

## ARCHITECTURAL SERVICES

### COLLEGE ROAD WORKFORCE HOUSING CITY OF KEY WEST RFQ #19-002



December 12, 2018

Submitted by:





## **TABLE OF CONTENTS**

- 1. Cover Letter**
- 2. PQH Information Page**
- 3. Organization Chart**
- 4. Company Information**
- 5. Methodology and Approach**
- 6. Personnel**
- 7. Qualifications**
- 8. Representative Workforce/Affordable Housing/ Apartment Complex Projects and Client References**
- 9. Licenses**
- 10. Sworn Statements and Affidavits**

December 12, 2018

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

Re: RFQ #19-002 – Architectural / Engineering Design Services.

Gentlemen:

We are pleased to submit this letter of interest and qualifications to provide architectural design and engineering services for The College Road Workforce Housing as part of this Request for Proposal.

PQH Group Design, Inc. is a firm dedicated to providing quality architectural design services to our clients. We are accustomed to responding to project requirements with strong accuracy and quality control. The firm possesses the talent and expertise to undertake all job phases from design, through production and construction observation.

The attached information is structured to address the requested topics listed in the Request for Proposal including Qualifications and Experience.

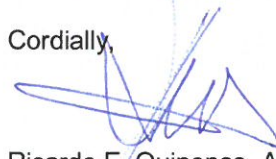
### So why choose PQH Group?

- ✓ **We have the experience and capabilities!**  
*We are currently working on two other projects in the Key West Area.*
- ✓ **No learning curve**  
*Your needs + our knowledge = Timely delivery of projects that meets your expectations.*
- ✓ **Depth of Personnel = Instant Response**  
*Personnel at your disposal who have responsibility and authority to serve you!.*
- ✓ **Single-source of contact & response means your needs will be met quickly**  
*Time is money...Your project requires smooth coordination and dedicated experience to keep on track.*
- ✓ **We want you as our client**  
*We value long-term client relationships*

Our mission is to fulfill your project needs in the most efficient and cost effective way possible. We are more than capable of providing the services needed to make this project a success.

Please do not hesitate to contact us should you have any questions or need additional information.

Cordially,



Ricardo E. Quinones, AIA, LEED AP® BD+C  
President



## 2 - INFORMATION PAGE

**Legal Name:**

PQH GROUP DESIGN, INC.

**Address:**

4141 Southpoint Drive East  
Jacksonville, Florida 32216

**Form of Ownership:**

Corporation

**Years in Business:**

36 Years

**Primary Contact:**

Ricardo E. Quinones, AIA  
President  
P: 904.224.0001  
F: 904.224.0023  
quinonesr@pqh.com  
www.pqh.com

**PQH GROUP**... *By the Numbers*

**#6** JBJ Top 25  
Architectural Firms

Years of **36**  
Continuous Service  
Of Business from

**80%** repeat clients

Projects Designed  
Annually **+\$40M**

**PQH Group** headquartered in Jacksonville Florida, is a Full Service Planning, Architecture and Interior Design Firm with the knowledge and experience of providing professional design solutions to our local, state, and federal clients. Founded in 1982, PQH has grown to include six principals and a strong, committed support staff which includes Architects, Interior Designers, and General Contractors. The experienced team of Architects and Designers offers a broad range of services - from feasibility studies, programming, and master planning to complete construction documents. With a history spanning over 36 years, PQH Group is Jacksonville's 6<sup>th</sup> largest Architectural Firm as ranked by Jacksonville Business Journal. Our broad depth of experience, collaborative design approach, proactive leadership and emphasis on communication give us the capabilities to offer customized solutions for even the most demanding needs of our clients. We pride ourselves on providing personal attention to each client with key personnel remaining with the project through completion.

### **We Understand Quality Starts Day One.**

Registered in multiple states (FL, GA, SC, NC, TX, IL, MI and AR), our practice spans throughout the Southeast and as far west as Arizona. We believe a strong connection to the community is paramount to fostering relationships that lead to trusting and lasting relationships with our clients, contractors and subconsultants.

**We Listen, We Plan and We Deliver**





# 3 - ORGANIZATION CHART



Principal in Charge

**POH**  
GROUP

Ricardo E. Quinones, AIA, LEED AP BD+C

Project Manager

**POH**  
GROUP

Aldo Minozzi-Fernandez, AIA, NCARB

Architecture/Interior Design  
PQH Group

Project Architect

Michael St. John, LEED

REVIT Designer

Oswaldo Robles

Peng Zhang

Michael St. Johns, LEED

Interiors

Sarah Kaufmann, Assoc. IIDA

Construction Administration

Roger Chastain, CGC

QA/QC - Specifications

Frank M. Ringhofer, Jr., AIA,  
LEED AP BD+C

Structural Engineering  
McVeigh & Mangum

H. Carrington McVeigh, PE,  
LEED AP

Mechanical/Plumbing/FP Eng.  
McVeigh & Mangum

Frank Yarizadeh, PE, CBCP

Electrical Engineering  
McVeigh & Mangum

Thomas C. Neilsen, PE  
LEED AP

**POH**  
GROUP

## 4 - COMPANY INFORMATION



### ***Fast Facts...***

- Established in 1982
- LEED Accredited
- Registered in 10 States
- MBE State Certified
- FDOT DBE Certified
- Registered Contractors

*At PQH, we strive to create exceptional environments, exceed our client's goals and enhance the user's quality of life.*

Everyday experiences in our evolving society serve as our source of inspiration for design. Our staff draws from this collective experience, keeping our ideas fresh and innovative. After over twenty five years of practice, we understand the extraordinary level of responsibility each one of our projects holds; that long after completed, it continues to serve our client's ever changing needs.

### ***PQH Expertise...***

Our multi-disciplined team of qualified design professionals has been honored to work with clients, both public and private, from across the country. As a whole, our knowledge spans the areas of Multi-Family Housing, Mixed-Use, Senior Living, Medical, Educational and Public Agencies.

As trained problem-solvers, we provide design and construction solutions to meet our clients' needs, be it a complex program, limited budget or even building for future growth. To consolidate the decision process, we offer the following in-house services:

*Programming, Master Planning, Architectural Design, Interior Design, Space Planning, Building Rehabilitation including Construction Services.*

### ***Located...***

PQH Group Design, Inc. is located in southeast Jacksonville in the Southpoint Business District, just off the I-95 and JT Butler interchange. For more information, you can contact us at:

4141 Southpoint Drive East, Jacksonville, FL 32216  
(904) 224-0001 (fax) 224-0023 [www.pqh.com](http://www.pqh.com)



Pictured left to right: Frank M. Ringhofer, Jr., AIA, LEED® AP BD+C, Rob Hoenshel, AIA, LEED® AP BD+C, Jose M. Perez, AIA, CGC, LEED® AP BD+C, Ricardo E. Quinones, AIA, LEED® AP BD+C, and Aldo Minozzi, AIA



## Introduction to the Firm

McVeigh & Mangum Engineering, Inc. (MME) was established in 1991 with the objective of providing quality engineering services and establishing enduring client relationships while strictly adhering to our established core values. Although recognized by our colleagues and clients as an industry leader, we continue to aspire to greater heights. We are a full-service engineering firm offering our clients structural, mechanical, electrical, plumbing, fire protection, technology, LEED, and commissioning design services.

Our firm is committed to staying on the leading edge of technology through our extensive use of modern design and drafting software. In addition, we are pleased to be one of the leading innovators in utilizing Building Information Modeling (BIM) design software. BIM compatibility helps coordinate designs and reduce errors, which results in high quality construction documents and sound economical designs.

McVeigh & Mangum Engineering is a corporate member of the U.S Green Building Council and has 20 LEED Accredited Professionals on staff. Our LEED projects include all type of work including renovations, educational facilities and governmental projects.

Our engineers have helped educate our clients on sustainable design and the benefits of incorporating LEED philosophy into projects. We believe being good stewards of our environment is an important factor to consider when designing projects for the future.

Offices:                      McVeigh & Mangum Engineering, Inc.  
   Jacksonville, FL  
   9133 R.G. Skinner Parkway  
   Jacksonville, FL 32256

Charlotte, NC  
916 W 5<sup>th</sup> Street  
Charlotte, NC 28202

Atlanta, GA  
1955 Lake Park Drive Southeast, Suite 325  
Smyrna, GA 30080

General Info: [mail@mcveighmangum.com](mailto:mail@mcveighmangum.com)

Type of Business:      Corporation

Tim W. Owen, P.E., LEED AP  
Vice President / Managing Director Jacksonville Office  
[towen@mcveighmangum.com](mailto:towen@mcveighmangum.com)

## 5 - METHODOLOGY AND PHILOSOPHY

### Methodology

Our team follows a step by step process during the Design Phase that enables gathering information about the Project requirements in a detailed and systematic way that allows us to transform the information and ideas into a Program and Concept.

Once the Program and Concept are crystalized they become the foundation for the Design of the Building.

### Philosophy

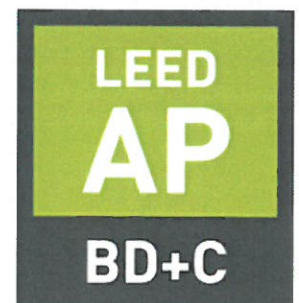
Our Design philosophy is rooted in traditional values that aim to create aesthetically pleasing designs that are practical and functional. In this modern day and age the core of this philosophy is also guided by a series of principles that help steer the design process.

Those principals include:

- ✓ Viability
- ✓ Technology
- ✓ Sustainable
- ✓ Transcendental

Through our Design Approach our aim is to analyze and evaluate each Project to determine the best method to implement our Design Philosophy in a way that makes this project unique and special.

applied according to a specific and detailed quality-control plan. As in the design phase, the focus is on attaining quality. Establishing the level of acceptable quality conformance at the onset of field activity is important. Clear communication and inspection is essential to produce the desired results.





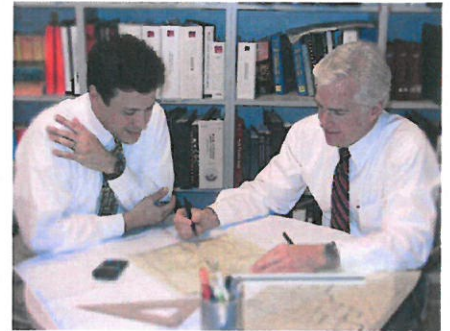
We understand and value the unique perspective and expertise team members **contribute** to each project toward its successful realization. For the full team to succeed its parts come together and dialogue with each other. Not a cacophony of noise; but in an elegant collaboration of effort where each element

**Together**, the design team, construction team, and owners team working as one driving force, is a key metric to the realization of an inspirational environment, hand crafted to shape, promote, and reflect on the tangible and intangible aspects of the learning environment.

[illegible]

## **METHOD OF DELIVERY**

Upon award of the project, PQH will conduct a kick-off Partnering Meeting that will lay the foundation necessary for completing each project phase/task within the applicable parameters. Attendees will include the entire Team, including you the Owner, and PQH staff and Consultants. Project Objectives and Goals will be developed and established during this meeting. The next few pages describe the efforts our Team will take to ensure the project addresses all the requirements asked for by the City.



## **PHASE I - PRE-DESIGN/FEASIBILITY/NEEDS ASSESSMENT**

### **Site Analysis Evaluation**

- Obtain existing as-built documents and survey information
- Evaluate existing facilities and program

### **Initial Programming**

- Meet with client to gather input and insight
- Evaluate/understand program relationships
- Determine program parameters
- Establish project program for review and discussion
- Resident safety issues

### **Site Plan/Conceptual Design/Plan Alternatives**

- Review Master Plan
- Prepare conceptual/plan alternatives - pros and cons of different solutions

### **Develop Schedule and Budget Criteria**

- Coordinate project schedule
- Review pros and cons of different solutions including costs

## **PHASE II – DESIGN & DOCUMENTATION OF FACILITY**

Prior to the start of the Design, PQH proposes a Design Charrette where the information from Phase I is reviewed.





- Review conceptual design
- Test the program/design concept
- Consider Financial Constraints
- Evaluate Energy efficiency
- ADA Requirements
- Site access/security concerns
- Scheduling
- Construction Budget Assessment

## **PHASE III – FINAL DESIGN AND DOCUMENTATION**

### **Schematic Design Phase**

- Prepare project plans, details and sections depicting the approved concept drawings
- Confer with and obtain preliminary review comments from building department officials
- Secure the Owner's input and approval of the recommended design solution
- Prepare Opinion-of-Probable Cost (OPC)

### **Design Development Phase**

- Based on the approved schematic drawings, prepare Design Development Documents consisting of drawings and outline specifications.
- Develop detailed information to allow, the Owner and his development team to have input in an orderly and detailed manner.
- Update Opinion-of-Probable Cost

### **Construction Document Phase**

- Provide final technical drawings and specifications to document the project for permitting and construction
- Develop base bid and alternates if required to meet budget
- Owner to review and approve documents
- Quality assurance and quality control reviews
- Update Opinion-of-Probable Cost

Permitting - Monitor permit processing prior to Contractor involvement.

### **Bidding/Contractor Selection**

- Assist the Owner on Construction Delivery Method
- Assist the Owner in evaluating bids
- Recommend award

## PHASE V – CONSTRUCTION ADMINISTRATION

Quality Control Checklist Report -Prepared by our Construction Administrator to monitor and report field activities - including:

- Review of specified project submittals/shop drawing for general conformance
- Site observation visits and reports during construction, on a weekly or as-needed basis
- Compliance with schedule and other general conditions
- Review of contractor's requests for information
- Review of contractor's applications for payment per the schedule of values
- Prepare Punchlist Final inspection

Construction Phase - Quality Assurance Program.

Objectives. regarding Quality are as follows:

- Maintain high quality of review method and reporting
- Satisfy the Owner's needs
- Ensure a high standard of conformance to construction requirements

During the construction phase, critical quality elements of the project are identified and technical measures of conformance are then applied according to a specific and detailed quality-control plan.

PQH's "proactive" method of project- delivery assists in construction quality by facilitating communication between all participants from project inception through completion.

### QUALITY CONTROL

Anticipation, attention to details, experience and construction observations are the elements of

success for quality control. Once the quality-control standards are set, we will implement the process on a consistent and visible basis. Through shop drawing reviews, reports, testing, field OAC meetings, and observations, we will scrutinize submittals, materials and workmanship to promote quality work. We will implement a formalized program of checklists and scheduled field observations tailored to project goals and objectives. ugh completion.





## 6 - PERSONNEL

**Ricardo E. Quinones, AIA, LEED®AP BD+C**

**Principal-in-Charge; President**

Years of Experience: 36 (31 years with PQH)



### EDUCATION:

Masters in Architecture - University of Illinois - 1981

Bachelor of Science in Architectural Studies – University of Illinois - 1979

### MEMBERSHIPS:

National Council of Architectural Registration Boards

American Institute of Architects

AIA Jacksonville, President 1997-98

Mandarin Rotary

Assisted Living Federation

### REGISTRATION:

Florida- No.AR0009765      NCARB- No.48953

Tennessee- No. 00103158      Texas, Arizona

LEED Accredited Professional

### EXPERIENCE:

**1981-1984** Reynolds, Smith and Hills/Design Architect 1984-1986      The Haskell Co. /Sr. Design Architect

**1986-Present** PQH Group President and Director of Design

Ricardo E. Quiñones, AIA, LEED®AP BD+C, is the Director of Design, responsible for programming, schematics and implementation of design through construction documents. He has worked closely with owners and contractors to develop systems and methods of construction which streamline the design/build process.

Highly respected for his work ethic, Ricardo has been honored for his dedication to the profession and the community by the American Institute of Architects in Jacksonville. His dedication and devotion are evident in his work, in the community, and with his family. It is these traits, along with his ability to assess situations, which have fostered many satisfied clients.

A blend of creativity, problem solving, and practicality make programming an enjoyable task for Ricardo. He uses an honest, up-front approach to address clients by meeting with them, evaluating their needs versus their wants, and then translating them into space, form, and building. Proven time and time again, his designs convey creative solutions that are accomplished realistically, within budget, and on-time.

Mr. Quinones has been the Principal-in-Charge for all PQH Elder Care Facilities. His last ten (10) Senior Care Projects completed with the last five (5) years are as follows:

### SPECIFIC PROJECT EXPERIENCE:

Coconut Point Senior Living Facility– ALF/MC

GSS – Kissimmee Health Care Center – SNF

Anthem Lakes Senior Living

The Quarry - Key West

Caroline Oaks – ILF

Starling at San Jose – ALF/MC

Abigail Court – ILF



## **Aldo Minozzi, AIA, NCARB**

### **Project Manager; Principal - Architecture**

Years of Experience: 23 (3 years with PQH)

#### **EDUCATION:**

Master of Architecture

University of Puerto Rico School of Architecture, 1996

Bachelor of Environmental Design

University of Puerto Rico School of Architecture, 1994

#### **MEMBERSHIPS:**

American Institute of Architects

National Council of Architectural Registration Boards

#### **REGISTRATION:**

Florida AR98244

Puerto Rico #16724

NCARB #84074

Member of the 'Colegio de Arquitectos y Arquitectos Paisajistas de Puerto Rico'

#### **EXPERIENCE:**

**1995-1999** Escala Architects, Inc.

**1999-2005** Marvel & Marchand Architects

**2005-2006** Atelier Engraenge

**2006-2015** Aldo Minozzi Associates, psc.

**2015-Present** PQH Group

**Aldo Minozzi has comprehensive experience with projects from design through full construction documents. He has demonstrated his capabilities as a Project Manager for various related projects including student and multi-family housing.**

**Aldo's expertise includes renderings, presentations, 3-D graphics and tours, project design, specifications, and construction documents. Mr. Minozzi has tremendous artistic talent which combines favorably with his high level of technical expertise and industry knowledge.**

**Schools, among others.**

#### **SPECIFIC PROJECT EXPERIENCE:**

- Embry Riddle Aeronautical University, Daytona Beach, FL & Prescott, AZ - Student Housing – Phase I and II (Daytona) and On Campus Student Housing in Prescott, Arizona
- Coconut Point Senior Living Facility, Bonita Springs, Florida
- Peyton Ridge Senior Living Facility, Jacksonville, Florida
- Ability Housing Facility, Jacksonville, Florida
- University of North Florida, Jacksonville, FL - Additions and Renovations.
- Jacksonville University, Jacksonville, FL - Student Housing
- Jacksonville University, Jacksonville, FL – Lacrosse Facility
- Flagler College, St. Augustine, FL - Student Housing
- Florida Poly Tech, Lakeland, FL - Student Housing





**Frank M. Ringhofer, Jr., AIA, LEED®AP BD+C**

**Project Architect | Vice President - Director of Production**

Years of Experience: 30 (15 years with PQH)



**EDUCATION:**

Bachelor of Architecture - Kansas State University

1985 Danish International Architectural Study Program, University of Copenhagen

**MEMBERSHIPS:**

National Council of Architectural Registration Boards American Institute of Architects

**REGISTRATION:**

Florida No. AR0016446

Missouri AR-5985

LEED Accredited Professional, Green Certified

**EXPERIENCE:**

**1987-1997** Jamie Cannon Associates, Inc.

**1997-1999** PQH Group

**1999-2004** RSH

**2004-Present** PQH Group

Frank M. Ringhofer Jr., AIA, LEED®AP is Vice President for PQH Group Design, Inc. and he is a LEED accredited professional with the Green Building Council. He leads the production team in association with Principal Rob Hoenshel. As a "mentor" for the Project Managers of the firm, Frank leads production effort of delivering comprehensive construction documents. He also assists Project Managers in the development of Drawing Standards and Project Management Strategies.

Additionally, Frank's responsibilities include coordination with the Construction Administration staff during the Design process, so that he and the production staff can use their feedback during the preparation of Construction Documents. In order to insure that project resources are allocated appropriately, Frank coordinates staff management in relation to project staffing and production budgets.

During his 20 plus years of experience, his responsibilities have included project management, design, construction administration, specification writing, cost analysis, coordination between the architectural and engineering disciplines, quality reviews, and delivery of a quality product within the construction budget. His project experience includes a variety of types: educational, commercial, military, multi-family, and institutional, with a focus on and medical/laboratory work.

Mr. Ringhofer has provided the Technical Expertise for all PQH Elder Care Facilities. His last ten (10) Elder Care Projects completed with the last five (5) years are as follows:

**SPECIFIC PROJECT EXPERIENCE:**

Coconut Point Senior Living Facility – ALF/MC

GSS – Kissimmee Health Care Center – SNF

Anthem Lakes Senior Living

Katie Manor – ILF

Caroline Oaks – ILF

Starling at San Jose – ALF/MC

Abigail Court – ILF

Fort Myers – AIF



## Roger Chastain, CGC

### Construction Administrator

Years of Experience: 31 (3 years with PQH)

### EDUCATION:

OSHA 10-HR Certified; OSHA 30-HR Certified



### REGISTRATION:

Registered General Contractor, Florida #1517382

Registered General Contractor, Georgia #1518354

Registered General Contractor, North Carolina

Roger's expertise incorporates full responsibility in cost control, value engineering, and time and quality assurance through both the design and construction phases of projects. Over the past twelve years in his role as a cost estimator and Construction Administrator, Mr. Chastain has overseen \$335 million in building construction. He is accountable for the oversight of project managers and their responsibilities in maintaining contractor/owner relationships, subcontractor control, budget maintenance, scheduling, submittal processing, and overall success of the project.

### PREVIOUS TO CURRENT EXPERIENCE:

<b>1998-2002</b>	Smith Brothers Plastering Co. Superintendent
<b>2000-2002</b>	Smith Brothers Plastering Co. Vice President/PM
<b>2002-2013</b>	OHL Arellano Construction Co., NE Regional Manager
<b>2013-Present</b>	Trinity Ministries, Director of Planning Construction & Operations
<b>2013-Present</b>	PQH Group, Project Management/Quality Control

As Senior Project Manager, Mr. Chastain's expertise incorporates full responsibility in cost control, value engineering, and time and quality assurance through both the design and construction phases of projects. Mr. Chastain has overseen \$335 million in building construction. He is accountable for the oversight of project managers and their responsibilities in maintaining contractor/owner relationships, subcontractor control, budget maintenance, scheduling, submittal processing, and overall success of the project.

Mr. Chastain reviews documents during the design stage for constructability and coordination of details. During the design phase, he prepares opinions of probable cost in order to establish project budgets. He also monitors and reviews design documents for adherence to established budgets and continuity of bidding documents. Once projects are in the bidding stage, he assists the client in evaluating the bids and makes award recommendations. His responsibilities during the construction phase of a project include reviewing and processing submittal data and requests for information, and coordinating all communication between contractors and design personnel. He reviews and makes recommendations on contractors' applications for payment and requests for change orders.

Additionally, Mr. Chastain performs field observations and prepares field reports to document construction progress and adherence to design documents. If any discrepancies arise, he coordinates the resolution of field problems and acts as liaison between construction and design personnel. Finally, he is in charge of the preparation and administration of project acceptance and close-out procedures.

### SPECIFIC PROJECT EXPERIENCE:

Trinity Towers East  
Trinity Towers West  
Trinity Towers South

Cathedral Towers  
GSS – DeLand – ALF/MC  
East Mound – ALF



## Oswaldo Robles

### REVIT Designer / BIM Manager

Years of Experience: 14 (6 years with PQH)

#### Education

BA, UNI School of Architecture,  
Nicaragua, 2004



## Michael St. John, LEED®GA

### REVIT Designer

Years of Experience: (1 year with PQH)

#### Education

BA, State University at Buffalo  
MA, State University at Buffalo



#### Registration

LEED® Green Associate

**OSWALDO ROBLES** is an emerging professional experienced in Architectural project coordination. Projects include a wide range of project typologies with a focus on education. Oswaldo had worked as part of PQH project development team for almost 5 years and has demonstrated excellent qualities, talent, vision and commitment that has produced a consistent and significant contribution to our team.

As BIM Manager and Project Coordinator Oswaldo is involved in all stages of architectural design from design concept to completion of construction documentation. Oswaldo's BIM Managing allows him to understand how BIM will affect project work flows and project management throughout design to maximize its implementation for increased effectiveness. The primary responsibility is to manage and coordinate BIM standards development, implementation, and enforcement on all related BIM projects, files and models.

#### Jacksonville University Healthcare Science Institute

*Jacksonville, FL*

**Project Coordinator / Bim Manager** - New 107,000sf, \$20.5 Million educational classroom building to house the Universities Teaching Clinics, Kinesiology facilities, Mental Health Facilities, Urgent Care facilities and Graduate nursing Program. Key features include many large classroom spaces (50+ seats), 100 seat lecture hall, two story teaching laboratory, collaborative peer work nodes and administrative spaces.

#### Embry Riddle Aeronautical University - Phase 1 & 2

*Daytona Beach, FL*

**Project Coordinator / Bim Manager** - This project included the new construction of a five story student residence hall. The site needed extensive improvements before construction could begin. Included in this project is 659 beds with a total of 144,411 square feet. The total cost of the project was \$23.4 million and construction was completed within a 11 month time frame. The building has a steel frame and waterproofing.

#### Flagler College - Commons and New Resident Hall

*St. Augustine, FL*

**BIM Manager** - This design consists of a 150 Bed Residence Hall with 3 floors consisting of 55,000 square feet. It has an additional 5 floors, 560 space parking garage and a 13,000 square foot commons area.

**MICHAEL ST. JOHN** is an emerging design professional in the field of architecture who has a wide range of project experience in the education, civic, healthcare, and recreation project typologies. As an integral part of any project team, Michael is able to perform many important duties throughout the entirety of the project; such as schematic design, 3D modeling, and detailed construction drawings.

Through his work, it is evident Michael has a passion for sustainability. He is a certified LEED Green Associate, a published author on the resiliency and sustainability of buildings impacted by severe climatic events, and has project experience on LEED Platinum projects.

#### North Florida School of Special Education

*Jacksonville, FL*

**Design Associate** - The 32,000 square feet new construction building is an expansion for the North Florida School of Special Education. The new building will feature 8 classrooms; art room, music room, speech room, and a sensory/physical therapy room. The school addition will also feature a therapeutic and recreational equestrian center, a riding path and a full size multipurpose room for various uses.

#### Onondaga National Lacrosse Field House

*Onondaga Nation Territory (Nedrow, NY)\**

**Design Associate** - The lacrosse fieldhouse was built to accommodate the 2015 World Indoor Lacrosse Championships, which were held outside of Syracuse, New York. The fieldhouse boasts an exposed glulam-arch structure that spans 110 feet wide and 35 feet high. The design features exterior side walls that open to allow natural ventilation and daylight to flood the arena span.

#### Los Angeles Federal Courthouse

*Los Angeles, California\**

**Design Associate** - The Los Angeles Federal Courthouse was built using leading-edge sustainability measures. Located in the heart of downtown Los Angeles, the new courthouse achieved LEED Platinum certification. The design is highlighted by a 10-story glass "cube" that installs an angled curtain wall facade to allow daylight into interior spaces but reduces glare and thermal discomfort.

*\*Previous personal experience while at another Firm.*



## Peng Zhang, LEED®AP

### REVIT Designer

Years of Experience: 15 (3 years with PQH)

### Education

BA, ChangChun Bachelor Institute of Technology, China, 2002



## Carrington McVeigh, PE, LEED

### Senior Structural Engineer

Years of Experience: 41 (17 years with M&M)

### Education

MBA, University of North Florida

ME, University of Virginia

BS, Virginia Military Institute

### Registration

PE AL, CT, FL, GA, IN, KY, LA, MD, MS, NC, OH, OK, SC, TN, TX, and VA,

LEED Accredited Professional



**PENG ZHANG** is passionate in the execution of a project from conceptual design to completion of construction. His design experience in architecture allows him to integrate quickly with all team members to expedite the design process. Peng is fluent in many key modeling software packages including BIM and 3D rendering software.

### Jacksonville University Healthcare Science Institute Jacksonville, FL

**Design Associate** - New 107,000sf, \$20.5 Million educational classroom building to house the Universities Teaching Clinics, Kinesiology facilities, Mental Health Facilities, Urgent Care facilities and Graduate nursing Program. Key features include many large classroom spaces (50+ seats), 100 seat lecture hall, two story teaching laboratory, collaborative peer work nodes and administrative spaces.

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**CARRINGTON McVEIGH, PE, LEED®AP** is the Chief Executive Officer of McVeigh and Mangum Engineering and the Lead Structural Engineer. With over 40 years of experience to his name, Carrington oversees all three offices and works out of Jacksonville, Florida. He founded McVeigh and Mangum Engineering in 1991. Carrington is experienced in the design of commercial, educational, industrial, governmental, medical, retail, and residential buildings, in structural steel, wood, reinforced concrete, in masonry and pre-stressed concrete, in the inspection and renovation of existing structures, in bridge design and in the design of unique structures. Responsible for all aspects of structural engineering, including analysis, design, investigation, inspection, construction document preparation.

### EXPERIENCE:

- 1991 to Present:** McVeigh & Mangum Engineering, Inc.  
CEO/Senior Structural Engineer
- 1989 to 1991:** FLOOD Engineers Inc.  
Vice President of Structural Engineering
- 1984 to 1989:** RS&H of North Carolina, Inc.  
Director of Structural Engineering
- 1977 to 1984:** Reynolds, Smith and Hills  
Design Engineer in Architectural/Structural

### REPRESENTATIVE PROJECTS:

- Allegro at Abacoa, Jupiter, FL
- Anthem Lakes Senior Living, Mayport, FL
- Ashley Oaks Assisted Living, St. Augustine, FL
- Aspen Village, Paulding County, GA
- Brooks Temporary Living Facility, Jacksonville, FL
- Coconut Point Senior Living, Estero, FL
- Coquina Crossing Retirement Community, Elkton, FL
- Durkeeville Senior Living Facility, Jacksonville, FL
- Green House Project at Bartram Trail, Jacksonville, FL
- Heritage Oaks Senior Living Facility, Tallahassee, FL
- Mandarin Senior Living Facility, Jacksonville, FL
- Marcis Pointe Senior Apartments, Jacksonville, FL
- Mary A. Eaves Senior Living Facility, Jacksonville, FL
- Oak Hammock, Gainesville, FL
- Peyton Ridge Senior Living
- Riverview Senior Living, Jacksonville, FL
- The Allegro at College Harbor, Tampa, FL
- The Allegro at East Lake, Brandon, FL
- The Allegro at Willoughby, Stuart, FL
- The Allegro Senior Living Facility, St. Augustine, FL



## Thomas C. Nielsen, PE, LEED

### Senior Electrical Engineer

Years of Experience: 34 (20 years with M&M)

#### Education

BS, Georgia Institute of Technology

#### Registration

PE AL, AK, AZ, AR, CA, CO, DE, FL, GA, IL, KS, KY, LA, MD, MA, MI, NV, NY, NC, OH, PA, SC, TN, TX, and VA, LEED



## Frank Yarizadeh, PE, CBCP

### Senior Mechanical Engineer

Years of Experience: 34 (8 years with M&M)

#### Education

MS, University of Central Florida  
BS, University of Florida,



#### Registration

PE AL, CA, DE, FL, GA, KY, KS, MI, NC, PA, SC, VA, and WI,  
Certified Building Commissioning Professional (CBCP)

**THOMAS C. NIELSEN, PE, LEED®AP** has been with McVeigh and Mangum Engineering since 1998 and holds the titles of Senior Vice President, Electrical Division Manager, and Senior Electrical Engineer. He will be the Lead Electrical Engineer for this project. Experienced in the design of power distribution, UPS and diesel generator emergency power systems, lighting applications, fire alarm, security and lightning protection systems. Project types include commercial, retail, industrial, medical/research, institutional, and governmental facilities.

#### EXPERIENCE:

- 1998 to Present:** McVeigh & Mangum Engineering, Inc.  
Senior Vice President/Electrical Division  
Manager/Senior Electrical Engineer
- 1993 to 1998:** Talbot & Associates Consulting Engineers  
Vice President
- 1987 to 1993:** Reynolds, Smith and Hills of North Carolina, Inc.  
Director of Electrical Engineering
- 1984 to 1987:** Reynolds, Smith and Hills, Jacksonville, Florida  
Electrical Engineer

#### REPRESENTATIVE PROJECTS:

- Abigail Court Senior Living, Port Richey, FL
- Anthem Lakes Senior Living, Mayport, FL
- Brooks Temporary Living Facility, Jacksonville, FL
- Coconut Point Senior Living, Estero, FL
- Fort Myers Senior Living Facility, Ft. Myers, FL
- Glenmoor Senior Living Facility Addition - Phase 2, World Golf Village, FL
- Green House Project at Bartram Trail, Jacksonville, FL
- Good Samaritan Society Senior Living, Deland, FL
- Harbor Chase of Mandarin Senior Living, Jacksonville, FL
- Mandarin Senior Living Facility, Jacksonville, FL
- Marcis Pointe Senior Living Apartments, Jacksonville, FL
- Mary Eaves Senior Living Facility, Jacksonville, FL
- Mary Immaculate Dining & Dorm Building, Jacksonville, FL
- Oak Hammock, Gainesville, FL
- Pablo Tower Assisted Living Facility, Jacksonville, FL
- Peyton Ridge Senior Apartments, Jacksonville, FL
- Riverview Senior Living, Jacksonville, FL
- San Jose Assisted Living, Jacksonville, FL

**FRANK YARIZADEH, PE, CBCP** is the Lead Mechanical Engineer. With over thirty years of experience in all phases of mechanical engineering analysis and design, Frank is versed in design of Heating, Ventilation and Air Conditioning (HVAC), Plumbing, and Fire Sprinkler systems. His experience includes engineering mechanical systems for hospitals, nursing homes, assisted and independent living facilities, correctional facilities, educational facilities, commercial offices, and retail spaces.

#### EXPERIENCE:

- 2010 to Present:** McVeigh & Mangum Engineering  
Associate Vice President/  
Mechanical Department Manager
- 1995 to 2010:** Architectural Concepts, Inc.  
Senior Mechanical Engineer  
Branch Office Director
- 1989 to 1995:** Tilden Lobnitz Cooper (TLC)  
Mechanical Engineer / Associate
- 1984 to 1989:** Columbia Health Care Corporation  
Mechanical Engineer  
Director of Mechanical Department

#### REPRESENTATIVE PROJECTS:

- Community Hospice – Department Renovations, Jacksonville, FL
- Anthem Lakes Senior Living, Mayport, FL
- Beachwalk Assisted Living & Memory Care Facility, Ft. Myers, FL
- Brooks Temporary Living Facility, Jacksonville, FL
- Coconut Point Senior Living Facility, Estero, FL
- Ft. Myers Senior Living Facility, Ft Myers, FL
- Green House Project at Bartram Trail, Jacksonville, FL
- Harbor Chase of Mandarin Senior Living, Jacksonville, FL
- Mandarin Senior Living Facility, Jacksonville, FL
- San Jose Assisted Living Facility, Jacksonville, FL
- Cathedral Towers Renovation, Jacksonville, FL
- Glenmoor Senior Living Facility Addition-Phase 2, Jacksonville, FL Oak Hammock, Gainesville, FL



## 7 - QUALIFICATIONS

**PQH has been designing multi-family housing for over thirty years...**

Working with builders and developers from across the country, we have experience in diverse residential choices – from luxury condominiums to affordable housing.

Our project teams are comprised of experienced professionals, dedicated to keeping up-to-date with the needs of today. By studying the way people live, we are able to design spaces which will enhance the quality of life for both residents and community members.



### MULTIFAMILY AND WORK FORCE HOUSING EXPERIENCE

The Quarry  
208 Units, Key West, FL

Vista Cove Condominiums  
330 Units, Ponte Vedra, FL

The Cottages at Oak Leaf  
240 Condominium Units, Orange Park, FL

11 East Forsyth  
127 Loft Apartments, Downtown Jacksonville

The Carling  
99 Loft Apartments, Downtown Jacksonville

TraVini  
176 Units, Sarasota, FL

VillaNova Apartments  
340 Units, Orlando, FL

Woodland Lakes  
272 Units, Orlando, FL

Avenue Royale  
214 Units, Jacksonville, FL

Portofino Apartments  
320 Units, Jacksonville, FL

Marsh Cove Apartments  
200 Units, Jacksonville, FL

Tivoli Apartments  
400 Units, Jacksonville, FL

The Boardwalk  
260 Units, Jacksonville, FL

Arbor Club Apartments  
250 Units, Jacksonville, FL





## AFFORDABLE HOUSING

*PQH has developed community-based partnerships with public, private and nonprofit entities to provide affordable neighborhoods for the area's work force and its families. Our ongoing goal is to design efficient, economical housing that will provide a sense of community pride. Our creative solutions allow moderately income residents to enjoy their surroundings. Some developments include these amenities:*

- Clubhouse, complete with fitness facility • Outdoor pool
- Sand volleyball court • Open spaces, such as a playground or walking path



**In all of our projects, we strive to represent not only the client, but also the consumer.**

Harbour Isle  
328 Units, St. Augustine, FL

Riley Chase  
312 Units, North Port, FL

Waterside Villas  
304 Units, Hilton Head, SC

Harmony Village  
200 Units, New Smyrna  
Beach, FL

Lindsey Terrace  
336 Units, Jacksonville, FL

Deerbrook 240 Units  
Jacksonville, FL

Villas of Lake Smart  
220 Units, Winter Haven, FL

Woodhollow Apartments  
420 Units, Jacksonville,  
FL

Cathedral Towers  
Jacksonville, FL

Lennox Court  
360 Units, Jacksonville, FL

Noah's Landing  
264 Units, Collier County, FL

Cypress Run  
350 Units, Tampa, FL

Gregory Cove  
288 Units, Jacksonville, FL

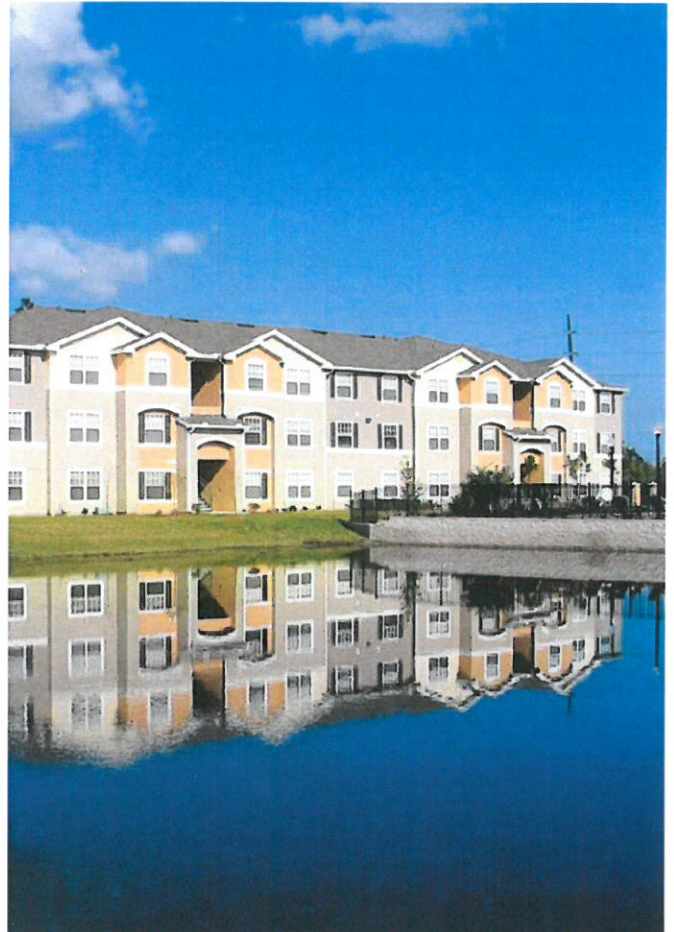
Matthew Ridge  
240 Units, Harris County, TX

Cane Island  
Kissimmee, FL

Camri Green Jacksonville,  
FL

Thomas Chase  
Jacksonville, FL

Trinity Towers Melbourne,  
FL



**PQH**  
GROUP



## MARKET RATE HOUSING



### Tivoli Apartments

Inspired by Mediterranean Villages, this project encompasses 400 apartment units in a unique manor-type building in which each unit has its own, independent entry door. Fifty percent of the units have direct access garages.

The units range from 1- to 3-bedroom flats to 2- and 3-bedroom townhouses. The buildings are organized around landscaped courtyards and private motor courts. Project amenities include a Community Center with a clubroom, fitness center and business site. The exterior amenities include gated entry and a swimming pool and spa with decorative fountains.

### Portofino Apartment Homes & Clubhouse

Located in the fast-growing Southside area of Jacksonville, this gated community features luxury apartments with garages, and a clubhouse with a deluxe deck and pool area.

Built in a European style surrounding park-like commons, these units feature french doors, garden baths, and large verandas.



### The Boardwalk Apartment Homes and Clubhouse

This 126-unit luxury apartment home community was developed with a "beach theme." Located in beautiful Ponte Vedra Beach, this flavor was reflected throughout the property, from exterior colors down to the furnishings used in the clubhouse.



## URBAN AND HISTORIC RESTORATIONS



### 11 East Forsyth

The client's goal was to restore and revive this historically significant building to its original grandeur by creating an urban community containing upscale loft apartments and amenities critical for bringing back housing to the City's downtown core.

Located in the heart of downtown Jacksonville, this 17-story Chicago style mixed-use building was constructed in 1926. The renovated structure includes 126 classically designed lofts, a community center with fitness facility, a 155-car parking garage, and retail space.

### Trinity Towers, South, West and East

The client's main goal for Trinity Towers was to revitalize the Senior Living Community in Melbourne, Florida. Originally built around 1971, the 14 and 17 story buildings contained 176 units and 192 units respectively were purchased by POAH in 2014 from the Holy Trinity Episcopal Church.



### The Carling

By restoring a National Historic Landmark – The Old Carling Hotel, circa 1926 – this structure brings additional urban housing to the downtown Jacksonville area.

Today, this 15-story mixed-use building holds 100 loft apartments, 15,000 s.f. of commercial space, a 250-parking garage and community center. The structure was renamed The Carling in honor of its historic past.



## 8 - REPRESENTATIVE WORKFORCE/ AFFORDABLE HOUSING COMPLEX PROJECTS AND CLIENT REFERENCES



**The Quarry Apartments,  
Vestcor Properties, Inc.  
Key West, FL**

208 Unit Workforce Housing Project – Contemporary Styled Apartment Complex with Residential Units elevated above one level of parking. The Project includes a clubhouse facility with a swimming pool.

**Peyton Ridge Apartments,  
Vestcor Properties, Inc.  
Jacksonville, Florida**

120 Unit Affordable Rental Community  
3 Story Structure with Surface Parking Around the Building.



**Ashley Square , Blue Sky Communities  
Jacksonville, Florida**

120 Unit Workforce Apartment Community. located in downtown Jacksonville, close to shopping, entertainment and all modes of transportation for an easy commute.

The Building includes 2 levels of parking. One and two bedroom units; amenities include fitness, lounge, walking paths and laundry facilities



**The Loft Apartments,  
Vestcor Properties, Inc.  
Jacksonville, Florida**

124 Unit Workforce Housing Project with one level of Parking. One, two and three bedroom units centrally located with access to public transportation.





## 8 - PROJECT AND CLIENT REFERENCES

After 36 years of practice, we understand the extraordinary level of responsibility each one of our projects requires, and that the key to successful delivery lies in our ability to communicate. From the Principal-in-Charge, down to our administrative staff, we all work closely to insure your projects runs smoothly and that information is given and received in a clear and concise manner.

PQH Group client references are as follows:



**The Quarry – Key West, FL**

Former Ambassador John D. Rood  
The Vestcor Companies  
3030 Hartley Road, Suite 310  
Jacksonville, FL 32257  
[roodj@vestcor.com](mailto:roodj@vestcor.com)  
904.260-3030

Andrew Toppino  
Charley Toppino & Sons  
Office: (305)-296-5606

Rodney Cruise  
ERAU  
600 S. Clyde Morris Blvd.  
Daytona Beach, Florida 32114  
Office: (386)-226-7303



**Embry Riddle University Student Housing – Daytona Beach, FL**



**Allegro Sr. Living Facility –  
Abacoa – Jupiter, FL**

David Kirkland  
Formerly with  
Allegro Senior Living Facilities  
4971 Ravenel Place  
Jacksonville, FL 32225  
Cell:(314) 761-6503



## 9. PROFESSIONAL LICENSES – PQH

RICK SCOTT, GOVERNOR  
KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER  
AR000785

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

QUINONES, RICARDO EGEA  
4141 SOUTHPOINT DRIVE EAST  
SUITE 200  
JACKSONVILLE FL 32216

ISSUED: 12/12/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612120000974

RICK SCOTT, GOVERNOR  
KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER  
AP0018448

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

RINGHOFFER, FRANK M JR  
7491 DEVONDALE WAY  
JACKSONVILLE FL 32256

ISSUED: 12/19/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612190000895

RICK SCOTT, GOVERNOR  
KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER  
AR08244

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

MINOZZI, ALDO  
4141 SOUTHPOINT DRIVE EAST  
SUITE 200  
JACKSONVILLE FL 32216

ISSUED: 12/12/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612120000781

RICK SCOTT, GOVERNOR  
KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER  
AR0014441

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

JENNINGS, THOMAS DONAVIN  
14556 GREENOVER LANE  
JACKSONVILLE FL 32258

ISSUED: 12/12/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612120000925

RICK SCOTT, GOVERNOR  
JONATHAN ZACHEM, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER  
AR03537

The ARCHITECT  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

KAYE, CHRISTOPHER L  
4141 SOUTHPOINT DRIVE EAST  
SUITE 200  
JACKSONVILLE FL 32216

ISSUED: 03/15/2018 DISPLAY AS REQUIRED BY LAW SEQ # L1803150000666

RICK SCOTT, GOVERNOR  
JONATHAN ZACHEM, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER  
ID0152

The INTERIOR DESIGNER  
Named below IS LICENSED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

KAYE, CHRISTOPHER L  
4141 SOUTHPOINT DRIVE EAST  
SUITE 200  
JACKSONVILLE FL 32216

ISSUED: 03/18/2018 DISPLAY AS REQUIRED BY LAW SEQ # L1803180001190

State of Florida  
Board of Professional Engineers  
Attests that  
Henry C. McVeigh, P.E.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. / SI Lic. No: 30692 993  
Audit No: 228201927628 SI SPECIAL INSPECTOR

State of Florida  
Board of Professional Engineers  
Attests that  
Farshid Yarizadeh, P.E.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 40287  
Audit No: 228201928096 R

State of Florida  
Board of Professional Engineers  
Attests that  
Thomas C. Nielsen, P.E.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 53492  
Audit No: 228201928923 R





## THE CITY OF KEY WEST

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

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### **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).*

**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.*

  
\_\_\_\_\_  
Ricardo E. Quinones, AIA, President  
Signature

\_\_\_\_\_  
PQH Group Design, Inc.  
Name of Business

**END OF ADDENDUM**





## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

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

#### **Pre-Qualification Submittal Meeting Agenda**

**11:00 AM – November 28, 2018**

#### **1. Introductions:**

- a. Attendee Introductions
- b. Sign-in Sheet – Non-Mandatory Meeting

#### **2. Request for Qualifications critical milestones:**

- a. Deadline for Inquiries: December 3, 2018
- b. Final Addenda Issued: December 4, 2018
- c. Proposals Due By: December 12, 2018, 3:00 p.m.

#### **3. Project Description:**

- a. The City of Key West (City) is seeking a consultant to perform architecture for development of a workforce housing complex at 5220, 5224, 5228 and 5230 College Road on Stock Island, Key West, Florida (the Site). Re-development will provide up to 104 units of workforce housing.
- b. Conceptual design package (Exhibit C) for information only.
- c. Site is currently developed with a one-story former "Easter Seals", a one-story SPCA office and the parcel formerly occupied by Monroe County Mosquito Control including a two-story office building and one-story storage building.
- d. Zoning High Density Resident (HRD-1).

#### **4. Scope of Services – Refer to B. Page 6 Tasks 1 and 2**

#### **5. Anticipated Time Table - Refer to A.4 Page 5. Time Critical.**

#### **6. Response Content - Refer to C.13 Pages 9 and 10.**

- a. Format consistent with Consultant Ranking Form (Exhibit B, page 22).
- b. Submittal (including resumes) limited to 20 double sided pages not including Exhibit A AFFIDAVITS & FORMS.

#### **7. Questions**

#### **8. Site Visit**

## Sign-in Sheet

**Location:** KW City Hall

Name	email	Org	Contact#
Jim Bouquet, PE	jbouquet@cityofkeywest-fl.gov	CKW	305-809-3962
William Horn	william@wphornandhoyer.com	KW	305-296-8300
Erica Poole	epoole@K2MdesignN.com	K2M	305-305-5000
Joe Moody	jmoody@K2MdesignN.com	K2M	305-307-5000
David Rosa	drrosa@csagroup.com	CSA	305-726-4240
Patrick Wright	pwright@cityofkeywest-fl.gov	KW	305-809-3778
Lizell Howell	Howell@CityofKeywest-Fl.Gov	" "	-3963
STEVE McALEARNEY	SMCALEARNEY@CITYOFKEYWEST-FL.GOV	CKW	305 809 3747





## **10. Sworn Statements and Affidavits**

**EXHIBIT A**

**AFFIDAVITS AND FORMS**



**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: \_\_\_\_\_

Ricardo E. Quinones, AIA, President  
PQH Group Design, Inc.

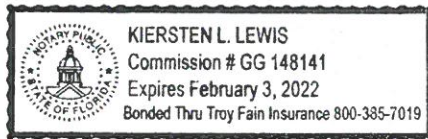
sworn and prescribed before me this 12 day of Dec, 2018

NOTARY PUBLIC, State of Florida

Kiersten L Lewis

My commission expires:

2-3-22



[illegible]

By: Ricardo E. Quinones  
Ricardo E. Quinones, AIA, President  
PQH Group Design, Inc.

12 day of Dec, 2018.

My Commission Expires: 2-3-22





**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 The City of Key West

by Ricardo E. Quinones, AIA, President  
(print individual's name and title)  
PQH Group Design, Inc.  
(print name of entity submitting sworn statement)

for

whose business address is 4141 Southpoint Drive East, Suite 200, Jacksonville, FL 32216

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

47-2933964

(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).

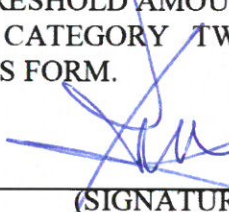
Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent 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)  
Ricardo E. Quinones, AIA, President  
PQHGroup Design, Inc.  
December 12, 2018  
\_\_\_\_\_  
(DATE)

STATE OF Florida

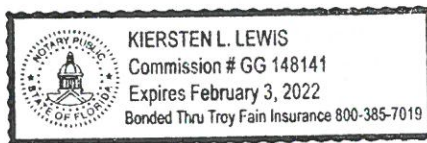
COUNTY OF Duval

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

Kiersten L Lewis NOTARY PUBLIC

My commission expires:

2-3-22



**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida )

: SS

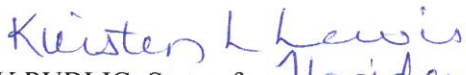
COUNTY OF Duval )

I, the undersigned hereby duly sworn, depose and say that the firm of PQH Group 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:   
Ricardo E. Quinones, AIA, President

Sworn and subscribed before me this 11 day of December 2018.

  
NOTARY PUBLIC, State of Florida at Large

My Commission Expires:  
2-3-22





**CONE OF SILENCE AFFIDAVIT**

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

STATE OF Florida )  
 : SS  
COUNTY OF Duval )

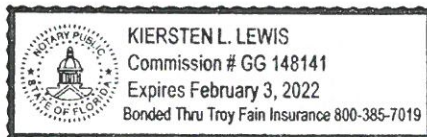
I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of  
PQH Group Design, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations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

11 day of December, 2018.

[Signature]  
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 2-3-22

Kiersten Lewis



**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*)