



CITY OF KEY WEST

RFQ NO. 017-001
ARCHITECTURAL SERVICES

PREPARED BY



April 12, 2017

April 12, 2017

City Clerk
City of Key West
1300 White Street
Key West, FL 33040

Re: RFQ No. 17-001 Architectural Services – City of Key West

To Whom It May Concern:

We would like to thank you for the opportunity to submit our response for architectural services for the City of Key West. **Architectural Design Collaborative, Inc. (ADC)** would be a great partner for City of Key West and we look forward to building a long term relationship. ADC is a **Minority Business Enterprise** that has been in business in Florida for over thirty (30) years. We are an architecture, planning and design firm with dedication and commitment to high quality service. ADC has prospered because of its fundamental philosophy of serving its clients with integrity, responsiveness and high professional standard.

We understand the scope of work as defined in this Request for Qualifications. The project type for A & E services will be one, two and three story multi-use office buildings, community centers, recreational facilities, event plazas, Historic Preservation/Restoration, transportation/multimodal centers, parking garages, historic markers, residential (multi-family and commercial mix use), space design, restroom facilities, institutional/non-residential buildings, ecological and environmental design and other similar types of projects.

We have assembled an experienced team of architects and sub consultants that have significant experience successfully providing contract services for many similar clients. **This team has worked together on past projects with similar size and scope and is familiar with a wide variety of project types such as building assessments, renovations, alterations, bathroom upgrades, HVAC projects, roof analysis and replacements, lighting projects, ADA upgrades and new construction of all sizes.** As a firm, we recognize the accelerated nature and quick turnaround often required of these project types and we have dedicated a team that has the skills to comply with the criteria set forth for RFQ No. 17-001.

All project design solutions, regardless of size, will reflect the City of Key West's program objective, schedule and budget. We are confident that we can exceed expectations.

ADC currently meets and exceeds the insurance coverage requirements for the City of Key West and have provided a certificate of our insurance limits for your review. We have also reviewed the draft agreement have provided comments that can be found in Part 3 of our response.

PRIME CONSULTANT

Architectural Design Collaborative (ADC)
235 Alcazar Avenue, Coral Gables, FL 33134 / 305-442-1188 phone
Karen Anderson – Principal In Charge
Raul Lozano – **Single Point of Contact/Relationship Manager to the City of Key West**
Jonathan Chades, RA – Project Manager
Lourdes Echemendia, RA – Project Architect
Maria Ferreira, RA – Quality Assurance/Quality Control

We trust this submittal meets with your approval and we welcome any comments or questions.

Sincerely,
ARCHITECTURAL DESIGN COLLABORATIVE, INC.,

Raul Lozano

Raul Lozano, Single Point of Contact/Relationship Manager

APRIL 12, 2017





PART 1. RESPONSE REQUIREMENTS

- A. City Staff Selection Criteria Matrix
- B. Submissions Details
- C. Insurance

A. CITY STAFF SELECTION CRITERIA MATRIX

Name: REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Number: RFQ #17-001

Firm Name: Architectural Design Collaborative, Inc. (ADC)

Date April 12, 2017

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience and technical competence of the firm in the discipline of architecture.	40	
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	20	
Work Experience of Architect	20	
Experience of Project Team – Architect and Sub-Consultants together	5	
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY	10	
LEED accredited staff professionals	5	
Total Points	100	

B: SUBMISSIONS DETAILS

Architect firms should submit a complete qualifications package that includes:

- Complete company profile

ADC Department of Business and Professional Regulation License #: AAC001315
ADC NMSDC #: FL50073

COMPANY PROFILE

ADC is a certified Minority Business Enterprise founded in 1984 as an architecture, planning and design firm with dedication and commitment to full quality service.

LEED/SUSTAINABILITY

ADC strives to ensure initiatives of sustainability and green practices are fully integrated within the core of our company. We have certified approximately 50 LEED projects and won LEED CI Central Florida Chapter Outstanding Project of the Year.

AWARDS

- | | |
|-------------------------------|-------------------------------------------------------|
| • 2012 IIDA SANDI Award: | Best Corporate Interior Design Project |
| • 2012 IIDA SANDI Award: | Best Retail Design Project |
| • 2012 IIDA SANDI Award: | Best Institutional Design Project |
| • 2012 City Beautiful Award: | Outstanding Interior Design Award |
| • 2012 Golden Brick Award: | Interior Project |
| • 2015 GMCC Leadership Miami: | Salute to Miami's Leaders - Entrepreneur/Professional |

QUALIFICATIONS/EXPERIENCE

ADC has prospered because of its fundamental philosophy of serving its clients with integrity, responsiveness and high professional standard. We believe that we are the best qualified firm for the City of Key West architectural services agreement contract based on the following:

1. We have **vast experience** with **renovation projects**, completing over **(300) renovations** over the past (3) years. We are able to develop a very competitive fee structure due to our experience.
2. We have a proven track record of completing projects of all sizes **on time** and **within budget**.
3. We have demonstrated our service capabilities by establishing many **long term** and **successfully continuing service relationships** with our clients.
4. The **proposed team** has worked together on **similar project types** ranging from: facility assessments, interior alternations, cafes, ADA studies/upgrades, life safety studies, parking lot upgrades, park facility upgrades, utility improvements, drainage improvements, elevator surveys/upgrades, exterior lighting, restroom surveys/upgrades, playing fields, concessions facilities to new construction facilities, multi-use/multi-story office renovations, historic preservation and restoration, public buildings as well as community centers and recreational facilities.
5. Vast experience **managing multiple projects** and project types at the same time.

The following are the key competitive advantages that help distinguish our service from other firms.

1. CONTINUING SERVICE CONTRACT EXPERIENCE: ADC and sub consultants have significant experience providing continuing services for many clients similar to the proposed RFQ set forth by the City of Key West. There are several key components necessary to be successful in a continuing service contract; project definition and planning, organized production and proactive construction administration. **We have clients that we have successfully maintained continuing service agreements for over 20 years and know what it takes to get the job done right.** We have set forth a very talented and diverse team comprised of architects, interior designers, LEED AP's, engineers with the intent to provide the City of Key West with **efficient, budget conscious, innovative** and of the **highest quality** of service.

2. STAFF: ADC has one of the highest staff retention in the industry. Our **average staff retention is (10) years.** This implies more experienced and well-trained team and consistency of services. ADC team members are highly skilled in risk management and disaster recovery/business continuity and senior team members are well trained and have practical application skills overseeing project construction. Our experienced staff has a strong understanding of all project types and timelines and will meet and/or exceed our client's project timeline expectations. **A Single Point of Contact/Relationship Manager** has been designated to the City of Key West account and will become intimately familiar with all City of Key West's processes and standards.

APRIL 12, 2017

- Identification of each team member by name and qualifications



ARCHITECTURAL DESIGN COLLABORATIVE (ADC)
CORAL GABLES, FL
(MWBE) - PRIME CONSULTANT
KAREN ANDERSON
PRINCIPAL IN CHARGE
QUALITY CONTROL / QUALITY ASSURANCE
CONTRACTS / CLIENT RELATIONS / MWBE

ARCHITECTURAL DESIGN COLLABORATIVE (ADC)
RAUL LOZANO
SINGLE POINT OF CONTACT / RELATIONSHIP MANAGER

ARCHITECTURE / PLANNING /
INTERIOR DESIGN /
SUSTAINABILITY

ADC
(MWBE) – Coral Gables, FL

JONATHAN CHADES, RA
LEED AP
Project Manager

LOURDES ECHEMENDIA, RA
Project Architect

MARIA FERREIRA, RA
Quality Assurance/Quality Control

JANICE PEREZ, NCIDQ
Interior Designer

PRODUCTION STAFF

ADMINISTRATIVE SUPPORT

MEP / FP

P&G ENGINEERING DESIGN GROUP
Miami, FL

LUIS O PEREZ, PE
PRESIDENT
MEP/FP Engineer

PRODUCTION STAFF

ADMINISTRATIVE SUPPORT

STRUCTURAL ENGINEERING

BOUERI ENGINEERING
Delray Beach, FL

CLAUDIO LAPILLI, PE, MSCE, LEED AP
BD+C
Structural Engineer

PRODUCTION STAFF

ADMINISTRATIVE SUPPORT

CIVIL / LANDSCAPE

TEAM ENGINEERING
(MWBE) – Oviedo, FL

Sue Woodberry, PE
Civil Engineer

Jeff Earhart, PE
Civil Engineering

Mary Bates, RLA
Landscape Architecture

PRODUCTION STAFF

ADMINISTRATIVE SUPPORT

COST ESTIMATOR

CARLSSON, INC.
(MWBE) - Longwood, FL

Anita Carlsson Trout
Cost Estimator

PRODUCTION STAFF

ADMINISTRATIVE SUPPORT

- Demonstration of key personnel expertise in the above-mentioned disciplines

Architectural Design Collaborative (ADC) is conveniently located in **Coral Gables, FL** and is a full service architectural, interior design and planning firm that has been in business in Florida for **30+ years**. **ADC** is a **Minority Business Enterprise (MWBE)**, **certified by NMSDC**. **ADC** has successfully provided continuing services with similar scope for many clients and has the experience it takes to manage an architectural and engineering contract like this.

Experienced personnel: To ensure that only qualified personnel are assigned to the City of Key West contract **ADC** has selected a team of professionals comprised of experienced architects, interior designers, engineers, cost estimators and LEED®APs. **ADC**, **P&G Engineering**, **Boueri Engineering**, **TEAM Engineering** and **Carlsson Inc.** have a **proven track record of completing successful projects** ranging in project types from: multi-use office and retail buildings, community centers, recreational facilities, event plazas and other venues, Historic preservation and restoration, residential/commercial mix use structures, interior alternations, cafes, ADA studies/upgrades, life safety studies, parking lot upgrades, park facility upgrades, utility improvements, exterior lighting, restroom surveys/ upgrades, concessions facilities to new construction of facilities. **This team is responsive and will provide a quick turnaround to the City of Key West to meet and exceed your expectations.** **ADC** has prospered because of its fundamental philosophy of serving its clients with integrity, responsiveness and high professional standard. We believe that our experienced personnel are the best qualified team for Orange County continuing service based on the following:

1. Vast experience with renovation projects; completing over (300) renovations over the past (3) years.
2. We have a proven track record of completing projects of all sizes on time and within budget.
3. We have demonstrated our capabilities by establishing many long term successful continuing service relationships.
4. Vast experience managing multiple projects and project types at the same time.

Experienced Personnel of Prime Consultant: ADC (MWBE) – Coral Gables, FL:

- **ADC Principal in Charge: Karen Anderson** will serve as Principal in Charge for the City of Key West service contract. Karen has over **20 years of experience** in project management and has worked on 15 complex continuing service contracts with similar scope. She has completed over **50** building assessments under continuing service contracts to identify items such as: Code and infrastructure related deficiencies to develop scope and budget. **Similar projects:** FL Department of Health renovation and 500 kw generator, Seminole Tribe Senior Center renovation, Community Center and Rodeo, Disney/Partners FCU renovation, Bank of America continuing services contract/renovations, ADA upgrades, lighting projects, HVAC projects and Department of Energy project. **Karen's primary focus will be quality control, contractual matters, MWBE compliance, client satisfaction and overseeing project team.** She will work directly with Single Point of Contact/Relationship Manager Raul Lozano and the City of Key West to provide quality service.

- **ADC Single Point of Contact/Relationship Manager: Raul Lozano** will serve as Single Point of Contact/Relationship Manager for the City of Key West service contract. Raul has over **30 years of experience** in project management and has worked on many complex continuing service contracts with similar scope. He will be the ultimate contact for any issues concerning the activities of the implementation team. Mr. Lozano will be available to participate in any strategy, budgeting, planning, review and/or other forums as may be deemed beneficial to the overall account. **Similar projects:** Town of Surfside Town Hall, Town of Surfside Community Park, Town of Surfside Streetscape, Summit Private School A Montessori School, Seminole Indian Tribe Rodeo Administration and Senior Center, Seminole Indian Tribe Youth Center, Bank of America continuing services contract/renovations, ADA upgrades, lighting projects and HVAC projects. **Raul's primary focus will be quality assurance and client satisfaction and overseeing project team.** He will work directly with Project Manager Jonathan Chades and the City of Key West to provide quality service.

- **ADC Project Manager: Jonathan Chades, R.A., LEED®AP** will serve as the Project Manager for City of Key West. He is a registered architect and LEED®AP specialty and **7 years of experience**. Jonathan has broad experience with corporate and commercial design with a background in base building and construction methods. He specializes in project planning, design development; his skills and experience effectively bridge the disciplines of both architecture and construction. As Project Manager, Jonathan will **allocate manpower, conduct facility assessments and facility programming to determine scope, and perform project quality control with a focus on document accuracy, project constructability, and cost effectiveness.** He has worked with Clients, Regulatory Authorities, and Code/Building Officials, to secure permits, planning and zoning approvals and to solve technical issues. **Similar projects:** Wells Fargo Mid Beach New Bank Branch Project requiring Historic Preservation, Bank of America Public Restroom Facilities, ADA upgrades, lighting projects as well as renovations to multi-story multi-use office and retail buildings.

- **ADC Project Architect: Lourdes Echemendia, R.A.** will serve as Project Architect for the City of Key West. Lourdes is a registered Architect with **over 25 years of experience** and will assist Jonathan Chades in managing the project team and will serve as the client day-to-day implementation liaison to which ADC team members are assigned. Lourdes will be in charge of construction administration and will assist Jonathan Chades during the construction phase. She has a strong background in construction management. She will **spearhead the required process, coordinate disciplines, enforce quality control** and administer the projects related to CD's so that the schedules and budgets are met. She will also assist in the **building assessment and facility programming phase** for each project. Lourdes possesses an outstanding capacity to provide leadership and problem resolution to any issues that may arise. **Similar projects with previous firm:** Renovations to retail branch locations throughout Miami-Dade, Fire Alarm and ADA Improvements to Coral Gables Senior High School, Outpatient Pharmacy Renovation to Office of Veteran Affairs Hospital, Renovation and new construction of numerous multi-story, multi-use office and retail buildings, institutional facilities such secondary and higher education as well as residential detention facilities for youths and adults, full renovation of 2600 seat theater encompassing all front and back of house functions as well as exterior public use space and public restrooms.

- **ADC Quality Assurance/Quality Control: Maria Ferreira, R.A.** will serve as Quality Assurance/Quality Control Manager for the City of Key West. Maria is a registered Architect with **over 30 years of experience**. Maria will review and coordinate all drawings and focus on quality control to ensure that specifications correlate with drawings and that the architectural, MEP and other disciplines drawings are well coordinated to mitigate conflict and minimize risk. Maria will oversee quality control reviews at 50%, 75% and 100% of construction documents. Maria possesses excellent communication skills; conveys complex ideas and responds to meet total client satisfaction. Her experience with similar project types will help expedite projects in a diligent manner to keep the team ahead of schedule. **Similar projects:** Orange County Sheriff's Office Gun Range renovations, Orange County Wittenstein Cottage young adult residence renovation, Orange County Communication Division renovation, Orange County Internal Operations Center Building I & II restroom upgrades, Orange County Public Defenders Office renovation and new construction of numerous multi-story, multi-use office and retail buildings, public restroom facility renovations, as well as institutional and non-residential buildings.

- **ADC Interior Designer: Janice Perez, NCDIQ** has **14 years of experience** and is a Licensed Interior Designer who has significant experience with existing buildings and renovation projects. Janice will work with Jonathan and Lourdes on projects requiring interior design services. She specializes in interior design that attains an ideal balance of aesthetics, functionality and cost, while maintaining the look of the existing conditions. **Similar projects:** SAP multi-story interior office renovation, Waterford Properties – Miami Children's Health System Café, Waterford Properties – Miami Children's Health System Wellness Suite, The Hogan Group continuing services contract renovations to multi-story multi-use office buildings, occupancy studies, life safety studies, programming, space planning, elevator study/ upgrade, material, finish and furniture selection to standardize 1 million sq. ft. of the campus, renovations/upgrades to bathrooms, lobbies and common corridors.

Additional Experienced Personnel - Sub Consultants: The following sub-consultants have extensive experience in successfully completing varied projects similar to the project types mentioned in this RFQ.

- **P&G Engineering: Luis O. Perez, P.E. – MEP/FP** will serve as Principal in Charge for P&G Engineers. Mr. Perez is a registered engineer with **over 25 years of experience**. Luis will be responsible for coordination of all contract obligations; programming; coordination with team members; constant contact with the Architect; and project milestone meetings on-site. **Similar projects:** Garda World Renovation, Steiner Management – Tenant Improvement, TD Banks – Improvements, ILS Doral – Tenant Improvement, PBVC BUPA Latin America Phase II – Tenant Development, Over 200 Bank of America ADA and ATM projects.

- **Boueri Engineers: Claudio Lapilli, MSCE, P.E.- Structural** will serve as the Structural Project Manager for the City of Key West contract. He will be the point of contact for the Structural team. His areas of expertise include structural analysis, design, project management, and construction administration. **Similar projects:** Bank of America New Construction project – Canyon Town Center, Florida City and Quail Roost, Lynn University Main Gymnasium, Dormitory and International Auditorium Buildings, Sunset Shops and Movie Theater, Brevard Community College Design, Villas by the Sea – Multi-family homes, clubhouse and amenity buildings, as well as Fountainebleau Hilton Miami Beach.

- **Carlsson Inc.: Anita Carlsson Trout - Principal Estimator** has been providing cost estimating and management services for **over 22 years**. During her career, Mrs. Trout has provided estimating services with a focus on keeping project costs within scope and on budget. As Principal Estimator, Mrs. Trout will provide **detailed cost estimates and quantities for all civil, architectural, structural and mechanical** aspects of the project. **Similar projects:** OC Courthouse, Fan Terminal Replacement, OC Well Works, HVAC Replacement, East Orange Homeless Center, Tibet Butler Nature Preserve HVAC Assessment, OC Communications Rooms, OC Regional History Center, HVAC Mods, Railing Replacements, O.C. Fire Rescue Headquarters, Fire Station #28 Renovations, Elevator Modification

- **TEAM: Sue Woodbery, PE – Civil/Environmental** has 25 years of experience in civil, environmental and stormwater engineering and will serve as Principal in Charge. Many of her projects include extensive wetland restoration/mitigation, exotics removal and native plant refurbishment. Ms. Woodbery is a certified wetland delineation expert. She manages and designs projects that have included roadways, sidewalks, parks, stormwater master plans, GIS field mapping, hydrologic and hydraulic modeling, pollutant load analysis, stormwater retrofit design for water quality improvements, wetland delineation, wetland impact evaluation, wetland mitigation and endangered species surveys. **Similar projects:** Ivanhoe Community Park, Guernsey Park, Barnett Park Stormwater Retrofit and Lake May Preserve.
- **TEAM: Jeff Earhart, PE – Civil** will serve as Project Manager and has 21 years of professional experience. Mr. Earhart has more than 15 years of experience providing park design, permitting, bidding and construction administration. **Similar projects:** Dr. Phillips Community Park, North Lake Community Park, Minneola Athletic Complex, P.E.A.R. Park, Winter Haven Downtown Trailhead, Lake Maude Recreational Area, Eastern Regional Park and East Orange Park. Mr. Earhart specializes in engineering and providing project management for new park projects. He has extensive permitting experience with SJRWMD, FDEP, Health Department, Seminole County, and City of Sanford.
- **TEAM: Mary Bates, RLA – Landscape** will serve as the project landscape architect. **Similar projects:** For the past 10 years, Mary has provided park design, permitting, bidding and construction administration services for agencies throughout Florida including the cities of Casselberry, DeLand, Orlando, Ormond Beach, Winter Garden, Winter Haven and the counties of Orange, Alachua, Lake, Escambia, Hillsborough, Osceola, Seminole and Volusia.
- Past five (5) years of specific relevant experience in:
 - a. Design of government buildings

SHERIFF'S OFFICE FACILITIES

1. ORANGE COUNTY SHERIFF'S OFFICE GUN RANGE

Structural repairs and new lighting to existing open wood pavilions that are used at the pistol ranges, multiple buildings included

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **AJ Murray, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0057**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$36,000.00**
Estimate of Construction Cost: **\$200,000.00**
Name of Contractor: **TBD – Construction Document Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

2. ORANGE COUNTY SHERIFF'S OFFICE SECTOR IV STAIR REMOVAL

Removal of existing non-compliant monumental stair and other egress improvements throughout

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **AJ Murray, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0057**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$11,312.00**
Estimate of Construction Cost: **\$50,000.00**
Name of Contractor: **TBD – Construction Document Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

PUBLIC HOUSING

1. WITTENSTEIN COTTAGE

Renovation to an existing 5,000 square foot residence to house young adults for the Department of Children and Family. Renovation consisted of 6 new bedrooms, 2 new restroom facilities with showers, 1 ADA restroom, kitchen upgrades and upgrades to finishes and lighting throughout.

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Randy Nixon, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0043**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$52,512.00**
Estimate of Construction Cost: **\$400,000.00**
Name of Contractor: **Note: Orange County contracted this project separately for construction**
Project Contract Award Amount: **\$460,625.00**
Contractor Representative: **Not Known**
Contractor Address: **Not Known**
Contractor Telephone Number: **Not Known**

2. CYPRESS GROVE ESTATE HOUSE

Re-roof and new porch added to existing house

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Roan Waterbury, LEED AP/PM – Internal Operations Centre II**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0034**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$35,000.00**
Estimate of Construction Cost: **\$120,000.00**
Name of Contractor: **Carmen Randolph Simeone**
Project Contract Award Amount: **\$200,000.00**
Contractor Representative: **Christian Simeone**
Contractor Address: **6565 Hazeltine National Drive, Suite 12, Orlando, FL 32822**
Contractor Telephone Number: **(407) 578-9595**

ADMINISTRATIVE PROJECTS

1. COMMUNICATION DIVISION RENOVATION

3,500 square foot interior renovation to Orange County's Orange TV and Communications department

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Cheryl L. Anthony, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0033**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$23,091.00**
Estimate of Construction Cost: **\$100,000.00**
Name of Contractor: **TBD – In Preliminary Bidding Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

2. **HUMAN RESOURCES**
7,000 square foot renovation to HR department

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Cheryl L. Anthony, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0033**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$25,730.00**
Estimate of Construction Cost: **\$220,000.00**
Name of Contractor: **TBD – In Construction Document Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

3. **INTERNAL OPERATIONS CENTER BUILDING I & II RESTROOM UPGRADES**
Upgrade to all core restrooms

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Cheryl L. Anthony, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0033**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$30,519.00**
Estimate of Construction Cost: **\$150,000.00**
Name of Contractor: **TBD – In Construction Document Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

ADA ASSESSMENT AND RENOVATION

1. **EAST ORANGE COMMUNITY CENTER**
ADA improvements to existing community center, Department of Health and Children's and Families Clinic

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **AJ Murray, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0057**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$19,308.00**
Estimate of Construction Cost: **Assessment Only**
Name of Contractor: **N/A**
Project Contract Award Amount: **N/A**
Contractor Representative: **N/A**
Contractor Address: **N/A**
Contractor Telephone Number: **N/A**

COURT HOUSE/CLERK OF COURTS

1. **ORANGE COUNTY COURTHOUSE BIRD DETERRENT**
Design of a bird deterrent system for an existing 24 story building

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Cheryl L. Anthony, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0033**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$24,213.00**
Estimate of Construction Cost: **\$150,000.00**
Name of Contractor: **TBD – In Design Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

2. **CLERK OF COURTS SECURITY ASSESSMENT**
Study conducted of 4 Clerk of Court locations to evaluate safety and security and provide recommendations and cost for remediation

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Cheryl L. Anthony, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0033**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$34,938.00**
Estimate of Construction Cost: **Assessment Only**
Name of Contractor: **N/A**
Project Contract Award Amount: **N/A**
Contractor Representative: **N/A**
Contractor Address: **N/A**
Contractor Telephone Number: **N/A**

3. **PUBLIC DEFENDERS OFFICE RENOVATION**
Renovation to approximately 20,000 square feet of existing office space to add additional offices and seating

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Sara Flynn-Kramer, Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0048**
Key Personnel Involved in design phase services: **Karen Anderson, Maria Ferreira**
Design Services Fee: **\$20,169.00**
Estimate of Construction Cost: **TBD – In Preliminary Design Phase**
Name of Contractor: **TBD**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

b. Design of park structures

BOARDWALK

1. **EAGLE'S ROOST**

New 300' boardwalk through nature preserve area

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Scott Reekie, LEED AP/PM – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0050**
Key Personnel Involved in design phase services: **Karen Anderson, Raul Lozano**
Design Services Fee: **\$31,188.00**
Estimate of Construction Cost: **\$300,000.00**
Name of Contractor: **TBD – In Design Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

PARKING

1. **HAL SCOTT**

New gravel parking lot for preserve area

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Scott Reekie, LEED AP/PM – Orange County Capital Projects Division**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0050**
Key Personnel Involved in design phase services: **Karen Anderson, Raul Lozano, Jonathan Chades**
Design Services Fee: **\$14,729.00**
Estimate of Construction Cost: **TBD – In Preliminary Design Phase**
Name of Contractor: **TBD**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

c. Design recreational areas

PLAYGROUNDS

1. **HEADSTART**

Update playground equipment and safety surfaces at 6 Headstart locations throughout Orange County, program was funded through a grant

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Randy Nixon, Project Manager – Orange County Capital Projects**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0043**
Key Personnel Involved in design phase services: **Karen Anderson, Raul Lozano, Lourdes Echemendia**
Design Services Fee: **\$16,745.00**
Estimate of Construction Cost:
Name of Contractor: **TBD – In Schematic Design Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

2. **SHADOW CREEK**

New playground with multiple climbers, exercise equipment and new walkways

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Roan Waterbury, LEED AP/PM – Orange County Capital Projects Division**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0034**
Key Personnel Involved in design phase services: **Karen Anderson, Raul Lozano, Lourdes Echemendia**
Design Services Fee: **\$14,998.00**
Estimate of Construction Cost:
Name of Contractor: **TBD – In Preliminary Design Phase**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

3. **BITHLO COMMUNITY CENTER**

New playground with multiple climbers, exercise equipment and new walkways

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Roan Waterbury, LEED AP/PM – Orange County Capital Projects Division**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0034**
Key Personnel Involved in design phase services: **Karen Anderson, Lourdes Echemendia, Maria Ferreira**
Design Services Fee: **\$14,998.00**
Estimate of Construction Cost: **TBD – In Preliminary Design Phase**
Name of Contractor: **TBD**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

d. Design of public plazas, etc.

CPTED STUDY

1. **BARNETT PARK AND TRAIL SECURITY ASSESSMENT**

A Crime Prevention through Environmental Design (CPTED) study for an existing park and a new trail and trail head

Reference:

Name of Client: **Board of County Commissioners Orange County Florida**
Client Representative: **Roan Waterbury, LEED AP/PM – Orange County Capital Projects Division**
Client Address: **400 E. South Street, 5th Floor, Orlando, FL 32801**
Client Telephone Number: **(407) 836-0034**
Key Personnel Involved in design phase services: **Karen Anderson, Raul Lozano, Jonathan Chades**
Design Services Fee: **Waiting on Proposal Acceptance**
Estimate of Construction Cost: **TBD – In Preliminary Phase**
Name of Contractor: **TBD**
Project Contract Award Amount: **TBD**
Contractor Representative: **TBD**
Contractor Address: **TBD**
Contractor Telephone Number: **TBD**

The examples should include the name of client, client's representative, client's address and telephone number, key personnel involved in design phase services, design services fee, estimate of construction cost, name of contractor awarded project, project contract award amount, contractor's representative, contractor's address and telephone number.

- Names, job classifications, and qualifications of architectural personnel who will be assigned to perform services of this contract.

Experienced Personnel of Prime Consultant: ADC (MWBE) – Coral Gables, FL:

- ADC Principal: Karen Anderson** will serve as Principal in Charge for the City of Key West service contract. With over 20 years of experience in the architecture and design field Karen is in charge of operations for ADC's Orlando, Charlotte, Dallas and Washington DC offices. She is responsible for leading a team of talented and dedicated architects, interior designers and LEED accredited professionals who oversee a large portfolio of commercial, retail and residential projects. Karen provides services for many Fortune 500 companies including but not limited to: Apple, Bank of America, Cisco Systems, SunTrust Bank and Wells Fargo. Ms. Anderson's responsibilities include business development, client relations, design, and coordination of the project team. In addition she maintains corporate relationships with federal, state and local municipal departments. Her commitment to ensuring quality service and her personal attention to detail has enabled her to deliver ADC's clients highly successful projects. Ms. Anderson graduated from the University of Florida with a degree in Architecture. While at the University of Florida, Karen participated in an architecture program at the University of Vicenza, Italy where she studied the works of many world renowned architects. Karen is an active member in the Central Florida Community and participates on several boards. She is the current Chairperson of the City of Orlando Municipal Planning Board which is an advisory board to City Council and also sits on the Affordable Housing Assistance Program Committee. Karen volunteers for the Urban Land Institute mentoring high school students in urban design and land planning. Her involvement with national organizations includes the National Minority Supplier Development Council and NCARB.

- ADC Principal: Raul Lozano** will serve as Single Point of Contact and Relationship Manager for the City of Key West service contract. Mr. Lozano studied at the University of Miami where he received his Bachelors of Architecture from the School of Architecture in 1987. He was on the Dean's List for throughout his tenure at the university and graduated with honors. He has over 30 years' experience in Architectural field, and has worked for the last 28 years for Architectural Design Collaborative. He worked for the successful firms of Perez & Perez, and Ferguson Glasgow & Shuster Architects prior to joining Architectural Design Collaborative in 1989, where he has distinguished himself as a team leader, adept at transforming clients' needs and expectations into highly effective architectural designs. As principal of Architectural Design Collaborative, Mr. Lozano is responsible for office operations, client relations, preparation and supervision of design, supervision of personnel and drawings. Additionally, Mr. Lozano is involved with the coordination and implementation of federal, state and local building codes. Mr. Lozano has been instrumental in the success of many of the firm's projects including: Citibank Guatemala Headquarters, Town of Surfside Town Hall, Bank of America, Southeast Toyota, Northern Trust Bank, Home Depot, National Foundations for the Advancement of the Young Arts, American Red Cross and many others. Mr. Lozano is an active in the community and member of the American Institute of Architects, United States Green Building Council, Architecture for Humanity and past board member and chairman of the City of Hialeah Garden's Planning and Zoning Board.

- ADC Project Manager: Jonathan Chades, R.A., LEED®AP** will serve as the Project Manager for the City of Key West service contract. He is a registered architect and LEED®AP specialty and **7 years of experience**. Mr. Chades studied at Florida International University where he received his Bachelors of Architecture from the School of Architecture in 2010. While at Florida International University, Mr. Chades participated in various projects and competitions at the frontline of driving the school's design talent to various events in both national and international divisions. He was also recognized for his studio work and was chosen to represent the School of Architecture in two accreditation terms throughout his academic years. In addition, Mr. Chades began his professional career early on, while still completing his degree, and became a member of Concept Studios by Solutions, Inc.; a design-build firm where he gained hands-on experience on the practice and operations of both an architectural office and a building construction establishment. Mr. Chades is LEED AP-BD+C accredited and is currently in the process of completing his architectural registration, and is seeking to be licensed in the states of Florida and New York. With over 7 years of career experience in architectural design, his focus includes corporate and commercial design with a background in base building and construction methods. He specializes in project planning, design development, as well as corporate and commercial architecture. Mr. Chades' skills and experience effectively bridge the disciplines of both architecture and construction. His rapid growing client base has included clients from both the public and private sectors. Prior to joining Architecture Design Collaborative, Mr. Chades was an Associate at Claro Architecture, Inc. Since the company's inception, Mr. Chades evolved as a key member of the firm throughout the years; moving through the ranks from Project Designer to Lead Project Manager and Associate, where he became the right hand of the company's president to oversee the firms' business and design operations. With responsibility for over half of the firms' clientele, Mr. Chades specialized in the evaluation and design development of corporate interior type projects. He also held a lead role in design presentations and project management from initial space planning through to construction documentation and construction administration.

- **ADC Project Architect: Lourdes Echemendia, R.A.** will serve as the Project Architect for the City of Key West service contract. Lourdes is a registered Architect with **over 25 years of experience** in all phases of a project from design to construction. She has a Master of Architecture and a Bachelors of Design from the University of Florida. Lourdes has worked on commercial and residential projects for top architectural firms where she distinguished herself for her commitment to outstanding design and project management. Lourdes has strong project management skills with the ability to identify challenges and develops creative solutions. Proactive, organized and detailed oriented. A team player that works easily with others and enjoys being part of a strong collaborative environment. She has a strong understanding of all phases of a project from design to construction, including an understanding of programming and planning. Experienced with developing solutions for complex design problems, including code compliance and agency interface. Skilled in preparation of drawings and specifications including consultant coordination. Excellent managerial skills and experienced in providing technical oversight and coordination of project activities with in-house staff, clients, consultants and contractors through all project phases. Strong knowledge of local building codes and municipal requirements. Works comfortably in a collaborative environment.
- **ADC Project Architect: Maria Ferreira, R.A.** will serve as the Quality Assurance/Quality Control Manager for the City of Key West service contract. Maria has a Bachelors of Architecture from the University of Louisiana @ Lafayette. She is a registered Architect bi-lingual and multi-skilled professional with **over 19 years of broad knowledge and experience** in a variety of capacities. Her experience involves planning, design, and execution of major capital construction projects that include commercial offices spaces, public facilities, healthcare, research facilities, multi-family and sin single family as well as large-scale distribution centers. Maria consistently demonstrates a strong organization and analytical skill with the ability to effectively communicate and influence project teams and management during the decision making process. Maria is adept at managing multiple assignments simultaneously and while maintaining a strong customer services orientation.
- **ADC Interior Designer: Janice Perez, NCDIQ** will serve as the Interior Designer for the City of Key West service contract. Janice has **14 years of experience** and is a Licensed Interior Designer who has significant experience with existing buildings and renovation projects. Janice Perez began her interior design studies at the Caribbean University of Puerto Rico and completed her degree at FIU with a Bachelor's of Science in Interior Design. She graduated in 2003 and is a licensed interior designer in the State of Florida. Ms. Perez has worked in retail space planning and store fixture design for clients in the US, Caribbean with focus on branding, prior to joining Architectural Design Collaborative. Ms. Perez is currently a project manager/interior designer for ADC. Her roles and responsibilities as a team member includes and is not limited to space planning, design, construction drawing coordination, and construction administration for corporate spaces. As a dedicated team member, her priority is to assure that the client's requirements are met creating spaces that are functional and pleasing to the work environment.
- Proposed management approach to be taken on any service rendered. A description of the firm's procedure for quality control for small, medium, and large projects should be provided.

MANAGEMENT PLAN / QUALITY ASSURANCE / QUALITY CONTROL PLAN

ADC has successfully managed many continuing service contracts similar to the City of Key West RFQ with the use of our internal management plan. **Our dedicated Single Point of Contact for the City of Key West will be responsible for upholding ADC's management plan and seeing that the project team follows the defined processes.** The main objective of our management plan is to outline how a **project of any size** is monitored, controlled and executed by setting forth the following procedures to **assure quality, on time delivery** and that the project is **completed within budget**.

1. Project Initiation Phase:

- **Accountability** – A **Single Point of Contact** will be assigned from inception to completion. **Raul Lozano** will be the City's Single Point of Contact and will be available at all times. All support staff and consultants will communicate through Raul. He will be responsible to convey pertinent information to the project team and coordinate the scope of work for each project.
- **Define scope of work** all stakeholders included (City of Key West, ADC, required sub consultants)
- **Communication** - Understand the City of Key West's goals and expectations for upcoming project.

2. Due Diligence & Planning Phase:

- Conduct thorough due diligence and/or existing building surveys to **minimize risk** and future conflicts during construction to reduce change orders. All applicable consultants to participate.
- Prepare a written summary of findings from building survey to identify potential risks that may affect budget, design and schedule. This will be issued to the City to further determine scope.
- **Resource allocation** – determine project team members needed to ensure on time completion.
- **Determine budgets & schedule** as part of our value engineering process, cost savings should take place early in the planning process. All stakeholders (City of Key West, ADC, sub consultants) come to the table during the

APRIL 12, 2017

planning phase to determine risk, design, schedule, budget, code issues and any other elements pertaining to the project. Resolve construction related risks before construction.

3. Construction Document Execution Phase:

- Adhere to standard drawing formats and standardized processes. This creates a seamless transfer of information between all team members to ensure a consistent end product. "Speed to Market"
- Peer/ cross disciplinary reviews conducted to assure accuracy and quality. Reviews conducted at 50%, 75% and 100% CD completion. **Maria Ferreira** will be assigned for **Quality Control** to ensure that specifications correlate with drawings and that the architectural, MEP and other disciplines drawings are well coordinated to mitigate conflict and minimize risk.
- Pre-Application meeting with City of Key West Planning, Building and Fire Marshal. Assist with permit applications and utility coordination.

4. Contract Administration Control Phase:

- Weekly project team meetings to review project schedules, construction progress, costs, client risks and goals and any other conditions that may affect a project.
- Construction administration project assistant will monitor the shop drawing, RFI and pay applications for each project. Log trackers are kept to ensure timely turnaround.
- Review Shop drawings for general compliance with the intent of the Construction Documents.
- Respond quickly to GC generated request for information (RFI's) to keep project on schedule.
- A & E will perform an inspection of the site for quality and general conformance to the CD's and list any discrepancies on an itemized punch list.

5. Close Out Phase:

- Review of project "**Lessons Learned**" with all stakeholders in an effort to improve performance.
 - Prepare a close out/as-built set of documents based on contractor red-line mark ups and as-builts.
- Anti-Kickback Affidavit and Public Entity Crimes Certification for all participating members of any team and Sub-consultant(s) participating team members.

Please see form D. Anti-Kickback Affidavit and form E. Public Entity Crimes Certification in Part 2. of our submission for all participating members of our team and sub-consultant team members.

APRIL 12, 2017

C. INSURANCE CERTIFICATE

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 3/9/2017														
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 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 Hansen Insurance, LLC 4590 N. Meridian Avenue Miami Beach, FL 33140 A307619	CONTACT NAME: Rick Hansen PHONE (A/C, No, Ext): (305) 674-9998 FAX (A/C, No): (305) 674-9998 EMAIL ADDRESS: rick@hanseninsurancefl.com															
INSURED: Architectural Design Collaborative 235 Alcazar Avenue Coral Gables, FL 33134 305 442-1188	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC#</th> </tr> </thead> <tbody> <tr><td>INSURER A: RLI</td><td>13056</td></tr> <tr><td>INSURER B: RLI</td><td>13056</td></tr> <tr><td>INSURER C: RLI</td><td>13056</td></tr> <tr><td>INSURER D: RLI</td><td>13056</td></tr> <tr><td>INSURER E: RLI</td><td>13056</td></tr> <tr><td>INSURER F:</td><td></td></tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: RLI	13056	INSURER B: RLI	13056	INSURER C: RLI	13056	INSURER D: RLI	13056	INSURER E: RLI	13056	INSURER F:	
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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	POLICY NUMBER POLICY EFF. (MM/DD/YYYY) POLICY EXP. (MM/DD/YYYY) LIMITS														
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E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	PSW0003350 10/30/2016 10/30/2017 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> OTHER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																
Professional Liability insurance is written on a claims-made and reported basis.																
CERTIFICATE HOLDER		CANCELLATION														
For Proposal Purposes		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														



PART 2. FORMS AND AFFIDAVITS

- D. Anti-Kickback Affidavit
- E. Florida Statutes, on Public Entity Crimes
- F. Indemnification Form
- G. Equal Benefits for Domestic Partnership Affidavit
- H. Cone of Silence Affidavit

D. ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)
 : SS
COUNTY OF MONROE)

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

By: Karen Anderson, Principal



Sworn and subscribed before me this

11 day of April, 2017.



NOTARY PUBLIC, State of Florida at Large

My Commission Expires: July 15, 2018



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By: Raul Lozano, Principal



Sworn and subscribed before me this

11 day of April, 2017
Teresita Castillo

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: July 15, 2018



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By: Jonathan Chades, RA,

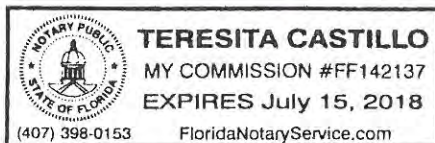


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Teresita Castillo
NOTARY PUBLIC, State of Florida at Large

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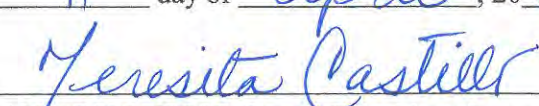
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By: Lourdes Echemendia, RA,

Sworn and subscribed before me this

11 day of April, 2017.

NOTARY PUBLIC, State of Florida at Large

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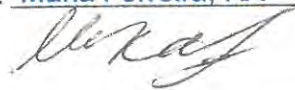


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By: Maria Ferreira, RA



Sworn and subscribed before me this

11 day of April, 20 17

Teresita Castillo
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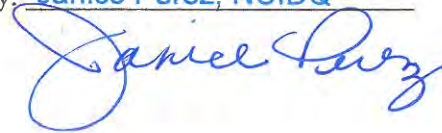


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By: Janice Perez, NCIDQ

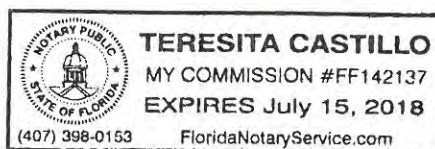


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 : SS
COUNTY OF MONROE)

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

By: Luis O. Perez

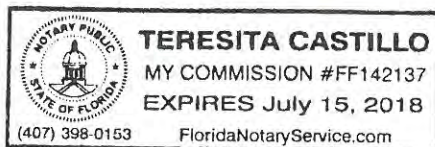


Sworn and subscribed before me this

11 day of April, 2017.

Teresita Castillo
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: July 15, 2018



D. ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)
 : SS
COUNTY OF MONROE)

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

By: _____

CLAUDIE LAPORTE
VICE PRESIDENT
BOUVERI ENGINEERS, INC

Sworn and subscribed before me this

10th day of APRIL, 2017.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 7/1/17



D. ANTI-KICKBACK AFFIDAVIT

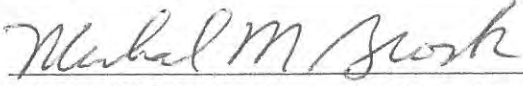
STATE OF FLORIDA)
 : SS
COUNTY OF MONROE)

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

By: 

Sworn and subscribed before me this

11 day of APRIL, 2017.


NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 4/28/19



D. ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)
 : SS
COUNTY OF MONROE)

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

By: Anita Carlsson Trout

Sworn and subscribed before me this

Anita Carlsson Trout

11 day of April, 2017.

Teresita Castillo
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: July 15, 2018



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Architectural Design Collaborative, Inc. (ADC)
(Name of entity submitting sworn statement)
whose business address is 235 Alcazar Avenue, Coral Gables, FL 33134
and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-2429446 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Karen Anderson and my relationship to
(Please print name of individual signing)
the entity named above is Principal
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

(Date)

[Handwritten Signature]

04/11/2017

STATE OF Florida

COUNTY OF Miami-Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Karen Anderson who, after first being sworn by me, affixed his/her signature in the
(Name of individual signing)

space provided above on this 11 day of April, 20 17

My commission expires:
NOTARY PUBLIC

Teresita Castillo July 15, 2018



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Architectural Design Collaborative, Inc. (ADC)
(Name of entity submitting sworn statement)
whose business address is 235 Alcazar Avenue, Coral Gables, FL 33134
and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-2429446 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Raul Lozano and my relationship to
(Please print name of individual signing)
the entity named above is Principal
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

(Date)

STATE OF

Florida

COUNTY OF

Miami-Dade

Raul Lozano

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

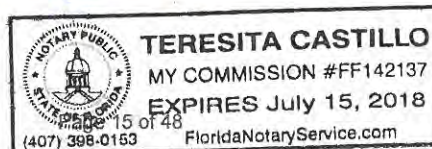
Teresita Castillo
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this 11 day of April, 20 17.

My commission expires:
NOTARY PUBLIC

July 15, 2018



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Architectural Design Collaborative, Inc. (ADC)
(Name of entity submitting sworn statement)
whose business address is 235 Alcazar Avenue, Coral Gables, FL 33134
and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-2429446 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Jonathan Chades and my relationship to
(Please print name of individual signing)
the entity named above is Project Manager,
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

4-10-17

(Date)

STATE OF

Florida

COUNTY OF

Miami - Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Jonathan Chades

(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this

11

day of

April

2017

My commission expires:
NOTARY PUBLIC

Teresita Castillo



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Architectural Design Collaborative, Inc. (ADC)
(Name of entity submitting sworn statement)
whose business address is 235 Alcazar Avenue, Coral Gables, FL 33134
_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-2429446 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Lourdes Echemendia and my relationship to
(Please print name of individual signing)
the entity named above is RA.
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

(Date)

STATE OF Florida

COUNTY OF Miami Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Lourdes Echeverria who, after first being sworn by me, affixed his/her signature in the
(Name of individual signing)

space provided above on this 11 day of April, 20 17

My commission expires:
NOTARY PUBLIC



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

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Architectural Design Collaborative, Inc. (ADC)
(Name of entity submitting sworn statement)
whose business address is 235 Alcazar Avenue, Coral Gables, FL 33134
and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-2429446 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Maria Ferreira and my relationship to
(Please print name of individual signing)
the entity named above is RA.
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

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

(Signature)

(Date)

STATE OF

Florida

COUNTY OF

Miami-Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Maria Ferreira
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this 11 day of April, 2017

My commission expires:
NOTARY PUBLIC

Teresita Castillo



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Architectural Design Collaborative, Inc. (ADC)
(Name of entity submitting sworn statement)
whose business address is 235 Alcazar Avenue, Coral Gables, FL 33134
and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-2429446 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Janice Perez and my relationship to
(Please print name of individual signing)
the entity named above is Interior Designer, NCIDQ
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
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 1. A predecessor or successor of a person convicted of a public entity crime: or
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into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

(Date)

STATE OF

COUNTY OF

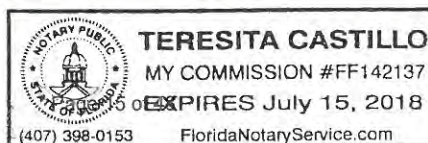
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Tanice Perez
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this 11 day of April, 2017

My commission expires:
NOTARY PUBLIC



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by P&G Engineering Design Group Corp
(Name of entity submitting sworn statement)
whose business address is 21 SW 102 Ct Miami Florida 33174
_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is 20-3949726 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Luis O. Perez and my relationship to
(Please print name of individual signing)
the entity named above is PD.
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. 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 t entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☐ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

04/10/2017

(Date)

STATE OF

Florida

COUNTY OF

Miami-Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Luis Perez
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this

11

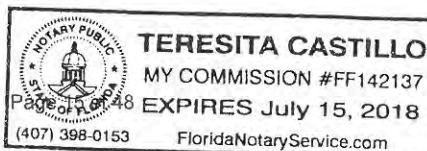
day of

April

, 20 17

My commission expires:
NOTARY PUBLIC

Teresita Castillo



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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by BOUERI ENGINEERS, INC
(Name of entity submitting sworn statement)
whose business address is 104 SE 1ST ST - SUITE #2
DELRAY BEACH, FL 33444 and (if applicable) its Federal
Employer Identification Number (FEIN) is 65-0097275 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is CLAUDIO LAPILLI and my relationship to
(Please print name of individual signing)
the entity named above is VICE PRESIDENT
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

(Signature)

(Date)

STATE OF FLORIDA

COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

CLAUDIO LAPILLI

(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this 10th day of APRIL, 2017.

My commission expires:
NOTARY PUBLIC



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

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by CRIBB PHILBECK WEAVER GROUP
(Name of entity submitting sworn statement)
whose business address is 3918 N HIGHLAND AVE
TAMPA, FL 33603 and (if applicable) its Federal
Employer Identification Number (FEIN) is 20-1262722 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is SHEILA TARTE and my relationship to
(Please print name of individual signing)
the entity named above is PRESIDENT
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

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

Sheila Tarte

(Signature) 4/11/17

(Date)

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

SHEILA TARTE

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

SHEILA TARTE who, after first being sworn by me, affixed his/her signature in the
(Name of individual signing)

space provided above on this 11 day of APRIL, 2017



4/28/19

Michael M Brock

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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ #17-001 for
City of Key West Request for Qualifications for Architectural Services
2. This sworn statement is submitted by Carlsson Construction Estimators Inc., dba Carlsson Inc.
(Name of entity submitting sworn statement)
whose business address is PO Box 520546 / 1970 Longwood Lake Mary Road
Longwood, FL 32750 and (if applicable) its Federal
Employer Identification Number (FEIN) is 45-3302202 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Anita Carlsson Trout and my relationship to
(Please print name of individual signing)
the entity named above is Principal Estimator.
4. 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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.)

☒ 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.

☐ 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.)

☐ There has been a proceeding concerning the conviction before a hearing 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.)

☐ 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.)

☐ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department)

Anita Carlsson Trout

(Signature)

04/11/2017

(Date)

STATE OF

Florida

COUNTY OF

Miami Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Anita C. Trout

(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this

11

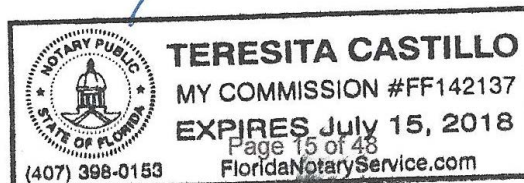
day of

April

, 20*17*.

My commission expires:
NOTARY PUBLIC

Teresita Castillo



F. INDEMNIFICATION

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents, and employees (herein called the "indemnitees") from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its Sub-consultants or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of CONSULTANT's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

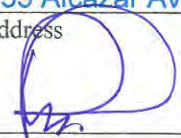
The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

CONTRACTOR: Architectural Design Collaborative, Inc. (ADC)

SEAL:

235 Alcazar Avenue, Coral Gables, FL 33134

Address


SignatureRaul Lozano

Print Name

PRINCIPAL
Title4/10/17
Date
Notary Public, State of Florida

G. EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF _____)
: SS
COUNTY OF _____)

I, the undersigned hereby duly sworn, depose and say that the firm of _____ provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.

By: _____

Sworn and subscribed before me this

_____ day of _____, 20__.

NOTARY PUBLIC, State of _____ at Large

My Commission Expires: _____

Note: As shown in section (e) Exception and waivers of Form G. Equal Benefits For Domestic Partners Affidavit.

ADC cannot sign this form as per provision (1) of this section which states "The contractor does not provide benefits to employees' spouses."

City Ordinance Sec. 2-799
Requirements for City Contractors to Provide Equal Benefits for Domestic Partners

(a) Definitions. For purposes of this section only, the following definitions shall apply:

- (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: sick leave, bereavement leave, family medical leave, and health benefits.
- (2) **Bid** shall mean a competitive bid procedure established by the city through the issuance of an invitation to bid, request for proposals, request for qualifications, or request for letters of interest.
- (3) **Cash equivalent** means the amount of money paid to an employee with a domestic partner in lieu of providing benefits to the employee's domestic partner. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse.

The cash equivalents of the following benefits apply:

- a. For bereavement leave, cash payment for the number of days that would be allowed as paid time off for the death of a spouse. Cash payment would be in the form of the wages of the domestic partner employee for the number of days allowed.
 - b. For health benefits, the cost to the contractor of the contractor's share of the single monthly premiums that are being paid for the domestic partner employee, to be paid on a regular basis while the domestic partner employee maintains such insurance in force for himself or herself.
 - c. For family medical leave, cash payment for the number of days that would be allowed as time off for an employee to care for a spouse who has a serious health condition. Cash payment would be in the form of the wages of the domestic partner employee for the number of days allowed.
- (4) **Contract** means any written agreement, purchase order, standing order or similar instrument entered into pursuant to the award of a bid whereby the city is committed to expend or does expend funds in return for work, labor, professional services, consulting services, supplies, equipment, materials, construction, construction related services or any combination of the foregoing.
 - (5) **Contractor** means any person or persons, sole proprietorship, partnership, joint venture, corporation, or other form of doing business, that is awarded a bid and enters into a covered contract with the city, and which maintains five (5) or more full-time employees.
 - (6) **Covered contract** means a contract between the city and a contractor awarded subsequent to the date when this section becomes effective valued at over twenty thousand dollars (\$20,000).

- (7) **Domestic partner** shall mean any two 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 partner 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 Key West pursuant to Chapter 38, Article V of the Key West Code of Ordinances.
 - (8) **Equal benefits** mean the equality of benefits between employees with spouses and employees with domestic partners, and/or between spouses of employees and domestic partners of employees.
- (b) Equal benefits requirements.
- (1) Except where otherwise exempt or prohibited by law, a Contractor awarded a covered contract pursuant to a bid process shall provide benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses.
 - (2) All bid requests for covered contracts which are issued on or after the effective date of this section shall include the requirement to provide equal benefits in the procurement specifications in accordance with this section.
 - (3) The city shall not enter into any covered contract unless the contractor certifies that such contractor does not discriminate in the provision of benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees.
 - (4) Such certification shall be in writing and shall be signed by an authorized officer of the contractor and delivered, along with a description of the contractor's employee benefits plan, to the city's procurement director prior to entering into such covered contract.
 - (5) The city manager or his/her designee shall reject a contractor's certification of compliance if he/she determines that such contractor discriminates in the provision of benefits or if the city manager or designee determines that the certification was created, or is being used for the purpose of evading the requirements of this section.
 - (6) The contractor shall provide 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. This shall include but not be limited to providing the city manager or

his/her designee with certified copies of all of the contractor's records pertaining to its benefits policies and its employment policies and practices.

- (7) The contractor may not set up or use its contracting entity for the purpose of evading the requirements imposed by this section.

- (c) Mandatory contract provisions pertaining to equal benefits. Unless otherwise exempt, every covered contract shall contain language that obligates the contractor to comply with the applicable provisions of this section. The language shall include provisions for the following:

- (1) During the performance of the covered contract, the contractor certifies and represents that it will comply with this section.
- (2) The failure of the contractor to comply with this section will be deemed to be a material breach of the covered contract.
- (3) If the contractor fails to comply with this section, the city may terminate the covered contract and all monies due or to become due under the covered contract may be retained by the city. The city may also pursue any and all other remedies at law or in equity for any breach.
- (4) If the city manager or his designee determines that a contractor has set up or used its contracting entity for the purpose of evading the requirements of this section, the city may terminate the covered contract.

- (d) Enforcement. If the contractor fails to comply with the provisions of this section:

- (1) The failure to comply may be deemed to be a material breach of the covered contract; or
- (2) The city may terminate the covered contract; or
- (3) Monies due or to become due under the covered contract may be retained by the city until compliance is achieved; or
- (4) The city may also pursue any and all other remedies at law or in equity for any breach;
- (5) Failure to comply with this section may also subject contractor to the procedures set forth in Division 5 of this article, entitled "Debarment of contractors from city work."

- (e) Exceptions and waivers.

The provisions of this section shall not apply where:


- (1) The contractor does not provide benefits to employees' spouses.
- (2) 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.
- (3) The contractor is a governmental entity.

- (4) The sale or lease of city property.
- (5) The provision of this section would violate grant requirement, the laws, rules or regulations of federal or state law (for example, The acquisition services procured pursuant to Chapter 287.055, Florida Statutes known as the "Consultants' Competitive Negotiation Act").
- (6) Provided that the contractor does not discriminate in the provision of benefits, a contractor may also comply with this section by providing an employee with the cash equivalent of such benefits, if the city manager or his/her designee determines that either:
 - a. The contractor has made a reasonable yet unsuccessful effort to provide equal benefits. The contractor shall provide the city manager or his/her designee with sufficient proof of such inability to provide such benefit or benefits which shall include the measures taken to provide such benefits or benefits and the cash equivalent proposed, along with its certificate of compliance, as is required under this section.
- (7) The city commission waives compliance of this section in the best interest of the city, including but not limited to the following circumstances:
 - a. The covered contract is necessary to respond to an emergency.
 - b. Where only one bid response is received.
 - c. Where more than one bid response is received, but the bids demonstrate that none of the bidders can comply with the requirements of this section.
- (f) City's authority to cancel contract. Nothing in this section shall be construed to limit the city's authority to cancel or terminate a contract, deny or withdraw approval to perform a subcontract or provide supplies, issue a non-responsibility finding, issue a non-responsiveness finding, deny a person or entity prequalification, or otherwise deny a person or entity city business.
- (g) Timing of application. This section shall be applicable only to covered contracts awarded pursuant to bids which are after the date when this section becomes effective.

H. CONE OF SILENCE AFFIDAVIT

STATE OF Florida)
 : SS
COUNTY OF Miami-Dade)

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



(signature)

4/6/17

(date)

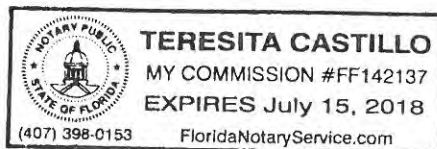
Sworn and subscribed before me this

11 Day of April, 2017

Teresita Castillo

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: July 15, 2018



City Ordinance Sec. 2-773. - Cone of silence.

- (a) *Definitions.* For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:
- (1) *Competitive solicitation* means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.
 - (2) *Cone of silence* means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.
 - (3) *Evaluation or selection committee* means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.
 - (4) *Vendor* means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.
 - (5) *Vendor's representative* means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.
- (b) *Prohibited communications.* A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:
- (1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;
 - (2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, city commissioners, or their respective staff;
 - (3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee therefore; and
 - (4) Any communication regarding a particular competitive solicitation between the mayor, city commissioners, or their respective staff, and a member of a city evaluation and/or selection committee therefore.
- (c) *Permitted communications.* Notwithstanding the foregoing, nothing contained herein shall prohibit:
- (1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;
 - (2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.
 - (A) However, any written communication must be filed with the city clerk. Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.
 - (B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;

- (3) Oral communications at duly noticed pre-bid conferences;
 - (4) Oral presentations before publically noticed evaluation and/or selection committees;
 - (5) Contract discussions during any duly noticed public meeting;
 - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
 - (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
 - (8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances;
- (d) *Procedure.*
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
 - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation, or takes other action which ends the competitive solicitation.
 - (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- (e) *Violations/penalties and procedures.*
- (1) A sworn complaint alleging a violation of this ordinance may be filed with the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.
 - (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
 - (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
 - (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
 - (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section.

(Ord. No. 15-11, § 1.6-18-2013)



PART 3. DRAFT AGREEMENT

I. Requested Changes to Draft Agreement

I: REQUESTED CHANGES TO DRAFT AGREEMENT

We have read the provided draft agreement and have the following recommendation for rewording:

Draft Agreement

Article 3: Scope of Services and Standard of Care

Section 3.7: We would like to request a rewording of this statement.

CONSULTANT is require to perform the Task Orders consistent with current (Insert) "standard of care" applicable Federal, State and City laws, codes and regulations that pertain to the Task Order. In all Task Orders, where changes to any laws, codes or regulations affecting the Task Order have a Task Order effective date or are anticipated to be effective at a future date, or if knowledge of anticipated changes is available to CONSULTANT or any sub-consultant, CONSULTANT shall present options for their use or implementation.

APRIL 12, 2017



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