

Kitchen & Bathroom Cabinet Fabrication & Installation for the Housing Division (Pool Expansion)

Request for Qualifications # CS-22-03

General Information		
Project Cost Estimate	The City anticipates using approximately \$250,000 annually (\$100,000 for Pines Point and \$150,000 for Pines Place).	See Section 1.4
Project Timeline	Projects shall be on an as-needed basis, this contract shall be for an initial three year period with one additional three-year renewal.	See Section 1.4
Evaluation of Proposals	Evaluation Committee	See Section 1.7
Non-Mandatory Pre-Bid Meeting	10:00 a.m. on June 29, 2022 at the Meeting location will be at the Pines Place Tower 2 Lobby located at 8210 Florida Drive, Pembroke Pines, FL 33025	See Section 1.8
Question Due Date	July 12, 2022	See Section 1.8
Proposals will be accepted until	2:00 p.m. on July 26, 2022	See Section 1.8
5% Proposal Security / Bid Bond	Not Applicable.	Not Applicable
100% Payment and Performance Bonds	Not applicable at this point, however it will be required in the event any project exceeds \$200,000.	See Section 4.2
Grant or Federal Funding Information	Not Applicable	Not Applicable

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



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ATTACHMENTS

Attachment A: Non-Collusive Affidavit

Attachment B: Sample Insurance Certificate

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Attachment E: Pines Place Housing Plans

Attachment F: Pines Point Housing Plans



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 # CS-22-03

Kitchen & Bathroom Cabinet Fabrication & Installation for the Housing Division (Pool Expansion)

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

If you have any problems downloading the solicitation, please contact the Bonfire Support at Support@GoBonfire.com.

If additional information help is needed with downloading the solicitation package please contact the City's Procurement Department at (954) 518-9020 or by email at purchasing@ppines.com. The Procurement Department 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 "Messages" section for the specific project on the <https://ppines.bonfirehub.com/> website. Under the "Messages" section, vendors will find the "Opportunity Q&A" tab in which they can ask their specific question(s). Responses to the questions will be provided online at <https://ppines.bonfirehub.com>. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via Bonfire 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, July 26, 2022. Proposals must be submitted electronically at <https://ppines.bonfirehub.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, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.1.1 VIRTUAL BID OPENING

Due to the COVID-19 Coronavirus Pandemic, the City may not be opening up the physical location for public access.



As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**

Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date.**

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Bedit, Procurement Department
 City of Pembroke Pines
 8300 South Palm Drive,
 Pembroke Pines, FL 33025
 954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the CONTRACTOR, to supply and install wood cabinets in the kitchens and bathrooms for the City of Pembroke Pines Housing Division's Apartments on an as-needed basis, in accordance with the terms, conditions, and specifications contained in this solicitation. The City's Housing Division includes the two following locations:

Facility	Building	Address	Apartments
	Bldg. 401	401 N.W. 103 Avenue, Pembroke Pines, FL 33026	95



Pines Point Residences	Bldg. 601	601 N.W. 103 Avenue, Pembroke Pines, FL 33026	95
Pines Place Residences	Tower 1	8103 S. Palm Drive, Pembroke Pines, FL 33025	208
	Tower 2	8210 Florida Drive, Pembroke Pines, FL 33025	186
	Tower 3	8203 S. Palm Drive, Pembroke Pines, FL 33025	220
Total			804

The City intends to EXPAND the established pool of contractors, in which the City will contact all of the contractors in the pool, for projects exceeding \$5,000, when a project arises to get a quote and a timeline to complete the requested project. The lowest, most responsive/responsible CONTRACTOR that can meet the City's requirements shall be awarded the project(s) on an as-needed basis.

The City shall prioritize project awards by price, availability, and turnaround time. In the event the lowest priced firm in the pool of contractors does not have the capacity or ability to accomplish a project within the required time frame, the City shall move to engage the next lowest priced CONTRACTOR with adequate availability and acceptable turnaround time.

Services shall be on an as-needed basis, therefore being part of the pre-qualified pool of contractors does not guarantee any work or selection for a project resulting from this bid.

On April 20, 2022, the City established the following pool of contractors:

- Cabinet Stop Shop, LLC
- HRT Construction Group, LLC
- Kitchen Gallery & Design, Inc.

The above listed contractors would not need to re-apply to be part of the existing pool, however any firms that would like to be a part of the pool of contractors would need to submit a response in accordance with this solicitation.

The first project for the pool of contractors resulted in the request for service at 10 apartments at Pines Point and 12 apartments at Pines Place.

Facility	Apartment Description	Kitchen Top and Bottom Cabinets	Kitchen Bottom Cabinets	Bathroom Cabinets
Pines Point Residences	1 - Bedroom (Small)			
	1 - Bedroom (Large)	10		10
	1 - Bedroom (Studio)			
Pines Place Residences	1 - Bedroom (Small)		9	
	1 - Bedroom (Large)		1	
	2 - Bedroom		2	
Total		10	12	10



In addition, the City anticipates approximately 10 additional apartments for Pines Point and 36 additional apartments for Pines Place during the current fiscal year.

Furthermore, in certain occasions, the City may also request pricing from the Pool of Contractors for partial cabinet repairs, such as door replacements, or pricing to obtain materials only, in the event that the City decides to install cabinets in-house.

Please note that the City has a separate contract with a Contractor to install the Quartz Countertops.

1.3 SCOPE OF WORK

The CITY will reach out to the contractors in the approved pool to obtain pricing and a timeline to complete the requested project. As a result, the lowest, most responsive and responsible contractor will be selected for each project.

As in all apartment complexes, the floor plan dimensions from apartment to apartment may vary slightly. CONTRACTOR is responsible for field verifying the measurements of each unit before ordering and manufacturing of materials to assure proper fit at installation.

Existing cabinet and top configurations may vary from the design documents (**Attachment E - Pines Place Housing Plans, & Attachment F - Pines Point Housing Plans**), in this bid package. In all such cases the new cabinets and tops shall match the design documents.

1.3.1 CABINETS AND VANITIES

The CONTRACTOR shall supply all required expertise, labor, tools, equipment, materials, and services required to provide a complete cabinet and vanity installation in accordance with the approved plans, specifications and interior finish schedules, City and Municipal codes and regulations and satisfactory to the CITY. The work shall include, but shall not necessarily be limited to, the following:

1. The CONTRACTOR shall prepare shop drawings for each unit type based on the architectural layouts. Such shop drawings shall be submitted to the CITY's PROJECT MANAGER for approval. No manufacturing of the cabinets and vanities shall commence until the shop drawings have been approved and returned to the CONTRACTOR.
2. The CONTRACTOR shall provide all cabinets and vanities for all units in accordance with the plans and specifications, highest quality and workmanship standards and to the satisfaction of the CITY.
3. The dishwashers in all units are being removed as they become inoperable, or when the cabinets are replaced. CONTRACTOR's bid submittals shall allow for a 24" base cabinet in lieu of leaving a space for a dishwasher.



4. The CONTRACTOR shall remove any existing kitchen or bathroom plumbing and leave onsite for CITY. CONTRACTOR shall remove cabinets, vanity and tops from Pines Point and Pines Place and shall properly dispose of materials from both locations in the dumpster provided at Pines Place: 8210 Florida Drive, Pembroke Pines, FL 33025.
5. The CONTRACTOR shall site measure each unit to ensure that the dimensions will be compatible with the approved cabinet layouts. Any variances are to be immediately reported to the CITY's PROJECT MANAGER.
6. The CONTRACTOR shall confirm that all electrical within the cabinet layout is correctly positioned for the purpose intended. Any variances are to be immediately reported to the CITY's PROJECT MANAGER.
7. The CONTRACTOR shall confirm that all roughed-in plumbing for kitchen sinks, vanity basins and toilets are correctly positioned for the purpose intended. Any variances are to be immediately reported to the CITY's PROJECT MANAGER.
8. The CONTRACTOR shall confirm that all cabinets and vanities within each unit will be installed so as not to project into the area required for door jambs and casings. Any variances are to be immediately reported to the CITY's PROJECT MANAGER.
9. The CONTRACTOR shall provide all cut outs for plumbing and electrical trades as required and seal around all cabinet penetrations.
10. All cabinets to be installed to allow for equal sized fillers where possible. Include all filler and joiner strips for cabinet faces for a tight fit to all adjacent surfaces. All exposed edges of cabinet material to be edge taped and sealed. Include all filler under upper cabinets as required, matching color caulking, and toe kick installed and sealed as needed.
11. The CONTRACTOR shall design and manufacture the cabinets and vanities with adequate support for all quartz countertops including projecting countertops such as eating bars or vanity pork chops not directly supported by a cabinet.
12. The CONTRACTOR shall ensure that all wall-hung cabinets are attached directly to the framing members and shall install white plastic caps over all supporting screws on the inside of wall hung cabinets.
13. The CONTRACTOR shall complete with all base cabinets, uppers, backs, gables, cabinet tops and bottoms, base kicks toe kicks, cabinet shelving, adjustable shelving, doors and drawer fronts and all accessories. Such as, drawer hardware and slides, door and drawer handles etc. all for a complete installation. Cabinet gables will be the same finish as the cabinet door.



14. Following the complete installation of all Cabinets, Vanities and Counter tops for each unit, the CONTRACTOR shall inspect each installation to ensure all:

- a. Cabinets, Vanities are complete
- b. Cabinet and Vanity adjustable shelving has been installed
- c. Cabinet and Vanity drawers operate smoothly
- d. Cabinet and Vanity doors have been installed plumb and are properly adjusted
- e. All required Cabinet, Vanity and Counter Top touch-ups have been completed
- f. Caulking has been completed all around cabinetry and backsplash to wall and countertops

15. The CONTRACTOR shall fill and/or touch-up any minor imperfections or damage on the finished cabinets and vanities following installation to ensure a high quality “furniture” finished product.

1.3.2 CABINET SPECIFICATIONS

1. All cabinet boxes are to be frameless and constructed of $\frac{3}{4}$ ” (three quarter inch) plywood glued and screwed.
 - a. The sides and bottom shall be of $\frac{3}{4}$ ” (three quarter inch) plywood construction with white HPL interior.
 - b. The back shall be $\frac{1}{4}$ ” (one quarter inch) finished plywood, dadoed into sides and bottom.
 - c. Exterior edges to be banded in coordinating color depending on apartment location
2. Doors to be $\frac{3}{4}$ ” (three quarter inch) plywood.
 - a. Interior finished with white HPL.
 - b. Door faces to be laminated on outside and edge banded with Wilsonart # 7957K-78 or Wilsonart # 6206-43 depending on apartment location.
 - c. Hinges to Blum type 70M2550.TL 100 Degree CLIP Hinge, Free Swing, Full Overlay
3. Drawer Boxes are to be constructed of $\frac{1}{2}$ ” plywood with finished interior glued and box nailed.
 - a. Bottoms shall be dadoed in all 4 sides. Bottoms to be $\frac{1}{4}$ ” (one quarter inch) finished plywood.
4. Drawer faces are to be $\frac{3}{4}$ ” (three quarter inch) plywood finished and edge banded with coordinating color depending on apartment location.
5. Drawer guides to be soft close 20 in. Full Extension Side Mount Ball Bearing Drawer Slide.



6. All door and drawers to be fitted with Richelieu Functional Steel Pull – 332 PN: 33205195.
7. Shelving for all cabinets to be $\frac{3}{4}$ " plywood finished both sides with white HPL and edge banded with matching color.
 - a. Shelving to be adjustable via metal shelf pins.
8. Time is considered to be of the essence and the CONTRACTOR agrees not to cause undue delay to the CITY's PROJECT MANAGER's schedule of construction.

1.3.3 GENERAL CONDITIONS

1.3.3.1 WORK

The term "Work" includes all labor, materials, equipment and services required of the CONTRACTOR, as shown, described or inferred in the Contract Documents. The CONTRACTOR is only to use its own forces and/or CITY / CITY's PROJECT MANAGER approved sub-trades to undertake the Work. The CONTRACTOR may not sub out further work without the prior written consent of the CITY's PROJECT MANAGER, such consent to be granted at the discretion of the CITY.

1.3.3.2 PERFORMANCE STANDARDS, LICENSES, AND INSPECTIONS

The CONTRACTOR agrees to do all work in accordance with the plans, specifications, and performance standards and in accordance with good building practice, any and all city, county and federal laws and codes pertaining thereto and to the satisfaction of the CITY. The CONTRACTOR further agrees to obtain all licenses required in connection with his work and to inform the CITY's PROJECT MANAGER of the date and time work will be ready for inspection as well as nature of the inspection.

1.3.3.3 GENERAL SITE MAINTENANCE

1. The CONTRACTOR shall clean up, remove, and dispose of all debris associated with this work to the dumpster provided by CITY. Maintain cleanliness of the property at all times.
2. All work, including start-up of equipment, is to be performed during regular working hours as specified by the CITY's PROJECT MANAGER, unless approved otherwise.
3. The CONTRACTOR is responsible for protecting the work of other trades from any damage caused by CONTRACTOR's own work forces.



1.3.3.4 GENERAL RESPONSIBILITIES

1. The CONTRACTOR is responsible to familiarize themselves with the site and point out any potential problems before starting the job.
2. The CONTRACTOR shall be responsible to supply and maintain all required temporary lighting and/or extension cords required to perform his work. The CITY shall provide an electrical service within CONTRACTOR's work area.
3. The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule, as revised from time to time by the CITY'S PROJECT MANAGER.
4. Provide all necessary equipment and personnel required for off-loading handling and distribution of the CONTRACTOR's materials.
5. Provide additional labor for overtime and Saturday work as required from time to time to comply with Project Schedule at no additional cost to the CITY.
6. Provide all necessary temporary facilities necessary to carry out this work. Obtain permission from the CITY's PROJECT MANAGER prior to locating any temporary facilities on site. Erection of any sign on the site by the CONTRACTOR or its Sub-CONTRACTORS is not allowed without permission from the CITY's PROJECT MANAGER.
7. Cooperate with other trades to ensure a smooth and safe flow of work. Provide a plan detailing sequencing of work to the CITY's PROJECT MANAGER.
8. The CONTRACTOR agrees that the CITY is not responsible for fire, theft, loss and/or vandalism of any of the CONTRACTOR's tools, equipment, materials, supplies and/or work in progress.
9. It is the intent of this contract to be complete and functional in all respects meeting all applicable codes and requirements and to the final approval of local governing authorities having jurisdiction.
10. The CONTRACTOR confirms that CONTRACTOR is an expert in this field of work and is fully knowledgeable and experienced in all aspects of procedures, methods, regulations, codes and municipal requirements and the CONTRACTOR further acknowledges that the CITY is relying on this expertise.



11. Should there be any conflict between the terms and conditions of this contract and the CONTRACTOR's quotation, the contract terms and conditions shall apply.

1.3.4 CERTIFICATION OF WORK COMPLETION

1.3.4.1 ACCEPTANCE OF WORK

1. Upon completion of work, the CONTRACTOR shall request the CITY's PROJECT MANAGER to perform an inspection.
2. The CITY's PROJECT MANAGER will accept the work if it has been satisfactorily completed by the CONTRACTOR.

1.3.4.2 CORRECTION OF WORK

1. If work has not been completed satisfactorily, the CITY's PROJECT MANAGER will reject the work.
2. The CONTRACTOR shall promptly correct all work that fails to pass inspection or fails to conform to the project documents and is rejected by the CITY.
3. The CONTRACTOR shall bear all costs of correcting such rejected work.

1.3.4.3 UNCOVERING OF WORK

1. If any portion of the work should be covered contrary to the request of the CITY or to requirements specifically expressed in the project request, it shall, if requested in writing, be uncovered for observation and shall be replaced at the CONTRACTOR's expense.
2. If any other portions of the work have been covered which the CITY has not specifically requested to observe prior to being covered, the CITY may request to see such work and it shall be uncovered by the CONTRACTOR.
 - a. If such work is found to be in accordance with the contract documents, the cost of uncovering and replacement shall be charged to the CITY.
 - b. If such work is found not to be in accordance with the contract documents, the CONTRACTOR shall pay such cost unless it is found that this condition was caused by the CITY or a separate contractor, in which case the CITY shall be responsible for payment of cost.

1.3.5 WARRANTY



The CONTRACTOR shall warranty all workmanship and products installed within this scope for a minimum of 6 month from date of installation.

1.3.6 MANAGEMENT OF THE POOL OF CONTRACTORS

1. The CITY shall use this solicitation to establish a pool of qualified contractors and enter into separate agreements with each firm.
2. From time to time, as projects arise, the CITY shall reach out to all firms in the pool to request pricing on a project-by-project basis.
3. Each project request shall include a specific project scope and time for completion.
4. The Contractors shall respond to the CITY's request by the date specified on the email.
5. If a site visit is scheduled, the time and location will be identified in the email.
6. Project quotes shall include the all-inclusive cost for the project. The CITY shall not pay any additional costs associated with the project, unless unforeseen issues are discovered and discussed with the CITY's PROJECT MANAGER.
7. The CITY shall prioritize project awards by price, availability, and turnaround time.
8. In the event the lowest priced contractor in the pool does not have the capacity or ability to accomplish a project within the requested time frame, the CITY shall move to engage the next lowest priced firm with adequate availability and acceptable turnaround time.
9. The CITY will issue a work order and a purchase order to the CONTRACTOR. Upon receipt, the CONTRACTOR shall commence work on the schedule agreed upon by the CITY and the CONTRACTOR.
10. No work shall commence until receipt of the purchase order by the CONTRACTOR.
11. The CONTRACTOR shall obtain prior written approval by the CITY for all changes in costs due to additions, deletions, revision, or other changes to the scope of work from the original project before commencing any additional work, or eliminating any work included in the previously approved scope of work.
12. Should a CONTRACTOR decline to bid on two projects within a twelve month period, their contract may be terminated, at the sole discretion of the CITY.



13. The CONTRACTOR's invoices shall be submitted on a per-project basis and clearly indicate the CITY's purchase order number.
14. Services shall be on an as-needed basis, therefore being part of the pre-qualified pool of contractors does not guarantee any work or selection for a project resulting from this solicitation.

1.4 PROJECT COST ESTIMATE & TIMELINE

A Pool of Contractors will selected for projects on an as-needed basis, the contract will be utilized by Pines Point and Pines Place Housing Divisions with an estimated aggregate annual amount of \$250,000 (approximately \$100,000 for Pines Point and \$150,000 for Pines Place). Staff does not have individual project costs estimates at this time. This contract shall be for an initial period of approximately three years with one additional three-year renewal. In addition, the City may also re-solicit these services to replace or expand the pool of contractors at any time.

Please note that the City will waive all City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees) related to this project. Any related State or County fees, for the aforementioned permits, will be paid by the City.

In addition, the City shall cover the cost for any other permit fees related to external entities through the City's Owner's Contingency for this project, **therefore proposers should not include permit costs in their total proposal price.**

1.4.1 PERMIT, LICENSE, IMPACT OR INSPECTION FEES

With the exception of the City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees), which will be waived for this project, the City does not anticipate any additional permit, license, impact or inspection fees for this project.

1.5 PROPOSAL SUBMISSION

The <https://ppines.bonfirehub.com/> website allows for vendors to complete, scan and upload their documents as part of the proposer's submittal on the website. Proposals should be formatted as follows:

1.5.1 Proposal Requirements

Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.



The Bonfire system utilizes “Questionnaires” to request the following information from prospective proposers.

Tab 1 - Experience and Ability (35 points):

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. This parameter expresses the general and specific project-related capability of the team 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.

1. Explain your firm’s interest in working on this project, a positive commitment to perform the required work and a description of the firm.
2. Describe the size of your firm.
3. Describe your firm's financial history, strength and stability.
4. Describe your firm's range of activities.
5. Describe the specialized experience and technical competence of the firm or persons with respect to working on similar projects.
6. Do you have a minimum of two (2) years of experience? Please provide proof of such experience.
7. The firm or person’s must provide information on their proximity to and familiarity with the area in which the project is located.
8. Explain the availability and access to the firm's top level management personnel.
9. Identify the contact person and supervisory personnel who will work on the various projects, including the relative experience of all professionals proposed for use on the team.
10. Provide summaries of key persons and on-site staff to be assigned to the project with emphasis on their experience with similar work.
11. Explain the ability and experience of the field staff with specific attention to project related experience.
12. Contractor should list any applicable qualifications, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members.
13. Are you endorsed or certified by any relevant trade associations?
 - a. Can you provide evidence of your endorsement or certification?

Tab 2 - Previous Experience / References Form (30 points):

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the three five years and should be capable of explaining and confirming your firm’s capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers’ submission of a proposal constitutes



acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

1. What similar or related projects have you worked on within the past three years?
2. What challenges did you face and how did you overcome them?
3. How many of your clients are repeat clients?
4. How much of your revenue is derived from managing projects similar to ours?
5. **References Form:** In this section you will have the ability to enter information for 5 different references including the Reference Contact Information and the specific Project Information. Details should include the following:
 - a. **References Contact Information**
 - i. Name of Firm, City, County or Agency
 - ii. Address
 - iii. Contact Name
 - iv. Contact Title
 - v. Contact E-mail Address
 - vi. Contact Telephone #
 - b. **Project Information**
 - i. Name of Contractor Performing the work
 - ii. Name and location of the project
 - iii. Nature of the firm's responsibility on the project
 - iv. Project duration
 - v. Completion (Anticipated) Date
 - vi. Size of project
 - vii. Cost of project
 - viii. Work for which staff was responsible
 - ix. Contract Type
 - x. The results/deliverables of the project

Tab 3 - Firm's Understanding and Approach to the Work (30 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.

1. **General:**
 - a. Provide a narrative statement demonstrating an understanding of the overall intent of this solicitation, as well as the methods used to complete assigned tasks.
 - b. Please clearly describe all aspects of the project proposed.
 - c. Include details of your approach and work plans.



- d. Identify any issues or concerns of significance that may be appropriate.
- e. A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.
- 2. Supply Chain:**
 - a. Can you describe the extent of your relationship with your subcontractors?
 - b. How do you vet subcontractors?
 - c. Have you ever had a problem with a subcontractor or raw material supplier that threatened the budget or timeline of a project?
 - i. How did you handle the situation?
 - d. How many suppliers do you source your equipment and materials from?
 - e. What protocols do you have in place to mitigate potential supply chain disruptions?
- 3. Quality:**
 - a. How do you ensure the quality of your services?
 - i. What criteria do you use to measure your quality?
 - b. Tell me about a time when you went over budget or the project timeline was delayed.
 - i. How did you handle the situation?
- 4. Backlog Value:**
 - a. What is your current backlog value?
 - b. Are those projects similar to this project or are they a mix of construction projects?
 - c. Over the past three years, what was your highest and lowest backlog value?
 - d. When your backlog value is high, how do you prioritize your time to ensure each project is managed properly?
 - e. Based on your current backlog value, how would my project be prioritized?
- 5. Workload & Schedule:**
 - a. Please describe the past record of performance of the firm or person with respect to accessibility to clients, ability to meet schedules, communication and coordination skills.
 - b. Provide the recent, current, and projected workload of the firm.
 - c. How would you organize this project in terms of milestones?
 - d. How do you handle unforeseen issues when they arise?
 - e. Do you work on multiple projects at the same time?
 - i. If so, how can you guarantee this will not negatively affect the City's project?

1.5.2 Questionnaires

1. Contact Information Form
2. Proposer's Background Information
3. Vendor Registration Checklist



1.5.3 Other Completed Documents

1. Attachment A: Non-Collusive Affidavit

1.5.4 Optional Documentation

1. Trade Secrets:

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.
- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.
- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE BONFIRE WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.
- d. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages



incurred by any person or entity as a result of the city's treatment of records as public records.

2. **Financial Statements:**

- a. The City is **not** requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor's financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

3. **Alternatives:**

- a. If you are submitting an alternative product, please upload any related information in this section.
- b. In addition, pursuant to **Section 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, Proposers 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.

4. **Additional Information:**

- a. 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 VENDOR REGISTRATION DOCUMENTS

The <https://ppines.bonfirehub.com/> website will allow vendors to update their information and documents on an as-needed basis. This process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

The following documents can be completed prior to the bidding process through the <https://ppines.bonfirehub.com/> website and do not need to be attached to your submittal as the Bonfire website will automatically include it.

1.6.1 Vendor Information Form

1.6.2 Form W-9 (Rev. October 2018)

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Company Profile Form

1.6.4 Sworn Statement on Public Entity Crimes Form

1.6.5 Equal Benefits Certification Form

1.6.6 Vendor Drug-Free Workplace Certification Form

1.6.7 Scrutinized Company Certification

1.6.8 E-Verify System Certification Statement

- a. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- b. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an



unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

1.6.9 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.

1.6.10 Local Business Tax Receipts

1.6.11 Local Vendor Preference Certification

1.7 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 solicitation. 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. Staff 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	35 points
Previous Experience / References Form	30 points
Firm’s Understanding and Approach to the Work	30 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. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. In addition, the Evaluation Committee may schedule a 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 award a pool of contractors for projects on an as-needed basis. The contract(s) shall be awarded to the most responsive/responsible proposer(s) whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.

1.8 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	June 21, 2022
Non-Mandatory Pre-Bid Meeting	10:00 a.m. on June 29, 2022
Question Due Date	July 12, 2022
Anticipated Date of Issuance for the Addenda with Questions and Answers	July 18, 2022
Proposals will be accepted until	2:00 p.m. on July 26, 2022
Proposals will be opened at	2:30 p.m. on July 26, 2022
Evaluation of Proposals by Staff	August 2022
Recommendation of Contractor to City Commission award	September 2022

1.8.1 NON-MANDATORY PRE-BID MEETING / SITE VISIT

There will be a non-mandatory scheduled pre-bid meeting on **June 29, 2022 at 10:00 a.m.** Meeting location will be at the Pines Place Tower 2 Lobby located at 8210 Florida Drive, Pembroke Pines, FL 33025.



Contractors may be required to sign in at any of the meetings to show proof of attendance. It is the vendor's responsibility to make sure that they sign in at the meeting.

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at <https://ppines.bonfirehub.com/> on or before 2:00 p.m. on July 26, 2022.

Please note vendors should be registered on Bonfire 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.

In addition, the vendor must complete any questionnaires on the <https://ppines.bonfirehub.com/> website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded.

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 <https://ppines.bonfirehub.com/> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. Bonfire 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 Support@GoBonfire.com with ample time before the bid closing date and time.

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

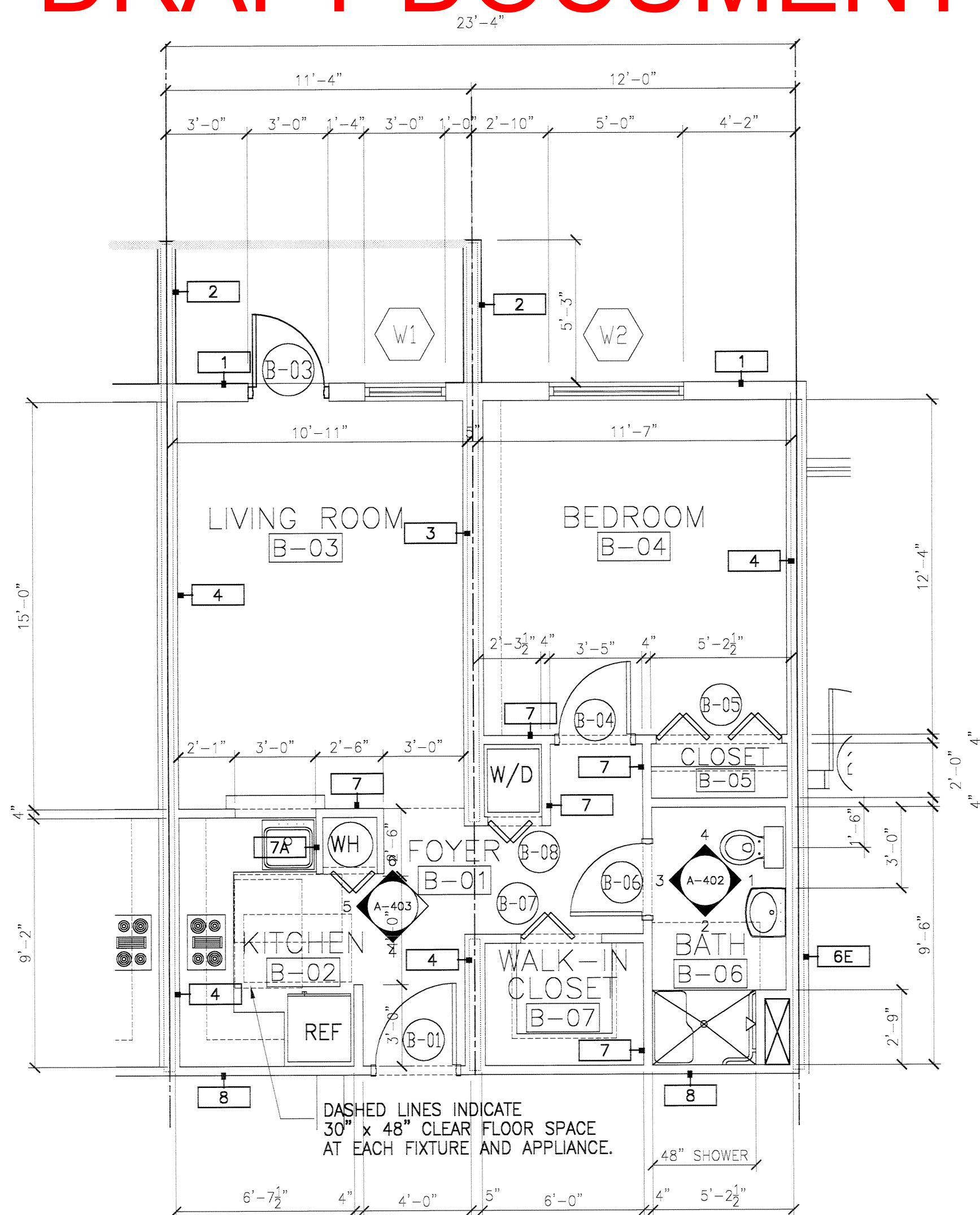
1.10 FREQUENTLY ASKED QUESTIONS (FAQs)

1.10.1 GENERAL QUESTIONS

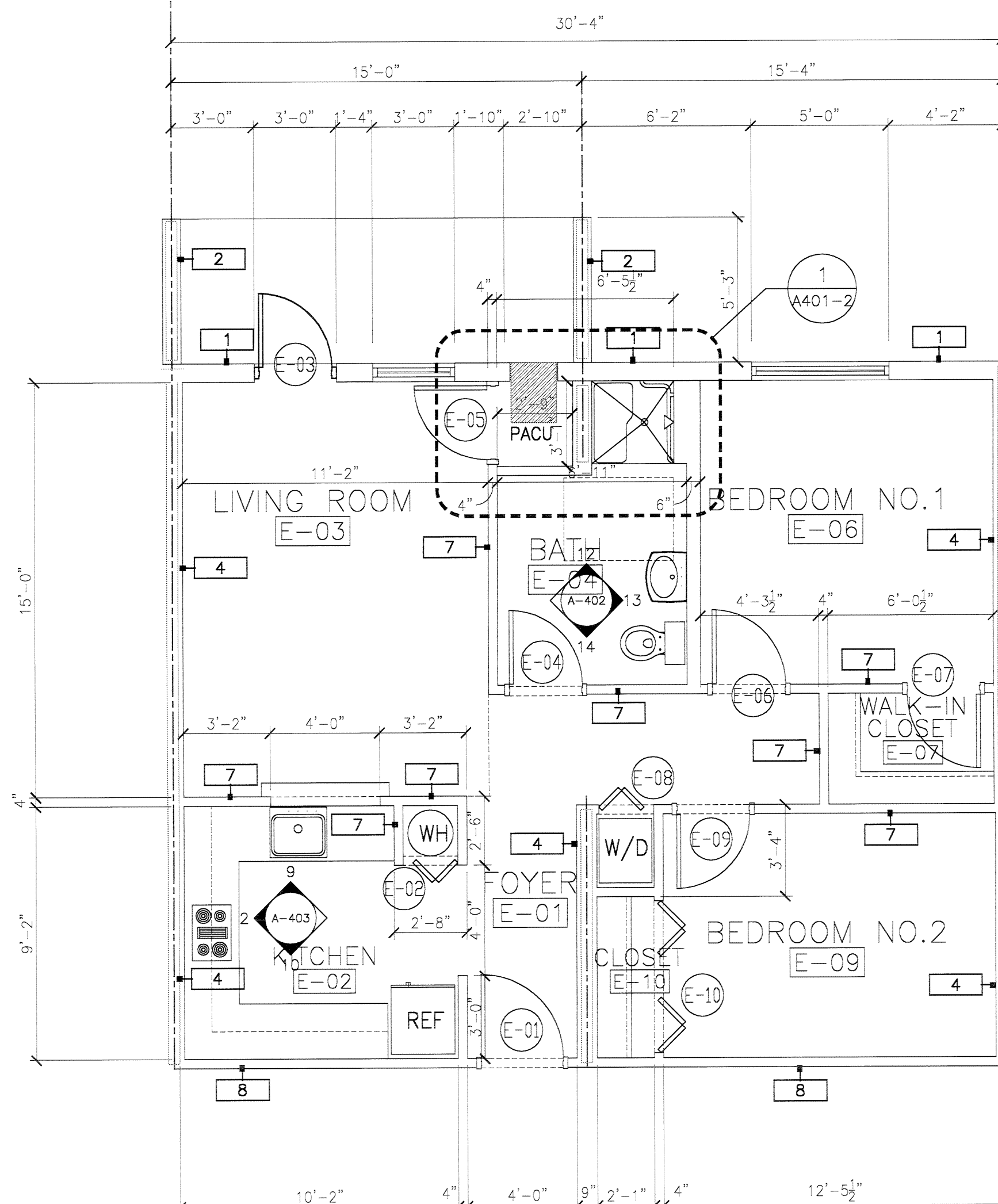
Question # 1	<p>The specifications state that the cabinet doors and drawer fronts shall be plywood.</p> <p>Can we use melamine instead of plywood? In our experience, making the doors in plywood is more work as they would need to be covered with formica and also the plywood can be warped. We generally don't use plywood for doors. We recommend using solid wood, MDF or melamine instead.</p>
Answer	<p>The City prefers plywood for the doors and drawer fronts. When submitting pricing for specific projects, contractors shall provide a base price using plywood, however they may also submit alternative pricing that may be considered. Contractors shall clearly identify</p>



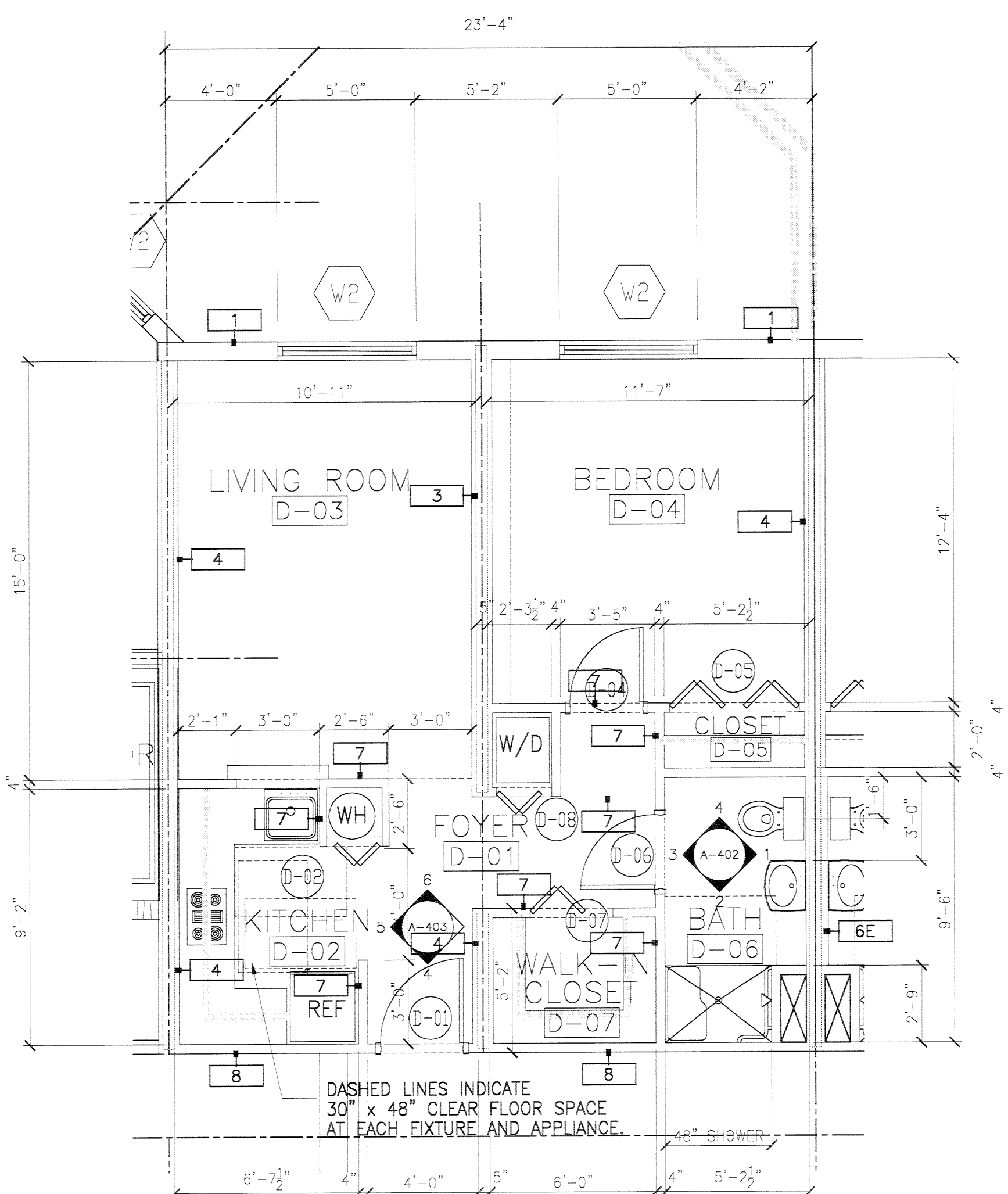
	any alternatives that are being proposed in lieu of the specified items.
Question # 2	Drawings of Pines Point Residences shows that the Kitchen Upper Cabinets Doors goes to the ceiling, however on site the visit we saw doors with a big valance on top; please confirm which design we need to follow.
Answer	There is a valance that will remain in place. The new cabinets will butt to the existing valance. The valance will need to be resurfaced with color matched (cabinet color) Formica.
Question # 3	Pines Point Residence Drawings shows a removable bathroom base cabinet for Studio and Small 1 Bed Apartments, however on the site visit we saw just a sink with counter supported with 1 wood leg. Please confirm if the removable base cabinet still needed?
Answer	No, the removable base is not needed.



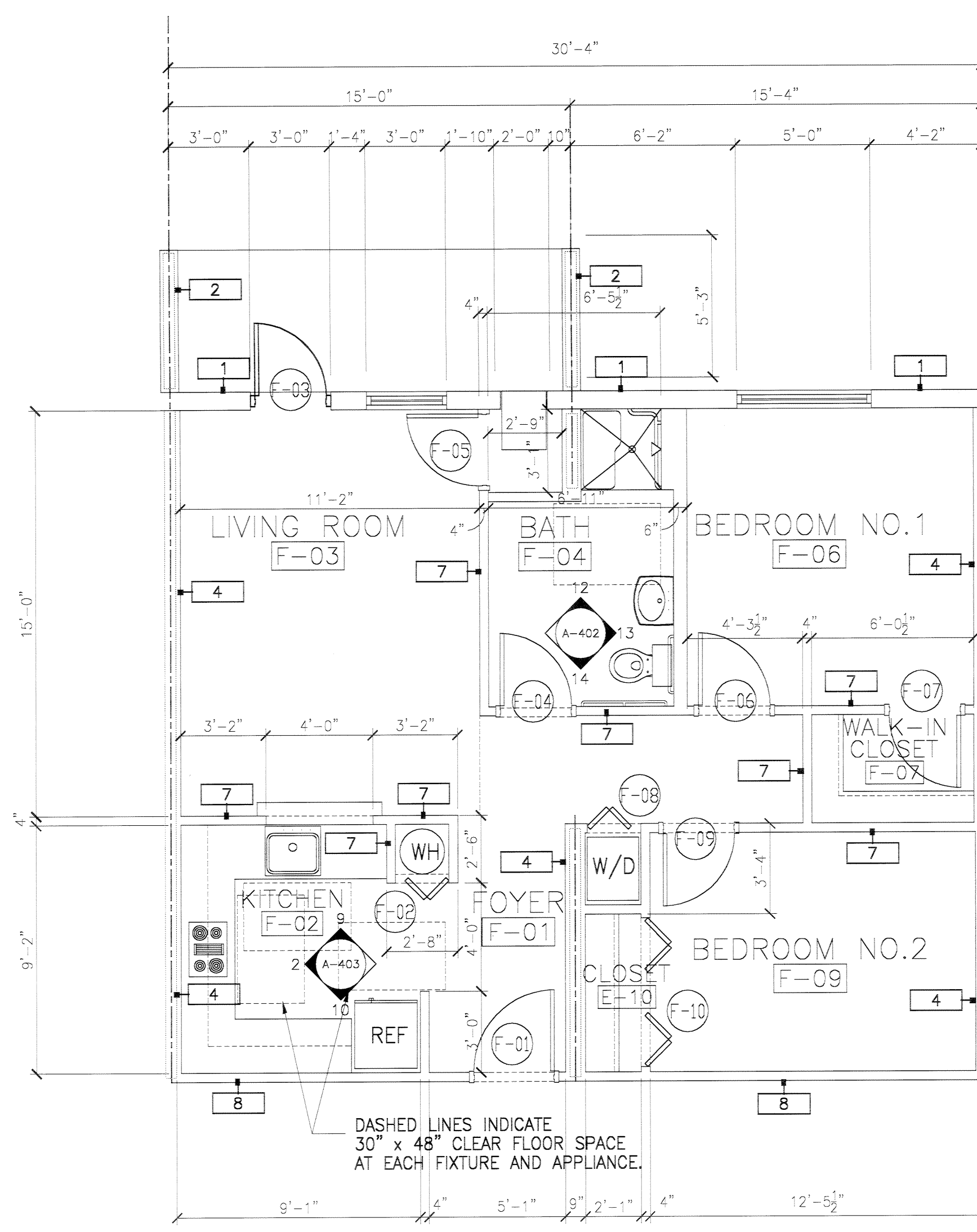
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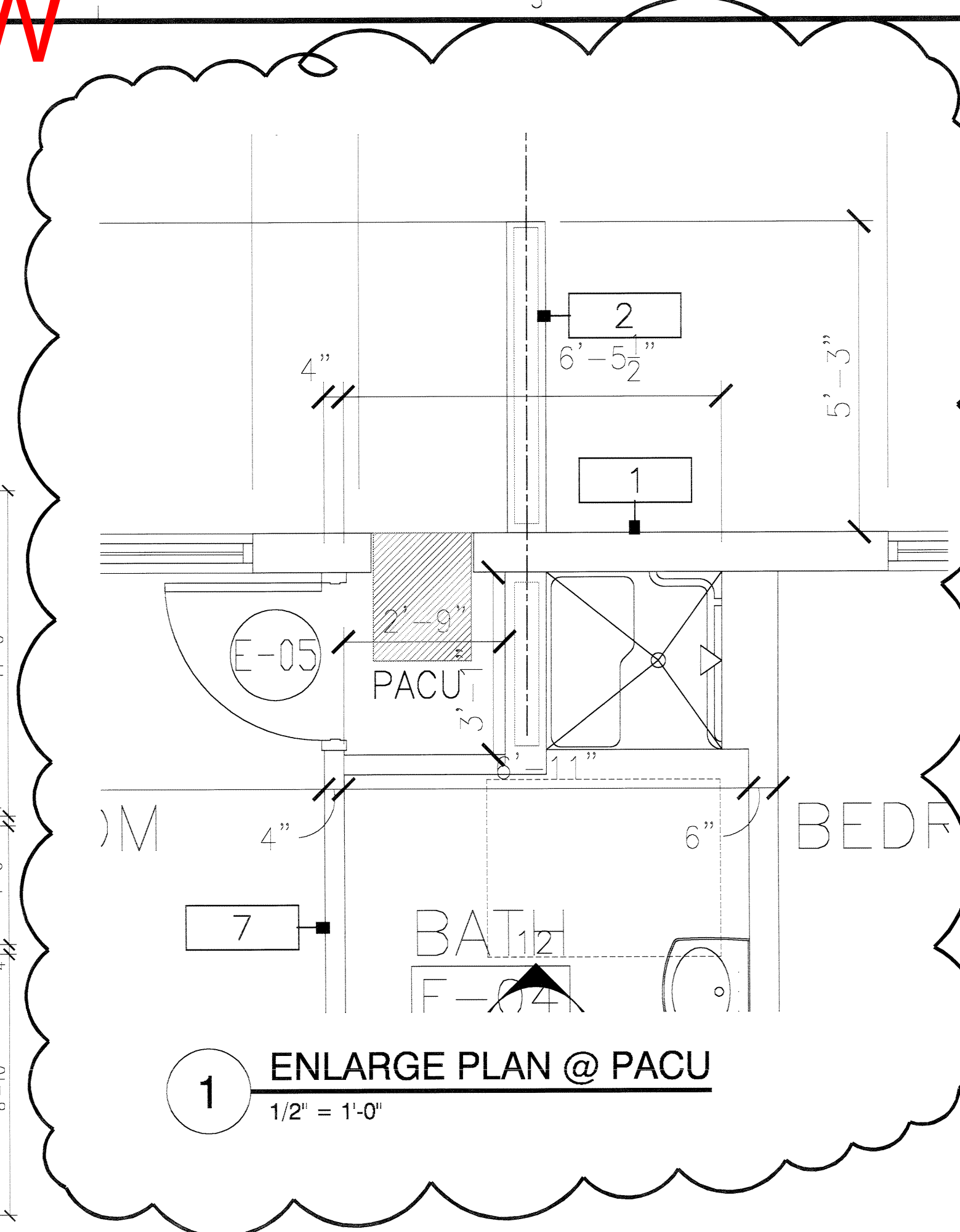
TYPE 'E' - 2BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (750 SF)



TYPE 'D' - 1BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (575 SF) NO BALCONY



TYPE 'F' - HC 2BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (750 SF)



CHARLES R. SHERALI
PROJECT ARCHITECT

THE HASKELL COMPANY
AMERICA'S DESIGN-BUILD LEADER®

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JACKSONVILLE, FLORIDA 32202

SENIOR RESIDENCES AT THE

HOWARD C. FORMAN HEALTH CAMPUS

PEMBROKE PINES, FLORIDA

4/13/04	RP1#6
3/1/04	RP1
1/5/04	PI 2
10/7/03	CR
9/29/03	PR 1
DATE	ISSUE/REVISION

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DRAWN BY:
CP

CHECKED BY:
AE

AE JOB NUMBER
41186201

ENLARGED
TYPICAL UNIT
FLOOR PLANS

A-401-2

SHEET NUMBER

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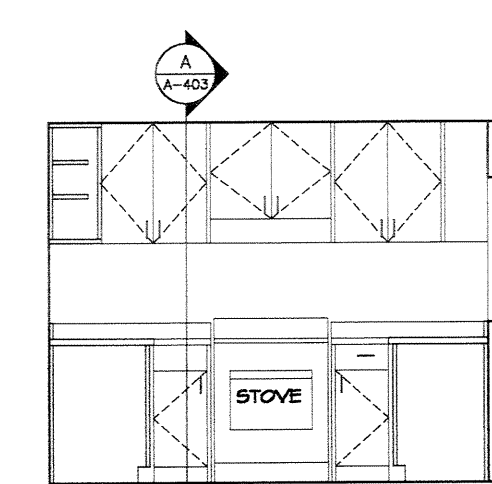
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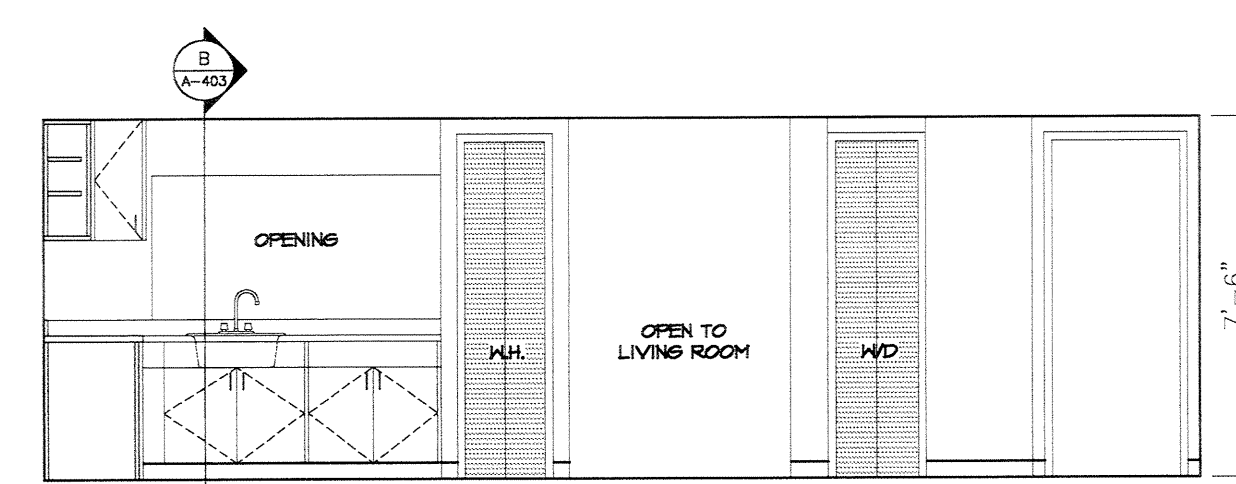
Apr 15, 2004 - 9:19am PLOTTED BY: CIPARKS



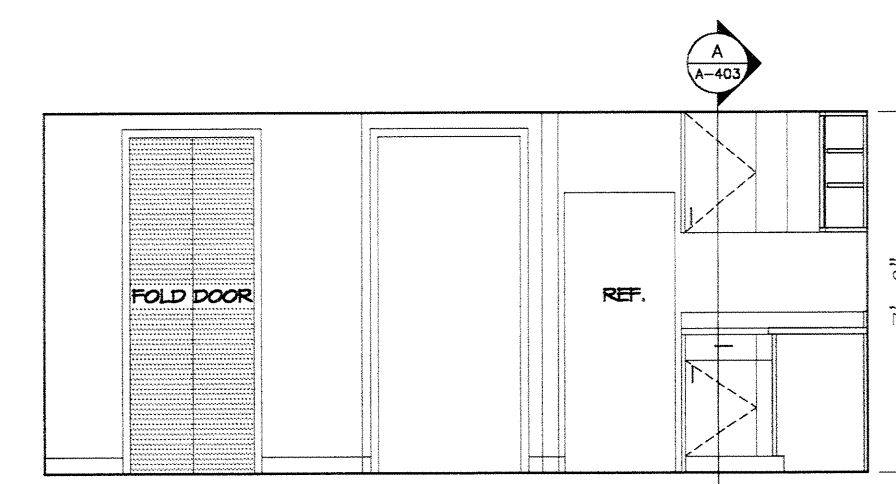
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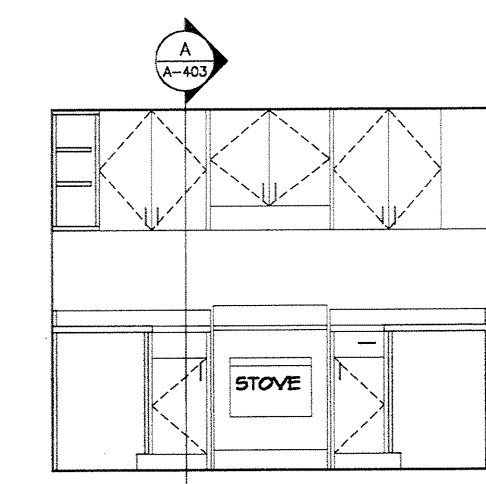
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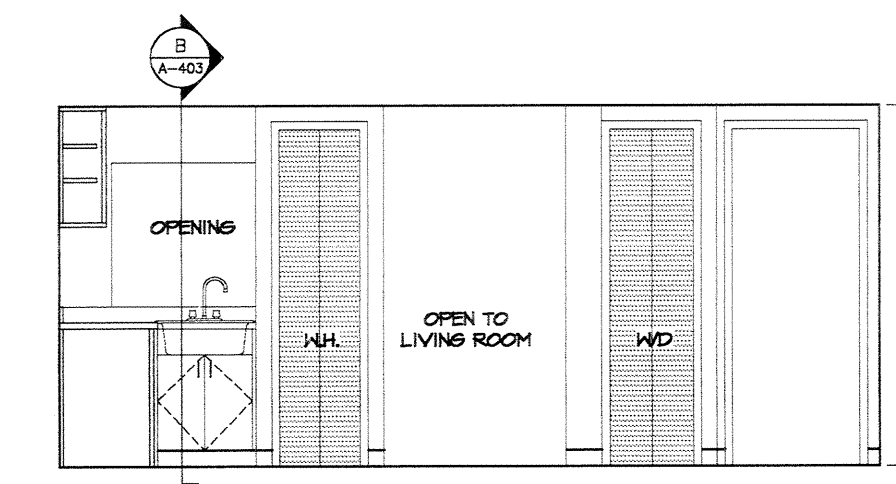
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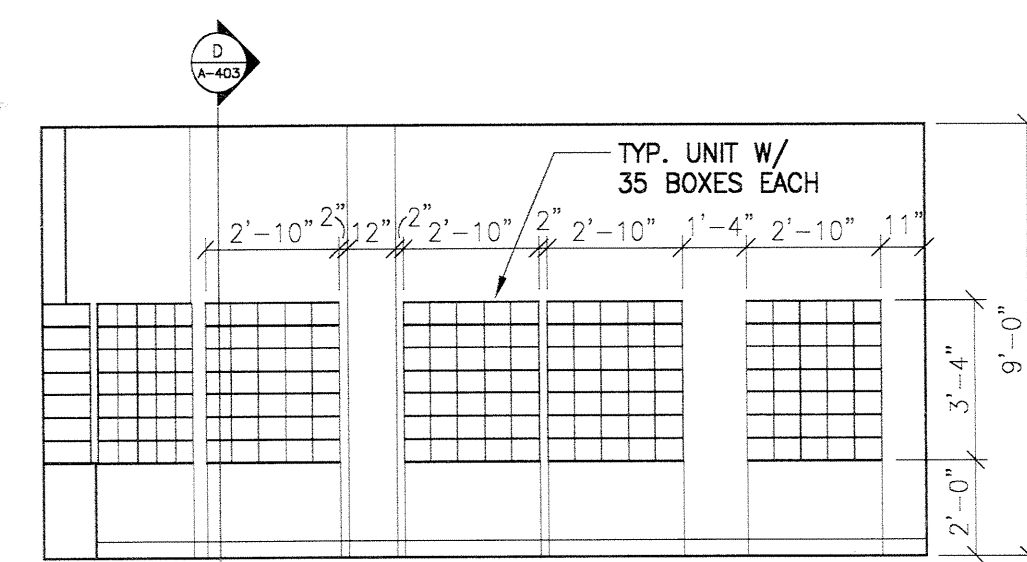
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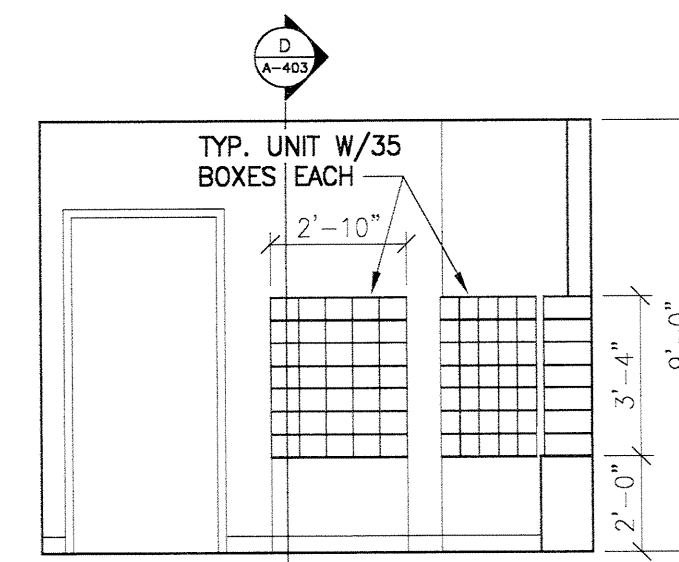
5 ELEVATION
SCALE: 1/4" = 1'-0"



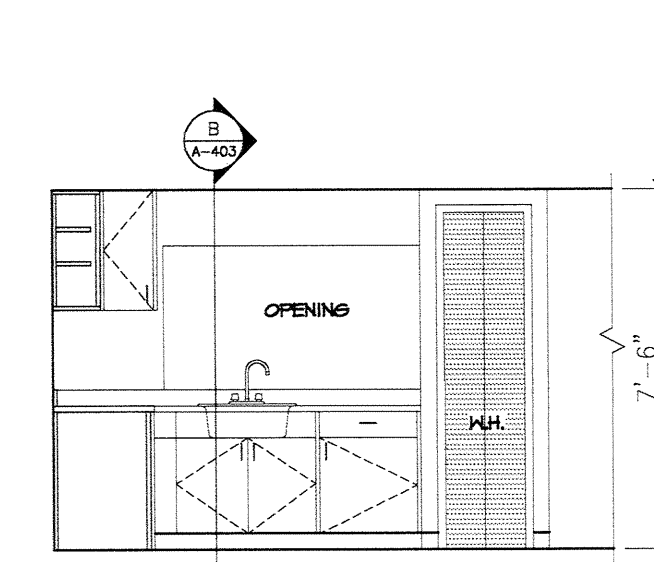
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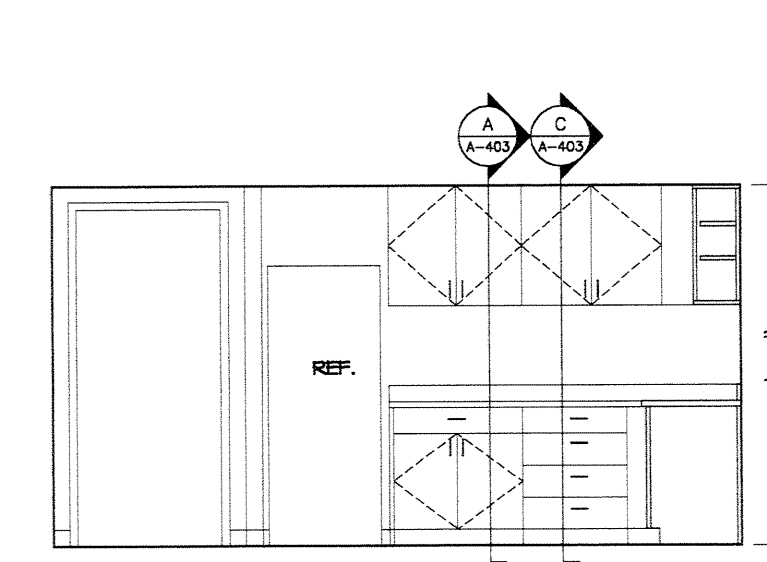
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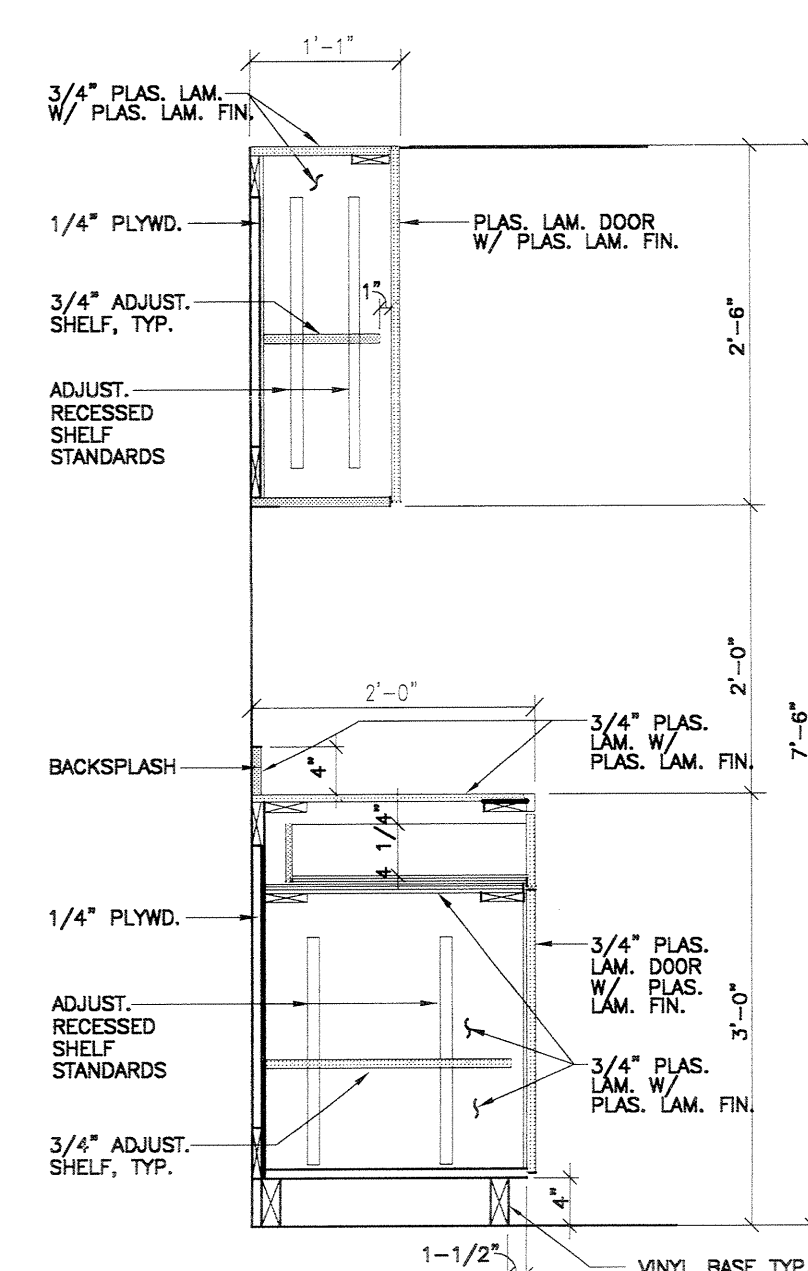
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9 ELEVATION
SCALE: 1/4" = 1'-0"

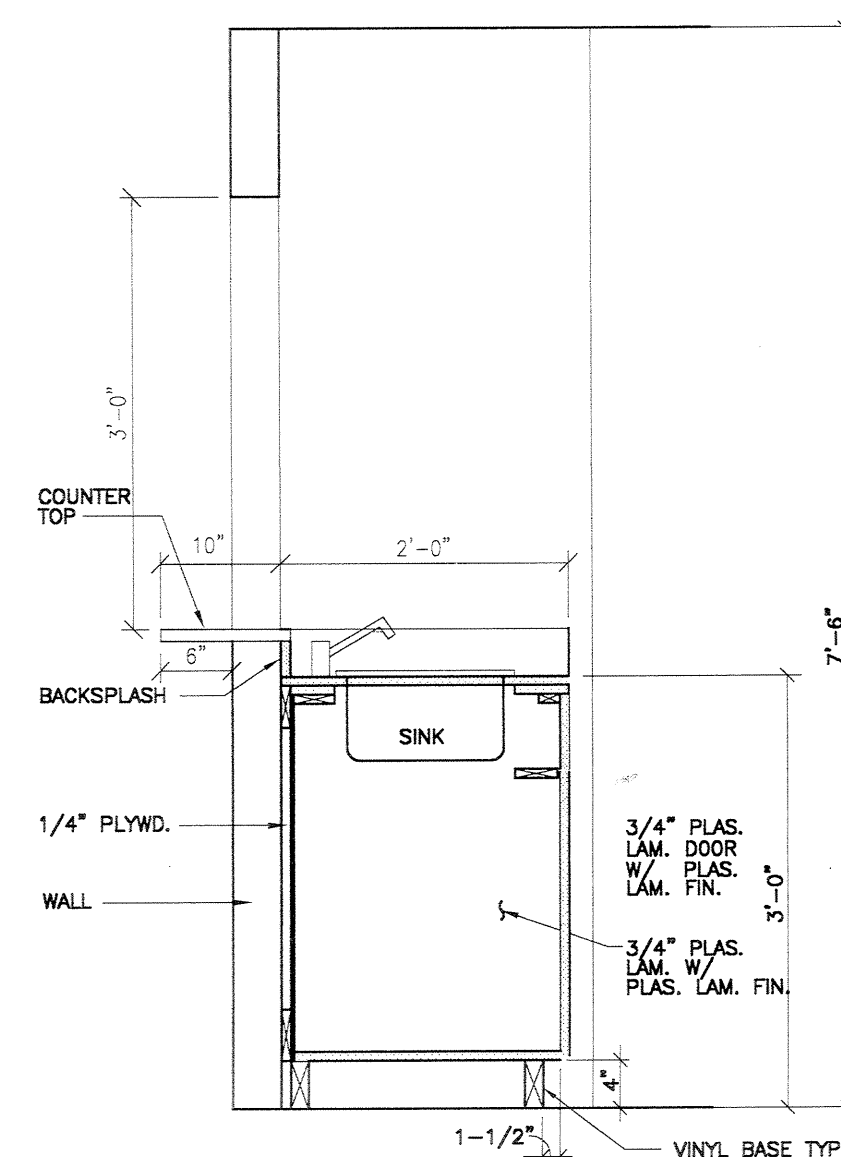


10 ELEVATION
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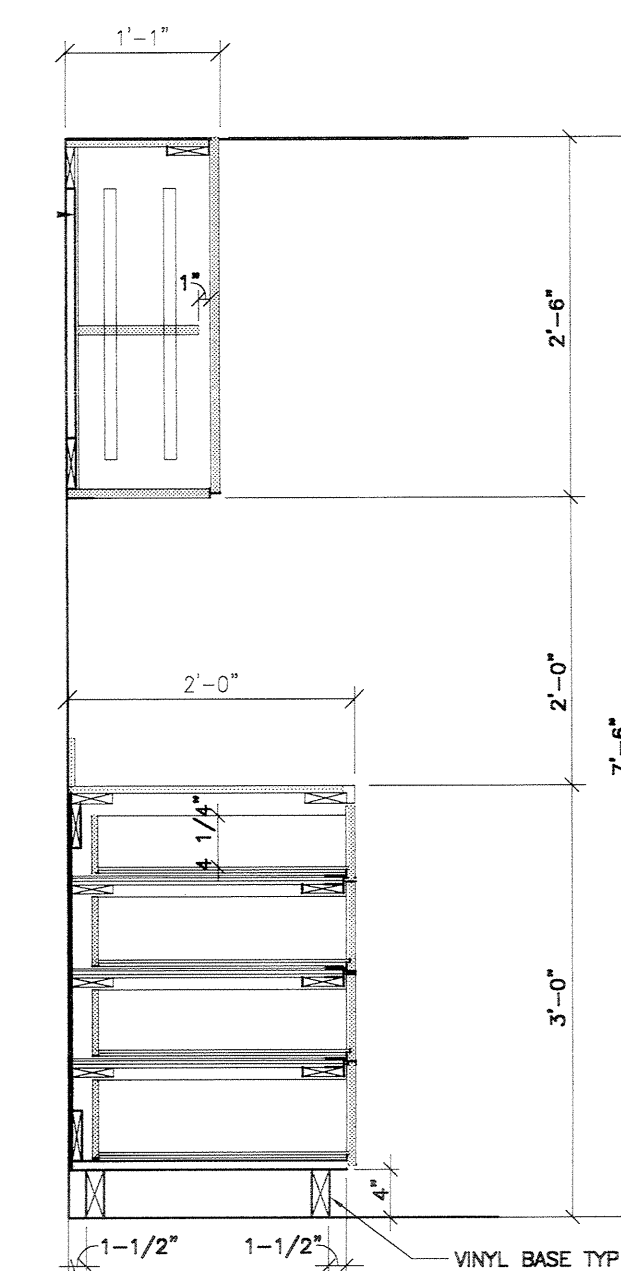


**SECTION @ TYPICAL COUNTER
W/ OVERHEAD CABINETS**

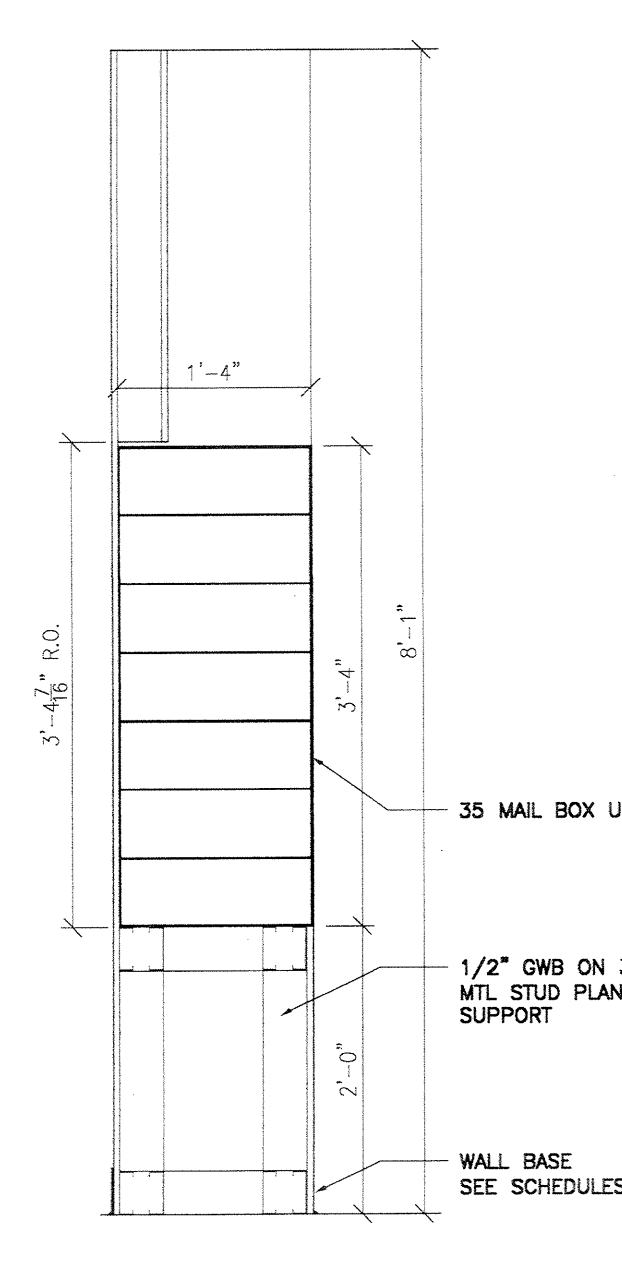
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B SECTION @ TYPICAL COUNTER W/
OVERHEAD CABINETS & LAVATORY
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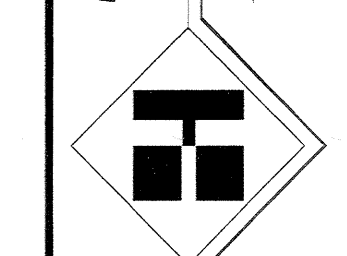


**SECTION @ TYPICAL
COUNTER W/ DRAWERS**
SCALE: 3/4" = 1'-0"



D SECTION @ TYPICAL MAILBOX
SCALE: 3/4" = 1'-0"

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SENIOR RESIDENCES AT THE
HOWARD C. FORMAN HEALTH CAMPUS
PEMBROKE PINES, FLORIDA

1/5/04	RPI 1
12/8/03	PI 1
10/7/03	CR
9/29/03	PR 1

DATE	ISSUE/REVISION
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AL	JDM
AE JOB NUMBER	
41186201	

**INTERIOR
ELEVATIONS
AND
MILLWORK**

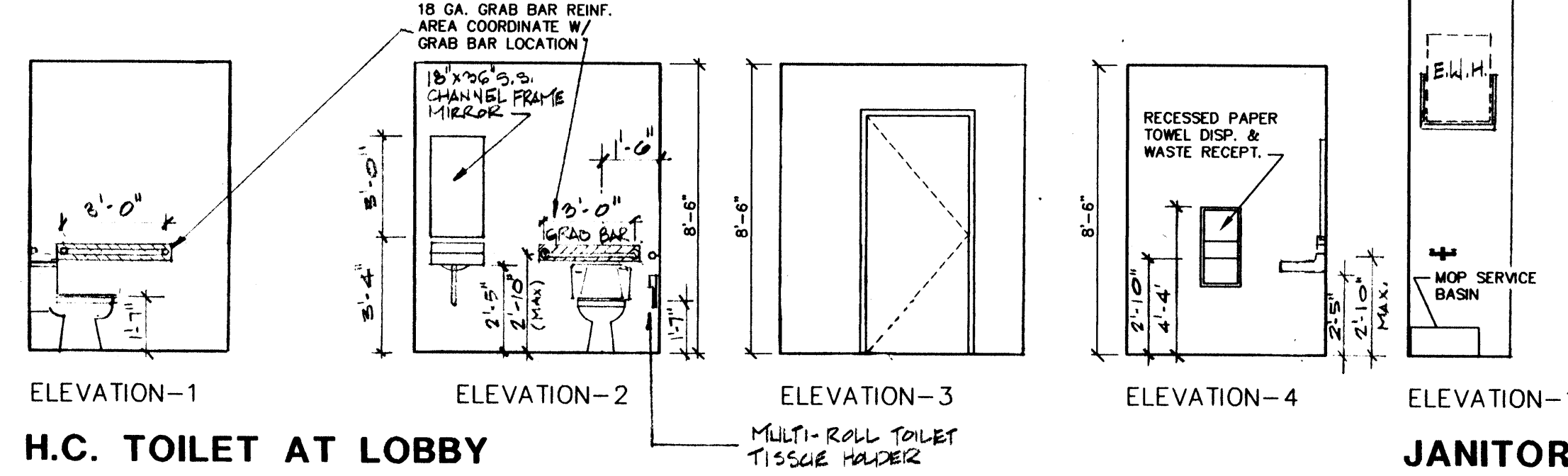
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SHEET NUMBER

INTERIOR ELEVATION

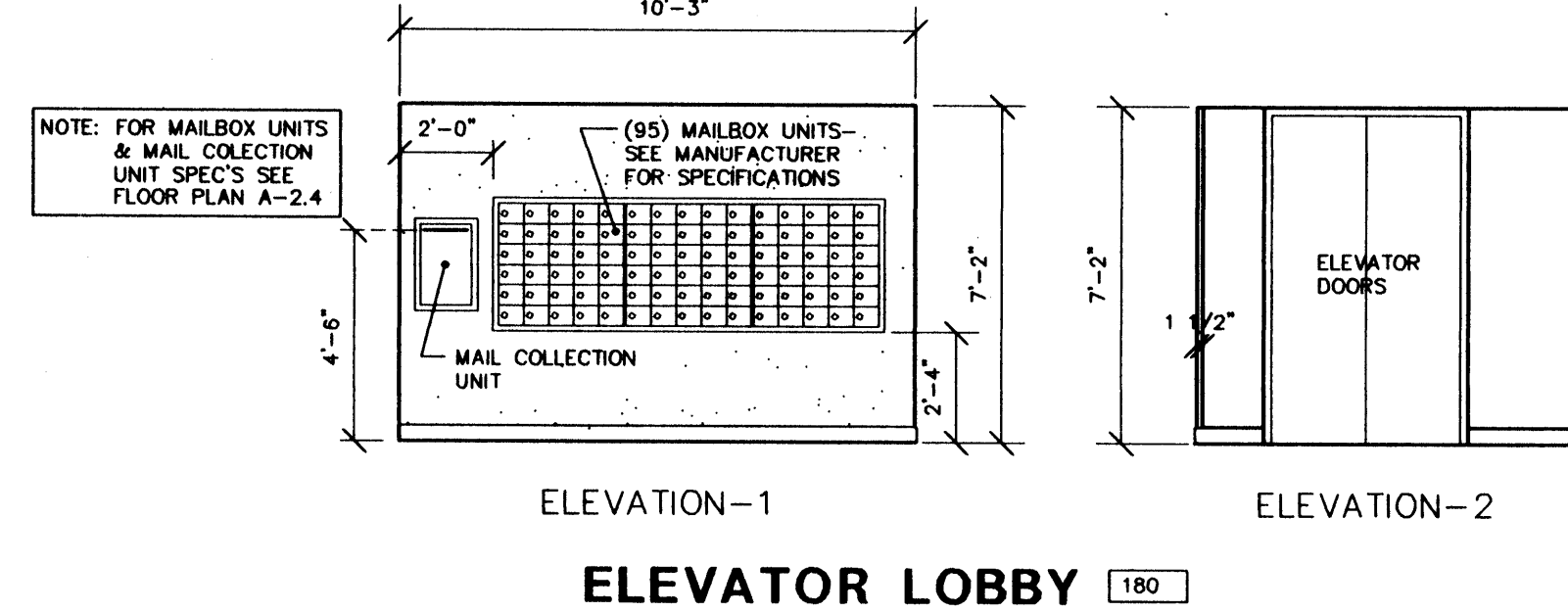
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LOBBY

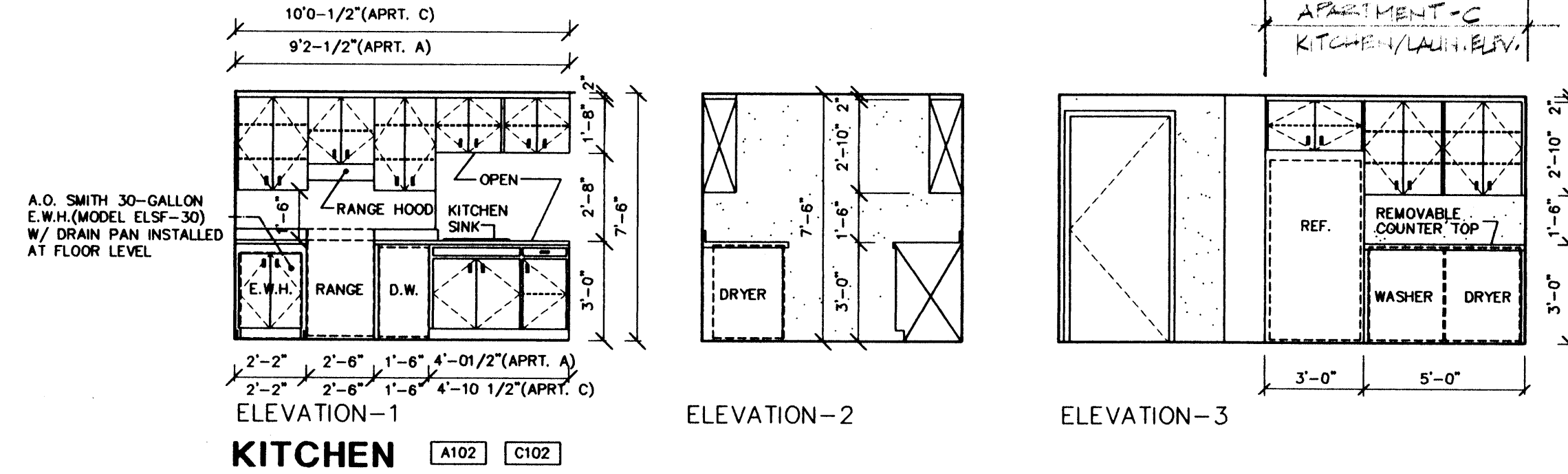
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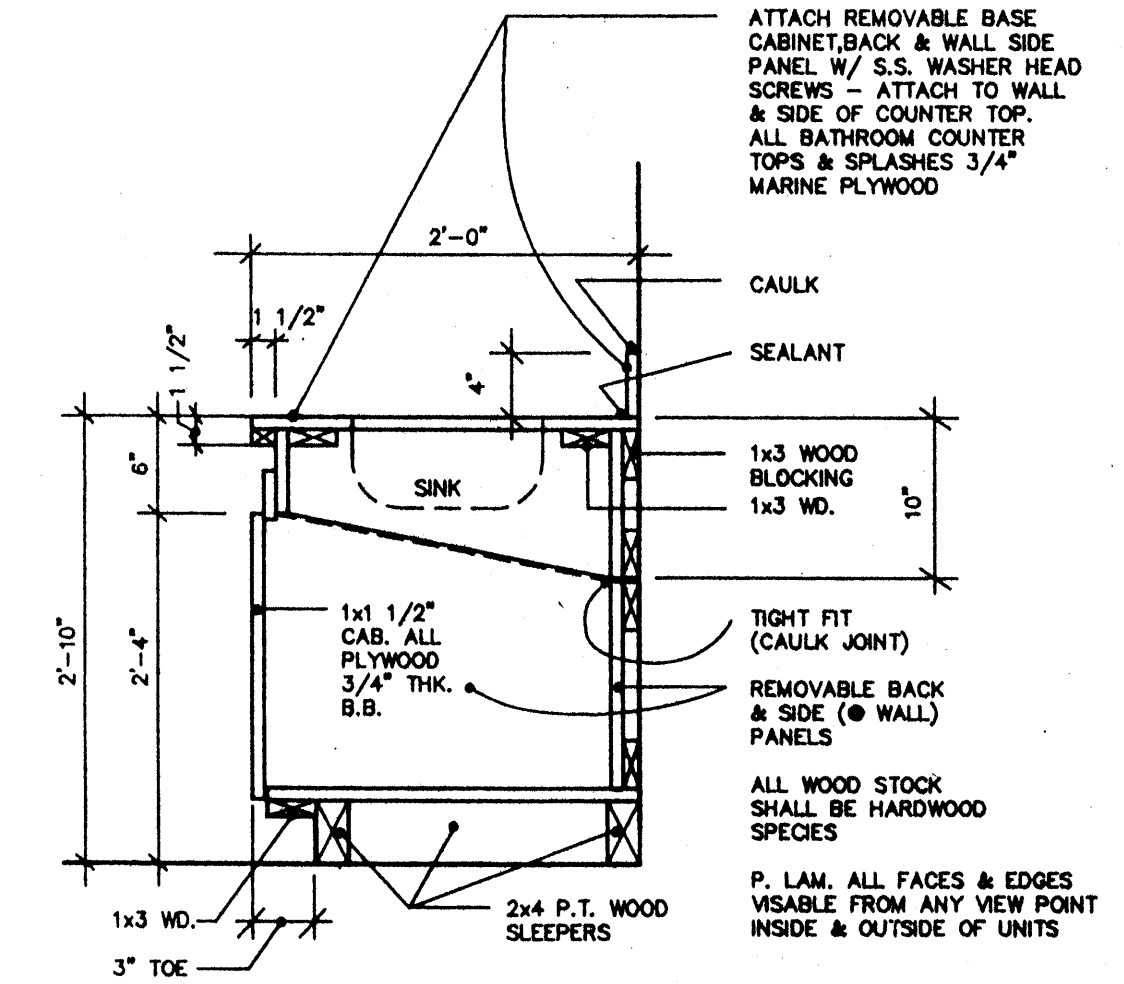
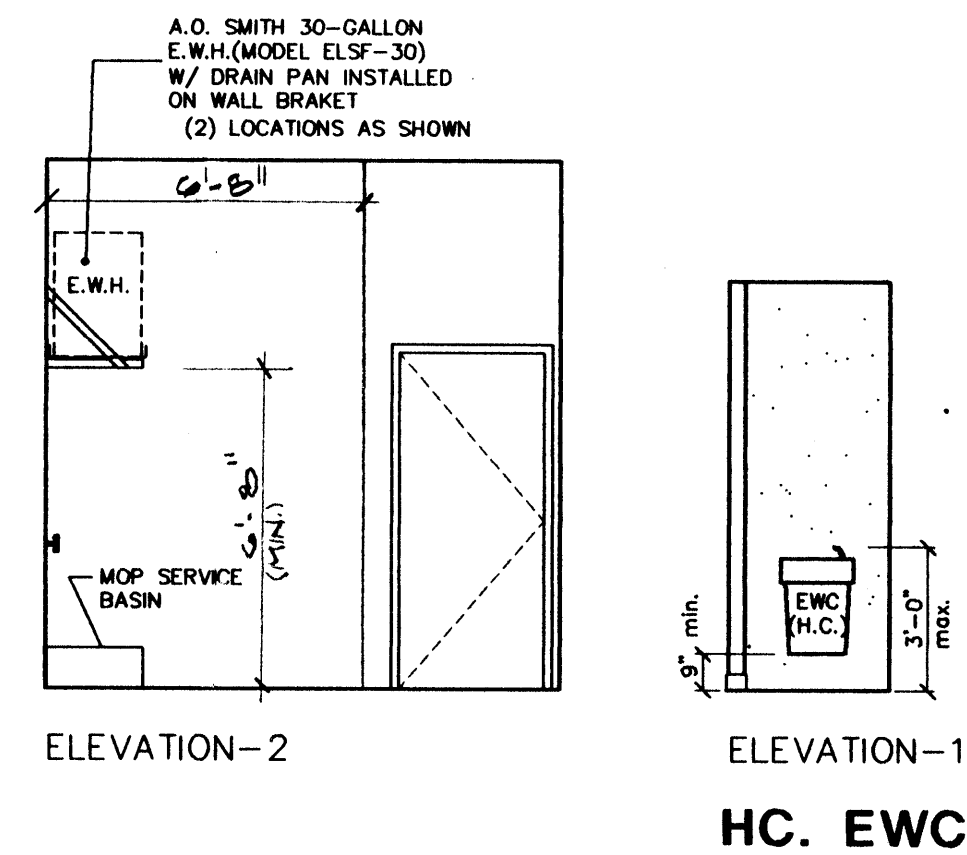
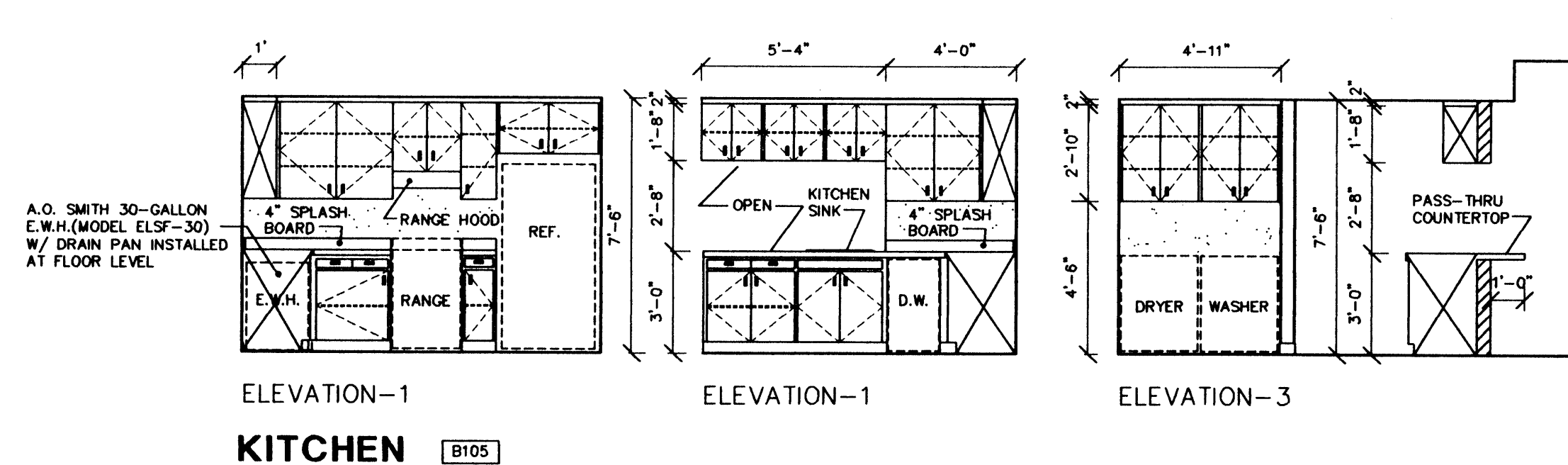
TOWERS' CORRIDOR AREA



APARTMENT - A & C



APARTMENT - B



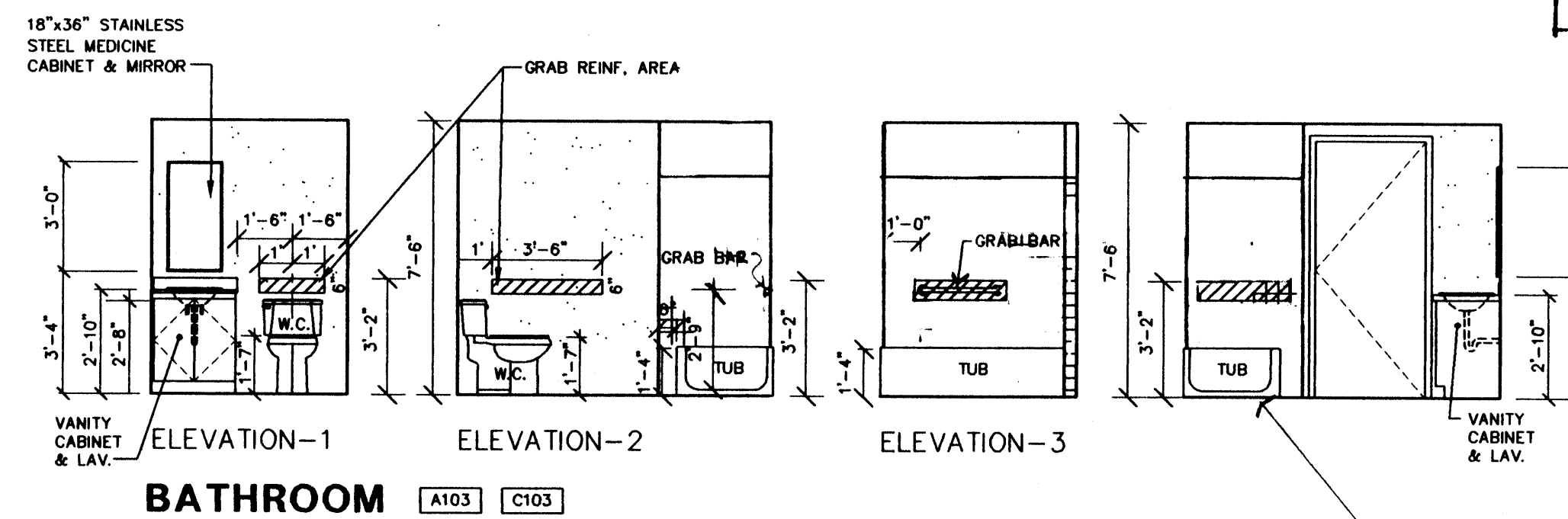
- Item 14. Cabinets**
ADD. #2
In spec. Sect. 06410, (revised 7/10/95), 1.02, A. & 2.04, A. void and supplant all reference to "Custom Grade" with "Economy Grade". The minimum quality standard for cabinet work shall be AWI Economy Grade.
- Item 15. Countertops**
ADD. #2
In Section 06410 (revised 7/10/95) 2.04, P., delete void and supplant last sentence with the following: Countertops; drawer fronts, backs and sides shall be particle board core. Cabinet backs and drawer bottoms may be plywood or masonite with cabinet liner on all exposed surfaces. Cabinet core construction, where suitable, shall be of particle board.

NOTE: ALL GRAB BAR REINFORCING BACKING SHALL BE 10 GA. METAL.

MOUNTING HEIGHTS • HANDICAP ACCESSIBLE TOILETS

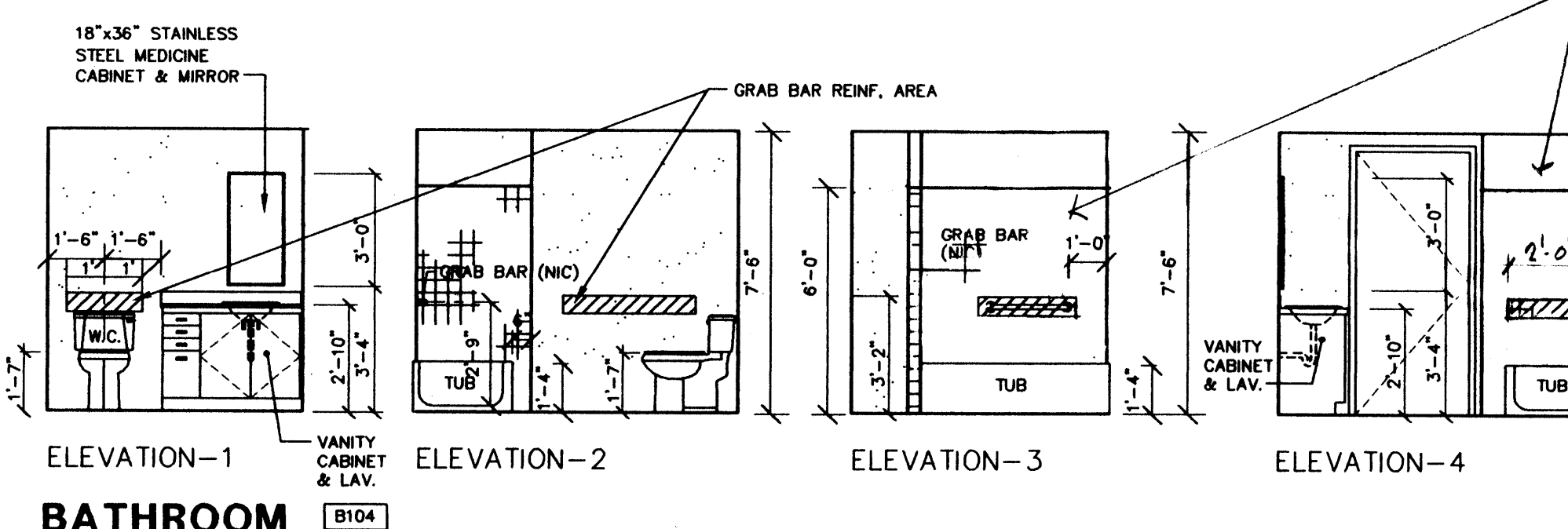
- GRAB BARS = 33" (TO TOP)
- TOILET PAPER HOLDERS = 19" (TO CENTERLINE MIN.)
- TOILET SEATS = 19"
- LAVATORIES = 28"-34" (TO BOTTOM OF APRON)
- MIRRORS = 40" (FROM BOTTOM EDGE OF THE REFLECTING SURFACE TO FLR.)

Item 83. Make Toilet Accessories an Allowance Item
ADD. #2
Toilet room accessories (Specification Section 10800 and wherever else indicated in the Contract Documents) are hereby made an allowance item. Reference revised Section 01020 allowances incorporated by other item of this Addendum.



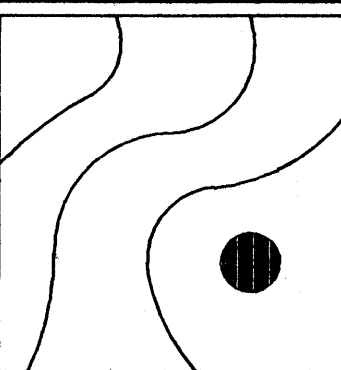
- PROVIDE THE FOLLOWING REVISIONS PER OWNERS 1/15/96 REQUEST:**
- 1. ADD BACK PARTITIONS, DOORS HARDWARE AND OUTLETS IN APT. "A".
 - 2. SUBMIT BLUEPRINTS FOR 1/2" AND 3/4" DOOR FRAMES TO THE ARCHITECT.
 - 3. ADD EXTERIOR TEXTURED-GLASS EMERGENCY EXIT DOORS.
 - 4. ADD BACK EMERGENCY GENERATOR SYSTEM.
 - 5. ADD DISHWASHERS.
 - 6. ADD VOICE NOTIFICATION SYSTEM.
 - 7. CHANGE ASPHALT PAVING AND ROCK BASE BACK TO 4 1/2" ASPHALT & BASE.
 - 8. CHANGE RANGE TO 30" FREE STANDING WITH RECIRCULATING HOOD.
 - 9. MAKE MINOR CHANGES IN CABINETS TO ACCOMMODATE.
 - 10. DO NOT DEMOLISH EXISTING MAINTENANCE BUILDING IN THE SOUTH PARKING AREA. OMIT 13 SPACES, MARKINGS AND BUMPERS.
 - 11. DO NOT REPLACE EXISTING ELECTRICAL SERVICE THAT MOUNTED ON EXISTING MAINTENANCE BUILDING. SERVICE IS TO REMAIN.
 - 12. REPLACE NINE(9) PARKING SPACES PREVIOUSLY LOCATED AT THE SOUTHEAST PORTION OF PARKING AREA WHICH IS SHOWN AS LANDSCAPE.
- NOTE: THESE REVISIONS VOID AND SUPPLANT PREVIOUS ADDENDA AS APPLICABLE.**

Item 39. Delete Grab Bars in All Apartment Units
ADD. #2
Delete all grab bars from the enclosure of all 190 apartment units. Metal backing for future (NIC) grab bars shall remain as indicated in interior bathroom elevations on Sheet A-10.0. (#119)



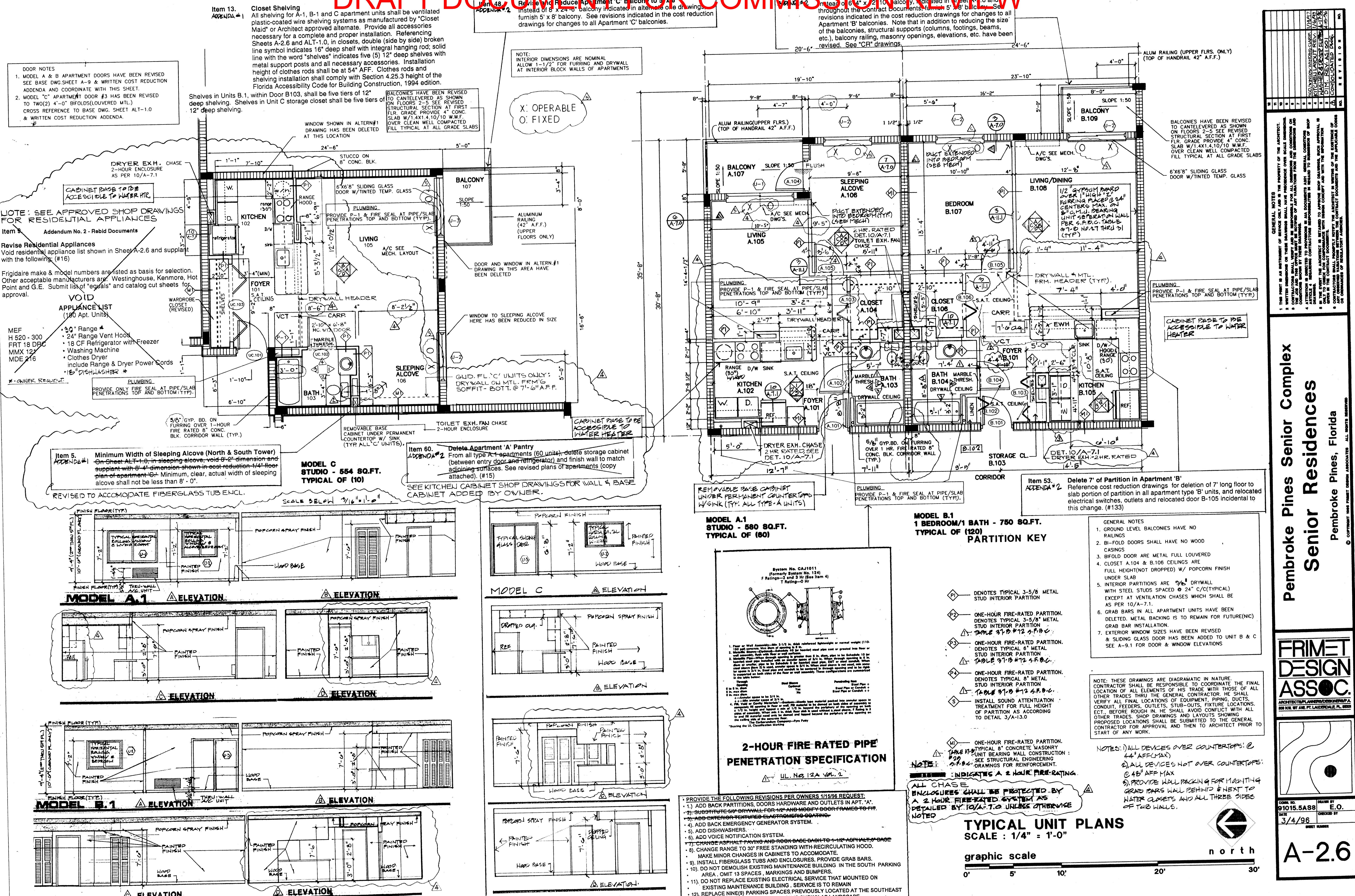
Pembroke Pines Senior Complex
Senior Residences
Pembroke Pines, Florida

FRIMET
DESIGN
ASSOC.



DATE: 3/4/96
SHEET NUMBER

A-10.0



Pembroke Pines Senior Complex
Senior Residences
Pembroke Pines, Florida

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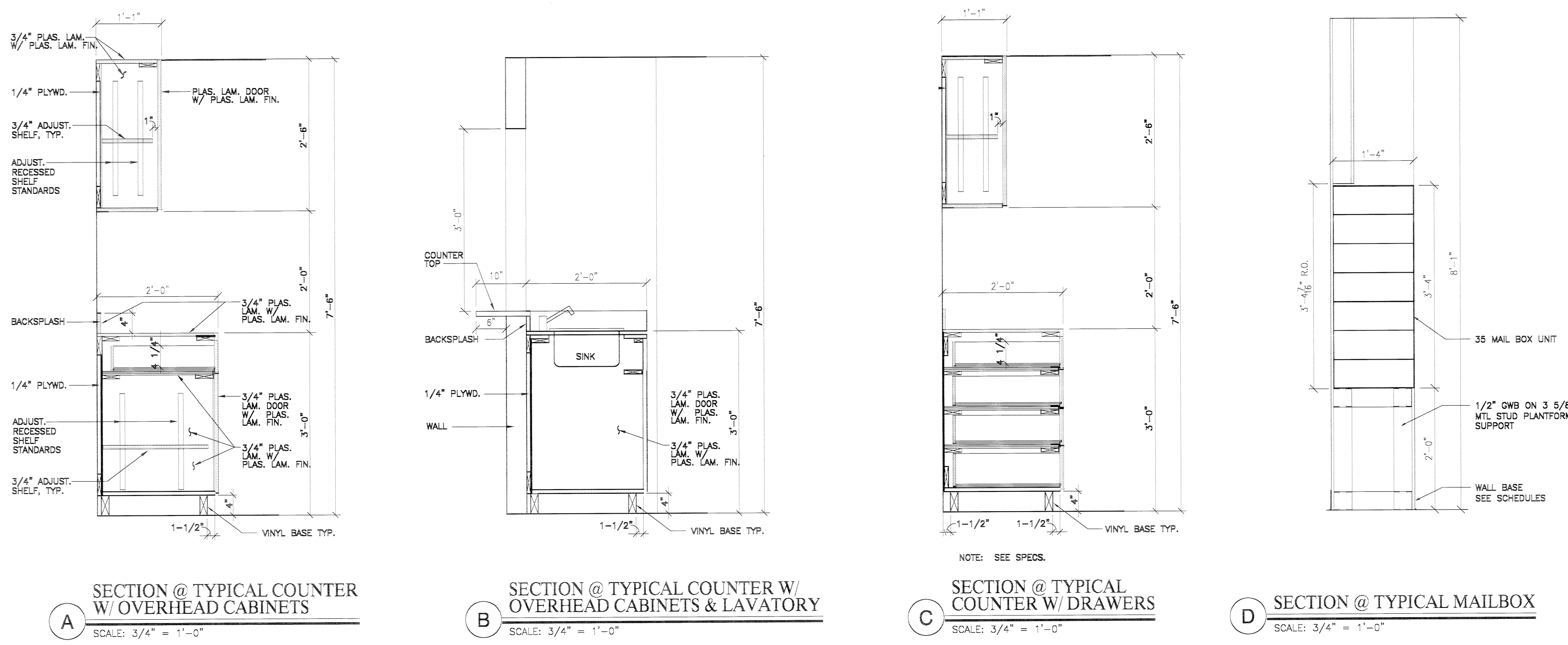
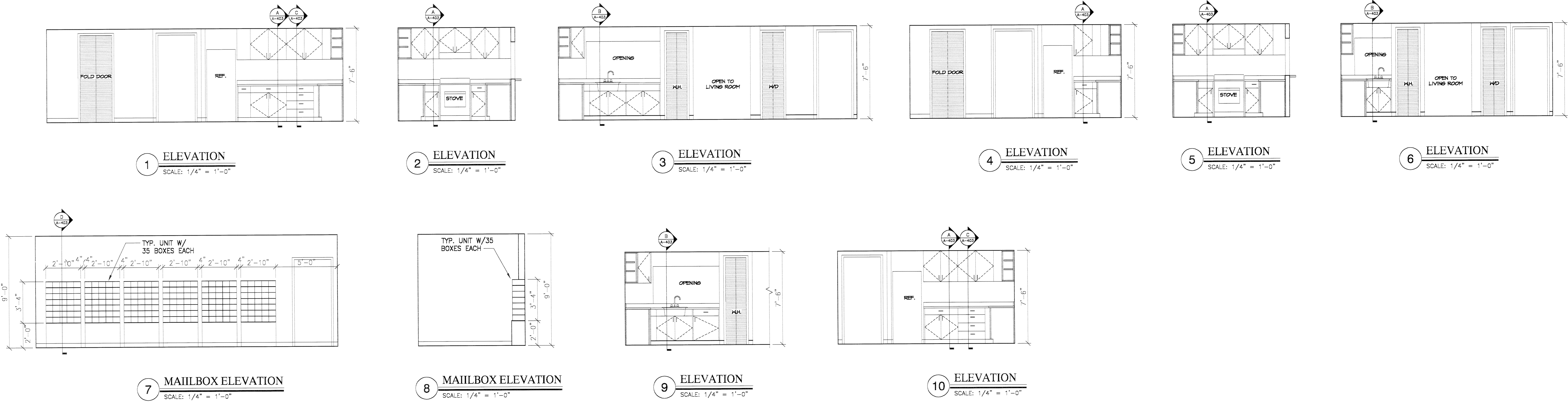
ARCHITECTS/PLANNERS/ENGINEERS
200 NW 1st Ave., Suite 100, Fort Lauderdale, FL 33301

DATE: 3/4/96
DRAWN BY: E.O.
CHECKED BY: [Signature]
SCALE: 1/4" = 1'-0"

A-2.6

XREF: 3042-log [V:\1186201\3042-log.dwg]

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CHARLES J. SHERMAN
PROJECT ARCHITECT

THE HASKELL COMPANY

AMERICA'S DESIGN-BUILD LEADER®

111 Riverside Avenue - Jacksonville, Florida 32202 - 904/771-4300

LAURENCE J. SHERMAN, PRESIDENT

RES. NO. JK - 0008378

SENIOR RESIDENCES AT THE

HOWARD C. FORMAN HEALTH CAMPUS

PEMBROKE PINES, FLORIDA

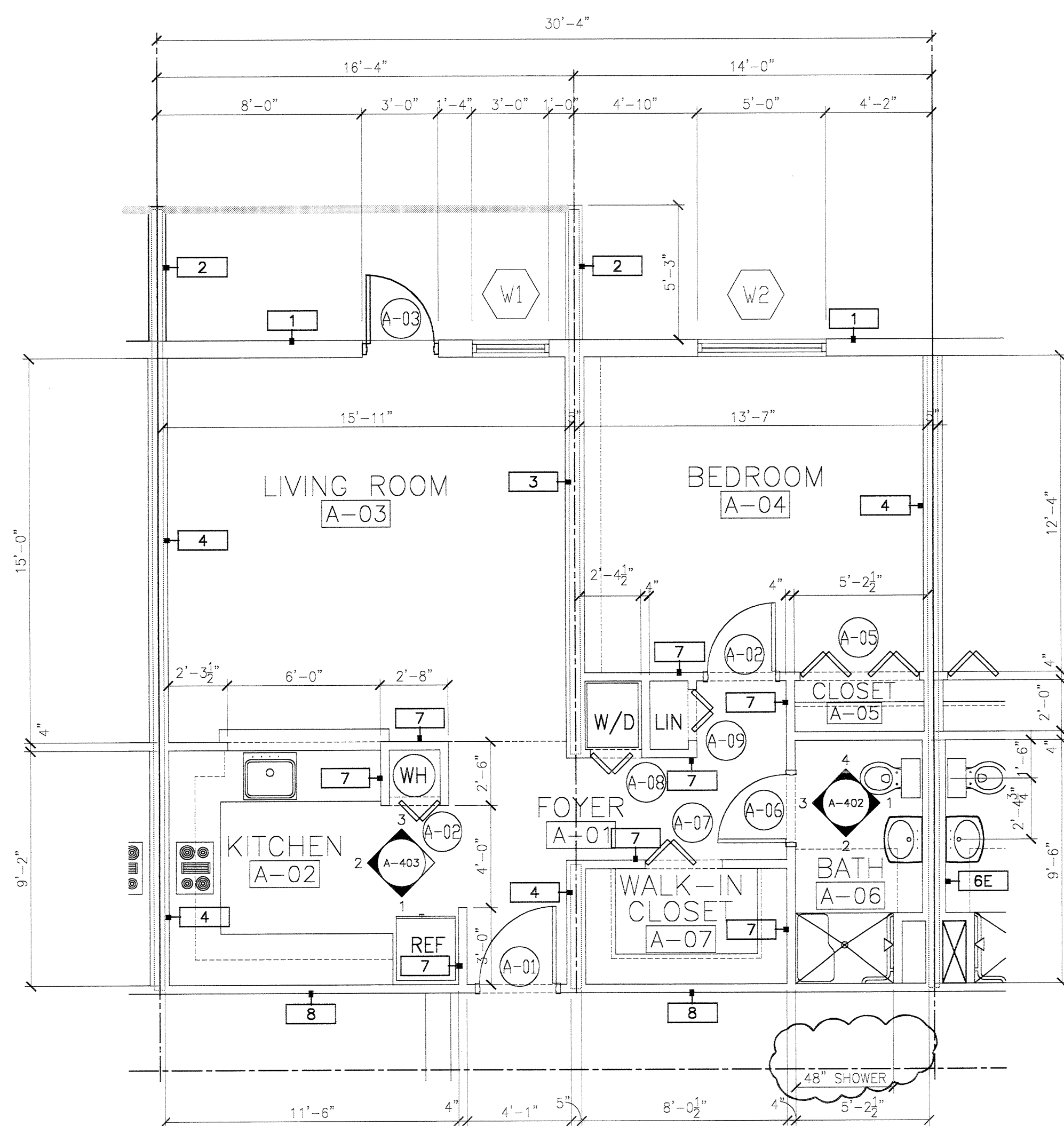
1/5/04	PI 2
10/7/03	CR
9/28/03	PR 1

DATE	ISSUE/REVISION
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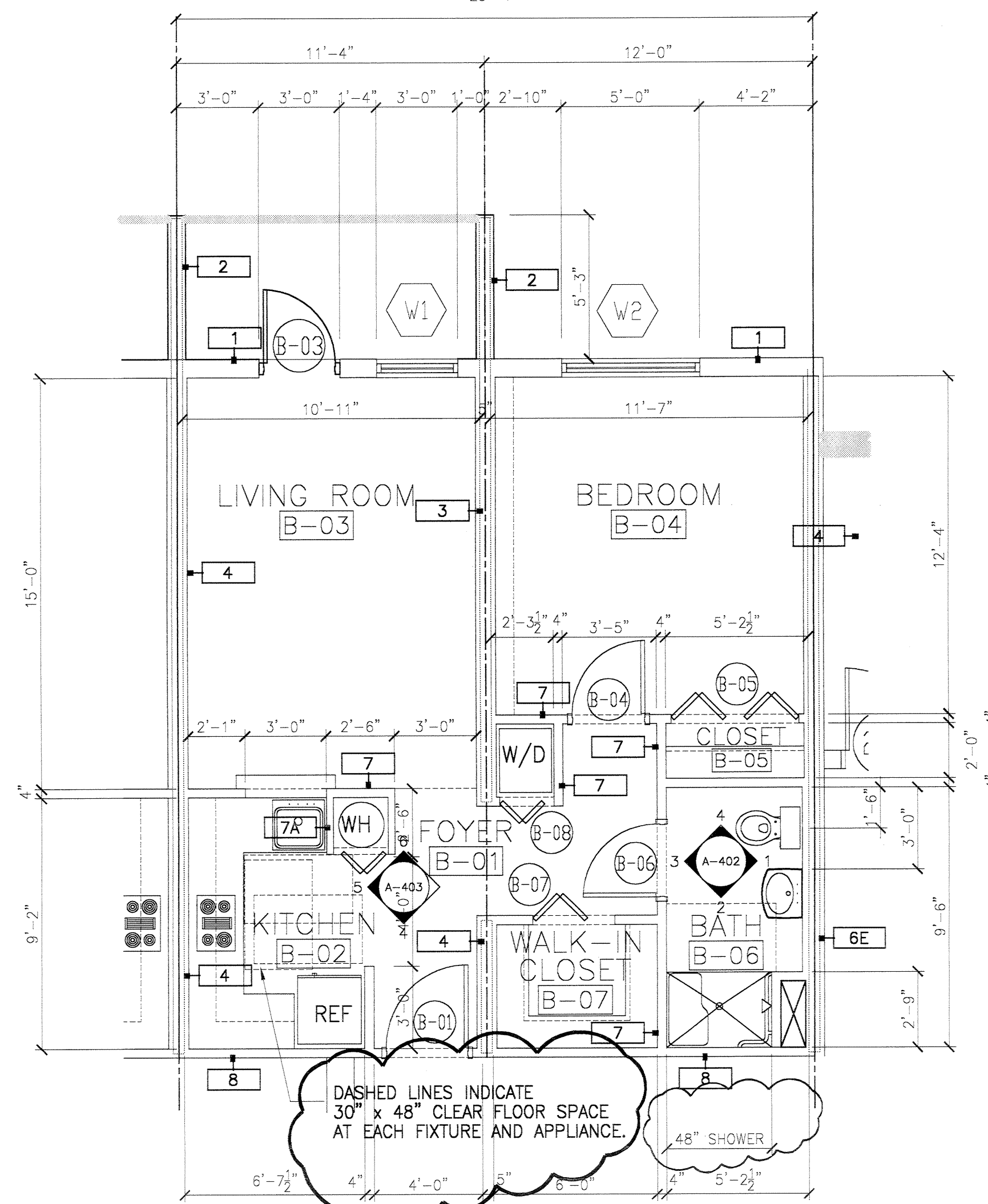
INTERIOR ELEVATIONS AND MILLWORK

A-403-2

SHEET NUMBER

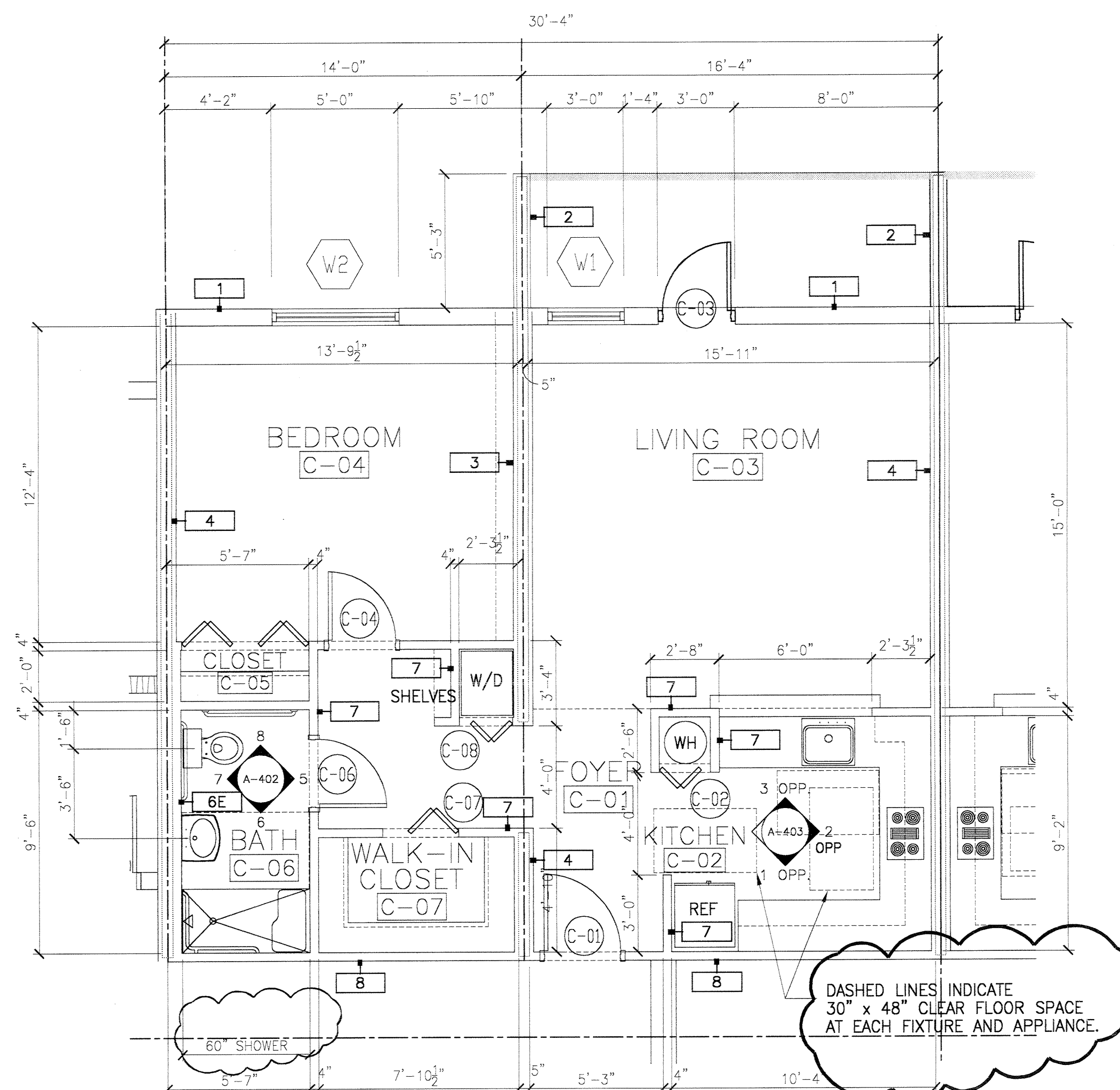


TYPE 'A' - 1BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (750 SF)

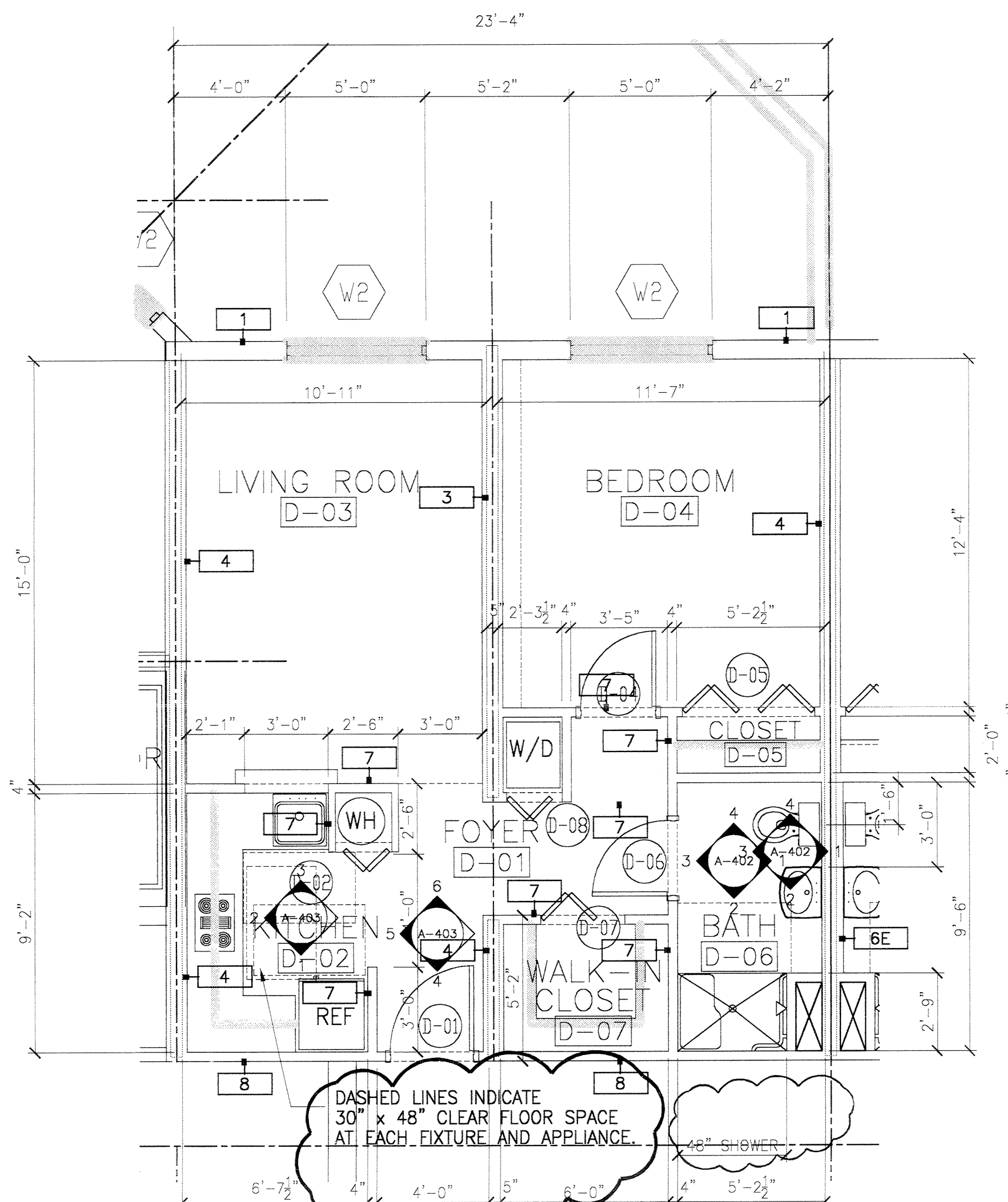


TYPE 'B' - 1BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (575 SF)

WALL TYPES



TYPE 'C' - HC 1BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (750 SF)



TYPE 'D' - 1BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (575 SF) NO BALCONY

CHARLES E. SWEET
PROJECT ARCHITECT

THE HASKELL COMPANY
AMERICA'S DESIGN-BUILD LEADER®

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PEMBROKE PINES, FLORIDA

2/5/04 R2P1 1
1/5/04 RPI 1
12/8/03 PI 1
10/7/03 CR
9/29/03 PR 1

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ENLARGED
TYPICAL UNIT
FLOOR PLANS

A-401
SHEET NUMBER