

Professional Qualifications Proposal

**RFQ # 11-001 PARK ENHANCEMENT PROJECT  
(NELSON ENGLISH/ WILLIE WARD)**

PREPARED FOR:

**CITY CLERK, CITY OF KEY WEST, FLORIDA**  
City Hall, 525 Angela Street  
Key West Florida 33040

SUBMITTED BY:

**mbi | k2m**  
ARCHITECTURE, INC.

Mr. Michael B. Ingram, RA  
**mbi | k2m Architecture, Inc.**  
1001 Whitehead Street, Key West, FL 33040  
Phone: 305.292.7722

CONSULTANT TEAM:



SOLARIA



**G.M. Selby, Inc.**

ELIZABETH NEWLAND  
Landscape Architecture

**November 10, 2010**

November 10, 2010

CITY OF KEY WEST, FLORIDA  
City Hall, 525 Angela Street  
Key West Florida 33040  
Attn: Mr. Greg Veliz, Director of Community Services

**RE: RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)  
Professional Qualifications Proposal**

Dear Mr. Veliz:

mbi | k2m Architecture, Inc. is pleased to submit our qualifications proposal for the above mentioned professional design services proposal. Our team has thoroughly reviewed the RFQ and understands the scope of work. We have assembled a talented team of professionals who have completed several projects that are similar in size and scope and we are confident we have the experience and track record that the City of Key West needs in your project team.

We are excited to continue our work with the City on the enhancements for the parks in Bahama Village. It became clear as we worked through the TIF application and allocation process, which initiated the funding for the project, that the residents agree that enhancements to lighting, landscaping, and facilities will help to make this a greater asset to Bahama Village.

In closing I would like to add that the opportunity to make a recognizable difference to our City's Park System and the immediate surrounding Bahama Village area is extremely exciting for our firm. We are confident that we have assembled the best team to complete these projects to everyone's satisfaction. We would be pleased to meet with you to answer any questions or further clarify our credentials at a time and place which is convenient.

Very Truly Yours,



Michael B. Ingram, RA  
Director of Company



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**MBI | K2M ARCHITECTURE, INC.**

mbi | k2m Architecture, Inc. (mbi | k2m) is a high-growth entrepreneurial firm headquartered in Key West, Florida with additional offices in Southwest Florida, Ohio, North Carolina and Texas. Our firm has been located in Key West for nearly 20 years and is the largest architectural firm in the Keys with a combined staff of 21 professionals. We are proud to have a staff of extremely talented, dedicated and hard working professionals who are committed to the continued growth and success of our client and partner relationships.

Michael Ingram, Director, came to Key West in 1991 and has operated a successful architectural practice since then. This success is attributed to a mixture of things. His talent and abilities in the field are undeniable; but added to that, is a commitment to the community. It is not a commitment in words alone, but a commitment of time. Mr. Ingram has served on several community boards in the Florida Keys sharing much of his personal time to helping these groups make positive impacts in the Florida Keys. This volunteer time, combined with his unmatched professional experience working on projects with the City of Key West, the Key West Housing Authority, the Florida Keys Aqueduct Authority, and Monroe County, has created a reputation of respect and competence. We are proud to have been chosen to design a master plan for the Key West Bight, integrating the history of the Bight and Seaport with the needs and goals of the community, will emphasize the assets of the Harbor Walk, will provide greater connectivity with the community, and make the Key West Bight a destination for visitors and residents alike.

### **Mission**

mbi | k2m is a recognized design firm dedicated to developing the unique character of each project and creating innovative design solutions that respect our clients' sensibilities and budgets. **Our service mission is to provide a quality project in a cost effective, timely fashion while building relationships based on trust and results.** It is the attainment of our mission on each and every project that has made our company a successful practice. We have and always will serve our clients promptly and with great care. Most importantly, we practice "Principal Oversight" on all of our projects, which means one of our Principals is involved in the design and assembly of each project and they serve as the primary point of contact.

### **Capabilities**

mbi | k2m's Architectural Division is fully capable of providing these services for The City of Key West. Our staff of Registered Architects, LEED Accredited Professionals, Construction Administrators and CAD Technicians are known for their ability to understand the workings of a project, local governmental bodies, and the willingness to seek out and understand our clients' needs.

mbi | k2m's capabilities includes Master Planning, Architecture, Interior Design, Sustainability, Procurement, ADA Assessments, Existing Condition Analysis, Energy Audits, Wayfinding, and Owner Representation/Project Management for which we offer an extensive array of services ranging from preliminary design through post occupancy inspections. We will provide the services required by the City for this project, which may include, but are not limited to, planning services, permitting assistance, design services, specialty services, studies and/or architectural letters of opinion, bid and proposal

development services, services during construction and oversight of operations and maintenance of facilities.

### **Quality Assurance - The mbi | k2m Way**

The mbi | k2m Way is an internal quality assurance methodology consisting of policies, procedures, guidelines, specific roles and responsibilities and tools for completing client projects at mbi | k2m Architecture. By following The mbi | k2m Way we consistently meet our high quality standards, and we provide excellent client service.

The Project Manager is responsible for the overall quality of the project on a day-to-day basis. The Project Manager is responsible for meeting all contractual timeframes and assuring that our work is in conformance with the contract and client expectations. In addition to the client-oriented quality standards, the Project Manager is responsible for meeting mbi | k2m internal quality standards as well.

The Quality Reviewer is responsible for performing the following duties throughout the life of the project. It is essential that the Quality Reviewer maintain independence of thought and the ability to challenge the project direction, deliverables, and personnel.

- Completion of the **Quality Review Plan** with participation of the Project Manager.
- Conducting Interim **Quality Reviews** as determined by the **Quality Review Plan**.
- Final review and release of client deliverables using the **Deliverable Release Form** as specified in the **Quality Review Plan**.
- Final review of the project.

### **Technology Resources**

mbi | k2m is at the cusp of computer software and processing power due to the continuous reinvestment in technology. All of our equipment and software are of the latest processing speeds and editions. We currently have 30 Dell workstations. Computer systems have 80+gig hard drives, dual core processors, flat screen monitors, 10 megapixel cameras, OCE Plotters, HP Plotters, XEROX Color printers, Multipurpose Business Machines (BIZHUB). The technology we operate on a daily basis quickly and efficiently allows us to author, assemble, collate, and print these reports.

### **Competitive Advantages**

We would like to highlight our Competitive Advantages because we feel they set our firm apart from much of our competition. In recent years we polled several of our clients to determine the true benefits of hiring our firm over our competition. Universally the first three items below were conveyed to us by every single client of ours. It is for these reasons our practice has an over 90% repeat business / referral rate and over 600 clients since our expansion to mbi | k2m Architecture in 2001.

- Quality and Speed that you cannot find elsewhere, particularly locally.
- Principals are directly involved in the project.
- Look at cost as part of design solution.
- We SEE the Big Picture and know how to execute it.
- Thorough follow thru with government jurisdictions.
- Timeliness of responses / Responsive with solutions.
- Team player in design through construction.

## PROJECT UNDERSTANDING AND APPROACH

During the process of developing the TIF application, mbi | k2m Architecture engaged part of the Bahama Village Community to establish common goals for improvements to the park areas and surrounding environment. We will continue this process when selected to establish the final plans. Our ongoing dialogue with City consultants for the Bahama Village Connectivity Project and Lighting Taskforce will assist in accelerating the implementation of this much needed community project.

We propose utilizing a web based survey to enhance our public meetings. This has been recently utilized at the Historic Harborwalk project with great success. This innovative form of public outreach was conceived and implemented by mbi | k2m Architecture. We also are proposing a design charrette with area school children to determine the needs of younger age groups from their perspective.

Consultation with the City agencies will be critical for successful and easily maintained improvements. Considerations are: safety during 24 hours, improvements to the quality of the living environment for the immediate abutters and surrounding neighborhood, coordination with proposed Housing Authority improvement programs, traffic circulation, pedestrian access, signage, active and passive recreation opportunities, cost effective design solutions for drainage, lighting, and future solar energy possibilities for facilities.

Our locally based Team includes all of the skills required to accomplish the project goals. Each Team member has been selected because of their commitment to the area, understanding of neighboring residents, the history and culture of the area, and ability to listen and absorb input. These talents and proven professional skills will result in a well thought out series of suggested improvements for the visual and functional betterment of this important community resource.

Our design recommendations will be sensitive to the immediate and long term challenges: Capital funding, operational costs, policing costs, maintenance programs, and, most importantly, appropriateness for the character of the area and users of all age groups. Innovative energy conservation and solar energy harvesting may be combined in designs and implemented as funding permits. We will research grant opportunities with the City staff and independently for sources of additional funds.

We will be pleased to work with our friends at the City departments to assure compliance with existing rules and regulations as well as meeting aesthetic goals. We anticipate the need for coordination with:

- Community Services, including Landscaping
- Engineering
- Finance
- ADA Compliance
- Parking
- Planning
- Police and Fire Departments
- General Services
- Bahama Village Redevelopment Advisory Committee

We are aware that we are to be guided by the Amended and Restated Community Redevelopment Plan as approved January 5, 2010 and existing Land Development Regulations as amended and current as well as existing state regulations that may apply to public places (parks), accessibility and energy consumption. We shall provide construction administration services throughout the duration of the project; anticipated to be three years. In addition assistance with the bidding phases and pay application process is expected to be part of our work.

We anticipate the following project schedule to meet the requirements of the RFQ:

Notification of Selection	November 19, 2010
Anticipated Project Start	December 1, 2010
Master Planning	December 22, 2010
Design Development	January 14, 2011
Construction Documents	February 1, 2011
Bidding / Award of Construction Contract	February 18, 2011

Understanding the tight schedule for the project, we recommend the City issue a notice to proceed while the final contract documents are prepared and approved.

### Project Approach

During the first week after given a notice to proceed, our Project Manager will develop a project schedule which defines staff and consultant assignments required to complete the scope of work. The schedule will be monitored weekly and steps will be taken to address any issues that require timely decision making in order to meet the approved timeline as noted above or as may be amended.

As part of the **Master Planning** phase our Team will visually analyze the existing parks and conduct survey work. Our Team will work with the community for input and direction. One of our Team's strengths is early planning and programming that takes a comprehensive approach to establishing a complete scope of work.

During the documentation phase we will provide **Design Development** drawings for community and City staff input. The purpose of this phase is to ensure that the information gathered during the Master Planning is included in a way that will meet the needs of the Community. In addition, the City process for HARC, Planning, and DRC, as required, will be coordinated and presented for approval.

Once the Design Development drawings have been approved by the City, our Team will prepare the **Construction Documents** and specifications for the project. These documents will be complete for the entire project and broken into three distinct phases. Towards the end of this phase a quality assurance review of the documents will take place in order to establish any discrepancies between disciplines.

The final phase is **Bidding and Construction**. Our Team will develop contract documents ready for distribution through the City's RFP process. A preconstruction meeting will be held with the City for all interested contractors in order to answer any questions that may arise. Upon receipt of bids they will be reviewed. The project team will assist the City in awarding a contract for construction. This process may be repeated at each phase should the project not be fully funded.

Due to our proximity to the site we can respond quickly to any need the City or contractor may have within a few minutes. During the construction period, we will provide on-site construction administration services as required, including attendance at progress meetings, a written field report of each site visit, and on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project; all persons having relevant and appropriate construction administration experience.

Our job will be to work with the contractor to assist in design intent reviews and with questions as they may arise. We will provide comprehensive construction administration services; reviewing shop drawings and samples, process change orders, reviewing Certificates for Payments, and reviewing the construction schedule as the work proceeds. We will assist the City to closeout the construction phase to complete the project and to identify timing of warranted items.

### **Conclusion**

mbi | k2m Architecture and its selected Team members are confident that the City will be best served, in all aspects of this project, if we are selected. There may be firms of greater International reputation, of greater size from a longer distance. Within these firms are small groups of persons assigned to do “smaller” projects. You will not necessarily know these persons or they necessarily will not know our community of Key West and the Bahama Village area.

By choosing mbi | k2m Architecture, the vision outlined by the City’s TIF application will be assured to be implemented with professional skills of the highest level and enthusiasm for this project that will be maintained throughout its implementation phases – and beyond.

We take great pride in being a neighbor to this project and having our office in the Bahama Village Redevelopment area. Our goals are mutual – we are anxious to be selected and continue our contribution to all of Bahama Village.

**THE mbi | k2m Architecture TEAM**



**RELEVANT PREVIOUS EXPERIENCE**

**Big Pine Key Park Community Center**

Monroe County, FL



mbi | k2m, as part of the Continuing Services contract with Monroe County performed peer review services of construction documents prepared for the Redevelopment. Our office reviewed the civil, architectural, structural, mechanical, plumbing, and electrical for coordination and constructability. We also evaluated the site and building(s) design for compliance with the Florida Building Code and ADA guidelines. Additionally we provided comments regarding the overall site design, functional relationships, and budget. A report detailing our findings was

prepared for the County. Park functions included 300-car parking lot, baseball, basketball, handball, soccer field, waterfront connection, skate park, playgrounds, fitness course, and community center. The second part of the project for our office was the design of a \$1.5 million, 2-story, 4000 square foot community center building, which is the centerpiece of the park project. The building was designed to be as maintenance free as possible and durable to withstand both the public and mother nature. Services performed on the project include architecture, structural, mechanical, plumbing, and electrical engineering, project management, and site / civil coordination.

**Key West Bight**

**Master Plan Redevelopment**

Key West, FL



mbi | k2m Architecture has been retained by the Caroline Street Corridor and Bahama Village Community Redevelopment Agency to create a master plan for the Key West Bight, integrating the history of the Bight and Seaport with the needs and goals of the community. This plan will emphasize the assets of the Harbor Walk, provide greater connectivity with the community, and make the Key West Bight a destination for visitors and residents alike. Our first phase deals with public areas, pedestrian utilization and the creation of shaded rest areas. Integration of existing scale and vocabulary is to be of highest importance along with a comprehensive lighting plan.

**LITTLE WHITE HOUSE**

Key West, Florida

Our office does work on this site periodically as needed by the museum and the "operator" Historic Tours of America. Projects have included minor renovations to the mechanical and electrical systems and exterior renovations to repair the historic structure which was damaged during the 2005 hurricane season. Screening and placement of mechanical systems was carefully considered at this culturally important site and its surrounding residential context.



**PIRATE SOUL MUSEUM**

Key West, Florida

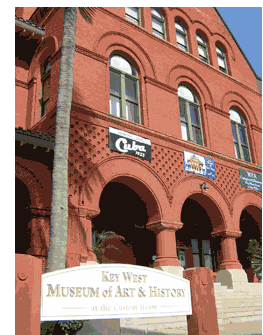
The Pirate Soul Museum is a state of the art attraction was installed in an existing two story concrete structure. Services were provided by mbi | k2m from concept thru construction administration. The museum is a two-story building with the first floor houses the exhibit hall and retail center and the second floor contains two apartments and the business offices for the museum and Rum Barrel restaurant.



**KEY WEST ART & HISTORICAL SOCIETY**

Key West, Florida

mbi | k2m Architecture, Inc. has completed projects for the Key West Art and Historical Society on an 'as needed basis.'



**SUNSET KEY MASTER PLAN**

Key West, Florida

Concepts and planning for "Tank Island" was supplied to transform a barren parcel into a lush / native landscaped park like environment for high end residential development. Included in the standards are:

- Tennis courts.
- Walking paths.
- Swimming pools and facilities.
- Fire house.
- Service building.
- Lighting.
- Architectural design standards.



**New Administration Complex**

Key West, Florida



The Proposed Administration Complex located on a 1.44 acre site at the corner of Angela Street and Simonton Street in the Historic Old Town District of Key West, Florida. The new complex is designed to include a two story, 28,000SF square foot Administration Building housing 11 City Departments, an attached two story 7,200

SF Fire Station and a detached 4 level Parking Garage connected to the second floor of the administration building by a pedestrian bridge. Critical to the proposed design is public landscaped areas, lighting and screening of mechanical elements to reflect the surrounding residential area.

**Key West Steam Plant & Railway Housing**

Key West, Florida



The Key West Steam Plant condominium project is part of a master-planned redevelopment of the historic commercial seaport district of Key West Florida. The \$28 million conversion of a 1950's era industrial steam plant created nineteen luxury condominiums within.

The Steam Plant is flanked by the three buildings that make up the Railway Housing complex, a new \$6 million, workforce housing complex also designed by our firm. A parklike environment was designed between the Steam Plant and Railway. The landscape design includes over 90% indigenous plants resulting in less overall maintenance and less water use. Coordination with the existing environment and anticipating future park and waterfront development was critical in achieving a transitional project which benefits the area.

### Projects Completed in Key West and the Florida Keys

Since its inception, our firm has completed hundreds of projects in the Florida Keys for both public and private clients. We have significant work experience in Monroe County, as well as with each municipality within the County and many public utilities, which allows us to say we are the preeminent architectural firm in the Florida Keys. We are extremely familiar with the Florida Building Code and all its most recent updates. Our firm has also implemented high velocity wind design (over 150 mph and up to 190 mph) for over 100 projects in the past three years.

Following is a partial listing of projects by mbi | k2m in Key West and the Florida Keys. Those in bold have significant open space and landscaped areas:

YEAR	JOB NAME	OWNER	CLIENT NAME	CITY	ST
<b>2005</b>	<b>Keys Federal Credit Union HQ</b>	<b>Keys Federal Credit Union</b>	<b>Todd German</b>	<b>Key West</b>	<b>FL</b>
2005	Bahama Village	Old Town Development	Ed Swift	Key West	FL
2005	First State Bank	First State Bank	Karen Sharp	Key West	FL
<b>2005</b>	<b>Big Pine Key Park</b>	<b>Monroe County</b>	<b>Jerry Barnett</b>	<b>Big Pine</b>	<b>FL</b>
2005	Peninsular Marina	Imperatore Herbert & Company	Jack F. Imperatore Jr.	Key West	FL
<b>2005</b>	<b>Marathon Harbor Resort &amp; Marina</b>	<b>Boykin Management</b>	<b>Bob Boykin</b>	<b>Marathon</b>	<b>FL</b>
2005	Silver King Marina	David Horan	David Horan	Key West	FL
2005	Multiple Development Projects	Brian Schmitt	Brian Schmitt	Marathon	FL
2005	KFCU Big Pine Bank	Keys Federal Credit Union	Todd German	Big Pine	FL
2005	Community Center	Key West Housing Authority	Manuel Castillo	Key West	FL
2005	726 Olivia Street	TFC Development	David Kesar	Key West	FL
2005	Aqua Beachwear	BeachHouse Swimwear	Don Bauer	Key West	FL
<b>2005</b>	<b>Southpointe Atlantic</b>	<b>Southpointe Atlantic LLC</b>	<b>Mark B Hyatt</b>	<b>Key West</b>	<b>FL</b>
<b>2005</b>	<b>Steam Plant</b>	<b>Old Town Development</b>	<b>Ed Swift</b>	<b>Key West</b>	<b>FL</b>
2005	Railway Housing	Old Town Development	Ed Swift	Key West	FL
2005	Higgs Beach Pier	Monroe County	Jerry Barnett	Key West	FL
2005	Southard Affordable Housing	KFCU	Todd German	Key West	FL
2006	Kesar Townhouse	Atlantic Ave Development	David Kesar	Key West	FL
2006	Miami Herald Publishing Co.	Brian Schmitt	Brian Schmitt	Marathon	FL
2006	Veterans Park	Monroe County	David Koppel	Duck Key	FL
2006	Rum Barrel Restaurant	Pat Croce	Marc Cerceo	Key West	FL
2006	Hurricane Hole	Southfork Development	Kevin Butler	Key West	FL
2006	CH2M Hill - Thomas Street	Florida Keys Aqueduct Authority	Joe Ivey	Key West	FL
2006	Little White House	Little White House Museum	Bob Wolz	Key West	FL
2006	Old Town - 420 Southard	Old Town Development	Ed Swift	Key West	FL
2006	Office & Gift Shop	Key West Yacht Club	Dan Hogberg	Key West	FL
2006	Key West Yacht Club Addition	Key West Yacht Club	Dan Hogberg	Key West	FL
2006	Big Pine Branch Bank	Keys Federal Credit Union	Todd German	Big Pine	FL
2006	Stock Island - Phase II	Keys Federal Credit Union	Todd German	Key West	FL
2006	N. Roosevelt Branch	323 Lakeside	Bill Boyer	Key West	FL
2006	Monroe - Library	Monroe County	Jerry Barnett	Key West	FL
2006	Marathon Sheriff Roof Replace.	Monroe County	Robert Stone	Marathon	FL
2006	Public Works Facility	Monroe County	Dent Pierce	RckInd. Key	FL

# STATEMENT OF

QUALIFICATIONS



# CITY OF KEY WEST PARK ENHANCEMENT PROJECT

YEAR	JOB NAME	OWNER	CLIENT NAME	CITY	ST
2006	Whitehead Street Jail	Monroe County	Jerry Barnett	Key West	FL
2006	Affordable Housing	Monroe County	Jerry Barnett	Key West	FL
2006	Captain Bob's Restaurant	Louie Condo's	Louie Condo's	Key West	FL
2006	Old Tavernier School	Monroe County	Jerry Barnett	Tavernier	FL
2006	Island Gym	Jan Doelman	Jan Doelman	Key West	FL
2006	Pump Station	Florida Keys Aqueduct Authority	Joe Ivey	Key West	FL
2006	Crime Lab	Monroe County	Robert Stone	Key West	FL
2006	Duck Key Marina	Brian Schmitt	Brian Schmitt	Marathon	FL
2006	Dean Lopez Funeral Home	Robert Dean	Robert Dean	Key West	FL
2006	LOMR Sugarloaf Key	Monroe County	David Koppel	Sugarloaf	FL
2006	Boca Chica Rd.	Monroe County	David Koppel	Key West	FL
2007	Banana Café - 1215 Duval St.	Jean-Christophe Collet	Jean-Christophe Collet	Key West	FL
2007	ADA Assessments	Monroe County	Jerry Barnett	County-wide	FL
2007	Big Pine Key Branch	First State Bank	Clay Savoy	Big Pine	FL
<b>2007</b>	<b>Little White House</b>	<b>Little White House</b>	<b>Bob Wolz</b>	<b>Key West</b>	<b>FL</b>
<b>2007</b>	<b>Marquesa Court</b>	<b>Old Town Development</b>	<b>Marty Moore</b>	<b>Key West</b>	<b>FL</b>
2007	Volunteer - Hard Rock Café KW	Hard Rock Café	Steve Gee	Key West	FL
2007	Plantation Key Fuel Facility	Monroe County	Ray Sanchez	Tavernier	FL
2008	Fueling Facility Key Largo	Monroe County	Roy Sanchez	Key Largo	FL
2008	New Administrative Bldg	City of KW	Roland Flowers	Key West	FL
2008	NAS Boca Chica Windows	Pedro Falcon	Ken Bygler	Big Pine	FL
2008	Kennedy Center	Keys Enterprise	Karen Headrick	Key West	FL
2008	Swift Duck Professional Bldg.	Historic Tours of America	Ed Swift	Key West	FL
2008	Dock Master Facility Renovation	Key West Yacht Club		Key West	FL
2008	Detention Center	Monroe County	Robert Stone	Key West	FL
2008	Pier House	The Richard E. Jacobs Group	Michael Johnson	Key West	FL
2008	Habitat for Humanity projects	Niels Hubbell		Key West	FL
2009	Union Lodge #47	Union Lodge	Michael Knowles	Key West	FL
2010	Keys Sunrise	Serbinski	Kris Serbinski	Key West	FL
<b>2010</b>	<b>Island Innovations</b>	<b>Island Innovations</b>	<b>Jill McDonald</b>	<b>Key West</b>	<b>FL</b>
2010	Morocco Waltz	Morocco / Waltz	Mark Morocco	Key West	FL
2010	Union Lodge	City of Key West	Mark Finigan	Key West	FL
<b>2010</b>	<b>Key West Bight Master Plan</b>	<b>City of Key West</b>	<b>Mark Finigan</b>	<b>Key West</b>	<b>FL</b>
<b>2010</b>	<b>Friends of AIDS Memorial</b>	<b>Friends of AIDS Memorial</b>		<b>Key West</b>	<b>FL</b>
2010	Montessori Elementary Master Plan	Key West Montessori	Todd German	Key West	FL
2010	Habitat for Humanity	Habitat for Humanity	Niels Hubbell	Key West	FL
2010	Red Fish Blue Fish	Steve Handelsman	Steve Handelsman	Key West	FL
2010	KW Shipwreck Museum	Historic Tours of America	Frank Herrada	Key West	FL

**TEAM ORGANIZATION & KEY STAFF RESUMES**

Our Team organization is structured around projects and clients. Every client is provided with a clear line of communication and single point of contact that begins with the Project Manager. The Project Manager is also supported by the firm’s principals to ensure the proper resources are provided and all of the client’s needs are met. Our Project Manager will supervise and direct the work competently and efficiently, devoting their attention to and applying his expertise to perform the work in a manner befitting the City.



**Michael B. Ingram, RA**

*Principal, Project Design Leader*

**Professional Project Experience**

**Local Master Planning Projects**

- Key West Bight Redesign
- Key West AIDS Memorial
- Key West Administration Building
- Pier House - Sidewalk & Streetscape Improvements
- Private Soul Museum & Rum Barrel Restaurant – Sidewalk & Streetscape Improvements
- Steam Plant & Railway Development

**Government Projects**

- FCAA Thomas Street Service Center
- Florida Key Aqueduct Authority
- Key West Housing Authority
- Monroe County Continuing Services Contract
- Monroe County Public Works Facility

**Residential Development Projects**

- Atlantic Drive Homes
- Bahama Market Village Homes
- Cayo Hueso Housing Development
- Southpointe Atlantic Development
- Sunset Key Master Plan & Design of Several Private Residences



With more than 35 years experience, Michael Ingram has provided architectural and master planning design services for a diverse group of private and public clients with a focus in the Florida Keys since 1991. He has created design solutions that are a synthesis of analysis, economy, environmental responsibility, cultural awareness, and the sensitivities of Key West. His commitment to successfully achieving strong vision, distinguishes the work led by Mr. Ingram. He truly understands the contextual requirements and the history of Key West. He has also been recognized yearly for preserving the historic fabric of Key West for the past 20 years.

A key aspect of his interest and talent is in planning and design approaches when assisting communities, institutions and developers redefine properties. He has developed a keen ability for sensible and viable repositioning of sites. He specializes in working with community and local authorities through presentations, project approvals, reviews, and all other procedures. As an effective communicator, he has developed the ability to convey complex solutions in a clear and simple way in order to gain consensus and community support.

Mr. Ingram has participated on multiple committees charged with reviewing the viability of projects. These committees range from the Key West Planning Commission (8 years) to serving as a multi-term President for the Monroe County Tourist Development Council (10 years). In these positions he has become aware of the challenges and complexities that are associated with the development of all project types within the fabric of the Keys community. He has been instrumental in shaping policy through his interactions with various governing bodies.

Working collaboratively with our multi-discipline team Mr. Ingram will focus on the community presentations, collaboration with the City, and the City, and as part of the team for developing ideas, concepts, and strategies to accomplish community objectives as may be identified. Additionally, Mr. Ingram will lead all aspects of the work.

**EDUCATION**

Cornell University, Bachelor of Architecture

**REGISTRATIONS**

Registered Architect in FL, MA, ME, VT, CT, NJ, PA, MD, DC

**Anthony D. Sarno, RA, NCARB**

*Project Manager*

**Professional Project Experience**

**Government**

- City of Key West Administrative Complex
- Key West Bight Redesign
- Big Pine Key Park
- Veterans Park
- Higgs Beach Pier
- FKAA Thomas Street Services Center
- Monroe County Public Works Facility
- Monroe County Fueling Facilities
- Monroe County ADA Assessments

**Hospitality**

- Marathon Harbor Resort & Marina, FL
- Melbourne Beach Hilton, FL
- Fairfield Inn, Tampa, FL
- Summerfield Suites Warrenville, IL
- Hyatt Place Hotel Warrenville, IL
- Summerfield Suite Denver, CO
- Hampton Inn & Suites, White Plains, NY

**Commercial**

- Aqua Beachwear
- Keys Federal Credit Union HQ
- Tuesday Morning
- Volbracht Furriers



Mr. Sarno is dedicated to producing high design projects on time and within budget. His strength is in his ability to manage large-scale projects, including both renovations and new construction. He also works on small office build-outs for corporate clients and various projects for local and state government entities. In addition to his design work, he is highly experienced at completing existing conditions surveys and report writing for compliance with current building codes and ADA guidelines.

As the Project Manager, Anthony Sarno will implement the design direction established by Mr. Ingram and our consultants. He will work with the City and project stakeholders to establish the project schedule, program, key considerations, and an understanding of all interested parties. He will be responsible for creating full project packages including drawings and specifications, supervising the preparation of architectural plans, and reviewing completed plans and estimates. He is also responsible for administering construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans. He has experience with design/build, fast track and traditional design/bid/build of projects. He is also experienced with land planning and environmentally conscious design solutions.

As a resident of Key West, Mr. Sarno plays an active role in the community. He is involved with the **Lighting Taskforce Committee**, which works directly with the City Council and City Administration dealing with street lighting issues. He is also an active member of the Key West Parrot Head Club for which he has dedicated countless hours to the growth and support of the organization. As part of the Club's commitment to the City, they conduct charity fundraisers and community service events.

**EDUCATION**

- Kent State University, Bachelor of Science
- Kent State University, Bachelor of Architecture

**REGISTRATIONS**

Registered Architect in FL and OH



**Craig A. Pennington**  
**Technician**

Mr. Pennington has more than 25 years of architectural and construction experience. As a draftsman he develops and provides complete architectural drawings, including translation of architectural sketches and field measurements into finished drawings for permit process. He also coordinates the project permit process as a liaison between mbi | k2m, contractors and City Building Departments. During his career, he has gained program management experience leading multi-million dollar engineering projects, including strategic planning, budgeting, procurement, quality assurance, contractor performance measurement, and installations. He has organizational development experience using systems engineering methodologies, integrated planning, and holistic approaches to process improvement and employee development.

**AFFILIATIONS**

American Society for Quality - Certified Manager since 1993  
International Council for Systems Engineering  
Key West Art and Historical Society

**EDUCATION**

Indiana University of Pennsylvania  
Bachelor of Science

**Scott C. Maloney, AIA, NCARB, LEED-AP**  
**Principal, Quality Assurance / Quality Control**

Mr. Maloney is a LEED Accredited Professional with a Bachelors Degree in Architecture and over 13 years of architectural design and project management experience. His forte includes master planning and feasibility studies, programming and preliminary design services, quality assurance and quality control and project management for complex projects. His responsibility is in the quality control / assurance portion of the project process will ensure the highest quality and complete deliverable possible. In addition to this role Mr. Maloney will also serve as the sustainability expert having completed multiple LEED, Energy Star, and sustainable projects throughout the Florida Keys and country.

**REGISTRATIONS**

Registered Architect in 35 states including OH, FL, and NC  
National Council of Architectural Registration Boards  
LEED® Accredited Professional with the USGBC

**EDUCATION**

Kent State University, Bachelor of Science  
Kent State University, Bachelor of Architecture

**Steven "Rusty" Elferdink**  
**Cost Estimator**

With more than 35 years experience he has been involved in the construction industry either constructing or administering the projects of all types. As Cost Estimator, Mr. Elferdink reviews plans and specifications and other contract documents to perform takeoffs. He interprets blueprints, estimates materials, prepares bid information, and interfaces with project team members to ensure constructability. He also performs value engineering and provides recommendations to bring project costs within budget. He updates estimates as necessary, using the most recent cost and schedule information available. With a proven track record of good communication skills and excellent teamwork capabilities, he is an integral part of our project team.

**REGISTRATIONS**

Class A Certified General Contractor License – Florida

**REFERENCES**

mbi | k2m Architecture strives to provide outstanding professional services on each and every project we complete. We are constantly seeking ways to control costs, to maintain quality of work, to provide staff effectiveness, to meet deadlines and to bring project closure to the satisfaction of our clients. As a testament to our hard work and customer satisfaction, we have provided the following references from some of our most recent projects:

**City of Key West**

Mr. Jim Scholl, City Manager  
525 Angela Street, Key West, FL 33040  
305.809.3877 | jscholl@keywestcity.com

**Monroe County Florida**

Mr. Jerry A. Barnett, Director of Project Management  
1100 Simonton Street, Room 2-216, Key West, FL 33040  
305.797.0922 | barnett-jerry@monroecounty-fl.gov

**City of Key West**

Marilyn Willbarger, Senior Property Manager, Port Operations  
201 William Street, 2<sup>nd</sup> Floor, Key West, Florida 3300  
305.809.3794 | mwillbarg@keywestcity.com

**Key West Resident**

Phil and Patricia Timyan  
52 Front Street, Key West, Florida 3300  
305.294.5794

**Castillo & Thurston's Funeral Home**

Aaron Castillo, President  
328 Truman Avenue, Key West, Florida 3300  
305.294.3069

**LOCATION STATEMENT**

mbi | k2m Architecture, Inc. is located at 1001 Whitehead Street in Key West, Florida, a few hundred yards from Nelson English and Willie Ward Parks. Being just minutes away from the park locations and the City's administrative center, our team can react quickly to any needs the City may have and be on site within a short period of time. We are familiar with the neighborhood and stakeholders in the area.

Our engineering consultants are also located locally and have worked with us on multiple projects in the Keys and Southern Florida. Through the use of the FTP site and the ability to electronically transfer information through the internet there will be immediate access to all data, drawings and updates for all participants in the project. We have initiated an effective use of the internet for public information.

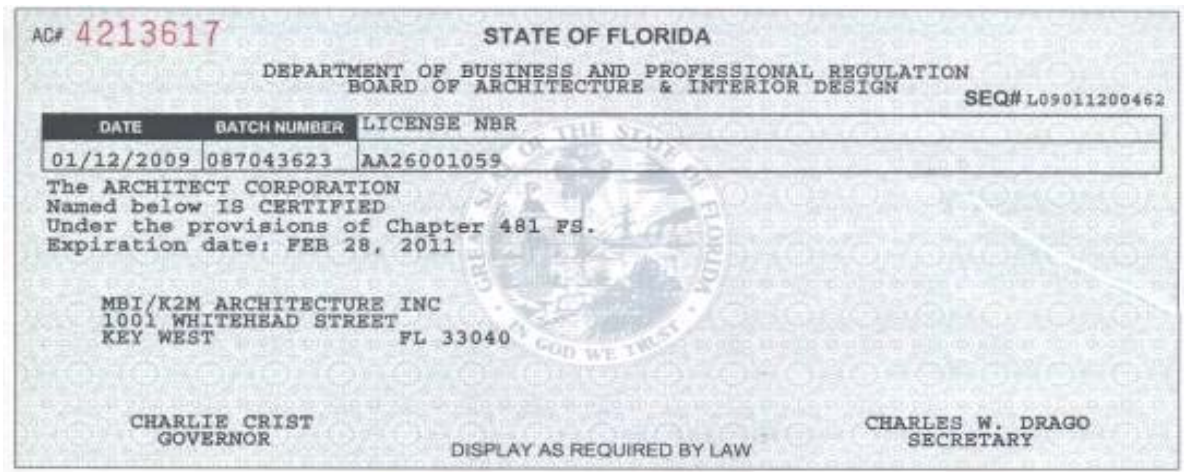
**CONFLICT OF INTEREST STATEMENT**

mbi | k2m Architecture, Inc. understand and accepts the provisions included in the Request for Qualifications and has no conflict of interest as described in Section 13 with any party which might effect our firm from providing services under this solicitation and should any potential or existing conflict of interest arise during the course of the engagement, such conflict will be communicated to the City immediately. mbi | k2m Architecture, Inc. understands that if a conflict of interest arises, the City may elect to terminate any contracts resulting from this solicitation.

**INSURANCE AND LIABILITY REQUIREMENTS**

The firm carries insurance with Hudson Insurance Company and Hartford Insurance Company. We will provide coverage and limits as required by the City of Key West including but not limited to professional liability insurance, workers compensation, automobile insurance, and business liability insurance, which our coverages currently exceed.

**PROFESSIONAL LICENSES**



**CONSULTANT TEAM**

The Park Enhancement Project will require an experienced team approach to ensure its successful completion. With the goal of delivering a quality project on time and within budget we have assembled a talented team of professionals who have completed several projects that are similar in size and scope and we are confident we have the experience and track record that the City of Key West Needs in your project team.

**Historic Tours of America (Engineering Department) (Rick Milelli)**

*Civil Engineering*

Historic Tours of America (HTA) Engineering Department in Key West, Florida has been involved in some of the most complicated design and permitting projects in the Lower Keys. The firm has extensive experience in the design of site grading, sidewalks and accessible routes, roads, site lighting, landscaping, storm water management systems, water and sewer distribution systems, and erosion control plans. HTA Engineering is known for providing innovative, timely and cost effective designs that incorporate years of “in the field” experience. Through the years, HTA Engineering has developed professional relationships with the City of Key West and Monroe County Engineering Departments, South Florida Water Management District, Army Corps of Engineers, Florida Department of Environmental Protection, Florida Keys Aqueduct Authority and Keys Energy Services and is currently assisting the City of Key West to improve its street drainage conditions.

**SOLARIA Design & Consulting Co. (Steven Grasley)**

*Solar Engineering / Electrical Engineering*

SOLARIA Design & Consulting Co. has been brought on as a team member specifically for its expertise with solar applications for cogeneration, lighting, and pool heating alternatives.

**G.M. Selby, Inc. (Annalise Mannix)**

*Structural / Electrical / Plumbing Engineering*

G.M. Selby, first incorporated in 1990, has decades of experience in land and water scientific assessments and the following engineering disciplines: civil, coastal, structural, mechanical, electrical and geotechnical engineering. Their scientists include specialists in NEPA studies, Due Diligence for commercial property acquisition, coastal engineering, ecology and environmental permitting. The firm’s professional staff of Registered Engineers and Scientists are well versed in the requirements and complexities of large-scale, multi-tasked projects, and take pride in providing quick, efficient and low cost solutions to difficult engineering and environmental problems. Their local office staff is intimately familiar with all aspects of City of Key West energy programs and engineering requirements.

**ELIZABETH NEWLAND LANDSCAPE ARCHITECTURE, LLC (Elizabeth Newland)**

*Landscape Architecture*

Since 2004 Elizabeth Newland has offered complete landscape architectural design services for public and private clients throughout the Florida Keys. Importance is placed on the native plants and endemic materials found in the Keys. Ms. Newland has nearly 25 years experience in Landscape Architecture and is a Registered Landscape Architect, a Certified General Contractor, and a LEED Accredited Professional. Some of her most notable and relevant experience include landscape design services for Margaret Pace Park in Miami, Salvadore Park in Coral Gables and Marathon Community Park in Marathon. She was recently the recipient of a landscaping award at Parrot Key Resorts, Key West.



**EDUCATION**

Bachelor of Science, Environmental Engineering and Sciences, University of Florida, 1992

**PROFESSIONAL REGISTRATION**

Professional Engineer Florida and California

**AFFILIATIONS**

American Society of Civil Engineers

**OTHER SIGNATURE PROJECTS:**

Trinity Development, Key West  
Bahama Market Village, Key West  
Park Village, Stock Island  
Key Haven Estates, Key Haven  
Enchanted Island, Key Haven  
Dolphin Cove, Sugarloaf Key  
Meridian West, Stock Island  
Paradise Landings, Marathon  
Islander Village & Estates



**Richard J. Milelli, P.E.**

*Project Engineer*

Mr. Milelli is a professional engineer who works for Historic Tours of America in Key West, Florida. He is involved with the design of subdivisions and developments in Key West and the Lower Keys. Mr. Milelli has extensive experience in the design of site grading, sidewalks and accessible routes, roads, site lighting, landscaping, storm water management systems, water and sewer distribution systems, and erosion control plans. Mr. Milelli also has experience with permitting and construction coordination with Federal, State and Local agencies such as The City of Key West, Monroe County, SFWMD, ACOE, FCAA, Keys Energy Services, FDEP, AT&T, FDOT, NOAA, and NMFWS.

**Highlighted Project Experience**

**STEAM PLANT CONDOMINIUMS** - HTA provided the civil engineering design with mbi | k2m Architecture at the conversion of a former power plant to 19 condominiums and the addition of three buildings for affordable apartments. The design included the layout of ADA accessible sidewalks, driveways, water and sewer plans, storm water control, and erosion control. The project is located adjacent to the Key West Bight and is one of the first developments that tourists see when they exit the Ferry Terminal.

**PARADISE HARBOR** - HTA designed and permitted the infrastructure and dock for the seven unit development at 719 Eisenhower Drive. The design included parking facilities, a seven slip docking facility, storm water management system, sidewalks and driveways compliant with City of Key West requirements, water and sewer services and coordination with local, state and Federal agencies.

**KEY COVE LANDINGS** - HTA designed and permitted the infrastructure for a ten unit development at Key Cove Landings. The design included a road and sidewalk that complied with City of Key West requirements, a storm water management system, water and sewer services and coordination with local, state and Federal agencies. This included obtaining a SFWMD ERP permit and coordination with ACOE.

**MARQUESA COURT** - HTA along with mbi | k2m Architecture designed and permitted the infrastructure for a nine unit development at Marquesa Court. The design included a road and sidewalks that complied with City of Key West requirements, a storm water management system, water and sewer services and coordination with local, state and Federal agencies. This included obtaining a SFWMD ERP permit and coordination with ACOE.

**STEVEN S. GRASLEY**

Principal/President – Director of Engineering

Mr. Grasley oversees all aspects of the company’s development and growth and is the technical leader for all engineering within the company. His personal experience and depth of knowledge of renewable energy and sustainable systems established Solaria as a leader in green development. As a result the company is an expert in design for solar, advanced HVAC, rainwater harvesting, advanced waste treatment, as well as basic MEP & structural design. They have engineered many of the solar domestic hot water and residential pool applications throughout the City and County, as well as nearly all of the PV systems within the City.



Mr. Grasley is an experienced technical executive with a broad range of high technology background from design engineering. He has a demonstrated track record of technical expertise, business management, multifunctional leadership and high impact, business process improvement. Mr. Grasley is knowledgeable, high energy, team leader with infectious enthusiasm and a unique ability to simplify and solve complex problems with a diligent customer focus.

**FIRM’S HIGHLIGHTED PROJECT EXPERIENCE**

**Southernmost Hotel – Key West, Florida**

*SOLARIA Design & Consulting Co. completed the engineering for the solar heating and electrical system for the pool at the Southernmost Hotel.*



**Voltage Electric – Old Town Parking Deck, Traverse City, MI**

**Contact: Matthew Vajda, (231) 946-3678**

**Project Dates: December 2009 - July 2010**

*SOLARIA Design & Consulting Co. was subcontracted in 2009 to design a large scale solar array for the Old Town Parking Deck, a municipal project in Traverse City, Michigan. The design resulted in a 42kW PV system with panel arrays mounted both on the roof of the parking garage and on a cornice at the top of the building. Along with the design of two custom aluminum structures for the panels to be mounted on, SOLARIA was responsible for overall electrical system design and equipment specification as well as providing structural engineering on various elements within the building.*



**Monroe County Public Facility Capacity Assessment Report (PFCA)**

**Marathon Government Center**

**Contact: Jose Papa, Comprehensive Planning Manager, (305) 289-2500**

**Project Dates: May 2006 - August 2006**

*Preparation of the 2006 State mandated annual Public Facilities Capacity Assessment Report (PFCA). The reporting requires research and documentation of public facilities such as but not limited to: water, parks and recreation, transportation, school buildings, etc. and their concurrency with meeting required level of service standards. The reporting requires coordination and communication throughout the County Government and with entities providing the services including public and private utilities, private sub contractors, and entities such as the School Board. Upon successful research and documentation the PFCA is taken before the Board of County Commissioners (BOCC) for approval.*



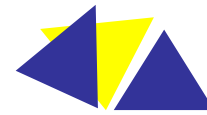
**Annalise Mannix, PE**  
**Director of Engineering**

Ms. Mannix has over 24 years of general professional experience, and is presently the Director of Engineering at G. M. Selby, Inc. Currently she manages all aspects of the firm's engineering and construction projects and coordinates all activities of the corporation's technical personnel. Ms. Mannix tracks projects and budgets, liaisons with clients, reviews plans and drawings, and signs and seals a variety of technical documents. Additionally, she is responsible for the quality control of deliverables, for spearheading marketing and professional development initiatives for the firm.

Ms. Mannix has supervised the management of small and large-scale infrastructure projects such as sewer and stormwater utilities, beach nourishments, piers, buildings, parks and roadway transportation systems. As a design engineer Ms. Mannix has designed utility piping systems, one and two story structures, seawalls, beach dune system, and stormwater wells. She has successfully worked with federal and state agencies to obtain environmental permits for five beach renourishment projects, seawall replacement, rip rap installations, dock and pier installations. She has brought to a completion Key West Public Service Facilities, a Ferry Terminal and other multi-million dollar projects on time and within expected budget.

**Highlighted Project Experience**

- **Berg Nature Walk – City of Key West, FL.** Structural design of elevated walkway and viewing decks through nature preserve. Design of specialized foundation for hydrological forces. Construction project monitoring and inspections. 2009.
- **White Street Pier – Key West, FL – City of Key West.** Structural and electrical designs. Re-design of structure to ensure future safety. Design of new illumination system. The pier was impacted due to Hurricanes during the severe 2005 Hurricane season. 2007.
- **Kitsos Nature Walk, Key West, FL. – City of Key West.** Structural design of elevated walkway and viewing decks through nature preserve. Design of specialized foundation for hydrological forces. Construction project monitoring and inspections. 2009.
- **Rest Beach Design – Key West, FL, - City of Key West.** Coastal and environmental design of beach. 2010.
- **Venetian Gardens, Miami, FL – Miami-Dade Housing Agency.** Electrical design of perimeter lighting for housing development. 2005.
- **Crandon Tennis Center, Key Biscayne, FL –** Electrical and Structural design of removal bleachers, emergency exit signage and removal electrical poles at the Stadium Court. 2008-2009.
- **Smathers Beach Design – Key West, FL - City of Key West.** Coastal and environmental design of beach. 2010.
- **Crandon Tennis Center, Key Biscayne, - Miami-Dade County. Park & Recreations Department, Miami, FL** Electrical, structural, mechanical and civil engineering designs for the installation of new telescopic light poles for tournaments and non-tournament conditions. Design new illumination systems, and telescopic poles for multiple courts and the Stadium. 2005-2010.



**G.M. Selby, Inc.**

**EDUCATION:**

SUNY Maritime College  
Bachelor of Engineering

**CERTIFICATIONS:**

Registered Professional Engineer: FL  
FEMA – Incident Command System  
Certification ICS100, ICS200, ICS300,  
ICS400, ICS700  
FDOT – Certification for Advanced  
Maintenance of Traffic  
FDEP – Qualified Stormwater  
Management Inspector

**Elizabeth Newland**  
**Landscape Architecture**

Elizabeth Newland Landscape Architecture offers complete landscape architectural design services for public and private clients throughout the Florida Keys. Importance is placed on the native plants and endemic materials found in the Keys.

For the past six years Elizabeth Newland has been the sole proprietor of her own Landscape Architecture firm in Key West. She has completed commercial and residential projects throughout the Florida Keys.

Prior to forming her own company, Elizabeth was the Vice President of The Singh Company for five years. There she established a proven track record of successfully designing, marketing, managing and completing the construction of five real estate redevelopment projects totaling over \$300 million dollars. She also served as Partner and Director of Landscape Architecture for Bermello, Ajamil & Partners, Miami, Florida for several years. She grew the landscape architecture division within the firm into an award-winning design team with a track record of successful completed projects.

**Highlighted Project Experience**

**Marathon Community Park** - Sports, picnics, playground, and performances at the amphitheater makes Marathon Community Park a great place to have fun. Some of the sports and activities offered at Marathon’s city park are basketball courts, tennis courts, shuffle board, bocce ball courts, soccer field, baseball fields, in line skating, and an extreme skate park. There is also a walking and jogging path around the park.

**Margaret Pace Park** is an eight-acre waterfront park located at 1745 North Bayshore Drive. The project was the catalyst for the redevelopment of the Omni Arts and Entertainment District in Miami. Through active and extensive community participation process and responsive design the park is now a landmark for the City of Miami and initiated the renaissance of this part of the City. This award winning park project was recognized by the ASLA and the APA.

**Salvadore Park** in Coral Gables features covered picnic tables, swings, slides and large clubhouses. The playground floor is made out of softer, padded plastic that will make falls a little less painful. The park is also home to 13 lighted courts--8 clay and 5 hard--and 4 practice walls. Seasoned players can sign up for league play or round-robin tournaments, while novices can look into the private lessons and group clinics that are available.

**ELIZABETH NEWLAND**

Landscape Architecture, LLC

*73 North Conch Avenue  
Marathon, Florida 33050  
Ph: 305-481-6301*

**Registered Landscape Architect**

State of Florida, License No. 1288,  
October 1988

**Certified General Contractor**

State of Florida, Reg. No.  
CGC 058929, 1996

**LEED Accredited Professional**

USGBC, March 2009





STATEMENT OF

QUALIFICATIONS



CITY OF KEY WEST  
PARK ENHANCEMENT PROJECT

**State of Florida**  
Board of Professional Engineers  
**Historic Tours Of America, Inc.**

Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 28-Feb-11      **Certificate of Authorization**      CA No: 26120  
 Audit No: 22820110720  
 DISPLAY AS REQUIRED BY LAW

**State of Florida**  
Board of Professional Engineers  
**G.M. Selby, Inc.**

Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 28-Feb-11      **Certificate of Authorization**      CA No: 27671  
 Audit No: 22820114340  
 DISPLAY AS REQUIRED BY LAW

AC# 4591837      STATE OF FLORIDA  
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
 BOARD OF LANDSCAPE ARCHITECTURE      SEQ# L09091601703

DATE	BATCH NUMBER	LICENSE NBR
09/16/2009	090142952	LA0001288

The LANDSCAPE ARCHITECT  
 Named below HAS REGISTERED  
 Under the provisions of Chapter 481 FS.  
 Expiration date: NOV 30, 2011

NEWLAND, ELIZABETH A  
 P O BOX 140908  
 CORAL GABLES      FL 33114

CHARLIE CRIST      CHARLES W. DRAGO  
 GOVERNOR      SECRETARY  
 DISPLAY AS REQUIRED BY LAW

**State of Florida**  
Board of Professional Engineers  
**Solaria Design & Consulting Co**

Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 28-Feb-11      **Certificate of Authorization**      CA No: 28784  
 Audit No: 22820115210  
 DISPLAY AS REQUIRED BY LAW



**LITIGATION STATEMENT**

mbi | k2m Architecture, Inc., as well as each of the consultants on our team, have not had any project related Claims or Litigation for the last five years against the firm.

**CURRENT WORKLOAD & STAFF AVAILABILITY**

**ONGOING AND PENDING PROJECTS THROUGHOUT ALL OFFICES**

Monroe County, Boca Chica Road - CD  
 Monroe County, Marathon Courts  
 Monroe County, KWIA - Customs Terminal Security  
 City of Key West, KWIA, Customs Terminal  
 City of Key West, Union Lodge Roof Repair  
 CRA, Phase I - Bight Concept & Vision  
 Dast Co., 708 Passover Ln, Blaney Residence  
 Friends of KW AIDS Memorial Project  
 PFEC, Golden Collum Federal Bldg.  
 Welsh, Blue Water Drive Residence  
 Habitat for Humanity, Eisenhower Drive  
 PFEC, MacDill CDC Ramp #2, B395  
 Monroe County, Boca Chica Rd. DEP Permit Ap.  
 Handelsman, Red Fish Blue Fish  
 Ohio DAS, Cuyahoga Hills JCF – Program Bldg  
 Cuyahoga County, Community Correction Facility  
 Habitat for Humanity, Stock Island  
 Mackesey, Jail Kitchen Renovation  
 ODRC, Trumbull Correctional, Freezer/Cooler Rep.

Kamm's Plaza, Sherwin Williams  
 NASA, Plumbrook  
 MCJAS, Geo Tech & Site Surveys  
 Cuyahoga County Jail Kitchen Renovation  
 Oriana House, St. Hedwig's Rectory & Convent  
 ODRC, NE Pre-Release Center Shower Renovation  
 ODRC, Lorain Correctional Medical / Dental Add  
 Oriana House, TMRC Building Addition  
 Oriana E. 55th - Existing Conditions & Concept  
 DDRC, Wytheville US Arm Recruiting  
 DDRC, Dublin Small Shops  
 Seneca County, Youth Center Study  
 Oriana House, Federal Halfway House  
 Norman Noble, Electrolyzing  
 NASA, Campus Security  
 NASA, Space Power Facility  
 CH-UH, Auto Body Shop & Paint Booth  
 DDRC, Mission BBQ

**AVAILABILITY OF FIRM**

Labor Hours of Available Resources	Projected Available Labor Hours by Month starting November 2010											
	1	2	3	4	5	6	7	8	9	10	11	12
4600/month	500	1000	1500	1500	2000	2500	2500	2800	3000	3000	3000	3000

**MBE/DBE/WBE STATUS**

Elizabeth Newland is the sole proprietor of Elizabeth Newland Landscape Architecture, LLC; however she has not yet applied for the WBE designations. Our team does not qualify for any other MBE/DBE/WBE designations.

Attachment "L"

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

COUNTY OF MONROE

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

This sworn statement is submitted to the City of Key West, Florida, by Michael B. Ingram, Principal (print individual's name and title) for mbi | k2m Architecture, Inc. (print name of entity submitting sworn statement)

whose business address is 1001 Whitehead St., Suite 101, Key West, FL 33040 and (if applicable) its Federal Employer Identification Number (FEIN) is

65-1246327 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

I, the undersigned, being hereby duly sworn, depose and say that no sum has been paid and no sum will be paid to any employee or elected official 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 any officer or agent of the corporation.

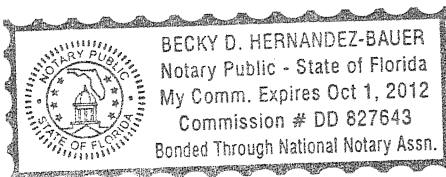
BY: *Michael B. Ingram*  
TITLE: *Director / Principal*

sworn and prescribed before me this *9th* day of *Nov*, 2010

*Becky D. Hernandez-Bauer*

NOTARY PUBLIC, State of Florida

My commission expires:



RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

# Attachment M

## PUBLIC ENTITY CRIMES CERTIFICATION

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

1. This sworn statement is submitted to the City of Key West , Florida, by  
Michael B. Ingram, Principal  
(print individual's name and title)  
for mbi | k2m Architecture, Inc.  
(print name of entity submitting sworn statement)

whose business address is 1001 Whitehead St., Suite 101, Key West, FL 33040  
and (if applicable) its Federal Employer Identification Number (FEIN) is

65-1246327 (If the entity has no FEIN, include the Social Security  
Number of the individual signing this sworn statement \_\_\_\_\_):

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "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 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

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

Neither the entity submitting this sworn statement, 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 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Administrative Law Judge 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 CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

Michael B. Ingram  
(SIGNATURE)

9 November 2010  
(DATE)

STATE OF Florida

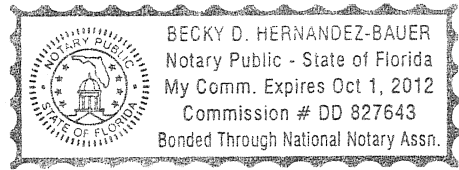
COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, the undersigned authority Becky D. Hernandez-Bauer who, after first being sworn by me, Michael B. Ingram (name of individual) affixed his/her signature in the space provided above on this 9th day of Nov, 2010.

Becky D. Hernandez Bauer  
NOTARY PUBLIC

Becky D. Hernandez-Bauer  
Printed Name

My commission expires:



**ATTACHMENT N:  
SUSPENSION AND DEBARMENT CERTIFICATION**

**CERTIFICATION REGARDING DEBARMENTS, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS**

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. The undersigned also certifies that it and its principals:
  - (a) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and
  - (c) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
  
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this day of, 11/9/10  
By Michael B. Ingram  
Authorized Signature/Contractor  
Michael B. Ingram, Principal  
Typed Name/Title  
mbi | k2m Architecture, Inc.  
Contractor's Firm Name  
1001 Whitehead Street  
Street Address  
Suite 101  
Building, Suite Number  
Key West, Florida 33040  
City/State/Zip Code  
305.292.7722  
Area Code/Telephone Number

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

**ATTACHMENT O:**

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/>  a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/>  a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> <input type="checkbox"/>  a. initial filing b. material change  <b>For Material Change Only:</b>  year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:    <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>      <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$	



<p><b>10. a. Name and Address of Lobbying Entity</b> <i>(if individual, last name, first name, MI):</i></p> <p style="text-align: center;"><i>(attach Continuation Sheet(s))</i></p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p> <p style="text-align: center;"><i>SF-LLLA, if necessary)</i></p>
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____</p> <p><b>Print Name:</b> Michael B. Ingram</p> <p><b>Title:</b> Principal</p> <p><b>Telephone No.:</b> 305.292.7722      <b>Date:</b> 11/8/2010</p>
<p><b>Federal Use Only:</b></p>	<p>Authorized for Local Reproduction Standard Form – LLL (Rev 7 – 97)</p>

Form DEP 55-221 (01/01)

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

## INSTRUCTIONS FOR COMPLETION OF SELF DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by the reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award

number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Form DEP 55-221 (01/01)

ATTACHMENT: P

FORM 575-060-13  
RIGHT OF WAY - 05/01

NON-COLLUSION DECLARATION AND  
COMPLIANCE WITH 49 CFR §29.  
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ITEM/SEGMENT NO.: \_\_\_\_\_  
F.A.P. NO.: \_\_\_\_\_  
PARCEL NO.: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_  
BID LETTING OF: \_\_\_\_\_, \_\_\_\_\_

I, Michael B. Ingram,  
hereby  
(NAME)  
declare that I am Principal  
of mbi | k2m Architecture, Inc.  
(TITLE) (FIRM)  
Of Key West, Florida  
\_\_\_\_\_  
(CITY AND STATE)

and that I am the person responsible within my firm for the final decision as to the price(s) and amount of this Bid on this State Project.

I further declare that:

1. The prices(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition with any other contractor, bidder or potential bidder.

2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.

3. No attempt has been made or will be made to solicit, cause or induce any other firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.

4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid.

5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.

7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this Declaration.

8. As required by Section 337.165, Florida Statutes, the firm has fully informed the Department of Transportation in writing of all convictions of the firm, its affiliates (as defined in Section 337.165(l)(a), Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.

9. I certify that, except as noted below, neither my firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of Federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR §29.110(a), by any Federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against him or her for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a Federal, State or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and

(d) has within a three-year period preceding this certification had one or more Federal, State or local government public transactions terminated for cause or default..

10. I(We), certify that I(We), shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible,

or voluntarily excluded from participation in this contract by any Federal Agency unless authorized by the Department.

Where I am unable to declare or certify as to any of the statements contained in the above stated paragraphs numbered (1) through (10), I have provided an explanation in the "Exceptions" portion below or by attached separate sheet.

EXCEPTIONS:

(Any exception listed above will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of agency action.

Providing false information may result in criminal prosecution and/or administrative sanctions.)

I declare under penalty of perjury that the foregoing is true and correct.

CONTRACTOR: (Seal)

BY: MICHAEL B. INERAMI, PRINCIPAL WITNESS: Anthony D. Sarno  
NAME AND TITLE PRINTED

BY: [Signature] WITNESS: [Signature]  
SIGNATURE

Executed on this 7 day of NOVEMBER, 2010

**FAILURE TO FULLY COMPLETE AND EXECUTE THIS DOCUMENT  
MAY RESULT IN THE BID BEING DECLARED NONRESPONSIVE**

ATTACHMENT: Q

**Prohibited Interests Form and Notice**

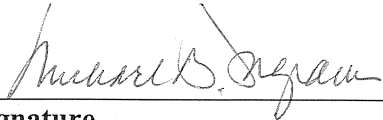
I Michael B. Ingram, Principal certify that neither mbi | k2m Architecture, Inc.  
(Printed Name) (Title) (Company Name)

nor any of its subcontractors shall enter into any contract, subcontract or arrangement in connection with the project or any property included or planned to be included in the project in which any member, officer or employee of the agency or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interests is immediately disclosed to the City of Key West, The City of Key West, with prior approval of the Department of Transportation, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the City of Key West or the locality relating to such contract, subcontract or arrangement

NOTICE: The FDOT requires the City of Key West to insert in all contracts entered into in connection with the project or any property included or planned to be included in any project, and shall require its contractors to insert in each of their subcontracts, the following provision:

“No member, officer or employee of the Agency or of the locality during this tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.”

The provisions of this paragraph shall not be applicable to any agreement between the Agency and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a government agency.



Signature

**ATTACHMENT R  
CITY OF KEY WEST INDEMNIFICATION FORM**

The Contractor shall indemnify and hold harmless the City of Key West, its officers, and employees, from liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this agreement. Except as specifically provided herein, this agreement does not require Contractor to indemnify the City of Key West, its employees, officers, directors, or agents from any liability, damage, loss, claim, action or proceeding.

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, Contractor 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 Contractor 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 Contractor, or persons employed or utilized by Contractor.

The Contractor'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 Contractor's limit of or lack of sufficient insurance protection.

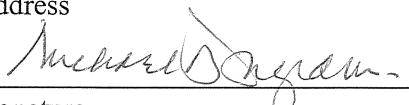
**mbi | k2m Architecture, Inc.**

CONTRACTOR: \_\_\_\_\_

SEAL:

1001 WHITEHEAD ST, KW, FL. 33040

Address



Signature

MICHAEL B. INGRAM

Print Name

PRINCIPAL

Title

DATE: 9 NOVEMBER 2010





ADDENDUM 1:  
11-001 PARK ENHANCEMENT PROJECT

To All Bidders:

This addendum is issued as supplemental information to the RFQ 11-001 PARK ENHANCEMENT PROJECT package for clarification of certain matters of both a general and a technical nature. The referenced RFQ package is hereby addended in accordance with the following items as fully as completely as if the same were fully set forth therein:

- 1.) The estimated budget for this project is \$585,000 over a three year period.
  
- 2.) Oversight of operations and maintenance of facilities applies only to the project period. After project completion, the City of Key West will assume the responsibility of maintaining the facilities and grounds.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

*MBS/K&M Architecture, Inc. - Michael D. Regan,*  
\_\_\_\_\_  
Signature Name of Business



ADDENDUM 2:  
11-001 PARK ENHANCEMENT PROJECT

To All Bidders:

This addendum is issued as supplemental information to the RFQ 11-001 PARK ENHANCEMENT PROJECT package for clarification of certain matters of both a general and a technical nature. The referenced RFQ package is hereby addended in accordance with the following items as fully as completely as if the same were fully set forth therein:

- 1.) The estimated budget for this project is \$585,000 over a three year period. This figure is to include design fees and all reimbursable expenses.
- 2.) Proposal shall be limited to 50 pages sized 8-1/2 x 11 and must be submitted double sided, 25 actual sheets total (including required submittals, tabs and covers). All forms will be submitted in a sealed envelope with the proposal.
- 3.) The two parks cover an area approximately 52,000 square feet.
- 4.) The design process is for both parks; however, each park renovation should be listed by line items in order to accommodate potentially different funding years.
- 5.) All design documents and specifications must be completed and submitted by the selected firm to the City of Key West no later than February 1, 2011.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

MBA/KMI Architecture, Inc. - Michael D. Ingram  
Signature Name of Business



ADDENDUM 3:  
11-001 PARK ENHANCEMENT PROJECT

To All Bidders:

This addendum is issued as supplemental information to the RFQ 11-001 PARK ENHANCEMENT PROJECT package for clarification of certain matters of both a general and a technical nature. The referenced RFQ package is hereby added in accordance with the following items as fully as completely as if the same were fully set forth therein:

**1.) Insurance Requirements:**

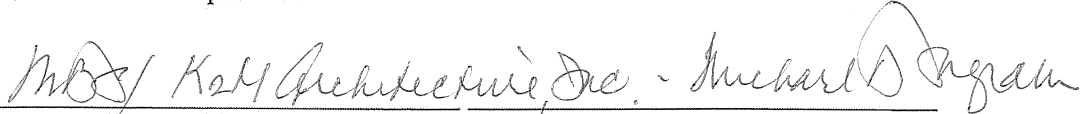
**Commercial General Liability (CGL)** shall be in an amount acceptable to the City of Key West but not less than One Million (\$1,000,000.00) Dollars combined Single Limit. The City of Key West must be named as an Additional Insured. The coverage must include:

- Commercial Form
- Premises/Operations
- Products/Completed Operations
- Independent Grantees (if any part of the Work is to be subcontracted)
- Broad Form Property Damage
- Personal Injury

**2.) It is the City's intent that the team be led by a Professional Architect certified by the State of Florida.**

**3.) There is no pre-qualification process that proposers must satisfy prior to RFQ packet submittal. Once the City Commission approves a firm for this project, the firm will be retained for a period of three years as per the provisions of the RFQ.**

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
\_\_\_\_\_  
Signature Name of Business



ADDENDUM 4:  
11-001 PARK ENHANCEMENT PROJECT

To All Bidders:

This addendum is issued as supplemental information to the RFQ 11-001 PARK ENHANCEMENT PROJECT package for clarification of certain matters of both a general and a technical nature. The referenced RFQ package is hereby added in accordance with the following items as fully as completely as if the same were fully set forth therein:

- 1.) Rescinding previous Item 2 of Addendum #3 which states it is the City's intent that the team be led by a Professional Architect certified by the State of Florida.
- 2.) Proof of Professional Architectural Certificate for the State of Florida. A State Registered Landscape Architect does meet the qualifications for this project. It is the City's intent to obtain stamped permit ready drawings regardless of the project lead. It is the responsibility of the selected firm to gain all appropriate approvals, stamps and signatures to meet this requirement.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

MB/K&M Architecture Inc. - Michael Kagan  
Signature Name of Business