



September 07, 2022

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

Re: **REQUEST FOR QUALIFICATIONS FOR GENERAL ARCHITECTURAL SERVICES**
RFQ # 22-010

Dear Selection Committee:

West Architecture + Design, LLC is a division of **West Construction, Inc.** which was founded in 1969 on the principal of delivering well-crafted, highly functional and cost effective projects. Through 53 years of successful project delivery, we have evolved into an international corporation. With subsidiaries in Liberia (West Africa) and the Caribbean, **West** possesses the ability to Design, Construct and Manage projects throughout Palm Beach County, Broward County, Miami-Dade County and Monroe County, Florida, the United States and Internationally.

Employing experts in their respective fields, **West** currently has **88+ employees working in the US** and abroad. Architects, Engineers, Surveyors, Estimators Construction Specialists and support staff work in a collaborative environment that promotes team work through individual excellence. The sharing of knowledge from multiple professional perspectives allows **West** to offer a creative and efficient end product. Our staff has a diverse range of experience in creating special places to Live, Work, Shop and Play.

West Architecture + Design, LLC brings to the industry over **100 years of combined architectural experience**. The firm offers full architectural services. Under the leadership of **Peter Ganci** and **Matthew West**, the firm strives to achieve quality work through the highest level of Service, Design and Value for each project. **Peter and Matthew** along with our staff are available to assist the **City of Key West** with the **RFQ # 22-010 General Architectural Services**.

Our primary team has completed over **(200) design projects together**. The sub-consultants selected for this project are **KEITH and TLC Engineering Solutions**. We have worked with together on many past and current projects. West understands what is requested by the **City** for the above referenced **RFQ # 22-010** solicitation.

As an Architectural Firm in Florida, West possesses immense experience designing **Buildings residential, commercial, and governmental, community centers, renovations, parks and historic buildings**. West is committed performing the work under this contract as required by the City. By choosing our team, the CITY OF KEY WEST will select a company that has a proven track record of excellent work completed on time and under budget.

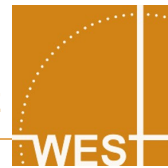
Sincerely,

Matthew F. West
Vice President

West Architecture + Design, LLC

820 North 4th Street / Lantana, Florida 33462 / Phone: 561-588-2027 / Fax: 561-582-9419
License No. AR93859

www.westconstructioninc.net



Prime Name and Main Office Address:

West Architecture + Design, LLC
820 N 4th Street
Lantana, Florida 33462
561-588-2027
561-582-9419
www.west-arch.com

Project Manager:

Peter Ganci, Associate AIA, LEED AP BD+C, Principal
(same address and phone number as above)
Email: pganci@west-arch.com

Persons authorized to make representations for the proposer:

Martha A Morgan, CBC, President
(same address and phone number as above)
Email: mamorgan@westconstructioninc.net

Matthew F. West, CGC, AIA, Vice President
(same address and phone number as above)
Email: mwest@westconstructioninc.net



CITY OF KEY WEST



PRESIDENT

Martha A. Morgan, CBC

VICE PRESIDENT

Matthew West, CGC, AIA

PRINCIPAL / Lantana, FL

*Matthew West, CGC, AIA,
Design Manager*

*Peter Ganci, LEED® BD+C,
Design Principal*

West Architecture + Design, LLC

Thomas Rolando, Quality Control Manager

Mary Sifuentes, Project Manager

Samuel Perez, Project Manager

Landscape Architect & Civil Engineer

KEITH
Miami, FL

*Mark Castano, P.E.
Michael Mossey, P.S.M
Michael Phillips, PLA, ASLA,
ISA Certified Arborist
Matthew Brooks, P.E.
Tim Gray, C.F.M.
Abigail Sutton, PLA*

MEP & Structural Engineer TLC Engineering Solutions

Miami, FL

*Dr. Ralph Baeza, P.E., LEED, AP
Erick Gonzalez, P.E., LEED, AP
Pelayo Calante, PE*

West Architecture + Design, LLC

820 North 4th Street, Lantana, Florida 33462

Phone: 561-588-2027 / Fax: 561-582-9419

Architecture License: AR93859 / AA26001503

www.west-arch.com



- ✓ Experienced Architectural Services
- ✓ Broad Site & Building Experience
- ✓ Commitment to Quality & Safety
- ✓ Current Building Construction Experience

All make the West Team the clear selection and choice for this contract.

West Architecture + Design, LLC is competent in the provision of superior quality architecture services. Our team possesses a unique set of skills which include Design-Build Services, Engineering Services, Construction Management Services, Quality Control and Value Engineering. West bases our approach to management on proven methods of construction management processes, procedures and systems. The West Team combines our unique set of skills for this unique and very important contract.

West Architecture + Design, LLC (founded in 2007) is a division of **West Construction, Inc.** which was founded in 1969 on the principal of delivering well-crafted, highly functional and cost effective projects. West Construction, Inc. and **West Architecture + Design, LLC** is currently constructing multiple recreational facilities throughout South Florida. The West Team has specialized in design-build new construction, general contracting, repair and renovation construction projects at U.S. government and private facilities. Our years of experience and enhanced capabilities will deliver the rapid response and flexibility that will make this contract successful.

Landscape, Civil and Survey Sub Consultant: KEITH

KEITH has been established more than 60 years ago. Their story began when they started serving in the Broward County community. KEITH has collaborated with more than 75 municipalities throughout Florida and private development in Florida, the Caribbean, and beyond. Through their work and partnerships in the area, they have create the stage for everyday moments; expected and unexpected. Their projects are interconnected, touching lives and contributing to the resilience of their community.

The team at KEITH combines the technical experience of a diverse pool of professionals possessing an encyclopedic working knowledge of local and regional projects, emphasizing municipal land development and re-purposing activities. This synergy results in the development of important relationships with key agencies. This tremendous database of knowledge, information and skill is an invaluable asset for their clients.

MEP and Structural Sub Consultant: TLC Engineering Solutions

TLC Engineering Solutions will provide Mechanical, Electrical, Plumbing and Structural Engineering Services for this project for the City of Key West **Request for Qualifications General Architectural Services City of Key West RFQ # 22-010**. Each member of their proposed team has more than 15 years of experience in public and private project.

TLC has provided engineering services for **recreational facilities and country clubs** for various public and private entities. They understand that these projects require flexibility, redundancy and survivability that their engineers address by incorporating efficient low energy and water saving features into its designs. LED lighting, security systems and low water consumption



plumbing fixtures for restroom facilities are some of the strategies commonly applied to recreational centers, parks and community centers. Their design considers the traffic generated in these facilities due to special events and the flexibility that multi-purpose rooms and event spaces require

Compelling Reasons to Select the West Team

We offer *five compelling reasons* that make our Team the best value and choice to support the **Request for Qualifications General Architectural Services City of Key West RFQ # 22-010** requirements.

- 1st **Local Customer Knowledge:** We will leverage our Team's 70-years of in-depth Southeast construction market knowledge of the local government to support your mission - *no learning curve or "ramp up" time will be involved.*
- 2nd **Minimized Risk:** We will provide seasoned project managers, engineers, superintendents and quality control specialists experienced in local government construction - *your risk is thereby minimized.*
- 3rd **Exceptional Expertise:** Our personnel often exceed the levels of technical expertise specified in the solicitation and are fully knowledgeable in innovative technologies and problem-solving skills - *such expertise is essential for this contract which will require a wide gamut of support capabilities.*
- 4th **Quality Assurance:** We will apply rigorous quality assurance and control processes specifically designed to address all construction challenges - *our structured approaches to quality yield dependable, repeatable processes and professional solutions.*
- 5th **Extensive Resources:** Our Team offers extensive resources to support all of the requirements specified in your Statement of Work - *we will deliver proven performance on all phases of the project.*

The **West** RFP describes the systems and processes our Team will use to fulfill this contract. We are committed to quality and dedicated to being the finest, most responsive contractor in the United States. Thank you for the opportunity to present the **West** Team's technical expertise, background, and architectural services to the **City of Key West**. Our Team is proud of our success in Government and private general architectural contracting, and we look forward to bringing our expertise to work for you.

Our qualification package includes all required items. **West** meets all insurance, licenses, certifications, county and local business tax receipt requirements.

Our firm looks forward to the opportunity to serve the **City of Key West** in providing **General Architectural Services for The City of Key West**.



PROJECT APPROACH

WEST Architecture + Design, LLC will work closely with the **City of Key West** for the required **Request for Qualifications for General Architectural Services, RFQ No. 22-010**.

West understands the City is requesting the following under the RFQ solicitation:

The City of Key West requires the services of a qualified firm(s) to provide General Architectural Services. These services may include but are not limited to planning services, design services, permitting assistance, bid and proposal development services, and services during construction. We understand The City intends to retain one or more qualified firms to provide the services for a period of three years with an additional two-year option. Completion of the scope of services may extend beyond the agreement's three-year term, but no minimum amount of service or compensation will be assured to the retained firm(s). We understand if chosen that we the ARCHITECT(s) will be required to abide by all applicable federal, state and local laws and ordinances.

MANAGING AND EXECUTING THE WORK:

Design management involves assigning, overseeing, directing, coordinating and monitoring the work of members of the project design team. It also involves managing employee, client, consultant, and contractor relationships. Although exact duties may vary, all of these tasks depend on effective communication. Some design management responsibilities spring from what is objectively defined by the architect's contract for services. These include issuing notices; providing certifications; and reporting findings, decisions, and observations. Other objective responsibilities may be viewed as industry standards, including such things as attending project meetings, preparing meeting agendas, writing meeting reports, and generally attending to correspondence and documentation.

A significant ingredient in project success involves understanding and meeting client expectations. The foundation of the client's experience is the client's expectation of how the architect is to perform. The project manager who understands the client's expectations has a better chance of successfully guiding the design team's effort to meet them.

Facilitating the Project

As the role of the design Principal has evolved, what was once thought of as "controlling" the project has come to be more a role of "facilitating" the project. The delivery of design services is facilitated through communicating effectively; developing good working relationships with the client, contractor, and consultants; providing assistance to parties whose decisions are necessary to keep the design services moving forward; and developing and using effective documentation.

Managing the Project Team

Managing the project team? This sounds like an overwhelming responsibility. However, the basic requirement boils down to a few key ideas. The first calls for understanding what the team is to accomplish. The second requires an understanding of who on the team has the skills to do what tasks, and where additional resources may be needed. The third is fostering a communications environment in which all parties are kept informed of what is expected of them and when their assignments are due. The key tools and techniques for accomplishing this are the work plan, effective management of project meetings, and reasonably thorough documentation of key project decisions and actions.

**Managing Information**

The project manager is the driving force behind creation of the documentary record while the project is ongoing. Documentation includes preparing proposals and agreements, meeting agendas and reports, phase sign-offs, memoranda, and other correspondence that facilitates and explains communications between and among project participants.

Managing and directing the flow of project information and saving that information in an orderly manner is perhaps the most important responsibility of the project manager. Of course, not all project information is created internally. As information is received from outside sources, such as the owner, consultants, or contractors, it must be processed. Processing includes noting the date the material is received, determining who requires copies, and deciding how the information will be preserved and filed.

Monitoring Progress

The project manager's best efforts will not be sufficient if he or she does not monitor the progress of the project against project goals and objectives, the responsibilities established in the owner- architect agreement, and what is required by the standard of care.

When monitoring the progress of a project, the project manager gauges and measures how well the client, contractor, consultants, and staff are accomplishing the goals established in the work plan. Here, more than in any other activity, the project manager does not adopt a passive stance. If monitoring the progress of the project against the work plan reveals inconsistencies, adjustments in course must be made. The project manager's lines of communication are energized, and appropriate decisions are put in place to bring the project back in line.

Tracking Required Services

Project managers are actively involved in the development of proposals and agreements. Our Office requires a certain discipline when developing these documents, since they set forth the foundation for project success or failure. The project manager is included in both the initial preparation of proposals and agreements as well as in the negotiation of final agreements. Participating in this process gives the project manager an intimate knowledge of both the firm's and the client's goals, and his or her familiarity with the issues will help the firm maintain continuity throughout the delivery process. Encouraging involvement of the project manager during this crucial stage of relationship building with the client also demonstrates our firm's confidence in the leadership and authority of the project manager.

The Agreement

Project managers keep a copy of the owner-architect agreement in a notebook at their desks at all times. As questions about services arise, the manager refers to the contract to see if the issue is addressed. The manager makes a checklist of any contract-mandated reports or notices, schedule them, and monitor whether they are being implemented.

Standard of Care

Not all activities the architect carries out on a project are described in a contract. Things not described might include, for example, making a subjective judgment as to how complete a set of drawings must be or how often the architect should visit the job site during construction. Such matters relate to the "standard of care" concept, which can be stated in many different ways but essentially boils down to the notion that the architect is required to do what a reasonably prudent architect would do in the same community, in the same time frame, given the same or similar facts and circumstances.



Monitoring Client Objectives

The architect designs a building to accomplish as many of the client's stated goals and objectives as possible. Those objectives are generally focused on the scope of the project, its cost, and its desired quality. Careful attention must therefore be given to how closely the design accommodates these objectives. The project manager makes frequent comparisons of the current design to the client's objectives. If gaps or differences between the design and the client's objectives are found, the manager takes corrective action. This could mean reviewing the differences with the client to determine if the design, the construction budget, or the level of quality should be revised. Small corrective measures could simply require minor revisions to designs or candid discussions with the client.

Construction Budget Targets

Although most architects are not construction cost estimators, the project manager understands the relationship between scope, quality, and cost. The manager has a good enough grasp of all aspects of the project to be able to make appropriate recommendations for scope or quality adjustments in the event cost estimates or bids exceed target construction budgets.

By far, the best approach to meeting client expectations for construction budgets is to carefully monitor the relationship between scope, quality, and cost as a design is being developed. Architects and clients alike are frequently tempted to look past a potential conflict between budget and estimated construction costs, hoping the conflict will be resolved in competitive bidding or subsequent events.

The best practical way to resolve such conflicts - although it may be a painful experience - is to sit with the client and review and adjust one or more of the project parameters of quality, time, and cost before proceeding to the next step in the design process.

MAINTAINING PROJECT QUALITY:

Managing Consultants

The way to "do better work" for many projects involves finding a better solution to coordinating with the work of consultants. Architects and consultants face similar problems in project delivery, such as:

Reaching the finish line at about the same time to avoid disruption when documents are issued for bidding or construction

Making sure all parties are using the same versions of the plan backgrounds

Uncovering and coordinating conflicts between the work of different disciplines

Project managers allot time and resources to attend to challenges such as these.

Quality Management

Some project managers believe that quality management and quality control are relegated to the technical guys in the back room. Nothing could be further from the truth. In managing and controlling quality at the project level, quality must be a daily concern of the project manager. As with other management responsibilities, this does not necessarily mean holding a red pencil and constantly marking up the efforts of the people producing the work, any more than the project manager is required to actually prepare the drawings and specifications, although some project managers may choose to do so. It does mean the project manager must know the status of the work at all times and must oversee and direct quality management controls as they are performed.



Responsibility for Document Reviews

The project manager considers document reviews as an opportunity to uncover mistakes and other conditions before they create problems during construction. However, many managers are reluctant to invite the criticism that results when documents are reviewed, possibly fearing they will be perceived as a poor manager when scrutiny reveals deficiencies in the work they are directing. The irony of this thinking is that the contractor and subcontractors - through requests for information and change orders - will surely discover deficiencies that make their way into the construction drawings and specifications.

The project manager schedules both time and resources for internal reviews of the project construction documents, if possible before the project is issued for bidding or negotiation. The review will be made directly by the project manager. Specification writers can provide valuable internal peer reviews as their familiarity with the project helps them coordinate terminology between drawings and specifications and identify areas in the drawings where materials or systems have not been correctly represented.

External review of the project documents can also be useful. The project manager welcomes such reviews, whether they are provided by owners, contractors or subcontractors, agencies to which application have been made for building permits, or architects or engineers specializing in plan checking. Most external reviews provide an excellent opportunity for the project manager to improve the quality of drawings and specifications.

Concluding the Project

This management activity encompasses closeout tasks, such as delivering warranties and operating manuals to the owner, and housekeeping activities such as archiving project files. This activity includes investigations to determine the quality of the services that were provided and efforts to obtain opinions from the owner, and possibly the contractor, about those services.

COMMUNICATION NEEDS:

Communication is another important aspect to be able to coordinate drawings and specifications and to clarify and delineate tasks. The communication (through progress meetings and sharing of documents) with consultants and with clients, as work progresses, ensure that tasks are achieved as expected.

Communication is the glue that holds all aspects of project delivery together. While the project manager is a distributor of information, a much more important responsibility is facilitating communication among the project participants. Since the project manager is in a position to oversee most of what is happening on a project, he or she is often in the best position to moderate discussions between the client and the design team or between the client and the contractor.

KEY DECISIONS:

Any major project requires decision-making, and the architectural industry is no stranger to this fact. The key to effective decision-making, however, is collaboration. Design is a collaborative effort, and one that requires input from the entire project team. A collaborative work effort combined with proper planning, productive project management and efficient design tools will ensure a project's success.



RESOLUTION OF CONFLICTS:

Unexpected issues arise as a part of every project. This makes problem solving a critical part of the management process. Coupled with this is the need for project managers to successfully negotiate solutions to problems, with the client. Problems can be viewed as meat and potatoes for the project manager, served in great helpings on a daily basis.

Problems cannot be avoided, nor are they evidence that someone has done something wrong. For the most part, design, schedule, cost, and quality problems are opportunities to improve the project along the way. Intuition and the ability to research, understand, and resolve problems are important attributes for a project manager.

SCHEDULE MANAGEMENT:

West is committed to working with the **City of Key West** and establishing and maintaining a implementation plan, project timeline, phasing options, test and risk mitigation options to assure the project is on time and within budget.

West has a clear understanding of the requirements of various municipal projects through its extensive past performance of these unique and special places.

Our firm utilizes **Microsoft Projects** and **Primavera P-6 scheduling** for managing the timeline for the project. This program allows our firm to analyze resource needs company-wide months ahead of the actual need. In addition to this, the critical path method of scheduling allows the team to identify critical items on the schedule that are driving the completion of the project.

BUDGET MANAGEMENT:

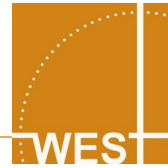
West and our team will work with the **City of Key West** to revise/adjust project scope as may be deemed necessary to meet established budgets as design evolves through the design stages of completion.

West and our team will attend periodic meetings as needed during design development (provide, keep and distribute meeting minutes). In addition, **West** and our team will attend and make a presentation of the project and a pre- construction / kick off meeting with the **City** staff to review the design, project phasing and construction schedule. **West** and our team will address comments generated from these meetings on the construction documents. To facilitate the implementation of a Public Information Program, **West** and our team will provide electronic files of all project documents, as directed by the City.

Our principals work closely with our staff to assure we exceed our clients' expectations for communication, accessibility and responsiveness throughout all projects. In addition, our principals measure the satisfaction of our clients and work with all staff members to assure that we are providing services according to our firm's values.

West clearly understands the key elements of our organizational structure, proposed to accomplish the management, technical, and administrative services required. Project management and key personnel within each area of required services are identified and past experience of each, as it relates to this RFP, as included in our submittal.

Our firm has substantial real cost data for municipal projects with access to our parent com-



pany's estimating staff. Our vast experience allows us to have an advantage over other firms when conceptual cost estimating that is required. We simply know what it costs to design and construct a variety of municipal projects.

We understand and know the costs for government type projects and essentially the different options for a variety of project types. We know the cost as well as the benefits offer to the user for innovative concepts. There are many unique components that go into municipal type projects. West has historical and current data on all types of projects. All of this assists our team in being realistic with our initial conceptual estimates and alternate ideas that may be successful if implemented by the City.

ACCESSIBILITY:

Located **within 4 hours and 30 minute drive and 50 minute flight** of the **City of Key West**, assures that our staff can be accessible and responsive to the needs of the **City** staff.

Our firm has substantial real cost data for municipal projects with access to our parent company's estimating staff. Our vast experience allows us to have an advantage over other firms when conceptual cost estimating that is required. We simply know what it costs to design and construct a variety of municipal projects.

We understand and know the costs for government type projects and essentially the different options for a variety of project types. We know the cost as well as the benefits offer to the user for innovative concepts. There are many unique components that go into municipal type projects. West has historical and current data on all types of projects. All of this assists our team in being realistic with our initial conceptual estimates and alternate ideas that may be successful if implemented by the City.



Martha A. Morgan
CBC
President

Ms. Morgan is co-owner, president, treasurer and chief financial officer of the firm. Qualifications include degree in Business Administration and a Florida State Certified Building Contractor's license. Her skills combine finance and core business operations to achieve successful business planning, financial planning and risk management. She oversees accounting, record keeping, financial reporting and human resources.

Experience

Total: 47 years

Education

Bachelor Degree in Business
Administration - Nova University

Credentials

Certified Building Contractor
State of Florida CBC057038
Real Estate Broker - State of Florida

Professional & Community Affiliations

AGC - Florida East Coast Chapter

Abbreviated Project Experience:

Riviera Beach Heights Community Center

Riviera Beach, Florida
\$675,000, 4,455 SF,
Project Involvement: Controller



Lauderdale Lakes EOC

Lantana Police Annex

Lantana, Florida
\$400,000 SF, Renovation
Project Involvement: Controller



Fire Station #78

Winterlakes Neighborhood Park

Port St. Lucie, Florida
\$1.5 Million, 28.56 Acres
Project Involvement: Controller



Riviera Beach Community Center

New Beach Library

Pompano Beach, Florida
\$1.5 Million, 5,400 SF, 1-Story, LEED
Project Involvement: Controller



Lantana Police Annex

Tamarac Swim Central Annex Park

Tamarac, Florida
\$1.2 Million, 1.7 Acres
Project Involvement: Controller



Palm Beach Gardens Tactical Training Facility

Fire Station #110

Lauderhill, Florida
\$3.7 Million, 16,000 Square Feet, 2-Story, LEED
Project Involvement: Controller



North Beach Library

Pompano Ocean Rescue Headquarters Building

Pompano Beach, Florida
\$2.5 Million, 5,359 SF
Project Involvement: Controller



Lauderhill FS 110



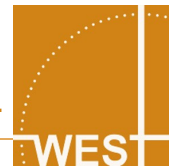
Pompano Ocean Rescue Headquarters Building

Lauderdale Lakes EOC

Lauderdale Lakes, FL
\$415,000, 7,000 Sq. Ft. Renovation
Project Involvement: Controller



Tamarac Sports Complex Concession Building



Matthew F. West
CGC, AIA
*Vice President /
 Principal in Charge*

As co-founder and principle, Mr. West brings over 18 years of architectural and construction experience to the firm. His diverse project experience includes both public and private sector projects. In addition to his responsibilities for overseeing the firm, Mr. West is responsible for the overall office management, client relations and administrative activities. He is involved in overseeing all projects, utilizing his skills and abilities to ensure the highest level of safety and project supervision.

Experience

Total: 27 years

Education

Bachelor of Science in Architecture -
 Florida A & M University
 Bachelor of Architecture -
 Florida Atlantic University

Credentials

Registered Architect
 State of Florida AR93859
 Certified General Contractor
 State of Florida CGC1516626
 OSHA Certified 10-Hour Safety Training

Professional & Community Affiliations

American Institute of Architects
 Past President of AGC
 National Association of Industrial and
 Office Properties
 U.S. Green Building Council - South
 Florida Chapter
 Florida Trust for Historic Preservation
 National Trust for Historic Preservation
 Association of General Contractors FEC
 Past President Executive Committee

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Riviera Beach, Florida
 \$675,000, 4,455 SF,
 Project Involvement: Principal

Lantana Police Annex

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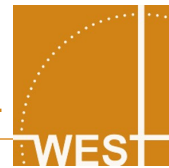
Lauderhill FS 110



Pompano Ocean Rescue
 Headquarters Building



Tamarac Sports Complex
 Concession Building



Peter Ganci

Assoc AIA, LEED® AP BD+C
Principal

Mr. Ganci is a co-founder and principal in charge of design and production of the projects within the firm. He has a diverse range of experience in both public and private projects. In addition to his management duties, Mr. Ganci oversees assignments from the beginning to the end, producing drawings and coordinating fully with the client and consultants along the way. He ensures that each project is developed with the firm's commitment to excellence.

Experience

Total: 30 years

Education

Bachelor of Design in Architecture -
University of Florida
Bachelor of Architecture -
Florida Atlantic University

Credentials

LEED® Accredited Professional
United States Green Building Council
Preservation Institute: Caribbean,
University of Florida
BIM Education Program
AGC Florida East Coast Chapter
REVIT Program
Palm Beach State College

Professional & Community Affiliations

AIA - American Institute of Architects
USGBC - U.S. Green Building Council -
South Florida Chapter
Florida Trust for Historic Preservation
National Trust for Historic Preservation

Abbreviated Project Experience:

Riviera Beach Heights Community Center

Riviera Beach, Florida
\$675,000, 4,455 SF,
Project Involvement: Principal

Lantana Police Annex

Lantana, Florida
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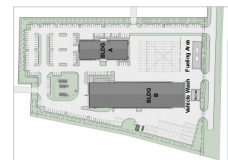
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West Ken Lark Park



Boynton Beach Public Works Masterplan



Winterlakes Neighborhood Park



Cinquez Park - Phase 1



Tamarac Swim Central Annex Park



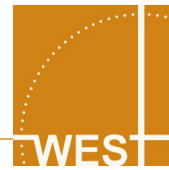
Pence Park Masterplan



Riviera Beach Heights Community Center



Tamarac Sports Complex Concession Building



Thomas Rolando

Technical / QC Manager

Mr. Rolando's Responsibility and Experience includes over 44 years of experience in the Management of Architectural projects, and project administration with special emphasis in Quality Control for all design documents, Including Construction Specification writing. Adept at serving as technical resource in the preparation of Architectural & Design documents for new and renovation projects. Management of all production standards and specifications.

Experience

Total: 45 years
With West: 4 Year

Education

Associate Degree, 1972
University of Guayaquil, Ecuador,
School of Design
Bachelor Degree, 1974
University of Guayaquil, Ecuador,
School of Architecture Credentials

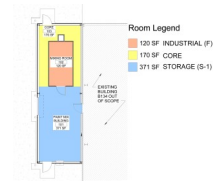
Professional & Community Affiliations

Member of the Construction Specification Institute

Abbreviated Project Experience:

SFWMD Paint Mix Room

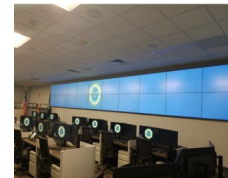
West Palm Beach, Florida
\$420K, 750 SF, 1-Story, Pre-Engineered Metal Structure
Project Involvement: Technical / QC Manager



Paint Mix Room

BSO - Real Time Crime Center

Fort Lauderdale, Florida
\$322,763, 5,182 Sq. Ft.
Project Involvement: Technical / QC Manager



BSO—Real Time Crime Center

Palm Beach Gardens Tactical Training

Palm Beach Gardens, Florida
\$ 1.5 Million 9,100 SF
Project Involvement: Technical / QC Manager



Palm Beach Gardens Tactical Training

BSO Tech Services Center South

Broward County, Florida
\$1 Million, Interior Renovation, +/- 8,816 SQFT
Project Involvement: Technical / QC Manager



BSO Tech Services

Tamarac Fire Station 36

Tamarac, Florida
\$5.2 Million, 13,595 SF, 1.4 Acres
Project Involvement: Technical / QC Manager



Tamarac Fire Station 36

Pompano Ocean Rescue Headquarters Building

Pompano Beach, Florida
\$2.5 Million 5,305 SF, 2 Story
Project Involvement: Technical / QC Manager



Ocean Rescue

Marco Island Fire Station #50

Marco Island, Florida
\$3.4 Million, 13,135 SF
Project Involvement: Technical / QC Manager



Marco Island Fire Station #50

Marco Island Fire Station #51

Marco Island, Florida
\$2.3 Million, 7,900 SF
Project Involvement: Technical / QC Manager



Marco Island Fire Station #51

Mary Sifuentes

Project Manager

Ms. Sifuentes is an architectural graduate from the prestigious Simon Bolivar University in Caracas, Venezuela. She provides production support and project management responsibilities on the firms projects. She is well mannered and experienced in managing and working with the construction teams. She is also well educated on the Building Codes, Fire Safety, and Accessibility Codes. She has experience and is knowledgeable on the latest BIM and CAD software in the industry.

Experience

Total: 12 years

Education

Bachelor in Architecture
Simon Bolivar University, Venezuela

Credentials

REVIT, AutoCAD, Photoshop, 3DMax, Lumion

Abbreviated Project Experience:

Pence Park

Boynton Beach, Florida
\$2.9 Million, 3.12 Acres Park, 1,470 SF Building
Project Involvement: Project Manager



Pence Park - Restrooms Building

Eau Palm Beach Resort - Kitchen

Manalapan, Florida
3,183 SF
Project Involvement: Project Manager



Eau Palm Beach Resort - Kitchen

Eau Palm Beach Resort - Adult Pool Bar

Manalapan, Florida
310 SF
Project Involvement: Project Manager

618 Residence

Delray Beach, Florida
5,600 SF, 2-Story
Project Involvement: Project Manager



618 Residence

Rivo Alto Residence

Miami Beach, Florida
3,939 SF, 2-Story
Project Involvement: Project Manager



Rivo Alto Residence

Solar Isles Residence

Fort Lauderdale, Florida
4,100 SF, 2-Story
Project Involvement: Project Manager



Solar Isles Residence

White Cedar Residence

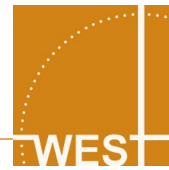
Boca Raton, Florida
5,200 SF, 1-Story
Project Involvement: Project Manager



White Cedar Residence

Jeremiah's Italian Ice Cream Shop

Boca Raton, Boynton Beach, North Miami, and Deerfield Beach, Florida
1,400 SF each
Project Involvement: Project Manager



Samuel Perez

Project Manager

Mr. Perez is an architectural graduate who provides production support and project management responsibilities on the firms projects. He is well mannered and experienced on managing and working with the construction teams. He is also well educated on the Building Codes, Fire Safety, and Accessibility Codes. He has experience and is knowledgeable on the latest BIM and CAD software on the industry.

Experience

Total: 2 years

Education

Bachelor in Architecture and Urban Planning
 Universidad Central Marta Abreu de Las Villas
 Santa Clara, Cuba

Credentials

Experienced with 3D Modeling,
 Architectural Representation,
 Detailing & Sheet Organization
 Proficiency in Autodesk Revit & AutoCAD
 Abilities with Adobe Photoshop, Illustrator & InDesign
 Rendering Capability (Lumion, Vray & Enscape)

Abbreviated Project Experience:

Gonzalez Residence

Loxahatchee, Florida
 \$3,600, Design & Permit Drawings
 Project Involvement: Project Manager



Eau Palm Beach Resort & Spa - Corner Sign

Gardenia Residence

Loxahatchee, Florida
 \$4,100, Design & Permit Drawings
 Project Involvement: Project Manager



911 S. Oregon Ave.

Eau Palm Beach Resort & Spa - Corner Sign

Lantana, Florida
 \$80,000, Visualization
 Project Involvement: Project Manager



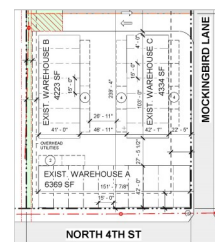
Lakeside Clubhouse

911 S. Oregon Ave.

Tampa, Florida
 \$174,900, Permit Drawings
 Project Involvement: Project Manager

Lakeside Clubhouse

West Palm Beach, Florida
 \$2.5 Million, Revision and Correction of Final Permit Drawings
 Project Involvement: Project Manager



Fourth Industrial - Phase 2

Fourth Industrial - Phase 2

Lantana, Florida
 \$2.25 Million, Site Plan Design
 Project Involvement: Project Manager



Mark Castano, PE
Director of Civil Engineering



Mr. Mark Castano has vast experience in Civil Engineering projects throughout Florida. His qualifications include planning, engineering design, permitting, construction administration and project management for a variety of Civil Engineering projects. His experience includes designing and managing a wide range of public and private land development (residential, commercial, institutional and industrial) projects. He has extensive technical knowledge in water distribution systems, stormwater management systems, sanitary sewer systems including sewer lift stations, gravity sewers and force mains, roadway design throughout Miami-Dade, Broward and Palm Beach counties. Mr. Castano has had numerous project management responsibilities including managing contracts, multi-disciplinary teams, municipal/public entity Capital and Engineering programs, managing and setting up bid procurement processes and preparation and monitoring project/CIP budgets.

RELEVANT PROJECT EXPERIENCE

Marathon Public Library, Marathon, FL: Project Manager. The Marathon Public Library is part of the Monroe County Public Library system and serves the City of Marathon and the Middle Keys. The improvements consisted of a new Library and Adult Education building, including associated parking/drive aisles and landscape areas. The 2-story, mixed-use facility includes dedicated adult education space, shared space, classrooms, shaded outdoor space, climate-controlled archival space and a dedicated climate-controlled IT room. The project met sustainability standards as per the Florida Green Building Coalition (FGBC). As part of the design team, KEITH provided civil engineering and landscape architecture services, including Certified Arborist services. The engineering requirements included site plan preparation, coordination and processing, engineering plans including water and sewer, on-site paving, grading and drainage, signing and pavement marking, stormwater pollution prevention, bidding assistance, and construction observation. Landscape services included tree inventory and appraisal, creating a tree disposition plan along with landscape and irrigation plans.

Sunny Isles Beach Continuing Professional Consulting Services, Sunny Isles Beach, FL: Principal-in-Charge/Project Manager. The City of Sunny Isles Beach, Florida, a municipality located in Miami-Dade County, Florida, secured qualified and experienced Professional Consulting firms to provide services as required under a non-exclusive continuing services contract for the following; Architectural, Civil Engineering, Electrical Engineering, Structural Engineering, Geotechnical, Surveying and mapping, Environmental and Construction Engineering and Inspection (CEI). KEITH is proud to have been selected by the City providing civil, survey, subsurface utility engineering, landscape architecture, and construction engineering inspection services. Projects under this umbrella to date include Bella Vista Park redevelopment, Town Center Park upgrades, a new park at Ritz Carlton Center site, and the survey of the Skate Park.

Dyer Federal Building and Courthouse, Miami, FL: Project Manager. Miami-Dade College awarded this project which entailed the remodeling, renovation, and selective restoration and preservation of the National Historic David W. Dyer U.S. Courthouse. Built in 1933 the building was listed in the National Register of Historic Places in 1983. The building was closed in 2008 and has remained unoccupied. The Dyer Building is composed of a three-story structure with a partial basement and a partial Mezzanine. The renovation/remodel included approximately 162,250 GSF into classrooms, event venues, library spaces, open student collaboration spaces, offices and other related college spaces including the structural modifications required to achieve the new program spaces. KEITH provided civil engineering services including water and wastewater design and permitting. Given the historic nature and history of the building, laser scanning services were also provided. Through the laser scanning process, highly accurate and long-range lasers are used to capture visible reality. Existing conditions are therefore documented, and the data can be used to create accurate as-builts, as well as being incorporated into a Building Information Model (BIM). The building is LEED certified v4 BD + C NC.

YEARS OF EXPERIENCE
25 years

YEARS WITH KEITH
20 years

EDUCATION
B.S. Civil Engineering,
Florida International
University, 1997

**PROFESSIONAL
AFFILIATIONS**
Florida Engineering
Society (FES) Member

American Society of
Civil Engineers (ASCE)
Member

**PROFESSIONAL
REGISTRATIONS**
75644, Professional
Engineer, Florida



Michael Mossey, PSM
Senior Surveyor and Mapper

Mr. Mossey has 42 years of experience in land surveying and mapping in South Florida. He has extensive senior project management experience for large-scale projects and continuing service, on-call type contracts for both public and private sector clients. He is a highly talented Quality Surveyor with a successful track record in budget estimation, valuation of items and completing projects on time. Mr. Mossey's experience includes a wide range of projects incorporating GIS deliverables for various agencies including Broward County, the Federal Aviation Administration (FAA) and municipalities.



YEARS OF EXPERIENCE
42 years

RELEVANT PROJECT EXPERIENCE

Highlands Park Community Center, Deerfield Beach, FL: Surveyor. The Highlands Park Community Center is an addition to an existing City of Deerfield Beach park located on a 2-acre site. KEITH provided survey, utility coordination/investigation, civil engineering, permitting, and construction inspection. Our professional services included community and municipal outreach, complete topographic and boundary surveying, utility investigation of all public and private utilities, complete civil design to adequately provide water/fire/sanitary sewer service, and stormwater management design/grading of the overall site to ensure compliance with the most recent/current federal/state and local criteria, permitting through all jurisdictional agencies, and construction inspection and certification service.

YEARS WITH KEITH
13 years

EDUCATION
Courses Completed,
Maryville College, 1977

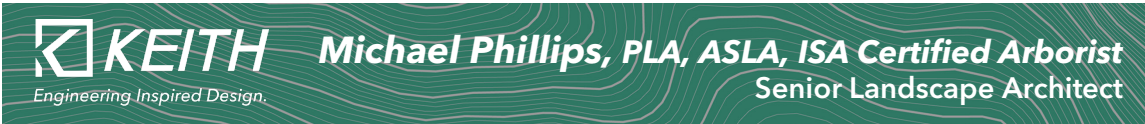
PROFESSIONAL AFFILIATIONS
Florida Society of
Professional Surveyors &
Mappers Member

Sample McDougald Historic House/Museum, Pompano Beach, FL: Surveyor. This historic home was originally constructed in 1916 on Dixie Highway in the City of Pompano Beach. The goal of this project was to relocate the house in May of 2001 to its new location at a City Park at 450 NE 10th Street in the City of Pompano Beach. The house interior has been renovated through community participation through 2007. KEITH is proud to have provided the required civil engineering and topographic/design surveys for this community service project. Services that were contributed to this project included site plan processing, civil design for water/sewer/drainage, parking lots and driveways, permitting, and surveying services through construction inspections and final engineering certifications. KEITH is a "Heritage-Society" level donor to this facility through our in-kind donations thus far.

PROFESSIONAL REGISTRATIONS
LS5660, Professional
Surveyor and Mapper,
Florida

Fort Lauderdale Police Headquarters, Fort Lauderdale, FL: Surveyor. As subconsultant, KEITH provides survey, subsurface utility engineering, utility coordination, planning, civil engineering, traffic engineering, landscape architecture, and construction management services for the Fort Lauderdale Police Headquarters. The Police Headquarters shall be built in phases. 1) Parking Garage (including Firing Range) and perimeter landscape buffers to residential neighborhoods 2) Initial Site Development: SW 13th Avenue extending up to existing Fleet Maintenance Facility; Restriping of existing surface parking; and Replacement of Radio Tower 3) Demolition of outparcel residential buildings and Construction of new Police Headquarters (including Central Plant) 4) Demolition of existing Police Headquarters and portion of Fleet Maintenance Facility (if not able to demolish entire facility) 5) Final Site Development: Extension of SW 13th Avenue to Broward Boulevard; Create Linear Park along Broward Boulevard; and Remove all surface parking and outparcel buildings as possible.

FKEC - Survey Underground Electric Feeder, Tavernier, FL: Surveyor. KEITH provided surveying services in support of the proposed underground feeder route from the FKEC Jewfish substation to the endpoint in Ocean Reef Club. The route is approximately 11.5 miles and generally followed the existing overhead utilities on the east side of the pavement of County Road 905. This route survey focused on the following elements: recover and identify the right-of-way lines and property lines, as appropriate, locate the edge of pavement of the roadway together with above ground features such as structures, fences, driveways, etc., horizontally locate all utilities above and below ground, locating the established tree/vegetation lines, including any known special-use property delineations (wetlands, US Forest, etc.), and existing easements encumbering the route. A Digital Terrain Model (DTM) was created and contour lines were shown at one (1) foot vertical intervals.



Mr. Michael Phillips has 36 years of experience in the field of Landscape Architecture. Since 1986, Mr. Phillips has conceptualized, hand sketched and CAD drafted construction documents in the public and private sector. He has been involved with projects ranging from schematic design through final completion, including plant selection, field inspections and project certification. He has produced landscape architecture construction documents that encompass tree survey and tree disposition plans, hardscape layouts and details, grading plans, planting plans, lighting plans and irrigation plans. Additionally, he is well versed in LEED requirements, 'Florida Friendly Landscaping' guidelines, Green Book Standards and FDOT design standards and indexes. Additionally, his input is key in site inventory and analysis, coordinating with our Survey Department to establish the location and species of trees and appraising the dollar value of such trees, which is paramount in the process of developing tree disposition plans followed by landscape plans that preserve existing trees and vegetation.

RELEVANT PROJECT EXPERIENCE

Marathon Public Library, Marathon, FL: Landscape Architect. The Marathon Public Library is part of the Monroe County Public Library system and serves the City of Marathon and the Middle Keys. The improvements consisted of a new Library and Adult Education building, including associated parking/drive aisles and landscape areas. The 2-story, mixed-use facility includes dedicated adult education space, shared space, classrooms, shaded outdoor space, climate-controlled archival space and a dedicated climate-controlled IT room. The project met sustainability standards as per the Florida Green Building Coalition (FGBC). As part of the design team, KEITH provided civil engineering and landscape architecture services, including Certified Arborist services. The engineering requirements included site plan preparation, coordination and processing, engineering plans including water and sewer, on-site paving, grading and drainage, signing and pavement marking, stormwater pollution prevention, bidding assistance, and construction observation. Landscape services included tree inventory and appraisal, creating a tree disposition plan along with landscape and irrigation plans.

Charlotte J. Burrie Civic Center, Pompano Beach, FL: Landscape Architect. KEITH provided civil engineering, permitting, landscape architecture, and construction administration and coordination services for the 8,712-SF Charlotte J. Burrie Community/Civic Center. The Civic Center, a LEED v4 certified building was designed with multi-purpose meeting spaces, easy pedestrian access with ADA compliance, porte-cochère entrance, and 48 vehicular and 20 bicycle parking spots. The interior of the Civic Center includes a lobby/pre-function area, reception area, administrative offices, small conference room, large assembly space accommodating up to 250 people, fixed platform performance stage, warming kitchen, storage areas and two activity rooms. The engineering requirements include providing LEED templates, permitting, engineering plans including water and sewer, on-site paving, grading and drainage, signing and pavement marking, stormwater pollution prevention, bidding assistance and construction observation. Landscape services include tree inventory and appraisal, creating a tree disposition plan, landscape and irrigation plans, and landscape construction observation.

Tamarac Fire Station No. 78, Tamarac, FL: Landscape Architect. The old Fire Station No. 78 building was demolished and replaced with a new 9,300-SF facility. KEITH provided civil engineering, traffic, and landscape architecture services, as subconsultant to West Construction. Civil engineering services include the development of preliminary design plans, preparation of LEED-certified products, though, the City did not pursue certification, attendance of coordination meetings, acquisition of the necessary permits and construction management services. KEITH also prepared a Signal Modification Plan for actuating the existing traffic signal at the intersection of NW 47th Terrace and Commercial Boulevard for tactical use by the fire department. Additionally, landscape architecture services will include a site analysis and tree inventory, development of tree disposition, landscape and irrigation plans and construction observation. As a Design/Build project, KEITH was an active participant in determining costs and cost alternatives to keep overall costs within the anticipated budget.



YEARS OF EXPERIENCE
36 years

YEARS WITH KEITH
8 years

EDUCATION
B.S. Interior Design,
Florida State University,
1985

**PROFESSIONAL
REGISTRATIONS**
LA0001540, Professional
Landscape Architect,
Florida
ISA Certified Arborist
FL 9346A



Matthew Brooks, PE
Engineer III



Mr. Matthew Brooks, PE, is an engineering professional specializing in AutoCAD and drafting with a comprehensive understanding of civil engineering theories, principles, specifications and standards. His experience before joining the KEITH Team included site development design services including site layout, grading, utilities, pavements and stormwater management projects. Matt has designed engineering plans and prepared due diligence reports, cost estimations, project schedules, and coordinated with multiple regulatory agencies for project approvals for various municipal and private clients. Mr. Brooks has experience on the construction site providing quality assurance, testing and inspection services for soil and concrete based drawings and specifications. He also coordinated with multiple contractors on building and roadway projects to insure compliance with all specifications. Mr. Brooks is proficient in AutoCAD, AutoCAD Civil 3D, ICPR V3/V4, Water-CAD, BMPTRAINS, Microsoft Office Suite and Adobe Photoshop.

YEARS OF EXPERIENCE
8 years

YEARS WITH KEITH
3 years

EDUCATION
B.S. Civil Engineering,
Florida State University,
2014

B.S. Environmental
Engineering, Florida
State University, 2014

**PROFESSIONAL
REGISTRATIONS**
93890, Professional
Engineer, Florida

ACI Concrete Field
Technician - Grade 1

APNGA Portable
Nuclear Gauge Safety
and USDOT Hazmat
Certification

OSHA 10-Hour Safety
Training Certificate

RELEVANT PROJECT EXPERIENCE

Marathon Public Library, Marathon, FL: Civil Engineer. The library is part of the Monroe County Public Library system and serves the City of Marathon and the Middle Keys. The improvements consisted of a new Library and Adult Education building, including associated parking/drive aisles and landscape areas. The 2-story, mixed-use facility includes dedicated adult education space, shared space, classrooms, shaded outdoor space, climate-controlled archival space and a dedicated climate-controlled IT room. The project met sustainability standards as per the Florida Green Building Coalition (FGBC). As part of the design team, KEITH provided civil engineering and landscape architecture services, including Certified Arborist services. The engineering requirements included site plan preparation, coordination and processing, engineering plans including water and sewer, on-site paving, grading and drainage, signing and pavement marking, stormwater pollution prevention, bidding assistance, and construction observation. Landscape services included tree inventory and appraisal, creating a tree disposition plan along with landscape and irrigation plans.

John Tweedle Civic Center and Park, Golden Beach, FL: Civil Engineer. KEITH provided professional civil engineering, surveying and subsurface utility investigation services for the Design-Build of a New Town Civic Center and improvements to an existing park. The Civic Center now consists of a new multi-story administration building containing administrative offices (Building & Zoning, Town Clerk, Finance, Human Resources, etc.), facilities for the Town Police Department, a Town Council Chambers, common community areas and an emergency operations center. The Civic Center project included the complete rehabilitation and conversion of the Town's existing administrative, and police facilities. The rehabilitated facilities will be used for recreational purposes as part of the Town's existing John Tweedle Park. Additionally, the project includes the reconfiguration and site modifications to all the immediately surrounding open areas owned by the Town, including enhanced outdoor recreational facilities, parking areas and vehicular and pedestrian pathways. The KEITH Team assessed the existing stormwater and proposed specific drainage improvements consisting of new drainage well(s) allowing the Town's existing stormwater pump station to remain operational.

Jackson West Medical Center, Doral, FL: Civil Engineer. KEITH was the Surveyor/Civil Engineer/Landscape Architect for this project, providing complete design through construction completion services, civil engineering, surveying, permitting, construction inspections and construction administration services. The project consisted of developing a new multi-phased 27 acre world class regional medical campus within the City of Doral, Miami-Dade County, Florida. The initial phase of development included a 100-bed hospital totaling 215,000 gross square feet, a 700-900 car parking garage, and a 60,000-square-foot medical office building (ambulatory clinic). The project included complete site development, paving/grading/drainage system, potable water/sanitary sewer systems (including design of a new gravity collection and 12-inch water main extension exceeding 2,500LF), pavement marking/signage and off-site improvements, which included turn lanes and coordination of the traffic signalization.



Tim Gray, PSM, CFM
Project Surveyor II



Timothy Gray is a Project Surveyor with experience in a variety of surveying assignments, including: Control Surveys, Right-of-Way mapping, chain of title research and review, computations, topographic surveys, drainage surveys, ACSM/ALTA surveys, digital terrain models (DTMs), condominium surveys, and calculated parcel/construction stakeouts. His experience has included projects for both public and private sector clients. Tim is proficient in the industry's software including Bentley Open Roads Designer (ORD), Leica Level-pac, GeoPak, AutoCAD Civil 3D, TopoDOT, Cyclone, Pix4d, Trimble Business Center, and ArcGIS. He is also proficient in the processing of survey data including both Electronic Field Book (EFB), Tripod Data Systems (TDS) Data collection and Terrestrial Mobile LiDAR (TML).

RELEVANT PROJECT EXPERIENCE

Jackson West Medical Center, Doral, FL: Surveyor. KEITH was the surveyor, civil engineer, and landscape architect for this project, providing complete design through construction completion services, complete civil engineering, surveying, permitting, construction inspections and construction administration services. The project consisted of developing a new multi-phased 27-acre world class regional medical campus. The initial phase of development included a 100-bed hospital totaling 215,000 gross square feet, a 700-900 car parking garage, and a 60,000-square-foot medical office building. The project included complete site development, paving/grading/drainage system, potable water/sanitary sewer systems, pavement marking/signage and off-site improvements, which included turn lanes and coordination of the traffic signalization.

Fire Station No. 7, Hallandale Beach, FL: Surveyor. The program and design for the City's new fire rescue headquarters and emergency management facility were developed to achieve LEED Silver Certification and include a 25,000-SF, two-story complex with four apparatus bays and living quarters for up to 16 firefighters. The building will house the City's Fire Prevention Bureau. KEITH is providing civil engineering, landscape architecture, and SUE services. Responsibilities include preparation of landscape and irrigation plans incorporating drought tolerant plants and 'Florida Friendly Landscaping' practices, as well as water saving irrigation components with a 'smart' controller and incorporation of a rain sensor; preparation of documents and attendance at City DRC, AAC and Planning and Zoning meetings for the site plan approval; pre-application meeting with agencies having jurisdiction; prepare all required bidding and construction documents, design plans, technical specifications and cost estimates; attend pre-bid meeting, provide construction engineering / management services for the projects; provide project close-out services. This project ultimately achieved LEED Gold Certification.

Charlotte J. Burrie Civic Center, Pompano Beach, FL: Surveyor. KEITH provided civil engineering, permitting, landscape architecture and construction administration and coordination services for the 8,712-SF Charlotte J. Burrie Community/Civic Center. The Civic Center, a LEED v4 certified building was designed with multipurpose meeting spaces for civic, social, and recreational activities, easy pedestrian access with ADA compliance, porte-cochère entrance for inclement weather protection, and 48 vehicular and 20 bicycle parking spots. The interior of the Civic Center includes offices and multi-purpose spaces. The engineering requirements include providing LEED templates, permitting, engineering plans including water and sewer, on-site paving, grading and drainage, signing and pavement marking, stormwater pollution prevention, bidding assistance and construction observation. Landscape services include tree inventory and appraisal, creating a tree disposition plan, landscape and irrigation plans, and landscape construction observation.

Butler House Deerfield Beach, Deerfield Beach, FL: Surveyor. The Butler House is a two-story masonry residence that was constructed in 1923. Owned by the Deerfield Beach Historical Society, it is listed on the National Register of Historic Places. The Society has received a Preservation Planning Grant. KEITH has provided 3D Laser Scanning and REVIT 3D Modeling to show the current condition of the structure.

YEARS OF EXPERIENCE
23 years

YEARS WITH KEITH
7 years

EDUCATION
B.S. Geomatics,
University of Florida,
1999

PROFESSIONAL REGISTRATIONS
LS6604, Professional
Surveyor and Mapper,
Florida

Certified Floodplain
Manager #US-20-11725



Abigail Sutton, PLA
Professional Landscape Architect, Project Manager I

Abby Sutton is a Landscape Designer and Project Manager at KEITH. She has a wide range of experience throughout various parts of the US, coming from a background of previously working in Texas and the Mid-West. Her range of project experience comprises of both public and private sector work including parks design, bicycle corridor planning, urban plazas, streetscapes, mixed-use developments, college campus master planning and cemetery master planning. She has the knowledge and ability to take a project through from start to finish beginning with conceptual design, followed by design development and through to construction documentation while having continuous coordination with project team and client. She is passionate about the role Landscape Architecture has in our ever changing and growing environment and committed to providing sustainable design solutions in collaboration with all disciplines of a project team.

RELEVANT PROJECT EXPERIENCE

Tamarac Fire Station No. 36, Tamarac, FL: Landscape Architect. KEITH provided professional services under West Architecture + Design, LLC for landscape architecture and civil engineering. KEITH focused efforts towards arbor, paving, grading, drainage, water distribution and sanitary sewer, storm water, and permitting. The project site remained active through the project duration.

DC Alexander Park, Fort Lauderdale, FL: Landscape Architect. DC Alexander Park in Fort Lauderdale Beach is the result of careful and thorough analysis of the site, its context - historic and present, its users, and the needs of the community. At over 1 acre in area prominently located on Fort Lauderdale Beach adjacent to the Aquatic Center and International Swimming Hall of Fame, the project includes a signature architectural overlook and playground within a plaza complete with resilient dune plantings and carefully planned stormwater infrastructure. The team lead by KEITH analyzed shoreline habitat and behavior while considering the unknown and inevitable - sea level rise and climate change. The project is a case study in practical and creative applications of storm water mitigation practices resulting in a design that reflects and embraces the social and economic needs of the local community. This award-winning project balances 'design for people' and 'design with nature' and is a testament to the value of comprehensive research, exploration, and analysis phases. The Park is open for bid with construction commencing early Spring of 2022.

Youth Sports Complex, Pompano Beach, FL: Project Manager. The Youth Sports Complex is a planned 10-acre multi-sport complex that is currently under construction. This will be a brand-new park to the City of Pompano Beach's portfolio and is designed to include several multi-purpose sports fields, a clubhouse with concessions, restrooms, storage and offices, landscaping and walking paths, and a 180-space parking lot. The sports fields will be a mix of artificial turf and natural sod fields. The project was designed to preserve several mature canopy trees to provide a park experience that will have plenty of shade from the day it opens. KEITH is the prime consultant for the project and has led the multi-disciplinary design team throughout all phases. Early involvement included public outreach and planning, design development and site plan approval process, and eventually permitting and construction observation services.

Centennial Park, Pompano Beach, FL: Project Manager. The Centennial Park project entails the addition of an outdoor open-air event pavilion incorporating contextually sensitive architecture that honors the historic Sample-McDougald House currently located on the property. The proposed improvements are a part of the City of Pompano Beach GO Bond initiative and include redevelopment of the walkways and garden areas adjacent to the future pavilion. KEITH has worked closely with stakeholders to ensure the new garden spaces and pavilion suit the event needs of guests and staff.



YEARS OF EXPERIENCE
6 years

YEARS WITH KEITH
4 years

EDUCATION
B.S. Landscape
Architecture, Purdue
University, 2016

**PROFESSIONAL
AFFILIATIONS**
American Society of
Landscape Architects
(ASLA) Florida Chapter
Member

**PROFESSIONAL
REGISTRATIONS**
LA6667617, Professional
Landscape Architect,
Florida

DR. RALPH BAEZA, PE, LEED AP

Principal | Senior Electrical Engineer

BACKGROUND

Ralph is a registered professional engineer with over 35 years of experience, in all aspects of electrical engineering and project management. His background with engineering systems encompasses high, medium and low voltage power, normal and emergency power, lighting, fire alarm, telephone, television, public address, security, lighting protection, environmental control and building management for residential, commercial, institutional and industrial buildings. As a Senior Electrical Engineer and Project Manager Ralph leads a team of engineers and designers. He is an astute troubleshooter and problem solver with the vision to develop and implement successful action plans and has earned a track record of successfully designed and managed projects.

EXPERIENCE**Plantation Key Courthouse, Plantation Key, Florida**

Two-story courthouse facility containing three courtrooms, offices for the judges and clerks, as well as the state attorney's office, clerk of court and drug administration area with a one story 12,000 sf all-male detention center facilitating up to 54 inmates and staff in a secure area. 30,000 sf

Monroe County Emergency Operations Center, Marathon, Florida

New emergency operations center building (1,016 sf ground floor level area and 13,932 sf first floor) located on the Marathon airport property in Marathon, Florida.

Broward County Judicial Complex North Tower Chillers Replacement, Fort Lauderdale, Florida

Demolition and design for replacement of existing chillers as well as design of a new HVAC system to serve the chiller room and to replace the existing exhaust system.

Broward County Judicial Complex Switchgear and Generator, Fort Lauderdale, Florida

The project consists of mechanical, electrical, plumbing and fire protection engineering services for the electrical design for the replacement of the existing electrical service and emergency generators in the Broward County Courthouse building. The project consists of replacing the aging switchgear and generators to new upgraded equipment. \$600,000/1,000 sf

Boynton Beach Police and Fire Department - Phase I, Boynton Beach, Florida

Phase I of the project consists of a 30% Design Package for MEPFP and Technology. The Fire Department is a facility approximately 12,000 square feet and the Police Department is a facility approximately 52,000 square feet. The Phase I services include the design package along with cost estimating support to the building (HJ High). The FD and PD are a portion of the Town Center project for Boynton Beach with a total construction budget of \$105M. The construction budget for the FD is approximately \$4M and the construction budget for the PD is approximately \$15.5M. \$19.5 million / 64,000 sf

**EDUCATION**

Liberty University

Ph.D., Business Administration in
Organizational Leadership
2017Universidad Nacional Autonoma de
HondurasM.B.A., Business Administration
1991Universidad Nacional Autonoma de
HondurasB.S., Electrical and Industrial
Engineering
1984**YEARS OF EXPERIENCE**

TLC: 15 years

Prior: 25 years

REGISTRATIONS

PE FL 42641

CERTIFICATIONS

LEED AP, GBCI

NCEES, NCEES

PROFESSIONAL AFFILIATIONS

NSPE, Member

IEEE, Member

USGBC, Member

Construction Executive
Association, Membership Committee
Member

ERICK GONZALEZ, PE, LEED AP**Regional Director | Regional Operations Director | Principal****BACKGROUND**

Erick has extensive engineering management experience and specializes in the design of complex HVAC systems, including controls, plumbing and fire protection systems. As a LEED AP, he is a specialist in integrated building practices and designing systems that deliver quality indoor environments. Erick excels in providing environmentally friendly, innovative and cost effective solutions for high-performance HVAC designs.

EXPERIENCE**Monroe County EOC, Marathon, Florida**

New emergency operations center building (1,016 sf ground floor level area and 13,932 sf first floor) located on the Marathon airport property in Marathon, Florida.

City of Coconut Creek Public Works Building, Coconut Creek, Florida

New two-story Public Works administration building includes EOC, Dispatch, 911 Call Center and emergency response administrative spaces. N+1 systems, standby power for the building and sustainable design elements. Relocation and reconnection of site infrastructure including fiber optics and data services. Certified LEED NC 2009 Silver. \$7 million / 22,000 sf

City of Riviera Beach Marina District South Redevelopment, Riviera Beach, Florida

Redevelopment of the Riviera Beach Marina District, with the first phase consisting of a two-story events center, a separate restroom / golf cart garage building and a concession building housing various mechanical functions. Provided engineering services for the master plan and security design for OnSSI Occularis CCTV. \$38 million / 36,488 sf / LEED NC v2009 Silver Certified

Sunrise Municipal Complex, Sunrise, Florida

Multiple building complex including 100,000 sf city hall building, water park, amphitheater and 800-car parking garage. \$40 million / 371,000 sf

City of Miami Beach Police HQ Renovation, Miami Beach, Florida

Comprehensive station-wide renovation to the five-story police headquarters. Modernized all major building systems and increased the building's resiliency to hazardous flooding conditions. The building renovation helps position the Department for their anticipated 20% growth over the next two decades. \$10 million / 88,000 sf

City of Miramar Police Headquarters Building, Miramar, Florida

Design criteria for a new headquarters integrated into an existing parking garage structure. The new three-story structure will provide retail space at the ground floor and police department on the second and third floors. Provided security design for OnSSI Occularis CCTV. Certified LEED NC 2009 Gold. Built to withstand Category 4 hurricane winds. \$23 million / 80,000 sf

**EDUCATION**

Florida International University
M.S., Engineering-Construction
Management

2008

University of Havana

B.S., Mechanical Engineering

1994

YEARS OF EXPERIENCE

TLC: 11 years

Prior: 16 years

REGISTRATIONS

PE FL 53848

CERTIFICATIONS

LEED AP, GBCI

NCEES, NCEES

PROFESSIONAL AFFILIATIONS

USGBC, Member

ASHRAE, Member

NFPA, Member

PELAYO CALANTE, PE**Associate | Senior Project Engineer | Mechanical****BACKGROUND**

Mr. Calante has 37 years of experience leading mechanical, electrical, fire protection and plumbing engineering teams. His experience includes several fields of mechanical engineering, nuclear, civil and environmental engineering, quality control and design and project management. He has also taught courses as an associate professor in the construction and assembly of nuclear power plants. He has extensive knowledge of the Florida Building Code and other design codes including the National Fire Protection Association (NFPA); American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE); and American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE); and American Society of Mechanical Engineers (ASME).

EXPERIENCE**West Martello Fort, Key West, FL**

Installation of two (2) ductless mini split A/C units to provide A/C to a 1000 s.f. area at the east side of the Fort.

East Martello Fort, Key West, FL

Removal of the mini split units, and installation of a central A/C system with fresh air & dehumidifiers for the art gallery at the East Martello Fort.

Bishop House Key West, Key West, FL

Addition of an air conditioning system to the historic building (1,300 sqft), as well as repair of the existing plumbing system for a historic facility, Elizabeth Bishop House, in Key West, Florida. The project is located in Key West, FL. The electrical system has been renovated, there is a new 200A panel in the house. TLC's electrical scope consisted of adding a new AC system to the panel and revising the existing panel schedule.

Pigeon Key Electrical Design, Pigeon Key, FL

Mechanical & Electrical engineering services for the project which consists of providing electrical design for the renovation of two (2) single story historic wood framed building at Pigeon Key, a small island off the 7 mile bridge near Marathon Key, one building was built in 1912 (490 sqft) and other in 1950 (260 sqft). The buildings were knocked off their foundations during Hurricane Irma in Sept. 2017. The electrical systems will be all new. Pigeon Key is off the grid, and running on a generator.

City of Miami Beach Police HQ Renovation, Miami Beach, Florida

Comprehensive station-wide renovation to the five-story police headquarters. Modernized all major building systems and increased the building's resiliency to hazardous flooding conditions. The building renovation helps position the Department for their anticipated 20% growth over the next two decades. \$10 million / 88,000 sf

Scott Rakow Youth Center Generators, Miami Beach, Florida

To provide electrical engineering services for the project which consists of design services for the installation of one new stand-by generator, fuel tank and automatic transfer switch for the Scott Rakow Youth Center.

**EDUCATION**

Moscow Institute of Power Engineering

M.S., Nuclear Engineering
1984

Moscow Institute of Power Engineering

B.S., Nuclear Engineering
1981

YEARS OF EXPERIENCE

TLC: 3 years

Prior: 34 years

REGISTRATIONS

PE FL 53829

West Ken Lark Park Renovation

Lauderhill, Florida

Project Info

Owner | City of Lauderhill
Contract Amount | \$2.6 Million
Completion Date | 2021
Contact | Brian Picinic
 Project Manager
 954.572.1478
bpicinic@lauderdale-fl.gov

Project Description

Design Build renovation work for the existing West Ken Lark Park.

- Building renovation to the existing community building.
- Parking lot expansion and repaving and stripping existing parking lot.
- Building renovation to the existing concession building.
- New sport fields and athletic fields.
- New bleachers and score box.

Site Features

- Size: 9.8 Acres
- Community Building Renovation
- Concession Building Renovation
- Multi-Purpose Field
- Athletic Field
- Basketball Courts
- New Parking Area
- New Walkways

Services Provided

- Design Build
- Architectural Services
- Construction Management
- Construction Services



West Architecture + Design, LLC
820 North 4th Street, Lantana, Florida 33462
Phone: 561-588-2027 / Fax: 561-582-9419
Architecture License: AR93859 / AA26001503
www.west-arch.com

Broward Sheriff's Office - Real Time Crime Center

Fort Lauderdale, Florida

Project Info

Owner | Broward County Sheriff's Office

Contract Amount | \$322,763

Completion Date | 2019

Contact | Kim Byron
Project Manager
Planning, Development &
Facilities Specialist
954.831.8318
Kim_Byron@sheriff.org

Site Features

- Size: +/- 5,182 SF
- Two (2) Video Walls for Real Time Monitoring
- Call Center
- Offices
- Employee Lounge
- Conference Room
- Secure Storage

Services Provided

- Conceptual Design
- Estimating
- Architecture
- Construction Administration

Project Description

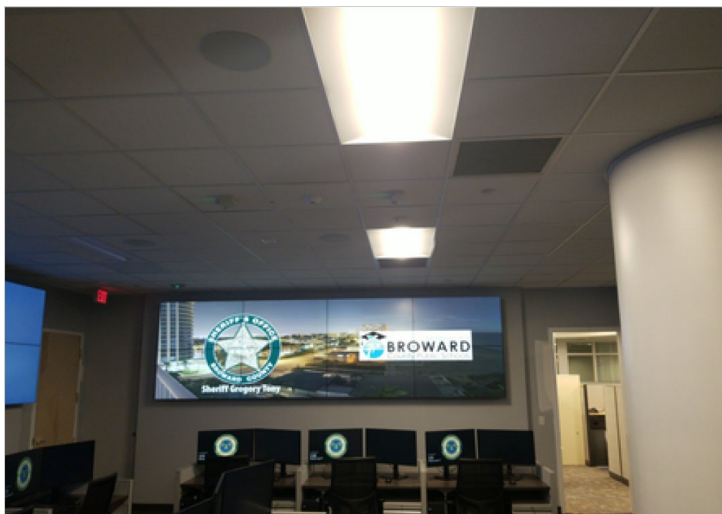
The scope of work includes the interior renovation of the portions of the 4th floor (+/- 5,182 SF) at Broward Sheriff's Main Office. The project includes the installation of:

Real-Time Crime Center (RTCC 2,626 SF):

Floor plan contains offices, cubicles and computer stations. Video walls screens are located on the south wall (+/- 18 feet) and the east wall (+/- 40 feet).

Digital Forensic Unit (DFU 2,556 SF):

An emergency exit door was added to the wall between DFU and RTCC. Sound wall provided between DFU and RTCC spaces. The new workroom with eight benches, outlets, TV and data outlets. A new forensic cage vault room was added to the space.



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Phone: 561-588-2027 / Fax: 561-582-9419
Architecture License: AR93859 / AA26001503
www.west-arch.com



WORK AS A TEAM

KEITH

Pompano Ocean Rescue Headquarters
Pompano Beach, FL



Tamarac Sports Complex Concession Building
Tamarac, FL



Eau Palm Beach Resort and Spa
Manalapan, FL

Ritz Key Biscayne
Miami, FL

Soprema Florida Regional Office
Pompano Beach, FL

Fire Station #78
Tamarac, FL



TLC Engineering Solutions

Bunche Park Improvements
Miami Gardens, FL

Norwood Park & Pool Improvements
Miami Gardens, FL



Betty T. Ferguson Recreational Complex
Miami Gardens, FL

Fire Station #110
Lauderhill, FL



Fire Station #78
Tamarac, FL

Fire Station #36
Tamarac, FL

Buchanan Renewables Truck Maintenance Facility
Buchanan, Liberia

Lantana Police Annex Building
Lantana, FL

West Architecture + Design, LLC

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Phone: 561-588-2027 / Fax: 561-582-9419
Architecture License: AR93859 / AA26001503
www.west-arch.com

Marathon Public Library

Marathon, FL | 2016 - 2021



KEY ELEMENTS

Landscape Architecture,
Civil Engineering

KEY PRACTICES

KEITH Campus

Client:

Synalovski Romanik Saye, LLC
Merrill Romank, AIA, LEED AP, Principal
954-961-6806, mromanik@synalovski.com

Project Description:

The Marathon Public Library is part of the Monroe County Public Library system and serves the City of Marathon and the Middle Keys. The improvements consisted of a new Library and Adult Education building, including associated parking/drive aisles and landscape areas. The 2-story, mixed-use facility includes dedicated adult education space, shared space, classrooms, shaded outdoor space, climate-controlled archival space and a dedicated climate-controlled IT room. The project met sustainability standards as per the Florida Green Building Coalition (FGBC). As part of the design team, KEITH provided civil engineering and landscape architecture services, including Certified Arborist services. The engineering requirements included site plan preparation, coordination and processing, engineering plans including water and sewer, on-site paving, grading and drainage, signing and pavement marking, stormwater pollution prevention, bidding assistance, and construction observation. Landscape services included tree inventory and appraisal, creating a tree disposition plan along with landscape and irrigation plans.



Image Courtesy of Bender & Associates Architects

JOSEPHINE PARKER CITY HALL AT HISTORIC GLYNN R. ARCHER SCHOOL Key West, Florida

A historic 1920's building underwent an adaptive reuse from a two-story elementary school to the City of Key West's new City Hall. The 37,000 square foot facility has two structures connected by an outside walkway. The City is committed to sustainable building practices and set a challenging goal for the project of LEED Platinum certification, the highest designation awarded by the USGBC.

TLC was retained to help achieve this goal by providing energy modeling as well as LEED fundamental and enhanced commissioning services. TLC used IES Virtual Environment software to prepare energy models comparing the building's design energy usage with the ASHRAE Standard 90.1-2007 baseline building.

Building envelope, HVAC and lighting system options were analyzed to develop the most efficient building possible. Energy modeling helped the team make informed design decisions that are projected to improve the building's energy performance by 44% over the baseline. Among the implemented energy and water savings measures are roof surfaces with high SRI values to reduce the heat island effect, high-performance glazing to minimize heat gains and losses and cisterns to collect and reuse rainwater for irrigation.

Original design elements such as large historic windows were restored to allow sunlight to enter into the building and reduce the need for artificial lighting. A 70kW photovoltaic array / parking canopy is estimated to generate 25% of the building's annual energy consumption and can be easily expanded in the future.

TLC commissioned the mechanical, electrical, lighting, lighting control, plumbing and solar photovoltaic generation systems to verify that they operated as intended. Through sustainable design, energy modeling and commissioning, the Key West City Hall minimizes its carbon footprint and is on track to attaining LEED Platinum certification.

ARCHITECT

Bender & Associates
Miami, Florida

CONSTRUCTOR

Burke Construction Group, Inc.
Doral, Florida

OWNER

City of Key West
Key West, Florida

MAJOR COMPONENTS

Offices
Council Chamber
Conference Rooms
Lobby Space
Electric Car Chargers

SIZE

37,000 square feet

CONSTRUCTION COST

\$19 Million

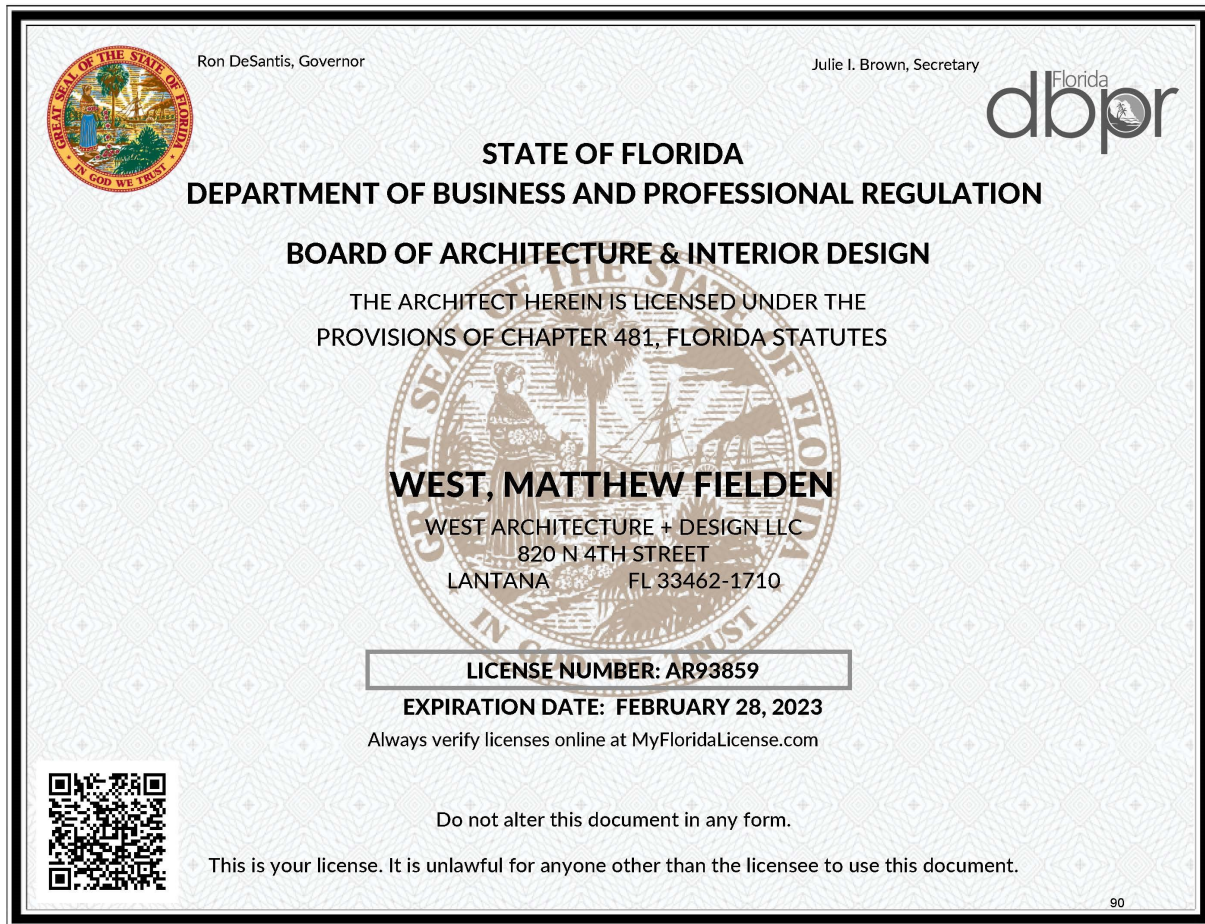
COMPLETION DATE

2017

TLC SERVICES

Energy Modeling, Fundamental and
Enhanced Commissioning

**Certified LEED NC v2009 Platinum,
2018**



GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

Peter Ganci

HAS ATTAINED THE DESIGNATION OF

LEED AP[®] Building Design + Construction

by demonstrating the knowledge and understanding of
green building practices and principles needed to
support the use of the LEED[®] green building program.



PETER TEMPLETON
PRESIDENT & CEO
U.S. GREEN BUILDING COUNCIL & GREEN BUSINESS CERTIFICATION INC.

State of Florida

Department of State

I certify from the records of this office that WEST ARCHITECTURE + DESIGN, LLC is a limited liability company organized under the laws of the State of Florida, filed on September 20, 2007, effective September 20, 2007.

The document number of this limited liability company is L07000096199.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on January 24, 2022, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of January,
2022*

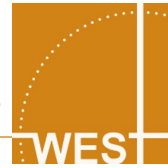


Randy Be
Secretary of State

Tracking Number: 5052127053CC

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CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
 www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

820 North 4TH ST
 LANTANA, FL 33462-1710

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
54-0051 ARCHITECT	WEST MATTHEW F	AR93859	B22.619574 - 08/03/22	\$33.00	B40127187

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA
PALM BEACH COUNTY
2022/2023 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 201005982
EXPIRES: SEPTEMBER 30, 2023



22
6-8897

WEST ARCHITECTURE + DESIGN LLC
 WEST ARCHITECTURE + DESIGN LLC
 820 N 4TH ST
 LANTANA FL 33462-1710



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
 www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

820 North 4TH ST
 LANTANA, FL 33462-1710

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
54-0020 RESIDENTIAL ARCHITECTURAL DESIGN	WEST MATTHEW F		B22.619575 - 08/03/22	\$33.00	B40127186

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA
PALM BEACH COUNTY
2022/2023 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 201005983
EXPIRES: SEPTEMBER 30, 2023



22
6-8760

WEST ARCHITECTURE + DESIGN LLC
 WEST ARCHITECTURE + DESIGN LLC
 820 N 4TH ST
 LANTANA FL 33462-1710



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

West Architecture + Design, LLC

820 North 4th Street, Lantana, Florida 33462
 Phone: 561-588-2027 / Fax: 561-582-9419
 Architecture License: AR93859 / AA26001503

www.west-arch.com

LOCAL BUSINESS TAX RECEIPT
TOWN OF LANTANA, FLORIDA

RECEIPT NUMBER: 17-200303836

EFFECTIVE DATE:

08/08/2017

EXPIRATION DATE:

09/30/2023

WEST ARCHITECTURE & DEISGN LLC

820 N 4TH ST

LANTANA, FL 33462

BUSINESS LOCATION:

820 N 4TH ST

LANTANA, FL 33462

NAME OF BUSINESS

WEST ARCHITECTURE & DESIGN LLC

BUSINESS CLASSIFICATION:

014 - OFFICE

BUSINESS TYPE:

014 - OFFICE

OWNERSHIP TYPE:

INCORPORATED

SPECIAL CONDITIONS

THIS RECEIPT EXPIRES AS SPECIFIED ABOVE

BUSINESS TO BE CONDUCTED IN CONFORMITY WITH AND SUBJECT TO THE PROVISIONS
OF THE ORDINANCES OF THE TOWN OF LANTANA AND THE LAWS OF THE
STATE OF FLORIDA.

THIS RECEIPT MUST BE POSTED IN A CONSPICUOUS PLACE



Florida Department of Business & Professional Regulation

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- [Unlicensed Activity Search](#)
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LICENSEE DETAILS 2:32:28 PM 1/4/2022

Licensee Information

Name:	WEINBERG, PAUL HARVEY (Primary Name)
	KEITH AND ASSOCIATES, INC. (DBA Name)
Main Address:	1201 SW 17TH STREET FORT LAUDERDALE Florida 33315
County:	BROWARD
License Mailing:	301 E. ATLANTIC BLVD POMPANO BEACH FL 33060
County:	BROWARD

License Information

License Type:	Registered Landscape Architect
Rank:	Landscape Arc
License Number:	LA6666804
Status:	Current, Active
Licensure Date:	10/10/2005
Expires:	11/30/2023

3/11/2021
Related License Information
Print

Licensee

Name:	KEITH & ASSOCIATES, INC.	License Number:	7928
Rank:	Registry	License Expiration Date:	
Primary Status:	Current	Original License Date:	04/03/1998

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
32090	Current, Active	WILLIAMS, STEPHEN DONALD	Registry		Professional Engineer	02/28/2023



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

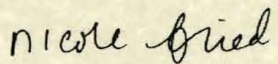
License No.: **LB6860**

Expiration Date February 28, 2023

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

KEITH AND ASSOCIATES INC
301 EAST ATLANTIC BLVD
POMPANO BEACH, FL 33060-6643



NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

State of Florida

Department of State

I certify from the records of this office that KEITH AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on January 20, 1998, effective January 16, 1998.

The document number of this corporation is P98000006011.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 4, 2022, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fourth day of January, 2022*

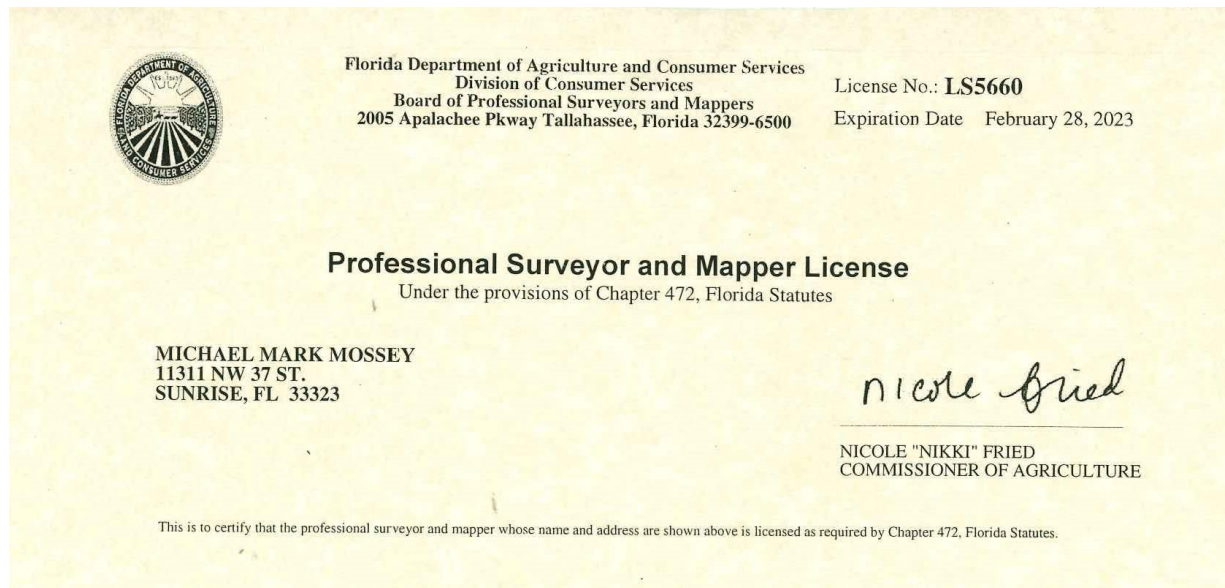
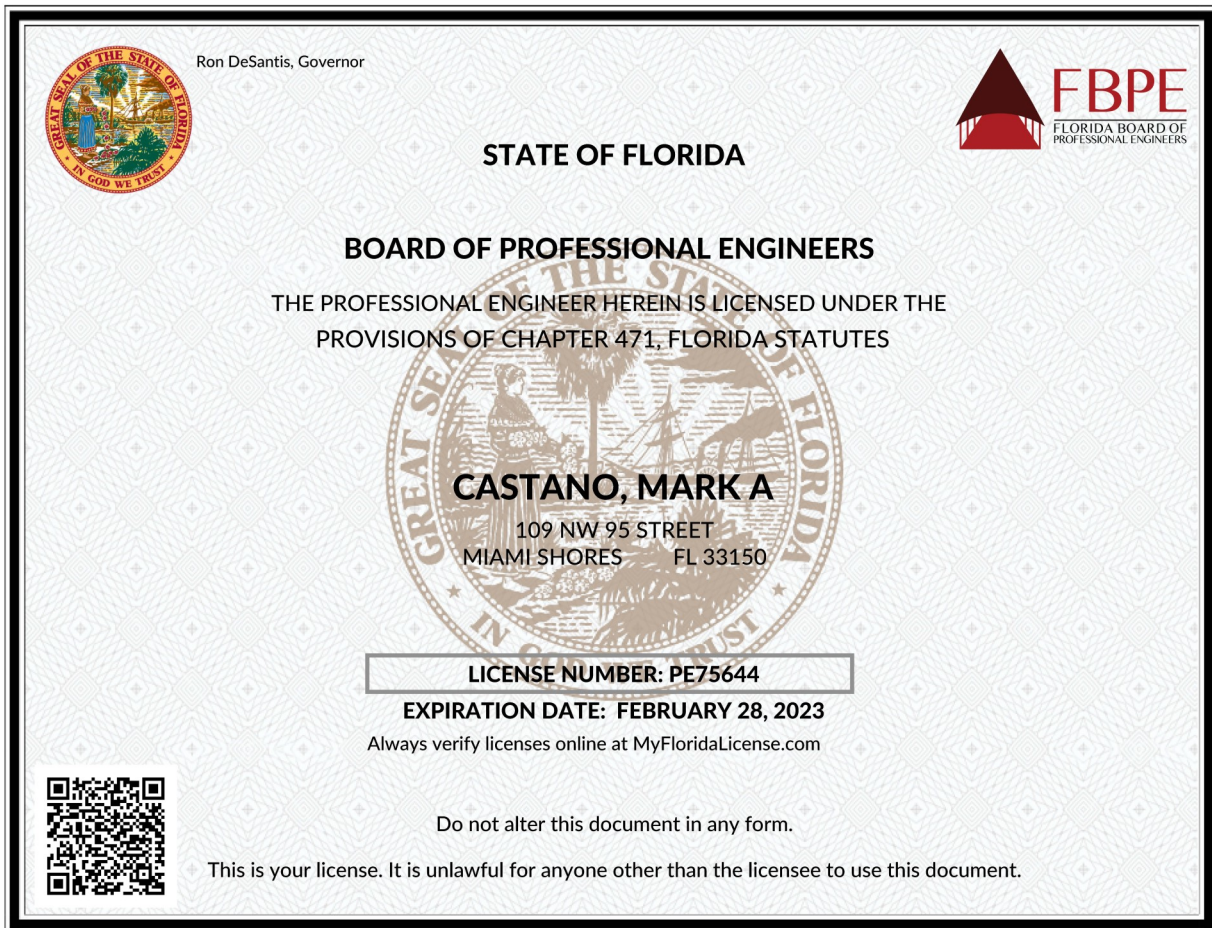


Ronald R. De
Secretary of State

Tracking Number: 5507375318CC

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

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

PHILLIPS, MICHAEL J

470 NW 8TH STREET
BOCA RATON FL 33432

LICENSE NUMBER: LA0001540

EXPIRATION DATE: NOVEMBER 30, 2023

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Professional Engineer #93890

Logged in as **Brooks, Matthew**

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License Issued To:	BROOKS, MATTHEW EARL
License Status:	Current, Active
Originally Licensed On:	04/21/2022 (mm/dd/yyyy)
Expires On:	02/28/2023 (mm/dd/yyyy)
Modifiers:	Licensure by Endorsement 04/21/2022 (mm/dd/yyyy)
	Civil 04/21/2022 (mm/dd/yyyy)

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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS6604**

Expiration Date February 28, 2023

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

TIMOTHY HAMILTON GRAY
1432 SW 9TH ST
FORT LAUDERDALE, FL 33312-7266

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

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

SUTTON, ABIGAIL

1354 BAYVIEW DR. APT. N
FORT LAUDERDALE FL 33304

LICENSE NUMBER: LA6667617

EXPIRATION DATE: NOVEMBER 30, 2023

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State of Florida

Department of State

I certify from the records of this office that TLC ENGINEERING SOLUTIONS, INC. is a corporation organized under the laws of the State of Florida, filed on December 31, 1968.

The document number of this corporation is 339497.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 3, 2022, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Third day of January, 2022*



Randy R. Lee
Secretary of State

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BAEZA, RALPH

930 OPAL TERRACE
WESTON FL 33326

LICENSE NUMBER: PE42641

EXPIRATION DATE: FEBRUARY 28, 2023

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

GONZALEZ, HECTOR E.

2808 SW 143 PLACE
MIAMI FL 33175

LICENSE NUMBER: PE53848

EXPIRATION DATE: FEBRUARY 28, 2023

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

CALANTE, PELAYO J.

1522 SW 118 COURT
MIAMI FL 33184

LICENSE NUMBER: PE53829

EXPIRATION DATE: FEBRUARY 28, 2023

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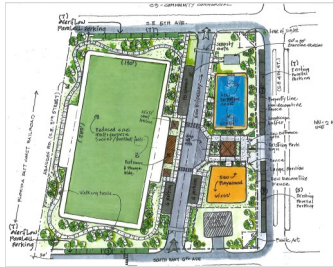
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SITE PLAN - OPTION 1

1.
City of Boynton Beach
Paola Mendoza
Associate Engineer
PH: (561) 742-6266
MendozaP@bbfl.us

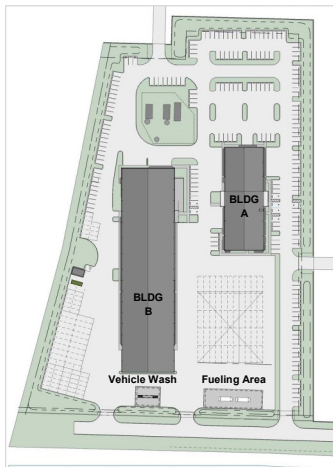
Pence Park Masterplan
Boynton Beach, FL
\$2.9 Million



SITE PLAN - OPTION 2

2.
City of Boynton Beach
Andrew Mack
Director of Public Works
PH: (561) 742-6201
MackA@bbfl.us

COBB Maintenance Facility
Boynton Beach, FL
\$37 Million (Estimated)



3.
Broward Sheriff's Office
Kim Byron
Project Manager
Planning Development
& Facilities Specialist
PH: (954) 831-8318
Kim_Byron@sheriff.org

Broward Sheriff's Office -
Real Time Crime Center
Fort Lauderdale, FL
\$322,763



4.
Broward Sheriff's Office
Kim Byron
Project Manager
Planning Development
& Facilities Specialist
PH: (954) 831-8318
Kim_Byron@sheriff.org

Broward Sheriff's Office -
TSC - South
Fort Lauderdale, FL
\$1 Million





5.
City of Lauderdale
Brian Picinic
Project Manager
Parks & Leisure Service
PH: (954) 572-1478
bpicinic@lauderdale-fl.gov

West Ken Lark Park
Lauderdale, FL
\$2.6 Million



6.
Delray Beach CRA
Isaac Kovner
Principal Engineer
PH: (561) 243-7341
kovner@mydelraybeach.com

Delray Beach Historic
Railway Station
Delray Beach, FL
TBD



7.
City of Pompano Beach
Arthur Cantero
Engineering Project Manager
PH: (954) 786-7842
Arthur.Cantero@copbfl.com

Pompano Ocean Rescue Headquarters
Pompano Beach, FL
\$1.5 Million



8.
City of Riviera Beach
Terrence Bailey
Director of Community Development
PH: (954) 535-2778
TBailey@rivierabeach.org

Riviera Beach Heights
Community Center
Riviera Beach, FL
\$937 K (Estimated)



Exhibit A

Affidavits

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 response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

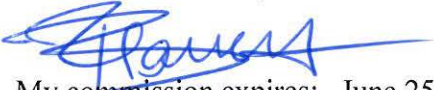
BY: _____



Matthew F. West, Vice President

sworn and prescribed before me this 6th day of Sept., 2022

NOTARY PUBLIC, State of Florida



My commission expires: June 25, 2023



RACQUEL J. BARRETT
Commission # GG 348536
Expires June 25, 2023
Bonded Thru Budget Notary Services

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

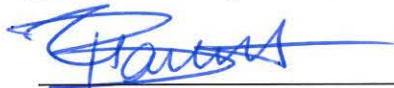
I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

By: _____


Matthew F. West, Vice President

Sworn and subscribed before me this

____ 6th ____ day of September ____, 2022.



NOTARY PUBLIC, State of Florida at Large



RACQUEL J BARRETT
Commission # GG 348536
Expires June 25, 2023
Bonded Thru Budget Notary Services

My Commission Expires: June 25, 2023

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted for Matthew F. West, Vice President
(print individual's name and title)

by West Architecture + Design, LLC
(print name of entity submitting sworn statement)

whose business address is 820 N 4th Street Lantana, FL 33462

and (if applicable) its Federal Employer Identification Number (FEIN) is
26-2447963

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement): N/A

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. 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 agent who are active in the management of a n affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

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

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

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

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



Matthew F. West, Vice President
(SIGNATURE)

September 06, 2022

(DATE)

STATE OF FLORIDA

COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority
Matthew F. West who, after first being sworn by me,
(name of individual)
affixed his/her signature in the space provided above on this
06th day of Sept., 2022



NOTARY PUBLIC

My commission expires: June 25, 2023



RACQUEL J BARRETT
Commission # GG 348536
Expires June 25, 2023
Bonded Thru Budget Notary Services

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA)
 : SS
COUNTY OF PALM BEACH)

I, the undersigned hereby duly sworn, depose and say that the firm of _____

West Architecture + Design, LLC

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: 
Matthew F. West, Vice President

Sworn and subscribed before me this 6th day of September 2022.

NOTARY PUBLIC, State of FLORIDA at Large



My Commission Expires: June 25, 2023



RACQUEL J BARRETT
Commission # GG 348536
Expires June 25, 2023
Bonded Thru Budget Notary Services

CONE OF SILENCE AFFIDAVIT

Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)

STATE OF FLORIDA)
: SS

COUNTY OF PALM BEACH)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of
West Architecture + Design, LLC 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).
Sworn and subscribed before me this

6th day of September, 2022



Matthew F. West, Vice President

NOTARY PUBLIC, State of FLORIDA at Large



RACQUEL J BARRETT
Commission # GG 348536
Expires June 25, 2023
Bonded Thru Budget Notary Services

My Commission Expires: June 25, 2023

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 ARCHITECT, 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 publicly 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. 13-11, § 1, 6-18-2013*)

CITY OF KEY WEST INDEMNIFICATION FORM

PROPOSER agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the PROPOSER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The PROPOSER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, PROPOSER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate PROPOSER to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by PROPOSER, or persons employed or utilized by PROPOSER.

The PROPOSER's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the PROPOSER's limit of or lack of sufficient insurance protection.

COMPANY SEAL

PROPOSER:

West Architecture + Design, LLC
820 N 4th Street Lantana, FL 33462

Address

Signature



Matthew F. West

Print Name

September 6, 2022

Date

Title

Vice President

NOTARY FOR THE PROPOSER

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 06th day of Sept, 2022. By Matthew F. West,
of WA+D, LLC (Name of officer or agent, title of officer or agent) Name of corporation
acknowledging)

or has produced _____ as identification.



Signature of Notary



RACQUEL J BARRETT
Commission # GG 348536
Expires June 25, 2023
Bonded Thru Budget Notary Services

Return Completed form with Print, Type or Stamp Name of Notary

Supporting documents to: City of Key West Purchasing

Notary

Title or Rank

Procurement Requirements: 2 CFR 200

In anticipation of potentially receiving Federal or State funds for this project in the future, the City will comply with §200.318 - §200.327 of 2 CFR 200. As a result, the following State and Federal requirements will be adhered to:

1. Conflict of Interest: All firms must disclose with their bid the name of any officer, director or agent who is also an employee of the City or any of its departments. Further, all firms must disclose the name of any City employee who owns directly or indirectly, an interest of five percent (5%) or more in the firm's entity or any of its branches or subsidiaries.

1) Non-government Conflicts

- a) A firm shall not submit a response or enter into a contract with the City if the contract would result in the proposer having a conflict of interest. As used herein, the term conflict of interest shall mean:
 - i. The firm's contract with another customer or entity will be averse to the interest of the City; or
 - ii. There is a significant risk that the interest of the City will be materially impacted by the firm's responsibilities to a current customer or entity, a former customer or entity or any other third party.
- b) Notwithstanding the existence of a conflict of interest under paragraph (a), a firm may submit a proposal and enter into a contract with the City if:
 - i. The firm reasonably believes that they will be able to provide competent and diligent representation to each affected customer or entity and;
 - ii. The conflict of interest is not prohibited by law and;
 - iii. The proposal or contract does not involve the assertion of a claim by one customer or entity against another represented by the firm in the same project or other proceeding

In addition, each individual participating in the selection process for professional services contracts must also disclose any conflict of interest. Consultant and subconsultant firms representing the City of Key West must be free of conflicting professional or personal interests. It is the responsibility of the consultant to recuse itself from submitting responses for a project if a conflict of interest exists. Subconsultants are responsible for disclosing potential conflicts of interest to the prime consultant firm and recusing themselves accordingly where conflict of interest exists.

2. Full and Open Competition: All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of §200.319 & §200.320.
3. Contracting with small and minority firms, women's business enterprise and labor surplus area firms:
 - 1) The City will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
 - 2) Affirmative steps shall include:
 - i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
 - vi) Requiring the prime contractor, if subcontracts are to be let to take the affirmative steps listed in paragraphs (e)(2) (i) through(v) of this section.
4. Procurements of Recovered Materials: The City and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
5. Unnecessary or Duplicative Items: Provide for a review of proposed procurements to avoid

purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

6. Federal Excess and Surplus Property: The City encourages the use of Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
7. Settlement of All Contractual and Administrative Issues: The City alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.
8. Local Preference: Local preference is not allowed.
9. Domestic Preferences for Procurements: As appropriate and to the extent consistent with law, the City, to the greatest extent practicable under a Federal award, prefers the purchase, acquisition, or use of goods, products, or materials produced in the United States. For the purposes of this section:
 - 1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - 2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
10. E-Verify (Execute Order 11-116): Consultant:
 - 1) Shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired during the contract term; and

- 2) Shall expressly require any subcontractors performing work or providing services pursuant to this contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
11. Executive Order 11246: Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
12. Termination: This agreement may be terminated at any time, with or without cause, by the City upon thirty (30) days written notice to the consultant. No further work will be performed by the consultant upon receipt of this notice unless specifically authorized by the City Manager of the City of Key West. On termination, the consultant will be paid for all authorized services performed up to the termination date plus, if terminated for the convenience of the City, reasonable expenses incurred during the close-out of the agreement. The City will not pay for anticipatory profits.
- Violation of any local, state, or federal law in the performance of this contract shall constitute a material breach of this contract, which may result in the termination of this contract or other such remedy, as the City deems appropriate.
13. Public Records: Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011(12), Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any firm claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the specific statutory citation for such exemption. Contractors must provide the Sub-recipient, pass-thru entity, Federal awarding agency, Comptroller General of the United States, or any duly authorized representatives right of access to any books, documents, papers, or records which are directly pertinent to the project for the purpose of making audits, examinations, excerpts, and transcriptions.
14. Records Retention: Retention of all required records for six (6) years after final payments are made and all other pending matters are closed.

15. Convicted Vendor List 287.133(2)(a), F.S.: check the convicted vendors list prior to making any awards to ensure that contracts greater than \$35,000 are not awarded to convicted vendors for a period of thirty-six (36) months following the date of their placement on the convicted vendors list.
16. Discriminatory Vendor List 287.134(2)(a), F.S.: check the discriminatory vendors list prior to making any awards to ensure that contracts are not awarded to vendors on the discriminatory vendors list.
17. Monthly and Quarterly Monitoring: The selected firm will provide monthly and quarterly documentation and reports regarding status, changes, and other details as per stipulated grant requirements for submittal by the City.

In addition, Appendix II to Part 200 (see next page) must be included in all contracts:

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under

27 | RFQ #22-010

General Architectural Services

Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319](#), [12935](#), [3 CFR Part, 1964-1965](#) Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public

work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act ([42 U.S.C. 7401-7671q](#).) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award

exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See [§ 200.323](#).

(K) See [§ 200.216](#).

(L) See [§ 200.322](#).

[[78 FR 78608](#), Dec. 26, 2013, as amended at [79 FR 75888](#), Dec. 19, 2014; [85 FR 49577](#), Aug. 13, 2020]

In the event CDBG funding is obtained:

24 CFR 135.38

§ 135.38 Section 3 clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under

this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and sub contracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Exhibit B

RFQ # 22-010 GENERAL ARCHITECTURAL SERVICES

RFI Addendum #1

Date: 2022.08.18

1. Could you please clarify if the City is seeking a team of professional services (including engineering, landscape architecture, surveying, etc.), or if firms should submit just for architectural services? Since the RFQ mentions to *"identify each proposed sub-consultant along with sub-consultant's type of professional services and identify sub-consultant(s) team members by name, job classification, and qualifications"*.

This RFQ is for architectural services. All firms responding need to list/identify the sub-consultants necessary to provide complete architectural services as described.

2. Can you please advise if this RFQ is replacing/renewing a previous contract and if so, what firm is the incumbent.

The last contract for general architectural services ran from 2017 to August 1st, 2022, the architecture firms included were Bender & Associates Architects, William P. Horn Architect, Saltz Michelson Architects, Inc., AMEC Foster Wheeler, PFB Architects, Rodriguez and Quiroga, K2M Design, and Hayes Cummings.



West Architecture + Design, LLC
Matthew F. West , Vice President

Submitter Ranking Form

Project Name: **General Architectural Services**

Project Number: RFQ #22-010

Firm
West Architecture + Design, LLC

Date
September 6, 2022

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience and technical competence of the firm in the listed disciplines.	30	
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	20	
Past Work Experience	20	
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	15	
Ability to complete required services with in-house staff	10	
Other certifications including LEED certified staff professionals	5	
Total Points	100	