

**Cover Letter**

December 12, 2018

City of Key West  
1300 White Street  
Key West, Florida 33040  
Attn.: Ms. Cheri Smith, City Clerk

Dear Ms. Smith,

K2M Design, Inc. (K2M), with our partners, CSA Group and Nutting Engineers, are pleased to submit our Qualifications for Professional Architectural Services for the College Road Workforce Housing. The team will utilize our extensive experience with multi-family housing projects nationwide and in the Florida Keys to produce an outstanding project for the City and the occupying residents. K2M has worked extensively throughout the Keys for over 25 years providing solutions for numerous residential projects. Together with our partners, we form a dynamic team with the insight and skills to complete this exciting project for the City.

Providing architectural, engineering, interior design, and asset management services in Monroe County for more than 25 years, **K2M** is the only Full-Service firm headquartered in Key West with additional offices in Marathon and Key Largo. Our team has a unique combination of expertise and “boots on the ground” for timely responses to the City’s project needs. We understand the City is anticipating planning, design, permitting, estimating, bidding, construction, start-up and certification for the College Road site on Stock Island.

Our Key West Team is led by Joe Moody, Director of Keys Operations and Steve Grasley, a Professional Engineer, who has been designing sustainable, economical, and practical solutions in the Keys for the last 17 years. Steve will serve as the Principal in Charge and QA/QC lead, while Joe will manage the contracting and Project Management personnel for this partnership, overseeing the Project Manager, Erica Poole, RA, a talented Architect and Permitting Specialist. This ensures design knowledge continuity and an experienced, responsible professionals observing, reviewing and making decisions to advance this project successfully forward at all stages of development.

The K2M team is committed to providing the City of Key West with the most comprehensive and responsive design solutions that are on time and within budget. We are excited to continue our successful partnership with the City of Key West. Thank you for considering our team for this exciting project.

**Building Relationships Based on Trust and Results,**

Joe Moody  
**K2M Design, Inc.**  
Director  
1150 Virginia Street  
Key West, Florida 33040  
305.307.5845  
jmoody@k2mdesign.com

City of Key West  
Qualifications for Architectural Services  
For College Workforce Housing Project  
RFQ# 19-002



K2M Design, Inc.  
1150 Virginia Street  
Key West, Florida 33040  
305.292.7722

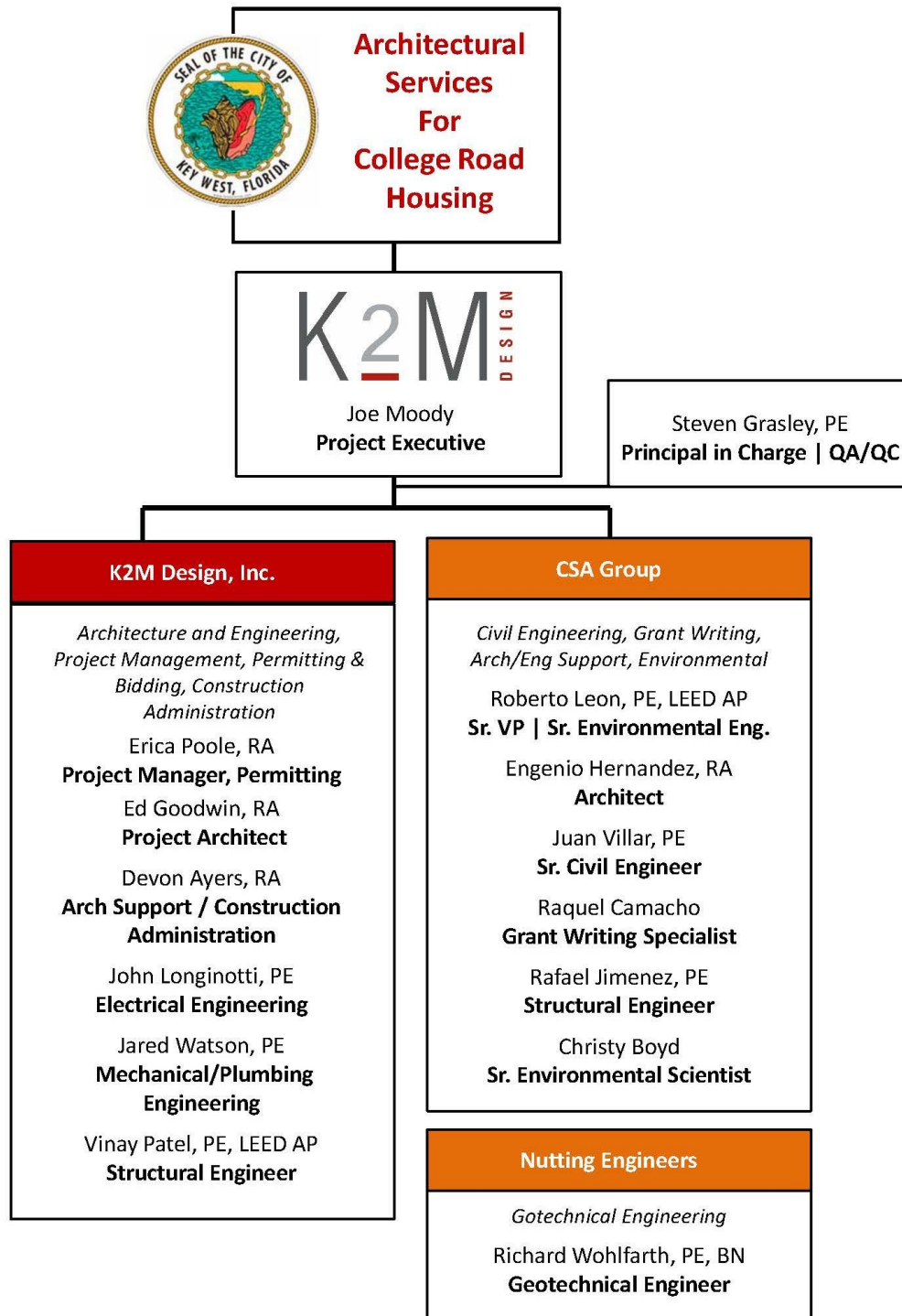
**Project Manager:**

Erica Poole, RA  
305.307.5840  
epoole@k2mdesign.com

**Person with Authority:**

Joe Moody, Director  
305.307.5845  
jmoody@k2mdesign.com

## Organization Chart



## Company Profile

Empowered individual leadership and creativity embody the strengths of our design teams. We are a dynamic, high-growth Architecture, Engineering, and Interior Design firm with a multi-discipline Facility Assessment division. Our established regional teams are strengthened by the depth of our experience and are united by an ambitious spirit and proven ability to manage projects. The *People* of K2M are our most valuable resource and your *Project* is their passion. That is the drive behind our design services. Our professionals are invested in nurturing long-term relationships and the ongoing success of your projects. We are living out our mission of *Building Relationships Based on Trust and Results*.



K2M is **located in Key West, Marathon, and Key Largo, Florida** with six additional offices throughout the United States. With a **firm size** of 80+ professionals, our expertise includes Architecture, Mechanical, Electrical, Plumbing, Structural, Interior Design, Master Planning / Needs Assessments, Programming, Facility Condition Assessments, Capital Asset Management, Strategic Visioning, Design, Building Envelope, Documentation, Solar, and many Specialty Consulting Services for the governmental, institutional, commercial, hospitality, and retail markets. K2M is recognized for developing the unique character of each project and creating innovative design solutions that respect our clients' sensibilities and budgets.

### Competitive Advantages

Our team prides itself on our abilities to build relationships with our client partners based on trust and results. From Day 1 to "Day Done" we are committed to ensuring a smooth project process for the City of Key West. You might ask the question, why work with K2M Design, Inc. What differentiates us from the rest?

- **Culture:** Principled in integrity, and resolute in culture. Our team prides itself on our unwavering commitments to our clients, team, and trusted partners
- **Responsive with Solutions:** Every engagement we undertake is an opportunity to serve as a trusted advisor. We take pride in the quality of product produced for each and every client. The team is diligent in providing solutions to everyday problems while adhering to schedule and budget.
- **Fearless, Driven, Tenacious:** We have a fierce determination to look towards the future, resulting in constant improvement in what we do. Led by experienced leaders, pushing the team to new heights, focused on doing things right.





## K2M Design, Inc. – Today Our Services

Our primary expertise is in the management and execution of government and institutional based projects with a special focus on helping institutions think smarter. K2M brings the ability to understand the workings of a project, governmental bodies, and the willingness to learn and understand your needs. Through working extensively with institutions and their facilities, our team has been able to gain valuable insight that translates into projects that continuously exceeds expectations.

### Due Diligence

- Pre-Deal Investigation
- Data Collection
- Existing Condition Documentation
- Scoping Plans

### Facility Condition Assessments

- Deferred Maintenance
- Post Occupancy Evaluations
- Roof Assessments
- ADA Compliance Assessments

### Planning

- Concept Design
- Master Planning
- Programming
- Development Approvals
- Space Relationship Diagramming
- Implementation Planning
- Capital Expenditure Planning

### Landscape Architecture

- Master Planning
- Site Signage, Wayfinding, & Image Renovation
- Streetscape Renovation & Design
- Landscape Design
- Playground Design
- Vehicular and Pedestrian Circulation & Layout
- Therapeutic Garden Design
- Site Selection
- Sustainable Design

### Design & Documentation

- Site Design
- Schematic Design
- Design Development
- Construction Documents
- Code and Life Safety Analysis
- Specification Writing
- Sustainable & Solar Design

### Interior Design Services

- Concept Development & test Fits
- Space Planning & Programming
- Workplace Strategy
- Finish Material Selection
- Furniture Specifications and Selections
- Custom Millwork Design
- Window treatment Selection
- Decorative Lighting Design/Selection
- Interior Signage & Wayfinding
- Selection of Art/Accessories

### Structural Engineering

- Building Inspection
- Foundation Systems
- Framing Design
- Specialty Systems
- Structural Analysis

### Mechanical Engineering

- Heating Ventilation & Air Conditioning
- Refrigeration Systems
- Energy Management Systems
- Central Energy Plants
- Heat Recovery
- Pipelines & Fuel Systems
- Indoor Air Quality
- Energy Conservation Measures

### Electrical Engineering

- Systems Studies and Analyses
- Power Generation and Cogeneration
- Standby, Emergency Power & UPS
- Communication Systems
- Lighting System Design
- Grounding Systems
- Grid Connected & Independent Solar
- Wind Power Systems

### Plumbing and Fire Protection

- Potable Water
- Sanitary and Sewer Systems
- Fire Protection
- Code Analyses
- Water Reclamation Systems

### Building Permitting

- Historic District
- Architectural Review Board
- Permit Management
- Conditional Use Development
- Design Review Commissions
- Site Permitting

### Bidding

- Pre-bid conference
- Bid Process management
- Review of Bids, Bid Negotiation, & Contract Award

### Construction Administration

- Request for Information, Payment Application Reviews, Change Order Reviews, Shop Drawings, & Field Clarifications
- Onsite Inspections Throughout the Construction Phase

### Schedule and Budget Strategies

- Milestone Delivery Dates for all Project Deliverables
- Cost Estimating
- Construction Scheduling
- Budget Analyses, Budget Maintenance, & Control

### Subconsultants / Partners

**CSA Group** Founded in 1956, and with more than 30 years of experience in Florida, CSA is a one-stop-shop – and with 450+ technical, scientific, and professionals, in-house disciplines working together to service your project needs, there is no challenge CSA cannot handle. CSA is known for their capability to provide their clients with true full-service project delivery solutions, based on state-of-the-art technology and a level of personal attention considered second to none in our industry, all under one roof with eight (8) primary core services: Architecture, Environmental, Engineering & Design, Response, Recovery and Resiliency, Program & Project Management, Construction Management, Asset Optimization, O&M. CSA Group will provide Architectural, Civil Engineering and Site Services for the team.

**FULL SERVICE PROJECT DELIVERY TEAM:** CSA has been involved in the management, design and construction of numerous similar contracts and projects. CSA's diverse experience includes • Pre-Planning, • Planning, • Design (Engineering, Architecture and Landscape Architecture), • Construction and • Operation phases combined with • strategies for diverse Management Plans, • Federal and Local rules and • Grants management.

**EXPERIENCE ON HOUSING, HUD AND CDBG PROGRAMS:** CSA has been actively working assisting the New York City Housing Authority (NYCHA) on one of the largest storm related recovery federally funded programs in United States history totaling 33 developments including over 200 buildings. CSA was selected to be part of the team that has been overseeing NYCHA's technical and design needs for the ongoing resiliency work including related renovations, repairs and new construction with a total value of approximately \$3.5 Billion Dollars.

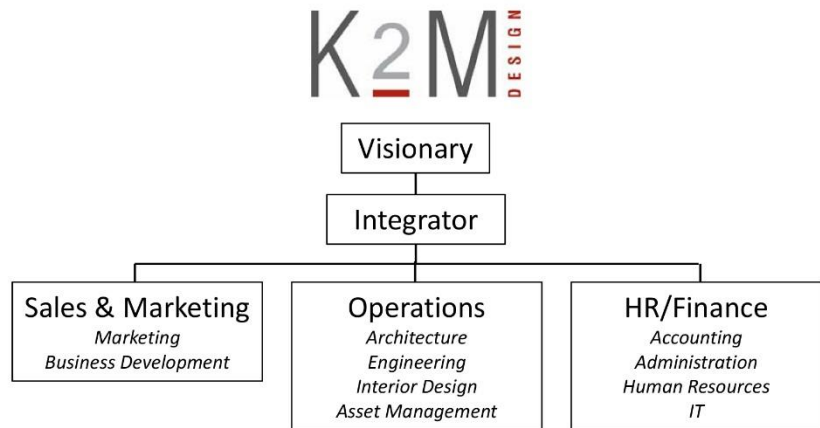


**NUTTING ENGINEERS OF FLORIDA, INC.** is one of the premier geotechnical engineering firms in South Florida since its inception in 1967. NUTTING's comprehensive range of services include geotechnical exploration and engineering including soil borings and groundwater well drilling, monitoring of pile installation, groundwork modification and chemical grouting procedures, quality control/ quality assurance testing of construction materials, structural inspections (special/threshold) of structures. Project types include airports, seaports, roadways (improvements, widening, extensions, lighting, guard rails), bridges, parking lots and garages, drainage systems, city halls and municipal buildings, parks, recreational facilities, hospitals, educational facilities (K-12 and higher educational facilities) including auditoriums, stadiums/ sports facilities, water and wastewater treatment plants, water storage facilities, courthouses, industrial parks, mining operations, shopping centers, residential communities, hotels, assisted-living facilities, high-rise condominiums and office towers, and communication towers. Nutting Engineering continue their two-decade long partnership with K2M by providing Geotechnical Services for the College Road Housing project.

### Methodology and Approach

#### Management Structure

The K2M Team operates on the principles taught in the Entrepreneurial Operating System (EOS) and maintains a very simple organization chart created around primary functions of our business. It is even further simplified when you think of it in terms of how we operate – People and Projects. The Power of 2. We take incredible care of our people to ensure they take incredible care of our projects! This is represented in our 95% repeat business and referral rate as well as incredible tenure stability at K2M.



#### Project Approach

K2M Design is a management-oriented firm and establishes early in the project controls over project design, schedule and budget. The success of the project completed under this contract is dependent upon developing a straightforward plan and approach to managing and control the projects' 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 City. Clear lines of communication and responsibility, within the project TEAM as well as coordination with other groups will be critical to a successful project. As the single point of contact for the project, K2M will manage all resources required to successfully execute the design project. Formal scheduled communication channels, such as regular and frequent meetings, are the foundations of the partnering system.

To foster the type of relationship needed between the City and the K2M 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. This Partnering Approach must be a formal process that is founded on thorough, timely communication that focuses the needed expertise on particular issues. Formal scheduled communication channels, such as regular and frequent meetings, are the foundations of the partnering system.

Together, we'll work through core concepts and develop the project according to the phases in the RFP. There are options to shorten the duration should this be needed; our team can meet any schedule we commit to.

#### Key Elements of our Management Plan include:

- A single point of contact and accountability is maintained between the Cities project manager or key decision maker and the design TEAM's project executive. This ensures that information is distributed through the proper channels, criteria and scope are adhered to, schedule is clearly understood and adhered to, and project related discussions are properly documented.
- The project executive also serves as a coordinator between any consultants and in-house disciplines to ensure that cross discipline coordination is performed. We develop very early in the project process controls used to organize and efficiently manage all team members. These controls include detailed contractual obligations, weekly design TEAM conference calls, consultant expectations, scheduled quality review submission requirements, daily communication individually amongst TEAM members, and deliverable schedules. We have found most importantly; great coordination begins with a strong project manager.

- The project manager/architect is responsible for making sure that deliverables are complete, are in the correct format and are delivered on time.
- Peer review is used at key submittal milestones as a means of cross checking design documents for coordination and completeness.

The cost estimating process is integrated in to the design process to ensure that the design is within the established budget.

During the first week after given a notice to proceed, our Project Manager will develop a project schedule with staff assignments required to complete the multiple scopes of work. Meeting the schedule will be monitored weekly and steps will be taken to address any open issues that require timely decision making. The schedule will be reviewed with City staff to identify their input and staff associated with the various tasks and approvals at each phase. The schedule will be a dynamic document that will allow City staff and the design team to document progress and assure the timely and accurate completion of the project.

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.



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 expectations of the City. 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 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 a site plan, floor plans, building elevations, building sections, outline specifications, schematic estimate, and program update. The process also establishes other criteria that may impact the final design.

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:** During this phase, final drawings and specifications detailing each discipline's requirements are developed. A final review of the 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 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 project. 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 as required. 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 the location of our project team we can react quickly to any need the City may have by being on site within a short period of time. Our job will be to work with the Construction Team to assist in design reviews and with questions as they may arise.

### Communication Plan (CP)

The Communication Plan addresses interaction between K2M Team members and City stakeholders and will be created after the initial K2M Team kick-off meeting. The CP defines, outlines, and describes the tools (meetings, reviews, schedules, reports, etc.) the Team will use to communicate with its Team members and the City stakeholders. Regularly scheduled conference calls / meetings will address progress reporting, schedules, issues, and open items. The K2M Team will work closely with City stakeholders to address concerns related to specific program goals through regular meetings, telephone calls and exchange of written information (i.e., meeting minutes, open issues lists, and reports).

### Quality Assurance and Control

K2M Design's quality assurance and control 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 state is a building block, one proceeding the other and it is crucial that each milestone is reached with the highest success. K2M Design'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.



### Budget Management

K2M Design provides great value when we serve as strategic allies to our clients and share our experiences with financing, cost segregation, early procurement, and merge design and construction processes prior to completion of the Contract Documents, all in an effort which results tighter cost controls and early occupation of the building. The chart below illustrates recent public projects completed on time and on budget by K2M Team.



Recent K2M Projects Completed on Time and on Budget	
City of Key West Truman Waterfront	On Time/On Budget
St. Peters Church	On Time/On Budget
Poinciana Gardens Senior Living Renovations	On Time/On Budget
LaBrisa Court Renovations	On Time/On Budget
Florida Keys Community College Guardhouse and Main Entrance	On Time/On Budget
Florida Department of Corrections Roofing Renovations	On Time/On Budget
FKEC – Training and Dining Addition	On Time/On Budget

### Budget

As a project is proposed and then developed, the project parameters are developed to a higher degree of detail as we go through the project phases. These changes require estimates to be prepared at different levels during the design process with increasing degrees of detail. As estimates are developed, not all portions of the design would be at the same level of completeness. For example, the architectural design may be at 80% complete while the electrical design is only 50% complete. This is common through the design process but should always be noted in the estimate narrative.

Recent K2M Projects Design Schedule Expectations		
	Original Schedule	Actual Schedule
City of Key West Truman Waterfront	266 Days	250 Days
FKEC – Training and Dining Addition	70 Days	40 Days
Florida Department of Corrections Roofing Renovations	90 Days	87 Days
FKCC – Building D Remodel	35 Days	30 Days
Parrot Key Resort	90 Days	60 Days
MacDill Air Force Base CNS Medical Clinic Loading Roof	160 Days	160 Days
MacDill Air Force Base Wounded Warrior Facility Renovations	160 Days	160 Days

### **Schedule Management**

We use state-of-the-art computer scheduling programs to manage projects for our clients. Design phase scheduling covers the development of all design phase activities including team review/coordination meetings, milestone delivery dates for

all project deliverables, cost estimates and client approvals. Monthly schedule updates are distributed to all team members to advise them of all refinements and to confirm the design completion schedule. Our team has prepared HUNDREDS of schedules and successfully managed them throughout our careers.

This process determines which activities are "critical" (i.e., on the longest path) and which have "total float" (i.e., can be delayed without making the project longer). These results allow our project manager to prioritize activities for the effective management of project completion, and to shorten the planned critical path of a project by pruning critical path activities, by "fast tracking" (i.e., performing more activities in parallel), and/or by "crashing the critical path" (i.e., shortening the durations of critical path activities by adding resources).

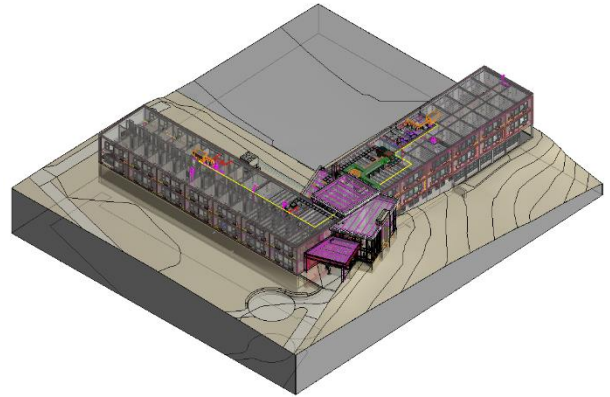
At the beginning of the construction phase, the Team's scheduler will work with the successful contractor to develop a detailed construction schedule to identify any constraints in meeting the contract requirements and to validate that the contractor has sufficiently developed the sequencing and phasing of all construction tasks. On a monthly basis, the Team reviews the construction schedule with the contractor to identify any problems and to assist in the development of a detailed short-range timeline that helps sets weekly goals of accomplishment to maintain the scheduled course. Should



we encounter a delay during our review, we will work with the contractor to develop a recovery schedule as required to maintain contractual requirements for completion.

### Building Information Modeling (BIM) Expertise

The K2M Team has successfully delivered BIM based projects on many platforms and in many formats, including Autodesk, Bentley, IFC, XML, ODBC, DWG, DWF, PDF, our default platform for facility design and documentation is the Autodesk BIM suite, including the current versions of Revit Architecture, Revit MEP, Revit Structure, and Navisworks (3D Coordination and Clash Detection). Over 80% of the K2M Team is trained in and implementing BIM technology on our major projects.



Our offices are fully automated with all workstations equipped with the latest releases of (BIM) software, a powerful communication tool to support sharing of documents within the team. We implement BIM early in the design process for all disciplines including architects, engineers, and designers. Easily accessible to all team members, the BIM model keeps all design team members up to date with the most current 3D information.

BIM software detects spatial conflicts and checks for interferences from all disciplines, resulting in documents with fewer errors. Conflicts between ductwork, partitions, ceilings, and structural framing are resolved early in Design Development thereby reducing the number of change orders and RFI's during construction.

The BIM model allows us to generate images to share with clients, so they can view plans 3-dimensionally, providing the ability for you to test functionality or understand the quality of daylight within a space, for example. REVIT (BIM modeling software) is a powerful tool for the CM during procurement and construction, creating a simulated visual construction schedule, quantifying materials, facilitating off-site fabrication and modularization, detecting conflicts between piping, ductwork and structure, and confirming the serviceability of each piece of equipment using the 3D modeling power.

**Over 70% of K2M's project work is now in Revit. In 2017/18 we completed over 300 projects alone.**

Sample of Current K2M Team Projects Utilizing BIM	
Lake County Public Works and Operations Facility	Marathon Public Works Facility
Circleville Juvenile Correctional Program Building	ORW Housing Replacement
Circleville Juvenile Detention Facility Dormitories	Johns Hopkins University Offices
Signature FBO – Key West	Eastman Chemical Offices
M&T Bank, Prince Frederick	Smart Pain Management Offices
Marriott Key Center	Tru Hotel Baltimore
FCAA Stock Island Facility	Statler Arms Apartment Conversion

## Personnel

### Joe Moody

#### Project Executive

Joe Moody is an established business and team energizer, with a diverse background in engineering and leadership spanning the globe. As an executive level business leader, Joe brings strategic insight to K2M's Florida Keys offices, sharing over 30 years' experience with the team. Throughout his career, Joe has tactically managed global business units and led engaged teams. Joe is an Electrical Engineer, with a rich history of design and product development.

**Joe will utilize his vast organizational skills to ensure the team is unified and understands all project components as the lead communicator with the team and City. Under his leadership, the team will provide proactive communication to stakeholders and all consultants. His understanding of the local environment will provide insight to ensure the project is delivered within all expectations.**

Mr. Moody is adept to changing environments and is comfortable managing multiple deadlines and responsibilities with success. This experience allows Joe to easily navigate through the strict guidelines and codes throughout the region.

### Erica Poole, RA

#### Project Manager, Permitting

Erica is a creative Architect with over eight years of experience working in the Florida Keys on commercial, government, hospitality and residential projects. Erica is an excellent technical architect, able to unite multi-functional teams for the benefit of project completion. Her vast understanding of the unique conditions throughout the Keys and Florida, allow her to design functional, safe and durable facilities

**Erica will implement the design direction established by the team for the College Road site. She will work with City Stakeholders to ensure the project schedule, program, key considerations and understanding is effectively communicated with all interested parties. She will manage the creation of deliverables, in harmony with the entire design team, from start to finish.**

Erica serves in the role of Project Manager and Permitting oversight, utilizing her vast knowledge of the process throughout the Keys. Erica will also provide on-site and virtual construction administration and management services through all phases of construction.

#### HIGHLIGHTED PROJECT EXPERIENCE

City of Key West – Truman Annex  
Key Haven Estates  
Royal Plum Club – Condo Association  
Coco Plum Terraces – Condo Association  
Ocean Front Apartments  
Ocean Reef Community Association  
City of Key Colony Beach, City Hall  
Florida Keys International Airport  
Monroe County SD Continuing Services  
Florida Keys Community College – Continuing Services Projects  
Keys Energy Continuing Services Projects  
Centennial Bank

#### EDUCATION

University of Michigan, Master of Business Administration, Operations Management  
Kettering University, Bachelor of Science, Electrical Engineering

#### PROFESSIONAL ACTIVITIES

Key West Historical Review Committee  
Fair Insurance Rates for Monroe County (FIRM) Board Member  
Centennial Bank Advisory Board for FL Keys

#### HIGHLIGHTED PROJECT EXPERIENCE

City of Key West  
Truman Waterfront  
Edward Knight Pier  
Wickers Field Athletic Trailers  
Habitat for Humanity  
St. Peter Church – Multiple Renovations  
Island Marina Boat Storage Facility  
1100 White  
Hurricane Hole – Multiple Projects  
Monroe County – Multiple Projects  
Cheeca Lodge – Multiple Projects  
Royal Plum Condominiums – Multiple Projects  
Numerous Private Residences

#### EDUCATION

University of Miami, Bachelor of Architecture

#### REGISTRATIONS & PROFESSIONAL ACTIVITIES

Registered Architect  
National Council of Architectural Registration Boards  
LEED Green Associate

**Ed Goodwin, RA**  
**Architect**

Mr. Goodwin is an Architect for K2M Design, possessing over 25 years of experience within multiple markets. Ed is an experienced leader and project manager, with experience that spans the US, overseeing a variety of projects including institutional, corporate, educational, hospitality, residential and retail facilities. Ed is a reliable and trusted project leader and architect, ensuring the successful completion of numerous high profile, award winning projects throughout his career.

**Ed will work in concert with the design team to ensure new housing facilities will meet all the design criteria set forth by project stakeholders and the design team. Ed will provide insight to the design and planning on the College Road site.**

Ed works to implement the design direction established by each client, crafting appropriate solutions for each user that are sensitive to the established budget and delivered within the agreed upon schedule. Working in concert with the project team, Mr. Goodwin utilizes his strong communication skills to guide the design and construction process, while serving as the principal advocate on behalf of stakeholders and owners

**Devon Ayers, RA**  
**Architectural Support / Construction Administration**

Devon Ayers brings nearly 5 years of experience to the Keys based team. Devon combines his technical design skills with hands on construction and carpentry skills to provide a well thought out deliverable. Mr. Ayers is responsible for production and coordination of AutoCAD drawings along with the creation of Revit and BIM 3D models. Mr. Ayers provides proactive communication and project administration to various clients including institutional, residential, commercial and retail markets.

**Mr. Ayers will work in concert with the Project Manager, Architects and Engineers to provide architectural solutions as well as boots on the ground oversight for Construction Administration for the project. He will also utilize Revit and CAD software systems to provide the City with clear and complete documentation for seamless delivery of projects.**

Devon works in concert with the entire team, ensuring proper coordination and timely communication through each phase of a project. Mr. Ayers coordinates various engineering and specialty disciplines to ensure successful project delivery within designated schedules and budgets. Working together with the technical team and Client, Devon has been able to develop trusted relationships within a short period of time.

**HIGHLIGHTED PROJECT EXPERIENCE**

Florida Keys Community College  
Multiple Projects  
Hawks Cay Resort  
Renovation and Interior Design  
Post Card Inn Beach Resort & Marina  
Key Colony Beach Club  
Oceanfront Apartments  
Key Colony Point  
Cheeca Lodge Resort & Spa  
Sandy Cove Townhomes  
Numerous Private Residences  
777 Township Line Road  
SKF Corporate Headquarters  
Lutron Electronics Headquarters

**EDUCATION**

Temple University, Bachelor of Architecture

**REGISTRATIONS & PROFESSIONAL ACTIVITIES**

Registered Architect  
Multiple Awards for Design and Sustainability

**HIGHLIGHTED PROJECT EXPERIENCE**

LaBrisa Condo Association  
Cheeca Lodge  
Casa Marina  
Ocean Walk  
Multiple Key West & Monroe County  
Residential Projects  
Renovation and New Construction  
Florida Keys Community College  
Tennessee Williams Theater  
Guardhouse Improvements  
Main Entrance Improvements  
Campus Map  
Marathon Utility and Public Works Facility  
Key West Boys and Girls Club  
Florida Keys SPCA  
FBO Air Hanger Facility

**EDUCATION**

Kent State University, Bachelor of Science in  
Architecture  
Kent State University, Master of Architecture  
Cuyahoga County Vocational School -  
Carpentry

**REGISTRATIONS & PROFESSIONAL ACTIVITIES**

Registered Architect

## John Longinotti, PE Electrical Engineer

Mr. Longinotti brings over 10 years of experience in project management and electrical engineering. John provides intuitive insight to electrical systems for a variety of building and system types. Mr. Longinotti has experience and knowledge from all phases of development including planning, design development, permitting, and construction support. John also regularly provides green design solutions for commercial and institutional clients. Areas of technical specialties include interior and exterior lighting, general power, generators, power distribution and design, fire detection systems, energy conservation studies and cost estimation, as well as commissioning.

**Mr. Longinotti will provide his expertise in electrical engineering and design to ensure the configuration and capacity of electrical systems meets and exceeds the current and future needs of the facilities. John will work to include environmentally preferable solutions that are long lasting and durable, saving the residents money on energy consumption and maintenance over the life of the property.**

John has performed on all aspects of the electrical design process, ranging from surveying existing conditions and creating the construction documents to inspection of the contractor's work in a construction administration role.

## Jared Watson, PE Mechanical/Plumbing Engineer

Jared Watson is a Professional Engineer with over 7 years of experience in all phases of mechanical and plumbing design for government, commercial, and retail clients across the United States. Additionally, Jared is able to translate his knowledge of mechanical systems and plumbing design into the design and assessment of governmental assets. Through this understanding, Mr. Watson is able to provide insight to the longevity and needed maintenance required of an asset for capital expenditures and baseline planning prior to construction.

**Mr. Watson will work with the PM to design mechanical and plumbing systems that are functional, comfortable, and economical that best support the lives of the residents occupying these buildings.**

His experience includes all phases of mechanical engineering analysis and design for HVAC, Plumbing and Refrigeration systems. Jared excels in all aspects of project coordination including cost estimating, project quality control, and construction document preparation. Mr. Watson has experience in a vast number of building types, and excels at creating construction documents that accurately interpret and apply codes for design using AutoCAD and Revit.

### HIGHLIGHTED PROJECT EXPERIENCE

Monroe County  
Marathon City Hall  
Key West International Airport  
Customs Terminal City of Roger  
Pedestrian Trail Lighting  
City of Marathon Utility & Public Works Building  
FBO Air Hanger Facility  
Cleveland Metroparks  
Wildwood Management Center  
NASA Worldwide  
NASA Glenn Research Center  
Lake County  
City of Key West  
Department of Corrections  
Ohio Department of Youth Services  
Ohio State Penitentiary

### EDUCATION

University of Arkansas, Bachelor of Science  
Electrical Engineering

### REGISTRATIONS

Professional Engineer

### HIGHLIGHTED PROJECT EXPERIENCE

Key West Customs Terminal Phase II  
Key West Women's Club  
CCMIT  
St. James Catholic Church Parish Center  
EMCS  
Hunt Valley Towne Center  
Gemini Office Complex Renovations  
PLS Financial Services - Multiple  
Homewood Suites  
Doubletree Hotel, Jamestown, NY  
Home 2 Suites  
Hampton Inn  
Tru Hotel  
White Sands Resort  
Hawks Cay Resort – Assessments and Renovations  
M&T Bank – Assessments and Renovations

### EDUCATION

University of Arkansas  
Bachelor of Science, Mechanical Engineering

### REGISTRATIONS

Professional Engineer

## Vinay Patel, PE, LEED AP

### Structural Engineer

Mr. Patel brings over 25 years of experience to the K2M Team. He brings technical experience in wood, concrete, masonry and steel-framed structures for institutional and commercial buildings, including university buildings, municipal buildings, medical and healthcare facilities, office buildings, stadiums, recreational facilities, substation components, and various Department of Defense facilities. As a valuable member of our team, Vinay's proven ability to understand and focus on a client's needs and requirements allows him to provide a responsive, cohesive project approach that will achieve the goals of the client and project.

**Mr. Patel will provide his structural engineering expertise to ensure an effectively and efficiently executed project. Mr. Patel will work with the Project Team to provide structural assessments, recommendations and solutions for the most complete deliverable. He will lead the development of concrete foundations superstructures supporting the design.**

Mr. Patel's work includes: production of engineering design calculations and construction documents, including drawings and specifications for components, develop specifications for the construction of the building, responsible for inter-discipline coordination and review of design calculations, drawings and specifications.

## Steven Grasley, PE

### Principal in Charge | Quality Assurance/Control

Mr. Grasley is an experienced technical executive with over 30 years of broad engineering experience including all aspects of engineering for architecture, to engineering for manufacturing systems, to advanced product development engineering for aerospace systems including avionics & controls, robotics, radar and communication systems. He is a knowledgeable, high energy, team leader with infectious enthusiasm and the ability to simplify and solve complex problems for the client.

**Mr. Grasley serves as the Principal-in-Charge as well as QA/QC. Mr. Grasley leverages his diverse engineering and project development background to oversee the quality of work provided by the team. This oversight will ensure a well-coordinated project that is successfully bid.**

Mr. Grasley is a recognized leader in sustainable design including advanced structures, potable rainwater harvesting, cisterns, solar hot water, geothermal air conditioning, advanced multi-split air conditioning, and solar photovoltaic systems. Mr. Grasley has designed over 100 solar system installations around Florida and US.

### HIGHLIGHTED PROJECT EXPERIENCE

Fort Mill Town Hall

Projects at Fort Bragg

Hunter Army Airfield

Hunter COF

Patuxent River Naval Air Station

Joint Strike Fighter Test and Support Facility  
Fort Gordon, Tactical Vehicle Maintenance Facility

Joint Service Explosive Ordnance Disposal

Engineering Support Facility

Andrews Air Force Base

East and West Wing Hanger Renovation

Redstone Arsenal – von Braun Complex

### EDUCATION

Master of Science in Civil Engineering  
(Structural)

University of North Carolina, Charlotte, NC

Bachelor of Science in Civil Engineering, SP

University, India

### REGISTRATIONS

Professional Engineer, LEED Accredited

Professional, National Council of Examiners for  
Engineering and Surveying (NCEES)

### HIGHLIGHTED PROJECT EXPERIENCE

Monroe County SD Continuing Services

City of Marathon Engineering Continuing  
Services Contract

FKAA Reverse Osmosis Facility

Key West International Airport

Customs Terminal

Marathon City Park Fitness Walk

Marine Bank Branch Expansion

Centennial Bank – Islamorada Branch

Keys Lake Villas – HUD Workforce Housing

Point of View Resort

Southernmost Hotel

Dolphin Research Center

Habitat for Humanity – Islamorada

Private Residences

### EDUCATION

Wharton School of Business, MBA Studies

Rensselaer Polytechnic Institute, MS  
Mechanical Engineering (hon)

Syracuse University, MS Electrical Engineering

Marquette University, BS Electrical  
Engineering

### REGISTRATIONS

Professional Engineer in Florida and 43  
Additional States



**Sr. Vice President: Roberto Leon, PE, LEED® AP, PMP (CSA – 20 years of experience)**

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**Roberto Leon** is a Professional Engineer registered in Florida (73680) and Certified Project Manager (PMP - 1495575) with over 20 years working in the engineering, architectural, program management, environmental and construction industry in the private and public sector. His experience includes public housing programs, institutional, water and wastewater, energy, environmental, transportation and buildings sector projects in the United States, Puerto Rico and Latin America. Served as the Principal-in-Charge and Project Manager for the NYC DDC "Build it back" Hurricane Sandy Affected Community Recovery CM/Design/Build, responsible for the responsible for design, permitting and project management of approximately 500 residential units. He has participated as Principal in Charge in multiple construction supervision and inspection services projects; making sure that construction is performed in strict compliance with the contract documents (drawings and specifications) and within the allocated construction period.

**Professional Experience and Key Projects:** • New York City Housing Authority, "Sandy Resiliency & Renewal" Long Term Repair Program; • NYC DDC "Build it back" Hurricane Sandy Affected Community Recovery CM/Design/Build; Miami-Dade Public Housing Generators Assessments and Retrofit of Assisted living Facilities.

**Education:** • M.S. Engineering Environmental & Water Quality, Massachusetts Institute Technology; • B.S. Environmental Engineering, Cornell University, Ithaca, NY; • Construction Industry Institute University of Texas at Austin Executive Leadership Course.

**Sr. Architect / LEED Professional: Eugenio Hernández, RA (CSA – 19 years of experience)**

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**Eugenio Hernández** is Registered Architect in Florida (AR92809) with over 19 years of in architectural and schematic proposal preparation; quality control; construction documents and technical specifications; computer generated 3-D imaging and animation; field observation and team project leadership. He brings a strong management capability to ensure implementation of design intent, and works effectively with clients, subconsultants and staff. He has worked on a broad variety of design projects in the public and private sectors including single and multifamily housing developments, airports and marine terminals, hotels, healthcare facilities and restaurants, retail stores.

**Professional Experience and Key Projects:** • New York City Housing Authority (NYCHA) "Sandy Resiliency & Renewal" Long Term Repair Program; • Miami-Dade Public Housing Generators Assessments and Retrofit of Assisted living Facilities; • NYC DDC "Build it back" Hurricane Sandy Affected Community Recovery CM/Design/Build; • Puerto Rico Public Housing Authority (PRPHA) Lirios del Sur Public Housing; • PRPHA Las Dalias Public Housing Modernization.

**Education:** • MA in Architecture, University of Miami; • BA in Architectural Technology, Florida International University; • Associate of Arts in Architecture, Miami.



**Sr. Civil Engineer: Juan Villar, PE (CSA – 38 years of experience)**

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**Juan Villar, PE**, is a Professional Engineer registered in Florida (32710) with over 38 years of experience in the civil engineering field. As the Sr. Civil Engineer has manage the design of new site developments, water distribution systems; sewage collection systems; pump stations; parking lots; civil master planning; highway design; paving, grading and drainage; and storm water management studies for large-scale subdivisions. He is knowledgeable in Storm Water Pollution Prevention Plan and outlining Best Management Practices for protection of sensitive ecosystems.

**Professional Experience and Key Projects:** • Miami-Dade Public Housing Generators Assessments and Retrofit of Assisted living Facilities; •Cleveland Clinic New Emergency Department and Intensive Care Unit Project and Neurology Institute/Cancer Institute Building Project; • Cleveland Clinic North Parking Lot Expansion; • Miami International Airport Parking and Site Improvements; • WASD 60" Force Main Design, WASD 20" Water Main Design; • City of Fort Lauderdale River Oaks River Oaks Preserves (Stormwater Park).

**Education:** • B.S. Civil Engineering, Florida International University.

**Grant Writing Specialist: Raquel Camacho (CSA – 18 years of experience)**

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**Raquel Camacho**, with over 18 years has served as Grant Writing Specialist / Project Coordinator involved in providing objective advice, expertise and specialist skills with the aim of creating value and maximizing the use of grants and federal funds by government agencies. Ms. Camacho has assisted various governmental entities by identifying opportunities and options, providing recommendations, resources and/or the implementation of solutions effectively assisting them to ensure compliance responsibilities for use of allocated funds and advising them on grants and program implementation. Initiatives varied in scope depending on the type of consultancy and the needs of the agency. Additionally, Ms. Camacho served as Project Manager within the CSA's consulting team responsible of providing project management support to the Puerto Rico Department of Education's (PRDE) Office of Federal Affairs regarding \$540MM allocated to 242 federally funded projects. She assisted the PRDE in identifying strategies to maximize the appropriate use of federally funds allocated through its work plan process for the Fiscal Years 09-10, 10-11, 11-12 and 12-13. Also provided leadership to a work team comprised of 30 CSA employees.

**Professional Experience and Key Projects:** • New York City Housing Authority (NYCHA) Capital Projects Division - Recovery to Resiliency Program - Sandy Program Unit (SPU); • Office of Federal Affairs - Puerto Rico Department of Education (PRDE) Technical Assistance Consulting; • ARRA Program – Grant Writing and Project Management Support for the Puerto Rico Infrastructure Financing Authority; • City of Miami Gardens B.U.I.L.D. Grant Preparation Support for Kiss-and-Ride/Transit Terminal Facility.

**Education:** • Master of Environmental Planning. Metropolitan University; • Bachelor in Science, Major: Anthropology, Florida State University; • Tallahassee Community College, Real Estate Broker Course, Coldwell Banker's Real Estate Institute.

**Sr. Structural Engineer: Rafael Jiménez (CSA – 16 years of experience)**

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**Rafael Jiménez, PE**, is a Professional Engineer registered in Florida with 16 years of experience in the in the field of civil and structural engineering and design. His experience includes supporting projects in commercial, institutional and residential buildings with a focus on code and regulation compliance. Mr. Jimenez is a Sr. Structural Engineer and former Civil Engineer from the New York City Department of Design and Construction, where he was responsible for analysis and design of wood, masonry, concrete, steel and aluminum structures. As Team leader for design projects he has coordinated engineering disciplines with architectural design, conducted reviews, prepared and maintained schedules, cost estimates, prepared technical specifications and bid documents, conducted construction submittal reviews, and responded to RFI's during the bidding and construction process.

**Professional Experience and Key Projects:** • Stop 22 Elderly Housing, Putnam Bridge Holdings LLC; • DEP Wastewater Resiliency Plan initiative RLCY-DES-A & RLCY-DES-B, Various Wastewater Projects; • New York City Horizon Juvenile Detention Center Make Ready Works, NYC Administration for Children's Services; • New York City Former DSNY Operations Building Demolition - Department of Parks and Recreation; • New York City Department of Environmental Protection - Remsen Yards Phase 4 Renovations.

**Education:** • Master's Degree in Structural Engineering, Minor in Project Management, Cornell University Ithaca, New York; • Bachelor's Degree in Civil Engineering, Polytechnic University of Puerto Rico, San Juan, Puerto Rico.

**Sr. Environmental Scientist: Cristy Boyd (CSA – 25 years of experience)**

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**Cristy Boyd** is an environmental scientist with 25 years of experience in the development and supervision of environmental projects for various government and private sector clients. Responsibilities have included preparation of NEPA and CEQR-level environmental impact statements (EISs), environmental assessments (EAs) in the Florida area and throughout the nation. Other responsibilities have included wetland permitting, wetland delineations, permitting needs assessment, Endangered Species Act compliance, biological surveys, stormwater permitting, floodplain evaluations. Her primary responsibilities have included coordination with client and agency representatives, engineers, planners, landscape architects, etc.; and preparing wetland and other permit applications, mitigation plans and monitoring permit compliance. Additionally, Ms. Boyd has managed numerous pre-purchase site feasibility studies, habitat/biological assessments, bio-community mapping, wetland delineations and listed species surveys. Ms. Boyd has also organized and conducted public scoping meetings and EIS public hearings. During facility construction, Ms. Boyd has conducted environmental compliance inspections, mitigation monitoring activities and environmental training programs to educate construction personnel regarding environmentally sensitive resources.

**Professional Experience and Key Projects:** • Environmental Permitting and Mitigation Lennar Florida Partners, Baywinds, Residential Development, Florida; • Environmental Permitting Coleman Federal Correctional Complex Sumter County, FL; • Wetland Delineation, Lennar Florida Partners, Baywinds, Residential Development, Florida; • Wetland Delineation and Environmental Permitting Burg and Divosta, Inc., Riverwalk, a 500-acre Residential Development, Florida; • Federal Highway Administration, Environmental Investigation, Nationwide Differential Global Positioning System, Homestead, Florida.

**Education:** • B.A. Geography-Environmental Resource Analysis, Florida Atlantic University;  
• Graduate Studies-Geology, Florida Atlantic University.

### Richard Wohlfarth, P.E., B.N. Principal/ Director of Engineering

#### FORMAL EDUCATION:

University of Florida,  
Gainesville, Florida

Bachelor of Science,  
Civil Engineering

#### PROFESSIONAL REGISTRATIONS:

Registered Engineer-  
State of Florida #50858

Registered Building Inspector-  
State of Florida BN #3580

SBCCI #6528

ACI Level 1 #991175

#### PROFESSIONAL EXPERIENCE:

Mr. Wohlfarth, P.E. is the Director of the Engineering Department which includes professional and technical personnel. He also has overall responsibility for the Special Inspection, Construction Materials Testing and Geotechnical Engineering Divisions where he directs training, quality system review and personnel evaluations. His responsibilities include report review, signing and sealing geotechnical engineering, structural inspection and laboratory testing reports for the company, providing contract negotiation and administration, budget estimating and project management.

Mr. Wohlfarth has 28 years of experience (24 with NEF) in various aspects of geotechnical engineering which include determining feasibility of site development, foundation design analysis and recommendations, providing engineering evaluation for bridge and roadway construction, pavement design for roadways, roadway subgrade stabilization by geotextiles and other means, design of shoring systems for utility trenches and other deep excavations, dewatering methodology for trench and other excavations and backfill procedures, setting up and monitoring pile load tests, and providing value engineering for foundations.



## Qualifications

Our team of Architects, Engineers, Interior Designers, Asset Managers, Cost Estimators, Schedulers, and Construction Administrators have competed numerous projects in direct alignment with the relevant qualifications required for the College Road Housing project. Our expertise spans the residential, institutional, governmental, commercial, hospitality, and retail markets. K2M is recognized for developing the unique character of each project and creating innovative design solutions that respect our clients' sensibilities and budgets. Relevant past experiences are listed below and further highlighted in the following section.

### Affordable/Workforce Housing

The K2M team has provided design and construction administration for multiple affordable housing and workforce housing projects over the past 25 years throughout the Keys and our regional locations. The team understands the need for economical housing solutions that are designed to enhance the lives of the residents. The design team is cognizant of the unique needs of multi-family properties and the importance of privacy, durable material selection, optimal site use, parking, and site amenities that complement the architectural design. Designs compliment the surrounding neighborhoods, while providing practical solutions to housing needs that are aesthetically pleasing and efficient.

#### Relevant Projects Include:

- Railway Housing
- Cayo Hueso
- Key Lakes Villages
- 420 Southard Street
- Banana Bay Affordable Housing Units
- Lewis Overseas Market Affordable Housing
- Keys Federal Credit Union Affordable Housing
- 1001 Whitehead Street
- Numerous Projects for Habitat for Humanity
- Guantanamo Bay Military Housing

### Apartment Complex

The team is currently working on Apartment and Condominium renovations, conversions, and new construction within a majority of our regional offices and throughout the three Keys locations. The design team is cognizant of the unique needs of multi-family properties and the importance of privacy, durable material selection, optimal site use, parking ramifications, and budget frequently seen as important factors in design. The team works in concert with developers and property owners to address each factor before the design begins, considering each unit size and amenities that are to be included in each property. The team utilizes past experiences and trends to create a design that is functional and aligned to the needs of the users.

#### Relevant Projects Include

- Oceanwalk Apartments
- Statler Arms Apartments
- Public Square North
- 335 Tremont Apartments
- Marquesa Court



### City of Key West Development Review Process

The team has significant experience working with the City of Key West and other local jurisdictions. On previous projects the team has submitted for and presented at City Commission, Planning Board, Historic Architectural Review Commission, Tree Commission, Development Review Committee, and many other City approval meetings.

#### Recent Successful Review Processes Include

- City of Key West Truman Waterfront
  - City Commission
  - Planning Board
  - Development Review – Administrative Approvals
  - Truman Waterfront Advisory Board
  - Tree Commission
  - Historic Architectural Review Commission

### Implementation of DEO Action Plan Design Requirements

**Experience on Housing, HUD And CDBG Programs:** CSA has been actively working during the last three (3) years in assisting the New York City Housing Authority (NYCHA) on one of the largest storm related recovery federally funded programs in United States history totaling 33 developments including over 200 buildings. CSA was selected to be part of the team that has been overseeing NYCHA's technical and design needs for the ongoing resiliency work including related renovations, repairs and new construction with a total value of approximately \$3.5 Billion Dollars.

Furthermore, CSA has completed various public housing developments, including modernization and rehabilitation, complying with the U.S. Department of Housing and Urban Development (HUD) Section 504.

**Experience on Community Development Block Grant (CDBG):** Since 2016, CSA has been assisting and collaborating with New York Governor's Office of Storm Recovery (GOSR) for the administration of the United States Department of Housing and Urban Development (HUD) Community Development Block Grant - Disaster Recovery (CDBG-DR) program. Approximately 1-billion dollars of this funding is directed to Infrastructure and NY Rising (Community) Resiliency Projects. To comply with federal and state/local environmental requirements (NEPA and SEQRA), GOSR enlisted CSA to prepare environmental reviews for numerous storm-related resiliency projects throughout NYS. Environmental review includes reviewing preliminary engineering drawings to create formal project descriptions; creating project maps to be incorporated into reports, writing draft consultation requests to address cultural and biological resources, sole source aquifer and coastal zone management requirements (as needed based on project location). Key Services provided by CSA include Strategic Planning, Information Technology and Data Management, Hazzard Mitigation, Disaster Recovery Engineering Services.

**Experience on Grant Management:** CSA provided program management and structuring of the \$7B American Recovery and Reinvestment Act (ARRA). The ARRA program positively impacted nearly 100% of the agencies and municipalities in the Island of Puerto Rico and launched the first integrated federal fund oversight initiative. The insight, experience and technology developed during the Program Management give CSA vast knowledge and expertise on federal procurements standards and grant regulations. Key Services: Financial, Payroll and Grant Management, Procurement and Contract Management / Monitoring Support, Information Technology and Data Management, and Insurance and Other Funding Support.

Some of the CSA's achievements with the program are highlighted below:

- **Funding:** An allocation of \$7B was achieved from an anticipated goal of \$5B, exceeding the projected goal by \$2B.

- **Reporting:** All Puerto Rico local agencies' ARRA 1512 Reports from 2009 to January 2013 were consistently completed and submitted on time to the U.S. Federal Government. This task involved the submittal of over 100 grant reports simultaneously. Before reporting all quarterly data, the information was validated through a standardized QA/QC process allowing the local agencies to receive an appropriate, proactive assessment of the data prior to reporting thus avoiding potential non-compliance observations from the U.S. Federal Government.
- **Fund utilization:** Grants were consistently utilized according to the grant terms and conditions with an average disbursement of 90% of the allocated funds. This was accomplished in part by the adoption of guidelines established for the Program.
- **Grant specific accomplishments:**
  - Energy Affairs Administration – Puerto Rico was the first U.S. jurisdiction to receive the Weatherization Program approval. Over 15,000 homes were positively impacted.
  - Department of Education – Puerto Rico was among the first U.S. jurisdictions receiving the State Fiscal Stabilization Fund approval.
  - Treasury Department – Puerto Rico was the first U.S. jurisdiction receiving funds from the Making Work Pay Tax Credit grant.

**Grant writing and application experience also includes:**

- Municipalities: \$14.7MM - EECBG, CDBG
- EPA Brownfield: \$500k - Puerto Rico
- Department of Agriculture: \$2MM - Prescribed Fire
- Homeland Security: \$4MM - Security Improvements to Culebra-Vieques Ferry Service





## Projects and References

### Railway Housing

Key West, Florida



#### REFERENCE

HTA Properties  
Mr. Ed Swift, President

**Phone:** (305)294.4142

**Email:**  
eswift@historictours.com

The Railway Condominium consist of a three-building complex containing 38 housing units each. Two of the buildings were designed as three stories over parking and the third is a three story on grade. The units are one and two-bedroom configurations ranging from 600-800 square feet. Prime units overlook the ferry terminal and open water views of the Keys. The project was designed to integrate a tight triangular project site. The buildings were oriented to provide the best views from the large front porches, enabling proper vehicle and pedestrian circulation, and accounting for ADA accessibility. The site was designed with maximum sustainability including low flow irrigation systems, storm water quality, storm water quantity, and night sky. In addition, there was a significant environmental mitigation that took place to ready the site for new construction. The sturdiness of the building was deliberate to make sure the envelope could resist the 150-mph wind design as experienced during hurricane events.



## Cayo Hueso Housing

Key West, Florida

## REFERENCE

HTA Properties  
Mr. Ed Swift, President

**Phone:** (305)294.4142

**Email:** [eswift@historictours.com](mailto:eswift@historictours.com)



K2M Design was hired by the developers of Cayo Hueso to design a 40-unit affordable housing complex in Key West, Florida. K2M provided extensive project planning and full architecture and engineering services for the conceptual design. The project encompassed two buildings, situated on a narrow site which required ample development and coordination, and was designed to compliment the traditional Keys environment. Each building was designed with three levels, with the lower level reserved for parking. Units feature outdoor terrace space and the site was designed with an enclosed green space for residents. The structure was designed as a two-story wood structure on a lower level concrete/precast frame.





**Marquesa Court**  
Key West, Florida**REFERENCE**HTA Properties  
Mr. Ed Swift, President**Phone:** (305)294.4142**Email:**  
eswift@historictours.com

This nine (9) home neighborhood is located in Key West, Florida. The great room/dining area looks directly out to the landscaped yard and pool and opens to on to the spacious eat in kitchen. The kitchen has an island that includes a prep sink. The counters are topped with granite and a beautiful bay window and a pair of glass doors provides views of the lush landscaping. Each home also features a private office/guest room with a full bath on the first floor.

The Chicago brick driveways with parking provide convenience to the direct kitchen entry door thus avoiding dragging the groceries through the living space. The secure hurricane windows and expansive glass doors at the back of the house lead out to the long Key West style porches that lend themselves to that open bright easy-going tropical island life style we all dream about but seldom find.

K2M Design was hired to coordinate this project for the owner from start to finish. Services include site planning, building design, architectural documentation, engineering, project management, and city review processes coordination and approval.



## Habitat for Humanity Key West, Florida



### REFERENCE

Habitat for Humanity  
Ms. Debbie Swift Batty  
Board President

**Phone:** (305) 293.3255

**Email:**  
dbatty@historictours.com

K2M has provided architectural and engineering services for the design and construction of ten new elevated pre-manufactured residential units located on Big Coppitt. The units vary in size and include 8 units are 3 bedroom 2 baths and 2 units are 2 bedroom 2 baths. Site amenities include onsite parking for residents and guests, a large open green space between the groups of units to promote connectivity and block gatherings. The site also includes a walking trail through site vegetation including a viewing area overlooking the canal attached to the parcel.





### Statler Arms Apartments

Cleveland, Ohio

#### REFERENCE

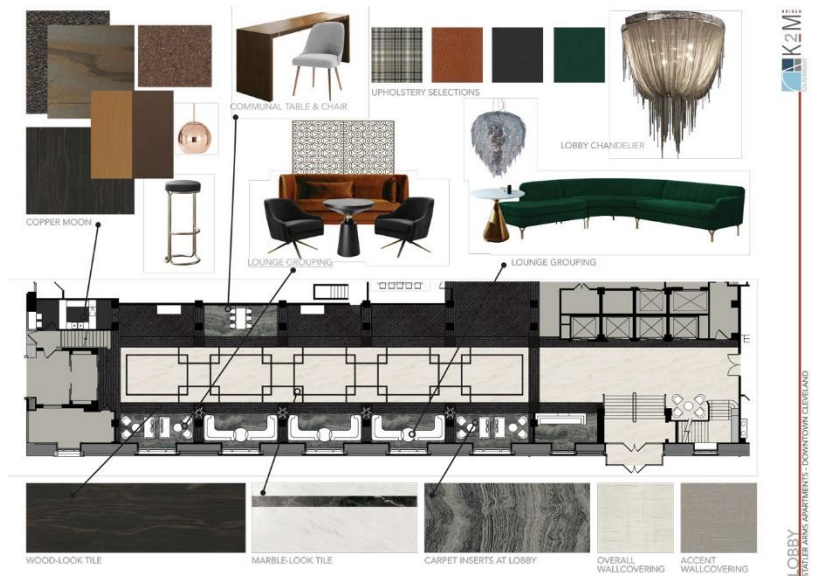
The Millennia Companies  
Mr. Frank Sinito

Phone: (216) 520.1250



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K2M Design is currently engaged in the renovation of the Statler Arms Apartments, a redevelopment of underutilized apartments to accommodate market rate housing in the booming residential market of downtown Cleveland. The property will feature 295 market rate apartments once completed, with various floor plates and layouts. The property is being designed to include residential lounges, a community room, coffee shop, exterior community roof deck, a fitness center and interior dog park to accommodate for the harsh winter weather in the area.



## Three 30five Apartments Charlotte, North Carolina



### REFERENCE

Boykin Management Co.  
Ms. Paula Boykin

**Phone:** (704) 765.3553  
**Email:** pboykin@boykin.com

Located in the hip urban center of South End Charlotte, steps from dining, entertainment, shopping, and galleries, the property offers skyline views and high-end finishes, such as granite counter tops and 9-foot ceilings. The units offer an urban industrial feel. K2M Design provided finishes and furnishings for all interior areas, as well as outdoor courtyard.





**NYCHA – BUILT-IT-BACK PROGRAM  
New York City****Project Description**

Hurricane Sandy seriously impacted 34 New York City Housing Authority (NYCHA) developments, flooding apartments, affecting structures, mechanical and electrical systems, roofs and facades. Over 60,000 residents in 26,519 units were affected by this disaster. Following the initial response, NYCHA developed a permanent restoration work plan and, in March 2014, created a Program Management Office (PMO) to manage its execution. Work performed by CSA included:

- Demolition of interior walls, doors and frames, removal of damaged appliances, asbestos removal and abatement
- Construction/Installation of new electrical systems, interior walls, doors and frames, appliances and plumbing fixtures.
- Permanent Repairs for Carleton Manor Houses (\$29.6M), Astoria Houses (\$88M) and Redfern Houses (\$142.2M). Major activities include:
  - New rooftop back-up generators
  - Flood proofing above the Advisory Base Flood Elevation (BFE)
  - New MEP rooms above BFE
  - Survey and restore site flooded areas including playground areas and equipment

**Client**

New York Housing Authority

**Contact**

Joy Sinderbrand  
Vice President for Capital Projects  
Recovery and Resilience Department Phone: (212) 306-8824  
Email Joy.Sinderbrand@nycha.nyc.gov

**Key Services**

Program Management  
Procurement  
A/E Owner's Rep Design Reviews and Construction Oversight  
Construction Management  
Community Outreach

**Commencement / Completion Dates**

2014/2022



### TECHNICAL PROFESSIONAL SERVICES FOR SECTION 504 PROJECTS Puerto Rico

#### Project Description:

CSA provided A/E consulting services to address the deficiencies related to the physical accessibility of approximately 180 housing units and its common areas, as required by the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the ADA, and the Architectural Barriers Act. Activities performed by CSA personnel included inspection of housing units, site coordination, verification of findings and recommendations presented in Assessment Accessible Unit Third Party Certifier document, and develop schematic design, performance specifications and cost estimates.

This project is a partnership of the City of Fort Lauderdale, the Florida Department of Transportation, the United States Coast Guard, CSX rail, the Florida Department of Environmental Protection, the Fort Lauderdale Marina, Broward County and the neighbors of River Oaks.

#### Client

Orison Trossi Oliveras, PE  
Coordinator of Engineering Projects  
Phone: (787) 274-2527

#### Key Services

ADA Compliance  
Inspection  
Technical Reporting  
Schematic Design  
Section 504 Support Services



**A1 LOCATION PLAN**



**A2 BUILDINGS LOCATIONS**

TASK ORDER NUMBER 1	
RQ-005012-Ext. Sabalos Gardens	
Calle San Expedito, Ext. Sabalos Mayaguez, P.R.	
PRE-SUBMITTAL - 2017-05-11	
FOR COORDINATION WITH PROPERTY MANAGEMENT AGENT AND THIRD PARTY CERTIFIER	
NO.	DESCRIPTION
1	GENERAL SITE VISIT AND PHOTOGRAPHY
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#### SUBMITTED TO:

Fernando A. De Esmat, ESO

#### ATTENTION TO:

Dante Espinoza, ESO

Responsible for the project

Orison Trossi Oliveras, PE

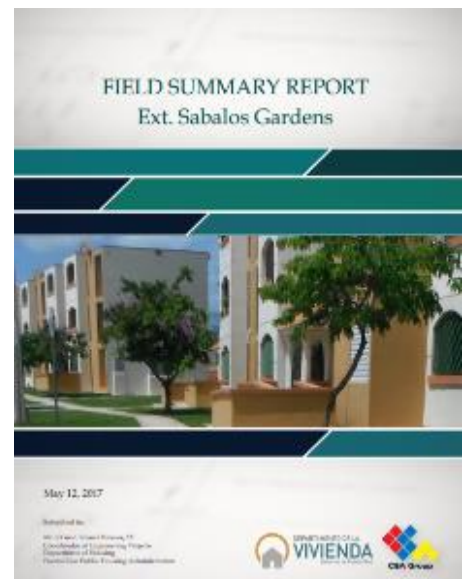
Coordinator of Engineering Projects

#### TASK ORDER NUMBER 1 RQ-005012-Ext. Sabalos Gardens Calle San Expedito, Ext. Sabalos Mayaguez, P.R.



CSA Architects & Engineers, LLP  
1000 N. W. 10th Ave., Suite 1000  
Fort Lauderdale, FL 33304  
Tel: (754) 441-0000  
Fax: (754) 441-0001  
www.csaarchitects.com

NOT TO SCALE  
DATE: 05/11/2017  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]  
PROJECT: RQ-005012-Ext. Sabalos Gardens  
SHEET: 01 OF 01  
6000001.00



### HURRICANE IRMA (CAT. 4) ROADWAY REPAIRS PROJECT Monroe County, FL

Monroe County required Engineering Design and Permitting Services for roadway repairs as a result of damages sustained from Hurricane Irma. CSA provided design services roadway shoulder reconstruction, embankment slope reconstruction, asphalt removal and roadway reconstruction, milling and resurfacing and guardrail repairs.

The design involved five (5) sites:

1. Sugarloaf Blvd (Sugar Loaf Key),
2. Long Beach Dr (Big Pine Key),
3. Seagrape St. (Duck Key),
4. West Seaview Lane (Duck Key) and
5. Marina Ave. (Key Largo).

#### Category:

Civil Engineering

#### Client

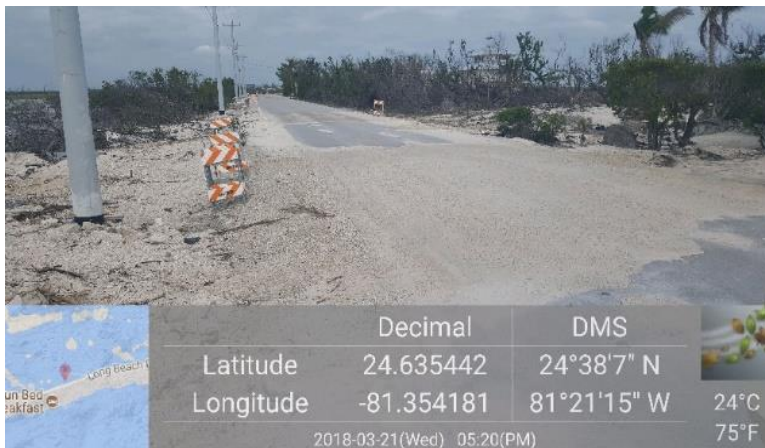
Monroe County

#### Contact

Clark Briggs  
Sr. Project Administrator  
Monroe County Engineering Services  
1100 Simonton Street  
Key West, Florida 33040  
Phone: 305-295-4306  
Email: Briggs-Clark@MonroeCounty-FL.Gov

#### Key Services

- Environmental
- Surveying & Mapping
- Transportation Engineering





**ALTURAS DE CUPEY, PUBLIC HOUSING MODERNIZATION**  
San Juan, PR**Project Description**

The Alturas de Cupey Comprehensive Modernization consists of the assessment of the existing condition of 250 apartments comprised in twenty four buildings of two different typologies: walk-ups (two and three stories) and row houses. After determining the needs assessment CSA proceeded to the planning and design of the modernization program for the dwelling units dwelling units which include 24 one-bedroom units, 96 two-bedroom units, 96 three-bedroom units, 24 four-bedroom units and 10 five-bedroom units. The project also includes improvements to ancillary buildings housing administrative offices, maintenance warehouse, auditorium, Head Start, electronic library, covered basketball court, baseball field and playground areas. The modernization work includes the upgrading of site utility conduits and/or piping networks, buried or overhead, within property limits; streets, sidewalks, curbs, fences, fire hydrants, poles and other street furniture. Modernization work also includes the remodeling of dwelling and non-dwelling units, including the mitigation of hazardous material, the upgrading of utilities to conform to current codes and regulations, and modifications to achieve the accessibility in compliance with the Americans with Disabilities Act.

**Client**

Puerto Rico Public Housing Authority

**Contact**

Angel R. Pérez Aponte, PE  
Director Interino  
Negociado de Planificación y Gerencia de Diseño  
Tel 787-765-7577  
Ave. Barbosa #606  
Edif Juan Cordero Piso 7  
Río Piedras PR 00919

**Key Services**

- Architecture
- Engineering
- Environmental
- Construction Supervision

**Commencement / Completion Dates**

2004-2011



## JEWFISH CREEK BRIDGE US-1 WIDENING FROM FLORIDA CITY TO KEY LARGO

Monroe County, FL

### Project Description

CSA (Consul-Tech) was responsible for construction compliance with the extensive environmental permits and office engineering services for the replacing of the Jewfish Creek Bridge located between Key Largo and Cross Key in Monroe County, along with the reconstruction of state SR 5 - US 1 north to Florida City. The 1-1/2-mile-long bridge consisted of a low level span across Lake Surprise transitioning to a 65-foot-high level span over Jewfish Creek.

Environmental, Hydrologic and Wetland improvements incorporated into this project included: installation of storm water runoff treatment and retention facilities, construction of a new C-111 Canal Bridge as a component of the Everglades Restoration Program, four bridges between the C-111 Canal and Key Largo, pipe culverts between the C-111 Canal and Florida City, construction of wildlife crossings throughout the project to protect threatened and endangered species, and fencing to prevent wildlife roadkills and direct them to crossing points.

### Key Services

- Construction Management
- SWPPP
- Permitting
- Seagrass and Benthic Surveys
- Environmental Protection, Monitoring and Compliance

### Category:

Civil Engineering

### Client

Florida Department of Transportation (District 6)

Parsons Brinckerhoff  
Construction Services

### Contact

Dari Vorce  
1000 N.W. 111th Avenue  
Miami, Florida 33172  
Phone: 305.499.2392  
Vorce@dot.state.fl.us

Pom Chakkaphak  
5405 W. Cypress Street  
Suite 300, Tampa, FL 33607  
Phone: 904.237.1171  
Pomsit@aol.com

### Commencement / Completion Dates

2004 / 2009





*Relevant Experience*  
*City of Key West Improvement Project*

- Name of Project:** City of Key West Improvement Projects  
Multiple Locations, Key West, Florida
- Entity:** City of Key West c/o CH2M Hill
- Description and Scope:** The scope for this project included performing twelve standard penetration test borings (SPT's) to a depth ranging from 43 foot to 120 foot deep at five (5) locations of proposed improvements throughout Key West. Many of these borings were performed utilizing a spud barge with four hydraulic leveling legs/feet, which were lowered to the bay bottom elevating the barge a few feet above the water line. This eliminates the up and down action created by boat wakes and tidal influences. Each waterside boring location was properly abandoned utilizing neat grout slurry.
- 1) Mallory Square T-Pier: Proposed installation of a new berthing dolphin at the north end of the existing T-Pier structure. Performed waterside borings at this location.
  - 2) Zero Duvall Seawall at the terminus of Duval Street: A new sheet pile wall/bulkhead will be constructed outside of the existing wall bulkhead structure (54') and large stormwater outfall penetration. In addition, the small building, dock and sun screen will be moved and reinstalled in the same location as previous. Performed land and waterside borings at this location.
  - 3) Ferry Terminal Dock Extension at the Key West Ferry Terminal: Construction of a ~121' extension to the existing dock. Performed waterside borings at this location.
  - 4) Ferry Terminal Floating Dock at the Key West Ferry Terminal: Construction of a new floating dock system along 204' of the waterside on Trumbo Road with 50' extensions. Performed waterside borings at this location.
  - 5) Tarpon Pier, Garrison Bight: Replacement of the existing 400' long Tarpon Pier at the Garrison Bridge. Performed waterside borings at this location.
- Key Personnel:** Mr. Richard C. Wohlfarth, P.E. Principal/Director of Engineering; Mr. Paul Catledge, P.E., Senior Project Engineer; Scott Ersland, Geotechnical Division Manager; Don Tyson, Environmental and Geotechnical Drilling Field Supervisor
- Contact:** Mr. Sean McCoy  
CH2M Hill  
6410 5<sup>th</sup>, Suite# 2A  
Key West, Florida 33040  
Phone: 305-294-1645



**References – K2M Design, Inc.****City of Marathon**

Mr. George Garrett, Deputy City Manager  
9805 Overseas Highway  
Marathon, Florida 33050  
Phone: (305) 289.4111  
Email: garrettg@ci.marathon.fl.us

**Florida Keys Community College**

Dr. Paul Shamp, Director, Construction & Plant Operations  
5901 College Road  
Key West, Florida 33040  
Phone: (305) 809.3184  
Email: paul.shamp@fkcc.edu

**Monroe County**

Mr. Kevin G. Wilson, PE, Assistant County Administrator  
102050 Overseas Highway  
Key Largo, Florida 33037  
Phone: (305) 292.4529  
Email: kevin@monroecounty-fl.gov

**Hersha Hospitality Trust**

Mr. Robert Hazard, Sr. Vice President  
510 Walnut Street  
Philadelphia, PA 19106  
Phone: (215) 717.2162  
Email: robert.hazard@hersha.com

**Florida Keys Electric Cooperative**

Mr. Scott Newberry, Chief Executive Officer  
91630 Overseas Hwy  
Tavernier, Florida 33070  
Phone: (305) 852.2431  
Email: scott.newberry@fkec.com

**Habitat for Humanity of Key West & Lower Florida Keys**

Debbie Swift Batty, Board President  
6631 Maloney Avenue  
Key West, Florida 33045  
Phone: 305.293.3255  
Email: dbatty@historictours.com

**References – CSA****NYCHA**

Ms. Joy Sinderbrand, Vice President for Capital Projects  
Recovery and Resilience Department  
Phone: (212) 306.8824  
Email: joy.sinderbrand@nycha.nyc.gov

**NYCHA**

Scott Groom, AIA, Director  
Phone: (212) 306.6396  
Email: scott.groom@nycha.nyc.gov

**Conclusion**

Our TEAM wants to assure the City of Key West that we are your TEAM to partner with for the College Road Housing project. Over the next several weeks, you will be sorting through numerous submittals that have been received in response to the RFQ and determining which firms you will short list or select. This decision will be difficult, since most firms submitting are capable of completing your important project. However, we would like to mention several elements that may differentiate our TEAM.

- **Rich history of Multi-Family Housing projects throughout the Keys**
- **Only Keys firm to provide Full Service Architecture, Engineering, and Interior Design Locally!**
- **Our close proximity to the project site offers IMMEDIATE response to any architectural or engineering need.**
- **We have a detailed understanding of the methods and systems required to effectively and efficiently provide the required design services for any type of project in the Florida Keys.**
- **We listen, understand and communicate effectively with you to develop a clear direction from the viewpoint of all project stakeholders.**
- **We will succeed TOGETHER!**

We take pride in our ability to find innovative solutions to accomplish the desired goals of our clients. Our TEAM is ready to begin your project now! You will have dedicated personnel at your disposal that have the exclusive responsibility and authority to serve you. Select a TEAM that can deliver results...

**SELECT THE K2M Design TEAM!**

**Attachments**

## Sworn Statements and Affidavits

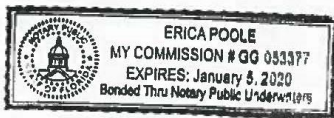
ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

COUNTY OF MONROE

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

BY: \_\_\_\_\_  
sworn and prescribed before me this 5 day of Dec, 2018 Erica Poole  
NOTARY PUBLIC, State of FloridaMy commission expires: 1/5/20







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

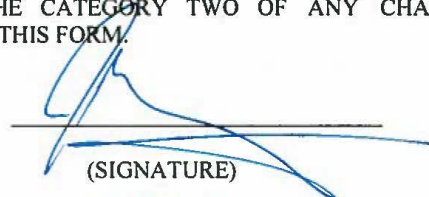
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY  
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to City of Key West  
by Joe Moody, Director  
K2M Design, Inc. for  
(print individual's name and title) (print name of entity submitting sworn statement)  
whose business address is 1150 Virginia Street, 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):
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida  
Statutes, means a violation of any state or federal law by a person with respect to and  
directly related to the transaction of business with any public entity or with an agency or  
political subdivision of any other state or of the United States, including, but not limited to,  
any bid or contract for goods or services to be provided to any public entity or an agency or  
political subdivision of any other state or of the United States and involving antitrust, fraud,  
theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes,  
means a finding of guilt or a conviction of a public entity crime, with or without an  
adjudication of guilt, in any federal or state trial court of record relating to charges brought  
by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or  
entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida  
Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).
- X Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.
-  The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.
-  The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).



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

  
(SIGNATURE)  
12/5/2018  
(DATE)

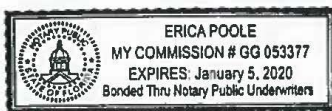
STATE OF Florida

COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, the undersigned authority  
Joseph Moody who, after first being sworn by me,  
(name of individual)  
affixed his/her signature in the space provided above on this  
5 day of Dec., 2018

EPJ NOTARY PUBLIC  
Erica Poole

My commission expires: 1/5/20

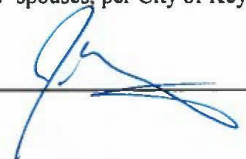


**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida )  
 : SS  
COUNTY OF Monroe )

I, the undersigned hereby duly sworn, depose and say that the firm of K2M Design, Inc.

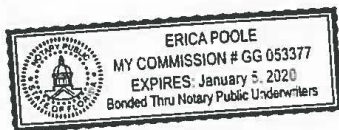
provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By:  JOSEPH F. MOODY

Sworn and subscribed before me this 5 day of December 2018.

NOTARY PUBLIC, State of Florida at Large

 ERICA POOLE  
My Commission Expires: 1/5/20





**CONE OF SILENCE AFFIDAVIT**

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

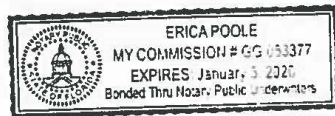
STATE OF Florida  
: SS  
COUNTY OF Monroe

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of K2M Design Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached). Sworn and subscribed before me this

5 day of December, 2018.

E. P. H. Erica Poole  
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 1/5/20



Sec. 2-773. Cone of Silence.

- (a) **Definitions.** For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:
- (1) *Competitive solicitation* means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.
  - (2) *Cone of silence* means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.
  - (3) *Evaluation or selection committee* means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.
  - (4) *Vendor* means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.
  - (5) *Vendor's representative* means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.
- (b) **Prohibited communications.** A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:
- (1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;
  - (2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, city commissioners, or their respective staff;
  - (3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city

- evaluation and/or selection committee therefore; and
- (4) Any communication regarding a particular competitive solicitation between the mayor, city commissioners, or their respective staff, and a member of a city evaluation and/or selection committee therefore.
- (c) *Permitted communications.* Notwithstanding the foregoing, nothing contained herein shall prohibit:
- (1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;
  - (2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.
    - (A) However, any written communication must be filed with the city clerk. Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.
    - (B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;
  - (3) Oral communications at duly noticed pre-bid conferences;
  - (4) Oral presentations before publicly noticed evaluation and/or selection committees;
  - (5) Contract discussions during any duly noticed public meeting;
  - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
  - (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
  - (8) Purchases exempt from the competitive process pursuant to [section 2-797](#) of these Code of Ordinances;
- (d) *Procedure.*
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by [section 2-826](#) of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
  - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation, or takes other action



which ends the competitive solicitation.

- (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- (e) *Violations/penalties and procedures.*
- (1) A sworn complaint alleging a violation of this ordinance may be filed with the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.
  - (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
  - (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
  - (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
  - (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section. (Ord. No. 13-11, § 1, 6-18-2013)





**THE CITY OF KEY WEST**

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

**ADDENDUM NO. 1**

**RFQ 19-002 Architectural Services for College Road Workforce Housing**

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature.

**A. Proposer Questions and City Response:**

Item 1: *We are working on the College Road Workforce Housing RFQ#19-002 and wondered our existing affidavits from our general service agreement that are on file are still valid. Or do I need to circulate and have all of our team members resign for this specific RFQ?*

The RFQ states in A.3.1 that affidavits are required from “each professional consultant submitting a proposal”. As subconsultants are not submitting the proposal, affidavits are not required of them. Affidavits are required from the Prime Architect.

**B. Based on questions at the Pre-Qualification Submittal Meeting of November 28, 2018, Request for Qualification (RFQ) 19-002 is hereby amended in accordance with the following:**

Item 2: Delete the last sentence of Paragraph C.5.

Item 3: Add the following sentence to Paragraph C.7.

*Subconsultant licenses are not required at this time. The City reserves the right to request copies of all licensees during subsequent fee negotiations.*

Item 4: Delete Paragraph C.8. in its entirety.

Item 5: Add the following sentence to Paragraph C.9.

*Example certificates of insurance are not required to be submitted with the Qualification package; however, if awarded, proposers will be required to provide Certificates of Insurance meeting minimum insurance requirements per Paragraph 7.8 of the Sample Contract (Appendix 7).*

### RFQ 19-002 Addendum No. 1

#### C. Patrick Wright, City Planning Director Comments at Pre-Qualification Submittal Meeting:

- Major Development Plan required including, but not limited to, the following approvals:
  - Development Review Commission
  - Preliminary Landscape Plan
  - Planning Board
  - Final Landscape Plan
  - Building Permit Allocation System (City to obtain required units March 2019)
  - City Commission

Five to six months required to complete the process.

- Maximum height of 40 feet plus FEMA
- Density of 40 units per acre.
- Prefer no variances, although variances could be accommodated in the process.

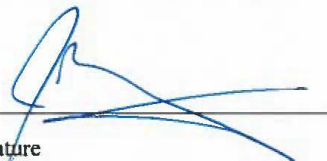
#### D. Jim Bouquet, Senior Project Manager, Comments at Pre-Qualification Submittal Meeting:

- Key West Housing Authority will ultimately "own" the development.
- City to fund architectural design and construction drawing preparation component of project.
- Proposal format consistent with C.13.
- Proposer (or team member) should demonstrate experience with Department of Economic Opportunity Action Plan Design Requirements.
- Proposal length 20 double side pages or 40 single side pages (not including required forms, affidavits, licenses).

#### E. Attachments: Pre-Qualification Submittal Meeting Agenda & Sign-In Sheet

*All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 with Attachment by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.*

Signature



K2M Design, Inc.

Name of Business

**END OF ADDENDUM**

## Other Information

DBPR - K2M DESIGN, INC., Certificate of Authorization

Page 1 of 1

10:25:52 AM 3/6/2017

### Licensee Details

#### Licensee Information

Name: **K2M DESIGN, INC. (Primary Name)**  
Main Address: **1150 VIRGINIA STREET  
KEY WEST Florida 33040**  
County: **MONROE**  
License Mailing:  
LicenseLocation:

#### License Information

License Type: **Certificate of Authorization**  
Rank: **Cert of Auth**  
License Number: **30945**  
Status: **Current**  
Licensure Date: **12/05/2014**  
Expires: **02/28/2019**

**Special Qualifications**      **Qualification Effective**

### Alternate Names

[View Related License Information](#)

[View License Complaint](#)

**2601 Blair Stone Road, Tallahassee FL 32399** :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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<https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=484FF0ED6B9D69F5B8A...> 3/6/2017



RICK SCOTT, GOVERNOR

MATILDE MILLER, INTERIM SECRETARY

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF ARCHITECTURE & INTERIOR DESIGN	
<b>LICENSE NUMBER</b>	AR93161
The ARCHITECT Named below IS LICENSED Under the provisions of Chapter 481 FS. Expiration date: FEB 28, 2019	
MALONEY, SCOTT CHRISTOPHER 3121 BRIDGE AVE CLEVELAND OH 44113	

ISSUED: 01/19/2017

DISPLAY AS REQUIRED BY LAW

SEQ # L1701190000756

# State of Florida

## Board of Professional Engineers


Attests that

### Steven Scott Grasley, P.E.

**Is licensed as a Professional Engineer under Chapter 471, Florida Statutes**

**Expiration:** 2/28/2019

**Audit No:** 228201910217 R

  
**P.E. Lic. No:**  
73110



# *State of Florida*

## *Department of State*

I certify from the records of this office that K2M DESIGN, INC. is a corporation organized under the laws of the State of Florida, filed on March 28, 2005.

The document number of this corporation is P05000048146.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on March 20, 2018, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twentieth day of March, 2018*



*Ken DeFina*  
**Secretary of State**

Tracking Number: CC8371786198

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>