroke Pines
10100 Pines Boulevard
Pembroke Pines, Florida 33026

Copy To: Samuel S. Goren, City Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308

CONSULTANT: **ARCHITECTS DESIGN GROUP, INC.**
Attn: Ian A. Reeves, President
P.O. Box 1210
Winter Park, FL 32790

7.11 Binding Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

7.12 Legal Representation. It is acknowledged that each party was represented by counsel in the preparation of and contributed equally to the terms and conditions of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

7.13 Headings. Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

7.14 Exhibits. Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and



are incorporated herein by reference.

7.15 Severability. If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

7.16 Governing Law. This Agreement shall be governed by the laws of the State of Florida with venue lying in Broward County, Florida.

7.17 Extent of Agreement. This Agreement represents the entire and integrated agreement between the CITY and the CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral.

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HAS BEEN INTENTIONALLY LEFT BLANK**



IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY

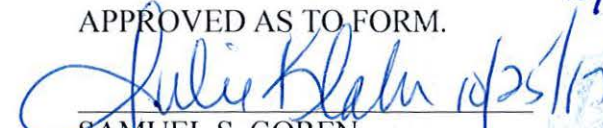
ATTEST:



MARLENE D. GRAHAM, CITY CLERK

BY: 
CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM.


for SAMUEL S. GOREN
CITY ATTORNEY

10/25/17

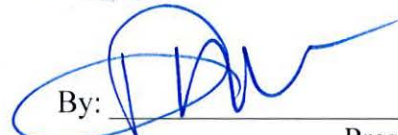


WITNESSES:


Annamalie Veillor
Print Name


Sierra Moser
Print Name

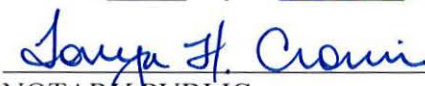
CONSULTANT
ARCHITECTS DESIGN GROUP, INC.

By: 
_____, President

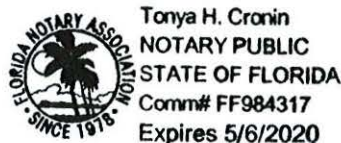
STATE OF FLORIDA)
) SS
COUNTY OF BROWARD)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared IAN LEVES as PRESIDENT of ARCHITECTS DESIGN GROUP and acknowledged that he/she has executed the foregoing instrument as the proper official of Consultant, for the use and purposes mentioned in it and that the instrument is the act and deed of Consultant, who is personally known to me or has produced _____ as identification.

SWORN TO AND SUBSCRIBED BEFORE ME this 17 day of October 2017.


NOTARY PUBLIC
Tonya H. Cronin

My Commission Expires



Architects Design Group, Inc.

Bid Contact **Tonya Cronin**
marketing@adgusa.org
Ph 407-647-1706
Fax 407-645-5525

Address **P.O. Box 1210**
Winter Park, FL 32790

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
PD-17-01--01-01	Please submit documents here.	Supplier Product Code:	First Offer -	1 / project	Y	Y
Supplier Total					\$0.00	

Architects Design Group, Inc.

Item: **Please submit documents here.**

Attachments

Architects Design Group submission_Pembroke Pines PD HQ DCP.pdf

RFQ#PD-17-01

Pembroke Pines Design Criteria Package for a New Police Department Headquarters



TITLE PAGE



RFQ # PD-17-01 DESIGN CRITERIA PROFESSIONAL TO PREPARE THE DCP FOR A NEW POLICE DEPARTMENT HQ

Date:

March 21, 2017

Name of Firm:

Architects Design Group / ADG, Inc.
P.O. Box 1210
Winter Park, FL 32790

Contact Person:

Ian Reeves, AIA / President

Telephone Number:

(407) 647-1706

Email Address:

marketing@adgusa.org



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Letter of Interest

March 21, 2017

The City of Pembroke Pines
Purchasing Division
8300 South Palm Drive
Pembroke Pines, FL 33025

RE: RFQ #PD-17-01 | Design Criteria Professional for a new Police Department HQ

Dear Selection Committee Members:

Architects Design Group (ADG) is pleased to submit this Request for Qualifications response for the Pembroke Pines Police Headquarters. Our specialized law enforcement design knowledge, passion for design, and attention to detail have led to the successful completion of dozens of important municipal projects throughout Florida. We are active members of the International Association of Chiefs of Police (IACP), are CALEA Accreditation experts, have authored several articles in the Police Chief Magazine, and are the authors of "Public Safety Architecture," an in-depth analysis of the planning, design, and construction of Public Safety Buildings for the 21st Century.

Our Team's primary mission is to guide you through the planning and design process required for this project. We will provide a comprehensive Design Criteria Package that realizes your vision and meets all project goals. In response to your request, we offer a local design team that has the capability, expertise, and disciplines required for this contract. We provide the City a team who can "hit the ground running" to accomplish DCP services quickly and efficiently. Because this is such a specialized facility, experience is invaluable and quickly discernible. Our team's knowledgeable professionals and extensive experience with municipalities in the Florida and around the United States will be presented in this submittal, and will illustrate our unique qualifications for this project.

Extensive Experience with Law Enforcement Facilities

We want to emphasize to the City of Pembroke Pines that the qualification requirements of this RFQ are exactly what we have accomplished for over 300 Governmental Agencies across the United States. ADG provides planning and architectural design services specifically for Law Enforcement, Evidence, and Public Safety facilities on a national basis, and we are recognized as experts in this highly specialized field of architecture. We understand the unique requirements of law enforcement facilities, the components that are necessary to ensure safe and efficient daily operations, and how to incorporate these components into a facility that provides long-term value to the community.

Design Criteria Professionals

We understand the City is looking to hire an architectural and engineering to prepare a Design Criteria Package for the new Police Headquarters replacing the existing building located at 9500 Pines Boulevard. ADG is adept at preparing design criteria documents for different types of public safety projects, especially law enforcement facilities. A recent



example includes the Orlando Police Department Headquarters. Architects Design Group, as the prime design consultant for a Design Build Team, was selected to update the Design Build Criteria Package for the new Orlando Police Department Headquarters, complete the design documents, and provide construction oversight. The new headquarters will host the ribbon cutting this week to showcase this successful Design-Build project.

Knowledge of Specialized Design Requirements

ADG provides planning and architectural design services specifically for law enforcement facilities on a national basis, and are recognized as experts in this highly specialized field of architecture. We understand the unique requirements of law enforcement facilities, the components and design strategies necessary to ensure "chain of custody," and efficient daily operations. Police departments have a unique culture and environment that permeates the department from the Chief to the patrolman. ADG's facilities are planned and designed with this in mind to maximize efficiency. Situational adjacency studies are a critical part of developing spatial needs. Police facilities have undergone significant changes over the past few decades. As an example, they are no longer based upon the "fortress mentality," in which security was a paramount consideration. The philosophy of Community Policing has been universally embraced, often resulting in the inclusion of community meeting rooms within the facility. Spaces such as this are intended to provide appropriate and inviting spaces that can be utilized by community and civic groups, and by doing so, demonstrating that law enforcement is a viable part of the civic fabric of any community.

Multi-Disciplinary and Local Professionals

The ADG team provides the City of Pembroke Pines a team of unmatched law enforcement architects with the capability to provide immediate response. This team brings the most experienced, multi-disciplinary subconsultants to this team who have all successfully worked with ADG or the City in the past. Additionally, our team boasts many LEED Accredited Professionals who are extremely familiar with sustainable design principles. Our team of consultants for this project include:

MEP Engineering and Security & Technology / TLC Engineering for Architecture - Deerfield Beach/Miami/Orlando, FL
Civil Engineer / Miller Legg - Ft. Lauderdale, FL
Structural Engineering / Thornton Tomasetti - Fort Lauderdale, FL
Cost Estimating / Montgomery Consulting - Orlando, FL

Conclusion

With the ADG, you get a 46 year old firm whose sole focus has been on the design of law enforcement and public safety facilities for the last 30 years. We believe the combination of our experience with public safety agencies in Florida and throughout the United States, and our experienced local engineering team, uniquely qualify us to work with the City on this important project. We appreciate the opportunity to submit this RFQ response and thank you for your time in evaluating our qualifications.

Sincerely,



Ian A. Reeves, AIA
President / Architects Design Group



Experience and Ability

A) FIRM EXPERIENCE - ADG FIRM PROFILE

BACKGROUND AND HISTORY

Architects Design Group (ADG) was established in 1971 by I.S.K. Reeves, V, FAIA as a full service architectural and planning firm. Since then, ADG has grown to a national firm providing space needs analysis, site selection, master planning, and design services for over 300 Governmental agencies across the United States.

ADG is a design-oriented firm blending the science of building technology, problem solving and the “art” of architecture. We believe in the tenets of authentic, contemporary architecture and direct our practice to achieve the highest standards of design quality.

With each project, we embark on a search for design excellence. Our success reflects the resolution of specific design issues while meeting the functional needs of the program within the established budget.

UNIQUE ATTRIBUTES AND QUALITY

Over the years, ADG has narrowed its focus from a diversity of project types to a small number of areas of specialization. The primary areas of expertise include providing space needs analysis, site selection, master planning, design, and construction administration services for Police, Evidence, Public Safety, and other first responder facilities. Our projects reflect our current knowledge of facility programming, design, and our ability to focus collective talents toward innovative applications.

DESIGN QUALITY

ADG has three separate, but intersupporting design studios, each directed by a registered architect. The Studio Director whose experience best relates to each project serves as the project architect and client contact. Additionally, each project is overseen by the firm's President, Ian Reeves.

ADG is proud to have earned numerous national, regional, and local awards that reflect our firm's ability to solve complex design challenges, use the most innovative and cost effective techniques, maximize space and achieve the highest level of overall quality. The result is an environment that encourages efficiency and productivity.

HONORS AND AWARDS

Over the past 46 years, ADG has received many honors and awards for design excellence including AIA Orlando Firm of the Year and AIA Florida Firm of the Year. Additionally, ADG has won AIA, design, and technology awards for over 75 of our municipal projects, including the Sunrise, FL Public Safety Complex.

A) FIRM EXPERIENCE - TLC ENGINEERING FIRM PROFILE

TLC Engineering for Architecture, Inc. provides exceptional high-performance engineering design, consulting, and energy services. Founded in 1955 and consistently ranked among the largest MEP and structural engineering firms in the country, TLC is an industry leader with expertise on a wide array of building types. Among the firm's accolades, TLC has been selected by ENR SE as the 2016 Design Firm of Year. TLC's extensive experience and expertise is applied to engineer high-performance, complex projects, often with challenging schedules.

Headquartered in Orlando, Florida, TLC has offices across Florida in Jacksonville, Tampa, Miami, Cocoa, Deerfield Beach, Sarasota and Ft. Myers, along with offices in Nashville, Tennessee; New Orleans, Louisiana; Dallas and San Antonio, Texas. The team of 380+ professionals includes 80 PEs, 20 EIs, 80 LEED Accredited Professionals and 30 ACG Registered Commissioning Authorities, along with energy management professionals, building energy modeling professionals, healthcare facility design professionals, and certified specialists in indoor air quality, plumbing design, security, technology and control systems.

EXPERIENCE WITH PUBLIC FACILITIES: TLC has provided engineering services for various municipal facilities. They understand that these projects require flexibility, redundancy and survivability that our engineers address by incorporating efficient low energy and water saving features into its designs. LED lighting, security systems and low water consumption plumbing fixtures for restroom facilities are some of the strategies commonly applied to recreational centers, parks and community centers. Some of our recent experience includes City of Coral Springs Municipal Complex, City of Riviera Beach CRA and the City of Miramar Police Headquarters, all three of these projects include mixed use components such as retail as well as parking garage and pedestrian walkway spaces. Regarding recreational facilities our experience includes the City of Miami Springs Aquatic Center DB, City of Sunny Isles Pelican Community Center, Lakes by the Bay in Cutler Bay, City of Deerfield Beach Community Center, Crandon Park Tennis Center renovations, and Village of Wellington Community and Tennis Center.

MEP/FP – TLC's MEP/FP design experience and expertise includes central plants, utility distribution, indoor air quality, code compliance review, comprehensive master plans and feasibility studies, along with

specialized systems such as pre-conditioned air, thermal energy storage, low temperature air distribution, computer power distribution, heat pipe and desiccant systems for humidity control, chilled beams, variable refrigerant flow, and the latest technology in building controls. TLC's licensed fire protection engineering staff provides system design and building code / life safety consulting.

COMMUNICATIONS & TECHNOLOGY – Using the latest software and tools, TLC's RCDD-credentialed staff produces cutting-edge designs that support unique project requirements. Rapidly evolving technology demands that designs are crafted for flexibility, growth and change. Specialized applications include integrated security, audio/visual presentation, voice/video/data distribution, public address/sound, acoustical analysis, intercom, closed circuit television, broadband distribution and video telepresence.

ENERGY – In addition to designing high-performance new and renovated buildings, TLC provides an array of services focused on the design and operation of sustainable, energy-efficient existing buildings, including energy audits, new building commissioning (Cx), existing building commissioning (EbCx), net operating income improvements (NOII), energy modeling and sustainability consulting. TLC's staff of specialty LEED APs, CxAs, EMPs and BEMPs has delivered 314 LEED-certified projects, as well as projects targeting compliance with the Florida Green Building Coalition, Green Globes and the Living Building Challenge. TLC was among the first MEP firms to commit to the AIA 2030 Challenge and continues to progress towards the aggressive goals embodied by this commitment.

WELL® – At the leading edge of trends in building design is an emphasis on buildings that support increased employee productivity. Building construction and operational costs are <10% of the value of production of the people occupying those spaces, over a ten year window. Buildings that incorporate features that encourage occupant health, reduce employer health care costs and boost productivity can create a powerful impact on the bottom line. A 1% improvement in productivity typically exceeds a building's annual energy expense. One way to demonstrate the health aspects of a building is through WELL certification, a service provided by TLC.

A) FIRM EXPERIENCE - MILLER LEGG FIRM PROFILE

Miller Legg is a statewide award-winning consulting firm that brings together the elements of engineering, planning, landscape architecture and urban design, surveying, environmental wetlands consulting, environmental engineering and geographic information systems services. Miller Legg works successfully to improve communities and create environments for a variety of clients; client sectors include transportation, municipal and county government, healthcare, education, federal, and international, this offers their clients a firm of seasoned professionals who are leaders in the Florida consulting industry. Miller Legg, established in 1965, employs a staff of more than 50 professionals and technicians and is wholly owned by its employees. The firm has locations in Fort Lauderdale, Miami, Port St. Lucie, and Orlando.

Miller Legg is a [certified Small Business Enterprise](#) with the South Florida Water Management District, Broward College, Florida Department of Transportation (FDOT) and Miami-Dade County; the firm is also a Small Business under Federal guidelines. The firm's engineering services include: utilities design and modeling (such as surface water management, drainage system design, water and sanitary sewer design and permitting, and pump station design), utility coordination, traffic engineering, streets and highways design, street lighting design, pavement marking and signage design, parks and recreation design, master planning, municipal engineering, construction monitoring and full Construction Engineering Inspection (CEI) and management services.

The firm has completed numerous municipal, county, state, and federal projects. The firm has been involved with more than 100,000 acres of project design development in Florida. Their approach to each project is best characterized by a "partnering relationship." They dedicate ourselves to learning the culture of their clients, and their specific concerns, desires and needs, much like an extension of their own offices. They consistently strive to maintain time schedules and to provide factual and frequent communication. Miller Legg prides itself on its team approach to the interdisciplinary needs unique to the project and client. We provide responsive, personalized, quality service to value-conscious private clients and select government agencies, who desire the very best in planning and design.

A) FIRM EXPERIENCE - THORNTON TOMASETTI FIRM PROFILE

Thornton Tomasetti provides engineering design, investigation, and analysis services to clients worldwide on projects of every size and level of complexity. Through their 10 complementary practices, Thornton Tomasetti addresses the full life cycle of a structure. Dating back to 1949, today they are a 1,200-person organization of engineers, architects, sustainability practitioners, and support professionals collaborating from offices across the United States, Canada and in Asia-Pacific, Europe, Latin America and the Middle East. They are leaders in engineering innovation and aspire to be one of the most sustainable firms in their industry in the way they design their projects and in how they operate as a responsible business.

STRUCTURAL ENGINEERING They collaborate with architects, owners and builders to design elegant solutions for projects of all types – from the tallest buildings and longest spans to inventive structures and expansions. They seek the best balance among the demands of form, function, sustainability, constructability, schedule and budget.

CONSTRUCTION ENGINEERING They work closely with designers, developers, contractors, fabricators and erectors to efficiently move a project from concept to close-out. Their services include integrated design and fabrication modeling, connection design, erection engineering, crane engineering, field engineering and site representation.

FAÇADE ENGINEERING They apply their expertise in systems and materials to integrate façade and structural design in new buildings, renovations and recladding projects. They help solve design challenges, improve constructability, maximize efficiency and increase security. Through 3D parametric and building information modeling they can work with manufacturers to design, consult, engineer and install systems.

SUSTAINABILITY They partner to integrate green solutions into the planning, design, construction, and operation of buildings to reduce their environmental impact. Their services include sustainable design strategies, energy analysis, green building certification consulting, sustainability analysis and upgrades for existing structures, and education and training.

RENEWAL Their experts provide building owners with a wide range of envelope, structural, mechanical, electrical, plumbing and fire protection services. They conduct performance investigations, condition assessments, due diligence surveys, feasibility studies and peer reviews. They design repairs, renovations and alterations and oversee their execution.

FORENSICS They assist attorneys, property managers, owners, contractors / manufacturers and design professionals with engineering and architectural forensic services. As design professionals, they evaluate for standard of care; as forensic specialists, they seek root cause; as problem solvers, they seek resolution. They provide reports, expert testimony, calculations / drawings and computer models and simulations.

PROPERTY LOSS CONSULTING They help insurers analyze pre- and post-loss risks and claims. Their architects, structural engineers and MEP experts provide investigation of damage including cause and origin analysis, engineering assessment for reinstatement of damaged buildings, building code upgrade analysis and specialized claim response. They also provide expert reports and testimony based on their investigations.

A) FIRM EXPERIENCE - MONTGOMERY CONSULTING GROUP

Cost Estimating Experience

MCG has provided cost estimating in support of infrastructure and capital development programs for numerous public and private facilities. MCG has experience with all levels of cost consulting including: planning/programming estimates, independent fee estimates, development of opinions of construction cost at design level submittals (i.e., 30%, 60%, 95%, and 100% submittal phases) and construction phase estimates including bid and change order review.

MCG's approach to cost estimating consulting combines experience in development in planning, design and construction, consistency with estimators, references to historical pricing on similar type projects, queries to numerous contractors to determine competitiveness, trends in industry, and concerns regarding technical specifications. MCG will participate as a team member to collaboratively provide cost input throughout the project development.

Cost Estimating Experience in Municipal Projects

MCG is providing support to several architects, mechanical, electrical, plumbing consultants for cost consulting in pre-design, schematic design, and final design services. Recent projects include:

- St. Johns County - Combined Fire Station and Sheriff's Office (with ADG)
- City of Wildwood – Police Department Headquarters (with ADG)
- City of Cocoa Beach - Fire Station No. 1 (with ADG)
- City of Cocoa Beach - Fire Station No. 2 (with ADG)
- City of Cocoa Beach - Fire Station No. 3 (with ADG)
- Broward County – Government Center – AHU Replacement
- Broward County Main Library – Investigation of Condensation Issues in the Mechanical Room
- Broward County Courthouse & Annex – Replace Switchgear & Generator
- City of Altamonte Springs – RWRF Bio-Solids Building
- City of Altamonte Springs – Merrill Park Improvements
- City of Altamonte Springs – Eastmonte Park Press Box Stair Replacement
- City of Altamonte Springs - RWRF Bio-Solids Building Concept Options
- City of Altamonte Springs – Mechanical Maintenance Building
- City of Orlando – Iron Bridge 480V Improvements
- City of Orlando – City Hall Energy Efficiency Improvement
- Orange County – Convention Center North/South Building Projectors
- Orange County – Courthouse Tunnel Ventilation Assessment
- Orange County – Lighting Assessment at Various Parks
- Orange County – Juvenile Justice Court Lighting Assessment
- Orange County – Regional History Center – BAS, FA & Smoke Control System Assessment

A) FIRM EXPERIENCE

Contact		Project Information		Size (SF)	Total Cost
Deputy Chief Susan Manney Orlando Police Department PO Box 913 Orlando, FL 32802-0913 P: 407.453.1124 susan.manney@cityoforlando.net	Orlando Police Headquarters / Orlando, FL Role: Design Build Architect Responsibilities: ADG served as the prime design consultant to update the Design Build Criteria Package for the new Orlando Police Headquarters and Crime Scene Facility. The ribbon cutting is set for March 2017. ADG team members: Ian Reeves, Rick Mullis			100,000 SF Headquarters	\$24,000,000 Police HQ
				85,000 SF Crime Scene Facility	\$10,000,000 Crime Scene Facility
Bill Hand County Architect County Center, 23rd Floor 601 E. Kennedy Blvd Tampa, FL 33602 P: 813.307.1034 handw@hillsboroughcounty.org	Hillsborough Public Safety Operations and Training Facility / Tampa, FL Role: Design Build Architect Responsibilities: ADG provided a Design Criteria Package for the new Public Safety Operations and Training Complex to replace the existing emergency operations center and fire administration facilities. ADG completed the spatial needs assessment, master planning, and bridging documents. ADG team members: Susan Gantt			56,000 SF Building	\$32,000,000
				20,000 SF Warehouse	
Paul Reeder Martin County Sheriff's Office Capital Projects Administrator 800 SE Monterey Road Stuart, FL 34994 P: 772.220.7123	Martin County Sheriff Administration and EOC/911 Dispatch Facility / Stuart, FL Role: Design Criteria Architect / Expert Design Consultant / Owner's Representative Responsibilities: ADG provided a Design Criteria Package for a new EOC, joint communications/911 Dispatch Center combining law enforcement with Fire-Rescue Emergency Services and administrative space for the Sheriff's and Emergency Services Department. ADG team members: Kevin Ratigan			86,000 SF	\$12,974,000
Ben Newman , City Engineer 4970 City Hall Boulevard North Port, Florida 34286 P: 941.240.8050 bnewman@cityofnorthport.com	North Port Fleet Maintenance/Public Works Joint Facility / North Port, FL Role: Design Criteria Professional Responsibilities: ADG completed programming, master planning, and design-build criteria documents for the proposed Fleet Maintenance and Public Works joint facility. The Concept Master Plan provides for the utilization of the Public Works site to accommodate the future needs for Fleet Maintenance, Public Works Road and Drainage District, and Public Works Solid Waste District. ADG team members: Kevin Ratigan			40,000 SF	\$6,223,269
Alan Gavazzi , AIA City of Sunrise – Planning & Development Department 3495 N. Hiatus Road, Suite 201 Sunrise, Florida 33351 P: 954.572.2487 agavazzi@sunrisefl.gov	Sunrise Public Safety Complex / Sunrise, FL Role: Architect of Record Responsibilities: ADG completed programming, master planning, design, and construction administration services for the Public Safety Complex which includes the Police Headquarters, Joint-Use Broward County / City of Sunrise 911 Communications Center, Emergency Operations Center, Fire Rescue Administration & Training, Firing Range, City-wide Data Center, and a Central Energy Plant. ADG team members: Ian Reeves, Susan Gantt			109,412 GSF - Public Safety Complex	\$35,000,000
				19,070 SF - Fire Station No. 72	
				1,200 SF - Central Energy Plant	

A) FIRM EXPERIENCE

Contact	Project Information	Size (SF)	Total Cost
Jim Lalumiere , President, Project Development, Inc., Owner's Representative 1660 Ringling Blvd., Sarasota, FL 34236 P: 941.365.2200 Ext. 4528 jel@pdiusa.com	Sarasota Police Headquarters / Sarasota, FL Role: Architect of Record Responsibilities: ADG completed a detailed spatial needs assessment, site analysis, master planning, interior design, and construction administration, and voter referendum assistance services for the Police Headquarters. ADG team members: Ian Reeves	102,000 SF Police + 200 Car Parking Garage = 196,000 SF	\$46,000,000
Chief Charles Broadway , 3600 S. Hwy 27 Clermont, FL 34711 P: 352.394.5588 cbroadway@clermontfl.org	Clermont Police Headquarters / Clermont, FL Role: Architect of Record Responsibilities: ADG completed a spatial needs assessment, master plan, site analysis, design, and construction administration for the new Police Headquarters. ADG team members: Ian Reeves	30,611 SF	\$8,600,000
Chief Jay Murphy , CCPD - Former Police Chief 1100 Cultural Parkway Cape Coral, FL 33990 P: 239.229.0911 cc7802@gmail.com	Cape Coral Police Headquarters / Cape Coral, FL Role: Architect of Record Responsibilities: ADG completed programming, master planning, design, and construction administration services for the Police Headquarters, and EOC and 911 Communications Center ADG team members: Ian Reeves	107,755 SF	\$21,657,302
Jim Krzenski Sanford Police Department 815 Historic Goldsboro Blvd. Sanford, FL 32771 P: 407.688.5070 x5174 craig.radzak@sanfordfl.gov	Sanford Public Safety Facility / Sanford, FL Role: Architect of Record Responsibilities: ADG completed a spatial needs assessment, master planning, design, and construction administration, FEMA grant assistance, and voter referendum assistance for the new Public Safety Complex. ADG team members: Ian Reeves	74,648 SF	\$15,314,000
Suzanne Hunnicutt Capital Projects Manager Highlands County Board of County Commissioners 600 S. Commerce Ave. Sebring, FL 33870-3869 P: 863.402.6932 shunnicutt@hcbcc.org	Highlands County Sheriff's Office / Sebring, FL Role: Architect of Record Responsibilities: ADG completed design and construction administration services for the new Sheriff's Office. The complex includes a two story, 44,313 SF Law Enforcement and Evidence Facility, a 1,590 SF Central Energy Plant, and development of a 2.75 acre site. ADG team members: Ian Reeves, Susan Gantt	44,313 SF	\$11,000,000

A) FIRM EXPERIENCE

Contact	Project Information		Size (SF)	Total Cost
Police Chief Wayne Nero 3500 DB Wood Road Georgetown, TX 78626 P: 512.930.8450 wayne.nero@georgetown.org	Georgetown Public Safety Operations and Training Facility / Georgetown, TX Role: Architect of Record Responsibilities: ADG, in association with a local architect, completed an update to the program, completed a master plan, and design of the new Public Safety Facility. ADG team members: Ian Reeves		76,831 SF Main Building 16,697 SF Training Building	\$22,677,306
Former Police Chief David Mara 405 Valley St., Manchester, NH 03103 P: 603.369.3412	Manchester Police Headquarters / Manchester, NH Role: Specialty Design Architect Responsibilities: ADG, in association with a local architectural firm, developed a detailed spatial needs assessment, updated the existing master plan, and developed the interior operational adjacencies for the new Police Headquarters. ADG team members: Ian Reeves		75,000 SF	\$14,000,000
William Breault, Captain Dover Police Department Field Operations Division 46 Locust St. Dover, NH 03820 P: 603.742.4646 w.breault@dover.nh.gov	Dover Police Headquarters / Dover, NH Role: Specialty Design Architect Responsibilities: ADG, in association with a local architect, completed programming, site selection, and design services for the new Police Headquarters. ADG team members: Ian Reeves		29,848 SF Police 300 Space Parking Garage	\$19,345,934
Dr. John Kelly Chief Administrative Officer City of Gulfport 2309 15th Street Gulfport, MS 39501 P: 228.868.5770 jkelly@ci.gulfport.ms.us	Gulfport Public Safety Center / Gulfport, MS Role: Specialty Design Architect Responsibilities: ADG, in association with a local architect, completed a detailed spatial needs assessment, master planning, and design and construction oversight for the new Public Safety Center. ADG team members: Ian Reeves		45,000 SF Police 12,000 SF Courts	\$14,700,400
Bill Vaughn, Retired Chief of Police 6373 Merle Hay Road Johnston, IA 50131 M: 515.664.7708	Johnston Public Safety Facility / Johnston, IA Role: Specialty Design Architect Responsibilities: In association with a local architect, ADG completed programming, conceptual design, voter referendum assistance, and design services for the new Public Safety Facility. ADG team members: Ian Reeves		46,000 SF	\$14,118,044

A) FIRM EXPERIENCE

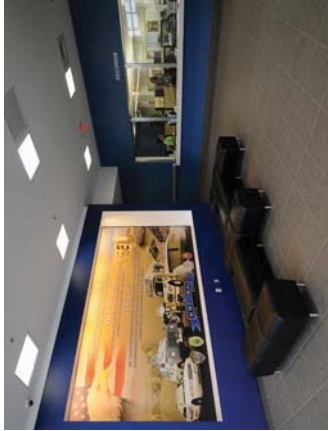
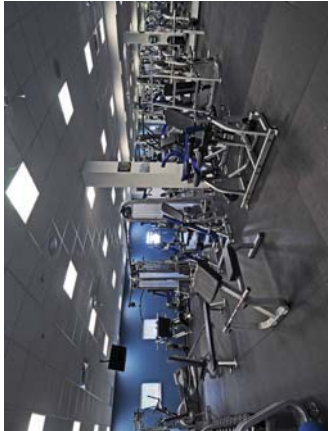
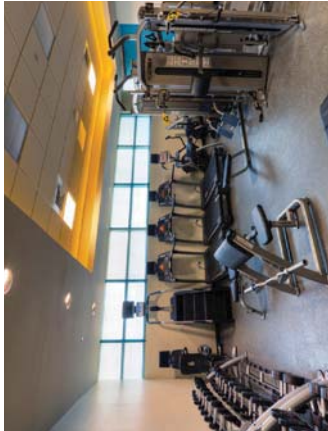
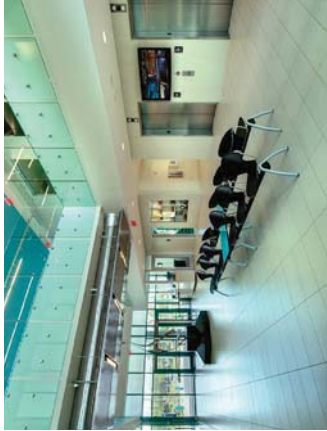
Contact	Project Information		Size (SF)	Total Cost
Fred Hiatt , Building Official/ Community Services Director Community Services Department 2990 S. Atlantic Avenue Daytona Beach Shores, FL 32118 P: 386.763.5365 fhiatt@cityofdbbs.org	Daytona Beach Shores Public Safety Complex / Daytona Beach Shores, FL Role: Architect of Record Responsibilities: ADG completed a detailed spatial needs assessment and design services for a new Public Safety Complex. ADG team members: Ian Reeves		20,000 SF	\$8,767,335
Daniel Divine , Manager, Research and Development Orange County Sheriff's Office 2500 West Colonial Drive Orlando, FL 32804 P: 407.254.4742 F: 407.254.7181 Daniel.Divine@ocfl.net	Orange County Sheriff Sector II / Orlando, FL Role: Architect of Record Responsibilities: ADG completed design and construction administration services for the new Sheriff's Sector II Facility that includes spaces for Detectives, Agricultural and Marine Patrol, and Tactical Motor Patrol Command. ADG team members: Ian Reeves		24,356 SF	\$4,022,448
Tony Massey , Columbia City Manager/Former Frankfort City Manager 700 N. Garden Street, Columbia, TN 38401 P: 931.982.3069 a.ray2011@yahoo.com	Frankfort Public Safety Complex / Frankfort, KY Role: Architect of Record Responsibilities: ADG, in association with a local architect, completed programming services, site selection, master planning, and design services for the new Public Safety Complex which includes evidence processing and storage, booking and intake, criminal investigations, training classrooms, holding cells, and a City EOC. ADG team members: Ian Reeves		42,000 SF	\$10,465,830

A) FIRM EXPERIENCE - LEGAL CLAIMS

Architects Design Group does not have any legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of courts during the past five (5) years.



B) PREVIOUS SIMILAR PROJECTS



SUNRISE PUBLIC SAFETY COMPLEX / ROLE: ARCHITECT OF RECORD

The 130,000 SF Public Safety Complex houses the entire operations of the Sunrise Police Department's 300 employees, the joint County/City 911 communications center (PSAP), fire rescue administration and training, municipal EOC, city-wide MIS data center, and an eight lane indoor firing range.

Police departments include administration, internal affairs, records, detectives division, crime scene unit, crime analysis unit, property and evidence, victim advocacy program, patrol, SWAT, and crisis negotiation unit. The facility includes an evidence processing lab, located on the 2nd floor across from the evidence drop and storage area. The lab includes stainless steel counters, chemical resistant cabinets, epoxy flooring, a fume hood, emergency eye wash, and various counter mounted materials analysis equipment.

Client Reference: Alan Gavazzi, AIA - Planning & Development Department
3495 N. Hiatus Road, Suite 201, Sunrise, Florida 33351 / 954-572-2487 /
agavazzi@sunrisefl.gov

Fees: \$2,955,708

Cost: Est. - \$32,513,852 /
Actual - \$31,930,086

Design Start/Complete: June 2008/
June 2009

Construction Start/Complete:

March 2009/February 2011

Consultant: Architects Design Group
P.O. Box 1210, Winter Park, FL 32790
P: 407.647.1706 / F: 407.645.5525
marketing@adgusa.org

CAPE CORAL POLICE HEADQUARTERS / ROLE: ARCHITECT OF RECORD

The City selected ADG to provide programming, master planning, design, and construction administration services for the Police Departments and Communications Division. The 100,755 SF headquarters provides the Police Department with state of the art facilities for patrol, investigative services, professional standards, communications, property and evidence, holding and processing labs, as well as a multitude of training facilities outfitted with the necessary technology to be easily converted to the City's Emergency Operations Center.

Client Reference: Chief Jay Murphy, CCPD - Former Police Chief, 1100 Cultural Parkway, Cape Coral, FL 33990 / P: 239.229.0911 / cc7802@gmail.com

Fees: \$1,642,999

Cost: Est. - \$23M / Actual - \$21,657,302

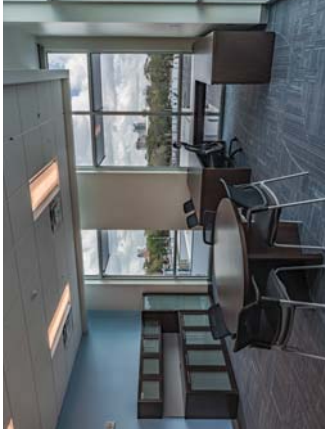
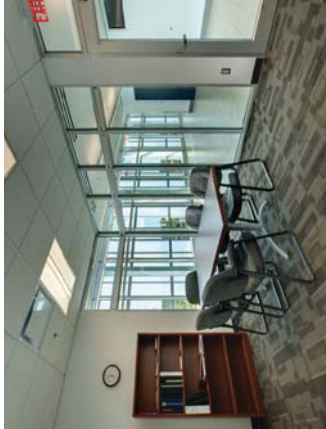
Design Start/Complete: July 2008/Oct.
2008

Construction Start/Complete:

Sept. 2008/June 2009

Consultant: Architects Design Group
P.O. Box 1210, Winter Park, FL 32790
P: 407.647.1706 / F: 407.645.5525
marketing@adgusa.org

B) PREVIOUS SIMILAR PROJECTS



SARASOTA POLICE HEADQUARTERS / ROLE: ARCHITECT OF RECORD

The 102,000 SF facility includes spaces for professional standards, support services, internal affairs, criminal investigations, property and evidence, and records. The building also includes 21,790 SF for crime scene investigations, 9,275 SF for forensics and evidence storage, and 2,860 SF for vehicle processing. The M.I.S. Department is hardened and has generator back up as well as redundant cooling systems. It houses a Data Center, Administrative Offices, Open Work Area, and Shipping and Receiving. The Data Center space includes Server and UPS equipment for Police and City functions that interface with multiple departments both within the building and beyond. The entire facility is designed to withstand category 5 hurricane forces, and with the critical infrastructure redundancies that are in place, this headquarters is assured to maintain operations during or after a significant event.

Client Reference: Jim Lalumiere, President, Project Development, Inc. (Owner's Representative), 843 Virginia Street, Dunedin, FL 34698 / 941-365-2200 Ext. 4528 / jel@pdusa.com

Fees: \$2,561,130

Cost: Est. - \$34,050,560 /

Actual - \$34,050,560

Design Start/Complete: Aug. 2007 / Oct. 2008

Construction Start/Complete: Jan.

2009/Jan. 2011

Consultant: Architects Design Group
P.O. Box 1210, Winter Park, FL 32790
P: 407.647.1706 / F: 407.645.5525
marketing@adgusa.org



ORLANDO POLICE HEADQUARTERS / ROLE: DESIGN BUILD ARCHITECT

The new headquarters facility is anticipated to house approximately 260 OPD staff and an equal number of vehicles. Through collaborative meetings with OPD Staff, the design team developed conceptual adjacency diagrams which identified the most efficient work flow of the OPD Units within each structure.

The building features a community meeting room for up to 320 people, a 4,500 SF gymnasium, and over 35,000 SF of office space for every bureau within the Police Department. Openness and transparency is maintained at the interior of the headquarters, contributing to daylighting within the interior work spaces. The meeting room is a multi-purpose space with an adjacent warming kitchen and chair storage space offering the flexibility to accommodate a full range of uses from graduation banquets for the Police Academy and other community meetings.

Client Reference: Deputy Chief Susan Manney, PO Box 913 Orlando, FL 32802-0913 / 407-453-1124 / susan.manney@cityoforlando.net

Fees: \$2,764,025

Cost: \$24M for Police HQ and \$10M for Crime Scene Facility

Design Start/Complete: June 2014 / February 2015

Construction Start/Complete: April

2015/February 2017

Consultant: Architects Design Group
P.O. Box 1210, Winter Park, FL 32790
P: 407.647.1706 / F: 407.645.5525
marketing@adgusa.org

B) PREVIOUS SIMILAR PROJECTS



GEORGETOWN PUBLIC SAFETY OPERATIONS AND TRAINING COMPLEX / ROLE: ARCHITECT OF RECORD

Architects Design Group, in association with a local architectural firm, was selected for the programming update, master planning, and design of the new 76,831 SF Public Safety Operations and Training Complex. An additional 16,697 SF Tactical Training Facility, including a flexible training area with reconfigurable walls for use with simulations or other training exercises, was also designed within the new public safety complex.

Designed to withstand estimated F3 tornado forces, the facility is able to maintain continuity of operations and accommodate state of the art technologies throughout the foreseeable future. In addition to administration offices and training classrooms, the new facility houses several specialized areas including a communications center, evidence processing and storage, simulations building, criminal investigation and interview areas, hybrid indoor/outdoor firing range, and low speed EVOC track.

Client Reference: Police Chief Wayne Nero, 3500 DB Wood Road, Georgetown, TX 78626 / 512-930-8450 / 512-930-8418 / wayne.nero@georgetown.org

Fees: \$1,313,069

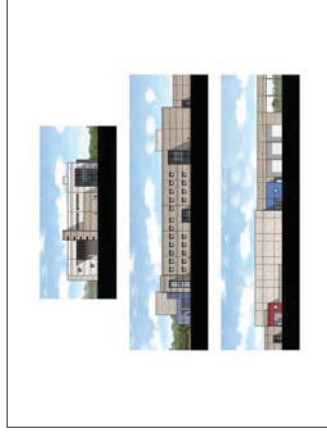
Cost: Est. - \$20M / Actual - \$22,677,306

Design Start/Complete: April 2012/
April 2013

Construction Start/Complete:

Aug. 2013/February 2015

Consultant: Architects Design Group
P.O. Box 1210, Winter Park, FL 32790
P: 407.647.1706 / F: 407.645.5525
marketing@adgusa.org



HILLSBOROUGH COUNTY PUBLIC SAFETY OPERATIONS AND TRAINING FACILITY/ ROLE: DESIGN CRITERIA ARCHITECT

Components included in the new 84,500 SF complex are Fire Rescue Services Administration, Emergency Operation Center, Fire Rescue Training classrooms and exterior training venues, Fire Rescue Logistics Warehouse, Fire Rescue Fleet Maintenance, Code Enforcement, and Information Technology Services (ITS). Training props include:

- Training Classrooms
- Comfort Station
- Exterior Burn Props
- Large Vehicle Storage Areas
- Comfort Station, Drill Tower
- Training Tower, Burn Building
- Flashover Building
- Trench Simulation
- LP Gas Simulators
- Draft Pond, Rail Car Prop
- Swift Water Rescue Simulator

Client Reference: Bill Hand, County Architect - County Center, 23rd Floor, 601 E. Kennedy Blvd, Tampa, FL 33602 / 813-307-1034 / handw@hillsboroughcounty.org

Fees: \$695,728

Cost: Est. - \$29,693,361 / Actual - \$26,491,958

Design Start/Complete: March 2012/
July 2014

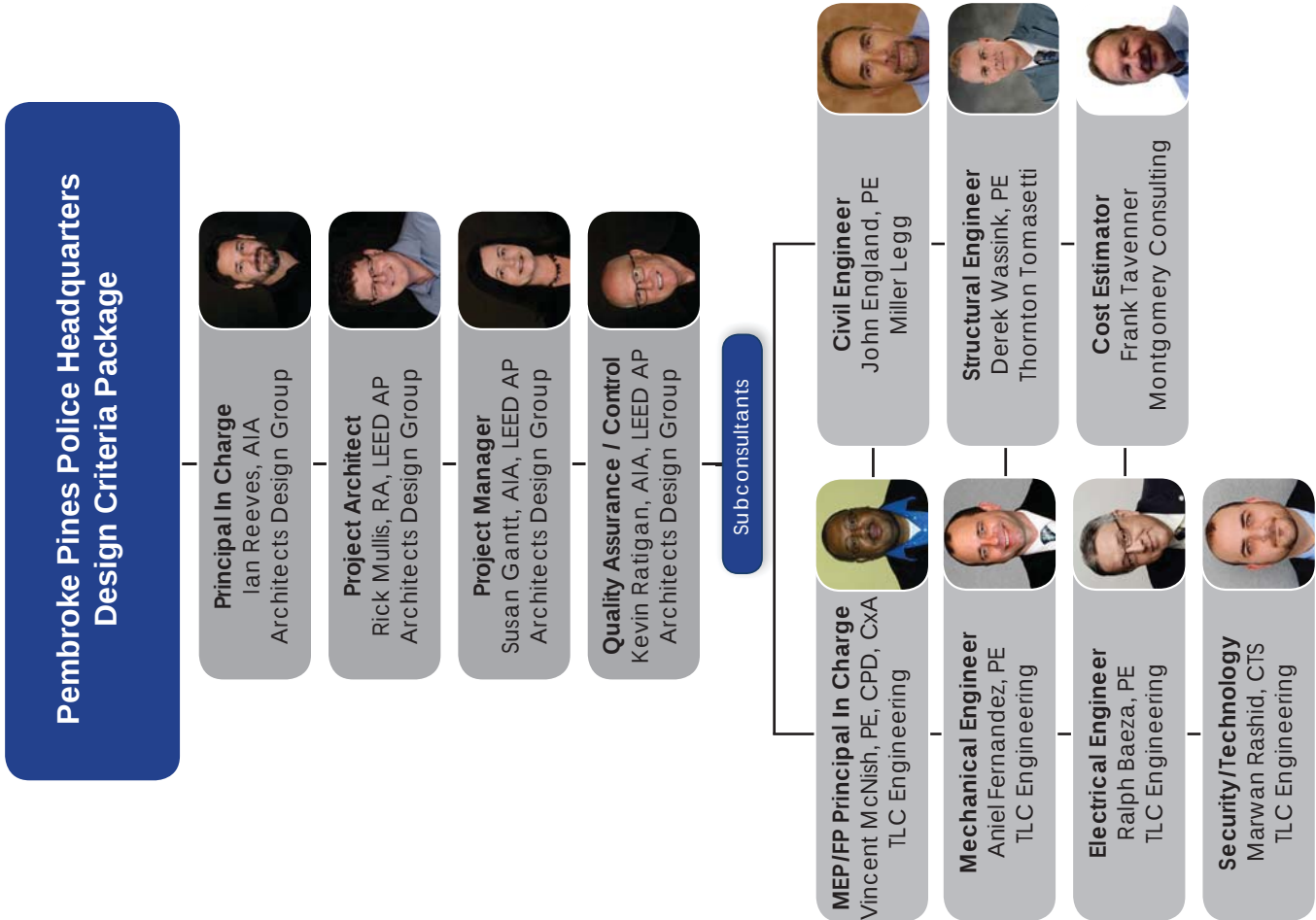
Construction Start/Complete: April 2015/Sept. 2016

Consultant: Architects Design Group
P.O. Box 1210, Winter Park, FL 32790
P: 407.647.1706 / F: 407.645.5525
marketing@adgusa.org



Project Team / Staff Qualifications

ORGANIZATIONAL CHART



A) PROJECT MANAGER'S EXPERIENCE - Susan Gantt, AIA, LEED AP

With over 32 years of experience in the field of architecture, Susan Gantt, AIA, LEED AP has been involved in the preparation planning, design, and construction administration of projects similar to the Pembroke Pines Police Headquarters project. Susan served as the Project Manager for the Design Criteria Package for the Hillsborough County Public Safety and Training Facility. Included in her role on the Hillsborough County project was completing the spatial needs assessment, master planning, cost analysis, and design criteria package / bridging documents. Susan has completed these same tasks for a number of ADG's projects.

As part of the as the Design-Build Team, ADG was contracted as Architect of Record for the \$20M St. Charles County, MO EOC - with Susan serving as the Project Architect. This is a Design-Build project that includes an expansion to their existing police department. This selection process was divided into two phases: 1) Statement of Qualifications, 2) Proposal Solicitation Process (Design), and Project Cost Proposal. ADG was shortlisted after the Phase I, which led to Phase II that included creating design documents for development of the Guaranteed Maximum Price (GMP). In the case of Pembroke Pines, ADG will prepare Cost Estimates prior to soliciting the final Guaranteed Construction Cost from qualified Design-Build Teams.

Susan will reporting directly to the Principal In Charge, Ian Reeves, will organize, direct, and coordinate the job tasks of ADG personnel and subconsultants. Susan will monitor the impact of daily planning and design decisions on the schedule. Understanding the importance of "continuity," Susan will also assist Kevin Ratigan (Quality Assurance / Control) who will be involved from Notice to Proceed through the review of technical documents and cost estimating. Susan will be responsible to the City for project planning, documentation, phase reviews, problem solving, project meetings, project filing, meeting goals and objectives, owner review, and final document coordination check. Susan understands the project from an "Owner's perspective" having served as Owner's Representative for the City of Kissimmee to implement the City's New Fire Station design and construction plan in 2004-2007, prior to joining ADG.

B) QUALIFICATION OF PROJECT TEAM

Miramar Public Safety Facility
Miramar, FL

Sarasota Police Headquarters
Sarasota, FL

Orlando Police Headquarters
Orlando, FL

Sunrise Public Safety Complex
Sunrise, FL

Cape Coral Police Headquarters
Cape Coral, FL

Clermont Police Headquarters
Clermont, FL

Highlands County Sheriff's Office
Sebring, FL

Indian River County Sheriff's
Office Crime Scene Building
Vero Beach, FL

Kissimmee Police Department
Firing Range
Kissimmee, FL

Georgetown Public Safety
Operations and Training
Complex
Georgetown, TX

Dover Police Headquarters
Dover, NH

Manchester Police Headquarters
Manchester, NH

Johnston Public Safety Facility
Johnston, IA

Ian will serve as the Principal In Charge. He will oversee the entire project and provide quality control through all project phases. His knowledge in law enforcement design standards and operational adjacencies will be imperative during the planning and design process. Ian will be active throughout the entirety of the project.



Education:

Bachelor of Arts in Architecture, University of New Mexico
Master of Architecture, University of Florida

Registration:

Registered Architect in: Florida #AR94944
AL, CO, GA, IL, IN, LA, MA, MO, NY, OH, OK, RI, TX, SC, TN, UT, WI; NCARB

Experience:

Ian Reeves, AIA, ICA, IALEP is President of ADG and has been with the firm for over 20 years. He has been involved in the planning and design of numerous law enforcement, evidence, and public safety facilities including over a dozen that are \$20M+. He participates in all phases of architecture providing oversight for programming, design, and construction administration. He is an expert in both CPTED and CALEA Design Standards and has assisted many police departments in obtaining this important accreditation. Mr. Reeves will be involved throughout the entire project and will lead in implementing the project's scope and goals. Additionally, Mr. Reeves works very closely with the client ensuring that the "Participatory Planning Process" that ADG utilizes results in a product that exemplifies design excellence while exceeding all program requirements.

Mr. Reeves also assists in ADG's grant writing services by helping clients with effectively utilizing grant resources and efficiently obtaining funding for their projects. He has been successful in helping our clients receive millions of dollars in funding, through local, state and federal grants, FEMA Hazardous Mitigation Grant Program (HMGP), bond issues, reallocation of revenue funds and other innovative methodologies including \$1,001,305 in funding for the Sanford Public Safety Facility. Ian also just completed the Design Criteria Package for the \$45M Cobb County Police Headquarters and the \$85M Public Safety Training Complex.

Professional Associations:

International Association of Chiefs of Police
International Association of Law Enforcement Planners
International CPTED Association
American Institute of Architects

B) QUALIFICATION OF PROJECT TEAM

Miramar Public Safety Facility
Miramar, FL

Miramar Crime Scene Building
Miramar, FL

Orlando Police Headquarters
Orlando, FL

Orlando Police Department
Crime Scene Facility
Orlando, FL

Highlands County Sheriff's Office
Sebring, FL

Indian River County Sheriff's
Office Crime Scene Building
Vero Beach, FL

Georgetown Public Safety
Operations and Training
Complex
Georgetown, FL

Clermont Police Headquarters
Clermont, FL

Greene County Public Safety
Coordination Center
Springfield, MO

Sarasota County Public Safety
Building
Sarasota, FL

Jacksonville Public Safety
Complex
Jacksonville, AL

Utilizing his experience, he will lead the team in developing the design criteria package for the new Pembroke Pines Police Headquarters. Rick will assist Susan in coordinating all phases, team members, schedule, and budget. He will be active throughout the entire project.



Education:

Bachelor of Science in Architectural Studies, Florida A&M University
Master of Architecture, University of Florida

Registration:

Registered Architect in: Florida FL #AR94009
LEED AP - GBCI #10336367

Experience:

With over 18 years of experience, Rick is a highly creative and responsible architect with well-rounded experience in design and production through construction on multiple project types including municipal, governmental and public safety. Rick's experience includes drafting, research, coordination, project budgets, proposals and construction administration. In addition, Mr. Mullis holds a certified building contractor's license and is a LEED accredited professional.

Rick served in a similar role on the 100,000 SF, \$32,000,000 Orlando Police Headquarters and Crime Scene Facility project. Additionally, he recently completed the successful Indian River County Sheriff's Office Crime Scene Building project and is working on the City of Miramar's Public Safety Facility. With his specialized experience, Rick is knowledgeable in CALEA, IAPE, and CPTED Design Standards.

B) QUALIFICATION OF PROJECT TEAM

PROJECT MANAGER
ARCHITECTS DESIGN GROUP

Miramar Public Safety Facility
Miramar, FL

Sarasota Police Headquarters
Sarasota, FL

Sunrise Public Safety Complex
Sunrise, FL

Highlands County Sheriff's Office
Sebring, FL

Hillsborough Public Safety
Facility
Tampa, FL

Columbia Police Headquarters
Columbia, MO

Wildwood Police Department
Wildwood, FL

Kissimmee Police Department
Firing Range
Kissimmee, FL

Sarasota County Public Safety
Building
Sarasota, FL

St. Charles County EOC - Design
Build
St. Charles, MO

Cobb County Public Safety
Training
Marietta, GA

Naples Fire Station
Naples, FL

Boone County Joint EOC and
911 Communications Center
Columbia, MO

Susan will serve as the Project Manager. She will assist Ian and Rick with developing the design criteria package. She will also coordinate with daily communications to subconsultants and project stakeholders, as well as answer any RFIs.



Education:

Bachelor in Architecture, Virginia Polytechnic Institute and State University

Registration:

Registered Architect in: FL #AR0013043

FL General Contractor #CGC060751

LEED AP - GBCI #10450895

Experience:

As the Director of the Design Studio responsible for numerous projects, Susan will serve as the Project Manager for this project. Over the past 32 years, she has completed a variety of municipal projects including programming, site analysis, and the design of law enforcement facilities. As she has worked on many law enforcement facilities, she is knowledgeable in both CPTED and CALEA Design Standards. Additionally, Susan is also a certified instructor by the National Disaster Preparedness Center on FEMA building standards. Her knowledge of the latest trends in hardened facilities will be invaluable.

Susan understands that a successful project is one that meets the needs of the users of the facility and does so while adhering to the client's budget parameters. Cost coordination and stakeholder requirements are incorporated and issues resolved early in the process. The process has been continually refined with lessons learned from similar building types she has completed. Susan completed work on the highly successful \$34M Sarasota Police Headquarters, \$32M Sunrise Public Safety Complex, and the \$26M Hillsborough Public Safety Facility Design Criteria Package, all of which have similar program components to the Pembroke Pines project. Susan brings to the project her recent experience working on 20 projects over the last five years that involved public safety and municipal entities.

Professional Associations:

American Institute of Architects

B) QUALIFICATION OF PROJECT TEAM

QUALITY ASSURANCE/CONTROL ARCHITECTS DESIGN GROUP

Orlando Police Headquarters
Orlando, FL

Orlando Police Department
Training & Firing Range
Orlando, FL

Sunrise Public Safety Complex
Sunrise, FL

Palm Beach Gardens Public
Safety Facility
Palm Beach Gardens, FL

Hillsborough Public Safety
Facility
Tampa, FL

Columbia Police Headquarters
Columbia, MO

Frankfort Public Safety Facility
Frankfort, KY

Columbia Police Busby Street
Resource and Training Center
Columbia, SC

Greene County Public Safety
Coordination Center
Springfield, MO

Nacogdoches Emergency
Operations Center
Nacogdoches, TX

Williamson County EOC
Franklin, TN

Boone County Joint EOC and 911
Communications Center
Columbia, MO

Kevin will oversee the Quality Assurance / Control of the project. He will thoroughly review the design criteria package documents. Kevin has worked on law enforcement and design criteria package projects and will ensure the team and design meets the standards of the City.



Education:

Bachelor of Environmental Studies, Architecture Major, University of Detroit
Master of Arts in Architecture, University of Detroit

Registration:

Registered Architect in: Florida #AR0010606
KY, MD, MI, MO; NCARB
LEED AP - GBCI #10173989

Experience:

Mr. Ratigan is the Senior Vice President of Architects Design Group. As the Director of the Design Studio responsible for numerous projects, he has been involved in most of the firm's law enforcement, evidence, and public safety projects. During his 41 year career, of which 26 years have been with ADG, he has completed numerous projects for public sector clients. His work with public clients includes: feasibility studies, programming, master planning, strategic planning, and design of a wide variety of municipal facilities including law enforcement facilities and design criteria packages..

Mr. Ratigan brings a tailored approach to discovering the needs of the project, which ensures design solutions unique and appropriate to the community the project will serve. The process involves the client extensively during the facility spatial needs study. This data is then analyzed with consideration given to budgetary constraints and project complexity. Working with the team, Kevin establishes a program and overall design strategies that are easily and logically implemented, under budget and on time. Kevin has served in a similar role for the Springfield / Greene County, MO Public Safety Coordination Center and Orlando, FL Police Department Headquarters projects.

Professional Associations:

Association of Public Safety and Communications Officers
Florida Sheriff's Association
Florida Emergency Preparedness Association, Inc.
International Association of Fire Chiefs
American Institute of Architects Society of American Military Engineers

B) QUALIFICATION OF PROJECT TEAM

MEP/FP PRINCIPAL IN CHARGE
TLC ENGINEERING FOR ARCHITECTURE

Miramar Public Safety Facility
(with ADG)
Miramar, FL

Miramar Police Logistics Office
Miramar, FL

Miramar Police Headquarters
Miramar, FL

Coral Springs Municipal
Complex
Coral Springs, FL

Boca Raton Police/Fire Training
Facilities
Boca Raton, FL

Broward County Courthouse
Fort Lauderdale, FL

Broward County Aviation
Department Maintenance
Building
Fort Lauderdale, FL

Miami-Dade Fire Rescue
Department of Port of Miami
Miami, FL

Vincent, as MEP/FP Principal In Charge will be responsible for overseeing the MEP/FP design services. However, he will contribute to the Plumbing/FP design along with Aniel. His duties will include design and analysis of plumbing system, code review, equipment selection and specifications for the buildings. Vincent will also design all of the facility's fire protection systems.



Education:

Bachelor of Science in Mechanical Engineering, University of West Indies
Master of Science in Mechanical Engineering, Florida International University

Registration:

Registered Engineer in: FL #53287

Experience:

Vincent has 24 years of experience in all phases of mechanical engineering analysis and design for HVAC systems for all building types including law enforcement and combined public safety facilities. His areas of expertise are various types HVAC systems, central cooling and heating plants, building pressure and thermal load analysis, building energy conservation related to HVAC systems. Plumbing experience involves commercial and residential building configurations, systems design, and code compliance studies. Fire Protection designs include wet, dry, and pre-action systems experience.

Professional Associations:

ACG

B) QUALIFICATION OF PROJECT TEAM

Miramar Public Safety Facility
 (with ADG)
 Miramar, FL

GSA SS in Pembroke Pines
 Pembroke Pines, FL

Sunrise Public Safety Complex
 1st and 5th floor renovations
 Sunrise, FL

Miramar Police Department
 Crime Facility Renovation
 Miramar, FL

Coral Springs Municipal
 Complex
 Coral Springs, FL

Broward County Judicial
 Complex Chiller Replacement
 Ft. Lauderdale, FL

Lauderhill Fire Station No. 110
 Lauderhill, FL

Tamarac Fire Station No. 78
 Tamarac, FL

Aniel will be responsible for all aspects of mechanical design including HVAC load calculation, HVAC equipment selection, air distribution systems design, energy code compliance calculations. He will work with Vincent to design the plumbing and fire protection systems.



Education:

Bachelor of Science in Mechanical Engineering, CUJAE University, Cuba

Registration:

Registered Engineer in: FL #66841

Experience:

Aniel has over 18 years of experience in mechanical design, consulting engineering and management. His project experience includes: law enforcement, combined public safety facilities, laboratories, schools, clean rooms, production plants, medical office buildings, kitchen ventilation design, and commercial office buildings. His field experience includes mechanical and plumbing inspections, and plan review in both fields.

Aniel utilizes multiple computer based software, like AutoCAD and Revit, to achieve a high level of design quality and coordination among trades. He uses energy simulation software tools to evaluate energy performances which are utilized for conceptual facility designs, State and Federal code compliance, LEED certifications, Energy Star certifications and AIA 2030 Challenge calculations.

Professional Associations:

USGBC

Miramar Public Safety Facility
(with ADG)
Miramar, FL

GSA SS in Pembroke Pines
Pembroke Pines, FL

Miramar Police Headquarters
Building
Miramar, FL

Port Miami Police and Port
Security Offices
Miami, FL

Miami-Dade Fire Rescue
Department at Port of Miami
Miami, FL

Lauderhill Fire Station No. 110
Lauderhill, FL

Plantation Deike Auditorium
Plantation, FL

Ralph will be responsible for all aspects of electrical engineering, including interior lighting, power distribution, telephone and data raceway systems, and load calculations.



Education:

Bachelor of Science in Electrical Engineering, Universidad Nacional Autonoma de Honduras

Registration:

Registered Engineer in: FL #42461

Experience:

Ralph is a registered professional engineer with over 25 years of experience in all aspects of electrical engineering, project management and design in the building construction industry.

His background with engineering systems encompasses high, medium, and low voltage power, normal and emergency power, lighting, fire alarm, telephone, television, public address, security, lighting protection, environmental control and building management for law enforcement, combined public safety facilities, commercial, institutional, and industrial buildings.

Ralph works as Senior Electrical Engineer leading the staff of engineers and designers by conducting design criteria, calculations, system layouts, coordination, specifications and construction observation. He is an astute troubleshooter and problem solver with the vision to develop and implement successful action plans. He has an accomplished track record of successfully designed and managed projects from programming to construction phase.

Professional Associations:

National Society of Professional Engineers (NSPE)
Institute of Electrical and Electronics Engineers (IEEE)
USGBC

B) QUALIFICATION OF PROJECT TEAM

Miramar Public Safety Facility
(with ADG)
Miramar, FL

Miramar Police Department
Headquarters
Miramar, FL

Miramar Police Logistics Office
Miramar, FL

Orlando Police Headquarters
(with ADG)
Orlando, FL

Sarasota Police Headquarters
(with ADG)
Sarasota, FL

Highlands County Sheriff's Office
(with ADG)
Sebring, FL

Clermont Police Headquarters
(with ADG)
Clermont, FL

Dover Police Headquarters
(with ADG)
Dover, NH

Georgetown Public Safety
Training and Operations
Center (with ADG)
Georgetown, TX

Palm Beach County Law
Enforcement Data Center
Palm Beach County, FL

Melbourne Police Department
CSI Building
Melbourne, FL

Marwan will serve as the Security / Technology Consultant, supporting the team with security, voice/data, and audio/visual systems design. Marwan is highly skilled in law enforcement and public safety technology due to his years of experience designing the systems required for these specialized facilities.



Education:

Bachelor in Electrical Engineering, University of South Florida

Registration:

Certified Technology Specialist #1327519

Experience:

Marwan is the Senior Project Manager for TLC's Community & Technology Operating Unit. With over 11 years of experience with Law Enforcement and other Government Facilities, Marwan understands the unique needs of this project and will be a resource to the team for providing communications' technology with flexibility and ease of use. Marwan has managed a range of small and large scale Police Headquarters projects including a \$24 million City of Miramar Police Headquarters and a \$43 million Orlando Police Headquarters. Technology is constantly changing in these critically important building systems and this operation unit is well-versed in the latest technologies and systems and will help identify the most appropriate systems when planning for a new facility.

Marwan is adept at using the latest computer-aided design and testing tools, producing cutting-edge designs that support the client's unique operations. Specialized systems include integrated CCTV and security access control: CAT6 or 6A with Multimode and Single Mode fiber optics voice/video/data distribution; public address system; intercom; CATV coax broadband distribution and audio/visual presentation systems.

Professional Associations:

BICSI

InfoComm

B) QUALIFICATION OF PROJECT TEAM

Pembroke Pines Charter
Elementary School Artificial Turf
Pembroke Pines, FL

Broward College South Campus
Stormwater Master Plan
Pembroke Pines, FL

Memorial Hospital West Parking
Garagea
Pembroke Pines, FL

Miramar Continuing Engineering
Services
Miramar, FL

Coral Springs Municipal
Complex Master Plan and
Conceptual Design
Coral Springs, FL

Lauderhill Municipal Complex,
Lauderhill, FL

Coconut Creek Copans
Road Median Landscape
Architecture Plans
Coconut Creek, FL

Coral Springs Environmental
and Site Civil Engineering
Coral Springs, FL

John will be responsible for overseeing all site design activities for the new Police Headquarters. He will oversee the completion of all civil engineering tasks; specifically, he will prepare and coordinate all grading, draining, and site utility aspects of the project.



Education:

Bachelor of Science in Civil Engineering, University of Central Florida

Registration:

Registered Engineer in: FL #60488
AL, GA, PR

Experience:

Mr. England has extensive experience in land development throughout South Florida with public and private clients. He has been responsible for management, design, permitting and construction administration of various municipal residential, commercial, institutional, public and roadway projects. Mr. England's areas of expertise include the areas of site planning, rezoning, and land use amendment, and brings valuable knowledge necessary for the successful design, permitting and construction of land development projects and assurance of project team interaction and coordination.

B) QUALIFICATION OF PROJECT TEAM

Pembroke Pines Civic Center
Pembroke Pines, FL

Miramar Police Headquarters
Miramar, FL

Sunrise Public Safety Complex
(with ADG)
Sunrise, FL

Sarasota Public Safety Complex
(with ADG)
Sarasota, FL

Cape Coral Police Headquarters
(with ADG)
Cape Coral, FL

Highlands County Sheriff's Office
(with ADG)
Sebring, FL

Coral Springs Municipal
Complex
Coral Springs, FL

Collier County Emergency
Services Complex
Naples, FL

Miami Beach Police
Headquarters Visitors Garage
Vertical Expansion Feasibility
Study
Miami Beach, FL

Wilton Manors City Hall and
Police Station
Wilton Manors, FL

Derek will be responsible for all aspects of structural engineering, including analysis, design, investigation, inspection, and construction document preparation in cost estimating and construction administration of the structural systems.



Education:

Bachelor of Science in Structural Engineering, Villanova University
Master of Civil Engineering, Princeton University

Registration:

Registered Engineer in: FL #55303
PA PE
FL Special Inspector #7020100
LEED AP

Experience:

Mr. Wassink joined Thornton Tomasetti in 2015 with more than 25 years of experience in structural design, project management and coordination, and business development. His experience includes municipal, parking structures, healthcare, education, and hospitality structures. He brings expertise in concrete post-tension structures, particularly high- and mid-rise buildings. Mr. Wassink is both a licensed engineer and an architect, which gives him insight how, as a structural engineer, he can assist architects to achieve their goals.

Derek and ADG have worked on several award-winning municipal projects together in Florida including the Sunrise Public Safety Complex, Sunrise Fire Station No. 72, plus many others.

B) QUALIFICATION OF PROJECT TEAM

Wildwood Police Headquarters
(with ADG)
Wildwood, FL

St. Johns County Combined Fire
Station (with ADG)
St. Johns County, FL

Cocoa Fire Station Nos. 1, 2, 3
Cocoa, FL

Greater Orlando Aviation
Authority - Airside 4 CBP
Renovation
Orlando International Airport
Orlando, FL

*Broward County – Government
Center – AHU Replacement;

*Broward County
Main Library – Investigation
of Condensation Issues in the
Mechanical Room;

*Broward County
Courthouse & Annex – Replace
Switchgear & Generator;

*Denotes completed by
Montgomery Consulting

Frank will perform the detailed cost estimate of all the components to construct the Police Headquarters as described in the design criteria package.



Education:

Bachelor of Science in Business Administration Associate of Applied Science in Drafting & Design, Virginia Commonwealth University, VA

Experience:

Mr. Tavenner has over 35 years of experience as a senior cost estimator. His background includes experience in construction management and pre-construction services. His cost consulting expertise includes civil, architectural, structural and general systems knowledge of mechanical, electrical and plumbing trades. He has provided cost estimating at the pre-design level through hard bidding and construction change order pricing. He has significant experience in the following industries: municipal, public safety, commercial development, airports, multi-family residential, education, and hospitality.



Understanding of the Program and Project Requirements

PROJECT MANAGEMENT PLAN

ADG has learned that careful project planning, preparation, and communication is critical to project success. Project management starts prior to the initial meeting with the City to review the project objectives and to confirm the schedule for specific tasks. We have found that archival procedures, project reporting, accountability of the design team, and a clear path of communication with the City's Project Manager must be established from the outset of project services. We propose an initial "stakeholder" meeting as orientation to the methodology, project objectives, and responsibilities of the project team to the governing body and City staff. The goals and objectives for the project, activities, and project milestones are discussed and agreed upon. ADG's Project Manager, Susan Gantt, AIA, LEED AP will serve as the conduit / point of contact to channel all communication between the design team and City.

The foundation of our plan for success of the project is to focus on the fundamental elements of the project critical to reaching the goals and objectives established at the "kick-off" meeting. By managing expectations, planning the work, critical path of project development, and making timely decisions, the appropriate resources are applied to the project, which results in achieving project success. The project team will be centered on effective, strong project management and communication. This is realized from the experience, quality of the team management personnel, and from its organizational structure.

Our team will work with the City to develop a schedule that meets the project's time requirements. ADG's design and production staff has numerous years of experience working as a team to produce preliminary design sketches, 3-D models, construction documents, and other design data quickly and accurately. We understand that paying close attention to the details, and being proactive in identification of issues, with concise timely resolution, is key to avoiding problems and dispute.

Susan Gantt, reporting directly to ADG's Principal-in-Charge / Ian Reeves and the Project Architect / Rick Mullis, will organize, direct, and coordinate the job tasks of ADG personnel and sub-consultants. Understanding the importance of "continuity," the Quality Control Team will be involved from the Notice to Proceed through Construction Administration. Susan will be responsible to the City for project planning, documentation, phase reviews, problem solving, project meetings, data archiving, meeting goals and objectives, owner review, and final document coordination check.



ENGAGING STAFF / PARTICIPATORY PLANNING PROCESS

ADG has developed an expansive approach to involve stakeholders throughout the duration of the project. The approach to design starts with our interactive method of designing known as our "Participatory Design Approach." The method is based on the premise that good architecture requires a client who is not only involved in the process, but understands and supports it.

The Participatory Design Approach is a learning process for the client and design team involving the exchange of ideas, information, and meaningful input from the users of the facility. It begins with the design proposal and evolves throughout the life of the project. All key personnel on this team have experience with this method of communication and staff involvement.

The Participatory Design Approach hinges on the design professionals ability to listen carefully to the owner's concerns. Flexibility, creativity, and integration are also important attributes in this process. Engaging the owner to set appropriate goals and objectives for the design is the most critical stage of the design process. A client who possesses a clear vision, defined goals, and an understanding of the facility's needs is a critical asset to the design team. In turn, the design team must guide the client in setting those goals and objectives. Our experience has taught us that engaging facility users and project stakeholders is important to the success of the project. Facility users and stakeholders who participate in the project throughout the design process, develop ownership, which later evolves into a sense of pride. Our end goal is for clients and users to feel connected to the final architectural product.



A) PROJECT APPROACH

PROJECT UNDERSTANDING

As the population of Pembroke Pines, along with the surrounding cities in the Southeast region of Florida, rapidly increases, the need for a state-of-the-art Police Headquarters increases as well. The population growth within the City and the Department has a direct bearing on the space required for the Police Department to operate effectively and continue to provide high quality service to its residents. One of our team's greatest abilities is to program a building to maximize operational efficiency.

The City is seeking qualifications statements from Design Criteria Professionals to prepare the Design Criteria Package for a new Police Headquarters near the existing headquarters. We are aware that the City has not yet decided if they will demolish the existing headquarters, located at 9500 Pines Boulevard, or re-purpose it for continued use by the police department.

ADG strives to be fully aware of trends within the law enforcement community that directly affect a department's need to effectively serve the public. Police departments have a unique culture and environment that permeates the department from the Chief to the patrolman. ADG's facilities are planned and designed with this in mind to maximize efficiency. Situational adjacency studies are a critical part of developing spatial needs. Police facilities have undergone significant changes over the past few decades. As an example, they are no longer based upon the "fortress mentality," in which security was a paramount consideration. The philosophy of Community Policing has been universally embraced, often resulting in the inclusion of community meeting rooms within the facility. Spaces such as this are intended to provide appropriate and inviting spaces that can be utilized by community and civic groups, and by doing so, demonstrating that law enforcement is a viable part of the civic fabric of any community. We understand the City wants a secure, but community-friendly police headquarters. ADG has recently designed a number of police headquarters and combined public safety facilities that have a separate public entrance that leads to a community meeting space, while still providing a state-of-the-art secured facility. As ADG is working closely with the City of Miramar to design a police substation with a crime lab and community meeting space, we have a great understanding of the scope for the Pembroke Pines Police Headquarters project.

Security of the facility, both interior and exterior, will play a major role in the design of this project. The use of International Association of Property and Evidence (IAPE) design standards to enhance the "chain of custody" will guide our security plan to ensure the interior of the facility meets or exceeds The Commission on Accreditation for Law Enforcement Agencies (CALEA) standards. Our team will utilize Unified Facilities Criteria guidelines for setback and levels of security for the exterior of this project. Crime Prevention Through Environmental Design (CPTED) concepts will also be discussed during the design stages to include passive concepts to enhance the security of the facility without creating a system totally dependent on electronic access control and surveillance. TLC's Security and Technology Group has worked with ADG on more than 45 projects. Our team's security and technology expert, Marwan Rashid, is highly sought after for his expertise in law enforcement security plans. He possesses credentials in PSP and CPTED standards and has over 11 years of security design experience. Our team's objective will be to design a security support system that facilitates staff access while minimizing the opportunity for the general public to impede on secure, daily operations.

Every project has unique requirements and the project approach for the City of Pembroke Pines Design Criteria Package is tailored to meet the specific project needs. The following is an outline that charts steps for Design Criteria Documents to support a Design-Build project delivery method. Should the City elect to utilize any other delivery option, the ADG Team has extensive experience with all delivery methods and is fully capable of delivering the project through any method.

PROJECT APPROACH

Kick Off Meeting / Project Stakeholders Workshop:

Our team will conduct an initial meeting with the City of Pembroke Pines to review the proposed project and confirm the schedule for specific tasks. This initial meeting is an orientation to the methodology, project objectives, and responsibilities of the City's Project Management Team, members of the Police Department, Planning, and City Management. The goals and objectives for the project, activities, and project milestone dates are discussed and agreed upon.

SPATIAL NEEDS ASSESSMENT

The spatial needs assessment phase is an early, essential part of the comprehensive planning approach to achieving a new police headquarters facility. The space needs provides four important elements of the planning process:

- Identifies and documents deficiencies of the existing facilities.
- Provides a detailed space-by-space definition of the elements to be included in the new facility, including projections for potential future facility needs.
- Provides the initial budget analysis and options identifying alternative development cost for an appropriate facility.
- Initiates the political process necessary to creating a consensus for a new facility.

Utilizing census information, demographic analysis, historical trends, and other criteria, we will prepare a forecast of current and future personnel. On the basis of information and documentation obtained, we will develop a space-by-space tabulation of spatial needs projected out 10, 20, and 30 years, and prototypical space layouts for various personnel classification work space requirements. Essentially, the spatial needs assessment defines the functional needs and scope of the facility to be designed and constructed.

Information Gathering and Data Collection:

The design team will analyze data obtained from the City, including current copies of departmental organizational structures, reflecting the "chain of command" and identification of the department administrators of each program component of the project. Data collection gathers population and demographic statistics useful in projecting future needs. Also helpful is historical information on size of the department staff, criminal activity, and case load/calls for response.

Staff Questionnaire:

During this task, our team will prepare and distribute a detailed questionnaire (survey) to department division commanders. The questionnaire serves two important objectives. It documents important information formulated directly by the facility users and, most important, it begins the formal process during which the users begin to think critically about their current facility and what an appropriate facility should be to best serve the needs of the police department. After completion, the team will collect the answered questionnaires for follow-up a discussion for facility needs.

Program / Spatial Needs Assessment

Alameda Department of Public Safety
4201 Project Management

General Notes	Space Description	Space Requirements (sq. ft.)		
		2010	2015	2020
	1.0 Public Access Area	1,100	2,400	2,400
	2.0 Reception Area	1,000	1,000	1,000
	3.0 Administration	2,200	2,000	2,000
	4.0 Professional Services	500	500	500
	5.0 Training Area	1,400	1,400	1,400
	6.0 Computer Security / Data / Records Management	2,400	2,400	2,400
	7.0 Police Budget & Planning	500	500	500
	8.0 Recruitment / Training	200	200	200
	9.0 Operations / Training Area	1,000	1,000	1,000
	10.0 Criminal Investigations Division	2,000	2,000	2,000
	11.0 Traffic Unit	1,000	1,000	1,000

City of Pembroke Pines
Department of Public Safety
Public Safety Facility

Name of Person Completing This Questionnaire: _____ Date: _____

1. ORGANIZATIONAL CHART: _____
Organizational chart for your department, agency, or business (if relevant) to include all positions, titles, and functions. If the organization chart shows how growth or anticipated changes in the organization will be handled, include that information as well.

2. EMPLOYMENT: _____
2.1 How many employees currently work in this department? _____
2.2 What are the projected numbers of full-time employees for the following years?
2010: _____ 2015: _____ 2020: _____
2025: _____ 2030: _____

3. DEPARTMENTAL FUNCTION: _____
What are the primary functions of this department? _____

4. RELATIONSHIP TO OTHER DEPARTMENTS: _____
How does this department relate to other departments in the city? _____

5. OTHER INFORMATION: _____
Please use this space to provide any other information that may be relevant to the project.

City of Pembroke Pines
Department of Public Safety
Public Safety Facility

On-Site Interviews:

Our team will meet one-on-one with the facility users to gain a detailed understanding of entity functions and general spatial requirements anticipated to be accommodated by the project. On-site interviews with the questionnaire respondents are necessary to initiate the dialogue between the planning team and user groups to facilitate a better understanding of the staff's day to day operational needs. Our team will spend quality time working on-site with the department personnel. They will record in detail what the needs are for each space and assist the department personnel in achieving a deeper understanding of how a contemporary police headquarters facility would function.

Evaluation of Current Conditions:

During the first work session, the team will visit the existing police department headquarters. Analyzing the current conditions will assist in developing the spatial needs assessment. Our team will:

- Tour the current facilities
- Photographically documented the current facilities (exterior and interior)
- Note parking and exterior equipment storage needs

"Crunch the Numbers":

Once a clear understanding is achieved on the necessary Law Enforcement services to be provided within the new facility, our project architects will quantify the space need in terms of actual square footage and will list individual space by division of each department. At this time a determination can be made of which divisions are affected by the new facility.



The space is listed by current square foot need for 2017 and at least two subsequent future year needs, i.e. 2027 and 2037. The one constant in all of our lives is change. The planned facility must be able to accommodate change over a minimum 20 year life of the building. The tabulation of space needs will be distributed in "draft" form to allow a detailed review by the City's project management team.

Spatial Needs Assessment Report:

All of the information obtained will result in a detailed report. The team will prepare an analysis of the routine operations of the departments in order to fully understand their function, operation and the respective interaction, relationship, and adjacency priorities. The team will benchmark this need with the space standards that ADG has developed over the past 46 years of experience in planning and designing law enforcement facilities.

The team will incorporate the analysis of City trends relative to population growth, demographic patterns, and City development plans. From this analysis the team will make recommendations on the appropriate size and needs of the new facility. Additionally, the team will play a leadership role in focusing the various groups to identify issues to be addressed and aid in the making of articulate decisions. The detailed Spatial Needs Assessment will then be concluded, providing documentation of current and future needs.

Develop a Plan for Building Consensus Among Interest Groups:

It is our understanding that community awareness meetings may need to be scheduled during the design process. Our team can assist the City in developing a plan to inform and involve the community. Although meetings may not be conducted until the master planning and concept phase is complete, we would recommend planning the meetings early on. The design team will be available to present the various design options and answer any questions regarding the project. Our team is well versed in presenting any necessary items related to the design of the new facility. All valuable

input from citizens at this meeting will be addressed in the schematic design phase to follow.

SITE EVALUATION AND ANALYSIS

We understand the City would like the new Police Headquarters to be located on the existing public safety site at 9500 Pines Boulevard in Pembroke Pines. Our team members have walked the site to obtain a better understanding of the conditions. During the site analysis phase, the team will prepare a detailed analysis of the proposed site. Miller Legg, as the civil engineer, will obtain, to the extent possible, existing aerial photographs, city maps and legal description, and surveys to assist in documenting the size and the location of primary features, such as buildings, paved areas, major landscape elements, environmental jurisdictional limits and other physical aspects that potentially affect or impact upon current and future expansion of the facilities. The Team will obtain documentation through the City's Land Development Ordinance, relative to City codes and/or development requirements, including criteria relative to buildable area, height limitations, parking requirements, provision of utilities, stormwater retention and disposal, environmental issues, soil contamination, landscape requirements, setbacks and similar factors which may potentially impact upon expansion capability and land usage.

If the City decides to consider additional sites, our team will develop a site selection matrix of critical site characteristics affecting suitability for project needs, keeping response times in mind. With either option, current or future sites, our team will implement the principles of CPTED (Crime Prevention Through Environmental Design), as ADG is a long standing member of the ICA (International CPTED Association).

MASTER PLANNING AND CONCEPTUAL DESIGN

Master Planning:

After the site information is obtained and reviewed, our team will work with the City to develop the conceptual site plans and renderings for this facility. As the City may elect to construct the new headquarters on the existing public safety site, the master planning portion of the project is crucial to minimize the impact on current operations of the police and fire station on site. To do this, we will explore various conceptual site plans to achieve current and future needs. Our team will also evaluate the adjacent site areas relative to current zoning and actual land use, and reflect this information in the Master Plan documents. Based upon the accepted spatial needs assessment and issues associated with adjacent site areas, our team will prepare a Master Plan Document illustrating:

- Proposed land utilization
- Location and general configuration of "current need" of the police headquarters
- Areas of potential expansion for future needs
- Location of vehicle access and egress, both staff and public
- Vehicle parking areas for the secured and public access areas
- Pedestrian areas and site circulation with at least two egress points for the police personnel
- Natural vegetation area designed for storm-water retention/detention
- Environmentally sensitive areas
- Utility Access and Distribution



Conceptual Design:

At this point of design, the concept plans will be further detailed into sketches. This will include site plan refinements showing setbacks, parking and access/egress requirements, block diagrams / floor plans, 3-D massing diagrams, building elevations, and renderings.

Master Planning and Conceptual Design Review Meeting:

Our team will conduct an interactive design meeting to review the proposed master plan and conceptual design drawings. This meeting will include City's Project Management Team, members of the Police Department, Planning, City Management, and project stakeholders, and if deemed appropriate by the City, interested citizens and/or community groups. The premise of this meeting will be to obtain consensus and agreement on the conceptual site plan, conceptual floor plans, building elevations, and renderings. After feedback from the design meeting, our team will prepare revised drawings illustrative of the proposed solution for the facility.

SCHEMATIC DESIGN

During the schematic design phase, on-site design sessions will be conducted to refine design options and alternatives as accepted which provide improved facility design and cost savings. During the on-site session, a program review will be updated as alternative concepts are developed. The schematic plans will be developed to establish the best possible organization for the Police Headquarters. This will take into consideration the ideal operational adjacencies for the efficient function of the facility. In addition, engineering systems and concepts for the building systems will be evaluated. During the on-site session, ADG will be continually providing value engineering and constructability reviews.



At the end of the schematic design phase, a cost estimate will be prepared by our team for each of the phases and alternatives. We will work with the City to address the priorities of the departmental staff and the project budget constraints to determine an appropriately balanced solution. The revised cost estimate will be presented to the City of Pembroke Pines with recommendations for cost adjustments as necessary to meet the project's budget and schedule.



DELIVERY OF A DESIGN CRITERIA PACKAGE

Architects Design Group will prepare a design criteria package to include concise, performance-oriented drawings/specifications of the police headquarters project. We understand that the Design Criteria Professional who is selected to prepare the design criteria package will not be eligible to render services under a design-build contract executed pursuant to the design criteria package. We will provide the basic services that shall include the preparation of bidding documents incorporating schematic design criteria for the project and enforcement of the design criteria.

1. **Public Outreach and Stakeholder Meetings:** It is our understanding that the City would like to conduct community outreach through a public meeting. Our team will provide the City with a coordinating plan for informing the community about this project. Our approach to public information meetings may include mailers, notifications on the City's website,, meeting with home owner's associations, an ad in the newspaper, or other public notifications. We will meet with City Administration, City Commission, and other stakeholders to identify existing issues, concerns, and goals. The design team will be available to present the various design options and answer any questions regarding the

project. Input from citizens at this meeting will be addressed in the design development phase. Earning the community's support early in the design often has a direct correlation to the success of the project. Public support will be reflected in the final document along with the design for a project that is financially feasible and contains a balance of public and professional staff input.

2. **Initiate the Proposed Design Criteria Package Document:** ADG will identify all the applicable agencies having jurisdiction over the work and/or utility providers to incorporate the design criteria guidelines based on input received during outreach meetings and with direction from City staff.
3. **Prepare Administrative Review Draft:** ADG will prepare an administrative draft of the design criteria package for staff review and comments.
4. **Prepare Public Review Draft:** ADG will prepare a public review draft for presentation to the City Commission based on the staff's review of the administrative draft.
5. **Prepare Final Police HQ Design Criteria Package:** Once the draft has been adopted/accepted, ADG will submit the final document that is to reflect any comments made during the Staff and City Commission deliberations.
6. **Examples of Cost to Implement Police HQ DCP:** Montgomery Consulting, as a subconsultant on the ADG Team will assist in providing a detailed cost estimate of all components to construct the new Police Department Headquarters as it is described in the Design Criteria Package.

Architects Design Group recommends including the following in the Design Criteria Package:

7. **Assistance with Design-Build Team Selection Process :** The Architect can assist the City in the Selection Process, in accordance with the Florida Statute, for the Design-Build Team / Construction Manager at Risk that will complete Final Construction / Permit Documents and construct the project. The Architect can assist in preparation of the Request for Proposal (RFP) solicitation for the Design-Build Team. The Architect can assist in the preparation of the Agreement of the Agreement between the City of Pembroke Pines and the Design-Build entity for the Final Contract for the work. Additionally, the Architect can review and answer Requests for Information (RFI's) from responding Design-Build entities; review Design-Build proposals with written evaluations; and participate in short-list interviews.



Other Completed Documents

OTHER COMPLETED DOCUMENTS

Architects Design Group has completed the required forms through the Bidsync website.



Business Structure, Professional Registration Certificates, and Other Documents

A. BUSINESS STRUCTURE

SECRETARY OF
DIVISION OF CORPORATIONS
10 FEB 12 PM 3:27

ARTICLES OF AMENDMENT
TO
ARTICLES OF INCORPORATION
OF
ARCHITECTS DESIGN GROUP, INC.

DOCUMENT NUMBER 450059

Pursuant to the provisions of Section 607.1006, Florida Statutes, this *Florida Profit Corporation* adopts the following amendment to its Articles of Incorporation:

BE IT RESOLVED that Article 1 of the Articles of Incorporation of ARCHITECTS DESIGN GROUP, INC., a Florida corporation, be amended to read as follows:

ARTICLE 1. NAME

The name of this corporation is "ARCHITECTS DESIGN GROUP / ADG, INC."

The undersigned, **I. S. K. Reeves, V**, President of ARCHITECTS DESIGN GROUP, INC., a Florida corporation, hereby certifies that the above and foregoing Resolution and Amendment to Articles of Incorporation of ARCHITECTS DESIGN GROUP, INC., was unanimously adopted by all the Shareholders of ARCHITECTS DESIGN GROUP, INC., by written action of the Shareholders dated January 7, 2010.

Dated this 7th day of January, 2010.


I.S.K. Reeves, V
President

G:\CORPORATE\ARCHITECTS DESIGN GROUP, LLC\ARTICLES OF AMENDMENT.DOC

State of Florida Department of State

I certify from the records of this office that ARCHITECTS DESIGN GROUP / ADG, INC. is a corporation organized under the laws of the State of Florida, filed on April 10, 1974.

The document number of this corporation is 450059.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on January 17, 2017, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventeenth day of January,
2017*




Secretary of State

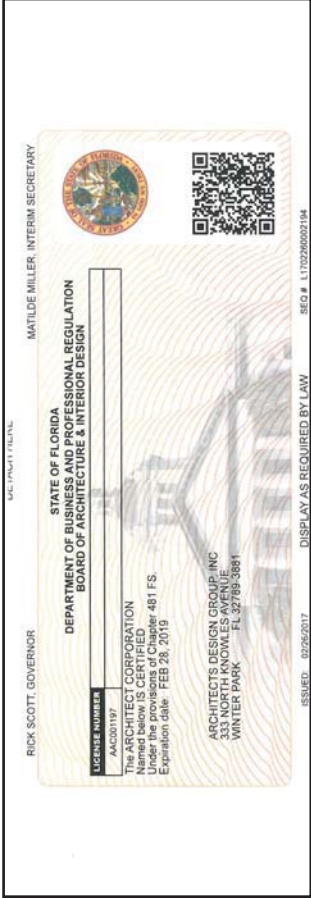
Tracking Number: CC6085529714

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

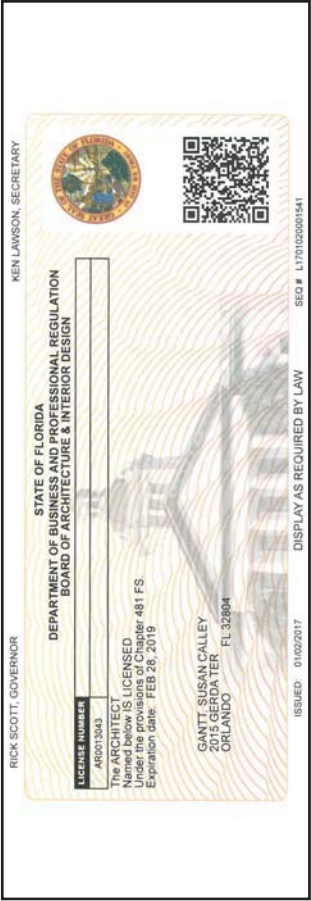
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

B. PROFESSIONAL REGISTRATION - ADG

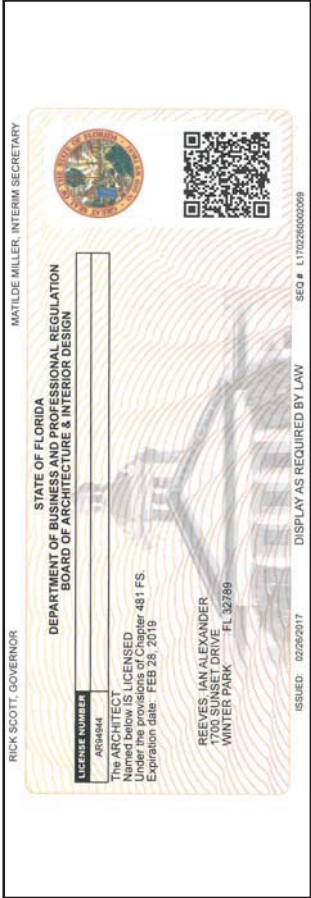
Firm License



Susan Gantt / Project Manager



Ian Reeves / Principal In Charge



Susan Gantt - LEED AP

CREDENTIALS & CERTIFICATES

Professional Credentials

Credential Maintenance

Professional Certificates

Exam Guide

Resources

Professional Directory

MY CREDENTIALS

SUSAN GANTT (GBCI Number: 10450895)

Listed below is your current information on file. Please verify that your address contact information is correct. To update your profile, please click on the link u

Account Management

Mailing Address:
Alt
2015 Gerda Terrace
Orlando, FL 32804
USA

Record Type: Credentialed
LEED AP: Certified since 5/29/2009
LEED AP BD+C: Certified since 3/8/2010 (Primary Specialty)
[Download your LEED Professional Credential](#)
[Download your LEED Professional Credential](#)
You have enrolled in prescriptive credential maintenance o
3/8/2010 - 3/7/2012
Current CMP Reporting Period
3/8/2010 - 3/7/2012
Primary Email: susan.gantt@gmail.com

Rick Mullis / Project Architect



Rick Mullis - LEED AP

GREEN BUILDING CERTIFICATION INSTITUTE

GBCI

LEED® ACCREDITED PROFESSIONAL

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AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™

February 7, 2009

Richard Mullis

LEED AP

Richard Mullis

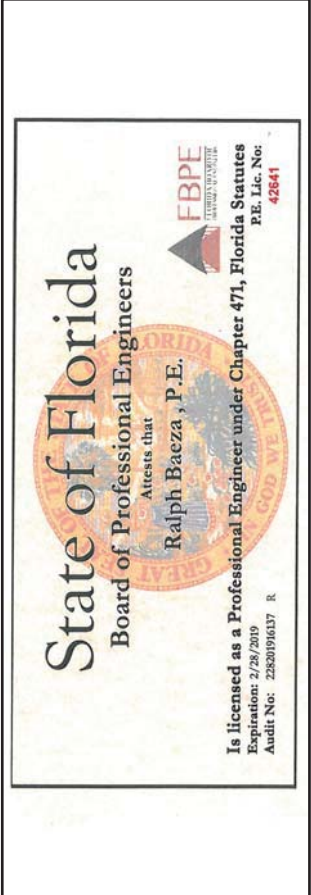
February 7, 2009

Richard Mullis

B. PROFESSIONAL REGISTRATION - TLC ENGINEERING

Firm License

Ralph Baeza / Electrical Engineer



Vincenet McNish / MEP/FP Principal In Charge

Licensee Details	
Licensee Information	
Name:	MCNISH, VINCENT LEON (Primary Name)
Main Address:	1941 SW 102 TERR Fort Lauderdale, Florida 33025
County:	BROWARD
License Mailing:	
License Location:	
License Information	
License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	53287
Status:	Current, Active
Licensure Date:	08/17/1998
Expires:	02/28/2019
Special Qualifications	
Mechanical	08/17/1998
Advanced Building Code Course Credit	06/25/2016

Aniel Fernandez / Mechanical Engineer

Licensee Information	
Name:	FERNANDEZ, ANIEL ARMANDO (Primary Name)
Main Address:	3304 S.W. 16TH STREET FT. LAUDERDALE, Florida 33312
County:	BROWARD
License Mailing:	
License Location:	
License Information	
License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	66041
Status:	Current, Active
Licensure Date:	08/07/2007
Expires:	02/28/2019
Special Qualifications	
Mechanical	02/28/2006
Advanced Building Code Course Credit	06/25/2016

Marwan Rashid / Security/Technology Consultant



Certified Technology Specialist

MARWAN RASHID

has been examined and has demonstrated competence in all technical aspects of a Certified Technology Specialist™, has met the requirements of the InfoComm Independent Certification Committee necessary for professional competency, is in good standing in the Directory of Certified Technology Specialists, has agreed to abide by the CTS Code of Ethics and Conduct, and is therefore entitled to use the name Certified Technology Specialist and the CTS® designation.

Effective Date
April 16, 2013
Date of Expiration
April 30, 2019
Certification Number
1327019

Jimmy W. Allen
Jimmy W. Allen, CTS-D, CTS-I
Chair, InfoComm Independent
Certification Committee

**infoComm**
INTERNATIONAL

The InfoComm Certified Technology Specialist designation is awarded by the American National Standards Institute (ANSI) under the International Standard ISO/IEC 17024:2003 Standard General Requirements for Bodies Operating Certification Schemes of Person Programs.

B. PROFESSIONAL REGISTRATION - MILLER LEGG

Firm License

Certificate of Authorization

Miller, Legg & Associates, Inc.

Primary

7318

Current

02/28/2019

Back

New Search

Main Address*: 5747 N ANDREWS WAY FORT LAUDERDALE, FL 33309

Mailing Address*: 5747 N ANDREWS WAY FORT LAUDERDALE, FL 33309

* 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 32309 :: Email: Customer Contact Center :: Customer Contact Center: 850.487.1319

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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, licenses issued under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided to the Department will be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.

John England / Civil Engineer

Florida

dbpr

Department of Business & Professional Regulation

Professional Engineer #48079

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us

Logged in as England, John Larry

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To: ENGLAND, JOHN LARRY

License Status: Current, Active

Originally Licensed On: 07/15/1994 (mm/dd/yyyy)

Expires On: 02/28/2019 (mm/dd/yyyy)

Business Tax Receipt

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1888 - 954-831-4000

VALID OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

DBA: MILLER LEGG & ASSOCIATES INC

Business Name: MILLER LEGG & ASSOCIATES INC

Business Location: 5747 N ANDREWS WAY

Business Phone: FT LAUDERDALE

Receipt #: 315-178

Business Type: ENGINEER (ENGINEERING CORP)

Business Opened: 09/19/1986

State Tax ID/Ref: SE0007318

Exemption Code:

Owner Name: MILLER LEGG & ASSOCIATES INC

Business Opened: 09/19/1986

Business Location: 5747 N ANDREWS WAY

Business Phone: FT LAUDERDALE

Business Type: ENGINEER (ENGINEERING CORP)

Business Opened: 09/19/1986

State Tax ID/Ref: SE0007318

Exemption Code:

Rooms: 0.00

Suits: 0.00

Employees: 6

Machines: 0.00

Professionals: 0.00

Number of Machines:		For Visiting Business Only		Vending Type:		Total Paid	
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost		
37.50	0.00	0.00	0.00	0.00	0.00	0.00	37.50

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. The Business Tax Receipt must be transferred when the business is sold or transferred. The receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address: MILLER LEGG & ASSOCIATES INC
5747 N ANDREWS WAY
FORT LAUDERDALE, FL 33309

Receipt #: 315-178-0000316
Paid 09/27/2016 37.50

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

2016 - 2017

RFQ #PD-17-01 | Design Criteria Package for Police Department HQ

BidSync

Architects Design Group 43

3/22/2017

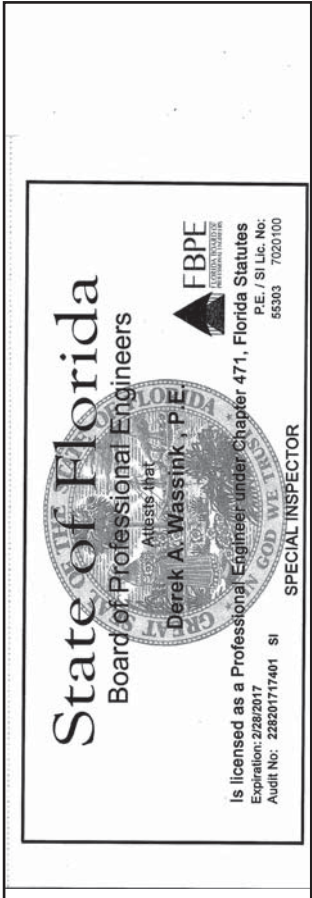
p. 53

B. PROFESSIONAL REGISTRATION - THORNTON TOMASETTI

Firm License

Licensee Details	
Licensee Information	
Name:	THORNTON TOMASETTI, INC. (Primary Name)
Main Address:	51 MADISON AVENUE NEW YORK New York 10010
County:	OUT OF STATE
License Mailing:	
License Location:	101 NE 3RD AVE. SUITE 1170 FORT LAUDERDALE FL 33301
County:	BROWARD
License Information	
License Type:	Certificate of Authorization
Rank:	Cert of Auth
License Number:	7519
Status:	Current
Licensure Date:	07/26/1996
Expires:	02/28/2019

Derek Wassink / Structural Engineer



C. SF330

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (<i>City and State</i>) Design Criteria Professional - To Prepare the Design Criteria Package (DCP) for a new Police Department HQ / Pembroke Pines, FL	
2. PUBLIC NOTICE DATE 02/21/17	3. SOLICITATION OR PROJECT NUMBER RFQ # PD-17-01

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE
Ian Reeves, AIA / President

5. NAME OF FIRM
Architects Design Group

6. TELEPHONE NUMBER
407.647.1706

7. FAX NUMBER
407.647.5525

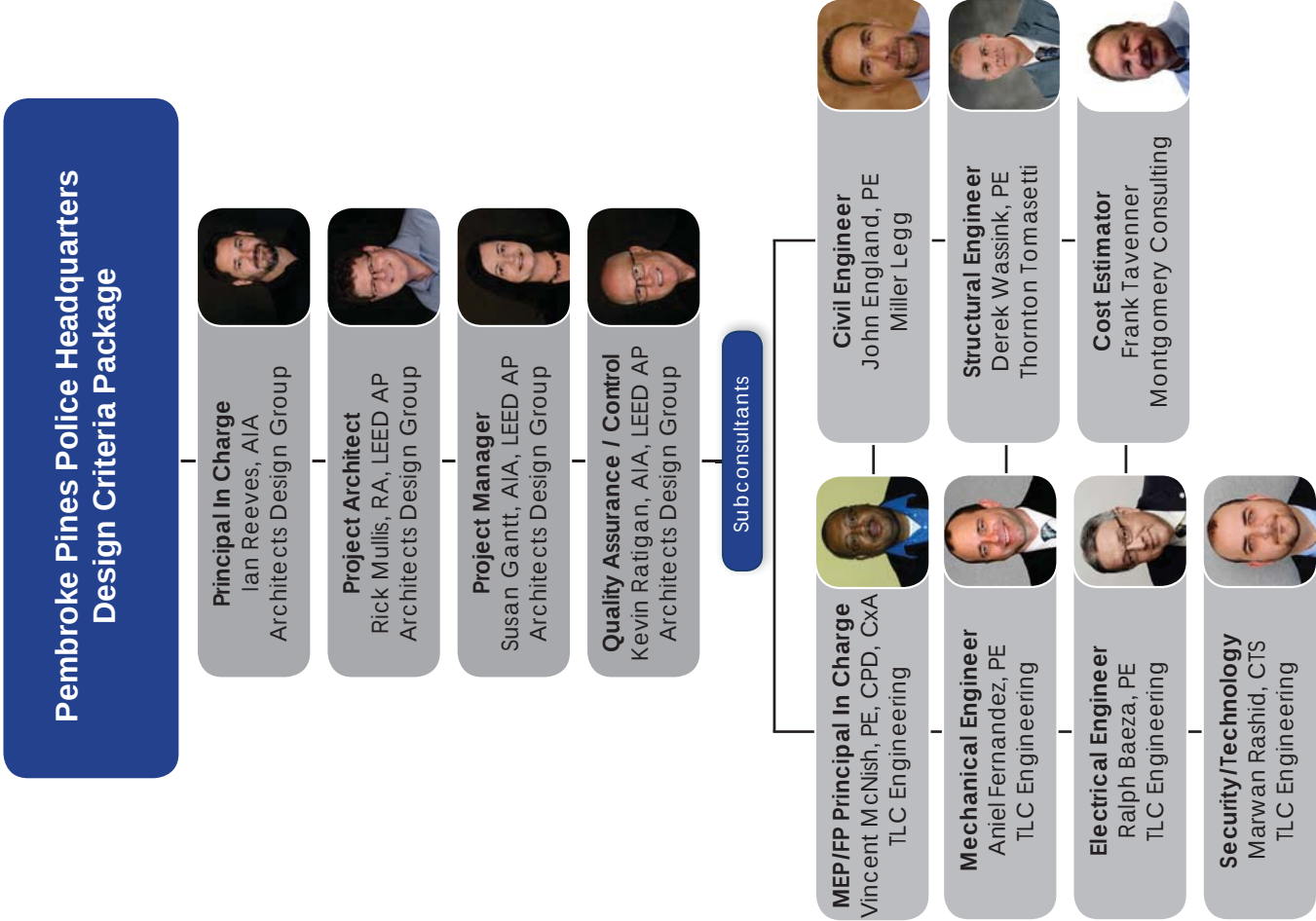
8. E-MAIL ADDRESS
marketing@adgusa.org

C. PROPOSED TEAM

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

	PRIME	JV PARTNER	SUBCONTRACTOR			
a.	X			Architects Design Group [] CHECK IF BRANCH OFFICE	333 N. Knowles Avenue Winter Park, FL 32790	Architect of Record
b.			X	TLC Engineering for Architecture [X] CHECK IF BRANCH OFFICE	800 Fairway Drive, Suite 250 Deerfield Beach, FL 33441 (Headquarters) 255 S. Orange Avenue, Suite 1600 Orlando, FL 32801	MEP Engineering Security/Technology Consultant
c.			X	Miller Legg [X] CHECK IF BRANCH OFFICE	7743 NW 48th Street, Suite 140 Miami, FL 33166	Civil Engineering
d.			X	Thornton Tomasetti [X] CHECK IF BRANCH OFFICE	101 NE Third Avenue, Suite 1170 Fort Lauderdale, FL 33301	Structural Engineering
e.			X	Montgomery Consulting [] CHECK IF BRANCH OFFICE	501 S New York Ave # 210, Winter Park, FL 32789	Cost Estimating

D. ORGANIZATIONAL CHART



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Ian Reeves, AIA				13. Role in this contract
					Principal In Charge
14. Years Experience	Total	22	With Firm	22	15. Firm Name and Location
					Architects Design Group / Winter Park, FL
16. Education (Degree and Specialization)					17. Current Professional Registration (State and Discipline)
Bachelor of Architecture Master of Arts in Architecture					Registered Architect in: Florida #AR94944 AL, CO, GA, IL, IN, LA, MA, MO, NY, OH, OK, RI, TX, SC, TN, UT, WI; NCARB
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)					
For this project, Ian will serve as the Principal-In-Charge. He will monitor the impact of daily planning and decisions on the Design Criteria Package. Mr. Reeves will be involved throughout your entire project and will assist in implementing the project's scope and goals. Additionally, he is an expert in both CPTED and CALEA Design Standards and has assisted many police departments in obtaining this important accreditation.					
Mr. Reeves has been involved in the planning and design of numerous law enforcement and public safety facilities. He participates in all phases of architecture providing oversight for programming through design, to document development and construction. Additionally, Ian works very closely with the client ensuring that the "Participatory Planning Process" that ADG utilizes results in a product that exemplifies design excellence while exceeding all program requirements.					
19. Relevant Projects					
a.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.)				Performed with ADG [X]
Cape Coral Police Headquarters / Cape Coral, FL					2008-2009
The City selected ADG to provide programming, master planning, design, and construction administration services for the Police Department and Communications Division. The 100,755 SF headquarters provides the Police Department with state of the art facilities for patrol, investigative services, professional standards, communications, property and evidence, holding and processing labs, as well as a multitude of training facilities outfitted with the necessary technology to be easily converted to the City's Emergency Operations Center.					
Cost: \$21,657,302					
b.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.)				Performed with ADG [X]
Sunrise Public Safety Complex / Sunrise, FL					2008-2011
The 130,000 SF Public Safety Complex houses the entire operations of the Sunrise Police Department's 300 employees, the joint County/City 911 communications center (PSAP), fire rescue administration and training, municipal EOC, city-wide MIS data center, and an eight lane indoor firing range.					
Police divisions include administration, internal affairs, records, detectives division, crime scene unit, crime analysis unit, property and evidence, victim advocacy program, patrol, SWAT, and crisis negotiation unit. The facility includes an evidence processing lab, located on the 2nd floor across from the evidence drop and storage area. The lab includes stainless steel counters, chemical resistant cabinets, epoxy flooring, a fume hood, emergency eye wash, and various counter mounted materials analysis equipment.					
Cost: \$31,930,086					
c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.)				Performed with ADG [X]
Sarasota Police Headquarters / Sarasota, FL					2007-2011
Planning, Design, Construction Administration and Interior Design Services for the 102,000 SF six-story Police Department Headquarters and 200+ parking structure. Specialized areas include SWAT tactical ready room, specialized vehicle storage, evidence property & storage and vehicle evidence processing bays. This facility is the first LEED Certified police facility in Florida.					
Cost: \$34,050,560					

d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Orlando Police Headquarters / Orlando, FL The new 35,000 SF headquarters facility houses approximately 260 OPD staff and an equal number of vehicles. Through collaborative meetings with OPD Staff, as part of the Design/Build Team, ADG developed conceptual adjacency diagrams which identified the most efficient work flow of the OPD Units within each structure. The building features a community meeting room for up to 320 people, a 4,500 SF gymnasium, and over 35,000 SF of office space for every bureau within the Police Department. Openness and transparency is maintained at the interior of the headquarters, contributing to daylighting within the interior work spaces. The meeting room is a multi-purpose space with an adjacent warming kitchen and chair storage space offering the flexibility to accommodate a full range of uses from graduation banquets for the Police Academy and other community meetings. Cost: \$24M for Police Headquarters and \$10M for Crime Scene Facility	Performed with ADG [X] 2014-2017
e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Georgetown Public Safety Operations and Training Complex / Georgetown, TX Architects Design Group, in association with a local architectural firm, was selected for the programming update, master planning, and design of the new 76,831 SF Public Safety Operations and Training Complex. An additional 16,697 SF Tactical Training Facility, including a flexible training area with reconfigurable walls for use with simulations or other training exercises, was also designed within the new public safety complex. Designed to withstand estimated F3 tornado forces, the facility is able to maintain continuity of operations and accommodate state of the art technologies throughout the foreseeable future. In addition to administration offices and training classrooms, the new facility houses several specialized areas including a communications center, evidence processing and storage, simunitions building, criminal investigation and interview areas, hybrid indoor/outdoor firing range, and low speed EVOC track. Cost: \$22,677,306	Performed with ADG [X] 2012-2015
f.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Lowell Police Department and Department of Public Works / Lowell, MA ADG, in association with Lavallee Brensinger Architects, was selected to design the Lowell Police Department Headquarters. The new facility is a three-story structure with the front of the building aligned parallel to Tanner Street using the building as a protective barrier for the secured staff parking areas to the east. The public entrance to the building is directly off the public plaza adjacent to the public and visitor parking area. The public lobby is an open atrium with natural daylighting, and the building interior is organized by two main wings. The main building will house most of the 120,000 SF program within the Headquarters, featuring a Training Auditorium and Classrooms, an Emergency Operations Center, Crime Analysis Labs with two Vehicle Evidence Bays, Emergency Dispatch, Physical Agility area and over 20,000 SF of office space for the various divisions. The Lowell Police Department staff will enter the building on the southeast side of the building from the two-bay parking garage structure through two bridge connectors on the second level or the sally port. The indoor Firing Range, the rolling Asset Storage, and the Detention areas will be located beneath the parking structure on the lower level with over 150 secure parking spaces on the upper deck. Cost: TBD	Performed with ADG [X] 2015

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Rick Mullis, RA, LEED AP				13. Role in this contract Project Architect
14. Years Experience	Total	18	With Firm	6	15. Firm Name and Location Architects Design Group / Winter Park, FL
16. Education (Degree and Specialization)	17. Current Professional Registration (State and Discipline)				
Bachelor of Science in Architectural Studies Master of Architecture	Registered Architect in: Florida #AR94009 LEED AP - GBCI # 10336367				
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)					

With over 18 years of experience, Rick is a highly creative and responsible architect with well-rounded experience in design and production through construction on multiple project types including municipal, governmental and public safety. Rick's experience includes drafting, research, coordination, project budgets, proposals and construction administration. In addition, Mr. Mullis holds a certified building contractor's license and is a LEED accredited professional.

Rick is served in a similar role on the 100,000 SF, \$32,000,000 Orlando Police Headquarters and Crime Science Facility project. Additionally, he recently completed the successful Indian River County Sheriff's Office Crime Scene Building project, and is working on the City of Miramar's Public Safety Facility. With his specialized experience, Rick is knowledgeable in CALEA, IAPE, and CPTED Design Standards.

19. Relevant Projects

a.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)	Performed with ADG [☒] 2014-2017
	Orlando Police Headquarters / Orlando, FL The new 100,000 SF headquarters facility houses approximately 260 OPD staff and an equal number of vehicles. Through collaborative meetings with OPD Staff, as part of the Design/Build Team, ADG developed conceptual adjacency diagrams which identified the most efficient work flow of the OPD Units within each structure. The building features a community meeting room for up to 320 people, a 4,500 SF gymnasium, and over 35,000 SF of office space for every bureau within the Police Department. Openness and transparency is maintained at the interior of the headquarters, contributing to daylighting within the interior work spaces. The meeting room is a multi-purpose space with an adjacent warming kitchen and chair storage space offering the flexibility to accommodate a full range of uses from graduation banquets for the Police Academy and other community meetings. Cost: \$24M for Police Headquarters and \$10M for Crime Scene Facility	
b.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)	Performed with Current Firm [☒] 2007-2017
	Highlands County Sheriff's Office / Sebring, FL ADG completed design and construction administration services for the new Sheriff's Office. The complex includes a two story, 44,313 SF Law Enforcement and Evidence Facility, a 1,590 SF Central Energy Plant, and development of a 2.75 acre site. Cost: \$11,000,000	

c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Georgetown Public Safety Operations and Training Complex / Georgetown, TX Architects Design Group, in association with a local architectural firm, was selected for the programming update, master planning, and design of the new 76,831 SF Public Safety Operations and Training Complex. An additional 16,697 SF Tactical Training Facility, including a flexible training area with reconfigurable walls for use with simulations or other training exercises, was also designed within the new public safety complex. Designed to withstand estimated F3 tornado forces, the facility is able to maintain continuity of operations and accommodate state of the art technologies throughout the foreseeable future. In addition to administration offices and training classrooms, the new facility houses several specialized areas including a communications center, evidence processing and storage, simunitions building, criminal investigation and interview areas, hybrid indoor/outdoor firing range, and low speed EVOC track. Cost: \$22,677,306	Performed with Current Firm [X] 2012-2015
d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Clermont Police Headquarters / Clermont, FL The completed building is a two-story, 30,611 SF structure that includes an evidence processing lab, evidence bulk storage, a training classroom, temporary holding cells area and a sally port, in addition to the regular administration areas needed in a facility of this nature. Cost: \$5,654,467	Performed with Current Firm [X] 2010-2017
e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Sarasota County Public Safety Building / Sarasota, FL The Sarasota Emergency Operations and 911 Center is a two-story, 40,000 SF structure, co-located on a 25 acre government campus. The state of the art facility houses the County's Emergency Management Department, Emergency Operations Center, Sarasota County Sheriff's Emergency Communications Department, County 311 Call Center, and Fire Administration Activation Area. Cost: \$15,314,000	Performed with Current Firm [X] 2013-2015
f.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Miramar Crime Scene Facility / Miramar, FL The City of Miramar currently operates a Crime Scene Lab and Evidence processing facility remote from the Police department Headquarters Building. It has become apparent that the current facility is functionally inadequate and too small. There is, however, adjacent space available in the current location to expand. ADG provided Space Needs Analysis and Design Concepts to expand and renovate the facility. Among the elements of the proposed Crime Scene Facility are: expanded secure staff parking, secure visitor property pick-up area, vehicle evidence analysis bay, expanded lab and evidence processing storage. ADG completed the detailed design and construction documents for the facility; however the project was abandoned by the City prior to bidding. Cost: N/A	Performed with Current Firm [X] 2014-2015
g.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Miramar Public Safety Facility / Miramar, FL The project is to include the design and construction of a new one story building approximately 20,000 Square Feet. The completed project will accommodate the Police Substation, Crime Lab and Evidence Storage, Logistics and Utility Storage, Public Safety Administrative Offices, Juvenile Lounge, Report Writing Area, Interview Rooms, Short Term Holding Area, Locker Room/Shower, Public Lobby, Public Restrooms, General Storage, General Use Community Room and Surface Lot to stage various public safety specialty vehicles. Also included is the removal of the existing Civic Center and Child Care Building located at 6929 SW 35th Street in Miramar Florida, the designated site for this facility. Cost: TBD	Performed with Current Firm [X] TBD

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Susan Gantt, AIA, LEED AP				13. Role in this contract
	Project Manager				
14. Years Experience	Total	32	With Firm	10	15. Firm Name and Location
					Architects Design Group / Winter Park, FL
16. Education (Degree and Specialization)	17. Current Professional Registration (State and Discipline)				
Bachelor of Architecture	Registered Architect: Florida #AR0013043 General Contractor: Florida #CGC060751 LEED AP - GBCI #10450895				
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)					
Susan will serve as the Project Manager. She has completed numerous projects for government entities including programming, site analysis, and the design of law enforcement, public safety, and communications centers. She has worked on many law enforcement facilities and is knowledgeable in both CPTED and CALEA Design Standards.					Professional Organizations: - US Green Building Association - Association of Public-Safety Communications Officials - National Disaster Preparedness Training Center (course instructor specializing in FEMA Certified Course delivery) - American Institute of Architects
Susan understands that a successful project is one that meets the needs of the users of the facility and does so while adhering to the client's budget parameters. She will ensure that cost coordination and stakeholder requirements are addressed early in the design process; a process that has been continually refined with lessons learned from similar building types she has successfully completed. Susan served as the Project Manager on the highly successful Sunrise Public Safety Complex and Highlands County Law Enforcement projects. She brings to the project her recent experience working on 20 projects involving law enforcement and public safety entities in the last decade.					
19. Relevant Projects					
a.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)			Performed with ADG [X] 2008-2011	
Sunrise Public Safety Complex / Sunrise, FL					
The 130,000 SF Public Safety Complex houses the entire operations of the Sunrise Police Department's 300 employees, the joint County/City 911 communications center (PSAP), fire rescue administration and training, municipal EOC, city-wide MIS data center, and an eight lane indoor firing range. Police departments include administration, internal affairs, records, detectives division, crime scene unit, crime analysis unit, property and evidence, victim advocacy program, patrol, SWAT, and crisis negotiation unit. The facility includes an evidence processing lab, located on the 2nd floor across from the evidence drop and storage area. The lab includes stainless steel counters, chemical resistant cabinets, epoxy flooring, a fume hood, emergency eye wash, and various counter mounted materials analysis equipment. Cost: \$31,930,086					
b.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)			Performed with ADG [X] 2007-2011	
Sarasota Police Headquarters / Sarasota, FL					
Planning, Design, Construction Administration and Interior Design Services for the six-story Police Department Headquarters and 200+ parking structure. Specialized areas include SWAT tactical ready room, specialized vehicle storage, evidence property & storage and vehicle evidence processing bays. This facility is the first LEED Certified police facility in Florida. Cost: \$34,050,560					
b.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)			Performed with ADG [X] 2007-2017	
Highlands County Sheriff's Office / Sebring, FL					
ADG completed design and construction administration services for the new Sheriff's Office. The complex includes a two story, 44,313 SF Law Enforcement and Evidence Facility, a 1,590 SF Central Energy Plant, and development of a 2.75 acre site. Cost: \$11,000,000					

c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Sarasota County Public Safety Building / Sarasota, FL The Sarasota Emergency Operations and 911 Center is a two-story, 40,000 SF structure, co-located on a 25 acre government campus. The state of the art facility houses the County's Emergency Management Department, Emergency Operations Center, Sarasota County Sheriff's Emergency Communications Department, County 311 Call Center, and Fire Administration Activation Area. Cost: \$15,314,000	Performed with ADG [X] 2013-2015
d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Hillsborough County Public Safety Facility / Tampa, FL Susan assisted with the Design Criteria Package for this new facility. Components included in the new 84,500 SF complex are Fire Rescue Services Administration, Emergency Operation Center, Fire Rescue Training - classrooms and exterior training venues, Fire Rescue Logistics Warehouse, Fire Rescue Fleet Maintenance, Code Enforcement and Information Technology Services (ITS). Training props include: Training Classrooms, Comfort Station, Exterior Burn Props, Large Vehicle Storage Areas, Comfort Station, Drill Tower, Training Tower, Burn Building, Flashover Building, Trench Simulation, LP Gas Simulators, Draft Pond, Rail Car Prop, Swift Water Rescue Simulator Cost: \$26,491,958	Performed with ADG [X] 2012-2016
e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Cobb County Public Safety Training Complex / Marietta, GA ADG is providing programming, site evaluation, master planning, and design criteria services for the Cobb County Public Safety Training Complex. This project provides dedicated training space for the police, fire, and sheriff departments. Master planned training components include: Fire Department Educational Training, Instructional Training, Physical Training and Exterior Training; Police Department Educational Training, Physical Training, Indoor Firing Range; Driver Training; and space for the North Central Georgia Law Enforcement Academy (NCGLEA). Cost: Est. \$80,000,000	Performed with ADG [X] 2016-2017

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Marwan Rashid, CTS				13. Role in this contract Security / Technology Consultant
14. Years Experience	Total	11	With Firm	6	15. Firm Name and Location TLC Engineering for Architecture / Orlando, FL
16. Education (Degree and Specialization)					17. Current Professional Registration (State and Discipline) Certified Technology Specialist (CTS) #1327519
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)					

Marwan is the Senior Project Manager for TLC's Community & Technology Operating Unit. With over 11 years of experience with Law Enforcement and other Government Facilities, Marwan understands the unique needs of this project and will be a resource to the team for providing communications' technology with flexibility and ease of use. Marwan has managed a range of small and large scale Police Headquarters projects including a \$24 million City of Miramar Police Headquarters and a \$43 million Orlando Police Headquarters. Technology is constantly changing in these critically important building systems and this operation unit is well-versed in the latest technologies and systems and will help identify the most appropriate systems when planning for a new facility.

Marwan is adept at using the latest computer-aided design and testing tools, producing cutting-edge designs that support the client's unique operations. Specialized systems include integrated CCTV and security access control: CAT6 or 6A with Multimode and Single Mode fiber optics voice/video/data distribution; public address system; intercom; CATV coax broadband distribution and audio/visual presentation systems.

19. Relevant Projects					
a.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Orlando Police Headquarters / Orlando, FL (with ADG)				Performed with Current Firm [X] 2014-2017
	The new 100,000 SF headquarters facility houses approximately 260 OPD staff and an equal number of vehicles. Through collaborative meetings with OPD Staff, as part of the Design/Build Team, ADG and TLC developed conceptual adjacency diagrams which identified the most efficient work flow of the OPD Units within each structure.				
	The building features a community meeting room for up to 320 people, a 4,500 SF gymnasium, and over 35,000 SF of office space for every bureau within the Police Department. Openness and transparency is maintained at the interior of the headquarters, contributing to daylighting within the interior work spaces. The meeting room is a multi-purpose space with an adjacent warming kitchen and chair storage space offering the flexibility to accommodate a full range of uses from graduation banquets for the Police Academy and other community meetings. Cost: \$24M for Police Headquarters and \$10M for Crime Scene Facility				
b.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Highlands County Sheriff's Office / Sebring, FL (with ADG)				Performed with Current Firm [X] 2014-2017
	ADG completed design and construction administration services for the new Sheriff's Office. The complex includes a two story, 44,313 SF Law Enforcement and Evidence Facility, a 1,590 SF Central Energy Plant, and development of a 2.75 acre site. Cost: \$11,000,000				
c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Miramar Public Safety Facility / Miramar, FL (with ADG)				Performed with Current Firm [X] 2017-TBD
	The project is to include the design and construction of a new one story building approximately 20,000 Square Feet. The completed project will accommodate the Police Substation, Crime Lab and Evidence Storage, Logistics and Utility Storage, Public Safety Administrative Offices, Juvenile Lounge, Report Writing Area, Interview Rooms, Short Term Holding Area, Locker Room/Shower, Public Lobby, Public Restrooms, General Storage, General Use Community Room and Surface Lot to stage various public safety specialty vehicles.				

d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Clermont Police Headquarters / Clermont, FL (with ADG) The completed building is a two-story, 30,611 SF structure that includes an evidence processing lab, evidence bulk storage, a training classroom, temporary holding cells area and a sally port, in addition to the regular administration areas needed in a facility of this nature. Cost: \$5,654,467	Performed with Current Firm [X] 2014-2016
e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Georgetown Public Safety Operations and Training Center / Georgetown, TX (with ADG) Designed to withstand estimated F3 tornado forces, the facility is able to maintain continuity of operations and accommodate state of the art technologies throughout the foreseeable future. In addition to administration offices and training classrooms, the new facility houses several specialized areas including a communications center, evidence processing and storage, simunitions building, criminal investigation and interview areas, hybrid indoor/outdoor firing range, and low speed EVOC track. Cost: \$22,677,306	Performed with Current Firm [X] 2012-2015

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Vincent McNish, PE, CPD, LEED AP, CxA				13. Role in this contract MEP/FP Principal In Charge
14. Years Experience	Total	24	With Firm	16	15. Firm Name and Location TLC Engineering for Architecture / Miami, FL
16. Education (Degree and Specialization)		17. Current Professional Registration (State and Discipline) Registered Professional Engineer: FL #53287			
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.) Mr. McNish has more than twenty years experience in all phases of mechanical engineering analysis and design for HVAC systems for all building types including educational, commercial and industrial facilities. Plumbing experience involves commercial and residential building configurations, systems design and code compliance studies. Fire Protection designs include wet, dry and pre-action systems experience. Several types of hazards occupancies include low and medium high-rise commercial and residential buildings.					
19. Relevant Projects					
a.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Miramar Public Safety Facility / Miramar, FL (with ADG)				Performed with Current Firm [X] 2017-TBD
The project is to include the design and construction of a new one story building approximately 20,000 Square Feet. The completed project will accommodate the Police Substation, Crime Lab and Evidence Storage, Logistics and Utility Storage, Public Safety Administrative Offices, Juvenile Lounge, Report Writing Area, Interview Rooms, Short Term Holding Area, Locker Room/Shower, Public Lobby, Public Restrooms, General Storage, General Use Community Room and Surface Lot to stage various public safety specialty vehicles.					
b.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Coral Springs Municipal Complex / Coral Springs, FL				Performed with Current Firm [X] 2015
Five story 275,000 SF municipal building with an adjacent parking garage/retail building. The parking garage consists of post office space on the ground level; and multi-level parking with an approximate capacity of 300 cars. The municipal building includes offices and commission chambers on the ground floor, offices and meeting areas on the second floor, IT offices and fitness center on third floor, and additional office space for government services on the fourth and fifth floor. Cost: \$32,000,000					
c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Boca Raton Police/Fire Training Facilities / Boca Raton, FL (with ADG)				Performed with Current Firm [X] 2007
Renovations to 116,800 SF facility. Addition of new south training site building on 15 acres with a combination of indoor and outdoor training venues, administration building, four classrooms, repelling and fire tower, two-story, 360° control tower. Training for city employees, basic fire academy, highly specialized fire and fire-rescue training, and highly specialized police tactical operations training, including SWAT Ops, Canine Ops, and Emergency Vehicle Ops/Fire Services Vehicle Maintenance Bays.					
d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Miami Beach Continuing Services / Miami Beach, FL				Performed with Current Firm [X] Ongoing
Parking Lot upgrades - Electrical Lighting Design for (3) of the City of Miami Beach’s parking lots (12X, 17X, & 4D) along with the necessary foot candle calculations, photometrics, and circuiting. The project shall also consist of an irrigation design to complement the Landscaping Drawings included in the attached files for each of the (3) Parking Lots. Lot 4D’s design must incorporate a storm water harvesting system that will be interfaced with the irrigation system to feed the landscaping. Project Role: Project Manager/Plumbing Engineer					

e.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.) Plantation Deicke Auditorium / Plantation, FL	Performed with Current Firm [☒] 2013
Design/Build project consisting of multiple renovations to a 8,345 SF facility used for meetings and cultural events throughout the year. Renovations include lighting renovations, air conditioning system replacements, renovations to four restrooms, kitchen renovation. Cost: \$2 million		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Aniel Fernandez, PE, LEED AP				13. Role in this contract Mechanical Engineer
14. Years Experience	Total	18	With Firm	2	15. Firm Name and Location TLC Engineering for Architecture / Deerfield Beach, FL
16. Education (Degree and Specialization)	17. Current Professional Registration (State and Discipline) Registered Professional Engineer: FL #66841				
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)	Bachelor of Science in Mechanical Engineering Aniel has over 18 years of experience in mechanical design, consulting engineering and management. His project experience includes: law enforcement, combined public safety facilities, municipal facilities, and commercial office buildings. His field experience includes mechanical and plumbing inspections, and plan review in both fields. Aniel utilizes multiple computer based software, like AutoCAD and Revit, to achieve a high level of design quality and coordination among trades. He uses energy simulation software tools to evaluate energy performances which are utilized for conceptual facility designs, State and Federal code compliance, LEED certifications, Energy Star certifications and AIA 2030 Challenge calculations.				
19. Relevant Projects					
a.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Sunrise Public Safety Complex / Sunrise, FL (with ADG)				Performed with Current Firm ☒ 2010
	The 130,000 SF Public Safety Complex houses the entire operations of the Sunrise Police Department's 300 employees, the joint County/City 911 communications center (PSAP), fire rescue administration and training, municipal EOC, city-wide MIS data center, and an eight lane indoor firing range. Police departments include administration, internal affairs, records, detectives division, crime scene unit, crime analysis unit, property and evidence, victim advocacy program, patrol, SWAT, and crisis negotiation unit. The facility includes an evidence processing lab, located on the 2nd floor across from the evidence drop and storage area. The lab includes stainless steel counters, chemical resistant cabinets, epoxy flooring, a fume hood, emergency eye wash, and various counter mounted materials analysis equipment. Cost: \$31,930,086				
b.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Coral Springs Municipal Complex / Coral Springs, FL				Performed with Current Firm ☒ 2015
	Five story, 275,000 SF municipal building with an adjacent parking garage/retail building. The parking garage consists of post office space on the ground level; and multi-level parking with an approximate capacity of 300 cars. The municipal building includes offices and commission chambers on the ground floor, offices and meeting areas on the second floor, IT offices and fitness center on third floor, and additional office space for government services on the fourth and fifth floor. Cost: \$32,000,000				
c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Lauderhill Fire Station No. 110				Performed with Current Firm ☒ 2015
	New 15,000 SF two-story fire station with living quarters for a staff of seven, plus offices, storage rooms and police offices plus related spaces such as parking, fuel station, emergency generator and connection to all public utilities. The second floor will serve as an Emergency Operations Center. Registered for LEED NC 2009 Silver. Cost: \$2.5 million				
d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Riviera Beach Community Redevelopment Agency / Riviera Beach, FL				Performed with Current Firm ☒ 2016
	Master Planning oversight, security and MEP infrastructure, as well as MEP/LEED Services for building projects including a 500 car garage as 25,000 sf of Newcomb Hall. Cost: \$25.4 million				

e.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.) Miami Springs Aquatic Facility / Miami Springs, FL The project consists of mechanical, electrical, and plumbing engineering services for a new single-story aquatic support facility which consists of a 3,000 sf pool equipment and locker room, a 400 sf concession space, 1,200 sf of administrative offices and a 4,000 sf multi-purpose room along with associated open air cabanas, pool and site lighting. The project is located in Miami Springs, Florida. Cost: \$5 million	Performed with Current Firm [X] 2016
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E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Ralph Baeza, PE, LEED AP				13. Role in this contract
					Electrical Engineer
14. Years Experience	Total	31	With Firm	6	15. Firm Name and Location
					TLC Engineering for Architecture / Deerfield Beach, FL
16. Education (Degree and Specialization)					
Bachelor of Science in Electrical Engineering MBA				17. Current Professional Registration (State and Discipline)	
				Registered Professional Engineer: FL #42641	
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)					
Mr. Baeza is a registered professional engineer with over thirty years of experience, in all aspects of electrical engineering, project management and design in the building construction industry. Mr. Baeza background with engineering systems encompasses high, medium and low voltage power, normal and emergency power, lighting, fire alarm, telephone, television, public address, security, lighting protection, environmental control and building management for residential, commercial, institutional and industrial buildings.					
19. Relevant Projects					
a.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)				Performed with Current Firm [X]
	Miramar Public Safety Facility / Miramar, FL (with ADG)				2017-TBD
	The project is to include the design and construction of a new one story building approximately 20,000 Square Feet. The completed project will accommodate the Police Substation, Crime Lab and Evidence Storage, Logistics and Utility Storage, Public Safety Administrative Offices, Juvenile Lounge, Report Writing Area, Interview Rooms, Short Term Holding Area, Locker Room/Shower, Public Lobby, Public Restrooms, General Storage, General Use Community Room and Surface Lot to stage various public safety specialty vehicles.				
b.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)				Performed with Current Firm [X]
	Coral Springs Municipal Complex / Coral Springs, FL				2015
	Five story, 275,000 SF municipal building with an adjacent parking garage/retail building. The parking garage consists of post office space on the ground level; and multi-level parking with an approximate capacity of 300 cars. The municipal building includes offices and commission chambers on the ground floor, offices and meeting areas on the second floor, IT offices and fitness center on third floor, and additional office space for government services on the fourth and fifth floor. Cost: \$32,000,000				
c.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)				Performed with Current Firm [X]
	Plantation Deicke Auditorium / Plantation, FL				2013
	Design/Build project consisting of multiple renovations to a 8,345 SF facility used for meetings and cultural events throughout the year. Renovations include lighting renovations, air conditioning system replacements, renovations to four restrooms, kitchen renovation. Cost: \$2 million				
d.	Title and Location (City & State) ☐ Year Completed (Eng. / Const.) ☐ Role ☐ Brief Description (Scope, Size, Cost, etc.)				Performed with Current Firm [X]
	Coral Springs Water Treatment / Coral Springs, FL				2013
	Renovations include relocation of the control and locker rooms, for the addition of a new electrical and telephone room. Review of existing mechanical system for new AC equipment capacity; ventilation for storage spaces; all other spaces will be mechanically conditioned and electrical changes will be provided to match the new spaces. Plumbing will be provided to satisfy the new locker rooms.				

e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Miami Springs Aquatic Facility / Miami Springs, FL	Performed with Current Firm [X] 2013
The project consists of mechanical, electrical, and plumbing engineering services for a new single-story aquatic support facility which consists of a 3,000 SF pool equipment and locker room, a 400 SF concession space, 1,200 SF of administrative offices and a 4,000 SF multi-purpose room along with associated open air cabanas, pool and site lighting. The project is located in Miami Springs, Florida. Cost: \$5 million		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	John England, PE			13. Role in this contract Civil Engineer
14. Years Experience	Total	33	With Firm	4
15. Firm Name and Location	Miller Legg / Fort Lauderdale, FL			
16. Education (Degree and Specialization)	17. Current Professional Registration (State and Discipline)			
Bachelor of Science in Civil Engineering	Registered Professional Engineer: FL #60488 AL, GA, PR			
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)	Mr. England has extensive experience in land development throughout South Florida with public and private clients. He has been responsible for management, design, permitting and construction administration of various municipal residential, commercial, institutional, public and roadway projects. Mr. England's areas of expertise include the areas of site planning, rezoning, and land use amendment, and brings valuable knowledge necessary for the successful design, permitting and construction of land development projects and assurance of project team interaction and coordination.			
19. Relevant Projects	Pembroke Pines Charter Elementary School Artificial Turf / Pembroke Pines, FL Project Manager - Miller Legg prepared drainage plans, permitting and preparation of final drainage as-builts for the installation of artificial turf and drainage systems at two City of Pembroke Pines Charter Schools. Permitting was coordinated with the City of Pembroke Pines and South Broward Water Control District. In addition, construction observation was performed during the six weeks, to confirm site work was completed in accordance with the approved plans. Miller Legg was a subconsultant to Sports Turf One, Inc. Performed with Current Firm [X] 2014			
b.	Coral Springs Municipal Complex Master Plan and Conceptual Design / Coral Springs, FL Project Manager - Miller Legg is providing assistance with the master planning phase of the new Coral Springs Municipal Complex development, which is part of a larger effort to redevelop the downtown section of Coral Springs. The services being provided for this 5-story 70,000 SF City Hall building/4-story 600-space parking garage include site civil engineering, survey, traffic (vehicular/pedestrian) and utilities infrastructure requirements, site permitting and overall project scope development. Site civil engineering support-related services anticipate requirements concerned with surface water management system, canal reconfiguration, vehicular/pedestrian access/connectivity and parking improvements and cost estimates. Survey services comprise as-built design, cross-sections and various site design surveys. In addition, community-oriented programming and planning process including meeting attendance is being provided. Performed with Current Firm [X] 2014			
c.	Memorial Hospital West Stormwater Study / Pembroke Pines, FL Project Engineer - Miller Legg was retained by Memorial Healthcare System (MHS) to update the existing Surface Water Management/Stormwater Master Plan with the South Florida Water Management District (SFWMD) and the South Broward Drainage District (SBDD). The update will address the overall SBDD drainage design criteria/requirements for the MHW campus. Miller Legg's scope includes preparation of a Surface Water Management/Stormwater Plan and Surface Water Management Report and Calculations (including ICPR modeling) in response to SBDD's permitting criteria. Submittal and processing of a separate permit modification through the SFWMD is included. Topographic surveying services are also being provided. This project is being undertaken under the Master Engineering Agreement with Memorial Healthcare System. Performed with Current Firm [X]			

d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Memorial Hospital West Parking Garage / Pembroke Pines, FL	Performed with Current Firm [X] 2015
	Project Manager - Miller Legg is providing surveying, site development design, permitting and construction administration/observation services for a six (6)-story parking garage with 1,477 spaces on the Memorial Hospital West campus. Services included subsurface utility engineering (SUE), surveying, site planning, campus-wide master stormwater study/improvements design/plans, on-site paving and drainage/water and sewer. Miller Legg also provided off-site roadway turn lane modifications and temporary access driveway engineering design/plans, site lighting photometrics, landscape planting and overall campus landscape mitigation design/plans, irrigation system modification engineering design/plans, and construction administration/observation services. Permitting agencies involved were the City of Pembroke Pines, South Broward Drainage District, South Florida Water Management District, FDOT and Broward County. Prior to design work, a topographic survey and campus utility infrastructure were mapped and coordinated with the owner and architectural design team for this expansion project and the enabling master stormwater, roadway modifications and infrastructure improvements for this project at this campus along Flamingo Road in Pembroke Pines.	
e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Memorial Hospital West Bed Tower Expansion / Pembroke Pines, FL	Performed with Current Firm [X] 2015
	Project Engineer - Miller Legg is providing site development design and permitting services for a new 3-story vertical expansion tower totaling approximately 81,000 SF of the existing bed on the Memorial Hospital West campus. The full scope of services includes site planning, survey, subsurface utility coordination (SUE), civil engineering, landscape architecture, on-site water, sewer and drainage engineering, lighting design and construction administration services. A topographic survey and campus utility infrastructure was previously mapped and coordinated with the Owner and architectural design team for this expansion project and the enabling infrastructure improvements for this project at the MHS West Hospital campus in Pembroke Pines, Florida. Agencies involved include the City of Pembroke Pines, South Broward Drainage District, South Florida Water Management District and Broward County.	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Derek Wassink, PE, RA, SI, LEED AP			13. Role in this contract	Structural Engineer	
14. Years Experience	Total	D AP	With Firm	D AP	15. Firm Name and Location	Thornton Tomasetti / Fort Lauderdale, FL
16. Education (Degree and Specialization)						17. Current Professional Registration (State and Discipline)
Bachelor of Civil Engineering Master of Civil Engineering						Registered Professional Engineer: FL #55303 PA Special Inspector in FL #7020100 LEED AP
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)						
Derek Wassink joined Thornton Tomasetti in 2015 with more than 25 years of experience in structural design, project management and coordination, and business development. His experience includes residential, healthcare, education, municipal, hospitality and parking structures. He brings expertise in concrete post-tension structures, particularly high- and mid-rise residential and hotel buildings. Derek is both a licensed engineer and an architect, which gives him insight how, as a structural engineer, he can assist architects to achieve their goals.						
19. Relevant Projects						
a.	Title and Location (City & State) ☑ Year Completed (Eng. / Const.) ☑ Role ☑ Brief Description (Scope, Size, Cost, etc.) Sunrise Public Safety Complex / Sunrise, FL (with ADG)				Performed with Current Firm [X] 2008-2011	
The 130,000 SF Public Safety Complex houses the entire operations of the Sunrise Police Department's 300 employees, the joint County/City 911 communications center (PSAP), fire rescue administration and training, municipal EOC, city-wide MIS data center, and an eight lane indoor firing range.						
Police departments include administration, internal affairs, records, detectives division, crime scene unit, crime analysis unit, property and evidence, victim advocacy program, patrol, SWAT, and crisis negotiation unit. The facility includes an evidence processing lab, located on the 2nd floor across from the evidence drop and storage area. The lab includes stainless steel counters, chemical resistant cabinets, epoxy flooring, a fume hood, emergency eye wash, and various counter mounted materials analysis equipment. Cost: \$31,930,086						
b.	Title and Location (City & State) ☑ Year Completed (Eng. / Const.) ☑ Role ☑ Brief Description (Scope, Size, Cost, etc.) Miami Beach Police Headquarters Visitors Garage Feasibility Study / Miami Beach, FL				Performed with Current Firm [X] 2016	
Prime Consultant and structural engineering services to determine if two additional levels could be added on top of an existing four-story, 136-space concrete garage built circa 1984. Thornton Tomasetti managed the overall study and hired and directed the architect, MEP and cost subconsultants. The scope of work included review of the building code and structural requirements of the current code to confirm that an additional 113 spaces within two levels was possible.						
c.	Title and Location (City & State) ☑ Year Completed (Eng. / Const.) ☑ Role ☑ Brief Description (Scope, Size, Cost, etc.) Pembroke Pines Civic Center / Pembroke Pines, FL				Performed with Current Firm [X] 2017	
Structural engineering design, structural steel detailing, contract administration and threshold inspection services for a four-story, 170,000-square-foot civic center with a 3,500-seat, acoustically designed performing arts / banquet / exhibition grand hall featuring a full service kitchen, performing dressing and green rooms, an exquisitely designed grand lobby, and the administrative offices for the city.						
d.	Title and Location (City & State) ☑ Year Completed (Eng. / Const.) ☑ Role ☑ Brief Description (Scope, Size, Cost, etc.) Coral Springs Municipal Complex / Coral Springs, FL				Performed with Current Firm [X] TBD	
Engineer-of-Record for the structural design of a five-story, 73,500-square-foot municipal office building, which will house chamber of commerce meeting rooms and city officials administration offices. The building features a structural steel grand stair and exterior steel canopy supported by Y shaped columns. The four-story, parking garage will accommodate 600 cars. Connecting the two structures is a seventy-foot long structural steel pedestrian bridge.						

e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Collier County Emergency Services Complex / Naples, FL	Performed with Current Firm ☒ 2009
	Structural design of a 11,000-gross-square-foot complex that will bring nine departments, currently housed in various county buildings, together in one location. The four-story building is designed to accommodate a fifth floor addition, allowing it to serve current needs and projected needs over the next 15 years. The complex will also provide the space and facilities to conduct direct broadcasts during and after an emergency.	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. Name	Frank Tavenner				13. Role in this contract Cost Estimator
14. Years Experience	Total	35	With Firm	1	15. Firm Name and Location Montgomery Consulting Group, Inc. / Winter Park, FL
16. Education (Degree and Specialization)					17. Current Professional Registration (State and Discipline)
Bachelor of Science in Business Administration Associate of Applied Science in Drafting & Design Virginia Commonwealth University, VA					N/A
18. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)					
Mr. Tavenner has over 35 years of experience as a senior cost estimator. His background includes experience in construction management and pre-construction services. His cost consulting expertise includes civil, architectural, structural and general systems knowledge of mechanical, electrical and plumbing trades. He has provided cost estimating at the pre-design level through hard bidding and construction change order pricing. He has significant experience in the following industries: education, municipal, commercial development, airports, multi-family residential and hospitality.					
19. Relevant Projects					
a.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Cocoa Fire Station Nos. 1, 2, 3 / Cocoa, FL (with ADG)				Performed with Current Firm [X] 2016
Mr. Tavenner was lead estimator providing cost consulting for three (3) new fire stations including the headquarters for the City of Cocoa. Construction cost estimated \$4.4 million, \$3 million, and \$3.3 million respectively.					
b.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Wildwood Police Headquarters / Wildwood, FL (with ADG)				Performed with Current Firm [X] 2017
Mr. Tavenner will be the lead estimator providing cost consulting for a new police headquarters for the City of Wildwood. Estimating has not been completed.					
c.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) St. Johns Combined Sheriff and Fire Station / St. Johns County, FL (with ADG)				Performed with Current Firm [X] 2016
Mr. Tavenner was lead estimator providing cost consulting for a combined police and fire station building for St. John's County. Construction cost estimated at \$7.1 million.					
d.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Greater Orlando Aviation Authority - Airside 4 CBP Renovation / Orlando, FL				Performed with Current Firm [X] 2016
Engineer-of-Record for the structural design of a five-story, 73,500-square-foot municipal office building, which will house chamber of commerce meeting rooms and city officials administration offices. The building features a structural steel grand stair and exterior steel canopy supported by Y shaped columns. The four-story, parking garage will accommodate 600 cars. Connecting the two structures is a seventy-foot long structural steel pedestrian bridge.					
e.	Title and Location (City & State) ☒ Year Completed (Eng. / Const.) ☒ Role ☒ Brief Description (Scope, Size, Cost, etc.) Greater Orlando Aviation Authority - Delta Airside 4 Maintenance & Employee Facility / Coral Springs, FL				Performed with Current Firm [X] 2016
Mr. Tavenner was lead estimator providing cost consulting services for a selective remodel and renovation of existing area, approximately 4500 SF. Construction cost estimated at \$287,000.					

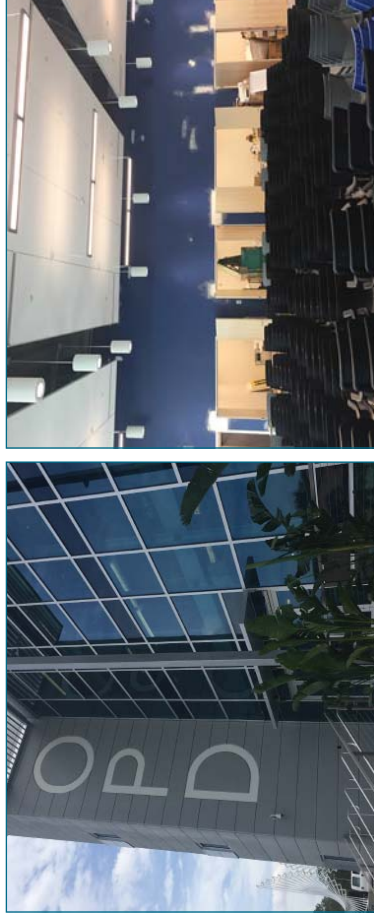
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services 2015	Construction (if applicable) 2017
1	Orlando Police Department Headquarters Orlando, Florida		

Total Project Cost: **\$24,000,000**

23. Project Owner's Information	
a. Project Owner	City of Orlando
b. Point of Contact Name	Steve Wiedenbeck, PE - Project Manager
c. Point of Contact Telephone Number	407.246.3751

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



Architects Design Group, as the prime design consultant for a Design Build Team, was selected to complete an update to the Design Build Criteria Package for the new Orlando Police Department Headquarters. This effort included analyzing what development could be realized within the fixed construction budget. It became readily apparent that the needs of the department far exceeded the City's development budget. Working together, the design team and general contractor prepared four development options to address the program requirements.

Of the four options, only one would conceptually allow the project to be developed within the fixed construction budget while meeting all program needs. This option included the adaptive re-use of an off-site 85,000 SF warehouse for property and evidence, crime scene, and a portion of the training unit program requirements. The City project management team, OPD Chief Mina, and his key staff members all endorsed this solution.

The 100,000 SF Orlando Police Department Headquarters serves as a major catalyst for thoughtful urban growth while integrating itself into the sensitive context of a historic neighborhood, the Parramore District. This area is rapidly becoming a vital component to the downtown urban fabric with three major athletic venues in proximity to the site. The entrance plaza is located at the most prominent corner of the Headquarters site and welcomes public visitors through the north public entrance atrium.

The building features a community meeting room for up to 320 people, a 4,500 SF gymnasium, and over 35,000 SF of office space for every bureau within the Police Department. Openness and transparency is maintained at the interior of the headquarters, contributing to daylighting within the interior work spaces. The meeting room is a multi-purpose space with an adjacent warming kitchen and chair storage space offering the flexibility to accommodate a full range of uses from graduation banquets for the Police Academy and other community meetings.

25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Orlando, FL	Security/Technology Consultant

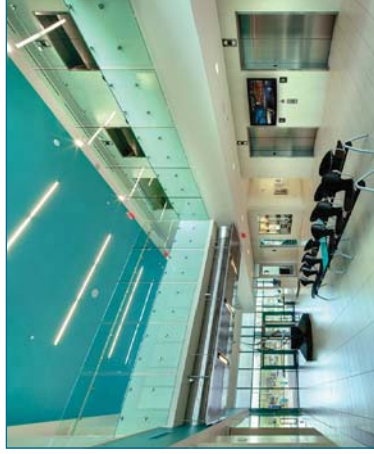
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services	Construction (if applicable)
2	Sunrise Public Safety Complex Sunrise, Florida	2009	2011

Total Project Cost: **\$32,513,852**

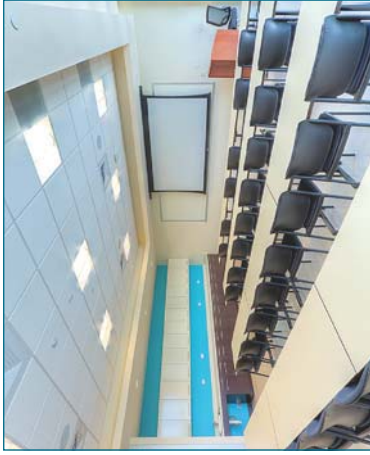
23. Project Owner's Information	
a. Project Owner	City of Sunrise
b. Point of Contact Name	Alan Gavazzi, AIA, City of Sunrise - Planning and Development Department
c. Point of Contact Telephone Number	954.572.2487

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



ADG was selected by the City of Sunrise for the design of the new Public Safety and Training Complex. The contracted scope of services included the development of a detailed spatial needs assessment, master planning, cost estimating, design, and construction administration.

The project site is located on the City's Municipal Complex. The existing buildings on-site provide a context for the design that are referenced through colors, materials, and complimentary details, creating a unified sense of identity within the complex. During the project planning phase, ADG examined vehicle and pedestrian access, utility network, and overall site infrastructure connections with modification recommendations to benefit current Municipal Complex functionality and enhance future improvements.



The 130,000 SF Public Safety Complex houses the entire operations of the Sunrise Police Department's 300 employees, the joint County/City 911 communications center (PSAP), fire rescue administration and training, municipal EOC, city-wide MIS data center, and an eight lane indoor firing range.

Police departments within the complex include administration, internal affairs, records, detectives division, crime scene unit, crime analysis unit, property and evidence, victim advocacy program, patrol, SWAT, and crisis negotiation unit. The facility includes an evidence processing lab, located on the 2nd floor across from the evidence drop and storage area. The lab includes stainless steel counters, chemical resistant cabinets, epoxy flooring, a fume hood, emergency eye wash, and various counter mounted materials analysis equipment.

25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Associate Architect
b. TLC Engineering for Architecture	Orlando, FL	Security & Technology Consultant
c. Derek Wassink, PE	Fort Lauderdale, FL	Structural Engineer

RFQ #PD-17-01 | Design Criteria Package for Police Department HQ

3/22/2017

BidSync

Architects Design Group 67

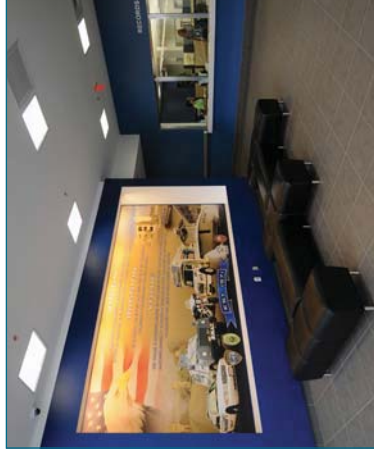
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services	Construction (if applicable)
3	Cape Coral Police Headquarters Cape Coral, Florida	2008	2009

Total Project Cost: **\$21,657,302**

23. Project Owner's Information	
a. Project Owner	City of Cape Coral
b. Point of Contact Name	Chief Jay Murphy - Retired Police Chief
c. Point of Contact Telephone Number	239.229.0911

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



The Cape Coral Police Department Headquarters was identified by the City as a critical facility which was inadequate in terms of size and function. The City selected ADG to provide programming, master planning, design, and construction administration services for the Police Departments and Communications Division. The new 100,755 SF headquarters provides the Police Department with state of the art facilities for patrol, investigative services, professional standards, communications, property and evidence, holding and processing labs, as well as a multitude of training facilities outfitted with the necessary technology to be easily converted to the City's Emergency Operations Center. The communications center houses 17 consoles, currently handles more than 270,000 calls on an annual basis, and is the back-up site for Lee County 911 Communications.

Due to very unusual political influences, the design and construction had to be completed in less than one year. To accomplish this feat, ADG delivered this project through a fast track schedule utilizing a hybrid design and construction process. Within two and a half months the City issued a permit for all site work and the structural envelope. The Team had completed 100% of the site engineering, 90% of the structural engineering, and a 30% complete set of construction documents. The 30% complete set was aggressively let out for competitive bids to the local subcontractor community and produced 201 bids from 47 disciplines of construction. The team was able to deliver a GMP to the City, almost \$4 million dollars under the budget. The design team then completed the remaining design/engineering documents in less than four months while construction was ongoing, ultimately completing the project on time and within less than one year from start to finish.

25. Firms from Section C involved with this Project

(1) Firm Name		(2) Firm Location (City and State)	(3) Role
a. Architects Design Group		Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture		Orlando, FL	MEP and Security Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed		Construction (if applicable)
		Professional Services		
4	Sarasota Police Headquarters Sarasota, Florida	2008		2011

Total Project Cost: **\$34,050,560**

23. Project Owner's Information	
a. Project Owner	City of Sarasota
b. Point of Contact Name	Jim Lalumiere, President, Project Development, Inc. - Owner's Rep
c. Point of Contact Telephone Number	941.954.4151

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



ADG was selected to provide a detailed spatial needs assessment, site analysis of multiple sites, master plan, full design documents, construction administration, and voter referendum assistance for the new six-story Sarasota Police Headquarters. The project was completed on time and under the approved budget.

The new 102,000 SF facility includes spaces for professional standards, support services, internal affairs, criminal investigations, property and evidence, and records. The building also includes 21,790 SF for crime scene investigations, 9,275 SF for forensics and evidence storage, and 2,860 SF for vehicle processing.

While design was underway, a proposed joint parking structure with the county fell through. This led to the challenge of designing a 200+ space parking structure within an already constrained site. The design revisions were accomplished in under 6 months and the building grew to 196,000 SF. A number of specialized areas are designed into the secured garage including a SWAT tactical ready room, SWAT vehicle storage, vehicle evidence processing bays, and the central energy plant, which includes the HVAC chillers and emergency generator/fuel tank.

The entire facility is designed to withstand category 5 hurricane forces, and with the critical infrastructure redundancies that are in place, this headquarters is assured to maintain operations during or after a significant event. This LEED Certified facility fronts a beautiful 40 acre passive recreation park, creating a large scale "backdrop" to the park.

The citizens of Sarasota supported the project's bond referendum with a 67% approval rate, the highest in the history of this community. The allotted \$50 million bond allowed for land acquisition costs, design and construction expenditures, as well as all financing and soft costs associated with the project's development.

25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Orlando, FL	MEP and Security Consultant

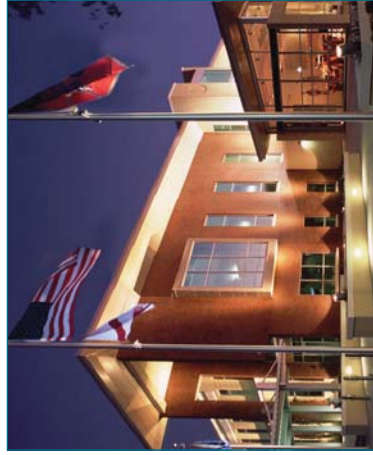
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services 2009	Construction (if applicable) 2010
5	Sanford Public Safety Facility Sanford, Florida		

Total Project Cost: **\$15,314,000**

23. Project Owner's Information	
a. Project Owner	City of Sanford
b. Point of Contact Name	Jim Krzenski, Administrative Services Manager
c. Point of Contact Telephone Number	407.688.5070 x5174

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



This facility was a concept nearly two decades in the making. A spatial needs assessment conducted by ADG showed the Police and Fire Services had outgrown their existing facilities. To provide state-of-the-art facilities, ADG designed a two-story facility housing the City's police department, fire administration, and a five-bay fire station. Both departments are designed as separate facilities connected by a shared two-story atrium, which includes vertical circulation, lobby / reception, a historic apparatus display, and community meeting room that overlooks the civic plaza.

The facility includes a state-of-the-art crime lab that is part of the investigative services/crime scene department. Several aspects of the facility support the crime lab, including: a central evidence drop-off/processing area, biohazard evidence storage and blood drying rooms, crime lab with fuming hoods, latent print analysis, forensic-science support, and forensic facial imaging.



The facility houses the City's Fire Department Administration and five bay Fire Station No. 31. The station includes a watch office, crew quarters, SCBA room, bunker gear storage, decontamination, EMS supply, fire training rooms, fire training tower, a historic fire apparatus display, and community meeting Room that overlook the Civic Plaza. The main training room also serves as the city's EOC.

Exterior walls are concrete tilt wall construction with hurricane impact glazing throughout, designed to withstand 150 mph and is designed with 100% backup to all mechanical and electrical systems.

25. Firms from Section C involved with this Project

	(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a.	Architects Design Group	Winter Park, FL	Architect of Record
b.	TLC Engineering for Architecture	Orlando, FL	Security Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services 2014	Construction (if applicable) 2016
6	Highlands County Sheriff's Office Sebring, Florida		

Total Project Cost: **\$11,000,000**

23. Project Owner's Information	
a. Project Owner	Highlands County Board of Commissioners
b. Point of Contact Name	Suzanne Hunnicutt, Capital Projects Manager
c. Point of Contact Telephone Number	863.402.6932
24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)	



The Highlands County Sheriff's Office Law Enforcement Facility is a part of an overall site development, located across Eucalyptus Street from the existing Sheriff's Office Administration and Corrections Complex in downtown Sebring, Florida. The complex includes a two story, 44,313 SF Law Enforcement and Evidence Facility, a 1,590 SF Central Energy Plant, and development of a 2.75 acre site. The project was initiated in 2008 as a 50,000 SF Law Enforcement Facility to include evidence storage and processing, CID, uniform patrol, communications, training, and multi-purpose spaces. In 2014 the project was modified by removing the communications and multi-purpose spaces, but retaining all other law enforcement functions. The project was relocated directly across from the current Sheriff's Office Law Enforcement Operations Building.



The facility has been designed to provide for a secured perimeter through the use of wind and impact resistant construction materials, surveillance systems, and controlled access openings, while also providing for an inviting, energy efficient facility for use by the public and law enforcement staff. LEED design strategies, such as light roofing materials, energy efficient mechanical systems, low water use plumbing fixtures, and the use of environmentally friendly interior finishes, are being incorporated into the project. The project incorporates specialized systems for security access control, CCTV, audio-visual systems, evidence processing lab equipment, and specialized storage units for evidence such as narcotics, cash, armor, weapons, bodily fluids, and other bulk storage items.

25. Firms from Section C involved with this Project		
(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Orlando, FL	Security Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services	Construction (if applicable)
7	Georgetown Public Safety Operations & Training Complex Georgetown, Texas	2013	2015

Total Project Cost: **\$28,926,360**

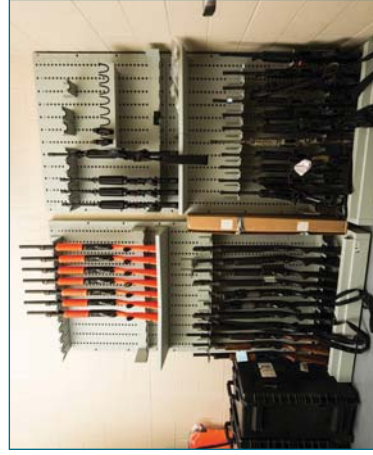
23. Project Owner's Information	
a. Project Owner	City of Georgetown
b. Point of Contact Name	Police Chief Wayne Nero - Georgetown Police Department
c. Point of Contact Telephone Number	512.930.8450

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



Architects Design Group, in association with a local architectural firm, was selected for the programming update, master planning, and design of the new 76,831 SF Public Safety Operations and Training Complex. An additional 16,697 SF Tactical Training Facility, including a flexible training area with reconfigurable walls for use with simulations or other training exercises, was also designed within the new public safety complex. The new complex was designed to meet current and future needs through Year 2030.

Designed to withstand estimated F3 tornado forces, the facility is able to maintain continuity of operations and accommodate state of the art technologies throughout the foreseeable future. In addition to administration offices and training classrooms, the new facility houses several specialized areas including a communications center, evidence processing and storage, simunitions building, criminal investigation and interview areas, hybrid indoor/outdoor firing range, and low speed EVOC track. A 125 foot high communications tower is included with an on-site central energy plant. All facilities can be self-sustaining for up to 24 hours.



The complex includes a crime scene investigations lab, a chemical processing lab, an evidence processing lab, and two vehicle evidence processing bays. The labs utilize stainless steel counters, chemical resistant cabinets, epoxy flooring, fume hoods, emergency eye wash, and various counter mounted materials analysis equipment. The bulk evidence storage is located directly adjacent to the evidence processing lab on the building's lower level. It utilizes high-density storage units, providing three times the storage capacity of conventional storage units, with three industrial size refrigeration units and additional rooms for storage of weapons, cash, and narcotics evidence.

25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Orlando, FL	Security/Technology Consultant

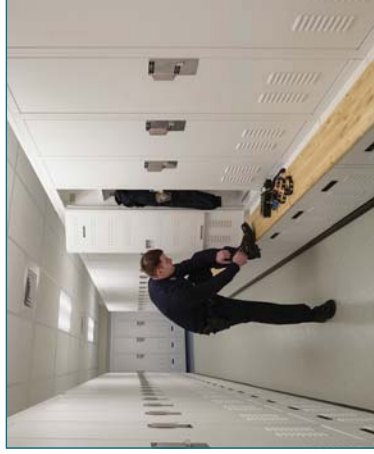
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services	Construction (if applicable)
8	Manchester Police Department Manchester, New Hampshire	2011	2012

Total Project Cost: **\$13,991,186**

23. Project Owner's Information	
a. Project Owner	City of Manchester
b. Point of Contact Name	Retired Police Chief David Mara
c. Point of Contact Telephone Number	603.369.3412

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



The City of Manchester was in the process of launching a large-scale Public Works Complex project when it became apparent that the property could also accommodate room for a new planned Police Headquarters Facility.

ADG teamed with the Architect under contract with the City for the Public Works Complex. ADG developed a detailed spatial needs assessment, updated the existing master plan for the entire complex to reflect the specialized needs of the Police Department, and developed the interior operational adjacencies for the new facility.

Working directly with the Manchester PD staff, ADG developed detailed design documents of all interior layouts, specialized equipment coordination, security systems design and specification, and development of the critical infrastructure redundancies to support the facility. Departments housed in the new facility include property and evidence, records, investigations division, communications, detectives unit and a street crimes unit. This facility also includes a state of the art evidence storage and processing lab.

Inclusive in the design is an eight lane indoor firing range as a major component of the Training Unit. ADG's expertise in Law Enforcement planning and design has ensured that the new facility is designed to stand up to the most rigorous inspections in the pursuit of CALEA Accreditation.



25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Orlando, FL	Security/Technology Consultant

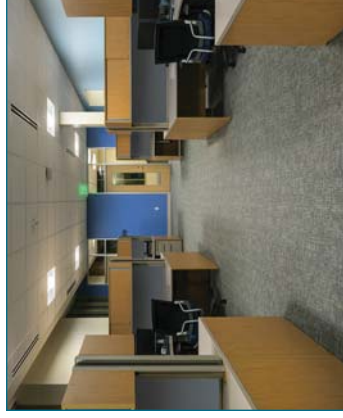
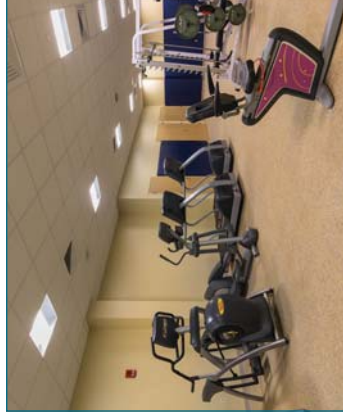
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services	Construction (if applicable)
9	Dover Police Headquarters Dover, New Hampshire	2014	2016

Total Project Cost: **\$19,345,934**

23. Project Owner's Information	
a. Project Owner	City of Dover
b. Point of Contact Name	Captain William Breault - Dover Police Department
c. Point of Contact Telephone Number	603.742.4646

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



The design team of Architects Design Group (ADG) in association with a local architecture firm was selected by the City of Dover, New Hampshire to design the new Dover Police Department Headquarters. The new facility was designed for current and future needs of the ever expanding and evolving police department. The facility was built in the downtown core of Dover, a mature city that boasts the brick industry, with successful mill operations.

This project focused on using space wisely and working with the community to find solutions to the multiple requirements, all while melding into the overall historic urban fabric design. Included in the space is a jointly accessible police and community parking garage, a viable community enhancement. The architectural team envisioned the new Dover Police Department through the process of programming, site selection, and conceptual design services. They also provided added value in many areas of the project, while allowing for flexible and secure law enforcement operations.

The New Police Headquarters is comprised of the Police Administration, Uniform Patrol, Communications / Dispatch, Criminal Investigations Division, Evidence, Code Enforcement, Records, Booking and Intake, Professional Services, and an Emergency Operations Center. The Police Headquarters is 28,000 SF and the garage provides parking spaces for joint use by the public and law enforcement with two separate secured entrances for the police department staff only.

25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Orlando, FL	Security/Technology Consultant

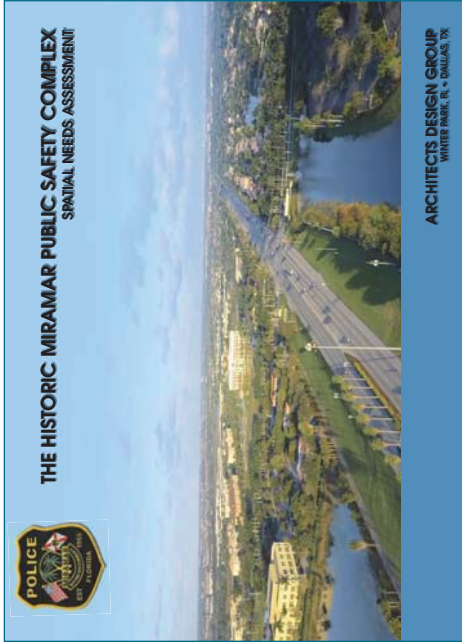
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. Example Project Key Number	21. Title and Location (City and State)	22. Year Completed	
		Professional Services	Construction (if applicable)
10	Miramar Public Safety Facility Miramar, Florida	2017	TBD

Total Project Cost: TBD

23. Project Owner's Information	
a. Project Owner	City of Miramar
b. Point of Contact Name	Denise Cone, Project Manager
c. Point of Contact Telephone Number	954.602.3165

24. Brief Description of Project and Relevance to this contract (include scope, size, and cost)



The project is to include the design and construction of a new one story building approximately 20,000 Square Feet. The completed project will accommodate the Police Substation, Crime Lab and Evidence Storage, Logistics and Utility Storage, Public Safety Administrative Offices, Juvenile Lounge, Report Writing Area, Interview Rooms, Short Term Holding Area, Locker Room/Shower, Public Lobby, Public Restrooms, General Storage, General Use Community Room and Surface Lot to stage various public safety specialty vehicles. Also included is the removal of the existing Civic Center and Child Care Building located at 6929 SW 35th Street in Miramar Florida, the designated site for this facility.

ADG's services generally include, but are not limited to, Project Programming, Schematic Design, Design Development, Construction Documents, Green Design Services, Cost Estimating, Permitting, Bid Phase Assistance, Shop Drawing Review and Contract Administration Services. The project shall be designed and constructed to attain Silver LEED Certification and all other necessary services for a complete delivery of the project in full conformance with applicable laws, regulatory rules, regulations and permitting requirements.

ADG submitted qualifications for the new project and was selected for award of a new contract.

25. Firms from Section C involved with this Project

(1) Firm Name	(2) Firm Location (City and State)	(3) Role
a. Architects Design Group	Winter Park, FL	Architect of Record
b. TLC Engineering for Architecture	Miami and Orlando, FL	MEP and Security Consultant
c. Miller Legg	Fort Lauderdale, FL	Civil Engineering / Landscape Architect / Survey
d. TRCWW	Plantation, FL	Structural Engineering

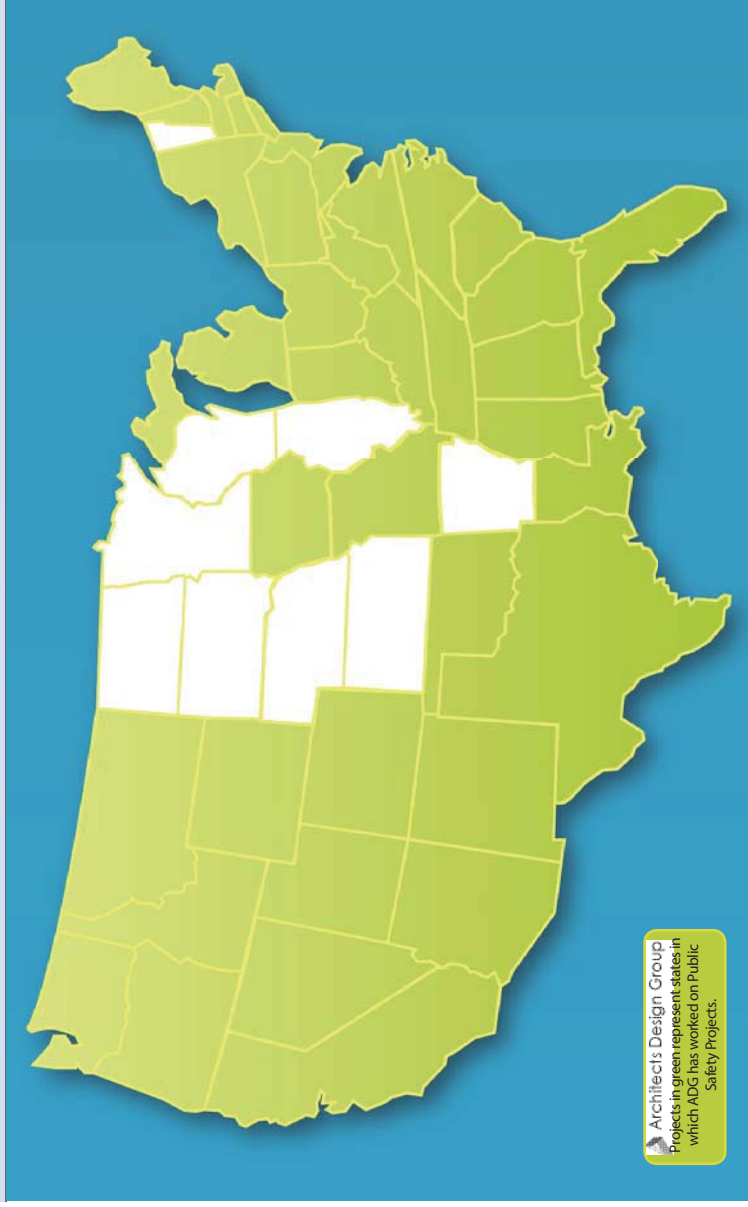
26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)

[illegible]

29. EXAMPLE PROJECTS KEY		
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Orlando Police Headquarters	Highlands County Sheriff's Office
2	Cape Coral Police Headquarters	Georgetown Public Safety Operations and Training Center
3	Sunrise Public Safety Complex	Manchester Police Department
4	Sarasota Police Headquarters	Dover Police Headquarters
5	Sanford Public Safety Facility	Miramar Public Safety Facility

H. ADDITIONAL INFORMATION

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



ADG's National Law Enforcement Experience

- Alachua County Sheriff's Complex
- Altamonte Springs Public Safety Complex
- Ashland Police Facility
- Atlantic Beach Police Department
- Auburndale Police Facility
- Aurora Police and Fire Department Training Facility
- Bal Harbour Police Facility
- Bay County Sheriff's Office
- Belle Glade Police and Public Safety Complex
- Belle Glade Police and Public Safety Complex
- Boca Raton Police-Fire Training Facility
- Boynton Beach Police Facility
- Brunswick Police Department
- Cabell County Sheriff's Office
- Cape Canaveral Police and Municipal Facilities
- Cape Coral Public Safety Facility
- Catawba County Sheriff's Office

- Clermont Police Department Headquarters
- Cocoa Beach Public Safety Complex
- Council Bluffs Police Department
- Deland Police Department
- Daytona Beach Shores Public Safety Complex
- Davie Police and Public Safety Facility
- Elmira Police Facility
- Fernandina Beach Police Facility
- Frankfort Police and EOC Facility
- Ft. Lauderdale Police Facility
- Ft. Meade Police Facility
- Gadsden County Sheriff's Office
- Gainesville Police Facility
- Gainesville Police Department Training Facility
- Georgetown Public Safety Operations and Training Facility
- Gulfport Police Department and Courts
- Haines City Police Facility
- Highlands County Sheriff's Law Enforcement Facility

- Hillsborough County Public Safety Operations and Training Facility
- Huntington Police and EOC Facility
- Indian River Sheriffs Office
- Jacksonville Public Safety and Municipal Complex
- Johnston Public Safety Complex, Programming
- Kissimmee Police Facility Renovations
- Lady Lake Police Facility and Town Hall
- Lake City Police Department
- Lake Worth Public Safety Complex
- LaPlata Police Facility
- Laurel Law Enforcement Complex
- Lebanon Police Department
- Lighthouse Point Police Department
- Linn County Sheriff's Office
- Longwood Police and EOC Facility
- Manchester Police Department Facility
- MNCPPC National Division Headquarters
- Mount Dora Police Facility
- Nassau County Sheriff's Office
- North Miami Police Department
- North Port Police Facility
- Ocoee Police Facility
- Orange County Sheriff Sector II
- Orlando Police Facility
- Owensboro Police Facility
- Pinellas Park Police Facility
- Polk County Sheriff District Command Center
- Port St. Lucie Police and EOC
- Quincy Police Department
- Rivera Beach Police Facility
- Rockledge Police Department
- Ruidoso Police Facility
- Sanford Public Safety Complex
- Sarasota Police Facility
- Silverton Police Department
- St. Pete Beach Police Facility
- St. Petersburg Police Department Headquarters
- Stuart Public Safety Complex
- Sunrise Public Safety Complex
- Wilkes County Sheriff's Office
- Wilmington Emergency Operations Center
- Winter Garden Police and EOC Facility
- Winter Haven Police Facility
- Winter Park Public Safety Facility
- **Winter Springs Police and EOC Facility**

H. ADDITIONAL INFORMATION

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

LAW ENFORCEMENT FACILITY / SPECIALIZED DESIGN KNOWLEDGE

Over the past 46 years ADG has had the opportunity to be involved in the programming, master planning, and design of law enforcement facilities throughout the United States. This extensive experience has provided our firm with an insight into those issues which are very specific to these facilities. There are many areas of the police facility that should be given special design consideration including: public lobby, interior corridors, records, investigative services, property and evidence, crime lab, holding area, armory, SWAT/tactical ready room, briefing and muster, locker and shower rooms, physical agility rooms, community policing, victim interview/waiting room, and shooting range.

The crucial components that are to be considered in the planning and design of police facilities are grounded in the commitment to protect those specialized areas that present the highest risk and liability to the department, such as property and evidence. For example, if a law enforcement agency cannot prove in a court of law that the evidence has been secured and protected from potential access, tampering, or contamination by an unauthorized individual, then the evidence may be deemed inadmissible in a court of law.

PROPERTY AND EVIDENCE

The planning and design of property and evidence areas therefore must incorporate all recognized criterion that address these concerns, including the four distinctly important components. They include: (1) Preparation; (2) Processing; (3) Holding/Storage; (4) Support Infrastructure.

Preparation:

The accurate preparation of evidence requires a few special considerations. The police custodians/technicians predominantly follow normal 9-5 business hours. However, a large majority of the property and evidence that comes into an agency does so after these hours and therefore must be accurately documented for the custodians/technicians to be able to orderly track the articles. To do so, facilities must be outfitted with an area often referred to as the "bag and tag station." This is where the officer or technician must log in the article(s), assign a case number, and securely store the article(s) from any potential accessibility by anyone other than the authorized custodians or technicians.

This requires the provisions of a chemical-resistant countertop work area typically with accessible storage of container materials for storing the property and evidence articles. Within this space shall also be located a bank of evidence drop lockers of a variety of sizes to accommodate anything from small articles to rifles, as well as a group of refrigerated units that will preserve articles containing DNA or bodily fluids without risk of deterioration. This bank of evidence lockers most typically is front-loaded and rear-retrieving configuration and shall be located on top of a concrete curb with a floor drain located in close proximity to the refrigerated units as the condensing component may sometimes become frozen or clogged and would therefore release condensation onto the immediate floor area.

Processing:

The processing of the property and evidence articles is to be done only by those individuals trained and certified in the proper techniques to comply with the "sanctity of custody" regulations. The initial processing occurs in an



H. ADDITIONAL INFORMATION

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

open work area, most typically located directly on the secure side of the bank of evidence drop lockers. Again, chemical-resistant or stainless steel counter top work areas should be provided with an integral sink. In this area, the custodians/technicians will finalize the case identification for the articles and prepare them for storage. On many occasions, the evidence will need to be further processed by the technicians or Crime Scene Analysts. This requires very specialized lab areas such as a blood-drying room, drug-storage room, specialized ventilation, evidence workshop (includes work counters, stainless steel double-wide sinks with foot pedals, drying trays, etc.), clean rooms, temporary evidence storage lockers, processing labs (includes ninhydrant spray tanks, fuming tanks, photographic studio equipment, etc.), and vehicle evidence processing bays.

The vehicle evidence processing bays are often located off of a vehicle sallyport area of a facility and these areas must follow the same regulatory guidelines as the rest of the areas associated with the storage and processing of articles of property and evidence. The bays are typically sized a minimum of twenty (20) feet wide so as to accommodate a traffic pattern on both sides of a vehicle with the side doors ajar. They are outfitted with such components as epoxy chemical-resistant flooring surfaces, floor drains tied into an oil-water separator, pull-down electrical reels, low-velocity air distribution systems, dual means of access control devices to monitor who has accessed and left these areas at any time, and CCTV systems (closed circuit television cameras) used to record in color /digital format anyone occupying these spaces.

Storage:

The storage of property and evidence is equally as important as the processing. Locating the articles relies on the accurate identification and recording of the pertinent case information associated with each article. The storage of the various types of articles is often segregated into the following definitions: bulk evidence, cash/valuables, narcotics, weapons, cold-case files, capital case files, DNA evidence, etc. All holding areas must be equipped with dual-recording access control devices to meet Law Enforcement (CALEA) Accreditation standards. Likewise, any visitor to these areas must have their personal identification checked and verified, their times documented when entering and leaving, and signed by a witness typically the custodian or technician working this area. We would propose using a mix of high density storage systems and racks to maximize the use of evidence storage space in the new facility. High volume ceilings should also be provided to accommodate these storage systems.

Support Infrastructure:

The property and evidence areas of any Law Enforcement Agency pose one of the highest areas of concern and potential liability for that agency. The entire "compound" of the noted areas must be contained within a security perimeter constructed out of solid concrete walls and ceilings, or of a similarly secure system. Likewise, these areas shall have air conditioning systems designed to provide 100% exhaust and 100% make-up fresh air to ensure that none of the air from these areas can be inadvertently recycled into the main facility due to the inherent possibility of airborne pathogens that may be contained within the articles being stored or processed. Any HVAC ductwork which breaches the perimeter of this area that is larger than six (6) inches in diameter will be prefabricated to allow for less reliance on construction trades.

The accessibility to these areas must be regimentally documented at both entering and exiting by all individuals. This is easily accommodated through the use of sophisticated dual-recording access control devices as previously noted. These devices come in many forms such as fob readers, proximity cards, key pads, biometric readers, or a combination thereof. The professionalism of any agency can often be determined by how securely the property and evidence areas are managed. Strict adherence to these noted protocols and the Accreditation procedures can safeguard an Agency



H. ADDITIONAL INFORMATION

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from embarrassing or casecondemning events.

CALEA STANDARDS

CALEA Accreditation is recognized as a means of maintaining the highest standards of professionalism in many law enforcement agencies and their facilities. We understand FDLE currently has achieved this important accreditation. Although the aim of an accreditation program is to enhance the entire spectrum of professional Law Enforcement services, the facilities available to an agency have a significant impact on success, and more importantly, protects the entity from potentially frivolous litigation. An agency requires adequate and appropriate space for personnel to conduct their work. Certain areas of the facility are assessed and continually undergo scrutiny of how it protects the interests of the department, its personnel and the citizens coming into contact within the facility. Areas which may be evaluated that pertain to this specific building include the property and evidence, hazardous materials storage, criminal investigations, and training. Programming the facility with these standards in mind, will assist FDLE in the re-accreditation process. Ian Reeves, AIA, IALEP, ICA, our team's Crime Lab Design Architect, has undergone significant training and is an expert in CALEA, CPTED, and IAPE Design Standards. ADG is often contracted specifically because of their knowledge and experience with facility design that meets or exceeds accreditation requirements standards design that meets or exceeds accreditation requirements standards.



I. AUTHORIZED REPRESENTATIVE	
The foregoing is a statement of facts	
31. SIGNATURE	32. DATE
	3/21/17
33. NAME AND TITLE	
Ian A. Reeves, AIA, IALEP	

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)
RFQ # PD-17-01

PART II – GENERAL QUALIFICATIONS (If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Architects Design Group / ADG, Inc.		3. YEARS ESTABLISHED 1971	4. DUNS NUMBER 013701560	5. OWNERSHIP
2b. STREET P.O. Box 1210				
2c. CITY Winter Park	2d. STATE FL	2e. ZIP CODE 32790		
6a. POINT OF CONTACT NAME AND TITLE Ian A. Reeves, AIA / President				
6a. TELEPHONE NUMBER 407.647.1706		6c. E-MAIL ADDRESS marketing@adgusa.org		

8a. FORMER FIRM NAME(S) (If any) Architects Design Group, Inc. Architects Design Group of Florida, Inc.	8b. YR. ESTABLISHED 1978	8c. DUNS NUMBER 013701560
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9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
06	Architect	5		E02	Education Facilities	3
15	Constriction Inspector	1		G01	Garages, Vehicle	1
37	Interior Designer	1		J01	Judicial & Courtroom	3
2	Administrative	4		L04	Libraries & Museums	1
48	Project Manager	7		P08	Prisons & Corrections	2
				P13	Public Safety Facilities	6
				R04	Recreation Facilities	2
					Space Needs Assessments	4
Other	Marketing	4				
Other	Interns	3				
Total		25				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER
a. Federal Work	n/a	6. \$2 million to less than \$5 million
b. Non-Federal Work	6	7. \$5 million to less than \$10 million
c. Total Work	6	8. \$10 million to less than \$25 million
		9. \$25 million to less than \$50 million
		10. \$50 million or greater
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.		
a. SIGNATURE	b. DATE	
	March 21, 2017	
c. NAME AND TITLE		
Ian A. Reeves, AIA / President		

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

9. EMPLOYEES BY DISCIPLINE	10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS
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10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM	PROFESSIONAL SERVICES REVENUE INDEX NUMBER

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

b. DATE	08 March, 2017
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C. NAME AND TITLE
Erick Gonzalez, PE, LEED AP BD+C, CxA, Principal/Operating Unit Director

PART II - GENERAL QUALIFICATIONS

seeking work.)

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL

CES REVENUE INDEX NUMBER

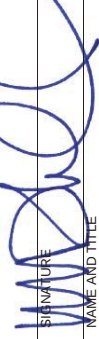
TIVE

ARCHITECT – ENGINEER QUALIFICATIONS**PART II – GENERAL QUALIFICATIONS***(If a firm has branch offices, complete for each specific branch office seeking work.)*

1. SOLICITATION NUMBER (If any) PD-17-01		4. DUNS NUMBER 038700035	
2a. FIRM (OR BRANCH OFFICE) NAME Miller Legg		3. YEAR ESTABLISHED 1965	
2b. STREET 5747 N Andrews Way		5. OWNERSHIP a. TYPE Corporate	
2c. CITY Ft. Lauderdale		b. SMALL BUSINESS STATUS Yes	
2d. STATE FL		2e. ZIP CODE 33309-2364	
6a. POINT OF CONTACT NAME AND TITLE Michael Kroll, President			
6b. TELEPHONE NUMBER (954) 628-3651		6c. E-MAIL ADDRESS mkroll@millerlegg.com	
7. NAME OF FIRM (If block 2a is a branch office)			
8a. FORMER FIRM NAME(S) (If any)		8b. YR. ESTABLISHED	
		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE			10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH	a. Profile Code	b. Experience	c. Revenue Index Number (see below)
02	Administrative	12	C02	Cemeteries (Planning & Relocation)	5
07	Biologist	3	C06	Churches; Chapels	2
08	CADD Technician	4	C10	Commercial Building, (low rise); Shopping	2
12	Civil Engineers	10	C14	Conservation and Resource Management	4
14	Computer Programmer	1	E01	Ecological & Archeological Investigations	4
16	Construction Manager	0	E02	Educational Facilities; Classrooms	4
19	Ecologists	1	H07	Highways; Streets; Airfield Paving; Parking	2
21	Electrical Engineers	0	H09	Hospitals & Medical Facilities	3
23	Environmental Engineer	0	H11	Housing (Residential, Multifamily,	6
50	Environmental Risk Assessor	0	I06	Irrigation; Drainage	2
24	Environmental Scientist	1	L01	Laboratories; Medical Research Facilities	2
29	GIS Specialist	0	L03	Landscape Architecture	5
39b	Irrigation Designer	0	P04	Pipelines (Cross-country--Liquid & Gas)	2
38	Land Surveyor	2	P05	Planning (Community; Regional; Areawide &	3
38a	Survey Crew Members	6	P06	Planning (Site, Installation and Project)	3
39	Landscape Architects	3	R04	Recreational Facilities (Parks; Marinas; ect.)	4
39a	Landscape Designers	5	S04	Sewage Collection, Treatment & Disposal	5
47	Planners: Urban/Regional	1	S13	Stormwater Handling & Facilities	5
51	Safety/Occupational Health	0	S10	Surveying; Platting; Mapping; Flood Plain	2
60	Transportation Engineers	1	T03	Traffic & Transportation Engineering	2
	Other Employees	1	U02	Urban Renewals; Community Development	4
	Total	51	W03	Water Supply; Treatment and Distribution	4

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	4	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	6	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
c. Total Work	6		

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE 3/8/17
c. NAME AND TITLE Michael Kroll, Principal-in-Charge	

AUTHORIZED FOR LOCAL REPRODUCTION MANDATORY USE DATE OF FORM 5/1/2004	
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STANDARD FORM 330 (1/2004) PAGE 6

ARCHITECT – ENGINEER QUALIFICATIONS**1. SOLICITATION NUMBER (if any)****PART II – GENERAL QUALIFICATIONS***(If a firm has branch offices, complete for each specific branch office seeking work.)*

2a. FIRM (OR BRANCH OFFICE) NAME Thornton Tomasetti, Inc.		3. YR ESTABLISHED 2006		4. DUNS NUMBER 026071261	
2b. STREET 101 NE Third Avenue, Suite 1170		5. OWNERSHIP a. TYPE Corporation			
2c. CITY Fort Lauderdale		2d. STATE FL		2e. ZIP CODE 33301	
6a. POINT OF CONTACT NAME AND TITLE Derek A. Wassink, P.E., R.A., S.I., LEED AP, Vice President		b. SMALL BUSINESS STATUS N/A			
6b. TELEPHONE NUMBER 954.903.9300		7. NAME OF FIRM (If block 2a is a branch office) Thornton Tomasetti, Inc. (established in 1956 as Lev Zetlin Associates, Inc.)			
8a. FORMER FIRM NAME(S) (If any)		8b.YR ESTABLISHED		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE			10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH	a. Profile Code	b. Experience	c. Revenue Index Number (see below)
01	Acoustical Engineer	2	C10	Commercial Building, (low rise); Shopping Centers	4
02	Administrative	174	E02	Educational Facilities; Classrooms	2
03	Architect	43	F02	Field Houses; Gymnasiums; Stadiums	5
08	CADD Technician	98	F05	Forensic Engineering	5
12	Civil Engineer	27	H09	Hospitals & Medical Facilities	3
14	Computer Programmer	23	H10	Hotels; Motels	4
15	Construction Inspector	21	H11	Housing (Residential, Multifamily, Apartments, Condominiums)	6
21	Electrical Engineer	5	R06	Rehabilitation (Buildings; Structures; Facilities)	5
26	Forensic Engineer	47	S09	Structural Design; Special Structures	6
27	Foundation / Geotechnical Engineer	3			
42	Mechanical Engineer	18			
50	Risk Assessor	2			
54	Security Specialist (Blast)	45			
57	Structural Engineer	664			
58	Technician / Analyst	2			
	Sustainability Consultant	19			
Total		1193	26		

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
(Insert revenue index number shown at right)			
a. Federal Work	2	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	7	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

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.		b. DATE March 8, 2017
a. SIGNATURE 		
c. NAME AND TITLE Derek A. Wassink, P.E., R.A., S.I., LEED AP, Vice President		

STANDARD FORM 330 (REV. 8/2016) PAGE 6

ARCHITECT ENGINEER QUALIFICATIONS

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Montgomery Consulting Group, Inc.		3. YEAR ESTABLISHED 1995		4. DUNS NUMBER 926325838	
2b. STREET 501 S. New York Avenue, Suite 210		5. OWNERSHIP			
2c. CITY Winter Park		a. TYPE Corporation			
6a. POINT OF CONTACT NAME AND TITLE Monty Gettys, President		2d. STATE FL		b. SMALL BUSINESS STATUS Certified DBE / M-WBE / LDB	
6b. TELEPHONE NUMBER 407-539-7030		6c. E-MAIL ADDRESS monty.gettys@mci-g-us.com		7. NAME OF FIRM (If block 2a is a branch office) N/A	

8a. FORMER FIRM NAME(S) (If any)	8b. YR. ESTABLISHED	8c. DUNS NUMBER
N/A	N/A	N/A

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
		(1) FIRM	(2) BRANCH			
02	Administrative	3		A01	Acoustics, Noise Abatement	2
08	CADD Technician	3		A05	Airports; Navajds	2
12	Civil Engineer	1		A06	Airports; Terminals & Hangars	2
15	Construction Inspector	1		C15	Construction Management	1
18	Cost Engineer/Estimator	5		C18	Cost Estimating & Analysis	3
29	GIS Specialist	2		E09	EIS, Assessments or Statements	2
53	Scheduler	1		E11	Environmental Planning	3
58	Technical Support - Public	2		G04	GIS Services	3
58	Technical Support – Doc. Control	4		G05	Geospatial Data Conversion	3
58	Technical Support – IT Specialist	1		H07	Highways; Streets, Airfield Paving	4
				I04	Intelligent Transportation Systems	3
				P05	Planning (Community, Regional)	3
				P06	Planning (Site, Installation, Project)	1
				Z01	Zoning; Land Use Studies	2
	Other Employees					
	Total	23				

11. ANNUAL AVERAGE PROFESSIONAL

SERVICES REVENUES OF FIRM

FOR LAST 3 YEARS
(Insert revenue index number shown at right)

Federal Work	2
--------------	---

6	Non-Federal Work
---	------------------

Total Work	6
------------	---

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 3/20/2017
c. NAME AND TITLE Monty Gettys, President	

D. Letter from Ames and Gough



March 9, 2017

City of Pembroke Pines
10100 Pines Boulevard
Pembroke Pines, FL 33026

Re: Response to RFQ #PD-17-01

Dear Sir or Madame,

Ames & Gough can confirm that, subject to the policies that our client, Architects Design Group, currently possess—they can meet the requirements in the general conditions when required by written contact. Please note the excluded coverages in the attached requirements as they do not currently carry those policies with us.

Sincerely,

Thomas Marchetti
Partner

Enclosure: Response to RFQ



ARCHDES-07

CERTIFICATE OF LIABILITY INSURANCE

NCHANDUVI
DATE (MM/DD/YYYY)
03/15/2017

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).

PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME PHONE (A/C No. Ext.) FAX (A/C No.) ADDRESS: admin@amesgough.com INSURER(S) AFFORDING COVERAGE INSURER A: RL Insurance Company A+ XI INSURER B: Berkley Design Professional Underwriters INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 13056 32603
--	---	--------------------------

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
INSURER	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAMS-MADE ☒ OCCUR ☐ SCHEDULED ☐ OWNED ☐ NON-OWNED ☐ HIBID ☐ AUTOS ONLY GENT. AGGREGATE LIMIT APPLIES PER: POLICY ☒ PRO ☒ LOC OTHER:		PSB0002744	01/12/2017	01/12/2018
					LIMITS
					EACH OCCURRENCE \$ 1,000,000
					DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000
					MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY Included
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMPOD AGG \$ 2,000,000
					COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
					EACH OCCURRENCE \$ 4,000,000
					AGGREGATE \$ 4,000,000
					PER STATUTE OTH-ER \$
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
					Per Claim/Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Pembroke Pines is included as additional insured with respects to General Liability when required by written contract.

CERTIFICATE HOLDER	CANCELLATION
City of Pembroke Pines 10100 Pines Boulevard Pembroke Pines, FL 33026	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

ACORD 25 (2016/03)
© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment A

CONTACT INFORMATION FORM

IN ACCORDANCE WITH “RFQ # PD-17-01” dated **February 21, 2017** titled “**Design Criteria Professional – To Prepare the DCP for a new Police Department HQ**” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: **Architects Design Group / ADG, Inc.**

STREET ADDRESS: **PO Box 1210**

CITY, STATE & ZIP CODE: **Winter Park, FL 32790**

PRIMARY CONTACT FOR THE PROJECT:

NAME: **Ian A. Reeves** TITLE: **President**

E-MAIL: **marketing@adgusa.org**

TELEPHONE: **4076471706** FAX: **4076455525**

AUTHORIZED APPROVER:

NAME: **Ian A. Reeves** TITLE: **President**

E-MAIL: **marketing@adgusa.org**

TELEPHONE: **4076471706** FAX: **4076455525**

SIGNATURE: **Ian A. Reeves**

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment C

NON-COLLUSIVE AFFIDAVIT

BIDDER is the **Owner**,

(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature **Ian A. Reeves**

Title **President**

Name of Company **Architects Design Group**

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment D

**SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted **Architects Design Group / ADG, Inc.** (name of entity submitting sworn statement) whose business address is **PO Box 1210, Winter Park, FL 32790** and (if applicable) its Federal Employer Identification Number (FEIN) is **59-1543158**. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: .)
2. My name is **Ian A. Reeves** and my
(Please print name of individual signing)

relationship to the entity named above is **President**.
3. 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 with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "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.
5. 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 Cityship 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.
6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any

natural person or any 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 let by a public entity, or which otherwise transacts or applies to transact business with 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.

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

☒ A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

Ian A. Reeves

Architects Design Group / March 21, 2017

ADG, Inc.

Bidder's Name/Signature

Company

Date

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment E

LOCAL VENDOR PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

LOCAL PREFERENCE CERTIFICATION:

- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor.
In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor.
In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☒ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.

COMPANY NAME: **Architects Design Group**

PRINTED NAME / AUTHORIZED SIGNATURE: **Ian A. Reeves**

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment F

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder is a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business.
In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

☒ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.

COMPANY NAME: **Architects Design Group**

PRINTED NAME / AUTHORIZED SIGNATURE: **Ian A. Reeves**

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment G

EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

“During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples”.

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

SECTION 1 DEFINITIONS

- 1. Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
- 2. Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
- 3. Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
- 4. Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are

located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.
6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.
7. **Traditional marriage** means a marriage between one man and one woman.

SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- ☒ **A.** Contractor currently complies with the requirements of this section; or
- ☐ **B.** Contractor will comply with the conditions of this section at the time of contract award; or
- ☐ **C.** Contractor will not comply with the conditions of this section at the time of contract award:
or
- ☐ **D.** Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):
- ☐ **1.** The Contractor does not provide benefits to employees' spouses in traditional marriages;
- ☐ **2.** The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;
- ☐ **3.** The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;
- ☐ **4.** The Contractor is a governmental agency;

The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.

COMPANY NAME: **Architects Design Group**

AUTHORIZED OFFICER NAME / SIGNATURE: **Ian A. Reeves**

Supplier: **Architects Design Group, Inc.**



City of Pembroke Pines

Attachment H

PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Architects Design Group / ADG, Inc.
333 N. Knowles Avenue
Winter Park, FL 32789

Contact Person's Name and Title: **Ian A. Reeves, President**

Contact Person's E-mail Address: **marketing@adgusa.org**

PROPOSER'S Telephone and Fax Number: **407.647.1706 / 407.645.5525**

PROPOSER'S License Number: **AR94944**

(Please attach certificate of status, competency, and/or state registration.)

PROPOSER'S Federal Identification Number: **54-1543158**

Number of years your organization has been in business **43**

State the number of years your firm has been in business under your present business name **7**

State the number of years your firm has been in business in the work specific to this solicitation: **43**

Names and titles of all officers, partners or individuals doing business under trade name:

I.S.K. Reeves V, Chief Executive Officer

Ian A. Reeves, President

Susan C. Gantt, Senior Vice President

Rodney McManus, Vice President

The business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☒

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

Architects Design Group/ADG, Inc since 2010; prior to that we were Architects Design Group, Inc. since 1987; and before that Architects Design Group of Florida, Inc. since 1974

At what address was that business located?

**333 N. Knowles Avenue
Winter Park, FL 32789**

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

N/A

Have you ever failed to complete work awarded to you. If so, when, where and why?

No

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Yes

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor (s).

Yes.

MEP and Technology Consultant - TLC Engineering for Architecture, Inc.

Structural Engineer - Thornton Tomasetti

Civil Engineer - Miller Legg

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

N/A

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

N/A

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

Casselberry Fire Station No. 21 sustained water intrusion and mold contamination due to faulty construction, namely the omission of shower pans. The City of Casselberry, Florida held Rowan South Construction, Inc. liable. The City of Casselberry filed suit against Rowan South Construction, Inc.. Rowan South then filed a third party complaint against their sub-contractors and Architects Design Group. Mediation in June 2008 resolved all issues. Architects Design Group contributed \$26,153 to the settlement.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

N/A

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

No.

Are you an ☒ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

Original Provider

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

No

Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

Please see Tab 3 in our submission package.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

Architects Design Group

(Company Name)

Ian A. Reeves

(Printed Name/Signature)



Design Criteria Professional – To Prepare the Design Criteria Package (DCP) for a new Police Department HQ

Request for Qualifications # PD-17-01

General Information		
Evaluation of Proposals	Evaluation Committee	See Section 1.6
Pre-Bid Meeting	Not Applicable	N/A
Question Due Date	March 6, 2017	See Section 1.7
Proposals will be accepted until	2:00 p.m. on March 21, 2017	See Section 1.7
Proposal Security / Bid Bond	Not Applicable	N/A
Payment and Performance Bonds	Not Applicable	N/A

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



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ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Vendor Information Form and a W-9

Attachment C: Non-Collusive Affidavit

Attachment D: Sworn Statement on Public Entity Crimes Form

Attachment E: Local Vendor Preference Certification

Attachment F: Veteran Owned Small Business Preference Certification



Attachment G: Equal Benefits Certification Form

Attachment H: Proposer's Completed Qualification Statement

Attachment I: Sample Insurance Certificate

Attachment J: Specimen Contract/Agreement



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFQ # PD-17-01

Design Criteria Professional – To Prepare the DCP for a new Police Department HQ

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, March 21, 2017. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 3rd Floor Conference Room located at 10100 Pines Boulevard, Pembroke Pines, Florida, 33026.

1.2 PURPOSE

The City of Pembroke Pines is seeking qualification statements from Design Criteria Professionals to prepare the Design Criteria Package (DCP) for the construction of a Police Department Headquarters to replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024.

1.3 SPECIFICATIONS

The City is requesting qualification statements from a qualified firm, hereinafter referred to as Design Criteria Professional, who holds a current certificate of registration under chapter 471 as a registered engineer or architect to practice engineering/architect services and who has



documented experience in the preparation of design criteria package for public facilities for similar projects and meets the minimum qualifications described in this document.

The Consultant shall provide the City of Pembroke Pines with a Design Criteria Package for the construction of a Police Department Headquarters to replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024.

The Police Department Headquarters project is to design, permit and construct a Police Department Headquarters designed to support the existing functions of the Police Department along with capability for future growth.

The Design Criteria package at a minimum shall contain concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to an agency's request for proposal, or to permit an agency to enter into a negotiated design-build contract. The design criteria package must at a minimum specify performance based criteria for the public construction project, including the legal description of the site, survey information concerning the site, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, and parking requirements applicable to the project.

Pursuant to FL 287.055(9)(b) a Design Criteria Professional who has been selected to prepare a design criteria package for the City is not eligible to render services under a design-build contract executed pursuant to the design criteria package.

The basic services provided by the Design Criteria Professional shall include but not be limited to preparation of bidding documents incorporating schematic design, performance specifications and design criteria for the project (the bidding documents shall require compliance with the design criteria by the Design-Build firm awarded this Project) and enforcement of the design criteria including but not limited to notifying the City of regarding the Design-Builder's compliance or non-compliance with the requirements of the design criteria.

1.4 SCOPE OF WORK

1.4.1 REVIEW AND ANALYZE EXISTING CONDITIONS

The Design Criteria Professional shall become familiar with the Project site through frequent site visits, research, and examination of any record drawings, as applicable. Frequent visits shall continue until the Design Criteria Professional is thoroughly familiar with the Project site, problem areas, and existing hazardous conditions, if any. The City will facilitate the Design Criteria Professional's access to the Project site, as needed, for investigative purposes.

1.4.2 PUBLIC OUTREACH STAKEHOLDER MEETINGS



The selected team will solicit input on Police Headquarter concepts by meeting with City Administration and City Commission and other stakeholders to identify existing issues, concerns and goals. The final document shall reflect a publicly supported document that is financially feasible and includes a balance of public and professional staff input.

1.4.3 DEVELOP PROPOSED DESIGN CRITERIA PACKAGE DOCUMENT

The Design Criteria Professional shall identify all the necessary requirements with all applicable agencies having jurisdiction over the work and/or utility providers to develop the design criteria guidelines based on input received at the outreach meetings and direction from City staff.

1.4.4 PREPARE ADMINISTRATIVE REVIEW DRAFT

The consultant will prepare an administrative draft of the design criteria package for staff review and comments

1.4.5 PREPARE PUBLIC REVIEW DRAFT

Based on staff's review of the administrative draft, the consultant will prepare a public review draft for presentation to the City Commission.

1.4.6 PREPARE FINAL POLICE HQ DESIGN CRITERIA PACKAGE

Upon adoption/acceptance, the consultant shall submit the final document reflecting any changes resulting from Staff and City Commission deliberations.

1.4.7 EXAMPLES OF COST TO IMPLEMENT POLICE HQ DCP

The Design Criteria Professional shall also provide a detailed cost estimate of all components to construct the Police Department Headquarters as described in the Design Criteria Package.

1.5 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

All proposals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:



Subject: **RFQ # PD-17-01 “Design Criteria Professional – To Prepare the DCP for a new Police Department HQ”**

1. Date
2. Name of the Firm
3. Contact Person (including title) authorized to represent your firm
 - i. Note: This contact person shall also be listed on **Attachment A: Contact Information Form**
4. Telephone Number
5. Email Address

Tab 1 - Table of Contents:

Include a clear identification of the material included in the proposal by tab number and page number.

Tab 2 - Letter of Interest:

Limit to two (2) pages. Include a positive commitment to perform the required work.

Tab 3 - Experience and Ability (40 points):

The relative experience of all professionals proposed for use on the team in the planning, design and administration of the project, and the abilities and qualifications of the applicant and consultants proposed staff as related to the project’s specific requirements and their ability to accomplish the project. The relative experience and qualification of each applicant’s proposed team, with respect to the project scope, will be judged and a relative rating assigned. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity and Design/Build project delivery.

A) Firm Experience:

- Indicate the team’s number of years of experience in providing the requested professional services;
- List all similar projects undertaken in the past ten (10) years, describe the scope of each project in physical terms and by cost, describe the respondent’s responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent’s activities in relation to the project;
- Provide the name(s) of the person, or persons within your organization who was most actively concerned with managing each project.
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during the past five (5) years.



- The Design Firm must demonstrate prior experience in serving as the Design Criteria Professional for public facilities and in the preparation of design criteria packages for public and municipal facilities similar in nature to this project.
- The Design firm must include a Professional Engineer licensed in the state of Florida whose expertise is civil engineering.

B) Previous Similar Projects: Please provide a list of a minimum of five projects from at least three different municipalities or contracts which demonstrates the Team's experience in providing the services as required under this RFQ and in the scope of services for this project. Please provide the following information for each sample project:

- Client name, address, phone number, e-mail address. (This representative must be able to verify satisfactory performance of the project.)
- Consultant (Architect or Engineer) name, address, phone number, fax and email
- Description of the scope of the work
- Month and Year the project was started and completed
- Total cost and/or fees paid to your firm
- Total cost of the construction, estimated and actual
- Role of the firm and the responsibilities

Tab 4 - Project Team/Staff Qualifications (15 points):

This parameter expresses the general and specific project-related capability of the in-house staff and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff. Provide a resume of key persons to be assigned to the project. Similarly, the ability and experience of the field staff will be evaluated with specific attention to project related experience. Provide a resume of the on-site staff to be assigned to the project. For Office Staff and On-site Staff show the organization chart as it relates to the project, indicating key personnel and their relationship.

A) Project Manager's Experience: Provide a comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Project Manager. This individual must have a minimum of eight (8) years of experience as a Design Criteria Professional and been involved in the preparation planning, design, and construction administration of public or private projects with similar scope of work and should have served as Project Manager on a minimum of three previous projects having the same approximate value (i.e., construction budget of \$20 million or greater) and complexity as required by this Request for Qualifications.

B) Qualification of Project Team: Provide a list of the personnel / sub-consultants to be used on this project and their qualifications. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member including any subcontractors, to be assigned to this project.



Tab 5 – Understanding of the Program and Project Requirements (40 points):

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project. This item should be addressed from the perspective of both the design and construction entities.

A) Project Approach: Provide a detailed description on the Project Team approach to the required services. Information should include:

- Organizational structure of project team.
- Narrative description of the team’s understanding of the design services for the Project.

Tab 6 – Other Completed Documents (5 points for Vendor Preference - Local/VOSB):

1. **Attachment A: Contact Information Form**
2. **Attachment B: Vendor Information Form and a W-9**
 - a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. December 2014), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.
3. **Attachment C: Non-Collusive Affidavit**
4. **Attachment D: Sworn Statement on Public Entity Crimes Form**
5. **Attachment E: Local Vendor Preference Certification**
 - a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
 - b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
 - c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors’ qualifications.
6. **Attachment F: Veteran Owned Small Business Preference Certification**
 - a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
 - b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors’ qualifications.
7. **Attachment G: Equal Benefits Certification Form**
8. **Attachment H: Proposer’s Completed Qualification Statement**



Tab 7 - Business Structure, Professional Registration Certificates, & Other Documents:

1. **Business Structure:** If the firm offering services is a corporation, or joint venture, it must be properly chartered with the Department of State to operate in Florida and provide a copy of the firm's current Florida Corporate Charter. If the firm offering construction services is a different firm from that which is offering architectural or engineering services, provide a description of the business relationship and risk allocation between the firms.
2. **Professional Registration Certificates:** A reproduction of the firm's current professional registration certificate(s) is required for the services offered and must be in the name of the firm offering said services (architecture, engineering, general contractor or other certification required). Firms must be properly registered at the time of application to practice their profession in the State of Florida and with the appropriate State Board governing the services offered.
3. **Standard Forms SF330 or 254/255 (Architect)**
4. **Letter(s) from the insurer carrier:** Stating that the Proposer is capable of meeting the insurance requirements contained in the General Conditions.

Tab 8 - Additional Information:

Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFQ. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**
- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria

Criteria	Points
Experience and Ability	40 points
Understanding of the Program and Project Requirements	40 points
Project Team/Staff Qualifications	15 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
Total Points	100 points



**Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.*

Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.

All other vendors shall receive zero (0) points.

- C. In the event that there are more than three (3) proposers, the Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. Then the Evaluation Committee may schedule a second meeting for the firms to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.
- D. The Evaluation Committee will make a recommendation to the City Commission for award of contract. The contract shall be awarded to the most responsive/responsible proposer whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.

1.7 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	February 21, 2017
Question Due Date	March 06, 2017
Anticipated Date of Issuance for the Addenda with Questions and Answers	March 09, 2017
Proposals will be accepted until	2:00 p.m. on March 21, 2017
Proposals will be opened at	2:30 p.m. on March 21, 2017
Evaluation of Proposals by the Evaluation Committee	TBD
Recommendation of Contractor to City Commission award	TBD



1.8 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before 2:00 p.m. on March 21, 2017.

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.



SECTION 2 - INSURANCE REQUIREMENTS

The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

CERTIFICATES OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation, material change or non-renewal of policies required under the contract. If the carrier will not agree to this notification, the CONTRACTOR or its insurance broker shall notify the CITY of any cancellation or reduction in coverage within seven days of receipt of insurer's notification of cancellation or reduction in coverage.

Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least fifteen (15) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.



2.1 REQUIRED INSURANCE

- A. COMMERCIAL GENERAL LIABILITY INSURANCE** including, but not limited to: coverage for premises & operations, personal & advertising injury, products & completed operations, Liability assumed under an Insured Contract (including tort liability of another assumed in a business contract), and independent contractors. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000 **(mostly for construction or equipment sold to the CITY)**

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract. (Increase to 10 years for construction projects) (For construction projects also include: Designated Construction Project(s) General Aggregate Limit)

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. City's Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.

- B. WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE** covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation : Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

Coverage shall be included for injuries or claims under the USL&H or Jones Act, when applicable.

- C. AUTO LIABILITY INSURANCE** covering all owned, leased, hired, non-owned and employee non-owned vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:



1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

If work under this Agreement includes transportation of hazardous materials, policy shall include pollution liability coverage equivalent to that provided by ISO pollution liability-broadened coverage for auto endorsement CA9948 and the Motor Carrier Act endorsement MCS90.

- D. PROFESSIONAL LIABILITY/ERRORS & OMISSIONS INSURANCE**, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. (Increase to 10 years for construction projects)
- E. ENVIRONMENTAL/POLLUTION LIABILITY** shall be required with a limit of no less than \$1,000,000 per wrongful act whenever work under this Agreement involves potential losses caused by pollution conditions. Coverage shall include: Contractor's completed operations as well as sudden and gradual pollution conditions. If coverage is written on a claims-made basis, coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.** Furthermore, the CITY'S Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.
- F. CYBER LIABILITY including Network Security and Privacy Liability** when applicable, with a limit of liability no less than \$1,000,000 per loss. Coverage shall include liability arising from: theft, dissemination and/or use of confidential information stored or transmitted in electronic form, unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, and the introduction of a computer virus into, or otherwise causing damage to, a customer's or third person's computer, computer system, network, or similar computer-related property and the data, software and programs thereon. This coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.** Furthermore, the CITY'S Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.
- G. CRIME COVERAGE** when applicable, shall include employee dishonesty, forgery or alteration, and computer fraud in an amount of no less than \$1,000,000 per loss. If Contractor is physically located on the City's premises, a third-party fidelity coverage extension shall apply.
- H. BUILDER'S RISK INSURANCE** shall be "All Risk" for one hundred percent (100%) of the completed value of the project with a deductible of not more than five percent (5%) for Named Windstorm and \$20,000 per claim for all other perils. The Builder's Risk Insurance



shall include interests of the CITY, the CONTRACTOR and subcontractors of the project. The CONTRACTOR shall include a separate line item for all costs associated with the Builder's Risk Insurance Coverage for the project. The CITY reserves the right at its sole discretion to utilize the CONTRACTOR'S Builder's Risk Insurance or for the CITY to purchase its own Builder's Risk Insurance for the Project. Prior to the CONTRACTOR purchasing the Builder's Risk insurance for the project, the CONTRACTOR shall allow the CITY the opportunity to analyze the CONTRACTOR'S coverage and determine who shall purchase the coverage. Should the CITY utilize the CONTRACTOR'S Builder's Risk Insurance, the CONTRACTOR shall be responsible for all deductibles. If the CITY chooses to purchase the Builder's Risk Coverage on the project, the CONTRACTOR shall provide the CITY with a change order deduct for all premiums and costs associated with the Builder's Risk insurance in their schedule. Should the CITY choose to utilize the CITY'S Builder's Risk Program, the CITY shall be responsible for the Named Windstorm Deductible and the CONTRACTOR shall be responsible for the All Other Perils Deductible.

- I. **SEXUAL ABUSE** may not be excluded from any policy for Agreements involving any interaction with minors or seniors.

2.2 REQUIRED ENDORSEMENTS

1. The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein
2. Waiver of all Rights of Subrogation against the CITY
3. 30 Day Notice of Cancellation or Non-Renewal to the CITY
4. CONTRACTORS' policies shall be Primary & Non-Contributory
5. All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
6. The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.



SECTION 3 - GENERAL TERMS & CONDITIONS

3.1 EXAMINATION OF CONTRACT DOCUMENTS

Before submitting a Proposal, each Proposer should (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work, (b) study and carefully correlate the Proposer's observations with the Proposal Documents; and (c) notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having familiarized themselves with the nature and extent of the work and any local conditions that may affect the work to be done and the services, equipment, materials, parts and labor required.

3.2 CONFLICT OF INSTRUCTIONS

If a conflict exists between the General Conditions and Instructions stated herein and specific conditions and instructions contained in specifications, the specifications shall govern.

3.3 ADDENDA or ADDENDUM

A formal solicitation may require an Addendum to be issued. An addendum in some way may clarify, correct or change the original solicitation (i.e. due date/time, specifications, terms, conditions, line item). Vendors submitting a proposal should check the BidSync website for any addenda issued. Vendors are cautioned not to consider verbal modifications to the solicitation, as the addendum issued through BidSync will be the only official method whereby changes will be made.

3.4 INTERPRETATIONS AND QUESTIONS

If the Proposer is in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and specifications, the Proposer shall submit a question for interpretation or clarification. The City requires all questions relating to the solicitation be entered through the **"Ask a Question"** option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the **"Question Due Date"** stated in the solicitation. Questions received after **"Question Due Date"** shall not be answered. Interpretations or clarifications in response to such questions will be issued via BidSync. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

BidSync Support is also available to assist proposers with submitting their proposal and to ensure that proposers are submitting their proposals correctly. Proposers should ensure that they contact the BidSync support line at 1-800-990-9339 with ample time before the bid closing date and time.

For all other questions related to this solicitation, please contact the Purchasing Division at purchasing@ppines.com.

3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES

The awarded contractor shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, and CITY, which may be applicable to the service being provided. The awarded firm shall have or be responsible for obtaining all necessary permits or licenses required, if necessary, in order to provide this service.



Bidder warrants by submittal that prices quoted here are in conformity with the latest federal price guidelines, if any.

3.6 WARRANTIES FOR USAGE

Whenever a bid is sought, seeking a source of supply for a specified time for materials or service, the quantities or usage shown are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid.

3.7 BRAND NAMES

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Bidders shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the vendor's responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

3.8 QUALITY

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new, the latest model, of the best quality, and

highest grade workmanship, unless otherwise noted.

3.9 SAMPLES

Samples, when requested, must be furnished before, or at the bid opening, unless otherwise specified, and delivered free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the bidders expense.

3.10 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this Invitation for Bid. All information in the Bid shall be provided at no cost to the City.

3.11 PRICING

Prices should be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from date of bid opening unless otherwise stated by the City or bidder.

3.12 DELIVERY POINT

All items shall be delivered F.O.B. destination, and delivery cost and charges included in the bid price. Failure to do so may be cause for rejection of bid.

3.13 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

3.14 CONTRACT TIME

By virtue of the submission of the Proposal, Proposer agrees and fully understands that



the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Proposer agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

In addition, time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders, or part thereof, without obligation if delivery is not made at the time(s) or place(s) specified.

3.15 COPYRIGHT OR PATENT RIGHTS

Bidder warrants that there have been no violations of copyrights or patent rights in manufacturing, producing, or selling other goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by such violation.

3.16 PUBLIC ENTITY CRIMES

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

The Public Entity Crime Affidavit Form, attached to this solicitation, includes

documentation that shall be executed by an individual authorized to bind the Proposer. The Proposer further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

3.17 CONFLICT OF INTEREST

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of CITY or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches or affiliate companies.

3.18 FACILITIES

The City reserves the right to inspect the Bidder's facilities at any time with prior notice.

3.19 ENVIRONMENTAL REGULATIONS

CITY reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining a Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the Proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify



CITY immediately of notice of any citation or violation that Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposers.

3.20 SIGNATURE REQUIRED

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature. FAILURE TO PROPERLY SIGN PROPOSAL SHALL INVALIDATE SAME, AND IT MAY NOT BE CONSIDERED FOR AWARD.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and Broward County to provide the goods or perform the services herein described.

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the City Commission of the City of Pembroke Pines and in case of default on the part of the bidder or contractor after such acceptance, the City of Pembroke Pines may take such action as it deems appropriate including legal action for damages or specific performance.

3.21 MANUFACTURER'S CERTIFICATION

The City of Pembroke Pines reserves the right to request from bidder separate manufacturer certification of all statements made in the proposal.

3.22 MODIFICATION OR WITHDRAWAL OF PROPOSAL

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync

website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

3.23 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS

All submittals received by the deadline will be recorded, and will subsequently be publicly opened on the same business day at 2:30 p.m. at the office of the City Clerk, 10100 Pines Boulevard, Pembroke Pines, FL.

All Proposals received from Proposers in response to the solicitation will become the property of CITY and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CITY. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Section 119.071 of the Florida Statutes, sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier.

Therefore, bidders will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening.

However, pursuant to Section 255.0518 of the Florida Statutes, when opening sealed bids that are received pursuant to a competitive solicitation for **construction or repairs on a public building or public work**, the entity shall:

- (a) Open the sealed bids at a public meeting.
- (b) Announce at that meeting the name of each bidder and the price submitted in the bid.



- (c) Make available upon request the name of each bidder and the price submitted in the bid.

For solicitations that are **not** for **“construction or repairs on a public building or public work”** the City shall not reveal the prices submitted in the bids until an intended decision is announced or until 30 days from the opening, whichever is earlier.

3.24 RESERVATIONS FOR REJECTION AND AWARD

The City of Pembroke Pines reserves the right to accept or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids. The City also reserves the right to award a contract on such items(s) or service(s) the City deems will best serve its interests. All bids shall be awarded to the most responsive/responsible bidder, provided the (City) may for good cause reject any bid or part thereof. It further reserves the right to award a contract on a split order basis, or such combinations as shall best serve the interests of the City unless otherwise specified. No premiums, rebates or gratuities permitted, either with, prior to, or after award. This practice shall result in the cancellation of said award and/or return of items (as applicable) and the recommended removal of bidder from bid list(s).

3.25 BID PROTEST

Any protests or challenges to this competitive procurement shall be governed by Section 35.38 of the City's Code of Ordinances.

3.26 INDEMNIFICATION

The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the subsequent indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.

CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive City's rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

Additional indemnification requirements may be included under Special Terms and Conditions and/or as part of a specimen contract included in the solicitation package.

General Indemnification: To the fullest extent permitted by laws and regulations, Successful Proposer shall indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequential arising out of or alleged to have arisen out of or in consequence of the products, goods or services furnished by or operations of the Successful Proposer or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

Patent and Copyright Indemnification: Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CITY.

3.27 DEFAULT PROVISION

In the case of default by the bidder or contractor, the City of Pembroke Pines may procure the articles or services from any



other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder to accept the Award, to furnish required documents, and/or to fulfill any portion of the contract within the time stipulated. Upon default by the successful Bidder to meet any terms of this agreement, the City will notify the Bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the Contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

A. Failure to perform the Work required under the contract and/or within the time required or failing to use the subcontractor, entities and personnel as identified and set forth, and to the degree specified in the contract.

B. Failure to begin the Work under this Bid within the time specified.

C. Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.

D. Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non-conforming with the terms of the contract.

E. Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful Bidder incapable of performing the Work in accordance with and as required by the contract.

F. Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

Additional provisions may be included in the specimen contract.

3.28 ACCEPTANCE OF MATERIAL

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product to seller at the sellers expense.

3.29 LOCAL GOVERNMENT PROMPT PAYMENT ACT

The City complies with Florida Statute 218.70, Florida Prompt Payment Act.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH “RFQ # PD-17-01” dated February 21, 2017 titled “Design Criteria Professional – To Prepare the DCP for a new Police Department HQ” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY:

STREET ADDRESS:

CITY, STATE & ZIP CODE:

PRIMARY CONTACT FOR THE PROJECT:

NAME:

TITLE:

E-MAIL:

TELEPHONE:

FAX:

AUTHORIZED APPROVER:

NAME:

TITLE:

E-MAIL:

TELEPHONE:

FAX:

SIGNATURE:



(OFFICE USE ONLY) Vendor number:

Please complete this vendor information form entirely along with the
IRS Form W-9, scan and upload it to the www.bidsync.com

Vendor Information Form

Operating Name (Payee)			
Legal Name (as filed with IRS)			
Remit-to Address (For Payments)			
Remit-to Contact Name:		Title:	
Email Address:			
Phone #:		Fax #	
Order-from Address (For purchase orders)			
Order-from Contact Name:		Title:	
Email Address:			
Phone #:		Fax #	
Return-to Address (For product returns)			
Return-to Contact Name		Title:	
Email Address:			
Phone #:		Fax #	
Payment Terms:			

Type of Business (please check one and provide Federal Tax identification or social security Number)

- ☐ Corporation
☐ Sole Proprietorship/Individual
☐ Partnership
☐ Health Care Service Provider
☐ LLC – C (C corporation) – S (S corporation) – P (partnership)
☐ Other (Specify):

Federal ID Number:

Social Security No.:

Name of Applicant / Signature _____

Title of Applicant _____ Date _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



NON-COLLUSIVE AFFIDAVIT

BIDDER is the

(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature

Title

Name of Company



**SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted _____ (name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
2. My name is _____ and my _____
(Please print name of individual signing)
relationship to the entity named above is _____.
3. 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 with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "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.
5. 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 Cityship 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.
6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any 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 let by a public entity, or which otherwise transacts or applies to transact business with 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.

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

A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND **(Please indicate which additional statement applies.)**

B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**

B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**

B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

Bidder's Name/Signature	Company	Date
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LOCAL VENDOR PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

LOCAL PREFERENCE CERTIFICATION:

Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor.

In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor.

In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.

COMPANY NAME:

PRINTED NAME / AUTHORIZED SIGNATURE:



VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business.

In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.

COMPANY NAME:

PRINTED NAME / AUTHORIZED SIGNATURE:



EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

“During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples”.

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

SECTION 1 DEFINITIONS

- 1. Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
- 2. Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
- 3. Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
- 4. Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.
- 5. Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.

6. Spouse means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.

7. Traditional marriage means a marriage between one man and one woman.

SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- A.** Contractor currently complies with the requirements of this section; or
- B.** Contractor will comply with the conditions of this section at the time of contract award; or
- C.** Contractor will not comply with the conditions of this section at the time of contract award: or
- D.** Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):
 - 1.** The Contractor does not provide benefits to employees' spouses in traditional marriages;
 - 2.** The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;
 - 3.** The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;
 - 4.** The Contractor is a governmental agency;

The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.

COMPANY NAME:

AUTHORIZED OFFICER NAME / SIGNATURE:



PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title:

Contact Person's E-mail Address:

PROPOSER'S Telephone and Fax Number:

PROPOSER'S License Number:

(Please attach certificate of status, competency, and/or state registration.)

PROPOSER'S Federal Identification Number:

Number of years your organization has been in business

State the number of years your firm has been in business under your present business name

State the number of years your firm has been in business in the work specific to this solicitation:

Names and titles of all officers, partners or individuals doing business under trade name:

The business is a: Sole Proprietorship Partnership Corporation

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

At what address was that business located?

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

Are you an Original provider sales representative distributor, broker, manufacturer other, of the commodities/services proposed upon? If other than the original provider, explain below.

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

Describe the firm's local experience/nature of service with contracts of similar size and complexity, it the previous three (3) years:

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER’S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

(Company Name)

(Printed Name/Signature)

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD[YY])

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

YOUR COMPANY NAME HERE

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

Companies providing coverage**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DDYY)	POLICY EXPIRATION DATE (MM/DDYY)	LIMITS								
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ policy ☐ project ☐ loc	Must Include General Liability			EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$								
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				SAMPLE CERTIFICATE								
	GARAGE LIABILITY ☐ ANY AUTO			AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$									
	EXCESS LIABILITY OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU- TORY LIMITS</td> <td>OTH- ER</td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT \$</td> </tr> <tr> <td colspan="2">E.L. DISEASE - EA EMPLOYEE \$</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT \$</td> </tr> </table>	WC STATU- TORY LIMITS	OTH- ER	E.L. EACH ACCIDENT \$		E.L. DISEASE - EA EMPLOYEE \$		E.L. DISEASE - POLICY LIMIT \$	
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E.L. EACH ACCIDENT \$													
E.L. DISEASE - EA EMPLOYEE \$													
E.L. DISEASE - POLICY LIMIT \$													
	OTHER												

Certificate must contain wording similar to what appears below

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCL

"THE CERTIFICATE HOLDER IS NAMED AS ADDITIONALLY INSURED WITH REGARD TO GENERAL LIABILITY"

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Pembroke Pines
10100 Pines Boulevard
Pembroke Pines FL 33026

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION

MAIL 30 DAYS WRITTEN
LEFT.

City Must Be Named as Certificate Holder

AUTHORIZED REPRESENTATIVE



AGREEMENT FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT, dated the _____ day of _____, 20____ between:

THE CITY OF PEMBROKE PINES, a municipal corporation, hereinafter referred to as "CITY",

and

[VENDOR NAME], a corporation authorized to do business in the State of Florida, hereinafter referred to as "CONSULTANT".

WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONSULTANT agree as follows:

ARTICLE 1 **PREAMBLE**

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **[DATE]**, the CITY advertised its notice to bidders of the CITY's desire to hire a firm to **[DESCRIPTION OF PROJECT]** as more particularly described in **Exhibit "B"** attached hereto and by this reference made a part hereof, for the said bid entitled:

[BID NUMBER]
[BID TITLE]

1.2 On **[DATE]**, the CITY opened **[NUMBER OF PROPOSALS/FIRMS]** sealed proposals and on **[DATE]**, the CITY's Evaluation Committee met and evaluated the **[NUMBER OF PROPOSALS/FIRMS]** firms and ranked CONSULTANT No. 1. The proposal submitted by the Consultant is attached as **Exhibit "A"**. Thereafter, on **[DATE]**, the City Commission approved the recommendation of the Evaluation Committee as the CONSULTANT as the No. 1 ranked vendor and approved this Agreement.

ARTICLE 2 **SERVICES AND RESPONSIBILITIES**

2.1 CONSULTANT shall perform the services set forth in the **Proposal** and **RFQ**, copies being attached hereto and incorporated herein by this reference as **Exhibit "A"** and **Exhibit "B"**. The



CONSULTANT shall comply with any and all requirements set forth in the **RFP**. To the extent of any conflict between the terms of this Agreement and the **RFP**, the Agreement shall prevail and control.

2.2 CONSULTANT shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement and all work performed under this Agreement shall be done in a professional manner.

2.3 CONSULTANT hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONSULTANT, that CONSULTANT has the professional expertise, experience and manpower to perform the services to be provided by CONSULTANT pursuant to the terms of this Agreement.

2.4 CONSULTANT assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with recognized professional standards of good engineering practice. If within one year following completion of its services, such services fail to meet the aforesaid standards, and the CITY promptly advises CONSULTANT thereof in writing, CONSULTANT agrees to re-perform such deficient services without charge to the CITY.

2.5 CONSULTANT shall not utilize the services of any sub-consultant without the prior written approval of CITY.

ARTICLE 3 **TIME FOR PERFORMANCE**

CONSULTANT shall perform the services identified in Article 2 within the time frame set forth in **Exhibit "A"**, and incorporated herein by reference. Minor adjustments to the timetable for completion approved by City Manager in advance, in writing, will not constitute non-performance by CONSULTANT per this Agreement.

ARTICLE 4 **COMPENSATION AND METHOD OF PAYMENT**

4.1 CONSULTANT shall be entitled to invoice CITY on a monthly basis for services performed. The invoice shall include, but not be limited to, date of service, the amount of time spent, a description of the service, and any other information reasonably required by CITY. The compensation shall not exceed **[WRITTEN AMOUNT] DOLLARS (\$[NUMERICAL AMOUNT])**.

4.2 CITY will make its best efforts to pay CONSULTANT within thirty (30) days of receipt of proper invoice the total shown to be due on such invoice.

4.3 Payment will be made to CONSULTANT at:

[VENDOR NAME]
Attn: [VENDOR CONTACT]
[VENDOR ADDRESS]



[VENDOR CITY, STATE, & ZIP CODE]

ARTICLE 5
CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

CITY or CONSULTANT may request changes that would increase, decrease or otherwise modify the Scope of Services to be provided under this Agreement. Such changes or additional services must be in accordance with the provisions of the Code or Ordinances of the CITY and must be contained in a written amendment, executed by the parties hereto, with the same formality and with equality and dignity prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work. In no event will the CONSULTANT be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6
PUBLIC RECORDS

6.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

6.1.1 Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

6.1.2 Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;

6.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

6.1.4 Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.

6.2 The failure of Contractor to comply with the provisions set forth in this agreement/contract shall constitute a Default and Breach of this Agreement, for which, the City may terminate the Agreement.

ARTICLE 7
MISCELLANEOUS

7.1 Ownership of Documents. Reports, surveys, plans, studies and other data provided in connection with this Agreement are and shall remain the property of CITY whether or not the project for which they are made is completed. City hereby agrees to use CONSULTANT'S work product for its intended purposes.



7.2 Term and Termination.

7.2.1 This Agreement may be terminated by either party for cause, or by either party for convenience, upon thirty (30) days written notice by the CITY to CONSULTANT in which event the CONSULTANT shall be paid its compensation for services performed to termination date. [NOTE: CONSULTANT may not terminate existing assignments for convenience after they have been accepted as addendums to this Agreement.] In the event that the CONSULTANT abandons this Agreement or causes it to be terminated, he shall indemnify the CITY against any loss pertaining to this termination up to a maximum of the full contracted fee amount. All finished or unfinished documents, data, studies, plans, surveys, and reports prepared by CONSULTANT shall become the property of CITY and shall be delivered by CONSULTANT to CITY immediately.

7.2.2 This Agreement shall take effect as of the date of execution as shown herein below and shall be completed within 180 days.

7.3 Records. CONSULTANT shall keep books and records and require any and all subcontractors to keep books and records as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONSULTANT expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries. All records shall be maintained and available for disclosure, as appropriate, in accordance with Chapter 119, F.S.

7.4 Indemnification.

7.4.1 CONSULTANT shall indemnify and save harmless and defend the CITY, its trustees, elected and appointed officials, agents, servants and employees from and against any and all claims, demands, or causes of action of whatsoever kind or nature sustained by the CITY or any third party arising out of, or by reason of, or resulting from acts, error, omission, or negligent act of CONSULTANT, its agents, servants or employees in the performance under this Agreement, for all costs, losses and expenses, including but not limited to, damages to persons or third party property, judgments and attorneys' fees arising out of or in connection with the performance by CONSULTANT pursuant to this Agreement.

7.4.2 CONSULTANT shall indemnify CITY for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any infringement or claim of infringement of any patent, trademark, copyright, trade secret or other proprietary right due to services furnished pursuant to this Agreement. CONSULTANT will defend and/or settle at its own expense any action brought against the CITY to the extent that it is based on a claim that products or services furnished to CITY by CONSULTANT pursuant to this Agreement, or if any portion of the services or goods furnished in the performance of the service becomes unusable as a result of any such infringement or claim.



7.4.3 CONSULTANT'S aggregate liability shall not exceed the proceeds of insurance required to be placed pursuant to this Agreement plus the compensation received by CONSULTANT, or extend to any claims brought subsequent to the expiration of warranty period outlined above. The CITY'S rights and remedies and CONSULTANT'S liabilities as set forth in this Agreement, are exclusive, and the CITY hereby releases CONSULTANT from all further or subsequent liability, whether based in contract or tort and irrespective of fault, negligence, or strict liability.

7.4.4 The parties recognize that various provisions of this Agreement, including but not necessarily limited to this Section, provide for indemnification by the CONSULTANT and that Florida Statutes §725.06 requires a specific consideration be given therefor. The parties therefore agree that the sum of **Ten Dollars and 00/100 (\$10.00)**, receipt of which is hereby acknowledged, is the specific consideration for such indemnities, and the providing of such indemnities is deemed to be part of the specifications with respect to the services to be provided by CONSULTANT. Furthermore, the parties understand and agree that the covenants and representations relating to this indemnification provision shall serve the term of this Agreement and continue in full force and effect as to the party's responsibility to indemnify.

7.5 Insurance.

7.5.1 The CONSULTANT shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been approved by the City Manager of the CITY nor shall the CONSULTANT allow any Subcontractor to commence work on his sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

7.5.2 Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the City Manager prior to the commencement of the work. These Certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty days (30) prior written notice has been given to the CITY. Policies shall be issued by companies authorized to do business under the laws of the State of Florida.

7.5.3 Policyholders and Financial Ratings must be no less than "A" and Class X respectively in the latest edition of "Bests Key Rating Guide", published by A.M. Best Guide.

7.5.4 Insurance shall be in force until all work required to be performed under the terms of this Agreement is satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONSULTANT shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of this Agreement and extension thereunder is in effect. The CONSULTANT shall not continue to work pursuant to this Agreement unless all required insurance remains in full force and effect.



7.6 REQUIRED INSURANCE

See the **RFP** attached hereto as **Exhibit "B"**.

The CONSULTANT shall hold the CITY, their agents, and employees, harmless on account of claims for damages to persons, property or premises arising out of the operations to complete this Agreement and name the CITY as an additional insured under their policy.

The CITY reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

7.7 Independent Contractor. This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONSULTANT is an independent contractor under this Agreement and not the CITY'S employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The CONSULTANT shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT'S activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT, which policies of CONSULTANT shall not conflict with CITY, H.U.D., or United States policies, rules or regulations relating to the use of CONSULTANT'S Funds provided for herein.. The CONSULTANT agree that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has make its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONSULTANT and the CITY and the CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.

7.8 Assignments; Amendments.

7.8.1 This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONSULTANT without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONSULTANT shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the CITY and its successors and assigns.

7.8.2 It is further agreed that no modification, amendment or alteration in the terms or conditions contained here shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

7.9 No Contingent Fees. 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 CONSULTANT any fee,



commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

7.10 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the CONSULTANT and the CITY designate the following as the respective places for giving of notice:

CITY: City Manager
City of Pembroke Pines
10100 Pines Boulevard
Pembroke Pines, Florida 33026

Copy To: Samuel S. Goren, City Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308

CONSULTANT: **[VENDOR NAME]**
Attn: [VENDOR CONTACT]
[VENDOR ADDRESS]
[VENDOR CITY, STATE, & ZIP CODE]

7.11 Binding Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

7.12 Legal Representation. It is acknowledged that each party was represented by counsel in the preparation of and contributed equally to the terms and conditions of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

7.13 Headings. Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

7.14 Exhibits. Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

7.15 Severability. If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and



the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

7.16 Governing Law. This Agreement shall be governed by the laws of the State of Florida with venue lying in Broward County, Florida.

7.17 Extent of Agreement. This Agreement represents the entire and integrated agreement between the CITY and the CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral.

**THE REMAINDER OF THIS PAGE
HAS BEEN INTENTIONALLY LEFT BLANK**



City of Pembroke Pines

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY

ATTEST:

MARLENE D. GRAHAM, CITY CLERK

BY: _____
CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM.

SAMUEL S. GOREN
CITY ATTORNEY

WITNESSES:

CONSULTANT
[NAME OF CONSULTANT]

Print Name

By: _____
_____, President

Print Name

STATE OF FLORIDA)
) SS
COUNTY OF BROWARD)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ as _____ of _____, and acknowledged that he/she has executed the foregoing instrument as the proper official of Consultant, for the use and purposes mentioned in it and that the instrument is the act and deed of Consultant, who is personally known to me or has produced _____ as identification.

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires

[Vendor view of bid](#)

[Chat](#) | [Description](#) | [Attachments](#)

Bid #PD-17-01 - Design Criteria Professional - To Prepare The DCP For A New Police Department HQ   

Time Left	closed	# of offers	3
Bid Started	Feb 21, 2017 8:04:45 AM EST	Notifications	Report Bidder Activity
Bid Ended	This bid closed on Mar 21, 2017 2:00:00 PM EDT	# of suppliers viewed	84  (View)
Agency Information	City of Pembroke Pines, FL (view agency's bids)	Q & A	Questions & Answers Questions: 2
Bid Classifications	Classification Codes		
Bid Regions	Regions		
Bid Contact	see contact information		
Delivery Location	One or more of the following locations City of Pembroke Pines No Location Specified Qty 1 Expected Expenditure n/a		
View Rules	Click here to change the rules for this bid.		
Best and Final Offer:	Create		

Approval

View Approval Flow [View Approval Flow](#)
Approval Status Approved

Description

Bid Number PD-17-01
Title Please submit documents here.
Contract Duration One Time Purchase
Budgeted Amount \$0.00 [\(change\)](#)
Standard Disclaimer Bids/proposals must be submitted electronically

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. The vendor must provide the necessary information on the BidSync website and upload all of the requested documents listed in the PROPOSAL REQUIREMENTS section of this solicitation. Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time. PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX. However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "BID SECURITY" (with the Solicitation Number and Title) and sent to the City of Pembroke Pines, City Clerk's Office, 5th Floor, 10100 Pines Boulevard, Pembroke Pines, FL 33026

Bid Comments The City of Pembroke Pines is seeking qualification statements from Design Criteria Professionals to prepare the Design Criteria Package (DCP) for the construction of a Police Department Headquarters to replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024.

Description Please submit documents here.

Documents

[Select All](#) | [Select None](#) | [Download Selected](#)

- | | |
|---|---|
| ☐ 1.  PD-17-01 DCP for Police Headquarters.pdf [download] | ☐ 2.  PD-17-01 Boiler Plate - Insurance Requirements, General Terms and Conditions.pdf [download] |
| ☐ 3.  Attachment A - Contact Information Form.docx [download] | ☐ 4.  Attachment B - Vendor Information Form and a W-9.pdf [download] |
| ☐ 5.  Attachment C - Non-Collusive Affidavit [download] | ☐ 6.  Attachment D - Sworn Statement on Public Entity Crimes [download] |
| ☐ 7.  Attachment E - Local Vendor Preference Certification [download] | ☐ 8.  Attachment F - Veteran Owned Small Business (VOSB) Preference Certification [download] |
| ☐ 9.  Attachment G - Equal Benefits Certification Form [download] | ☐ 10.  Attachment H - Proposers Qualifications Statement [download] |
| ☐ 11.  Attachment I - Sample Insurance Certificate.pdf [download] | ☐ 12.  Attachment J - Specimen Contract Professional Services.pdf [download] |

 = Included in Bid Packet  = Excluded from Bid Packet

Contractor Advertisements

[View All Ads](#)

There are no advertisements on this solicitation.

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

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Question and Answers for Bid #PD-17-01 - Design Criteria Professional - To Prepare the DCP for a New Police Department HQ

[Create New Question](#)

Question Deadline: Mar 6, 2017 8:30:00 PM EST

Overall Bid Questions

Question 1

Is there an estimated budget available for this? (Submitted: Feb 24, 2017 8:47:00 AM EST)

Answer

[edit](#) 

- A budget has not been established for this project. (Answered: Mar 1, 2017 8:39:54 PM EST)

Add to Answer:

Question 2

Does the city intend for this project to go design-build? If so, how should the proposer address the Tab 5 requirements? (i.e. How does an architectural firm address the perspective of both the design and construction entities?)

Does the proposer need to address the different construction delivery methods and how they are familiar with each if the city has not yet determined a method?

Thank you. (Submitted: Mar 6, 2017 4:27:14 PM EST)

[edit](#) 

Answer

- Yes, the City intends for this to be a design-build project. In regards to Tab 5, the proposer shall can ignore the sentence stating; "This item should be addressed from the perspective of both the design and construction entities." (Answered: Mar 13, 2017 4:47:24 PM EDT)

Add to Answer:

Submit

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

EXHIBIT "C"

Scope of Services:

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 Revised October 6, 2017

General Description:

The project, and related Scope of Services, is generally described as the design and construction of new Public Safety Facilities utilizing the site south (to the rear) of the existing Police Department Parking located on Pines Boulevard, for the construction of the Public Safety Building, while the existing Fire Station #69 would remain operational in its current location adjacent to the 4-story Police Facility. Fire Station #69 will be included as a component of the feasibility study.

The Phases of Services are herein identified as follows:

1. Phase I-A: Detailed Spatial Needs Assessment:

- 1.1 The Consultant shall participate in an initial meeting, with Police Department, Fire Department, and the City's Project Management Team to review the proposed project and to establish project schedules for specific tasks.
- 1.2 The Consultant shall conduct an analysis of the routine operations of the Police Department and the Fire Department in order to fully understand their function, operations, and the respective interaction, relationship, adjacency priorities, and potential of joint use facilities.
- 1.3 A detailed Spatial Needs Assessment shall then be conducted, providing documentation as to current and future needs; future need being defined as those anticipated for the years 2028 and 2038, and the current need being defined as the year 2018. The process for obtaining this information shall consist of a two-part effort; a detailed questionnaire and on-site interviews with the Police Department staff, Fire Department staff and Project Management Team.

The questionnaire shall relate to such information as:

- 1.3.1 Historical, Current and Projections for Future Staffing Levels.
 - 1.3.2 A Detailed Mission Statement.
 - 1.3.3 Departmental Organizational Charts.
 - 1.3.4 An Assessment of Requested Spaces.
 - 1.3.5 A Definition of Functional Inter-Relationships.
 - 1.3.6 Documentation of Specialized Equipment.
 - 1.3.7 Documentation as to relationship to other Departments.
- 1.4 The Consultant, as a part of this phase, shall consider and provide documentation to the extent possible, current and future staffing level projections and their spatial need impact upon future needs of facilities.
- 1.5 Based upon the recommendations related to facility size(s), the Consultant shall identify the land area needed for the building, associated parking and related site requirements,

EXHIBIT "C"

Scope of Services:

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

Page 2

such as stormwater retention, parking areas, landscape requirements, infrastructure improvements, and building setback requirements.

- 1.6 This phase shall result in a detailed report, which shall contain the following components:
 - 1.6.1 Police, Fire and Communications Requirements.
 - 1.6.2 Exterior Facilities (If Requested).
 - 1.6.3 Joint-use / Shared Facility Opportunities.
 - 1.6.4 Development Options.
 - 1.6.5 Estimates of Probable Development Costs.
 - 1.6.6 Phasing Plan(s).
 - 1.6.7 Analysis and Identification of all pertinent regulatory requirements.
- 1.7 The final report shall contain recommendations relative to potential solutions, and shall include up to three (3) alternative development options as to the size and associated potential costs of each such alternative. This report shall be issued to the City's Project Management Team for review and consideration, and subsequently, upon the City's direction, to the City of Pembroke Pines at a public meeting.

2. Phase I-B: Site Analysis and Master Planning:

- 2.1 The City shall submit to the consultant, any existing documentation relative to the site located on Pines Boulevard, which the City has selected for this project.
- 2.2 The Consultant shall then conduct an evaluation of the City's parcel utilizing nationally recognized criteria. The Consultant shall prepare, and distribute to the appropriate City personnel, a detailed form for evaluation by the City as well as the Consultant.
- 2.3 Items to be considered will include:
 - 2.3.1 Ability of the site to accommodate appropriate public and staff parking.
 - 2.3.2 Evaluation of property relative to a 100-year storm.
 - 2.3.3 Identification of potential hazards.
 - 2.3.4 Appropriateness (capacity) of existing utilities, such as power, gas, water, sewer, fiber optics, etc.
 - 2.3.5 The ability of the site to accommodate identified future space needs as identified in Phase I-A.
- 2.4 Obtain, to the extent possible, historical and current aerial photographs of the properties, the purpose being to illustrate previous site utilization.

EXHIBIT "C"

Scope of Services:

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

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- 2.5 Based upon the information assembled and documented, the Consultant shall prepare a written report noting the information herein contained, and make a specific recommendation as to the appropriateness of the property redevelopment. Eight (8) hard copies and one (1) electronic copy of this report shall be provided to the City.
- 2.7 Based upon the information obtained during development of the Spatial Needs Assessment, the Consultant shall participate in a meeting(s) with representatives of the City of Pembroke Pines to initiate the Master Planning effort. The premise of this meeting shall be to obtain consensus as to the appropriate land utilization of the designated property and the proposed facility, as well as future expansion requirements.
- 2.8 Based upon the adopted Development Alternative, the Consultant shall prepare a Master Plan Document of the selected site, illustrating:
 - 2.8.1 Proposed land utilization of the selected site.
 - 2.8.2 Location and general configuration of "current need" facilities.
 - 2.8.3 Areas of potential expansion for future need.
 - 2.8.4 Location of vehicles access and egress, both staff and public.
 - 2.8.5 Pedestrian areas and site circulation.
 - 2.8.6 Vehicle Parking Areas (Staff, Public).
 - 2.8.7 Area(s) designated for stormwater detention.
 - 2.8.8 Required Standoff Distances
- 2.9 The Consultant shall then prepare a final Master Planning Drawing illustrative of the proposed recommended solution and present same to the staff of the City of Pembroke Pines. These documents shall then, upon direction by the City Administration, be the focal point of a public outreach program with the purpose of explaining the importance of the project to the City Commission.

3. **Phase I-C: Conceptual Design:**

The Consultant will prepare conceptual design documents consisting of preliminary elevations and illustrating the following items:

- 3.1 Confirm the site development layout illustrating parking areas, vehicular/pedestrian circulation, public/private zones, site utility considerations, future expansion, etc.
- 3.2 Provide block diagram of major programmed spaces showing functional relationship.
- 3.3 Provide building size/shape configuration showing major entry points.
- 3.4 Provide graphic representation of proposed exterior building envelope components.
- 3.5 Provide list of proposed energy efficient systems/building components.
- 3.6 Provide optional solutions if necessary to address identified constraints.

EXHIBIT "C"

Scope of Services:

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

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4. Phase II: Design-Build Criteria Package Development:

The scope outlined as part of the Phase II services will commence upon approval and written notice to proceed from the City.

- 4.1 The Consultant shall provide services for the standard phases, as defined in the Owner/Consultant agreement, for the proposed facility. These shall include schematic design at 20% of the basic services fee, and design development at 30% of the basic services fee. Likewise, the project specifications will be taken to the same level of completion to ensure that when the criteria package is released by the City to interested Design Build Teams, it will facilitate the process for the City to receive final design and construction quotes from the Design Build Teams that are as close to being apples to apples in comparison.
- 4.2 The Consultant and the Client recognize that the requested services are of significant magnitude, scheduling and complexity, which may include the facility being developed in terms of "survivability" as may be required by the City.

EXHIBIT "D"

Information Requested

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

General Description:

The information that Architects Design Group (ADG) would need from the City of Pembroke Pines in order to complete this project include:

1. The City shall submit to the consultant, any existing documentation relative to the proposed site and building that has been previously identified and investigated; including, but not limited to:
 - 1.1. Aerial maps
 - 1.2. Floodplain maps
 - 1.3. Topographic maps
 - 1.4. Bench mark data
 - 1.5. Up to date, boundary and topographic survey of the property
2. The City is to provide the Design Team with soil borings and a complete geotechnical report of the property (at the appropriate time).
3. The City is to provide the Design Team any land development regulations that the Design Team will need to comply with.
4. The City is to provide the Design Team a list of the Permitting Agencies that will be involved in reviewing and/or permitting the project.

EXHIBIT "E"

Additional Service

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

1. **Additional Services:**

The Architect, or his consultants, shall provide the following additional services if requested. These services shall be determined / confirmed following the conclusion of Phase I Services and prior to the start of Phase II Services. Please note that the level of completion for the various additional services offered is to be in conformance of the basic services A/E package, which is to the level of complete design development phase work, unless noted otherwise. Others may require additional discussion to determine the extent the City would like the consultant to advance the packages to.

1.1 **Interior Design:**

1.1.1 Interior design services related to the programming, conceptual design, bidding and supervision of installation of furnishings. The Fee for this service is identified in Exhibit "F".

1.1.2 Services related to the inventory of existing furnishings and equipment shall be provided billable on an hourly basis, utilizing the rate schedule identified in Exhibit "F", or at an agreed upon fixed fee amount. Said services are to be provided only when specifically requested by the Client in writing.

1.2 **On-Site Civil Engineering:**

The Civil Engineering discipline is one that should be handled in one of two manners. The Civil Engineers can develop a conceptual site package in conjunction with the architectural master plan and building design, or the Civil Engineers can provide a complete civil package that will be used for permitting by the Design Build Team that is selected by the City. Due to the complexities of the potential site development package as it relates to the phasing of construction, location considerations of the proposed facilities, etc., it is our recommendation to have the Civil Engineers provide a conceptual design package that has been preliminarily considered by the City's Development Review Committee.

1.3 **Off-Site Civil Engineering:**

Upon acceptance of the Conceptual Site Plan, if off-site services engineering are required, a scope of work shall be established. Work typically identified as the Scope of Services for Civil Engineering is construction falling outside the property lines or within on-site easements and/or the relocation of existing utilities. The Professional fee shall be agreed upon by the Client, the Architect and Civil Engineer based upon a defined Scope of Services.

Additional Services

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

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1.4 Landscape Architectural Services:

Landscape Architectural Services shall be provided by a registered Landscape Architect, selected by the Architect, to provide the Scope of Services to be defined by the accepted Master Site Plan. The Professional Compensation Fees for these services shall be as noted in Exhibit "F".

1.4 Site and Building Identification/Graphic Design:

Provide graphic design services associated with the design and construction administration of building identification, graphics and signage.

1.5 Professional Liability Insurance:

The Design Team shall maintain, during the term of this agreement, Professional Liability Insurance providing coverage for errors and omissions in the amount of \$1,000,000.00. The Architect shall provide the Client with a certificate showing such coverage and providing that the insurance will not lapse or be canceled except upon thirty (30) days written notice to the Client. As compensation for the cost of such insurance, the Client will pay the Architect a value equating to 4% of the total Architectural and Engineering fee, excluding fees for the Building Program Verification, Master Planning, Preliminary Site Analysis, and Reimbursable Expense Allowance. The Professional Compensation Fees for these services shall be as noted in Exhibit "F".

1.6 Permitting Coordination Services:

The Architect shall provide permitting coordination services as follows:

- 1.6.1 Define all permits and/or review agency requirements and provide a graphic chronological assessment.
- 1.6.2 Monitor the permitting process and provide written progress reports to the City of Pembroke Pines.
- 1.6.3 The Professional Fee for permitting associated with site and facilities shall be as noted in Exhibit "F".

1.7 Facility Energy Analysis:

The Architect shall so prepare Supplementary Design Documents as to permit the accomplishment of a detailed energy analysis, to be conducted by an appropriate entity with expertise in providing this service. The purpose of the analysis shall be to maximize energy efficient systems, including insulation, fenestration and similar passive energy applications, to the extent allowable by the project construction budget. This service will be required if the City elects to pursue LEED certification for the proposed project. Services Fee shall be as noted in Exhibit "F".

Additional Services

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

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1.8 Facility or Site Model Computer Renderings:

The Architect shall either have constructed up to 3 computer rendering(s) of the facilities or the overall Master Plan, illustrating site utilization, building massing, access and egress roadways, parking areas, pedestrian walkways and stormwater retention areas. The Professional Services Fee shall be as noted in Exhibit "F".

1.9 Special Engineering:

Special Structural Engineering services will be provided by the Architect/Engineer, when authorized by the Client, if unusual site soil or geographical conditions are found to exist. An additional fee in an amount to be determined shall be established based upon the conditions discovered and the complexity of services necessary to correct said conditions.

1.10 Post Occupancy/Warranty Inspection:

Eleven months after occupancy of the building the Architect and M/E/P Engineers shall conduct a warranty inspection of the building and shall document all systems and elements that are in need of corrective action on the part of the CM. The Architect shall subsequently re-inspect the facility(s) to establish that noted items have been satisfactorily resolved or if additional work is required on the part of the CM. The Professional Services Fee shall be as noted in Exhibit "F". Note that the fee for this service shall be due at the time such services are rendered.

1.11 Community Outreach Program:

If desired, the Architect and its team shall participate in up to 3 public presentations in a collective effort of engaging the local community at large. The Architect will assist with the development of the necessary presentation materials and format and will provide one copy, both digital and hard copy version, to the City for its records. A minimum of two (2) representatives of the Architect's team shall participate in each of the requested presentations. The professional fee is as noted in Exhibit "F".

1.12 Computer Cable System Design Coordination:

The Architect shall meet with City of Pembroke Pines Project Manager and the Office of Information Technology staff and establish the basic guide lines for a computer cable system for the facility and shall subsequently prepare a cable plan with appropriate distribution spaces in the facility. The professional fee shall be as noted in Exhibit "F".

EXHIBIT "E"

Additional Services

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

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1.13 Security Consultant:

The Architect shall obtain the services of a qualified Security Consultant for services related to site and building security systems, including C.C.T.V., access/egress controls, locking devices, and site security systems. The professional fee shall be established based upon a defined Scope of Services as noted in Exhibit "F".

1.14 Site Surveying:

This service is to be provided by the Client; however, in the event that the Architect is requested to provide these services, the Architect shall obtain the services of a Registered Land Surveyor, acceptable to the Client, for a site boundary and topographic survey for the subject property. This service is provided to the Client with the understanding and agreement that the Architect shall have no liability for said services. The professional fee shall be established based upon a defined Scope of Services.

1.15 Geotechnical Engineering:

This service is to be provided by the Client; however, in the event that the Architect is requested to provide these services, the Architect shall obtain the services of a Professional Geotechnical Engineering firm for purposes of sub-surface soils investigation, percolation testing, and foundation recommendations. This service is provided to the Client with the understanding and agreement that the Architect shall have no liability for said services. The professional fee shall be established based upon a defined Scope of Services.

1.16 Building Commissioning:

The Architect and its Engineers, if so desired by the City, shall provide complete building commissioning services of the Mechanical, Electrical, and low-voltage systems facility wide including creating a commissioning plan, integrating the commission requirements into project specifications, creating functional test procedures, perform a test and balance verification, and create a training plan. The professional fee shall be as noted in Exhibit "F". This service is provided, upon the City's request, at the conclusion of the construction period.

1.17 Additional Construction Observation Services:

The Client may elect to have the Architect provide additional on-site construction observation services if requested to provide Owner's Representative services. If the City wishes for the Architect to provide more than the standard twice-monthly construction site visits, then the additional scope shall need to be determined and a professional fee shall be established.

EXHIBIT "E"

Additional Services

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

Page 5

1.18 **Record/Conformance Drawings:**

This service is typically provided by the Design Build Team, but in the event that the Client desires the Architect to develop a record or "as-built" set of construction documents, provided at the conclusion of construction, then the Architect shall be entitled to a professional fee as noted in Exhibit "F".

1.19 **Sustainable Design Concept Implementation / LEED Design:**

In the event the City desires to pursue either LEED certification or Sustainable Design Concept Implementation of the project; the Design Team will be responsible for identifying, documenting, and implementing a variety of sustainable design components for the City of Pembroke Pines that can be accomplished within the defined project budget. The City will need to contract with an independent Certifying Agent in the event that LEED certification is desired by the City. The professional fee shall be negotiated based upon the level of LEED certification, or the magnitude of the sustainable design concepts that are requested, and shall be as noted in Exhibit "F".

1.20 **Communications Consultant:**

The Architect shall be responsible for all services related to the coordination of the communications system(s) for this facility including, but not limited to, transfer of existing equipment, selection and bidding of new equipment, itemization of facility services required (such as electrical, mechanical equipment, etc.) and any other criteria relative to the communications systems of this facility. The professional fee for this service is as noted in Exhibit "F".

1.21 **Audio-Visual Consultant:**

The Architect shall obtain the services of an individual/Firm with expertise in audio-visual systems and, based upon a defined Scope, shall provide the Client with a proposed professional fee, as noted in Exhibit "F".

EXHIBIT “F”
Fee Allocation & Hourly Rates
Pembroke Pines Public Safety Facilities
Pembroke Pines, Florida
 ADG Project No. 995-17
 August 31, 2017 *Revised October 6, 2017*

Fee Allocation:

The following is the professional fee allocation for the various services defined in Exhibits “C” and “E”.

1. **Summary:**

1.1	Phase I-A: Detailed Spatial Needs Assessment:	\$ 38,880.00
1.2	Phase I-B: Site Analysis & Master Planning:	\$ 30,420.00
1.3	Phase I-C: Conceptual Design	\$ 14,220.00
1.4	Phase I Reimbursable Expenses:	\$ 4,000.00
1.5	Phase I: Total:	\$ 87,520.00
1.6	Phase II: Design Criteria Package:	\$ TBD
1.7	Phase II: Required Additional Services:	\$ TBD
1.8	Phase II: Requested Additional Services:	\$ TBD
1.9	Phase II Subtotal:.....	\$ TBD
1.10	Phase II: Reimbursable Expenses:	\$ TBD
1.11	Phase II Total:	\$ TBD

2. **Phase II-A: Basic Architectural and Engineering Services:**

The Architectural and Engineering services for the referenced project are based upon a stated total project budget of \$ TBD, and an estimated construction budget of \$ TBD. This value will be established during the previous phases submitted to the City for approval and, if necessary, the standard A/E services will be modified accordingly:

2.1	Basis of Fee: TBD SF @ \$ TBD/SF = \$ TBD	
	Estimated Construction Value of	
	\$ TBD @ TBD %.....	\$ TBD
2.2	Reimbursable Expenses Allowance	\$ TBD
2.3	Subtotal	\$ TBD

3. **Phase II-B: Additional Services:**

Additional Services, consisting of a variety of tasks, are itemized and described in Exhibit “E” of this Agreement. The following is a summary of these services and their related professional fee allocation.

EXHIBIT "F"

Fee Allocation & Hourly Rates**Pembroke Pines Public Safety Facilities****Pembroke Pines, Florida**

ADG Project No. 995-17

August 31, 2017 Revised October 6, 2017

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TASK:	TOTAL FEE:
--------------	-------------------

Required Additional Services

3.1. Professional Liability Insurance:		
\$ TBD @ 4%.....	\$	TBD
3.2. On-Site Civil Engineering.....	\$	TBD
3.3. Subtotal:.....	\$	TBD

Optional Additional Services

3.4. Interior Design Services (FF&E Coordination):		
TBD SF @ \$28/SF = \$TBD @ 6%.....	\$	TBD
3.5. On-Site Civil Engineering.....	\$	TBD
3.6. Off-Site Civil Engineering.....	\$	TBD
3.7. Landscape Architectural Services.....	\$	TBD
3.8. Site and Building Identifications	\$	TBD
3.9. Permitting Coordination Services	\$	TBD
3.10. Facility Energy Analysis.....	\$	TBD
3.11. Facility or Site Model / Renderings	\$	TBD
• Reimbursable Expenses	\$	TBD
3.12. Special Engineering	\$	TBD
3.13. Post Occupancy/Warranty Inspection.....	\$	TBD
• Reimbursable Expenses	\$	TBD
3.14. Community Outreach Program (\$2,500/event).....	\$	TBD
3.15. Computer Cable System Coordination	\$	TBD
3.16. Security Consultant.....	\$	TBD
3.17. Geotechnical Engineering Soils Report.....	\$	TBD
3.18. Building Commissioning	\$	TBD
3.19. Additional Construction Observation Services.....	\$	TBD
3.20. Record/Conformance As-Designed Drawings.....	\$	TBD
3.21. LEED / Sustainable Design Implementation	\$	TBD
3.22. Communications Consultant.....	\$	TBD
3.23. Audio-Visual Consultant	\$	TBD
3.24. Extended Construction Observation (if needed).....	\$	TBD
3.25. Estimates of Probable Development Costs:		
3.13.1 Schematic Design Phase	\$	TBD
3.13.2 Design Development Phase	\$	TBD
3.26. Site Surveying Allowance.....	\$	TBD
3.27. Grants Application Assistance Allowance.....	\$	TBD
3.28. As-Build Construction Documents Development	\$	TBD
3.29. Subtotal:.....	\$	TBD

EXHIBIT “F”

Fee Allocation & Hourly Rates

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

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4. **Additional Construction Observation Services:**

The City has the option of requesting construction observation services that are in addition to those provided under terms of the “standard services”, which consist of on-site meetings twice per month, the following are options for consideration by the City:

4.1 **Option A: Weekly On-Site Construction Observation Services:**

4.1.1	TBD hrs @ \$102.00/hr per month	\$	TBD
4.1.2	Reimbursable Expenses	\$	TBD
4.1.3	Subtotal	\$	TBD
4.1.4	Subtotal: \$ TBD @ 12 months.....	\$	TBD

EXHIBIT “F”

Fee Allocation & Hourly Rates

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 Revised October 6, 2017

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**ARCHITECTS DESIGN GROUP / ADG, INC.
ADDITIONAL SERVICES HOURLY RATES**

October 2017 through September 2018

Per hour rates of the Architects, Interior Designers and other personnel are established as follows:

Principals.....	178.00/hr.
Studio Department Principals/Project Architects	158.00/hr.
Associates	132.00/hr.
Project Managers	132.00/hr.
Designers / Project Coordinators	95.00/hr.
Computer Project Designers	79.00/hr.
Computer Draftsperson	59.00/hr.
Computer Supervisor	86.00/hr.
Threshold Inspector (Certified).....	75.00/hr.
Construction Administrators	102.00/hr.
Specification Writer	89.00/hr.
Accounting Services	75.00/hr.
Administrative Support	49.00/hr.
Graphic Designer	66.00/hr.
Interior Design Principal.....	95.00/hr.
Interior Designer	70.00/hr.
Interior Design Specification Writer.....	69.00/hr.

Note: Any changes in the above noted hourly rates, after September 2018 shall be provided to the Owner thirty (30) days prior to said date and cannot exceed the noted rates by an amount greater than fifteen (15%) percent.

EXHIBIT “G”

Project Schedule

Pembroke Pines Public Safety Facilities

Pembroke Pines, Florida

ADG Project No. 995-17

August 31, 2017 *Revised October 6, 2017*

Estimated Schedule/Timeline:

1. A. Pre- Design (Phases I A-C)4–5 months
 - (1) Spatial Needs Assessment
 - (2) Site Analysis and Master Planning
 - (3) Conceptual Design
- B. Resources required – City of Pembroke Pines
 - (1) Previous Reports/Studies
 - (2) Questionnaires filled out by sub-departmental heads
 - (3) At least two meetings with ADG staff with sub-departmental heads for Spatial Needs
 - (4) At least 2 meetings with departmental heads and city staff on the site analysis / master planning, and 2 meetings for the conceptual design
2. A. Design Build Criteria Package (Phase II) 6–7 months
 - (1) Schematic Design
 - (2) Design Development
- B. Resources required – City of Pembroke Pines
 - (1) Schematic Design
 - Owner Review & Comment..... 1 week
 - Construction Manager RFQ and Selection
 - (2) Design Development
 - Owner Review & Comment..... 1 week
3. Owner’s Representative Services (If Requested):
 - A. Design Completion and Permitting Services 6-7 Months
 - B. Resources Required – City of Pembroke Pines
 - (1) Permit staff review of documents
4. Owner’s Representative Services (If Requested)
 - A. Construction Observation Services 12–14 Months
 - B. Resources Required – City of Pembroke Pines
 - (1) Attendance at bi-weekly construction meetings by city representative
 - (2) Timely decisions on written questions
5. **Total28-33 Months**



ARCHDES-07

KCOLLINS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/13/2017

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).

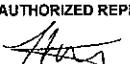
PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME:	
	PHONE (A/C, No, Ext): (703) 827-2277	FAX (A/C, No): (703) 827-2279
INSURED Architects Design Group / ADG, Inc. 333 North Knowles Avenue Winter Park, FL 32789	E-MAIL ADDRESS: admin@amesgough.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: RLI Insurance Company A+, XI	
	INSURER B: Berkley Design Professional Underwriters	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

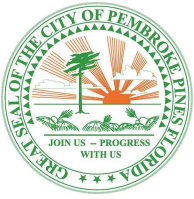
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE 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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contract Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC ☐ OTHER:			PSB0002744	01/12/2017	01/12/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			PSA0001665	01/12/2017	01/12/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			PSE0003117	01/12/2017	01/12/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	PSW0002368	01/12/2017	01/12/2018	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	☒ Professional Liab.			AEC-9013001-01	01/12/2017	01/12/2018	Per Claim/Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: RFQ #PD-17-01 Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ

The City of Pembroke Pines is included as additional insured with respects to General Liability when required by written contract. 30-day Notice of Cancellation will be issued in accordance with policy terms and conditions.

CERTIFICATE HOLDER City of Pembroke Pines ATTN: City Manager 10100 Pines Boulevard Pembroke Pines, FL 33026	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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Legislation Text

File #: 17-0506, **Version:** 1

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFQ # PD-17-01 "DESIGN CRITERIA PROFESSIONAL- TO PREPARE THE DESIGN CRITERIA PACKAGE (DCP) FOR A NEW POLICE DEPARTMENT HQ (HEADQUARTERS)" TO ARCHITECTS DESIGN GROUP/ ADG, INC. AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

SUMMARY EXPLANATION AND BACKGROUND:

1. On February 15, 2017, the City Commission authorized the advertisement of RFQ # PD-17-01 "Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ", which was advertised on February 21, 2017.
2. The purpose of this solicitation was to obtain statements of qualifications from Design Criteria Professionals to prepare the Design Criteria Package (DCP) for the construction of a Police Department Headquarters that would replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024.
3. On March 21, 2017, the City opened three (3) proposals from the following vendors:

Vendor Name
Architects Design Group, Inc.
Synalovski Romanik Saye, LLC
Walter Zackria Associates, PLLC

4. On June 27, 2017, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the RFQ documents and listed below:

- Experience and Ability (40%)
- Project Team/Staff Qualifications (15%)
- Understanding of the Program and Project Requirements (40%)
- Local Vendor Preference/Veteran Owned Small Business Preference (5%)

5. At the June 27, 2017 meeting, the evaluation committee ranked the vendors as shown below:

Rank	Vendor Name
1	Architects Design Group, Inc.
2	Walter Zackria Associates, PLLC
3	Synalovski Romanik Saye, LLC

6. Based on the scoring results, the evaluation committee unanimously approved a motion to

recommend the City Commission to award RFQ # PD-17-01 "Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ" to the first ranked vendor Architects Design Group, Inc., and to direct the City Manager to enter into a contract for services.

7. Architects Design Group, Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

8. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFQ # PD-17-01 "Design Criteria Professional - to prepare the Design Criteria Package (DCP) for a new Police Department HQ" to Architects Design Group, Inc. and to direct the City Manager to negotiate a contract for services.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: Unknown. This solicitation was governed by the rules of Florida Statute 287.055 whereby the City must first select the most qualified firm and then engage in competitive negotiations. If this award is approved by Commission, the City Manager will engage in negotiations with the vendor and bring back to Commission a contract that will include price.

b) Amount budgeted for this item in Account No: None.

c) Source of funding for difference, if not fully budgeted: Funds are not currently budgeted for this item. After a cost has been determined, Administration will provide a recommendation on the funding source.

d) 5 year projection of the operational cost of the project: None. This will result in a one-time fee that will be brought back to Commission for approval.

e) Detail of additional staff requirements: Not Applicable.