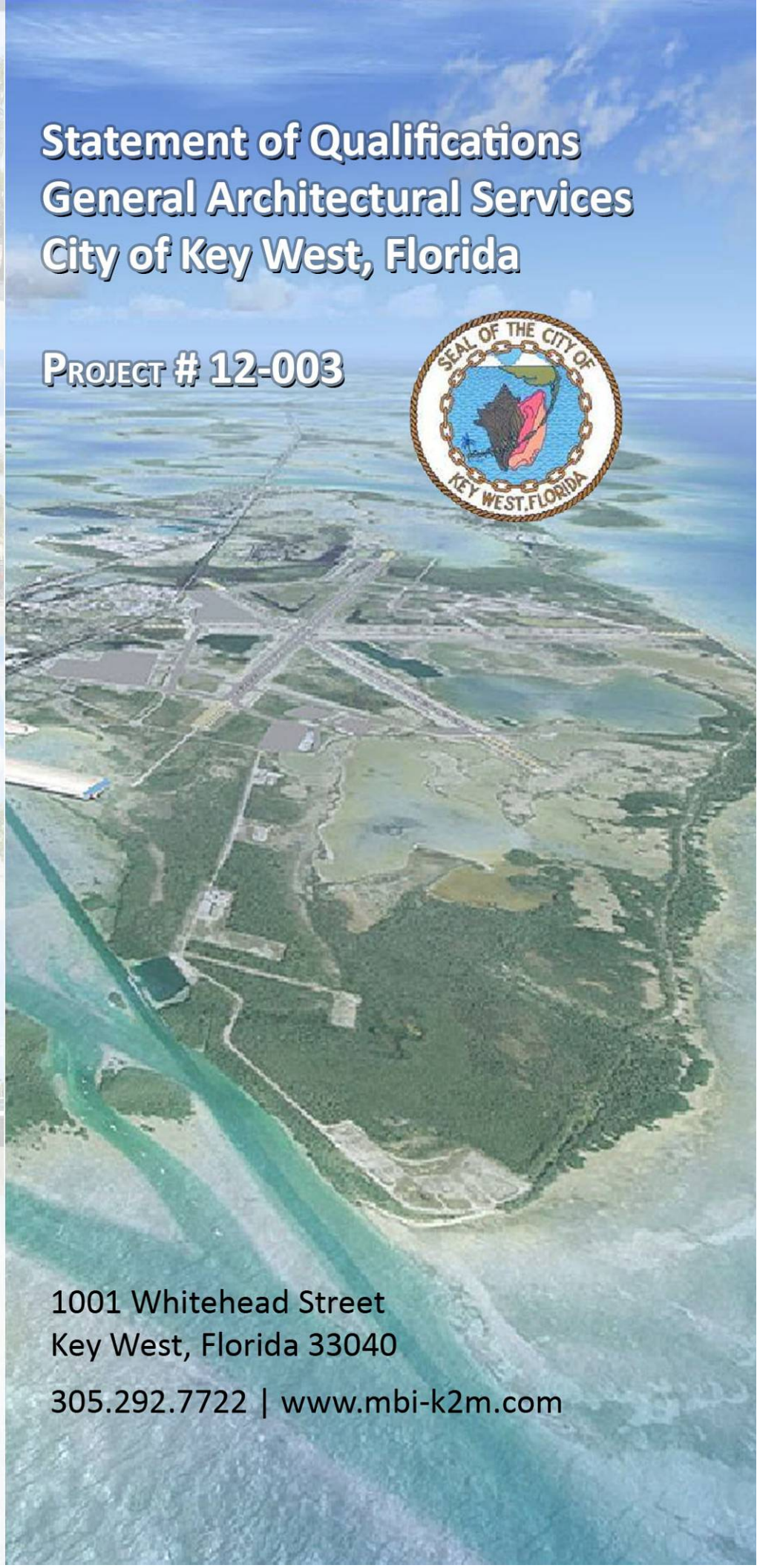




# Statement of Qualifications General Architectural Services City of Key West, Florida

PROJECT # 12-003



**mbi | k2m**  
ARCHITECTURE, INC.

1001 Whitehead Street  
Key West, Florida 33040

305.292.7722 | [www.mbi-k2m.com](http://www.mbi-k2m.com)

**Request for Qualifications**  
**RFQ 12-003 – General Architectural Services**

**QUALIFICATIONS PACKAGE**

**COPY**

**Submitted to:**

City Clerk Cheri Smith  
City of Key West, Florida  
3126 Flagler Avenue  
Key West, Florida 33040

**Submitted by:**

**mbi | k2m**  
ARCHITECTURE, INC.

Contact: Michael B. Ingram, Director  
1001 Whitehead Street, Suite 101  
Key West, Florida 33040  
tel 1.305.292.7722 | [mingram@mbi-k2m.com](mailto:mingram@mbi-k2m.com)

May 16, 2012

City Clerk Cheri Smith  
City of Key West, Florida  
3126 Flager Avenue  
Key West, Florida 33040

**RE: Request for Qualifications for General Architectural Services**

Dear Ms. Smith,

mbi | k2m Architecture, Inc. (mbi | k2m) is pleased to submit our qualifications proposal for General Architectural Services for the City of Key West, Florida. We have received and reviewed the request for qualifications and believe that we have responded to all requirements.

mbi | k2m has been located in Key West for over 20 years and is the largest architectural firm in the Keys with a staff of 28 persons. Over the years our firm has completed hundreds of projects in Key West for both public and private entities. We are extremely proud of the long term professional relationship that we have enjoyed with the City of Key West, and hope to further build upon this relationship as the City's general architectural service firm.

Besides having personally served on the Planning Board for 8 years, the Tourist Development Council for 12 years, and other civic groups, the firm has most recently been working with the City for development of a new administration office facility, fire station, parking facility, Nelson English and Willie Ward Park Master Plan, Truman Waterfront redevelopment, and several projects through the TIF appropriations process.

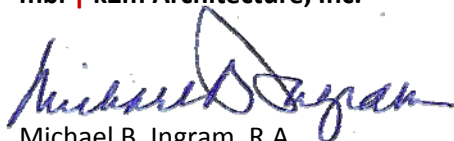
Our staff size and consultant availability allows the firm to undertake projects of various size and complexity. We strive to utilize local talents in order to be most efficient and ensure that moneys of Key West remain in Key West.

Thank you for reviewing our qualifications. We look forward to any requested meetings should amplifications of our experience and credentials be desired. We value our past, current, and future relationship with the City and the agreement to terms and conditions of contracts as project size and complexity may demand.

Your consideration for our future association is greatly appreciated.

Very Truly Yours,

**mbi | k2m Architecture, Inc.**



Michael B. Ingram, R.A  
Director

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**SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE**

**Firm Introduction**



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 Washington DC. Our firm has been located in Key West for over 20 years and is the largest architectural firm in the Keys with a staff of 28 professionals. We are proud to have a staff of extremely talented, dedicated and hard working professionals who are committed to the City of Key West and to the continued growth and success of our client and partner relationships.

**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 this steadfast focus 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, meaning that one of our principals is involved in the design and assembly of each project and they serve as the primary point of contact.



**History**

Our firm has a long history with the City of Key West. Our corporate headquarters, located on Whitehead Street, serves as a testament to the commitment our firm has with the City and community. Michael Ingram, Director, has had an active relationship with the City and Monroe County having served on various boards over the past twenty-three years. Mr. Ingram and his team in Key West truly understand the contextual disciplines of Key West and history of the Keys as a whole. Along with fellow employees within the Key West Office, mbi | k2m plays an active and longstanding role within the community. Our long term commitment to the City and continuous involvement within the community stand to the testament stated by Scott C. Maloney, Owner, that "the mbi | k2m team will endeavor to serve the City to its greatest ability for the duration of this contract, whether as Principal of the firm or any of our 28 other staff members."



**“Our Clients Say it Best”**

At mbi | k2m Architecture, we are very fortunate to have completed over 10,000 projects in our company history, with over one-hundred of them in Key West alone, working with a variety of public and private sector clients. To this we are very proud to report that over 97% of our clients provide us repeat business and / or referrals. It is the success of our client relationships that makes our firm as strong as it is today. To foster this type of relationship we establish an active partnership that benefits all participants. Only a win-win partnership can accomplish the program goals on time and to the satisfaction of all key stakeholders. Several successful partnerships within the Key West area are noted below.

***“I really enjoy working with the mbi | k2m team and their Project Manager. Their work is always top notch and they are mindful to keep projects on time and within budget. I would certainly recommend mbi | k2m to any potential client.”***

Jerry Barnett,  
Director of Facilities, Monroe County Florida

***“mbi | k2m is highly responsive, quality work is consistently provided, prompt delivery, and they are always responsive to our customers’ needs. It is great having a proactive, accessible design/build project partner in mbi | k2m.”***

Ken Bygler,  
Project Manager (GSA, Air Force, NAVY Mini MACC)

***“Their depth and ability of their team to effectively communicate any subject matter with all levels of our City staff has been exemplary. In addition to their strong design and communication skills, they are very diligent and dedicated to the success of their clients’ projects. They are truly a valued partner of the City of Key West and look forward to a long term relationship with the firm.”***

Jim Scholl,  
City Manager, Key West, FL



## Firm Services

### Comprehensive Listing of Services Provided by our TEAM

Our TEAM is comprised of Registered Architects, LEED Accredited Professionals, Construction Administrators, Cost Estimators, CAD Technicians, Engineers and Facility Conditions Specialists. Our team is known for our ability to understand the workings of a project, local governmental bodies, and the willingness to learn and understand our clients' needs.

We work in a variety of delivery methods including traditional design-bid-build, fast track, and design/build methods. In addition to quality, functional design we provide the following services:

#### **Pre-design Services**

- Data collection
- Existing conditions analysis
- Building evaluation
- Programming
- Preliminary design

#### **Facility and Space Needs Assessment**

- Feasibility assessment
- Facility master planning
- Building assessment analysis
- Space consolidation planning
- Implementation program

#### **Architectural Design**

- Concept design
- Design development
- Construction documents
- Code and life safety analysis
- Specification writing
- ADA analysis

#### **Roof Design & Engineering Capabilities**

- Structural roof evaluations
- Signed-and-sealed roof project specifications, including review for local building code compliance
- Performance engineering of roofing projects, including wind uplift calculations
- Project inspection and post evaluations
- Contractor training
- Computer graphic simulations

#### **Bidding and Construction Administration**

- Bidding materials and building permitting
- Prebid conference
- Review of bids, bid negotiation, and contract award
- Request for information, payment application reviews, change order reviews, field clarifications and onsite inspections
- Construction oversight throughout the construction phase

#### **Schedule and Budget Strategies**

- ADA analysis
- Team review/coordination meetings
- Milestone delivery dates for all project deliverables
- Cost estimates and owner approvals
- Construction schedule planning and maintenance
- Budget analyses, budget maintenance, and budget controls

#### **Owner Representation**

- Contract and information management
- Quality control
- Cost control
- Schedule control
- Goal Setting and Sharing

#### **Specialized Consulting Services**

- Facility Conditions / Deferred Maintenance Assessments
- Roofing Services
- ADA compliance assessments
- Security controls
- Third-party quality assurance reviews

Our TEAM believes that the successful completion of projects is done in six phases of design. Following are a narrative of the phases and tasks that our TEAM will undertake to complete the project requirements.

The first phase in any project is **predesign and programming**. In this phase several key elements will be established that enable a project to flow smoothly through construction. These key elements include data collection, programming and preliminary design. Data collection involves the gathering of existing documentation that can be found in City archives and the documentation of existing conditions at the project site.

Upon completion of the data collection step, we will review the Project's Development Program in detail and verify the scope of work is consistent with the requirements of the City departments working with the design team. Upon review, our team will develop a program that will identify space allocation requirements, existing conditions, equipment and finish requirements, and other unique requirements. The information established in the program will be represented in a narrative and presented to City staff. The final step in the predesign and programming phase is the preliminary design. Preliminary documents will be developed illustrating elements identified in the architectural program. This portion of the phase will provide you with conceptual alternatives that are shown through architectural floor plans and other documents as required. A preliminary estimate will also be prepared.



The information that is collected during the predesign and programming phase and the final scope of work as determined in concert with the City staff will be utilized to develop the design and construction techniques. The **schematic design** documents will describe the scale and relationship of the project's components. These drawings will include floor plans, outline specifications, schematic estimate, and program update. The process also establishes other criteria that may impact the final design.

For our team, **permitting assistance** typically begins at the completion of the Schematic Design phase and lasts thru the completion of Contract Documents. Depending on the type of project and location within City limits the level of involvement of Permitting Assistance will vary. HARC, Tree Commission, DRC, Planning and Zoning, City Commission, and the Building Department, along with other agencies as may be required will be managed by our team throughout the course of the project. We have done this on over 100 projects ranging from small sidewalk modifications to \$40 million + developments.

The next step is the **design development** phase. Our objective of this phase is to describe and define, in detail, all aspects of the project. This phase further develops the architectural design and incorporates all engineering disciplines to establish the final scope and details of the work. Materials are chosen to establish the appropriate finishes. The design development phase works to achieve a cost-effective and viable solution that answers the needs of the project.





The **construction documents** phase: Construction documents are developed for the City's project. During this phase, final drawings and specifications detailing each discipline's requirements are developed. A final review of the construction manager's cost estimate and schedule is performed. Towards the end of this phase a quality assurance reviewer will perform a review of all discipline's documents for points of interface in order to establish any discrepancies among disciplines.

The next step in the project is **bidding**. Our TEAM will develop contract documents ready for distribution to prospective bidders through the construction manager. A preconstruction meeting will be held together with the Construction Manager and City staff for all interested contractors to answer any questions that they may have. At the completion of the bid phase, the bids will be reviewed and the project team will assist the construction manager in awarding a contract for construction.

The final step in the project approach is **construction administration**, which occurs throughout the entire construction of the building. We are able to provide comprehensive construction administration services such as reviewing shop drawings and samples, process change orders, conduct field visits, review Certificates for Payments, and track the construction schedule. Upon completion of the project we assist the Owner to close out the construction phase, to assure warranties and payments are in order.

Due to our location in Key West we can react quickly to any need the Owner may have by being on site within a short period of time. Our job will be to work with the Construction Teams to assist in design reviews and with questions as they may arise.

### **Specialized Architectural Services**

In order to represent our deep experience with all components of this Request for Qualifications we have crafted this outline describing our background relative to the *relevant scope of work requirements for this RFQ*. We have also prepared a matrix which illustrates these components against the examples of Project Experience. This is a sample of our experience based upon the projects included within Past Work Experience section.

#### Design of Buildings Both Residential, Commercial or Government

The mbi | k2m Team has designed dozens of residential projects in Key West including both single family and multi-family residences. In addition to our company headquarters at 1001 Whitehead, we have designed multiple commercial spaces including the current 313 Margaret Street office conversion in Key West and a plethora of commercial spaces across the United States. Our governmental design experience in the Keys includes five (5) projects with the City, over 25 projects with Monroe County as their continuing service architect, four (4) projects for the Key West International Airport, and multiple projects for the Navy in Key West.



#### Design of Community Centers

mbi | k2m understands that the design of a community center is crucial to unifying a neighborhood and supporting the needs of the area. The design must be functional and provide the community with the essential facilities to provide optimal uses for community members. With this design principal in mind, our team uses durable and low maintenance products to aid the longevity of the centers we design. Our team has designed several Community Centers in the area



including Big Pine Key Park Community Center, Tavernier Meeting Hall, Banana Bay, and at KWAH Roosevelt Gardens. We are also in the early stages of programming facilities for the Truman Waterfront Redevelopment.

Preparation of Plans for Modification or Rehabilitation of Existing Structures

Over 90% of mbi | k2m’s commissions have been the renovation / repurposing of existing facilities that no longer fulfill the needs and expectations of those who use them or otherwise require renovation due to deferred maintenance. Our team is built of design professionals that understand the constraints of older buildings and are skilled at finding innovative approaches that breathe new life to these buildings through infrastructure upgrades, structural improvements, building envelope integrity, interiors, life safety systems, engineering, and specialty systems that allow many more years of productive service. Recent rehabilitation projects include the Navy Hospital, KWIA Customs Terminal, Monroe County Jail, and Union Lodge #47.

Historic Preservation and Restoration

The entire mbi | k2m team has a solid understanding of the importance and processes involved with Historic Preservation and Restoration. Our ambassador for the City of Key West is Mr. Michael Ingram. Over the past twenty years we have received a dozen awards for historic preservation and appropriateness in Old Town. Projects including our corporate headquarters at 1001 Whitehead Street, Little White House, Key West Steam Plant, and several private residences are all representative examples of our preservation / restoration strengths.



Design of park structures including restroom facilities, gazebos, shelters, etc.

mbi | k2m has been very fortunate to contribute our design services to a multitude of parks throughout the Florida Keys. We have designed picnic areas, Tiki huts, small watercraft launches, gazebos, shelters, restroom facilities, skate parks, concession stands, basketball courts, handball courts, and soccer fields. Locations include Nelson English / Willy Ward Park, Big Pine Key, Higg’s Beach, and (13) county parks within the Keys.



Design of historic or cultural displays

Our work with historic and cultural displays focuses on two key areas within the community – museums and waterfront. mbi | k2m has completed projects at the Little White House, Pirate Soul Museum, Butterfly Museum, several for the Key West Art Museum system, and the Key West Bight.

Design of buildings in accordance with section 255.2572(2) Florida Statue (Green Buildings/Construction)

The mbi | k2m Team is committed to the effective use of materials, conservation of energy, and the promotion of sustainability through a cost conscience approach to the design and construction of every project. From the initial planning stages of site selection and material analysis to “greening” building interiors, we work diligently to provide critical information and effective solutions at each stage. Representative examples include multiple projects at MacDill AFB, (3) at NAVY KW, City Administration Building, and the current Key West Fire Station at Angela Street.

Design of public plazas and event venues

Public spaces offer a unique opportunity for people to publicly gather, socialize, learn, and enjoy in a variety of settings. Our team works diligently to understand the historical context / community input / needs / goals surrounding a space or venue. Solutions are then created that best respond to the overall goals of the setting. Representative project examples include multiple plazas at the Key West Bight, AIDS Memorial at the White Street Pier, and Bethel Wood Performing Arts Center (former Woodstock location).



Evaluate environmental impacts of proposed projects and prepare the appropriate local, state, and federal permit applications

Depending on the type of project and location within the City, the level of involvement of Permitting Assistance will vary. Planning, Zoning, HARC, Tree Commission, Building Department, Fire Department DCA, FDEP, FDOT, ACOE, SFWMD, and other agencies as appropriate will be managed by our team throughout the course of the project. Typically working in conjunction with our consulting team members, we will assemble the required applications for approval by the authority having jurisdiction. Our Team has provided Permitting Assistance over one-hundred projects, both large and small.

Conduct public awareness and input strategies

As a regular part of the mbi | k2m design process on public projects we routinely conduct or participate in public meetings and input strategies. Many times the input of key stakeholders in the community impact the design and development of the public spaces we create. Representative projects include Nelson English / Willy Ward Park, Big Pine Key, Truman Waterfront Redevelopment, and the Bight Redevelopment. We have created innovative online surveys, presented at public forums, hosted committees, and conducted public workshops.

Preparation of reports, schedules, cost estimates, green construction certifications, maintenance schedules and manuals and other information needed or requested by the City in considering development and maintenance strategies of the design

Planning, budgeting and forecasting are vital processes for almost all organizations. Understanding past performance and translating that insight into strategic goals, which align with the City is key to maximizing the value of public money. We align the strategic goals to our budget forecasts to make sure the monies are being spent as wisely as possible, including equipment expenditures, capital improvements to our physical assets, technology upgrades, and training. Our conditions assessors can establish deferred maintenance schedules based on prioritization scales established by the City. We do this for multiple federal, state, and local agencies across the country. Taken together, a total picture is established, relative to considerations, during design and operational best practices post construction. The mbi | k2m team has performed (2) LEED Existing Building studies that focus exactly on these items for Bank of America and Hyatt.



Contract/Construction Oversight and Closeout

We will provide comprehensive construction administration services such as reviewing shop drawings and samples, process change orders, conduct field visits, reviewing Certificates for Payments, and reviewing the construction schedule. Upon completion of the project we will assist the Owner to close out the construction phase by assembling Operation and Maintenance manuals, final payment

applications, completing “punch lists”, and contractual closeout. Finally, follow-ups are performed with the client during the warranty period assure materials and equipment is functioning as designed.

### **Management Approach**

mbi | k2m Architecture is a management-oriented firm and establishes, early in the project, controls over project schedules and budgets. The success of these projects will be dependent upon developing a straightforward plan and approach to managing and controlling each project’s design, cost estimating, and administrative elements, using a partnering approach and integrating them to meet the objectives and achieve the goals of the project and the City. Clear lines of communication and responsibility, within the project team as well as coordination with other groups, will be critical for a successful project. Formal scheduled communication channels, including regular and frequent meetings, are the foundation of the partnering system.

To foster this type of relationship needed between the City and our Team, we recommend establishing an active partnership that benefits all participants. Only a win-win partnership can accomplish the project goals on time and within budget. Partnering must be a formal process that is founded on thorough, timely communication that focuses the needed expertise on particular issues. All of our Team members are committed to the successful completion of projects.



As part of our services for the City of Key West, mbi | k2m shall supervise and direct the work competently and efficiently, devoting the proper attention thereto and applying our skills and expertise as necessary to perform the work in accordance with the contract documents. As required, our firm shall maintain records pertaining to this contract for five (5) years after the termination of the contract. Furthermore, mbi | k2m shall maintain all books, records, and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles.

At mbi | k2m we utilize a Work Plan created by our office and well-tested in public works projects. The Work Plan is a template document that serves as the main project control document throughout the course of a project. This plan is divided into three sections – **personnel** involved in the project and their **role**, **design phase** with detail, and the **schedule**. The first part is a listing of each entity involved in the project from design professionals, City departments, and permitting authorities. Each entity has a certain role throughout the course of the project which is shown by **full**, **partial**, or **no involvement** in a particular phase. By having each entity listed all project team members know their respective role in the design phase as well as the roles of the entire team. Other important items are benchmark submission and milestone dates, City approval timeframes, and other project specific information. Concluding, is a weekly schedule associated with each design phase item. Through this Work Plan each project team member will understand their responsibilities in the project and the project schedule.



**Quality Control**

mbi | k2m Architecture’s quality assurance program is incorporated into all project milestones. Each milestone of the project receives an intra-disciplinary quality control check (redi-check) that enables the forthcoming phase to flow smoothly. Every phase is a building block, one preceding the other and it is crucial that each milestone is reached with the highest success. mbi | k2m Architecture’s system of quality control and assurance encompasses a projects’ architectural and engineering components and reasonable assurance of complying with applicable local, state, and federal codes and ordinances, as well as the owner’s program.

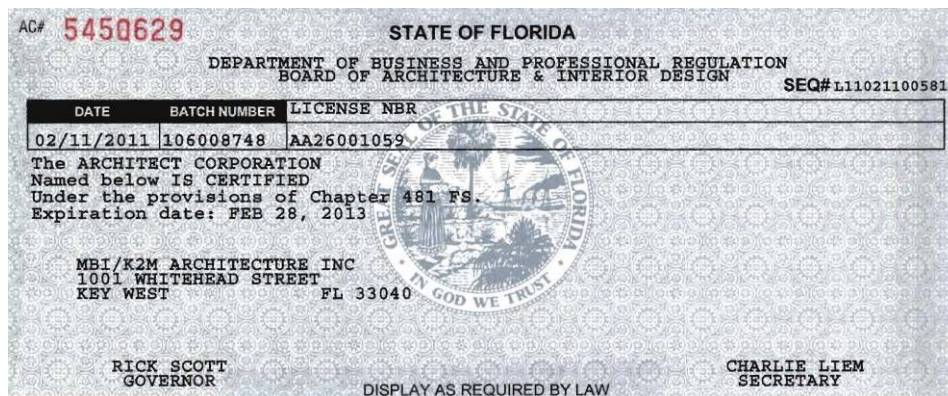
The nature and extent of our quality control system depends on a number of factors, such as its size of the project, the nature of its work, renovation or new construction, and construction cost. Thus, the quality control system will vary as will the need for, and extent of, the scope of the work. For smaller projects we complete reviews at 50% and 90% complete using a small projects quality control process created by our office. On larger projects, the mbi | k2m Way, an internal manual about process management, enhances the level of diligence required not just on the project documents, but also in the relationship with all parties. We utilize a Redi-Check process at multiple stages throughout a project to ensure the greatest coordination of all disciplines.

**Equal Employment Opportunity Policy**

mbi | k2m provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related) or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. Specifically, mbi | k2m complies with Key West City Ordinance Sec. 2-799 Requirements for City Contractors to Provide Equal Benefits for Domestic Partners, by extending equal benefits to Married employees and those with Domestic Partnerships.

**Current Florida Licenses**

Florida Business License



Florida Professional Licenses

AC# **5370344** STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN SEQ# L110120700808

DATE	BATCH NUMBER	LICENSE NBR
01/28/2011	100255862	AR0009306

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2013

INGRAM, MICHAEL B  
1001 WHITEHEAD STREET  
KEY WEST FL 33040

RICK SCOTT GOVERNOR CHARLIE LIEM SECRETARY  
DISPLAY AS REQUIRED BY LAW

AC# **5433226** STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN SEQ# L11012800784

DATE	BATCH NUMBER	LICENSE NBR
01/28/2011	108164869	AR95308

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2013

SARNO, ANTHONY DAVID  
1001 WHITEHEAD STREET  
KEY WEST FL 33040

RICK SCOTT GOVERNOR CHARLIE LIEM SECRETARY  
DISPLAY AS REQUIRED BY LAW

AC# **5450578** STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN SEQ# L11021100530

DATE	BATCH NUMBER	LICENSE NBR
02/11/2011	108176510	AR93161

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2013

MALONEY, SCOTT CHRISTOPHER  
3121 BRIDGE AVE  
CLEVELAND OH 44113

RICK SCOTT GOVERNOR CHARLIE LIEM SECRETARY  
DISPLAY AS REQUIRED BY LAW

**Insurance Statement**

The firm carries insurance with Hudson Insurance Company through the Oswald Companies, Inc. located at 3401 Enterprise Parkway, Suite 101, Beachwood, OH 44122. Paula Selvaggio, CEO can be reached at (216) 839-2800. We will carry professional liability insurance (including errors and omissions) in an amount not less than \$500,000 and shall deliver Certificates of Insurance from a carrier acceptable to the Owner specifying such limits. All our covers meet or exceed the requirements of the RFQ.

Current insured amounts are as follows:

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YYYY) 4/25/2012		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER STA, a Division of Oswald Companies 3401 Enterprise Parkway, Suite 101 Beachwood OH 44122				CONTACT NAME: Patricia Cholewa PHONE (A/C, No, Ext): 216-839-2807 FAX (A/C, No): 216-839-2815 E-MAIL: pcholewa@stassociates.net ADDRESS: pcholewa@stassociates.net			
INSURED				INSURER(S) AFFORDING COVERAGE		NAIC #	
MBIK2-1				INSURER A: Hartford Casualty Ins. Co.		29424	
mbi-k2m Architecture, Inc. Spectrum Design Services Inc. 1001 Whitehead St., Suite 101 Key West FL 33040-7522				INSURER B: Hudson Specialty Insurance Co.		25054	
				INSURER C:			
				INSURER D:			
				INSURER E:			
				INSURER F:			
COVERAGES      CERTIFICATE NUMBER: 775535872      REVISION NUMBER:							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> AI Primary & <input checked="" type="checkbox"/> Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	Y	Y	45SBAIO7008	9/14/2011	9/14/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> AI Primary <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	45SBAIO7008	9/14/2011	9/14/2012	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	45SBAIO7008	9/14/2011	9/14/2012	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 Excludes Professional \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	45SBAIO7008	9/14/2011	9/14/2012	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER OH-STOP GAP E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional Liability Claims Made Retro Date: 9/1/2001	N	Y	AEE7204505	4/13/2012	4/13/2013	Each Claim \$5,000,000 Aggregate \$5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
Additional Insured and Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.							
CERTIFICATE HOLDER				CANCELLATION			
Specimen For Purposes of Evidencing Coverage Only FL 33040-7522				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE <i>Patricia A Cholewa</i>			
© 1988-2010 ACORD CORPORATION. All rights reserved.							
ACORD 25 (2010/05)		The ACORD name and logo are registered marks of ACORD					

**PROFESSIONAL QUALIFICATIONS**

**Firm Staff**

The Project Team, as shown in the attached resumes, is comprised of Registered Architects, Licensed Interior Designers, LEED Accredited Professionals, Construction Administrators, Project Managers, Cost Estimators, and Quality Assurance Managers, several with specialty Assessment (Building, Infrastructure, Roof, and ADA) Specialties. Our team is highly experienced in designing, renovating, and expanding public and municipal facilities. We provide strong project leadership, practiced with governmental agencies, and have the willingness to learn and understand our clients' needs. The average number of years of experience on our team is nearly 15 years.

Please refer to the organizational chart following for a detailed team structure and to the resumes supplied for detailed experience of specific individuals who will be dedicated to the City of Key West. The table below summarizes the proposed project team, their registrations/designations and number of years of experience.

Employee Name	Job Function	Registrations	Years Experience	Other Certifications
<b>Directors</b>				
Scott C. Maloney, AIA, NCARB, LEED-AP	Principal	Registered Architect	18	LEED-AP
Michael Ingram, RA	Director	Registered Architect	44	
<b>Architecture</b>				
Kevin Robinette, AIA, NCARB	Director of Architecture	Registered Architect	30	
Eric Eberhardt	Client Manager		23	
Anthony Sarno, RA, NCARB	Project Manager	Registered Architect	10	
<b>Project Coordinators</b>				
Tara Pesta, LEED-AP	Project Coordinator		10	LEED-AP
Don Losh, LEED-AP	Project Coordinator		9	LEED-AP
Scott Ross, LEED-AP	Project Coordinator		8	LEED-AP
Kyle Johns, LEED-AP	Project Coordinator		7	LEED-AP
Brian Avery, LEED AP	Project Coordinator		9	LEED-AP
Camerron Selby	Project Coordinator		7	
Pinky Singh	Project Coordinator		15	
<b>Drafters</b>				
Craig Pennington	Sr. Drafter		27	
Tanya Oldja, LEED-AP	Drafter		9	LEED-AP
Jenelle Rundo	Drafter		1.5	
Brian Thoma	Drafter		0.5	
<b>Construction Administration</b>				
Stephen Elferdink	Construction Administration		40	FL Class A GC License
<b>Interns</b>				
Architecture and Interior Design	Co-op programs with universities/colleges we have 2 interns per quarter			



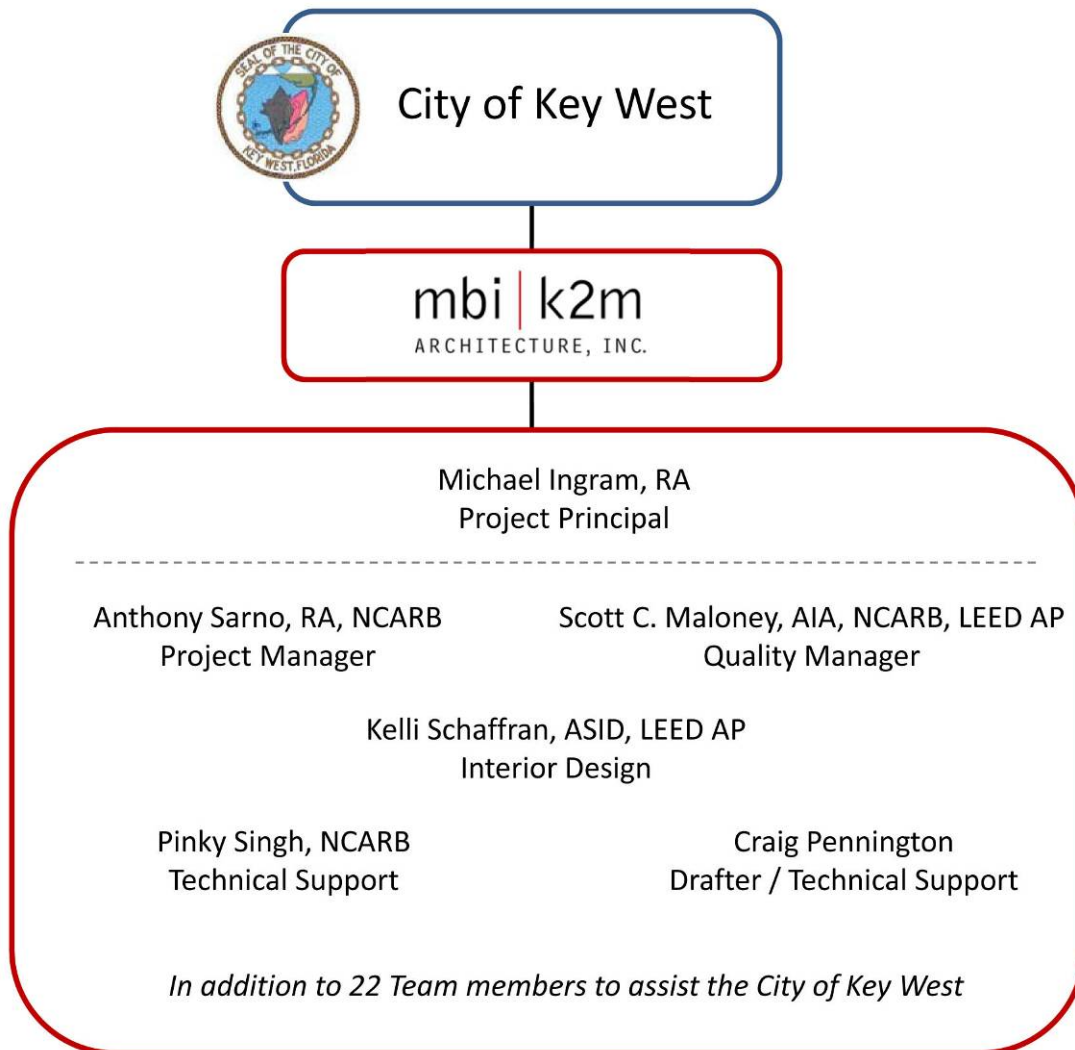
<b>Interior Design</b>				
Kelli Schaffran, NCIDQ, LEED-AP	Director of Interior Design	Licensed Florida, NCIDQ	15	LEED-AP
Kelly Cook, NCIDQ	Senior Interior Designer	NCIDQ	8	
Valene Tabone, NCIDQ, LEED-AP	Senior Interior Designer	NCIDQ	6	LEED-AP
Marta Ralston, NCIDQ, LEED-AP	Senior Interior Designer	NCIDQ	5	LEED-AP
Aubrey Frederick	Junior Interior Designer		1	
<b>Administrative</b>				
Denise McKenzie	Dir. Of Operations		30	
Renee Washburn	Admin. Assistant		15	
Sarah Maloney	Admin. Assistant		1	
<b>Marketing</b>				
Stephanie Cieszkowski	Marketing		14	

**Firm Capacity**

The demands of a client are fluid and need to be reacted to as the needs change over the course of a project. The ability to react is dependent on additional resources that are available on staff. mbi | k2m will deliver a team of design professionals ready to meet the project needs. “We would rather let potential clients go than let them down”. As such we do not accept work that would stretch our staff beyond an efficiency rate of about 85%. We currently have volume in the office that has our staff at about 72% efficiency and thus have capacity to service the City on any project under the general services architecture RFQ.

**Organizational Chart**

The City of Key West will be provided a single point of contact on projects which will be the Project Principal or Project Manager depending on the size / scope of the services required. Having a single, consistent point of contact throughout the project provides consistency for the City and our design team. Below is the proposed organization chart for this RFQ response.



**Resumes**

**Michael Ingram, RA**  
**Project Principal**

With over 40 years of 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 the Florida Keys. His commitment to successfully achieving strong vision distinguishes his work. He truly understands the contextual requirements and history of the Keys having participated in several projects within Monroe County. He has also been recognized yearly for preserving the historic fabric of the City of Key West for the past 20 years.

**Mr. Ingram will serve as the Project Principal for the City of Key West. He will be the primary contracting authority and main point of contact for the City of Key West. His responsibility will be in leading the design effort and community inclusion components of projects.**

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 approval of projects.

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

Mr. Ingram will work with the design / build team, expanding upon our team's significant experience together with this delivery method.

**EDUCATION**

Cornell, Bachelor of Architecture

**REGISTRATIONS**

Registered Architect in Florida, New Hampshire, and Ohio

**HIGHLIGHTED PROJECT EXPERIENCE**

**Government**

- Key West AIDS Memorial
- Key West Housing Authority Projects
- Key West City Administration Campus
- Key West Bight Master Plan
- Monroe County Public Works Facility
- Monroe County Continuing Services Contract
- Monroe County Library, Key West Branch
- Monroe County Plantation Key Fuel Facility
- Monroe County Key Largo Fuel Facility
- Joe London Fire Training Facility Renovation
- Big Pine Key Park Redevelopment
- Key West Park Enhancement Project
- Monroe County ADA Assessments
  - County-Wide Facilities & County Court System Facilities

**Commercial**

- 313 Margaret Street Office Conversion
- FCAA Headquarters
- FCAA Tavernier Services Center
- FCAA Thomas St. Services Center
- Keys Federal Credit Union (Stock Island)
- Sunset Key Master Plan
- First State Bank Branches
- Key West Citizen
- 1001 Whitehead Street
- Key West Fire Station #3 Museum

**Civic Participation**

**City of Key West Organizations**

- KW City Planning Board
- Key West Tourism & Economic Development Advisory Committee
- Key West City Commission L.D.R.
- Key West Business Guild
- Government Affairs Committee

**Key West Art & Historical Society**

- Board of Trustees
- Custom House Building Committee

**Monroe County Tourist Development Council**

- Board Member – 12 years
- Chairman – 10 years

**Key West Restoration Advisory**

- Old Keys Bridges Task Force**
- Bahama Village Business Association**
- Rails to Trails Committee**

**Anthony Sarno, RA, NCARB**  
**Project Manager**

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, Mr. 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.**

Mr. Sarno leads the project team to implement design ideas and prepares projects for construction. In addition, he continues to investigate green building issues in order to become increasingly conscious of the best ways to combine the built and natural environments.

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 Commission and City Administration dealing with street lighting issues. He is also the President 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 OH, FL  
National Council of Architectural Registration Boards

**HIGHLIGHTED PROJECT EXPERIENCE**

**Government**

- Key West City Administration Complex
- Key West Fire Station
- Key West Bight Master Plan
- Key West International Airport Customs Terminal
- Monroe County Public Works Facility
- Monroe County Continuing Services Contract
- Veteran's Park Design and Reconstruction
- Monroe County Library, Key West Branch
- Monroe County Plantation Key Fuel Facility
- Monroe County Key Largo Fuel Facility
- Monroe County Courthouse, Marathon
- Joe London Fire Training Facility Renovation
- Whitehead Street Jail Renovations
- Monroe County Jail Renovations
- Big Pine Key Park Redevelopment
- Key West Nelson English / Willie Ward Park Enhancement
- Monroe County ADA Assessments
- County-Wide Facilities & County Court System Facilities
- Truman Waterfront Redevelopment
- MacDill AFB
- NAVFAC Key West

**Commercial**

- Keys Federal Credit Union (Stock Island)
- First State Bank Branches
- St. James First Missionary Baptist Church
- 313 Margaret Street Office Conversion

**Hospitality**

- Southernmost Hotel Collection
- Pier House
- Coral Tree Inn

**Residential**

- Key West Steam Plant Condominiums
- Habitat for Humanity
- Private Residences



**Scott C. Maloney, AIA, NCARB, LEED AP**  
**Quality Manager**

Scott C. Maloney, President of mbi | k2m Architecture, is a LEED® Accredited Professional with a Bachelors Degree in Architecture and nearly 20 years of architectural design and project management experience.

**As the Quality Manager, Mr. Maloney will oversee the quality control / assurance portion of the project process ensuring the highest quality and complete deliverable possible. Mr. Maloney will focus his vast talents for this contract on the design team quality control he is an expert at implementation, control, and as an overall design team leader.**

Mr. Maloney has a broad-range of design experience in a multitude of industries, including, government, institutional, commercial, office, hospitality and residential, with a special interest in federal contracting and criminal justice projects. Mr. Maloney spearheads our Continuing Service Contract work representing many public agencies throughout the United States as a Principal In Charge. His fortes include master planning and feasibility studies, facility conditions assessments, programming and preliminary design services, and client relationships for complex projects.

Mr. Maloney is an active member of the Entrepreneurs' Organization – an elite global community of business owners, all of whom run companies that exceed \$1M in revenue. Mr. Maloney holds dual positions as President of the Cleveland EO chapter and Regional Chair for the global organization. He has also been an active board member and past president of NAIOP (formerly National Association of Industrial and Office Properties) - the nation's leading trade association for developers, owners, investors, and other professionals in industrial, office and mixed-use commercial real estate.

**EDUCATION**

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

**REGISTRATIONS**

Registered Architect in 45 states including FL  
National Council of Architectural Registration Boards (NCARB)  
LEED® Accredited Professional with the US Green Building Council

**HIGHLIGHTED PROJECT EXPERIENCE**

**Institutional**

FCAA Central Warehouse  
FCAA Thomas Street Service Center  
Key West Housing Authority Community Center  
Keys Federal Credit Union HQ Facility

**Government**

City Administration Complex  
Big Pine Key Park Redevelopment  
Higgs Beach Pier Reconstruction  
Veteran's Park Design and Reconstruction  
Joe London Fire Training Facility Renovation  
Key West International Airport – PV Study  
KWIA – Custom Terminal Renovation  
Monroe County Detention Center  
Monroe County Library - Key West Branch  
Monroe County Jail - Crime Lab Renovation  
Monroe County Public Works Facility  
Monroe County Continuing Services Contract  
Navy IDIQ MINI MACC Key West  
MacDill AFB IDIQ  
GSA Florida IDIQ  
NASA

**Education**

Davidson Day School  
Cleveland State University  
Cuyahoga Community College  
University of Akron

**Residential Developments**

Atlantic Drive Homes  
Bahama Market Village Homes  
Key West Steam Plant & Railway Housing  
Southpointe Atlantic Condos & Townhomes  
Sunset Key Residences



**Pinky Singh**  
**Technical Support**

Ms. Singh has nearly 15 years of architectural experience in a wide variety of capacities. She joined mbi | k2m Architecture to serve as technical support in the Key West office, bringing with her an understanding of the local environment and responsibilities necessary to design within the Florida Keys.

Ms. Singh works closely with our project teams to create, revise, and finalize construction drawings. She provides an invaluable resource to our office through drawing and designing via AutoCAD and hard copy printing/plotting production. She also assists in conducting field visits and field measuring, drafting up existing conditions drawings, and schematic design thru construction documents.

**As the part of the Technical Support Team, Pinky will play a vital role by contributing to the contract documentation and construction administration of projects. As an active member of the Chamber of Commerce and resident of Key West she will also work with community groups / stakeholders on projects under this RFQ.**

Ms. Singh is an active member of the Key West community. She is adept to the local community and lifestyle. Pinky is currently President of the Board at Montessori Children’s School. Her family owns and operates the Pegasus International Hotel in Key West and she assists in the management, technology upgrades, and design of the property.

**EDUCATION**

Academy of Architecture, Mumbai, India, Bachelor of Architecture  
University of Wisconsin-Milwaukee, Master of Architecture

**PROFESSIONAL AFFILIATIONS**

National Council of Architectural Registration Boards (NCARB)  
Associate Member  
Indian Institute of Architects (IIA)  
Key West Chamber of Commerce

**HIGHLIGHTED PROJECT EXPERIENCE**

**Commercial**

- Big Pine Key Fire Station
- Camp Sawyer Campground Facilities
- Conch Key Fire Station
- Conch Tour Train Gift Shop
  - ADA Ramp and Stair
- Dirty Harry’s
  - ADA Stair and Bar
- Key Largo Fire Station
- Walgreens, Key West
- 313 Margaret Street Office Conversion
- Coral City Elks Lodge

**Hospitality**

- Southernmost Hotel Collection
- Southerncross Hotel
- Blue Marlin Hotel
  - ADA Room and Pool Renovations
- Truman Hotel

**Residential**

- Private Residences
- Truman Annex, Deck Addition



**Kelli Schaffran, ASID, NCIDQ, LEED AP**  
**Director of Interior Design**

Ms. Schaffran, Director of our Interior Design division, has nearly 20 years of experience and has led our interiors division for the past 6 years. She believes that strong client and team communications are the backbone of a successful project. She works closely with clients to identify their aesthetic, functional, and budgetary requirements.

**Ms. Schaffran adds her extensive talents to the team by supervision and coordination of all Interior Design features needed by the City of Key West. Her expansive design experience within environments such as Key West will provide the City with creative and budget sensitive designs.**

Ms. Schaffran's strong communication skills allow her to translate the client's needs and objectives into a successful project. She is proficient at coordinating with all the key consultants on a project team, throughout the design and installation process, to ensure an efficient project flow.

Ms. Schaffran is responsible for the supervision and coordination of the interior design staff, establishing and monitoring project timelines, design project reviews, and project development for the company. She serves as the primary point of contact for clients. Ms. Schaffran is accomplished in the many specialties of Interior Design including expertise in residential, government, hospitality, and corporate design. She works closely with our government clients to allocate best value design to meet their project budgets.

**EDUCATION**

Kent State University, Bachelor of Arts in Interior Design

**REGISTRATIONS / AFFILIATIONS**

NCIDQ Certified #014642

Florida Licensed Interior Designer #ID5006

LEED® Accredited Professional with the US Green Building Council

Professional Member ASID

**HIGHLIGHTED PROJECT EXPERIENCE**

**Government**

- Key West City Administration Complex
- Monroe County Public Works Facility
- Monroe County Continuing Services Contract
- Monroe County Library, Key West Branch
- Big Pine Key Park Redevelopment
- NASA
- GSA Florida
- MacDill AFB
- NAVY KW

**Commercial**

- DDR Corp Headquarters
- BrandMuscle
- Northwestern Mutual
- First State Bank Branches

**Education**

- Cleveland State University
- Cuyahoga Community College
- University of Akron

**Residential Developments**

- Key West Steam Plant & Railway Housing
- Southpointe Atlantic

**Hospitality**

- Captiva Villas at The Pink Shell Resort
- Doubletree Ocean Point Beach Resort & Club
- Doubletree Melbourne Beach
- Banana Bay Redevelopment
- Melbourne Beach Hilton Hotel
- White Sand Villas at The Pink Shell Resort
- Hyatt Regency
- Hotel 71
- Cleveland Airport Marriott
- West Palm Beach Marriott



**Craig Pennington**  
**Sr. Drafter / ADA Expert**

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.

As an ADA expert for mbi | k2m Architecture, Mr. Pennington has worked with codes and regulations outlined by various government entities. He is also extremely well-versed in the new 2010 regulations which were effective in March of 2011.

Most recently he played a key role in the completion of the ADA Compliance Assessment for Monroe County Florida which included reviewing over 95 buildings, 68 sites, 13 parks, 600,000 lineal feet of sidewalk, 100 intersections, and pool facilities, as well as all of the county's court facilities. Mr. Pennington also created several custom documents and schedules specifically for our ADA Assessment services projects.

**As the part of the Technical Support Team, Craig will play a vital role by contributing to the existing conditions verification, contract documentation and construction administration of projects.**

During his career, Mr. Pennington has gained program management experience leading multi-million dollar engineering programs and 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.

**EDUCATION**  
Bachelor of Science

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

**HIGHLIGHTED PROJECT EXPERIENCE**

**Government**

- Key West City Administration Campus
- Key West Bight Master Plan
- Monroe County Public Works Facility
- Monroe County Continuing Services Contract
- Veteran's Park Design and Reconstruction
- Monroe County Library, Key West Branch
- Monroe County Plantation Key Fuel Facility
- Monroe County Key Largo Fuel Facility
- Joe London Fire Training Facility Renovation
- Whitehead Street Jail Renovations
- Monroe County Jail Renovations
- Big Pine Key Park Redevelopment
- Park Enhancement Nelson English / Willie Ward
- Monroe Country ADA Assessments
- County-Wide Facilities & County Court System Facilities

**Federal Government**

Provided operational planning, on-site technical direction, and contractor liaison for marine installations in locations such as Guam, Tinian, Pearl Harbor, the Philippines, Italy, Alaska, and California. Projects involved diverse work forces, including Naval officers and enlisted personnel, foreign government officials, contractors, and multi-national construction crews.

**Multi-Family Residential**

- Casa Alberta Condominium Conversions
- Sea Isle Town Homes
- Key West Steam Plant & Railway Housing
- Bahama Market Village Homes
- Atlantic Drive Homes
- Cayo Hueso Housing Development
- Marquesa Court Development
- Seaward Resort Development
- Southpointe Atlantic Development





## **PAST WORK EXPERIENCE**

The project team provides a broad variety of consulting services to cover any and all needs of the City of Key West. Such services include but are not limited to architectural and engineering pre-design and design services, master planning and space planning, programming, property evaluation and site selection, environmental assessments, reporting and remediation, producing design-bid-build RFP's, historical preservation and restoration, construction administration, owner representation and/or lender interests in the construction phase, scheduling and cost estimating and construction management. The following page is a sample list of projects demonstrating our experience with similar projects.

Please take a moment to view the attached project matrix for the complete scope of our services and vast work history.

Project Name, Client and Contract Type

Relevant Project Requirements

Project Name	Project Name, Client and Contract Type		Relevant Project Requirements												
	Agency	Location	Client	Design of Buildings, Both Residential, Commercial or Government	Design of Community Centers	Preparation of Plans for Modification or Rehabilitation of Existing Buildings	Historic Preservation and Restoration	Design of Park Structures Including Restroom Facilities, Gazebos, Shelters, etc.	Design of Historic or Cultural Displays	Design of Buildings in Accordance with Section 255.2575(2)	Design of Public Plazas and Event Venues	Evaluate Environmental Impacts of Proposed Projects and Prepare Permits	Conduct Public Awareness and Input Strategies	Preparation of Reports, Schedules, Cost Estimates, Certifications, Schedules and Manuals	Contract Construction Oversight and Closeout
<b>One, Two, and Three Story Multi-Use Office and Retail Buildings</b>															
City Administration Building	City of Key West	Florida	Mark Finigan	X				X	X		X	X	X	X	X
Ven-A-Care	Ven-A-Care	Florida	Luis Cobo	X		X								X	X
Lewis Overseas Market	Lewis Property Investors	Florida	Sandra Jarrett	X				X						X	X
419 Southard Street (unbuilt)	HTA Properties	Florida	Ed Swift	X								X	X		
Hospice of the Western Reserve	Hospice of WR	Ohio	Kathy Gatto	X	X	X	X		X		X	X	X	X	X
BrandMuscle	BrandMuscle	Ohio	Kathy Heflin	X		X					X	X	X	X	X
Northwestern Mutual	Northwestern Mutual	Ohio	John Ertz	X		X	X					X	X	X	X
Colliers County Sheriffs Office	Colliers County	Florida	Skip Camp	X		X	X		X		X	X	X	X	X
Keys Federal Credit Union	KFCU	Florida	Todd German	X		X	X		X		X	X	X	X	X
<b>Community Centers</b>															
Big Pine Key Park	Monroe County	Florida	Jerry Barnett	X	X	X	X	X	X	X	X	X	X	X	X
Key West Housing Authority	KWHA	Florida	Manuel Castillo	X	X	X	X	X	X	X	X	X	X	X	X
Tavernier Meeting Hall	Monroe County	Florida	Jerry Barnett	X	X	X	X	X	X	X	X	X	X	X	X
Marathon Harbor Resort and Marina	Boykin Management	Florida	Bob Boykin	X	X	X	X	X	X	X	X	X	X	X	X
Moose Lodge	Moose	Florida	Ken Bygler	X	X	X	X	X	X	X	X	X	X	X	X
Seabreeze	Concorde Properties	Florida	Joe Wieselberg	X	X	X	X	X	X	X	X	X	X	X	X
<b>Recreational Facilities</b>															
Truman Waterfront Redevelopment	City of Key West	Florida	Jim Scholl		X	X	X	X	X	X	X	X	X	X	X
Fitworks Fitness Centers	Fitworks	Ohio	Pat Petrecca	X		X	X	X			X	X	X	X	X
GTMO Fitness Center (unbuilt)	Prime Projects	Cuba	Simon Wood	X		X	X	X			X	X	X	X	X
Southernmost Hotel	Southernmost Collection	Florida	Matthew Babich	X		X	X	X	X	X	X	X	X	X	X
<b>Event Plazas and Other Venues</b>															
AIDS Memorial	Friends of AIDS Memorial	Florida	Jon Allen						X		X	X	X	X	X
Key West Bight	City of Key West	Florida	Mark Finigan			X	X	X	X	X	X	X	X	X	X
Bethal Woods Performing Arts Center	Private Client	New York	Kevin Robinette	X	X	X	X	X	X	X	X	X	X	X	X
Higgs Beach Pier	Monroe County	Florida	Jerry Barnett					X			X	X	X	X	X
Veterans Park	Monroe County	Florida	David Koppel							X	X	X	X	X	X
<b>Historic Preservation and Restoration</b>															
Little White House	Little White House	Florida	Bob Wolz	X		X	X	X	X	X	X	X	X	X	X
Golden Collum Federal Courthouse	GSA	Florida	Ken Bygler	X		X	X	X	X	X	X	X	X	X	X
White Street Jail	Monroe County	Florida	Jerry Barnett			X	X	X			X	X	X	X	X
Key West Steam Plant	HTA Properties	Florida	Ed Swift			X	X	X	X	X	X	X	X	X	X
<b>Transportation/Multimodal Centers</b>															
Air Traffic Control Tower	MacDill AFB	Florida	Ken Bygler	X		X	X	X	X	X	X	X	X	X	X
Key West Bight	City of Key West	Florida	Mark Finigan			X	X	X	X	X	X	X	X	X	X
RTA W. 117th Street Station	GCRTA	Ohio	Mike Shipper	X							X	X	X	X	X
<b>Historic Markers</b>															
AIDS Memorial	Friends of AIDS Memorial	Florida	Jon Allen								X	X	X	X	X
Fire Station 3	City of Key West	Florida	Alex Vega	X		X	X	X	X	X	X	X	X	X	X
Butterfly Museum	Sam Trophia	Florida	Sam Trophia			X	X	X			X	X	X	X	X
Banana Bay Marathon	Banana Bay	Florida	Bob Boykin	X							X	X	X	X	X
<b>Multi-Family Residential or Mix Use</b>															
Key West Steam Plant	HTA Properties	Florida	Ed Swift	X		X	X	X	X	X	X	X	X	X	X
Railway Housing	HTA Properties	Florida	Ed Swift	X		X	X	X	X	X	X	X	X	X	X
Lewis Overseas Market (Storage/Housing)	Lewis Property Investors	Florida	Sandra Jarrett	X							X	X	X	X	X
420 Southard	HTA Properties	Florida	Ed Swift	X								X	X	X	X
829 Simonton	McPherson	Florida	Ben McPherson	X		X	X	X					X	X	X
1001 Whitehead	mbi   k2m	Florida	Michael Ingram	X		X	X	X	X	X	X	X	X	X	X
Cayo Hueso	HTA Properties	Florida	Ed Swift								X	X	X	X	X
<b>Defensible/Safe Space Design</b>															
Golden Collum Federal Courthouse	GSA	Florida	Ken Bygler	X		X	X	X	X	X	X	X	X	X	X
United States NAVY	NAVY	Florida	Ken Bygler	X		X	X	X	X	X	X	X	X	X	X
GTMO	Prime Projects	Cuba	Simon Wood	X		X	X	X			X	X	X	X	X
NASA Hangar Security	NASA	Ohio	Tony Doglio			X	X	X				X	X	X	X
Quantico - DD1391s	Baltimore C.O.E.	Virginia	Vicki Locklear	X									X	X	X
<b>Public Restroom Facilities</b>															
Angela Street	City of Key West	Florida	Mark Finigan					X	X	X	X	X	X	X	X
Big Pine Key Park	Monroe County	Florida	Jerry Barnett	X	X	X	X	X	X	X	X	X	X	X	X
Truman Annex	City of Key West	Florida	Jim Scholl	X		X	X	X	X	X	X	X	X	X	X
RTA W. 117th Street Station	GCRTA	Ohio	Mike Shipper			X	X	X	X	X	X	X	X	X	X
<b>Institutional Residential and Non-Residential Buildings</b>															
Hospice of the Western Reserve	Hospice of WR	Ohio	Kathy Gatto	X		X	X	X				X	X	X	X
Ohio Department of Rehabilitation and Corrections	ODRC	Ohio	John McCreedy	X		X	X	X			X	X	X	X	X
Ohio Department of Youth Services	ODYS	Ohio	Vince Corcoran	X		X	X	X			X	X	X	X	X
Community Based Correction Facility	Cuyahoga County	Ohio	Barb Shergalis	X							X	X	X	X	X
Seneca County	Seneca County	Ohio	Judge Jay Meyer	X		X	X	X			X	X	X	X	X
Multi County Juvenile Correction System	MCJAS	Ohio	David Vanderwall	X		X	X	X			X	X	X	X	X
<b>Utility, Transportation Buildings, and Other Public Buildings</b>															
Monroe County Rockland Key Public Works Building	Monroe County	Florida	Jerry Barnett	X		X	X	X	X	X	X	X	X	X	X
MacDill AFB	Air Force	Florida	Ken Bygler	X							X	X	X	X	X
NAVY KY	NAVY	Florida	Vicki Marino	X							X	X	X	X	X
Key West International Airport, Customs Terminal	Monroe County	Florida	Peter Horton	X		X	X	X	X	X	X	X	X	X	X
<b>Ecological and Environmental Design in Accordance with 255.2575(2)</b>															
NASA	NASA	Worldwide	Pete Aitcheson	X							X	X	X	X	X
NAVY	NAVY	Florida	Ken Bygler	X							X	X	X	X	X
MacDill AFB	Air Force	Florida	Ken Bygler	X							X	X	X	X	X
Cuyahoga County CBCF	Cuyahoga County	Ohio	Barb Shergalis	X							X	X	X	X	X
Cuyahoga County Jail	Cuyahoga County	Ohio	Jay Ross	X		X	X	X			X	X	X	X	X
3121 Bridge (Green Standards)	R2N, LLC	Ohio	Scott C. Maloney				X	X			X	X	X	X	X

**Representative Projects**

**New City Administration Complex  
Key West, Florida**

The New Administration Complex was proposed to be 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 design included a two story, 28,000SF square foot Administration Building housing 11 City Departments, an attached two story 7,200 square foot Fire Station and a detached 4 level Parking Garage connected to the second floor of the administration building by a pedestrian bridge. Included was a public plaza at the corner of Angela and Simonton Streets leading to a colonnade that wraps three sides of the Administration Building with the main entrance at Simonton Street.

**CONTACT INFORMATION**

Client: City of Key West  
 Client Rep: Mr. Jim Scholl  
 Address: 1340 Flagler Ave  
                     Key West, FL 33040  
 Phone: 305.809.3888  
 Key Personnel: Michael B. Ingram  
 Design Fee: \$775,000  
 Address: Angela Street, Key West

The buildings expressed sensitivity to the surrounding historic district through compatible scale, massing and rhythm. Sustainability was a fundamental design principle and drove many decision making aspects of the project. The building was designed to achieve a minimum of LEED Silver Certification. Given the historical significance in Old Town Key West, mbi | k2m collaborated with interested community groups, the City, key constituents, and the City process of HARC, Tree Commission, DRC, Planning, and City Commission several to develop a design consistent with the architectural language of the district, yet reflective of current concrete technologies and best practices.



mbi | k2m provided programming, space planning, Imagineering, architecture, engineering coordination, and submission through the City review processes. Our Team included top-notch south Florida and Keys-based consulting firms to provide the City of Key West with the highest caliber team possible, including TLC Engineering for Architecture, Perez Engineering, Liz Newland Landscape Architecture, and TKW Consulting Engineers.

**Relevance:** This project continued a long-standing relationship with the City of Key West and the specialized experience of mbi | k2m to understand the unique character and history of the City.



**Big Pine Key Park Community Center**  
**Monroe County, Florida**

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 engineering drawings prepared by the County 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 is a concrete structure with a cast in place columns and floor slabs along with masonry bearing walls on the first floor only. The second floor is traditionally framed wood construction with siding. The building was designed to be as maintenance free as possible and durable to withstand both the public and mother nature. Program elements include a large meeting room, park office, press box, toilet rooms, rental office, concessions stand, maintenance garage, and building support spaces. Services performed on the project include architecture, structural, mechanical, plumbing, and electrical engineering, project management, and site / civil coordination.

**Relevance:** The Big Pine Key Park project helps to illustrate mbi | k2m’s experience with park and community centers, showing the firms ability to design and implement various recreational and community centers that are vital assets to the community.

**CONTACT INFORMATION**

Client: Monroe County Board of County Commissioners  
Client Rep: Mr. Jerry Barnett  
Address: 1100 Simonton Street, Key West, FL  
Phone: 305.292.4416  
Key Personnel: Scott C. Maloney  
Design Fee: \$125,000  
Construction Cost: \$7 million  
Contractor: Pedro Falcon  
Contract Amount: \$7 million  
Contractors Rep: Ken Bygler, PM  
Address: Avenue D, Big Pine Key, Florida



Fitworks Fitness Centers  
Ohio and Kentucky

mbi | k2m has completed several projects for Fitworks in Northeast Ohio and Kentucky including the locations in Richmond Heights, Fairview Park, Willoughby, Mentor, and Rocky River, in Northeast Ohio. Additional facilities sites were completed in Cincinnati and Covington, Kentucky.

Facility renovations vary in size from 15,000 to over 30,000 square feet along with several additions to existing locations. In the competitive retail fitness field, it is important for each facility to provide not only state-of-the-art exercise equipment, but also a facility that clients want to visit. mbi | k2m Architecture helped create this modern environment by including special features in each renovation such as: cardio cinemas, spacious locker rooms, smoothie bars and cafes, client waiting areas and inviting check-in desks.

mbi | k2m provided all architectural, programming, planning, design documentation, interior design, engineering coordination, and project management for these projects.

**Relevance:** These projects illustrate mbi | k2m's vast understanding of recreational and high use facilities. Each site was designed with a unique character and layout in response to the patrons utilizing the facility.

**CONTACT INFORMATION**

Client: Fitworks Fitness Centers  
Address: Ohio and Kentucky  
Phone: 216.289.3100  
Key Personnel: Pat Petrecca, CFP  
Construction Cost: \$250,000 - \$1.5 mil  
Contractor: varies by project  
Contract Amount: \$15,000 - \$40,000  
Contractors Rep: varies by project  
Address: varies by project



**Bethel Woods Performing Arts Center**  
**Bethel, New York**

The Bethel Woods Performing Arts Center is an \$80,000,000 construction project covering 70 acres of land at the site of the historic Woodstock music festival in Bethel, NY. The project consists of a 6,000 seat, exterior amphitheater with lawn seating for an additional 12,000 guests. The amphitheater design includes a Theatrical fly loft and all 'back-of-house' facilities. There are three restroom and concession clusters consisting of three buildings each. An events building of 20,000 SF, identified as the Interpretive Center, consists of a single large room with provisions for performances along with a museum themed to the Woodstock music festival and the related cultural experience, including a 650 seat interior theater.

As part of this building and its surrounding site, is an exterior Amphitheater seating 600. This exterior theater space modeled after the classic theater at Strathmore College, integrates a stone platform as a stage, ascending stone seating walls with grass in between each row situated in a bowl encompassing 60% of the stage, with trees, paths and landscaping. Provisions have been made to seamlessly integrate theater infrastructure, including a company switch, wiring raceways interconnecting the stage, control positions, the switch and the adjacent Interpretive Center. Lighting masts were provided with respective controls integrated into the overall infrastructure.

Project responsibilities included all design and studies for layout and grading, integration of all theatrical components, integration of all engineering disciplines for MEPS, Civil and Landscape and final realization of construction and landscaping.

**Relevance:** Kevin Robinetter, Director of Architecture for mbi | k2m in our Cleveland office managed The Bethel Woods project. It is a unique and collaborative environment, much like public spaces in Key West. This project illustrates the vast technical and creative experience to develop a large project from ground up.

**CONTACT INFORMATION**

Client: Gerry Foundation  
Client Rep: Alan Gerry  
Address: 200 Hurd Road  
Bethel, New York 12720  
Phone: 845.295.2400  
Key Personnel: Kevin Robinette  
Construction Cost: \$100 million  
Contractor: Pedro Falcon  
Contract Amount: \$80 million  
Contractors Rep: Kevin Robinette  
Address: Bethel Woods, NY



**Little White House**  
**Key West, Florida**

The Harry S. Truman Little White House in Key West, Fl. was built in 1890 as the first officer's quarters on the naval station. The wooden duplex contained Quarters A for the base commandant and Quarters B for the paymaster. The house was built on the waterfront of the harbor of Key West. In the beginning of the 20th century, the home was converted into a single family dwelling to house the base commandant and later President Harry S. Truman. In 1991, it opened as a state historic site and museum.

Our firm completely overhauled the mechanical system and emergency generators for the entire property. The new mechanical system was designed to seamlessly fit within the historical context and maximize the preservation of the home and interiors itself. In 2005, mbi | k2m Architecture was hired to perform minor renovations to the mechanical and electrical systems. Exterior renovations were also performed to repair the historic structure which was damaged during the 2005 hurricane season. This work was funded thru a grant with the TDC and Monroe County in 2008.

Our office does work on this site periodically as needed by the museum and the "operator" Historic Tours of America.

**Relevance:** Innovative solutions were created to preserve and enhance the Little White House. The work displays the various services, small and large, that our firm is able to deliver on a consistent and reliable basis. mbi | k2m understands and is sensitive to the historic significance of this structure, along with many on the Island.

**CONTACT INFORMATION**

Client: Historic Tours of America  
Client Rep: Ed Swift  
Address: 201 Front Street #224  
Key West, FL 33040  
Phone: 305.294.4142  
Key Personnel: Michael Ingram



**IDIQ & Design/Build MACC, MacDill Air Force Base, MINI MACC – Design/Build Florida**

mbi | k2m Architecture, Inc. has been privileged to work at both MacDill Airforce Base and Naval Air Station in Key West, in association with Pedro Falcon Electrical Contractors, Inc. and TLC Engineering.

Work to be performed under the Multiple Award Construction Contract (MACC) at MacDill will include facility upgrades, utility work, airfield pavement, roads, roofs and other assorted repair and maintenance projects. Individual task order work will consist of multiple disciplines in general construction categories and execute a broad range of maintenance, repair, minor and/or new construction.

Our Design/Build Team was selected because we gave the Air Force great confidence in our team’s ability to meet the requirements for the 100% design and construction expertise on infrastructure renovation, repair, new construction, roads, and/or airfield work.

For purposes of the design / build Mini MACC project in the Lower Keys, current works include Renovation to Bldg A-1019, Boca Chica, NAS Key West, FL, Exterior enhancements to high rise NAVY building, linen room repairs, boiler room replacement, and other small projects. Projects range in cost from \$85,000 - \$2+ million dollars.

The work involves all design, documents, coordination, engineering, and the full compliment of tools, equipment, labor, transportation, and supervision to renovate buildings on the base governed under the Mini MACC project provisions. The work may include flooring, wall finishes, painting, exterior and interior wall repairs, replace sewer lift station, install new electrical panel, circuits, conduits wiring and lighting, and remove emergency power generator.

**Relevance:** These contracts signify that our team possess sufficient technical expertise and resources, and is able to plan, organize, and use those resources in a coordinated and timely fashion to achieve the technical and budgetary goals of the project.

**CONTACT INFORMATION**

Client: NAVFAC Southeast  
Client Rep: Ken Bygler  
Address: 6th Contracting Squadron  
2606 Brown Pelican Ave.  
MacDill AFB, Florida 33621  
Phone: 305.872.2200  
Key Personnel: Ken Bygler  
Design Fee: \$100,000 total  
Construction Cost: Varies  
Contractor: PFEC, Kenmar, and KaiserKane  
Contract Amount: varies by project  
Contractors Rep: varies by project  
Address: Big Pine, Key West, and Miami Florida





**Key West AIDS Memorial**  
**Key West, Florida**

The first phase of the Key West AIDS Memorial was dedicated on World AIDS Day, December 1, in 1997. It is a series of granite “tablets” embedded in the concrete at the entrance to the White Street Pier, with the names of those lost to the AIDS epidemic inscribed on their surface.

A second phase of the project, currently awaiting grant funding from the Tourist Development Council for construction, is a series of cascading granite tablets adjacent the current memorial adjacent Higgs Beach. These tablets will permit additional names to be inscribed and memorized.

mbi | k2m, in conjunction with the Friends of the AIDS Memorial, provided the design and construction documents for both phases of the project, with construction administration services provided for phase one. Considerations during design included maintaining safety and security for 24 hour access throughout the year and ADA accessibility to all areas of the Memorial.

**CONTACT INFORMATION**

Client: Friends of the Key West AIDS Memorial  
Client Rep: Jon Allen  
Address: PO Box 188, Key West  
Phone: 305.294.4142  
Key Personnel: Michael B. Ingram  
Design Fee: \$5,000

**Relevance:** Our commitment and responsibility with the Key West AIDS Memorial was to maximize the public and private donation moneys available while responding to the cultural issues and needs of the community. The adaption of an existing pedestrian plaza into a destination for locals and visitors alike shows our firms ability to repurpose existing public areas into a space the community can be proud of.



**Key West Steam Plant**  
**Key West, Florida**

The Key West Steam Plant project is a \$28 million conversion of the waterfront 1950's era industrial art deco designed steam plant into nineteen luxury condominiums providing for a truly unique living space on the island of Key West. The creative integration of living units within the ongoing redevelopment of the historic seaport produces a one of a kind living environment that takes advantage of wonderful water and city views offering the conveniences of Key West's historic commercial district.

mbi | k2m provided architectural services from design through construction documents. We also provided project coordination with engineering disciplines, precast manufacturers, and contractors. Our combined forces produced a wonderful repurposed structure that is in harmony with Key West architecture. Special services for the project include extensive existing conditions documentation, exterior and interior design services for custom units, coordination with over 20 local, county, and state regulatory agencies.

We also provided expertise during the mitigation phase of the environmental abatements as well as value engineering services to reduce the costs of the project due to recent construction material escalations.

**Relevance:** The historic Key West Steam Plant shows versatility and creativity in re-use of a historic structure. mbi | k2m has ample experience in designing various structures for re-use including residential, commercial and mixed-use properties.

**CONTACT INFORMATION**

Client: HTA Properties  
Client Rep: Ed Swift  
Address: 201 Front Street, Key West  
Phone: 305.294.4142  
Key Personnel: Michael B. Ingram  
Design Fee: \$500,000+  
Construction Cost: \$28 million  
Contractor: Dooley Mack  
Contract Amount: \$28 million  
Contractors Rep: Chuck Evans  
Address: Lakewood, FL



**General Services Administration  
Florida**

mbi | k2m Architecture has been retained by the U.S. General Services Administration to renovate several facilities in Florida under the agencies strategic goals of Stewardship, Superior Workplaces, Best Value, and Innovation. mbi | k2m was instrumental in the projects by providing project management including scheduling, budgeting, bidding, quality control, construction administration, project close-out, and ADA Specialization. The following projects are samples of work recently completed by our firm.

**Golden Collum Federal Building**

Golden Collum Federal Building in Ocala, Florida is a high security courthouse operated by the GSA. mbi | k2m is part of a design / build team that has completed multiple projects in the building. Most recently we designed a renovation to the historic lobby area to enhance security, make accessible accommodations for visitors, construct support spaces for jurors, and provide break areas for staff affected by the renovations. This project went through the traditional phases of the GSA – conceptual, design development, pre-final, and final submissions all in less than 45 days. In addition, we have completed other partial lobby and courtroom renovations as well as security improvements geared around force protection.

**NAVY Office - Timberlake Administrative Building**

The project is a two-phase approach (design and construction) for the Navy Office Space, 9th Floor, Timberlake Federal Building, Tampa, Florida. The intent of this project was to modify approximately 11,000 square feet of project area on the ninth floor of the Timberlake Federal Building. The work consisted of a demolition component and reconstruction component. The program for the NAVY includes waiting area, open office space, conference rooms, private offices, break room, building support, storage, and SIPRNet room. Full Architecture, Mechanical, Electrical, Plumbing, and Fire Protection Engineering services were provided.

**Relevance:** These projects illustrate our experience working for governmental agencies, our turn-around time, and experience within commercial and institutional buildings. These buildings required safe space design features within the design process.

**CONTACT INFORMATION**

Client: General Services Administration  
Client Rep: Ken Bygler  
Address: Big Pine Key, FL  
Phone: 305.872.2200  
Key Personnel: Scott C. Maloney  
Design Fee: varies by project  
Construction Cost: \$800,000+  
Contractor: Pedro Falcon  
Contract Amount: \$700,000+  
Contractors Rep: Ken Bygler  
Address: Big Pine Key, FL



**Cuyahoga County Community Based Correctional Facility  
Cleveland, Ohio**

mbi | k2m Architecture is proud to have been chosen to design the new Cuyahoga County Community-Based Correctional Facility, located in Cleveland, OH. The 53,000 square-foot, single story, 200-bed facility was designed to serve male residents. The functional goals of the project included providing a safe environment for occupants, as well as a functioning facility that utilizes materials that are both durable and maintainable.

mbi | k2m Architecture worked with many of Cleveland’s top engineering and consulting firms to complete this \$10.8 million project. Our services included architectural design and project management, which was coordinated with Cuyahoga County, the Facilities Governing Board and other project representatives. We were also responsible for the coordination of surveying, geotechnical investigation, environmental remediation, civil engineering, landscape design, all engineering and other consulting services.

The building is scheduled to receive registration as a LEED Silver building and was fully functional by January 2011.

Program areas included: Control Area, Administrative Area – all spaces outside the secure perimeter, Programming Area – All spaces inside of the secure perimeter, Intake/Medical Areas, Food Service Area, Housing Areas, Common Areas, Quiet Areas, and Building Support spaces.

**Relevance:** The Community Based Correctional Facility shows experience with institutional residential buildings along with safe space/defensible design principles. In addition the design of this facility incorporated recreational facilities and sustainable design techniques.

**CONTACT INFORMATION**

Client: Cuyahoga County Board of Commissioners  
Client Rep: Barbara Shergalis  
Address: Cleveland, Oh  
Phone: 216.263.4604  
Key Personnel: Scott C. Maloney  
Design Fee: \$742,000  
Construction Cost: \$10.8 million  
Contractor: Infinity  
Contract Amount: \$10.0 million  
Contractors Rep: Mark Vega  
Address: Cleveland, Ohio



**Cleveland Design Studio**  
**Cleveland, Ohio**

This 18,000 square foot 1920's Casket Company building was renovated to become the new Ohio corporate office for mbi | k2m Architecture, Inc.

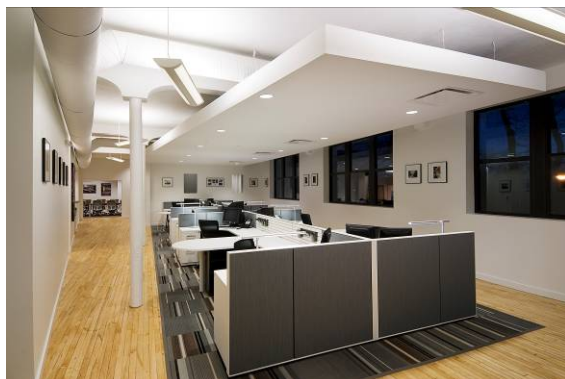
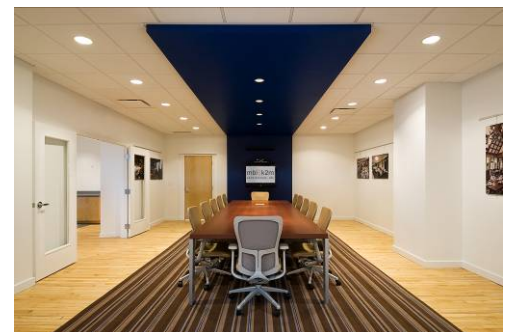
The new building was designed by mbi | k2m with a goal of achieving LEED Silver certification by the US Green Building Council. The space is not only design forward, but environmentally and economically responsible. With considerable efforts to select the most environmentally conscious and cost effective materials, the design for the new office space brought together three key concepts: Sustainable (Green) design, Budget, and Style. Often times these elements are thought to be mutually exclusive, but they have achieved a balance between the three, aided by manufacturers who are making this balance more and more possible.

Reusing an existing building is the highest level of recycling there is. This building in particular has some beautiful features and finishes, inside and out, and we knew that highlighting them would be our starting point. The exterior building predominantly remained intact. The bricked-in openings facing the street were removed and all the windows throughout the entire building replaced. The building underwent minor masonry restorations and cleaning in hopes of restoring it to its original grandeur. New exterior wall sconces were placed at each brick pilaster to provide added accent and a level of safety / security to the public walking along the building at night. Most importantly, the main entry has been relocated to the former loading dock location. This provides direct access from on-street parking and to staff parking lots, and provides full accessibility for persons with disabilities.

**Relevance:** This project illustrates our firms understanding of sustainable design and culture. The re-use of a historical structure and sensitivity to budget constraints were required and are a testament to our entire organization.

**CONTACT INFORMATION**

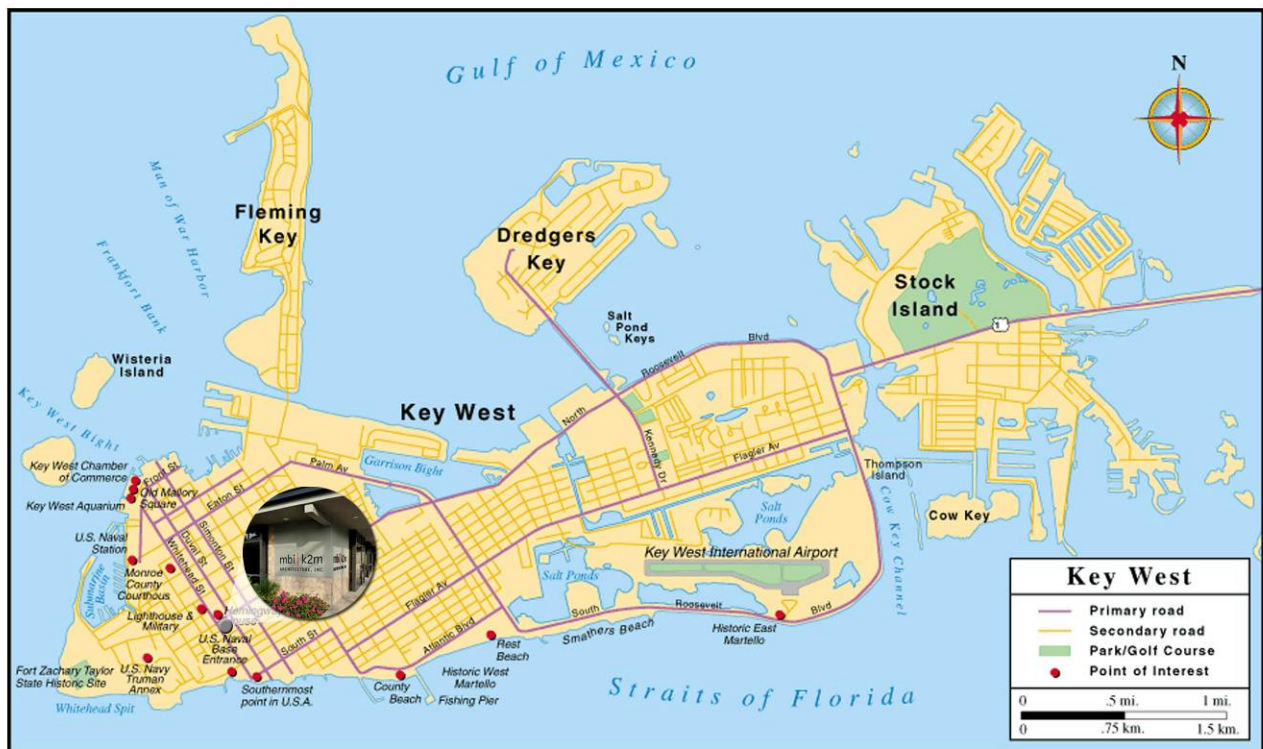
Client: R2N LLC  
Client Rep: Scott C. Maloney  
Address: 3121 Bridge Avenue  
Cleveland, Ohio 44113  
Phone: 216.357.2794  
Key Personnel: Scott C. Maloney  
Design Fee: \$45,000  
Construction Cost: \$1.0 million  
Contractor: Nyman Construction  
Contract Amount: \$800,000  
Contractors Rep: Mike Nyman  
Address: Cleveland, Ohio



**LOCATION**

mbi | k2m Architecture, Inc. is located at 1001 Whitehead Street in Key West, Florida, In the heart of the Historic Downtown District. Being centrally located within the City and the City’s administrative center, our team can react quickly to any needs the City may have and be at any site within a short period of time. We are familiar with the neighborhood and stakeholders throughout the community.

Our preferred engineering consultants are also located locally and have worked with us on multiple projects in the Keys and Southern Florida. Through the use of an 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.



**LEED AND SUSTAINABLE DESIGN**

mbi | k2m Architecture is committed to the effective use of materials, conservation of energy, and the promotion of sustainability through a cost conscience approach to the design and construction of every project. From the initial planning stages of site selection and material analysis to greening building interiors, we work diligently to provide critical information and effective solutions at each stage. This enables our clients to make choices that ultimately affect the economic viability of their project. We invite our clients to partner with us in a dedicated effort to be responsible stewards of the environment.

mbi | k2m is a member of the U.S. Green Building Council (USGBC) and more than 70% of our professional staff are Leadership in Energy & Environmental Design (LEED) Accredited Professionals. This gives us the capabilities to support our clients who choose to pursue LEED certification for their project. We understand to successfully accomplish a LEED project all members of the project (owner, design professionals, contractor) must recognize the importance of maintaining the project’s LEED goals.

mbi   k2m LEED Professionals	
Kyle Johns	LEED AP
Don Losh	LEED AP
Scott Maloney	LEED AP
Tanya Oldja	LEED AP
Tara Pesta	LEED AP
Marta Ralston	LEED AP
Scott Ross	LEED AP
Brian Avery	LEED AP
Kelli Schaffran	LEED AP
Valene Tabone	LEED AP

**Corporate Commitment**

Knowing that it is our duty to lead by example, mbi | k2m routinely educates and trains our team on the latest green building technologies, best practices, exam preparation, and our own corporate commitment to act responsibly. Over the past several years we have incorporated several internal processes, from building maintenance to recycling programs, which have enabled us to live up to our corporate commitment to sustainability.

**Sustainable Design Services**

- Prioritizing sustainable design issues, costs and savings
- Master planning for sustainable growth and environmental impact
- Sustainable site design: building orientation, daylighting studies, water management & conservation
- Basis of Design development
- Lifecycle cost analysis
- Energy efficient design
- Indoor air quality and work environment improvements
- Sustainable building material design, selection and specification
- Building construction waste and adaptable reuse design
- Utility / Incentive program investigation
- LEED program administration

A sampling of our LEED and sustainable experience includes the following:

- Cuyahoga County Community Based Corrections Facility - scheduled to receive registration as a LEED Silver building
- Cleveland Design Studio – LEED Silver
- City Administration Building in Key West - LEED Silver design (design phase submitted) – building is not constructed
- NASA Post Occupancy Evaluations for LEED Platinum Facilities – Johnson and Kennedy Space Centers
- NASA Agency-wide Sustainability Handbook
- Bank of America – Parking Garage – LEED EBOM study
- Norman Noble, Inc. – 250,000 square feet – Energy Audit
- Norman Noble – Geothermal investigation for East Cleveland facility
- Over 50 Energy Star Rated roofs since 2009.
- GSA Portland – Gus Solomon Federal Courthouse – Energy Star and Photovoltaics
- GSA Portland – Bonneville Power Administration Building – Energy Star and Green Roof
- All of our Federal work is completed under the USGBC LEED guidelines for projects over 2,500 square feet or uses the Federal Green Standards that were issued in 2010. This includes over a dozen projects since 2009 including those at the NAVY, MacDill AFB, and NASA.



**LEED Registered Professionals:**

Total Team: 10



ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA                    )  
  : SS  
COUNTY OF MONROE                )

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

By: Richard D. Bryan

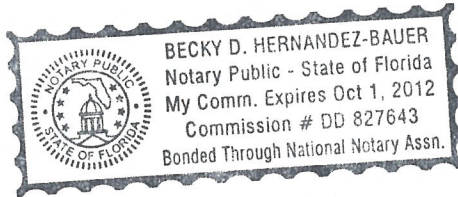
Sworn and subscribed before me this

15<sup>th</sup> day of May, 2012.

Becky D. Hernandez-Bauer

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: \_\_\_\_\_



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

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

1. This sworn statement is submitted with Bid, Bid or Contract No. RFQ 12-003 for  
General Architectural Services

2. This sworn statement is submitted by mbi | k2m Architecture, Inc.  
(Name of entity submitting sworn statement)

whose business address is 1001 Whitehead Street, Suite 101  
Key West, Florida 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.)

3. My name is Michael B. Ingram and my relationship to  
(Please print name of individual signing)

the entity named above is Director.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any Bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means

1. A predecessor or successor of a person convicted of a public entity crime: or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural

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

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

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

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

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

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

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

Richard D. [Signature]  
(Signature)  
5/15/12  
(Date)

STATE OF Florida

COUNTY OF Manatee

Michael B. Ingram  
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Michael B. Ingram who, after first being sworn by me, affixed his/her signature in the  
(Name of individual signing)

space provided above on this 15th day of May, 2012.

My commission expires:  
NOTARY PUBLIC

Becky D. Hernandez Bauer

