

**12****AGENDA ITEM  
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS***Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting***9/21/2021****BCC MEETING DATE****TO: Hunter S. Conrad, County Administrator****DATE: August 26, 2021****FROM: Jaime Locklear, Asst Director of Purchasing & Contracts****PHONE: 904 209-0158****SUBJECT OR TITLE: RFQ 21-104; Fire Station #11 and Sheriff's Office Southwest Operations Center Design Services****AGENDA TYPE: Bid Award, Consent Agenda, Contract, Resolution****BACKGROUND INFORMATION:**

SJC Purchasing issued a Request for Qualifications (RFQ) for professional architect services necessary for the complete design, permitting, geotechnical exploration, civil, landscaping, irrigation, architectural, structural, mechanical, electrical, technology, plumbing, fire protection, and other design and construction documents for completion of the new Fire Station # 11 and Sheriff's Office Southwest Operations Center located at 4401 Cypress Links Blvd., Elkton, FL 32033. The RFQ was advertised in accordance with County Purchasing Policy. Four (4) submittals were received and forwarded to the Evaluation Committee for review and scoring. A public evaluation meeting was held to record committee members' scores and short-list the respondents. The short-listed firms were interviewed by the Evaluation Committee and Architects Design Group was identified as the top ranked firm based upon qualifications and the subsequent interviews. Staff recommends Board approval to enter into negotiations with Architects Design Group as the top ranked firm, and upon successful negotiations, executing a contract in substantially the same form and format as attached, for the performance of the required services. In the event an agreement cannot be reached with the top ranked firm, the County Administrator, or designee, is authorized to cease negotiations and enter in negotiations with the next successively ranked respondent(s) until an agreement is reached, or it is determined it is not in the best interest of the County to continue negotiations.

**1. IS FUNDING REQUIRED?** Yes**2. IF YES, INDICATE IF BUDGETED.** Yes**IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:****INDICATE FUNDING SOURCE:** Fire/EMS Impact Fee Projects - Engineering Services (1172-53180) & Architectural Services (1172-53190)**SUGGESTED MOTION/RECOMMENDATION/ACTION:**

Motion to adopt Resolution 2021-\_\_\_\_\_, authorizing the County Administrator, or designee, to enter into negotiations with Architects Design Group as the top ranked firm under RFQ 21-104; Fire Station #11 and Sheriff's Office Southwest Operations Center Design Services, and upon successful negotiations, to award and execute a contract in substantially the same form and format as attached for completion of the work, or to conduct negotiations with the next successively ranked firm as required until an agreement is reached.

**For Administration Use Only:****Legal: RL 8/31/2021****OMB: DC 8/31/2021****Admin: Brad Bradley 9/10/2021**

**RESOLUTION NO. 2021 - \_\_\_\_\_**

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO ENTER INTO NEGOTIATIONS WITH ARCHITECTS DESIGN GROUP AS THE TOP RANKED FIRM UNDER RFQ NO: 21-104; FIRE STATION #11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES, AND UPON SUCCESSFUL NEGOTIATIONS, TO AWARD AND EXECUTE A CONTRACT FOR COMPLETION OF THE WORK.**

**RECITALS**

**WHEREAS**, the County is planning for the design and construction documents for completion of a new free-standing 4-bay fire station/sheriff's office operations center and associated site work, to be located at 4401 Cypress Links Blvd., Elkton, FL 32033; and

**WHEREAS**, the project requires professional architectural services for design, permitting, geotechnical exploration, civil, landscaping, irrigation, architectural, structural, mechanical, electrical, technology, plumbing, fire protection, and other design and construction documents for completion of the new Fire Station # 11 and Sheriff's Office Southwest Operations Center, in accordance with RFQ No. 21-104; and

**WHEREAS**, through the County's formal RFQ process, Architects Design Group, was identified as the top ranked firm to perform the work; and

**WHEREAS**, the County finds that the contract serves a public purpose, and will review the terms, provisions, conditions, and requirements of the negotiated contract; and

**WHEREAS**, the project will be funded by the SJC Fire Rescue Impact Fees.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to enter into negotiations with Architects Design Group, as the top ranked firm in order to come to agreement over terms and conditions. In the event an agreement cannot be reached, the County Administrator, or designee, is authorized to cease negotiations and negotiate with the next successively ranked firm until an agreement can be reached, or it no longer serves the County's best interest to proceed.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to award and execute a contract with Architects Design Group, or a next successively ranked firm, as applicable, to provide the services as provided in RFQ No. 21-104, and as negotiated.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2021.

**BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Jeremiah R. Blocker, Chair

**ATTEST:** Brandon J. Patty,  
**Clerk of the Circuit Court & Comptroller**

By: \_\_\_\_\_  
Deputy Clerk



**CONTRACT AGREEMENT**  
**RFQ NO: 21-104; FIRE STATION # 11 AND SHERIFF'S OFFICE**  
**SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**Master Contract #:** \_\_\_\_\_

This Contract Agreement, ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021, ("Effective Date") between **St. Johns County, FL** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084, and \_\_\_\_\_ ("Consultant"), authorized to do business in the State of Florida, with mailing address: \_\_\_\_\_; Phone: (\_\_\_\_)\_\_\_\_\_; Fax: (\_\_\_\_)\_\_\_\_\_; Email: \_\_\_\_\_.

In consideration of the mutual promises contained herein, the County and the Consultant agree as follows:

**ARTICLE 1 – DURATION and EXTENSION**

This Agreement shall become effective upon the date of execution by all parties, as of the Effective Date shown above, and shall be in effect for an initial contract term of XXXXXX (XXX) calendar days, and may be extended as necessary to complete the required services upon satisfactory performance by the Consultant, mutual agreement by both parties, and the availability of legally appropriated funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination that the Consultant satisfactorily performed the Services noted in the Contract Documents.

**ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS**

The term "Contract Documents" shall include all RFQ Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

Any document not identified above is not a Contract Document and does not form part of this Agreement. In interpreting the Contract and resolving any inconsistencies or ambiguities, the main body of this Agreement takes precedence over any of the Exhibits provided above.

**ARTICLE 3 - SERVICES**

The Consultant's responsibility under this Agreement is to provide any and all labor, materials, equipment, transportation, and supervision necessary to perform the Scope of Work as set forth in Part III of St. Johns County Request for Qualifications No: 21-104.

Services provided by the Consultant shall be under the general direction of the respective St. Johns County Construction Services/Public Works Division, or other authorized County designee, who shall act as the County's representative throughout the duration of this Agreement.

**ARTICLE 4 – SCHEDULE**

The Consultant shall perform the required Services according to the schedule submitted and approved by the County. No changes to said schedule shall be made without prior written authorization from the County's representative.

**ARTICLE 5 – COMPENSATION/BILLING/INVOICES**

- A. The County shall compensate the Consultant an amount not to exceed XXXXXXXXXXXX (\$XXXXXXXXXX) according to the pricing proposal attached hereto as Exhibit "B", which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Consultant under this Agreement shall not exceed the amount stated above without the County's express written approval, and amendment to this Agreement.
- B. It is strictly understood that Consultant is not entitled to the above-referenced amount of compensation. Rather, Consultant's compensation is based upon Consultant's adhering to the Scope of Work, detailed in this Agreement. As such, the Consultant's compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.

- C. The Consultant shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Consultant's authorized representative on the submitted invoice shall constitute the Consultant's certification to the County that:
1. The Consultant has billed the County for all services rendered by it and any of its consultants or sub-consultants through the date of the invoice;
  2. As of the date of the invoice, no other outstanding amounts are due from the County to the Consultant for services rendered;
  3. The reimbursable expenses, if any, have been reasonably incurred; and
  4. The amount requested is currently due and owing.
- D. Though there is no billing form or format pre-approved by either the County, or the Consultant, bills/invoices submitted by the Consultant shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Monthly Invoicing Form 1551, as provided by the County. The County may return a bill/invoice from the Consultant, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Consultant's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Consultant, or by the Consultant's consultants or sub-consultants, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- St. Johns County Construction Services/Public Works Division  
Attn: Raquel Moore  
2750 Industry Center Road  
St. Augustine, FL 32084
- G. FINAL INVOICE: In order for the County and the Consultant to reconcile/close their books and records, the Consultant shall clearly indicate "Final Invoice" on the Consultant's final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

**ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE**

The signing of this Agreement by the Consultant shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

**ARTICLE 7 – ARREARS**

The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

**ARTICLE 8 – TERMINATION**

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Consultant of such termination without cause.
- B. This Agreement may be terminated by the Consultant with cause upon at least fourteen (14) calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

**ARTICLE 9 – NOTICE OF DEFAULT/RIGHT TO CURE**

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Consultant shall provide



written notice to the County, which such notice shall include a timeframe of no fewer than fifteen (15) business days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.

- B. Should the Consultant fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Consultant, which such notice shall include a timeframe of no fewer than seven (7) calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Consultant shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
  - 1. Stop work on the date to the extent specified.
  - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
  - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
  - 4. Continue and complete all parts of the work that have not been terminated.

**ARTICLE 10 – PERSONNEL**

The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

Any changes or substitutions in the Consultant's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Consultant warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Consultant is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

The Consultant shall provide the designated Key Personnel to perform work under this Agreement, as follows:

Name:	Title:	Phone #:	Email:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ARTICLE 11 – SUBCONTRACTING**

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

**ARTICLE 12 – FEDERAL AND STATE TAX**

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Consultant upon request. The Consultant shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Consultant that the Consultant shall not be authorized to use the County's Tax Exemption status in any manner.

The Consultant shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Consultant's performance under this Agreement.

### **ARTICLE 13 – AVAILABILITY OF FUNDS**

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

### **ARTICLE 14 - INSURANCE**

The Consultant shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Consultant shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Agreement.

Certificate Holder Address:     St. Johns County, a political subdivision of the State of Florida  
  500 San Sebastian View  
  St. Augustine, FL 32084

The Consultant shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Consultant from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000.

The Consultant shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

### **ARTICLE 15 – EMPLOYMENT ELIGIBILITY AND MANDATORY USE OF E-VERIFY**

As a condition precedent to entering into this Agreement, and in accordance with section 448.095, F.S., Consultant and its

subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

- A. Consultant shall require each of its subconsultants and subcontractors to provide Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of this Agreement.
- B. The County, Consultant, or any subconsultant or subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- C. The County, upon good faith belief that a subconsultant or subcontractor knowingly violated these provisions regarding employment eligibility, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subconsultant or subcontractor.
- D. The County and Consultant hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.
- E. Consultant acknowledges that, in the event that the County terminates this Agreement for Consultant's breach of these provisions regarding employment eligibility, then Consultant may not be awarded a public contract for at least one (1) year after such termination. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the County as a result of the County's termination of this Agreement for breach of these provisions regarding employment eligibility.
- F. Consultant shall incorporate in all subcontracts made pursuant to this Agreement the provisions contained herein regarding employment eligibility.

#### **ARTICLE 16 - INDEMNIFICATION**

The Consultant shall indemnify and hold harmless the County and its officers and employees from claims, liabilities, damages, losses, and costs, including court costs, expert witness and professional consultation services, and attorneys' fees, arising out of the Consultant's errors, omissions, or negligence. The Consultant shall not be liable to, nor be required to indemnify the County for, any portions of damages arising out of any error, omission, or negligence of the County or its officers and employees..

#### **ARTICLE 17 – SUCCESSORS AND ASSIGNS**

The County and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Consultant shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Consultant.

#### **ARTICLE 18 – REMEDIES**

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

## **ARTICLE 19 – CONFLICT OF INTEREST**

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within thirty (30) days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Consultant under the terms of this Agreement.

## **ARTICLE 20 – NO THIRD PARTY BENEFICIARIES**

It is expressly understood by the County, and the Consultant, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

## **ARTICLE 21 – EXCUSABLE DELAYS**

The Consultant shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Consultant's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Consultant's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Consultant and its subcontractor(s) and is without the fault or negligence of either of them, the Consultant shall not be deemed to be in default.

Upon the Consultant's request, the County shall consider the facts and extent of any delay in performing the work and, if the Consultant's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

## **ARTICLE 22 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The Consultant shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Consultant and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

## **ARTICLE 23 – INDEPENDENT CONSULTANT RELATIONSHIP**

The Consultant is, and shall be, in the performance of all work services and activities under this Agreement, an

independent consultant, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Consultant's sole direction, supervision, and control.

The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the County shall be that of an independent consultant and not as employees or agents of the County. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

#### **ARTICLE 24 – CONTINGENT FEES**

Pursuant to Section 287.055(6), Florida Statutes, the Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

#### **ARTICLE 25 – ACCESS AND AUDITS**

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

#### **ARTICLE 26– NONDISCRIMINATION**

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

#### **ARTICLE 27 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The County and the Consultant agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Consultant.

#### **ARTICLE 28 – ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

#### **ARTICLE 29 – COMPLIANCE WITH APPLICABLE LAWS**

Both the County and the Consultant shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

#### **ARTICLE 30 – AUTHORITY TO PRACTICE**

The Consultant hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

#### **ARTICLE 31 – SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 32 - AMENDMENTS AND MODIFICATIONS**

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Consultant shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

**ARTICLE 33 – FLORIDA LAW & VENUE**

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

**ARTICLE 34 – ARBITRATION**

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

**ARTICLE 35 - NOTICES**

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department  
**Attn: Leigh A. Daniels, CPPB, Purchasing Manager**  
500 San Sebastian View  
St. Augustine, FL 32084

and if sent to the Consultant shall be mailed to:

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

**ARTICLE 36 - HEADINGS**

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

**ARTICLE 37 –PUBLIC RECORDS**

A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.

B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on

behalf of the County, Contractor shall comply with all requirements of Florida’s public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (2) Upon request from the County’s custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
- (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.

If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County’s custodian of public records, in a format that is compatible with the County’s information technology systems.

Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 San Sebastian View, St. Augustine, FL 32084, (904) 209-0805, [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us)**

**ARTICLE 38 – USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval St. Johns County, Florida.

**ARTICLE 39 – SURVIVAL**

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

**ARTICLE 40 – AUTHORITY TO EXECUTE**

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party’s authorized representative shown below.

IN WITNESS WHEREOF, authorized representatives of the COUNTY, and CONSULTANT have executed this Contract Agreement on the day and year below noted.

-----

**ST. JOHNS COUNTY, FL:**

Leigh A. Daniels, CPPB  
Printed Name of County Representative

Purchasing Manager  
Title of County Representative

\_\_\_\_\_  
Signature County Representative

\_\_\_\_\_  
Date of Execution

**CONSULTANT:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Consultant Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date of Execution

**ATTEST:  
ST. JOHNS COUNTY, FL  
CLERK OF THE CIRCUIT COURT & COMPTROLLER**

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date of Execution

**LEGALLY SUFFICIENT**

\_\_\_\_\_  
Office of County Attorney

\_\_\_\_\_  
Date of Execution



**RFQ NO: 21-104; FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**Master Contract #:** \_\_\_\_\_

**EXHIBIT "A"**

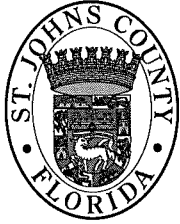
Request for Qualifications & Issued Addenda  
(separate attachment)

**RFQ NO: 21-104; FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**Master Contract #: \_\_\_\_\_**

**EXHIBIT "B"**

**CONSULTANT'S PROPOSAL**



## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

August 20, 2021

**RE:** RFQ 21-104; SJC Fire Station #11 and Sheriff's Office Southwest Operation Center Design Services


Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to Architects Design Group, as the top ranked firm under RFQ 21-104; SJC Fire Station #11 and Sheriff's Office Southwest Operation Center Design Services.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to Malinda "Jordy" Fusco, MA, CPM, Procurement Coordinator at [mfusco@sjcfl.us](mailto:mfusco@sjcfl.us).

Sincerely,  
**St. Johns County**  
**Board of County Commissioners**

  
County Representative Signature

Date: 8/20/21

Jaime T. Locklear, MPA, NIGP-CPP, CPPO, CPPB  
Assistant Director of Purchasing & Contracts  
(904) 209-0158 – Direct  
[jlocklear@sjcfl.us](mailto:jlocklear@sjcfl.us)

St. Johns County, Florida  
Board of County Commissioners

**COMBINED EVALUATION SUMMARY SHEET**  
(Submittal & Presentations)

Date: August 12, 2021  
RFQ: 21-104; Fire Station # 11 and  
Sheriff's Office Southwest  
Operations Center Design Svcs  
Posted:

FIRM	EVALUATOR		EVALUATOR		EVALUATOR		EVALUATOR		TOTAL	RANK	COMMENTS		
	Submittal	Interview	Submittal	Interview	Submittal	Interview	Submittal	Interview					
Architects Design Group	111.00	8.00	119.00	8.00	120.00	10.00	105.00	10.00	110.00	9.00	610.00	1	
Passero Associates	122.00	10.00	123.00	7.00	110.00	9.00	100.00	8.00	108.00	10.00	607.00	2	
Wannemacher Jensen Architects	102.00	Withdraw from Interviews	115.00	Withdraw from Interviews	115.00	Withdraw from Interviews	99.00	Withdraw from Interviews	83.00	Withdraw from Interviews	514.00	3	

APPROVED: Purchasing Manager [Signature] name Leigh A. Daniels Date: 8/24/2021  
Public Works Director [Signature] name Greg Caldwell Date: 8/19/21

NOTE: THE RANKING SHOWN ABOVE MUST BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE RANKING ORDER. IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL IN THE COMMENTS SECTION OR ATTACHED TO THIS EVALUATION SUMMARY SHEET.

POSTING TIME/DATE FROM 1:00 PM AUGUST 20 2021 UNTIL 4:00 PM AUGUST 25 2021  
FOR FIRM AUGUST 25 2021

ANY RESPONDENT AFFECTED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE EVALUATION, SHORTLIST, OR RECOMMENDATION FOR AWARD RELATED TO THIS RFO SHALL FILE WITH THE ST. JOHNS COUNTY PURCHASING DEPARTMENT A WRITTEN NOTICE OF INTENT TO FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF A NOTICE OF INTENT TO AWARD. PROTEST PROCEDURES MAY BE OBTAINED FROM THE DESIGNATED POINT OF CONTACT FOR THIS RFO.



**ST. JOHNS COUNTY  
PURCHASING DEPARTMENT**

500 San Sebastian View  
St. Augustine, Florida 32084

---

**I N T E R O F F I C E M E M O R A N D U M**

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**TO:** Greg Caldwell, Public Works Director  
**FROM:** Leigh A. Daniels, CPPB, Purchasing Manager  
**SUBJECT:** RFQ 21-104; Fire Station #11 and Sheriff's Office Southwest Operations Center  
Design Services  
**DATE:** August 12, 2021

Attached please find a copy of the RFQ Evaluation Summary Sheet for your file as recorded and verified at the Evaluation Committee Meeting.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval *[Signature]*  
Date August 18, 2021  
Budget Amount \$ 335,000.  
Account Funding Title Fire/Ems Impact  
Funding Charge Code 1172-53190 / 1172-53190  
Award to Architects Design Group  
Award Amount N/A

# RFQ 21-104

## SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES

Due: July 22, 2021



SUBMITTED BY: Architects Design Group | 333 N. Knowles Avenue, Winter Park, FL 32789



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**PART VII: – ATTACHMENTS/FORMS**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**COVER PAGE**

**SUBMIT ONE (1) HARD-COPY ORIGINAL PROPOSAL, AND  
ONE (1) EXACT ELECTRONIC PDF COPY OF THE SUBMITTED PROPOSAL ON USB DRIVE  
IN A SEALED ENVELOPE OR CONTAINER TO:**

PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

**FULL LEGAL NAME OF COMPANY:** Architects Design Group / ADG Inc.

**DATE:** July 20, 2021

P.O.Box 1210, Winter Park, FL 32790  
Mailing Address (Street Address, City, State, Zip Code)

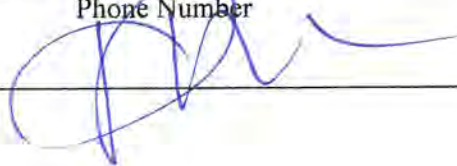
**AUTHORIZED COMPANY REPRESENTATIVE**

Ian Reeves, President

Printed Name & Title

(407) 647-1706

Phone Number





July 20, 2021

St. Johns County  
Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084

**RE: RFQ NO. 21-104 | SJC FIRE STATION #11 AND SHERIFF'S OFFICE SOUTHWEST OPERATION CENTER DESIGN SERVICES**

Dear Selection Committee Members:

Architects Design Group (ADG) is pleased to submit this proposal to provide professional architectural and engineering services for the new St. Johns County Fire Station No. 11 and Sheriff's Office Southwest Operations Center. ADG is a nationally-recognized firm, headquartered in Florida. We specialize in the space planning, master planning, and design of fire-rescue and public safety facilities across Florida and the United States. In fact, over the past 50 years, ADG has worked on the planning and design of over 350 public safety facilities nationwide.



Additionally, ADG has previously worked with St. Johns County (SJC) on several successful projects including the SJC Fire Station No. 5 / Sheriff Command Center, SJC Fire Station No. 19, and the St. Johns County Maintenance Facility. As such, we have a strong understanding of the county's policies, as well as the Fire Department and Sheriff's Office needs.

As a design-oriented firm, ADG takes pride in delivering inspired architectural design while providing efficient, effective, and innovative design solutions. Our team of experts is committed to meeting your needs, fitting your schedule, and accommodating your project budget. We believe the tenure of our firm speaks to our strengths of client service and satisfaction.

**BACKGROUND AND HISTORY**

Architects Design Group (ADG) was established in 1971 by I.S.K. Reeves, V, FAIA as a full-service architectural and planning firm. Since then, ADG has grown to a national firm whose sole body of work is the design of public safety and municipal facilities. ADG looks for creative concepts which blend the science of building technology, innovative problem solving, and the art of architecture. We believe in the tenets of authentic, contemporary architecture, and direct our practice to achieve the highest standards of design quality. Our success reflects the resolution of specific design issues while meeting the functional needs of the program within the established budget.

ADG has four separate, but inter-supporting design studios, each directed by a registered architect. The Studio Director whose experience best relates to each project serves as the project architect and client contact. Additionally, each project is overseen by the firm's President, Ian Reeves. ADG is proud to have earned numerous national, regional, and local awards that reflect our firm's ability to solve complex design challenges, use the most innovative and cost effective techniques, maximize space functionality, and achieve the highest level of overall quality. The result is an environment that encourages operations driven design.

Over the past 50 years, ADG has received many honors and awards for design excellence including AIA Orlando Firm of the Year, AIA Florida Firm of the Year, as well as an Architect of the Year award. Additionally, ADG has won AIA, design, and technology awards for over 75 of our public safety projects, including Orlando Fire Station No. 9 which is LEED Net-Zero and includes over 270 photovoltaic panels.

## IN-HOUSE AREAS OF SPECIALIZATION

In addition to being national public safety, law enforcement, and fire station design experts, members of our team have spoken at several conferences including Firehouse Station Design Conference, National Hurricane Conference (NHC), and the International Association of Chiefs of Police (IACP). ADG's in-house services include:

- ADA Surveys
- Life-cycle cost analysis
- Operations Analysis
- Feasibility Studies
- Spatial Needs Assessments
- Site Evaluation and Selection
- Community Planning
- Master Planning
- Conceptual Design
- 3D Renderings
- Full Architectural Design
- Construction Administration
- Interior Design
- Grant Writing Assistance
- Adaptive Reuse
- Building Code Reviews
- Construction Budgeting and Scheduling
- Environmental Sustainability Studies
- Furniture and Equipment
- Graphic Design
- Alternative Design Solutions
- Signage and Way-Finding

## UNMATCHED TEAM OF PROFESSIONALS

As we have worked in this area for over 50 years, we have established relationships with many local engineers who have successfully completed fire rescue and public safety projects with us. This teaming approach ensures the entire design team understands the unique requirements of the project, the necessary components to ensure safe and efficient daily operations, and how to incorporate these components into the combined fire station and Sheriff's Office facility to provide long-term value to your community. We understand the county has strategic goals to ensure public services are available to meet current and future population demands. Therefore, our team will ensure the proposed new Fire Station No. 11 and Sheriff's Office Southwest Operations Center will assist in meeting the county's goals and objectives by providing the community with a new facility and a greater level of service.

Matthews Design Group (MDG) will be providing civil and traffic engineering services for this contract. MDG is prequalified and certified by the Florida Department of Transportation (FDOT) in several work groups, as a small business (SB) and disadvantage business enterprise (DBE), as well as a woman-owned business. MDG is based in SJC and is the largest civil engineering firm in the area. MDG has worked on numerous local projects, such as the SJC Sheriff's Office Storage Building, SJC Sheriff's Office Master Drainage Plan, and the SJC Emergency Communications Cell Towers project. Their team also worked alongside ADG on the SJC Fire Station No. 5 and Sheriff's Command Center. McVeigh & Mangum Engineering, Inc. will be serving as the teams MEP and Structural Engineer for this project. McVeigh & Mangum has worked with ADG on numerous local fire stations and public safety facilities, including the SJC Fire Station No. 5 and Sheriff's Command Center, SJC Fire Station No. 19, SJC Maintenance Facility, Palm Coast Fire Prototype Stations No. 21, 24, and 25, as well as the Flagler County's Sheriff's Office District II Facility.

Kimley-Horn will be providing landscape architecture services for this project. They have worked on numerous projects in St. Johns County. Brett Kuzoian with Kimley-Horn worked with ADG on the SJC Fire Station No. 5 and Sheriff's Command Center, SJC Fire Station No. 19. Engineering Consulting Services (ECS) will provide geotechnical engineering services for this contract. With over 30 years of experience in Florida, ECS is a leader in geotechnical, construction materials, environmental, and facilities engineering. ECS has worked on 60 St. Johns County projects as well as more than 15 fire station projects. Founded in 1972, Southeastern Surveying and Mapping Corporation (SSMC) will be providing all survey services for this project. SSMC has completed numerous county projects as well as worked with ADG on public safety projects throughout Florida, including the Kissimmee Fire Station No. 4 and the Lake County EOC / 911 Center.

TLC Engineering Solutions, the team's security and technology consultant, has extensive experience working on this project type and has completed 80+ public safety projects with ADG. Additionally, TLC has worked on 22 projects within St. Johns County, including the SJC Fire Station No. 5 and Sheriff's Command Center, as well as SJC Fire Station No. 19 with ADG. Construction Consultants & Associates,



Inc. (CC&A) will serve as our team's cost estimator. Their team worked with ADG on the Highlands County Sheriff's Office Facility, Cape Coral Police Headquarters, Mount Dora Public Safety, and Ocoee Main Fire Station projects. Each member of our proposed team has reviewed their schedule and are able to begin working on this project immediately.

## PROJECT UNDERSTANDING

During the county's 200-year history, there has been consistent population growth, especially in recent years. To serve this growing population, the county's facility needs have grown as well. We understand the county is looking for a qualified team to provide architectural and engineering services for a new free-standing, four-bay fire station and Sheriff's Office operations center, modeled after the recently-constructed Combined Fire Station No. 5 and Sheriff's Command Center. As part of the original team that designed the facility, we feel the ADG team is uniquely qualified to design this new station.

The St. Johns County Combined Fire Station No. 5 and Sheriff's Command Center is approximately 25,222 SF with four apparatus bays. It includes hose storage, shop area, EMS, gear storage, offices, training rooms, reception area, bunk rooms, locker rooms, a dayroom, kitchen, dining area, and laundry room. This is a joint-use building housing a district station for the county's sheriff, as well as a full fire station. The design team worked with multiple user groups to master plan the site and building layout to conform to both fire and law enforcement standards. All sheriff components are located on the north side of the building with the fire-rescue elements on the south. The two departments share a lobby and site infrastructure, which resulted in cost savings to the project. As the Fire Station No. 11 and Sheriff's Office Southwest Operations Center will be modeled after the current design, we believe that the new station will include these components as well.



Services represented on our team for this project include architecture, civil and traffic engineering, MEP and structural engineering, geotechnical engineering, survey, security / technology experts, cost estimating, as well as landscape and irrigation design. ADG has engaged a cost estimator who understands the current and projected construction costs for labor and materials in the north / central Florida market. As stated in the RFQ, an initial cost estimate, prior to initiating design development, will be required.

Our team's experience working on combined public safety facilities will ensure that the project will be delivered on time, within budget, and with a superior level of construction and finish quality. The project approach described in Section 4 has been developed specifically for the scope of services required for the St. Johns County Fire Station No. 11 and Sheriff's Office Southwest Operations Center.

## UNDERSTANDING OF LOCAL CONDITIONS

ADG offers the county a 100% local Florida-based team with a thorough understanding of your project needs and those of the project site conditions at 4401 Cypress Links Blvd., Elkton, FL 32033. Our team's civil engineer, Matthews Design Group, is currently working near the project site, on SR 207, as well as the redevelopment of the golf course, and are familiar with the local conditions as well as current and future drainage systems. The project site is located at the receiving end on a portion of the stormwater system. Perched groundwater is an issue with design of the ponds.



As the ADG team includes multiple St. Johns County residents, our team also recalls the potato fields that were once there, and how they would flood due to increased amounts of clay in the soil. The soil at the project site is mapped as Myakka-Myakka wet fine sands. These soils are common in the flatwood areas of St. Johns County and many other areas in Florida. Myakka fine sand is a poorly drained soil with a normal seasonal high of less than 18 inches below the ground surface. ECS, our team's geotechnical consultant, has performed several geotechnical explorations in the Elkton area. Typically, loose to dense sands and sands with silt (cemented Hardpan) are encountered in this area of St. Johns County. Therefore, pavements constructed at this site should be constructed to maintain a separation between the seasonal high groundwater table and the pavement base material or bottom of concrete.



Additionally, the location for this combined public safety facility has increased truck traffic and a lack of a signal, which can make it difficult and dangerous to make cross-traffic turns. Our team's traffic engineer, Matthews Design Group, will carefully assess traffic solutions for your project site. The ADG team is also aware of the expansion needs for the SJC's wastewater plant across the street. In order to maintain schedule milestones, we will leverage our county experience to streamline the LDC, site plan approval, and permitting processes to ensure there are no delays during the project timeline.

## CONCLUSION

The entire team is excited about the opportunity to continue our relationship with the community and St. Johns County. We believe the combination of our team's experience with the St. Johns County, SJC Fire Department, and SJC Sheriff's Office makes us uniquely qualified to work with you on this project. Additionally, ADG meets all eligibility requirements for this contract. Thank you for reviewing this proposal and we look forward to meeting in person to discuss this project in greater detail.

Sincerely,



Susan Gantt, AIA LEED AP | Senior Vice President  
Architects Design Group

## FIRM INFO

Architects Design Group  
333 N. Knowles Avenue, Winter Park, FL 32789  
P: (407) 647-1706 | F: (407) 645-5525  
E: marketing@adgusa.org  
S-Corporation

## AREAS OF SPECIALIZATION

- Fire-Rescue Design
- Joint-use Facilities
- Law Enforcement Design
- EOC Design
- Public Safety Training Facility Design
- Civic Facilities

## LEADERSHIP

- Ian Reeves, AIA | President
- Susan Gantt, AIA, LEED AP | Senior Vice President
- Rodney McManus, LEED AP | Vice President of Operations
- Fred Rambo, RA | Vice President of Production

## NUMBER OF EMPLOYEES

Total Staff - 41

## WHY ADG?

- Experience working as a team on various St. Johns County projects
- Planned and designed over 350 public safety facilities nationwide, including 50+ fire stations
- Extensive experience in designing hardened structures
- Utilizes a collaborative design process with the users and city to customize design solutions
- All team members are fully integrated in Revit / BIM 360
- Strong project management
- Ability to expand the St. Johns County Fire Department's and Sheriff's Office community engagement activities through facility design
- Experience integrating memorial plazas, artwork, community spaces, etc.
- Well-versed in LEED and other sustainable design certifications
- Experts in CPTED, NFPA, ICC 500, IBC, FEMA, and local building codes
- Additionally, ADG has won AIA, design, and technology awards for over 75 of our public safety facility projects

## LENGTH IN BUSINESS

50 Years

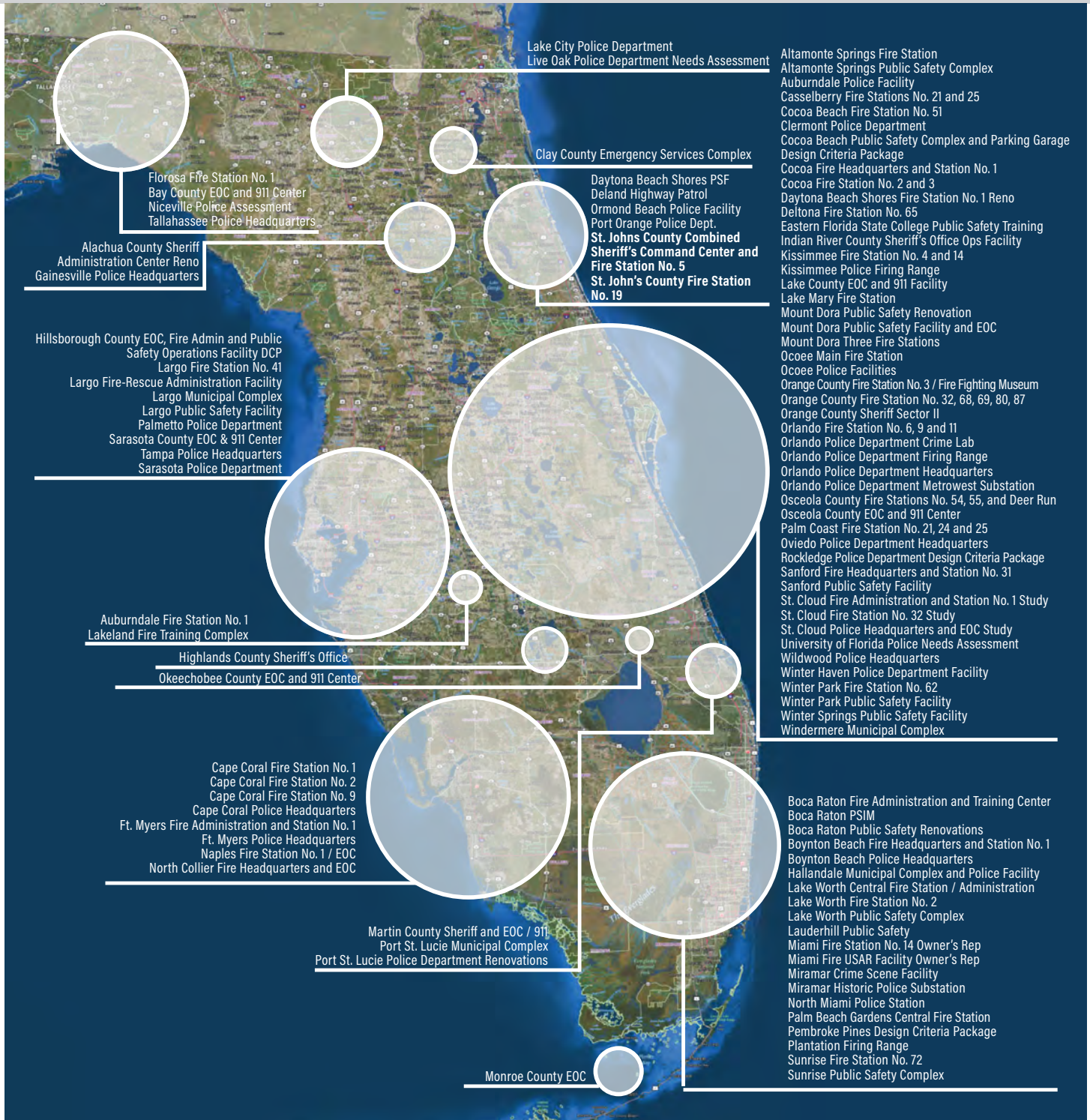






# LOCAL EXPERTS

As a Florida-based firm, we are especially proud of the number of agencies we have helped within our home state. Below is a sample listing of projects similar to the county's.





# IAN REEVES, AIA

## PRINCIPAL IN CHARGE

### PROJECT ROLE

Ian, serving as the principal in charge, will oversee the entire project from early planning activities through design, construction, and project close-out. He directs integration of the entire ADG project team to identify and monitor performance objectives for the Fire Station No. 11 and Sheriff's Office Southwest Operations Center. He is St. Johns County's point of contact for resolution of project issues related to contracts, schedules, and overall performance throughout the entirety of the project.

### EXPERIENCE

Ian Reeves, AIA, ICA, IAEP is the President of ADG and has been with the firm for 30 years. He has dedicated his entire career to the planning and design of fire-rescue and public safety facilities. He participates in all phases of architecture providing oversight for programming, design, and construction administration.

Mr. Reeves will be involved throughout the entire project and will lead in implementing the project's scope and goals. Additionally, Mr. Reeves works very closely with the client ensuring that the "Participatory Design Process" that ADG utilizes results in a product that exemplifies design excellence while exceeding all program requirements. He leads our team of experts in this highly specialized field of architecture to produce state-of-the-art facilities for our clients on a national level.

Mr. Reeves also leads ADG's grant writing services by helping clients with effectively utilizing grant resources and efficiently obtaining funding for their projects. He has been successful in helping our clients receive millions of dollars in funding, through local, state, and federal grants, FEMA Hazardous Mitigation Grant Program (HMGP), FEMA Pre-Disaster Mitigation Grant Program (PDM), and assisting with voter referendum and community outreach efforts.

### RELEVANT PROJECT EXPERIENCE

- Over 8 Million Square Feet of Programmed / Designed Public Safety Space
- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center
- St. Cloud Fire Department Spatial Needs Assessment
- Boca Raton Fire and Public Safety Facilities Renovation
- Boynton Beach Fire Station No. 1
- Casselberry Fire Station No. 21
- Cedar Falls Fire Station No. 1 Pre-Design
- Daytona Beach Shores Fire Headquarters and Station No. 1 Renovation
- Largo Fire Headquarters and Station No. 41
- Mount Dora Fire Station No. 34 and Administration
- Mount Dora Fire Station No. 35
- Mount Dora Fire Station No. 36
- Orange County Fire Station Prototypes
- Orlando Fire Prototype Stations
- Palm Coast Fire Stations No. 21, 24, and 25
- Sanford Fire Headquarters and Station No. 31
- Sunrise Fire Headquarters and Station No. 72
- Tallahassee Fire Station No. 17 and Community Center
- Winter Park Fire Headquarters and Station No. 2

### FIRM

Architects Design Group

### EDUCATION

Master of Architecture, University of Florida

Bachelor of Arts in Architecture, University of New Mexico

### REGISTRATION

Architect - FL, AL, CO, GA, LA, IL, IN, MA, MO, NC, NJ, NY, OH, OK, RI, SC, TN, TX, UT, VA, WI; NCARB

### TOTAL YEARS OF EXPERIENCE

30

### NUMBER OF MUNICIPAL PROJECTS

150+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and Fire Station Design ✓

Local Conditions ✓

NFPA and CALEA Design Standards ✓





# SUSAN GANTT, AIA, LEED AP

## PROJECT ARCHITECT

### PROJECT ROLE

Susan, serving as the project architect, will utilize her experience to lead the team in all phases of project development, including the needs assessment, planning, and design for the Fire Station No. 11 and Sheriff's Office Southwest Operations Center. Working with the project manager, she will coordinate all project activities including adherence to schedule and budget requirements. Susan will be active throughout the entire project.

### EXPERIENCE

Susan Gantt, AIA, LEED AP, is Senior Vice President of Architects Design Group and has been with the firm since 2006. She is a registered architect, holds a general contractor's license, and is a LEED-accredited professional designated by the U.S. Green Building Council. As one of the studio design directors, she has worked on multiple fire-rescue, public safety, law enforcement, EOCs, 911 centers, training facilities, public works, and other civic projects. Because of her experience in programming, master planning, and designing these types of projects, she is knowledgeable in FEMA, NFPA, CFAI Accreditation, CALEA, and CPTED Design Standards.

Susan has lectured through the National Disaster Preparedness Center on FEMA based building design guidelines as well as lectured at the International Association of Emergency Managers Conference, the National Hurricane Conference, the Governor's Hurricane Conference, and the Firehouse Station Design Conference. Susan is also an active member of the Association of Public Safety Communications Officials (APCO).

Mrs. Gantt understands that a successful project is one that meets the needs of the users of the facility while adhering to the client's budget. Prioritizing needs of various stakeholders and including flexible spaces that can be utilized for a variety of needs is a particular focus of Susan's design process for clients. Through seminars and national conferences, Susan shares her design knowledge and lessons learned related to public safety and mission critical facility planning and design. She understands the importance of clearly communicating the security, survivability, and sustainability objectives to all stakeholders involved in utilizing, designing, constructing, and operating these highly specialized facilities. Team building and follow-up on implementation of objectives are critical to her management of this project type.

### RELEVANT PROJECT EXPERIENCE

- Programmed / Designed Over 2 Million Square Feet of Public Safety Space
- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center
- St. Johns County Fire Station No. 19
- Cape Coral Fire Stations No. 1 and 9
- Cocoa Fire Stations No. 1 and 2
- Cocoa Fire Station No. 2
- Flagler County Sheriff's Office District II Facility
- Fort Myers Fire Headquarters and Station No. 1
- Highlands County Sheriff's Headquarters
- Mt. Dora Fire Administration, Fire Station No. 34, and EOC as well as Station No. 35
- Naples Headquarters and Station No. 1
- Orlando Fire Stations No. 6, 9, 10, and 11
- Orange County Fire Station No. 32, 44, 68, 69, 80, and 87

### FIRM

Architects Design Group

### EDUCATION

Bachelor of Architecture, Virginia Polytechnic Institute and State University

### REGISTRATION

Architect - FL  
Contractor - FL  
LEED AP

**TOTAL YEARS OF EXPERIENCE**  
39

**NUMBER OF MUNICIPAL PROJECTS**  
92+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and Fire Station Design ✓

Local Conditions ✓

NFPA and CALEA Design Standards ✓



# SAMI GERWICK, RA

## PROJECT MANAGER

### PROJECT ROLE

For this project, Sami will serve as the project manager. He will assist the with all phases of project development, starting with planning and design of the Fire Station No. 11 and Sheriff's Office Southwest Operations Center. He will facilitate all daily communications with St. Johns County and the design team. During bidding and construction activities, he monitors the contractor's requests for additional information and resolves construction issues. Sami will be active throughout the entire project.

### EXPERIENCE

Mr. Gerwick has over nine years of experience in the field of architecture. He has worked on several fire-rescue, public safety, law enforcement, EOC, and public safety training projects. His expertise centers around conceptual design, space planning, systems integration, design development, construction documents, and construction administration for public safety facilities. He has extensive experience in extreme weather hardened facilities including building envelope detailing, exterior equipment protection, glazing protection, and site security.

While dealing with the most critical of facilities, he is devoted to designing sophisticated projects that incorporate sustainable practices. Natural day lighting, solar shading, and energy-efficient design strategies are at the core of his philosophy.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center
- St. John's County Fire Station No. 19
- Florosa Fire Headquarters and Station No. 5
- Ft. Myers Fire Headquarters and Station No. 1
- Georgetown Public Safety and Training Complex
- Orlando Police Headquarters
- Belton Public Safety Facility Renovation
- Chatham County EOC and 911 Center
- Clermont Police Department Headquarters
- Cocoa Beach Police Department Design Criteria Package
- Cocoa Beach Fire Station No. 51 Design Criteria Package
- DeSoto Fire Administration and Station No. 2
- Flagler County Sheriff's Office District II Facility
- Jacksonville Municipal Facility
- Kissimmee Police Department Firearms Training Facility
- Lawrence County EOC and 911 Center
- Naples Fire Station No. 1
- Orange County Office of Emergency Management and EOC
- St. Charles EOC and 911 Center
- Tallahassee Police Department Headquarters
- Terrebonne Parish EOC and Safe Room
- Union County Emergency Services
- Windermere Police and Municipal Facility

### FIRM

Architects Design Group

### EDUCATION

Master of Architecture,  
University of Florida

### REGISTRATION

Architect - FL

### TOTAL YEARS OF EXPERIENCE

9

### NUMBER OF MUNICIPAL PROJECTS

25+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and  
Fire Station Design ✓

Local Conditions ✓

NFPA and CALEA Design  
Standards ✓



# SANDRA ZUMBRO

## INTERIOR DESIGNER

### PROJECT ROLE

For this project, Sandra will serve as the interior designer. She will work closely with the design team beginning with the creation of space standards illustrating furnishing and spatial requirements of the user work areas. During the design phase, she will prepare preliminary furniture layouts to ensure functionality; and together with the team, will oversee the material and finish selections for the new Fire Station No. 11 and Sheriff's Office Southwest Operations Center. She will oversee preparation of furniture procurement documents that illustrate furniture selection and specification for competitive bidding and installation.

### EXPERIENCE

Sandra Zumbro, NCIDQ, is ADG's Director of Interior Design. She is a licensed Interior Designer with over 40 years of experience. Upon joining ADG, Sandra Zumbro brought an exceptionally wide range of experience as a licensed interior designer and project manager.

As an integral part of our team, her responsibilities include team support during all phases of each project. Sandra is active throughout the research and analysis, interior layout and design, finish specifications, detailed construction drawings, furniture selection and specification, and construction administration phases of each project. Sandra has worked on over 25 public safety facilities with experience on public safety, law enforcement, fire-rescue, EOC / 911, and municipal project types.

Additionally, she utilizes her strengths in communication and collaboration to work alongside the design team to deliver state-of-the-art facilities. Thus, Sandra creates design schemes that foster productivity while aligning with Architects Design Group's innovative architectural designs.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center
- St. John's County Fire Station No. 19
- Altoona Public Safety Facility
- Boynton Beach Fire Administration and Station No. 1
- Boynton Beach Police Headquarters
- Cedar Park Police Department Renovation
- DeSoto Fire Administration and Station No. 2
- Florosa Fire Control District
- Huntsville Police Headquarter
- Huntsville Fire Station No. 2
- Kissimmee Police Department Firing Rang
- Mt. Dora Fire Station No. 35
- Naples Fire Administration and Station No. 1
- Orange County Fire Station Prototypes
- Orlando Fire Stations No. 6, 9, and 11
- Palmetto Police Headquarters
- Spring Hill Police Department
- Winter Park Police Headquarters Renovation
- Wildwood Police Department

### FIRM

Architects Design Group

### EDUCATION

Bachelor of Environmental Interior Design, University of Southern Mississippi

### REGISTERED IN

Interior Designer - FL

### TOTAL YEARS OF EXPERIENCE

41

### YEARS WITH FIRM

3

### NUMBER OF MUNICIPAL PROJECTS

25+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and Fire Station Design ✓

Local Conditions ✓

NFPA and CALEA Design Standards ✓



# FRANK YARIZADEH, PE, CBCP

## MECHANICAL AND PLUMBING / FIRE ENGINEER

### PROJECT ROLE

For this project, Frank will serve as mechanical engineer. He will be responsible for all aspects of HVAC system design. This includes heating / cooling load calculation, equipment selection, air distribution systems design, and energy code compliance calculations.

Additionally, Frank will be responsible for the plumbing and fire protection design services. His duties will include design and analysis of plumbing system requirements consisting of sanitary waste / vent piping systems, domestic cold / hot water distribution systems and piping; including code review, equipment selection, and specifications for the project. Frank will also design all of the facility's fire protection systems.

### EXPERIENCE

Frank has over thirty-five years of experience in all phases of mechanical engineering analysis and design. He is well versed in the design of heating, ventilation and air conditioning (HVAC), plumbing, and fire sprinkler systems. His experience includes engineering mechanical systems for county and municipal facilities. Frank's public safety experience includes law enforcement and fire stations across the southeast, with experience including integrated systems and unique design conditions.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center (with ADG)
- St. John's County Fire Station No. 19 (with ADG)
- Flagler County Sheriff's office District II Facility (with ADG)
- St. Johns County Health Department Building
- Jacksonville Fire Station No. 26
- Jacksonville Fire Station No. 61
- Jacksonville Fire Station No. 62
- Jacksonville Fire Station No. 71
- Lee County Police Academy
- Lee County Sheriff Evidence Holding Facility
- Nassau County Fire Station 71
- Nocatee Fire Station
- Cape Coral Post Office
- Edwards Air Force Base
- Fort Sill Neighborhood Center
- Ft. Bragg Combat Medic Skills Building
- JEA Buffalo Avenue Pump Station Rehabilitation
- McConnell Air Force Base
- MCRD Parris Island Building 699 Renovation
- Multi-Mission Building for US Coast Guard
- Ortiz Correctional Facility Phase I and II
- Pensacola Courthouse
- Seymour Johnson Air Force Base
- USGS Southeast Ecological Science Center
- Walton County Transfer Station

### FIRM

McVeigh & Mangum Engineering, Inc.

### EDUCATION

Master of Science,  
Mechanical Engineering,  
University of Florida

### REGISTRATION

Engineer - FL, AL, CA, GA, KS, KY, MI,  
NC, SC

Certified Building Commissioning  
Professional (CBCP)

### TOTAL YEARS OF EXPERIENCE

37

### NUMBER OF MUNICIPAL PROJECTS

20+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and  
Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓



# TOM NIELSEN, PE, LEED AP

## ELECTRICAL ENGINEER

### PROJECT ROLE

For the Fire Station No. 11 and Sheriff's Office Southwest Operations Center project, Tom will serve as the electrical engineer with expertise in the areas of lighting, power, fire alarm systems, and electrical system support for technology systems. He will be responsible for all aspects of electrical system design and load calculations; including preparation of design documents for interior lighting, power distribution, telephone, and data raceway systems.

### EXPERIENCE

Mr. Nielsen is the Senior Vice President of McVeigh & Mangum Engineering, Inc. and has been with the firm for over 25 years. He is experienced in the design of power distribution, UPS and diesel generator emergency power systems, lighting applications, fire alarm, as well as security and lightning protection systems. Mr. Nielsen has worked on a wide range of similar projects, including public safety facilities, and has a clear understanding of the needs and demands that these projects entail. Additionally, Mr. Nielsen has extensive experience with municipal projects, including public safety and fire stations as well as all associated systems, such as communication, fire alarm, backup power/emergency generator, and critical systems engineering.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center (with ADG)
- St. John's County Fire Station No. 19 (with ADG)
- Flagler County Sheriff's office District II Facility (with ADG)
- St. Johns County Sheriff's Office Evidence
- St. Johns County Sheriff's Office Finance
- St. Johns County Board of Realtors
- Jacksonville Fire Station No. 71
- St. Johns County Facilities Maintenance Headquarters
- St. Johns County Fire Station No. 9
- St. Johns County Finance Office
- St. Johns County Health Department Building
- St. Johns County Sheriff's Office Evidence Office
- St. Johns County Transit Building (Sunshine Bus)
- Nocatee Fire Station
- Ft. Myers Shore Fire Station
- Lakeland Electric & Water
- Federal Law Enforcement Training Center No. 681
- Federal Law Enforcement Training Center No. 260
- Orange County Fire Station No. 57
- Nassau County Fire Station No. 71
- Glynn County Fire Department
- Glynn County Fire Department Maintenance Garage
- JIA Administration Building
- Lake Helen City Hall Renovations
- Neptune Beach Operations and Maintenance Facility
- Seymour Johnson Air Force Base NHC and Annex

### FIRM

McVeigh & Mangum Engineering, Inc.

### EDUCATION

Bachelor in Electrical Engineering, Georgia Institute of Technology

### REGISTRATION

Architect - FL, AL, AR, CA, GA, KS, KY, MA, NV, NY, NC, OH, and SC.  
LEED AP

### TOTAL YEARS OF EXPERIENCE

27

### NUMBER OF MUNICIPAL PROJECTS

25+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓





# CARRINGTON MCVEIGH, PE, LEED AP STRUCTURAL ENGINEER

## PROJECT ROLE

Carrington will serve as structural engineer for the Fire Station No. 11 and Sheriff's Office Southwest Operations Center project. He will be responsible for all aspects of structural engineering, including analysis, design, investigation, inspection, construction document preparation, cost estimating, and oversight of structural related items.

## EXPERIENCE

Carrington has over 44 years of experience in the design of governmental, public safety, and fire rescue facilities in structural steel, wood, reinforced concrete, in masonry and pre-stressed concrete, in the inspection and renovation of existing structures, as well as in bridge design and in the design of unique structures. He is responsible for all aspects of structural engineering, including analysis, design, investigation, inspection, construction document preparation, in cost estimating and in construction administration. Additionally, Carrington is experienced in North Florida public safety projects, including unique designs necessitated by combined fire stations and similar projects.

## RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center (with ADG)
- St. Johns County Fire Station No. 19 (with ADG)
- St. Johns County Fire Station No. 18
- St. Johns County Health Department
- St. Johns County Fire Station No. 11
- St. Johns County Fire Station No. 5
- St. Johns County Fire Station No. 9
- Pine Island Fire Station No. 18
- Palm Coast Fire Station No. 2
- Nocatee Fire Station
- Jacksonville Fire Station No. 5
- Jacksonville Fire Station No. 35
- Jacksonville Fire Station No. 21
- Jacksonville Fire Station No. 24
- Jacksonville Fire Station No. 18
- Jacksonville Fire Station No. 26
- Jacksonville Fire Station No. 40
- Jacksonville Fire Station No. 57
- Jacksonville Fire Station No. 58
- Heilbronn Fire Station
- Charleston AFB Admin and Readiness Center
- Duval County Courthouse
- Fleming Island Postal Facility
- Florida Public Utilities Office Building
- Ft. Bragg Combat Medic Skills Building
- Jacksonville Regional Chamber of Commerce
- JEA SSSC New Entry and ADA Ramp
- Kingsland Postal Facility
- Mandarin Wastewater Treatment Plant
- St. Johns County Health Department

## FIRM

McVeigh & Mangum Engineering, Inc.

## EDUCATION

Masters in Civil Engineering,  
University of Virginia

Bachelors in Civil Engineering,  
Virginia Military Institute

## REGISTRATION

Engineer - FL, AL, GA, IN, LA, MD,  
MS, NC, OH, OK,  
SC, TX, and VA.  
LEED AP

## TOTAL YEARS OF EXPERIENCE

44+

## NUMBER OF MUNICIPAL PROJECTS

40+

## EXPERIENCE WITH

St. Johns County ✓

Public Safety and  
Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓



# SCOTT KNOWLES, PE

## CIVIL ENGINEER

### PROJECT ROLE

Scott will be responsible for overseeing all site design activities for the new Fire Station No. 11 and Sheriff's Office Southwest Operations Center project. He will complete all civil engineering tasks. Specifically, he will prepare and coordinate all grading, drainage, and site utility aspects of the project. He will also coordinate the site permitting process of all governing boards needed.

### EXPERIENCE

Scott Knowles, PE, LEED AP, has over 24 years of extensive experience in all phases of land development engineering, including site and roadway design, stormwater modeling, and regulatory permitting. He has engineered and permitted a variety of projects, including municipal facilities, public safety facilities, fire stations, roads and sidewalks, mining sites, ponds, and recreational facilities. Rounding out his engineering expertise, Scott has specialized experience in Geographic Information System (GIS) databases, and in pump and power systems design for sanitary and stormwater lift stations. Scott has led the civil engineering design of numerous St. Johns County law enforcement and fire station facilities. Additionally, Scott is a St. Johns County Resident.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center (with ADG)
- Nocatee Fire Station
- Volusia County Fire Station 22 Expansion
- St. Johns County Sheriff's Office Storage Building
- St. Johns County Sheriff's Office Master Drainage Plan
- St. Johns County Sheriff's Office Work Release Housing
- St. Johns County Sheriff's Office Evidence Storage Building
- St. Johns County Sheriff's Office Vehicle Storage Building
- St. Johns County Public Works Complex
- St. Johns County Health and Human Services Facility
- Anastasia Mosquito Control District Facility, South Parcel
- St. Johns County Emergency Communication Cell Towers
- Anastasia Mosquito Control District Storage Building
- Traffic Control Site 11
- Flagler Hospital Parking Modifications
- Flagler Hospital Radiology Center
- Flagler Hospital Handicap Parking
- Flagler Hospital Entrance
- Orange Street Improvements
- Pelican Reef Road Resurfacing
- SR 16 and Inman Road Intersection
- Woodlawn Improvements
- Masters Drive Roadway Improvements

### FIRM

Matthews Design Group

### EDUCATION

Bachelor of Science, Agricultural Engineering,  
University of Florida

### REGISTRATION

Engineer - FL

### TOTAL YEARS OF EXPERIENCE

26+

### NUMBER OF MUNICIPAL PROJECTS

20+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓



# CHRIS BUTTERMORE, PE

## TRANSPORTATION ENGINEER

### PROJECT ROLE

Chris will serve as traffic engineer for the new Fire Station No. 11 and Sheriff's Office Southwest Operations Center. He will be responsible for all aspects of traffic engineering, including analysis, design, investigation, inspection, signalization, and oversight of traffic related items.

### EXPERIENCE

Chris Buttermore's relevant engineering experience includes site planning and land development, design for stormwater management facilities, water and wastewater facilities, utilities and utility coordination, internal roadway, parking lot and sidewalk and trail design services for a variety of projects including government agencies and municipalities. He has worked on a wide variety of roadway design projects for a number of clients, primarily FDOT and municipalities.

Chris' experience includes working as a project manager, roadway engineer, MOT engineer, and S&PM engineer. During this time, he has gained in-depth knowledge and management skills on roadway transportation systems while designing roadway projects ranging from small-scale local roadways to resurfacing, restoration and rehabilitation (3R) projects, to large-scale design-build interchange projects. His extensive range of project management skills and diverse background in a number of transportation related disciplines have included controlled access highway design, channelization, temporary traffic control plans, design of ADA compliant curb ramps, multiuse paths/trails, sidewalks and pedestrian facilities.

He is well versed in CADD, ICPR and storm drainage software, and completed various calculations and documentation required for highway design projects. He has firsthand experience with FDOT protocols, design criteria, digital/electronic delivery process and filing conventions that facilitate permit and final project approval.

### RELEVANT PROJECT EXPERIENCE

- St. Johns Avenue Resurfacing
- St. Johns Marketplace
- Amazon Distribution Center Roadway Improvements
- Longleaf Pine Parkway
- Veterans Parkway Widening & Extension
- Lents Road Widening
- Colbert Lane and Grady Prather Road Improvements
- Grady Prather Road Resurfacing
- Masters Drive Water and Sewer Line Improvements
- Woodlawn Road Improvements
- Broach Street Analysis and Extension
- Park Avenue Traffic Analysis
- St. Augustine Bayfront Park
- JEA Fleet Services Building
- Flagler Health+ Village at Palm Coast
- Rock Springs Subdivision PUD
- Olympus Development and CDD
- Pointe Grand Apartments

### FIRM

Matthews Design Group

### EDUCATION

Bachelor of Science,  
Civil Engineering  
Pennsylvania State  
University

### REGISTRATION

Engineer - FL, PA

### TOTAL YEARS OF EXPERIENCE

16+

### NUMBER OF MUNICIPAL PROJECTS

100+

### EXPERIENCE WITH

St. Johns County ✓

Local Conditions ✓





# BRETT KUZOIAN, RLA

## LANDSCAPE ARCHITECT

### PROJECT ROLE

For the new Fire Station No. 11 and Sheriff's Office Southwest Operations Center project, Brett will serve as the landscape architect. Brett brings his experience and expertise of the local area to this project. He will work with ADG on the coordination of landscape design, planting selection, and stormwater treatment plantings.

### EXPERIENCE

Brett Kuzoian, RLA, has over 14 years of experience in Florida. Utilizing a diverse background in landscape architecture, business management, and environmental horticulture, Brett has continued to develop this knowledge base by strategically blending practical experience in land planning, landscape architecture, and urban design into an extensive resume providing award winning design consulting services for some of the state's largest and most influential corporations, agencies, and municipalities. Additionally, Brett is a St. Johns County resident and has worked on more than 15 public safety facilities with ADG.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center (with ADG)
- St. Johns County Fire Station No. 19 (with ADG)
- Mount Dora Fire Administration and Station No. 34 (with ADG)
- Mount Dora Fire Station No. 35 (with ADG)
- Mount Dora Fire Station No. 36 (with ADG)
- Mount Dora Public Safety Facility Renovation (with ADG)
- Orange County Fire Station Prototypes (with ADG)
- Orange County Fire Station No. 32 (with ADG)
- Orange County Fire Station No. 68 (with ADG)
- Orange County Fire Station No. 69 (with ADG)
- Orange County Fire Station No. 80 (with ADG)
- Orange County Fire Station No. 87 (with ADG)
- Orlando Fire Stations No. 6 (with ADG)
- Orlando Fire Stations No. 9 (with ADG)
- Orlando Fire Stations No. 11 (with ADG)
- Ormond Beach Andy Romano Beachfront Park
- Daytona Rising at Daytona International Speedway
- Daytona Beach Derbyshire Park Master Plan
- Flagler College Residence Hall
- Flagler County Bay Drive Park

### FIRM

Kimley-Horn

### EDUCATION

Bachelor of Environmental Horticulture, minor in Landscape Architecture, University of Florida

### REGISTRATION

Landscape Architect, FL - #LA6667196

### TOTAL YEARS OF EXPERIENCE

14+

### NUMBER OF MUNICIPAL PROJECTS

100+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓



# TAW NORTH, RCDD, LEED AP

## SECURITY AND TECHNOLOGY CONSULTANT

### PROJECT ROLE

Taw will be taking the lead on the security and technology design. In this position he will be working closely with the owner and design team to ensure the new Fire Station No. 11 and Sheriff's Office Southwest Operations Center's technology and equipment goals are met and the systems are fully operational upon occupancy. Through assessments, evaluations, and owner and user feedback, Taw will be able to design systems that will assist this critical facility with dependability when it's needed most.

### EXPERIENCE

Taw North, RCDD, LEED AP is a principal and the director of the technology operating group at TLC Engineering Solutions. His experience is broad as he has more than 15 years of knowledge in designing and commissioning low-voltage technology systems in fire stations and public safety facilities. Taw's expertise includes voice-data, security, access control systems, and audio-visual systems. Taw's goal is to provide the best, cutting edge technology for the best value.

Educated in the U.S. Military Academy, Taw invested a decade in his military career prior to fully transitioning to the private sector. His leadership skills, ability to assess situations and develop plans for potential solutions, as well as his industry knowledge in designing systems that use technology to enhance the efficiency of operations, result in a talented team leader. Taw strives to constantly develop his team and to also incorporate new and evolving technologies into his designs.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Fire Station No. 5 and Sheriff's Office Command Center (with ADG)
- St. John's County Fire Station No. 19 (with ADG)
- St. Johns County Health Department Renovation
- St. Johns County School District Mill Creek Academy
- St. Cloud Fire Station No. 33 (with ADG)
- Orlando Fire Station No. 6 (with ADG)
- Orlando Fire Station No. 9 (with ADG)
- Orlando Fire Station No. 11 (with ADG)
- Wildwood Police Headquarters (with ADG)
- Clermont Police Headquarters (with ADG)
- Sunrise Public Safety Complex (with ADG)
- Wylie Public Safety and Courts (with ADG)
- Bradford County Public Safety (with ADG)
- Miramar Public Safety Building (with ADG)
- Boynton Beach Police Headquarters (with ADG)
- St. Cloud Fire Station No. 33 (with ADG)
- Orlando Fire Station No. 6 (with ADG)
- Orlando Fire Station No. 9 (with ADG)
- Orlando Fire Station No. 11 (with ADG)
- Sunrise Public Safety Complex (with ADG)
- Wylie Public Safety and Courts (with ADG)
- Bradford County Public Safety (with ADG)
- Miramar Public Safety Building (with ADG)

### FIRM

TLC Engineering Solutions

### EDUCATION

Bachelor of Science,  
West Point

### REGISTRATION

RCDD  
LEED AP

### TOTAL YEARS OF EXPERIENCE

19

### NUMBER OF MUNICIPAL PROJECTS

75+

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and  
Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓



# BOB KAUPP, LEED AP, CC&A

## COST ESTIMATOR

### PROJECT ROLE

Bob will serve as the cost estimator. Utilizing his years of experience with municipal projects, Bob will assist the team in all aspects of cost estimating through the programming and design phases for Fire Station No. 11 and Sheriff's Office Southwest Operations Center. These estimations will help ensure the county's budget parameters are maintained.

### EXPERIENCE

Robert Kaupp has over 30 years of diversified construction experience. His projects range from public safety to institutional projects. He has served as Vice President, Chief Estimator, and Project Manager for a number of contractors. His duties included conceptual estimating, hard bid estimates, value engineering analysis, project scheduling and on-site project management. As President of CC & A, he is currently providing cost estimates, construction sequence phasing schedules, constructibility analysis, drawing review / quality control, on-site inspections and value engineering analysis to various owners and architects. Additionally, Bob has worked with ADG on more than a half dozen public safety projects.

### RELEVANT PROJECT EXPERIENCE

- Auburndale Police Headquarters (with ADG)
- Cape Coral Police Headquarters (with ADG)
- Highlands County Sheriff's Office Facility (with ADG)
- Mount Dora Public Safety Facility (with ADG)
- Orange County Sheriff's Office Sector II (with ADG)
- Winter Haven Police Headquarters (with ADG)
- Dunedin City Hall
- Dunedin EOC and Fire Training Facility
- Hernando County Government CESA Facility
- Jacksonville Public Safety and Municipal Facility
- Pinellas County South Annex Building
- Sarasota County EOC
- SDIRC Administration Building
- Seminole County Fire Station No. 32

**FIRM**  
CC & A

### EDUCATION

Bachelor of Science in Structural Engineering, Syracuse University

**TOTAL YEARS  
OF EXPERIENCE**  
30

**NUMBER OF  
MUNICIPAL PROJECTS**  
30+

### EXPERIENCE WITH

Public Safety and Fire Station Design ✓

Local Conditions ✓

Working with ADG ✓



# DAVID SPANGLER, PE

## GEOTECHNICAL ENGINEER

### PROJECT ROLE

For the Fire Station No. 11 and Sheriff's Office Southwest Operations Center project, David will serve as the geotechnical engineer. He will be responsible for the analysis and evaluation of soil conditions. He will also provide pavement recommendations for parking lot and entry road grading, as well as subsurface utility design.

### EXPERIENCE

David Spangler has managed hundreds of geotechnical investigations throughout Florida and the Southeast with 23 years of technical and management experience and 8 years of experience working with St. Johns County. His areas of expertise include geotechnical design and construction of shallow and deep foundations for public safety facilities, fire stations, low- and highrise buildings, housing developments, bridges and roadways, stormwater management facilities, marine facilities, dikes, cofferdams, piers, docks, pipelines, wharves, and other soil retaining structures. Additionally, Spangler has performed and managed many construction materials testing projects.

### RELEVANT PROJECT EXPERIENCE

- St. Johns County Sheriff's Office Training Facility Phase 1
- St. Johns County Public Works Complex
- St. Johns County Pavement Cores
- St. Johns County Public Works Facility
- SR 207 Water Main Extension
- Point Meadows Fire Station
- Clay County Fire Station 1 No. 1
- Chester Road Fire Station Fort Matanzas Beach Ramp Sheet Pile
- Winton Circle
- Roadway Pavement Coring - IGP from SR 16 to WGV Blvd
- Turnbull Active Recreation Site
- Masters Tract Stockpile
- Evaluation of Payne Trail
- 16th Street and A1A Beach Boulevard Pavement Repairs
- 299 Dondanville Road Sewer Lift Station Wet Well
- Sunshine 16 Pump Station Replacement & FM Extension
- Payne Trail Evaluation- 03820018
- Mosquito Control Road Pavement Cores
- IGP Pavement
- Payne Trail Evaluation

### FIRM

ECS Florida, LLC

### EDUCATION

Bachelor of Civil Engineering,  
Florida State University

### REGISTRATION

Engineer - FL, GA

### TOTAL YEARS OF EXPERIENCE

23

### NUMBER OF MUNICIPAL PROJECTS

29

### EXPERIENCE WITH

St. Johns County ✓

Public Safety and  
Fire Station Design ✓

Local Conditions ✓



# ROB GARDENER, PLS, LEED AP SURVEYOR

## PROJECT ROLE

Rob will be the team's surveyor. He will perform survey work from the preliminary plat plan stage to the final-physical stage including planning and staking, topographical surveys, commercial layouts, and boundary surveys.

## EXPERIENCE

Rob has over 44 years of professional surveying and mapping experience. He is responsible for project coordination and scheduling field and office personnel for a variety of survey projects both private and public. Rob has project management experience in all aspects of surveying and mapping services to include design surveys, control surveys, right-of-way surveys, control and right of way maps, subsurface utility designation/location and construction surveys. Rob has been personally responsible for the management of hundreds of these specific projects, many of which directly involve work for the county on public safety / public improvement projects.

## RELEVANT PROJECT EXPERIENCE

- St. Johns River Power Park
- St. John's River Water Management District Black Creek Water Resource Development Transmission Gas Main Locates
- St. John's County School District-School HH K-8 - St Johns County Settlement Plate Survey
- Housing Finance Authority of St. Johns County - Ponce De Leon Heights
- Housing Finance Authority of St. Johns County - Twin Lakes
- Jacksonville Air National Guard and Army National Guard - Proposed Fire Station
- US 1 South Fire Services
- Suwannee River Water Management District - Lafayette County Flood Study Owl Creek
- Naval Facilities Engineering Systems Command (NAVFAC) Southeast Navel Air Station Jacksonville - PSC 47 Pesticide Shop
- Jacksonville Waste Control
- United States Marine Corps SMC-Blount Island Washrack Expansion
- Jacksonville Electric Authority Greenland WTP
- Jacksonville Electric Authority DB Kenyon Office Extension
- Florida School for the Deaf and Blind-Collins Hall Building No. 39
- Florida School for the Deaf and Blind
- Florida Department of Environmental Protection - Swift Cleaners, Jacksonville Beach-Monitorings Wells
- South Florida Highway Patrol Office
- Florida Department of Environmental Protection - Washac Industries Monitoring Well Survey
- Florida Department of Corrections - North Florida Reception Center: Lake Butler Prison MW Site
- Tacachale Old Landfill Facility
- Putnam County Sidewalk Project
- Taylor County Safety and Pavement Markings
- Suwannee County Safety Signing / Pavement Markings
- Jacksonville Office of General Counsel, Westside Electric, Inc.
- Atlantic Beach Reclaimed Water Facility and Reuse Distribution

## FIRM

Southeastern Surveying  
and Mapping Corp.

## EDUCATION

Bachelor of Civil Engineering,  
Cleveland State University

## REGISTRATION

Surveyor - FL  
LEED AP

## TOTAL YEARS OF EXPERIENCE

44+

## NUMBER OF MUNICIPAL PROJECTS

142

## EXPERIENCE WITH

St. Johns County ✓

Public Safety and  
Fire Station Design ✓

Local Conditions ✓



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "K"**

**LICENSES, PERMITS, CERTIFICATIONS**

In the space below, each Respondent shall list all current licenses and/or certifications held relative to the required services as provided herein.

*Each Respondent shall attach a copy of each current license and/or certification listed below to his proposal as instructed.*

License(s)/Certificate(s)/ Pre-Qualifications	License #	Issuing Agency	Expiration Date
<b>State of Florida Architectural License</b>	AR94944	State of Florida Department of Business and Professional Regulation	February 28, 2023
State of Florida Business License	450059	State of Florida Department of State	December 31, 2021
Professional Engineering License	PE40287	State of Florida Board of Professional Engineers	February 28, 2023
State of Florida Business License	V38465	State of Florida Department of State	December 31, 2021
Professional Engineering License	PE30692	State of Florida Board of Professional Engineers	February 28,2023
Professional Engineering License	PE 53492	State of Florida Board of Professional Engineers	February 28,2023
State of Florida Business License	339497	State of Florida Department of State	December 31, 2021
Registered Communications Distribution Designer	157341	State of Florida Department of State	December 31, 2021
Professional Landscape Architect	LA5667176	State of Florida Department of Business and Professional Regulation	November 30, 2021
Member of the American Institute of Certified Planners	015169	American Planning Association	N/A
State of Florida Business License	821359	State of Florida Department of State	December 31, 2021
State of Florida Business License	L18000228783	State of Florida Department of State	December 31, 2021
Professional Engineering License	PE78811	State of Florida Board of Professional Engineers	February 28,2023
Professional Engineering License	58425	State of Florida Board of Professional Engineers	February 28,2023
Professional Engineering License	PE55391	State of Florida Board of Professional Engineers	February 28,2023
Professional Engineering License	PE58770	State of Florida Board of Professional Engineers	February 28,2023
State of Florida Business License	M04000003289	State of Florida Department of State	December 31, 2021
Professional Surveyor and Mapper Business License	LB2108	Florida Department of Agriculture and Consumer Services	February 28, 2023
Professional Architect License	LB2108	Florida Department of Agriculture and Consumer Services	February 28, 2023
Professional Architect License	AR100613	Department of Business and Professional Regulation	February 28, 2023
Professional Architect License	AR0013043	Department of Business and Professional Regulation	February 28, 2023

# LICENSES AND CERTIFICATIONS

## ARCHITECTS DESIGN GROUP

Ron DeSantis, Governor  
Halsey Beshears, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**REEVES, IAN ALEXANDER**  
1700 SUNSET DRIVE  
WINTER PARK FL 32789

LICENSE NUMBER: AR94944  
EXPIRATION DATE: FEBRUARY 28, 2023  
Always verify licenses online at MyFloridaLicense.com

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Ron DeSantis, Governor

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**GERWICK, SAMI M.**  
1043 GRAND HILLTOP DR  
APOPKA FL 32703

LICENSE NUMBER: AR100613  
EXPIRATION DATE: FEBRUARY 28, 2023  
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Halsey Beshears, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**GANTT, SUSAN CALLEY**  
2015 GERDA TER  
ORLANDO FL 32804

LICENSE NUMBER: AR0013043  
EXPIRATION DATE: FEBRUARY 28, 2023  
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*State of Florida  
Department of State*

I certify from the records of this office that ARCHITECTS DESIGN GROUP / ADG, INC. is a corporation organized under the laws of the State of Florida, filed on April 10, 1974.

The document number of this corporation is 450059.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 5, 2021, 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 Nineteenth day of April, 2021*

*Randi Rife*  
Secretary of State

Tracking Number: 1287806641  
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<https://www.sunbiz.org/TrackCertificate?CertificateNumber=1287806641>

## KIMLEY-HORN

Ron DeSantis, Governor  
Halsey Beshears, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

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

**KUZOIAN, STEPHEN BRETT**  
134 RIBERIA STREET  
SUITE 102  
SAINT AUGUSTINE FL 32084

LICENSE NUMBER: LA6667196  
EXPIRATION DATE: NOVEMBER 30, 2021  
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August 11, 2019

Mr. Scott Morgan, AICP  
Bioscience and Associates, Inc.  
3606 Nagans Boulevard  
Suite 202  
Orlando, FL 32803

RE: AICP Certification Verification

Please accept this letter as confirmation that M. Scott Morgan, AICP is a current member, in good standing, of the American Institute of Certified Planners (AICP), the professional institute of the American Planning Association (APA). The official details of the member's certification are:

AICP Membership Start Date: 01/19/93  
AICP Certification Number: 011149

AICP is the APA's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the mastery of planning practice.

AICP certified planners carry a high mark of distinction because they are required to meet rigorous standards, maintain their expertise through continuing education, and accept personal liability.

For more information about the requirements to become an AICP member, please visit our website: [www.aicp.org/links](http://www.aicp.org/links)

Please let us know if we can offer any additional assistance.

Sincerely,  
AICP Customer Service  
The American Planning Association's Professional Institute  
201 N. Michigan Ave., Suite 1200  
Chicago, IL 60601  
[AICP@aplanning.org](mailto:AICP@aplanning.org)

*State of Florida  
Department of State*

I verify from the records of this office that KIMLEY-HORN (L)N1 ARCHITECTS, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 23, 1948.

The document number of this corporation is 821399.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on April 24, 2021, 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 Nineteenth day of April, 2021*

*Randi Rife*  
Secretary of State

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# TLC ENGINEERING SOLUTIONS

## State of Florida Department of State

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

The document number of this corporation is 339497.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 4, 2021, and that its status is active.

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

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fourth day of January, 2021



*Rainier Fife*  
Secretary of State

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Building Industry Consulting Service International

THE PROFESSIONAL DESIGNATION OF

## REGISTERED COMMUNICATIONS DISTRIBUTION DESIGNER

IS AWARDED TO

### Taw North

by BICSI in recognition of having successfully completed BICSI's registration and examination requirements.

Designation Number: 157341  
Registration Start Date: 01/01/2020  
Registration End Date: 12/31/2022



*David E. Shumaker*  
Chair, Registrations & Credentials Supervision Committee

*Rob Thomas*  
Director of Credentialing

Since 06/26/2001

# MCVEIGH AND MANGUM

## State of Florida Department of State

I certify from the records of this office that MCVEIGH & MANGUM ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on May 22, 1992, effective July 1, 1992.

The document number of this corporation is V38465.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 15, 2021, 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 Eleventh day of January, 2021



*Rainier Fife*  
Secretary of State

Tracking Number: 1402020326  
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Ron DeSantis, Governor


STATE OF FLORIDA

FBPE  
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

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

**YARIZADEH, FARSHID**  
3983 HABANA AVE  
JACKSONVILLE FL 32217

LICENSE NUMBER: PE40287  
EXPIRATION DATE: FEBRUARY 28, 2023  
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Ron DeSantis, Governor

STATE OF FLORIDA


FBPE  
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

BOARD OF PROFESSIONAL ENGINEERS  
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SPECIAL INSPECTOR NUMBER: 0993

**MCVEIGH, HENRY C**  
7672 SENTRY OAK CIRCLE W  
JACKSONVILLE FL 32256

LICENSE NUMBER: PE30692  
EXPIRATION DATE: FEBRUARY 28, 2023  
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GBCI  
GREEN BUILDING CERTIFICATION INSTITUTE

IMAGINE BETTER. BUILD BETTER.

**Carrington McVeigh**

LEED® ACCREDITED PROFESSIONAL

February 26, 2009




GBCI  
GREEN BUILDING CERTIFICATION INSTITUTE

IMAGINE BETTER. BUILD BETTER.

**Thomas C. Nielsen**

LEED® ACCREDITED PROFESSIONAL

December 1, 2008




Ron DeSantis, Governor


STATE OF FLORIDA

FBPE  
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

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

**NIELSEN, THOMAS C.**  
9133 RG SKINNER PARKWAY  
JACKSONVILLE FL 32256

LICENSE NUMBER: PE33492  
EXPIRATION DATE: FEBRUARY 28, 2023  
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# MATTHEWS DESIGN GROUP

## State of Florida Department of State

I certify from the records of this office that MATTHEWS DESIGN GROUP, L.L.C. is a limited liability company organized under the laws of the State of Florida, filed on September 27, 2018, effective June 9, 2005.

The document number of this limited liability company is L18000228783.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021 and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-seventh day of January, 2021



*Prandi Ruffe*  
Secretary of State

Tracking Number: 2982331380  
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## Florida Department of Transportation

presents

# Certificate of Completion

To

**Chris Buttermore**

for the

Specifications Package Preparation Training for Consultants

FDOT Course PE-05-0004 - 6 PDH Credits



presented on May 22, 2018

*Dan Hurtado*  
Dan Hurtado, P.E., Instructor

## QUALIFIED STORMWATER MANAGEMENT INSPECTOR

The undersigned hereby acknowledges that

**Chris Buttermore**

has successfully met all requirements necessary to be fully qualified through the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program

September 17, 2015

*Hal Lunsford*  
Hal Lunsford

Inspector Number 33729

*Beith Alvi*  
Beith Alvi



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

**BUTTERMORE, CHRISTOPHER LEE**

75 RUBI WAY  
ST. AUGUSTINE FL 32095

LICENSE NUMBER: PE78811

EXPIRATION DATE: FEBRUARY 28, 2023

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GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIED THAT

**Scott Knowles**

HAS ACHIEVED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICES REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.



*Shy R...*  
Shy R...

June 25, 2009

*Peter J...*  
Peter J...



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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**KNOWLES, SCOTT A.**

113 EAST END ROAD  
SAN MATEO FL 32187

LICENSE NUMBER: PE55391

EXPIRATION DATE: FEBRUARY 28, 2023

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Print

**Licensee**

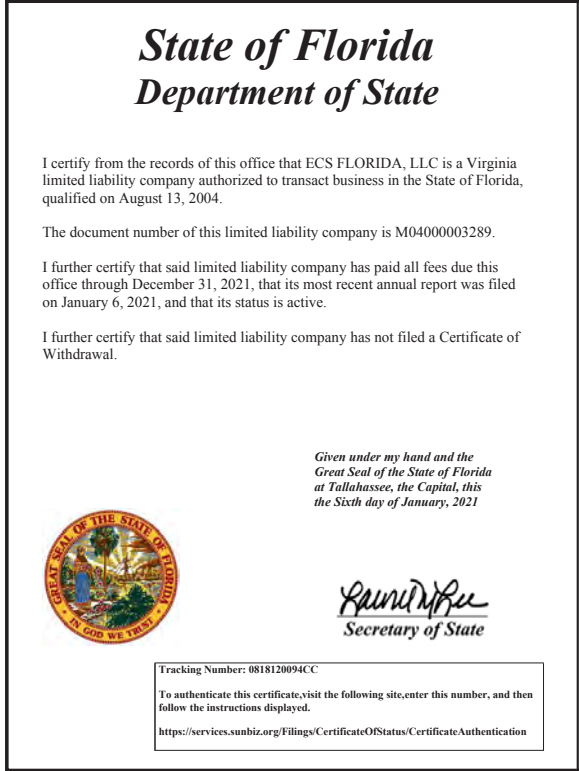
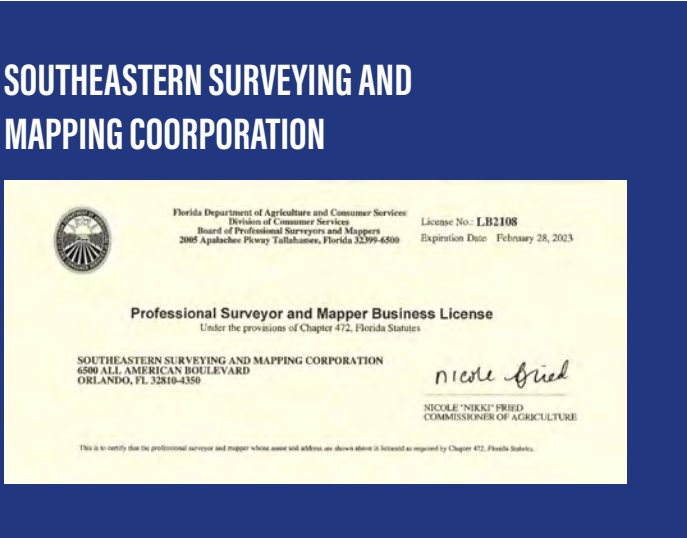
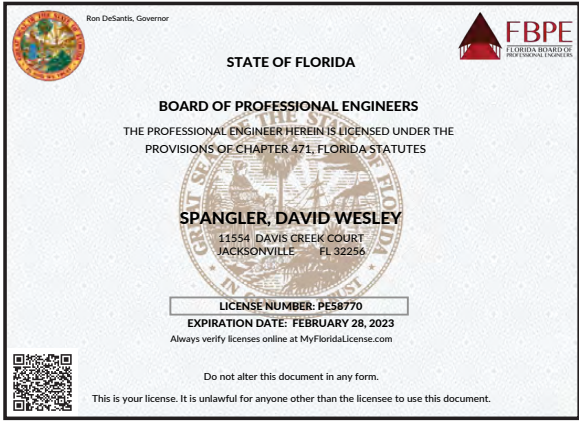
Name: MATTHEWS DESIGN GROUP, LLC License Number: 26535  
 Rank: Registry License Expiration Date:  
 Primary Status: Current Original License Date: 08/22/2005

**Related License Information**

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
58425	Current, Active	MATTHEWS, ROB A III	Registry	08/22/2005	Professional Engineer	02/28/2023



**ECS**



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "L"**

**CLAIMS, LIENS, LITIGATION HISTORY**

(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a construction dispute? Yes \_\_\_\_\_ No X If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: \_\_\_\_\_ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: \_\_\_\_\_

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration. N/A
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

N/A

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes \_\_\_\_\_ No X If yes, please explain in detail:

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, please explain why? N/A

7. List the status of all pending claims currently filed against your company:

N/A

**Liquidated Damages**

1. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes \_\_\_\_\_ No X If yes, please explain in detail:

(Use additional or supplemental pages as needed)



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "M"**

**COMPANY ORGANIZATION CHART**





**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "N"**

**TEAM ORGANIZATION CHART**

(Attach or insert copy here)

**CORE MANAGEMENT**



**SUBCONSULTANTS**



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "O"**

**KEY PERSONNEL LIST**

In the space below, list all qualified personnel who are permanent employees of the company that may be utilized to perform the required scope of services. Attach brief but comprehensive resumes for each staff member listed below.

<b>Employee Name</b>	<b>Employee Title</b>	<b># Years Employed</b>	<b>Total # Yrs. Experience</b>
Ian Reeves, AIA	Principal in Charge	30 years	30 years
Susan Gantt, AIA, LEED AP	Project Architect	15 years	39 years
Sami Gerwick, RA	Project Manager	9 years	9 years
Sandra Zumbro, NCIDQ	Interior Designer	3 years	41 years

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF’S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT “P”**

**LIST OF PROPOSED SUB-CONSULTANTS**

Each Respondent shall provide any and all sub-consultants or major materials suppliers proposed to perform any portion of work specified herein. Attach Brief comprehensive resumes, including any and all licenses/certifications held. All proposed sub-consultants are subject to approval by the County.

**DIVISION OF WORK**

**NAME AND ADDRESS OF SUB-CONSULTANTS**

MEP Engineering, Fire Protection, and Structural Engineering	McVeigh & Mangum Engineering, Inc. 9133 RG Skinner Pkwy, Jacksonville, FL 32256
Civil / Traffic Engineering	Matthews Design Group, 7 Waldo St., St. Augustine, FL 32084
Security and Technology Consultants	TLC Engineering Solutions, 255 South Orange Avenue, Suite 1600, Orlando, FL 32801-3463
Geotechnical Engineering	ECS Limited, 11554 Davis Creek Court Jacksonville, FL, 32256
Landscape Architecture / Irrigation	Kimley-Horn, 12740 Gran Bay Parkway West, Suite 2350 Jacksonville, FL 32258
Surveyor	Southeastern Surveying and Mapping Corp., 6500 All American Blvd Orlando, FL 32810
Cost Estimator	CC&A Construction Consultants & Associates, P.O. Box 2086 Riverview, FL 33568



DECONTAMINATION

RELATED EXPERIENCE AND REFERENCES

3



# ST. JOHNS COUNTY

## FIRE STATION NO. 5 & SHERIFF'S COMMAND STATION

St. Augustine, FL

**PROJECT DESCRIPTION** | This complex co-locates Fire Stations No. 5 and the Sheriff's Office South Regional Command Center into a 25,222-SF, single-story structure. The facility is placed centrally on the 4.75-acre site, allowing the bays to have direct access north and south on US HWY 1. A north entry is provided for public, along with fire apparatus and sheriff vehicles. This access leads towards public parking and the secure staff areas on the east of the site behind the main building.

Fire Station No. 5 included four apparatus bays, a training room, physical agility / training tower, an exterior break area, and covered storage on-site. General facility functions such as, kitchen, dining, dormitory, locker rooms, and equipment / utility / support spaces were also included. The helicopter landing zone utilized the pavement of the required turning radius east of the apparatus bay.

The Sheriff's Office South Regional Command Center includes regional and command staff for the Southwest and Southeast Districts along with their support officers and staff. The command center also has general facility functions, such as witness / victims contact room, conference, office support areas, interview rooms, and employee restrooms and showers. This project was completed on-time and within budget.

**TYPE OF SERVICES** | ADG's contracted scope of services included a spatial needs assessment, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2015 - 2019

**CONTACT INFORMATION** | Phyllis Thorpe, Project Manager | (904) 209-0193 | pthorpe@sjcfl.us







”

All the ADG team members I have worked with have been extremely knowledgeable, professional, respectfully courteous, and pleasant. They are quick to respond to RFI's, and have a better than average turn-around time on their submittal approval.

- Phyllis Thorpe, Project Manager -

“





# ST. JOHN'S COUNTY FIRE STATION NO. 19

Fruit Cove, FL

**PROJECT DESCRIPTION** | Fire Station No. 19 is an 8,882-SF, single-story structure located in St. Johns County. The facility is placed centrally on the 2.13-acre site, allowing the bays to have egress onto Veterans Parkway, with immediate access to Race Track Road.

This state-of-the-art fire station is an essential facility required to be operational before, during, and after a hurricane or other event. It was designed to resist wind speeds and pressures of 142 MPH, as well as enhanced debris impact resistance. The building's program includes three apparatus bays and associated support spaces that are required for day to day functionality. The building also includes general facility functions such as, kitchen, dining, sleeping quarters, physical agility, and an exterior break area.

The building was designed to mitigate staff exposure to carcinogens present after fighting a fire. It is separated into three zones to help prevent contaminated air from the apparatus bays, decontamination room, and other support spaces from entering the living quarters of the facility. Air Lock vestibules help separate these two conditions. Although the design process started in August of 2015, it wasn't until March of 2020 that the project was fully realized.

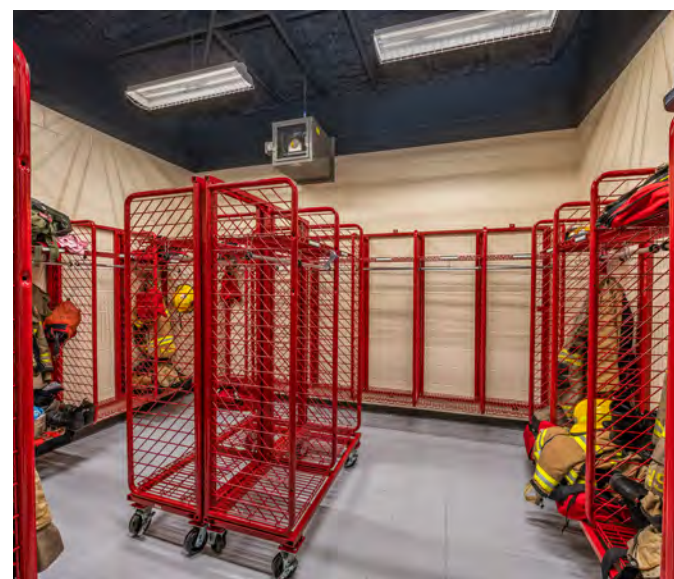
**TYPE OF SERVICES** | ADG's contracted scope of services included the spatial needs assessment, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2015 - 2020

**CLIENT REFERENCE** | Phyllis Thorpe, Project Manager | (904)-209-0193 | pthorpe@sjcfl.us









# CITY OF NAPLES FIRE ADMIN, STATION NO. 1, AND EOC

Naples, FL

**PROJECT DESCRIPTION** | Naples Fire Station No. 1 is a 22,600-SF, two-story station housing city-provided fire response, as well as county-provided EMS rescue response. It includes fire department administration, Station No. 1, EMS, emergency operations center managed by the fire department, three-apparatus bays, battalion chief office, bunk room, and locker room. General facility functions such as kitchen, dining, report writing, physical agility, dormitories, restrooms and showers, and equipment / utility support spaces are also included. The facility is designed to promote the "family unit" by creating an open shared space in the kitchen, dining, and day-room.

The hardened building structure includes a reinforced concrete slab on grade, elevated to the FEMA required 10-foot elevation for the first-floor level of the building, reinforced masonry walls with stone veneer, structural steel joist framing and metal deck with rigid insulation, and a single-ply membrane roofing system.

The station was designed to promote relationships between the fire department and community. A community meeting room is incorporated within the facility. The room is off the public lobby, secured from any fire operations. This project was awarded the 2019 Station Design Silver Award.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, grant assistance, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2015 - 2019

**CLIENT REFERENCE** | Pete DiMaria, Fire Chief | (239)-298-6199 | pdimaria@naplesgov.com







”  
It was a great experience. I learned a lot from you guys. You designed a fantastic station that we all love. I can't say enough positive things about the experience.  
- Pete DiMara, Fire Chief -  
“





# FORT MYERS FIRE ADMINISTRATION & STATION NO. 1

Fort Myers, FL

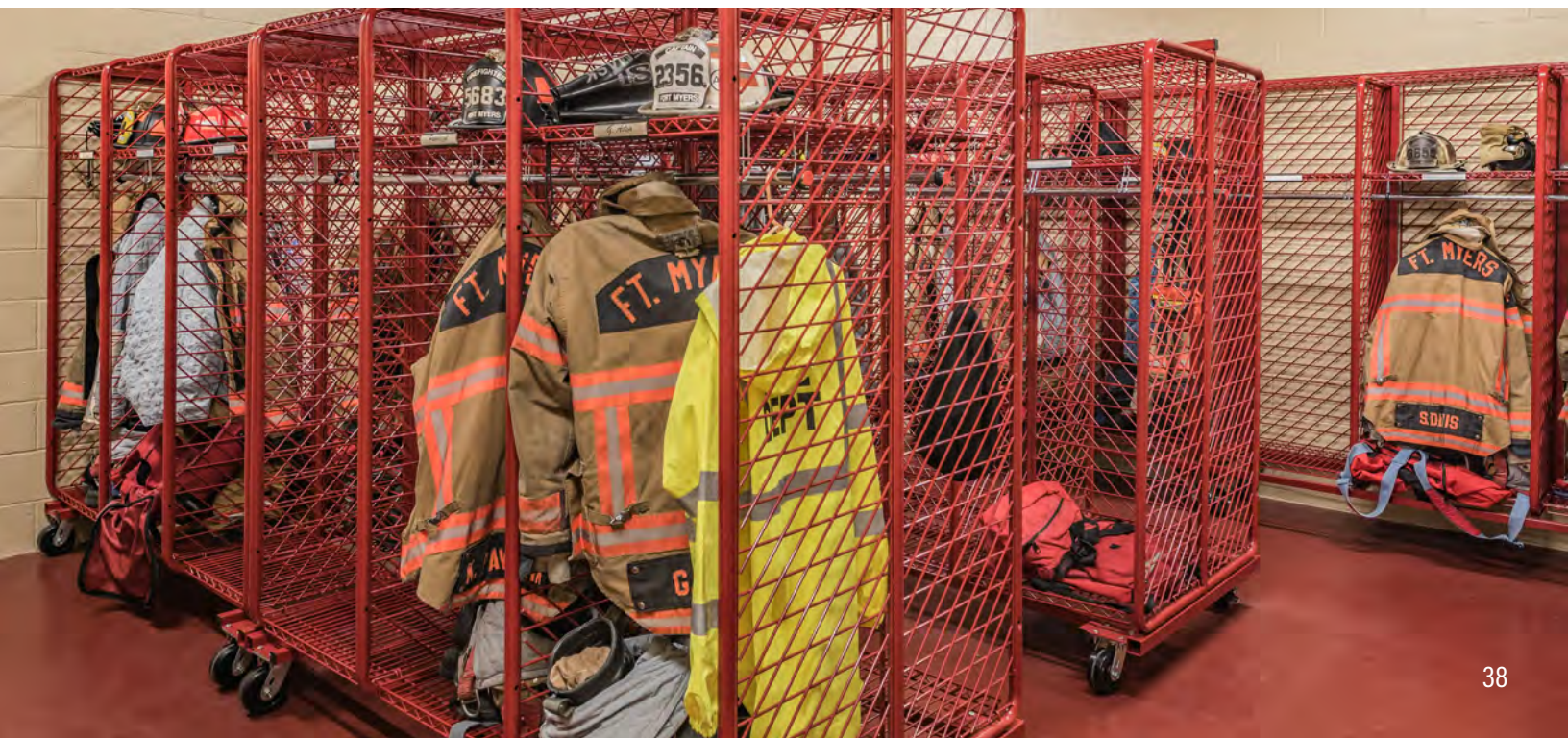
**PROJECT DESCRIPTION** | The new facility is approximately 34,636-SF and includes a fully staffed 24/7 Fire Station No. 1, central operations for fire administration and fire prevention. The station is a five-bay, drive-through arrangement with full-size bays that allow for the operational capacity of the Station No. 1 service area and storage of reserve apparatus.

Located in a prominent part of Fort Myers, this project required several community outreach initiatives and meetings to reach a consensus on the site and exterior design. Accommodations met by the new facility include flood elevated living quarters for the crew, with appropriate gender-specific sleeping quarters and restrooms. The fire station also provides space for EMS services, through mutual aid agreement with the county.

Dedicated support areas at the fire station for effective operations include decontamination, SHARPS, hazardous material, medical / ALS (exclusive to the fire department), storage and repair space for bunker gear, breathing apparatus, fire hoses, and other department equipment. As a critical facility, it is designed and constructed to survive a category 5 storm event, equipped with an emergency generator, and provides on-site fuel storage located above flood elevation. This project was designed to LEED certified standards and received the Eagle Award of Excellence in Construction, 2017.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, site selection, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2007 - 2016









# HIGHLANDS COUNTY SHERIFF'S LAW ENFORCEMENT COMPLEX

Sebring, FL

**PROJECT DESCRIPTION** | The Highlands County Sheriff's Office Law Enforcement Complex is a secure administrative and law enforcement response facility. The building is located directly adjacent to the county courts building, county jail, public defender's office, and county administration building. The facility includes evidence storage and processing, CID, uniform patrol, training, administrative and command offices. The finished complex consists of a two-story, 44,313-SF law enforcement and evidence facility, a 1,590-SF central energy plant, and development of a 2.75-acre site. When designing the facility, ADG used the protocols described in the CALEA Standards to create the appropriate space configurations to support the operations of each department. The facility was designed to provide for a secured perimeter through the use of wind and impact resistant construction materials, surveillance systems, and controlled access openings, while also providing for an inviting, energy efficient facility for use by the public and law enforcement staff. LEED design strategies, such as light roofing materials, energy efficient mechanical systems, low water use plumbing fixtures, and the use of environmentally-friendly interior finishes, are incorporated into the project. The project incorporated specialized systems for security access control, CCTV, audio-visual systems, evidence processing lab equipment, and specialized storage units for evidence such as narcotics, cash, armor, weapons, bodily fluids, and other bulk storage items.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2014 - 2017

**CLIENT REFERENCE** | Susan Benton, Retired County Sheriff | (863) 402 - 7243  
| [sbenton@highlandssheriff.org](mailto:sbenton@highlandssheriff.org)







ADG worked with the County and the Sheriff's Office to provide a functional and aesthetically pleasing design within some tight budget constraints... We would be pleased to have them provide architectural services for future Highlands County projects and would not hesitate to recommend them to other potential clients.

- Suzanne Hunnicutt, Capital Projects Manager -





# CITY OF FLOROSA FIRE STATION NO. 5

Florosa, FL

**PROJECT DESCRIPTION** | The project site consists of a 1.7-acre property. The building design consists of a one-story fire department facility of approximately 17,300-SF, that will house an administrative area separated from the crew living quarters by the four apparatus bays, in a "saddlebag" floor plan configuration. The facility will also include equipment areas, an enhanced multipurpose room designed to serve as an emergency operations center and a three-story training tower, which will be used to conduct crew training exercises.

The building is equipped with an emergency generator to maintain the facility operations in the event of power failure. Designed to withstand wind loads of 155 mph and Level "E" Missile Enhanced Protection, as required by the Florida Building Code 2017 requirements for essential facilities. Even though the building will not pursue the LEED certification, it has been designed with the highest energy efficiency coefficients for glazing system, lighting, and other envelope components.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2017 - Est. 2022, currently under construction

**CLIENT REFERENCE** | Mark Lee, Fire Chief | (850) 581-2900 | chieflee@florosafd.org







“ Not only did I and the Board find the ADG team enjoyable to work with, but without their guidance, the project would not have moved as quickly or smoothly as it has. We are excited to have a new fire station starting construction in 2020. Please feel free to call me if you would like to know more.

- Mark Lee, Fire Chief -

“





# CITY OF SANFORD FIRE STATION NO. 31

Sanford, FL

**PROJECT DESCRIPTION** | To provide state-of-the-art facilities, ADG designed a two-story facility housing the city's police department, fire administration, and a five-bay fire station. Both departments are designed as separate facilities connected by a shared two-story atrium, which includes vertical circulation, lobby / reception, a historic apparatus display, and community meeting room that overlooks the civic plaza.

The facility includes a state-of-the-art crime lab that is part of the investigative services/crime scene department. Several aspects of the facility support the crime lab, including: a central evidence drop-off/processing area, biohazard evidence storage and blood drying rooms, crime lab with fuming hoods, latent print analysis, forensic-science support, and forensic facial imaging.

The facility houses the city's Fire Department Administration and five bay Fire Station No. 31. The station includes a watch office, crew quarters, SCBA room, bunker gear storage, decontamination, EMS supply, fire training rooms, fire training tower, a historic fire apparatus display, and community meeting Room that overlook the civic plaza. The main training room also serves as the city's EOC.

**TYPE OF SERVICES** | ADG's contracted scope of services included a spatial needs assessment, master planning, design, interior design, and grant assistance.

**TIME FRAME OF PERFORMANCE** | 2008 - 2009

**CLIENT REFERENCE** | Shawn Treloar, Battalion Chief | (407) 688-5047 | shawn.treloar@sanfordfl.gov







ADG's initiative and perseverance to this endeavor was a critical component in making out \$21 Million project a reality in such an uncertain fiscal climate. This effort was and continues to be characteristic of their approach to servicing the client.

- Gerard Ransom, Former Fire Chief -





# CITY OF SUNRISE FIRE STATION NO. 72

Sunrise, FL

**PROJECT DESCRIPTION** | Fire Station No. 72 is a four-bay, 19,045-SF two-story station co-located at the City of Sunrise Public Safety Complex on Oakland Park Boulevard, adjacent to Sunrise Municipal Complex. ADG simultaneously designed the fire station and the five-story public safety building, which shares a central energy plant serving both facilities on the campus and which provides 100% redundancy to all critical infrastructure components ensuring that the facilities will remain operational during and immediately after a natural disaster.

The structure's building envelope included coral stone tinted precast concrete panels, high impact resistant curtainwall glazing, modified bitumen roofing, and 14-foot-high side folding wood and glass apparatus bay doors facing the boulevard. The station design included approximately 4,000-SF of logistics storage, typical living spaces, such as dining, dayroom, kitchen, offices, and entry lobby space on the first floor, and bunk rooms and physical agility space on the second level. Additionally, the station was connected to the main public safety building, which houses fire administration, via a covered exterior courtyard with a fountain that connects to fire service classroom training spaces.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2009 - 2010

**CLIENT REFERENCE** | Sean Visners, Deputy Chief - Sunrise PD | (954) 746-3370  
| [svisners@sunrisefl.gov](mailto:svisners@sunrisefl.gov)









# CITY OF COCOA BEACH FIRE STATION NO. 51

Cocoa Beach, FL

**PROJECT DESCRIPTION** | The new facility is carefully integrated into the existing city hall campus and includes a the three-story Fire Station No. 51. In addition to completing the scope of work, ADG also assisted the city with selection of the design-build team to ensure the city received the quality expected, as well as served as the owners rep through project completion. Additionally, ADG provided complete site design and permitting services. The site design services were complete before the award of the design-build team, therefore expediting the schedule. This allowed construction to start immediately upon approval of the design-build contract.

Recognizing the opportunity for in-service training, the fire exit stair at the rear of the building is designed as a training tower. The tower extends to the roof of the facility, provides a stand-pipe for training with tie-down rappelling support and multiple, various sized openings for training scenarios. ADG incorporated numerous details learned from similar application including kick-plates and parapet reinforcing to address safety and maintenance concerns. At the ground level this facility includes a catering food prep room and multi purpose community room, that can accommodate up to 40 people.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, conceptual design, design documents, interior design, , and construction administration.

**TIME FRAME OF PERFORMANCE** | 2013 - 2015

**CLIENT REFERENCE** | John Adair, City Engineer | (321) 868 - 3278 | jadair@cityofcocoa.com









# CITY OF JOHNSTON PUBLIC SAFETY & FIRE STATIONS

Johnston, IA

**PROJECT DESCRIPTION** | The project included the analysis of the community's public safety needs and ISO ratings to determine the appropriate location to site both the Public Safety Facility and Station No. 1, as well as the separate, stand-alone fire station located on the west side of town. The main facility is designed to LEED Silver standards and is 41,888-SF. It contains the headquarters for police and fire administration and the main fire station. Fire Station No. 1 includes three drive-through apparatus bays, two EMS bays, fire training, sleeping quarters, kitchen, day room, dining area, decon room, physical agility room, bunker gear storage, 911 communications, and the city EOC. The ADG team assisted the city with its community outreach program in their efforts to promote a voter referendum, which was the selected mechanism for funding the project. Extensive work by city staff and elected officials, with guidance and assistance from the ADG design team, resulted in successful (82%) passage of a \$14M bond referendum.

To respond to the fire department's ISO needs, ADG designed Fire Station No. 2 on the west side of town. Components include two drive-through bays and two ambulance bays, a training tower, maintenance, SCBA, extractor area, day room, fire administration, twelve private sleeping quarters, kitchen, dining, and shower / locker room space. For a video that shows more of this facility's features, please visit: <https://tinyurl.com/Johnstonpublicsafety>

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, design, and grant assistance.

**TIME FRAME OF PERFORMANCE** | 2011 - 2014







“ We are tremendously happy with the building's appearance and flow of the work areas. Ian and his team demonstrated exceptional knowledge and skills in designing the entire building especially the liability of sensitive areas of police operations... They listened to our needs, educated us where necessary, and gave us a wonderfully designed facility to meet our needs and expectations.

“ - Bill Vaughn, Police Chief, Retired -





# TOWN OF WELLS PUBLIC SAFETY FACILITY

Wells, ME

**PROJECT DESCRIPTION** | ADG helped the Town of Wells design a 43,611-SF public safety facility incorporating police, fire, and ambulatory services. As a seaside tourist community, Wells has a police force that expands during the summer tourist season to three-times its off-season population. Wells selected the design team for their proven planning expertise and success in building support.

Incorporating a new fire department central station and ambulatory response unit, placed the community's comprehensive safety services onto one central campus. Additionally two fire sub-stations were consolidated into one and located strategically to minimize fire and ambulatory response time.

The police station entrance was equipped with bulletproof glass and bulletproof sheetrock, secure hallways, as well as state-of-the-art evidence processing and storage rooms. The fire station components of the new facility included, apparatus bays, storage for supplies and equipment, bunk rooms, a day room with a fully equipped kitchen, offices, and a training mezzanine. The dispatch center included six large screens displaying all the cameras around town, as well as lockers, kitchenette, and restrooms so dispatchers do not have to leave the area.

**TYPE OF SERVICES** | ADG's contracted scope of services included a spatial needs assessment, design, master planning, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2014 - 2019

**CLIENT REFERENCE** | Jo-Ann Putnam, Chief of Police | (207) 646 - 9354 | [jputnam@wellstown.org](mailto:jputnam@wellstown.org)









# CITY OF ORLANDO FIRE STATION NO. 9

Orlando, FL

**PROJECT DESCRIPTION** | ADG completed the design of three fire stations for the Orlando Fire Department. Although the new stations are site specific, they utilize many of the same interior adjacencies and layouts. Each of the fire stations have a unique architectural style responding the specific surrounding of each station.

Fire Station No. 9, with three apparatus bays, is designed to meet stringent survivability, functional criteria, and to create civic architecture that fosters pride in the community. The floor plan not only supports functionality and rapid response times, but also promotes firefighter health and safety. Apparatus bays are separated from the living and working quarters by apparatus support areas with two airlocks with pressurization to keep carcinogens out of the living quarters. A decontamination room with an extractor and shower is provided to keep carcinogens out of the living quarters. Sleeping quarters and active crew quarters have acoustic separation to allow for needed firefighter rest and recuperation.

With over 270 photovoltaic panels, the solar ballast system on Station No. 9 provides enough electricity to achieve LEED Net-Zero status for the station. The facilities long-term investment in the Orlando community is intended to function for many years.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2019 - 2020

**CLIENT REFERENCE** | Corey Knight, Project Manager II | (407) 246 - 3181 | [corey.knight@cityoforlando.net](mailto:corey.knight@cityoforlando.net)







”  
It is evident that both companies have a great deal of depth and ability. My team continues to be impressed with their professionalism, responsiveness, innovation, and attention to detail... They were able to point out opportunities to improve the stations' overall design...I feel confident in recommending ADG and H.J. High services.  
“

- Ian Davis, Deputy Chief -





# ORANGE COUNTY FIRE STATION NO. 87

Orlando, FL

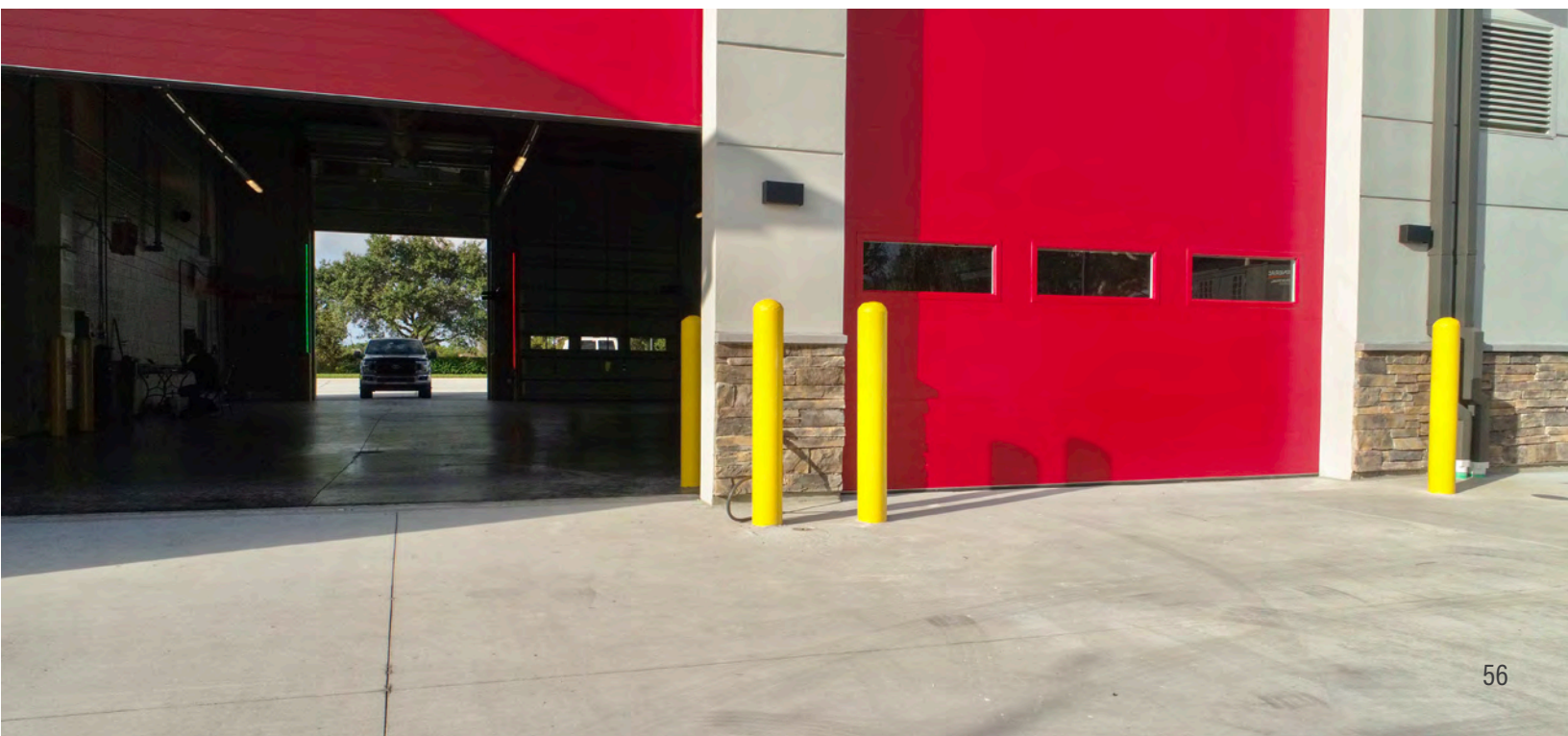
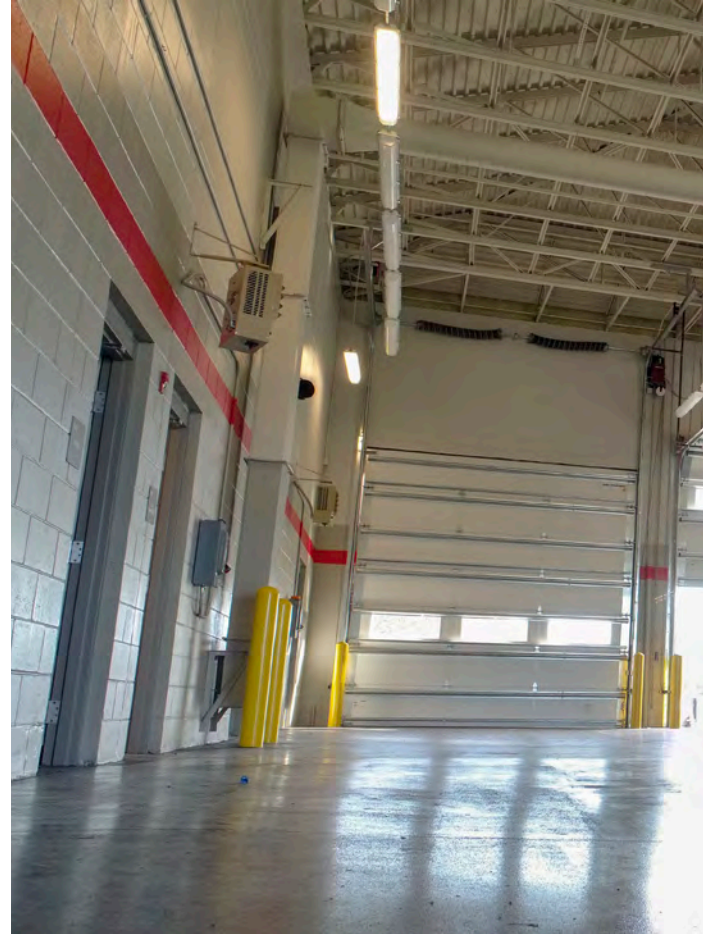
**PROJECT DESCRIPTION** | As part of a prototype design contract to design six stations for the county, Orange County Fire Station No. 87 is the first to be completed. Station No. 87 consists of two-apparatus bays. The facility includes a kitchen, gym, dining room, day room, dormitory rooms, and apparatus bay support spaces. Firefighter health and safety is a primary concern in these stations. Apparatus bay and apparatus bay support areas are separated from living quarters by two airlocks with pressurization to prevent the transmission of carcinogens into the living quarters. Sleeping quarters and active crew quarters have acoustic separation to allow for needed firefighter rest and recuperation.

The small, 1.3-acre site for Station No. 87 is comprised with major road frontage on three sides, with the north side of the site being contiguous to an existing public school. The design style has a commercial feel to respond to the specific surroundings of the site. Due to the nature of this building type and the need to maintain operations during natural and man-made events, it was designed to category IV, essential facilities.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2016 - 2021

**CLIENT REFERENCE** | Scott Reekie, LEED AP, Project Manager | (407) 836-0044 | [scott.reekie@ocfl.net](mailto:scott.reekie@ocfl.net)









# CITY OF BOYNTON BEACH FIRE ADMINISTRATION AND STATION NO. 1

Boynton Beach, FL

**PROJECT DESCRIPTION** | The Boynton Beach Fire Headquarters and Station No. 1 was designed as a 14,000-SF, two-story building. The station design included three apparatus bays forming an L-shaped building. The site also included a detached 6,200-SF central energy plant on the southeast end of the property. This station was designed to be a community-friendly building and provides a wall of windows along the pedestrian walkways to greet the public at the main entrance.

Staff safety was of paramount importance during the design phase. The entire building was planned to limit the amount of carcinogen exposure. This was done by adding a walk-through decontamination area, with airlocks to allow for the separation of contaminants to enter the clean-living areas of the building.

This fire station was part of the downtown re-development plan, involving a public-private-partnership (P3) approach to update several municipal buildings. The station, along with the addition of the district energy services program, serves as a catalyst to invigorate new energy and public safety through the image of the Boynton Beach re-development plan while contributing to the urban fabric of its downtown location.

**TYPE OF SERVICES** | ADG's contracted scope of services included a spatial needs assessment, site selection, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2017 - 2020

**CLIENT REFERENCE** | Colin Groff, City Manager | (561) 742-6401 | GroffC@bbfl.us









# ORANGE COUNTY SHERIFF SECTOR II BUILDING

Orlando, FL

**PROJECT DESCRIPTION** | Orange County Sheriff's Office Building Sector II is a 24/7 essential facility housing the sheriff department that includes spaces for detectives, agricultural, marine patrol, and tactical motor patrol command. ADG was selected for the design and construction administration for this 24,356-SF facility. The building was designed to resist wind forces equal to a Category 4 hurricane and is LEED Silver certified. The facility design also included a physical agility space with showers and lockers, food service area, training room, briefing room, and a vehicle sally port.

A tilt-up exterior wall system and Low-E, large missile tested glazing were selected with hurricane impact fenestration and metal sunshade devices throughout. A series of light monitors were incorporated in the design to meet the day lighting LEED criteria combined with the energy efficient light fixtures specified. The emergency generator provided redundancy power for the entire facility and for all functions of the building making it survivable for up to 48 hours of operations.

**TYPE OF SERVICES** | ADG's contracted scope of services included programming, master planning, conceptual design, design documents, interior design, and construction administration.

**TIME FRAME OF PERFORMANCE** | 2009 - 2011

**CLIENT REFERENCE** | Daniel Divine, Manager of Research and Development | (407)-254-4742 | Daniel.Divine@ocfl.net









**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "Q"**

**PROJECT REFERENCES**

Each Respondent must submit a list of five (5) project references from individuals, firms or agencies that have contracted with the respondent in the past seven (7) years to perform services of similar size and scope as those described in this RFQ. The information required shall include: reference company name, date(s) of service, project information including name of project, and a contact person name, title, phone number and email address. References shall be checked by the Purchasing Department, for the number

1. Reference Company Name: ADG | SJC Fire Station No. 5 / Sheriff Command Center and SJC Fire Station No. 19  
Date(s) of Service: 2018 - 2020  
Project Information (Type of Study): ADG's contracted scope of services included the spatial needs  
assessment, master planning, design, and construction administration.  
Primary Reference Contact Name and Title: Phyllis Thorpe, Project Manager  
Contact Phone Number: (904) 209 - 0193  
Contact Email Address: pthorpe@sjcfl.us

\*\*\*\*\*

2. Reference Company Name: ADG | City of Orlando Fire Station No. 9  
Date(s) of Service: 2019 - 2020  
Project Information (Type of System): ADG's contracted scope of services included programming, master planning,  
design, and construction administration.  
Primary Reference Contact Name and Title: Corey Knight, PE, Project Manager  
Contact Phone Number: (407) 246 - 3181  
Contact Email Address: coreyknight@cityoforlando.net

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3. Reference Company Name: ADG | City of Naples Fire Admin, Station No. 1, and EOC  
Date(s) of Service: 2015 - 2019  
Project Information (Type of System): ADG's contracted scope of services included programming, master planning,  
design, construction administration, and grant assistance.  
Primary Reference Contact Name and Title: Pete DiMaria, Fire Chief  
Contact Phone Number: (239) 213 - 4909  
Contact Email Address: pdimaria@naplesgov.com

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**RFQ 21-104**

4. Reference Company Name: ADG | City of Florosa Fire Station No. 5  
Date(s) of Service: 2017 - 2019  
Project Information (Type of System): ADG's contracted scope of services included master planning, design, and construction administration.  
Primary Reference Contact Name and Title: Mark Lee, Fire Chief  
Contact Phone Number: (850) 581 - 2900  
Contact Email Address: chieflee@florosafd.org

\*\*\*\*\*

5. Reference Company Name: ADG | City of Cocoa Beach Fire Station No. 51  
Date(s) of Service: 2013 - 2015  
Project Information (Type of System): ADG's contracted scope of services included programming, site selection, master planning, design, and construction administration.  
Primary Reference Contact Name and Title: Ryan Duckworth, Fire Chief  
Contact Phone Number: (321) 868 - 3330  
Contact Email Address: rduckworth@cityofcocoabeach.com



TURNOUT GEAR ROOM



# APPROACH TO SERVICES AND METHODOLOGY

The scope of services of this RFQ speaks directly to the accomplishments the ADG Team has successfully completed for the county on previous public safety projects. The following approach follows a Design-Bid-Build delivery method, but will be revised after input from county staff. We are committed to being St. Johns County's long-term partner on this important project, and being adaptable as the project is refined to ensure the best balance of functionality & cost for the county, public safety departments, and the community.

**KICK-OFF MEETING / PROJECT STAKEHOLDERS WORKSHOP** Our team will conduct an initial meeting to review the proposed project's criteria and confirm the schedule for specific tasks. This initial meeting is an orientation to the proposed methodology, project objectives, and responsibilities of the county's project management team, fire and sheriff's office representatives, and other project stakeholders. At this time, the goals and objectives for the project, activities, and project milestones are discussed and agreed upon.

**SPATIAL NEEDS ASSESSMENT (GRAPHICS 1 & 2)** Our team will complete a detailed spatial needs assessment which will provide recommendations on specific site characteristics, development of spatial relationships / interactions, and adjacency priorities for the new Fire Station No. 11 and Sheriff Office Southwest Operations Center. Our process for the spatial needs assessment includes:

- A complete review of any and all existing assessments and documents
- Gather and analyze SJCFD and SJCSO departments organizational structures, administrators of each department, population and demographic statistics, size of staff, ISO ratings, and case load / calls for response
- Send questionnaire to department leaders to solicit user input
- On-site interviews with users to gain a deeper understanding of their facility needs
- Our team will quantify the space needed in terms of actual square footage and how it compares to the budget. The square footage will be listed by division in each department and detail the future needs of the county

A thorough analysis of all of the information obtained will result in a detailed spatial needs report. The team will utilize the space standards for individual staff work areas which ADG has developed over the past 50 years of experience in planning and designing fire-rescue and law enforcement facilities throughout the United States. The information during this task will be provided in a draft report and dispersed to county stakeholders for review and comments before the final spatial needs assessment is completed.

**SITE ANALYSIS (GRAPHIC 3)** Our team is familiar with the county's selected site, located at 4401 Cypress Links Boulevard, in Elkton (please see page 7 of our submittal). Our team's the civil engineer, Scott Knowles, PE, with Matthews Engineering, will obtain existing aerial photographs, county maps, legal description, and surveys to assist in documenting the sizes and the locations of primary features, paved areas, major landscape elements, easements, environmental jurisdictional limits, and other physical aspects of the potential sites that could affect or impact the proposed development and future expansion of the facility. The team will obtain documentation through the county's land development ordinance relative to codes and / or development requirements including criteria relative to buildable area, height limitations, parking requirements, provision of utilities, storm water retention and disposal, environmental issues, soil contamination, landscape requirements, setbacks, and similar factors which may potentially impact expansion capability and land usage.

**MASTER PLANNING (GRAPHICS 4 & 5)** After the site information is obtained and reviewed, our team will work with the county to develop the conceptual site plans for the new joint facility. We will explore various conceptual site plans to achieve current and future needs, including external utility elements, buffers, storage, building expansion, parking, training areas, etc. Our team will also evaluate the adjacent site areas relative to current zoning and actual land use, reflecting this information in the master plan documents.

**CONCEPTUAL DESIGN (GRAPHICS 6 - 14)** At this point of design, the concept plan will be further detailed into sketches. This will include site master plan refinements showing setbacks, parking and access / egress requirements, adjacency diagrams / floor plans, 3-D massing diagrams, building elevations, and renderings. Our team utilizes the latest software to create realistic renderings. These renderings will assist the county in visualizing the different options for the building, as well as aid in any community outreach efforts.

**MASTER PLANNING AND CONCEPTUAL DESIGN REVIEW MEETING** Our team will conduct an interactive design meeting to review the proposed master plan and conceptual design drawings. This meeting will include all project stakeholders, and if deemed appropriate by the county, interested citizens and / or community groups. The premise of this meeting will be to obtain consensus and agreement on the conceptual site plan, conceptual floor plans, building elevations, and renderings. After feedback from the design meeting, our team will prepare revised drawings illustrative of the proposed solution for the new combined fire station and sheriff's command center.

**SCHEMATIC DESIGN** During the schematic design phase, on-site design sessions will be conducted to refine design options and alternatives as accepted, which will provide improved facility design and cost savings. This will take into consideration the ideal operational adjacencies for the efficient functionality of the facility. In addition, engineering systems and concepts for the building systems will be evaluated. We will meet with the county's maintenance staff to review their policies and current systems they are using. Their local knowledge of system preferences will be invaluable during the process. Our team will continually provide value management and constructibility reviews. At the end of the schematic design phase, an estimate of probable costs will be prepared. We will work with the county to address the priorities of the department and project budget constraints to determine an appropriately balanced solution.

**DESIGN DEVELOPMENT** During the design development phase, the building materials, systems, and enhanced functional responses are refined. The design process integrates the design team and county's input responding to environmental and survivability / resiliency issues, life-cycle cost issues, security issues, and budget considerations. The design approach, preliminary architectural, structural, mechanical, electrical, and plumbing concepts are developed to a level of detail that allows for detailed cost estimating prior to initiating construction documents. Our team can also provide interior design services including furniture recommendations, layouts, contract documents, bidding / procurement assistance, and installation administration. Additionally, our team will implement our responsive security technology approach. This approach is defined as the review and application of all available and emerging systems to secure fire stations and public safety facilities. Upon completion of the cost estimate, the design team will work with the county to modify the design to align with the budget. Once the county has accepted and approved the final design submittal and issued the notice to proceed, we will begin construction documents and outline the sequencing of construction.

**CONSTRUCTION DOCUMENTS** During the construction documents phase, our team will prepare drawings and specifications necessary for bidding and construction. A final building code analysis will be completed during this phase. Page-turn review sessions by the county's project manager, facility stakeholders, and the design team will be conducted at the 30%, 60%, and 100% completion points and will incorporate the changes required to keep the project in budget, on schedule, and to meet the county's project goals. The plans and specifications will undergo the team's quality control review process, which involves a comprehensive review by separate architects and engineers who are senior within our team. Estimation of probable costs will be updated at the 60% and 100% completion points of construction documents by the team's cost estimator. Prior to completing bid documents, the team will hold an interactive, on-site review session with the county. This session will allow for the county to provide comments and review input of the bid package. Our team will prepare the final set of comprehensive construction documents to minimize RFI's, requests for change orders, and any additional costs. At this time, permit applications will be submitted.

**PERMITTING / BIDDING** Our team can assist with preparing an invitation to bid for general contracting services. If requested, our team would recommend hosting a local subcontractor pre-submittal conference to explain the project's scope to all interested parties. We have found this is to be helpful in finding qualified, local contractors. During this phase, we will assist the county in the review of qualified contractor bids, and if desired, make a recommendation for contractor selection. Our team will assist in issuing bid documents, attend the pre-bid meeting, and issue addenda as necessary. The design team will be available to answer questions and to prepare bulletins / addenda as required throughout the bidding procedure.

**CONSTRUCTION ADMINISTRATION** Our team will observe construction activity for compliance with the contract document's design intent. Written reports and progress photos will be filed following each site visit. Shop drawing review, color selections, interpretations of the documents, and material compliance are typical services of significant importance to the project's success. Twice-monthly owner / architect / contractor progress meetings will be held with the selected contractor and the county. Minutes of all meetings will be prepared and distributed. Applications for payment will be reviewed and compared with the actual construction progress. We will continually be available for special on-site meetings and will review construction progress throughout this phase. Our team will review and assist the with any potential claims for cost and time extension submittals by subcontractors and prepare and submit proposed construction change orders as required. Upon completion of construction, a substantial completion inspection will be conducted and a punch list developed for the project. Once notified the punch list is complete, a final inspection will be performed. Following final acceptance, our team will review the final pay request and recommend the amount of final payment.

**PROJECT CLOSEOUT** At the end of construction, we will assist in the development of final record drawings, as well as issue maintenance and warranty manuals. It is also important to note that we will do a final walk through with the contractor and county 11 months post construction. This will allow the county to submit any final requests before the warranty period expires.

**ADDITIONAL CONSIDERATIONS / POTENTIAL DIFFICULTIES** Continual rebalancing of the design with any cost adjustments and project budgets is a must, as is the coordination of all systems which serve the facility. ADG has strengthened our QA/QC process to resolve any design issues before they become construction or facility performance issues.



# SAMPLE GRAPHICS

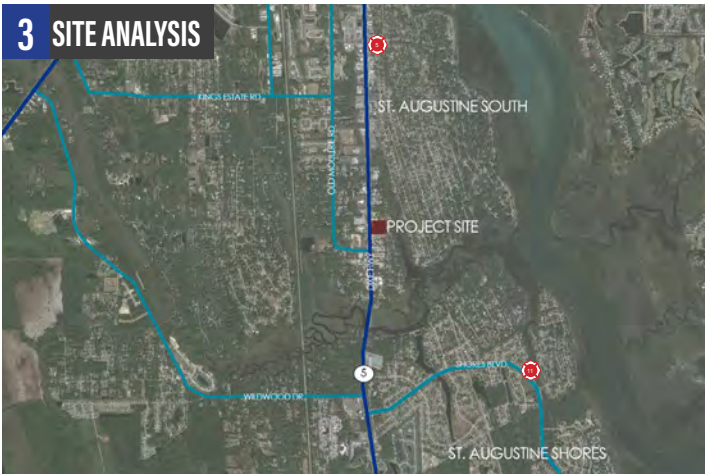
## 1 SPATIAL NEEDS ASSESSMENT

General Notes	Space Designations		Space Requirements (square feet)		
	No.	Space Function	YEAR 2015	YEAR 2025	YEAR 2035
6.0 Includes Efficiency Factor. See Detailed Spatial Needs Assessment Assesment. 8.0 7.0 Exterior Areas are not included in the total. 8.0 Expansion of this Station is not anticipated. Per County input, any increase or need for Emergency Services will necessitate development of a new Fire Station.	1.0	Public Access Areas	1,131	1,131	1,131
	2.0	Command Area	799	799	799
	3.0	Crew Quarters	5,178	5,178	5,178
	4.0	Facility Support	2,566	2,566	2,566
	5.0	Apparatus Bays and Support Areas	8,017	8,017	8,017
	6.0	Overall Fire Station Area	17,691	17,691	17,691
	7.0	Exterior Areas	(8,800)	(8,800)	(8,800)
	8.0	Total	17,691	17,691	17,691

## 2 SPATIAL NEEDS ASSESSMENT

General Notes	Space Designations		Space Requirements (square feet)		
	No.	Space Function	YEAR 2015	YEAR 2025	YEAR 2035
	1.0	Public Access Areas	1,103	1,103	1,103
	2.0	Administration	2,031	2,291	2,668
	3.0	Southwest / Southeast District CID / Patrol / LP	2,957	3,347	4,595
	4.0	Property and Evidence	265	265	343
	5.0	Facility Services	667	667	667
	6.0	Facility Functional Areas	508	508	1,121
	7.0	Total	7,531	8,181	10,497

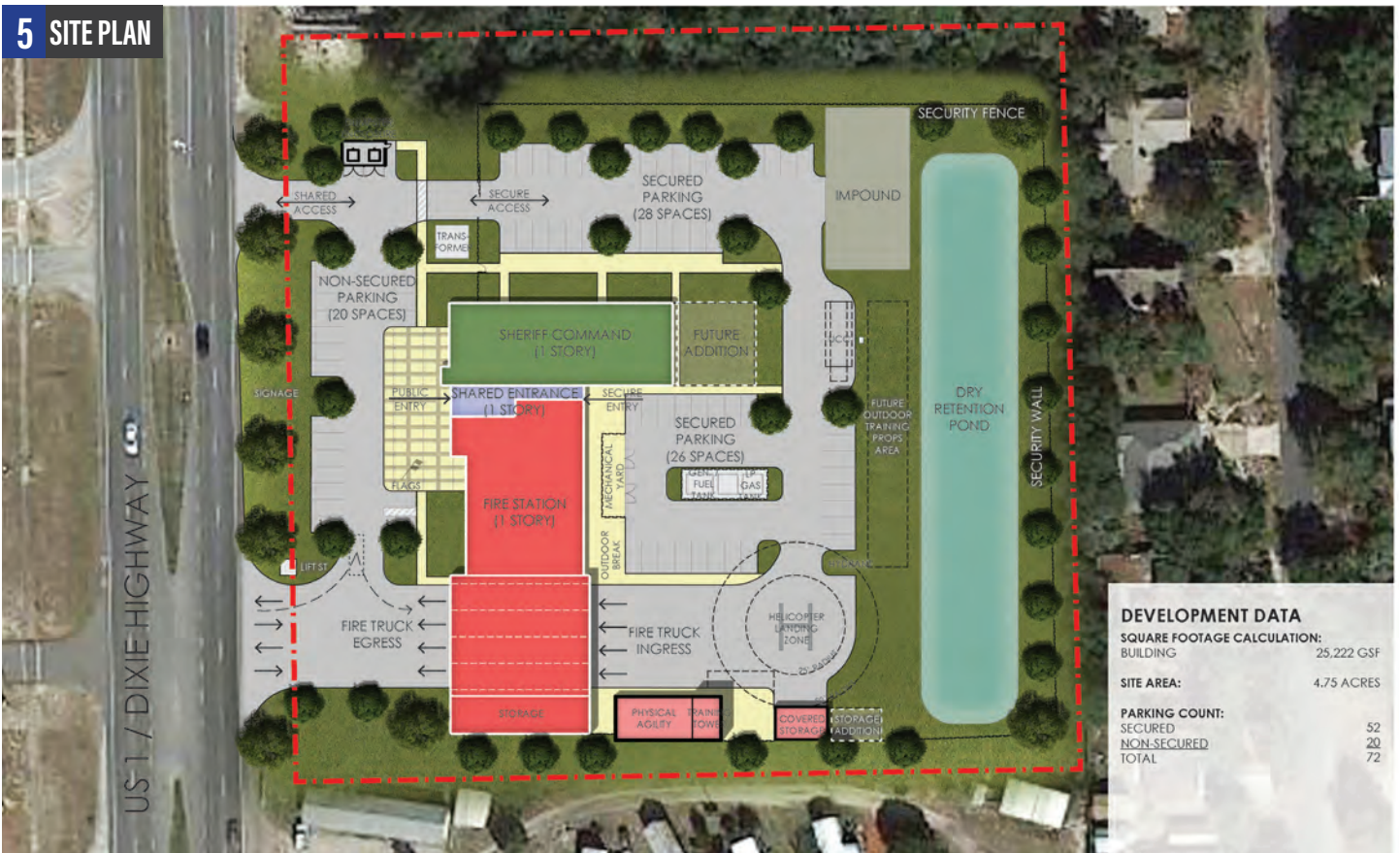
## 3 SITE ANALYSIS



## 4 ELEVATION STUDY



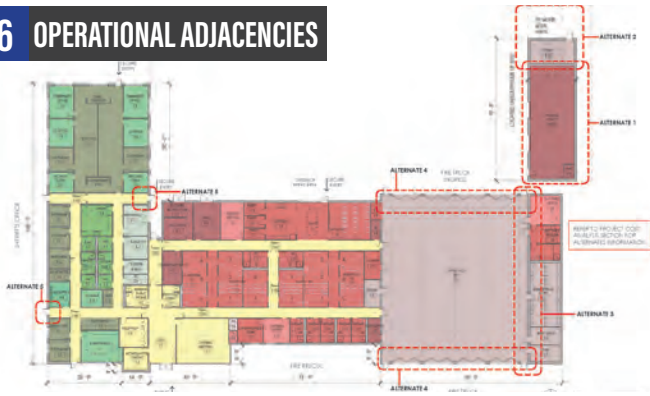
## 5 SITE PLAN



DEVELOPMENT DATA	
<b>SQUARE FOOTAGE CALCULATION:</b>	
BUILDING	25,222 GSF
<b>SITE AREA:</b>	4.75 ACRES
<b>PARKING COUNT:</b>	
SECURED	52
NON-SECURED	20
TOTAL	72



## 6 OPERATIONAL ADJACENCIES



## 7 EXTERIOR 3D RENDERING



## 8 BIRDSEYE 3D RENDERING



## 9 BIRDSEYE 3D RENDERING





10 INTERIOR 3D RENDERING



11 INTERIOR 3D RENDERING



12 INTERIOR 3D RENDERING



13 INTERIOR 3D RENDERING



14 EXTERIOR 3D RENDERING

















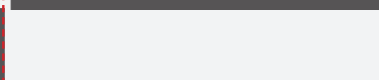
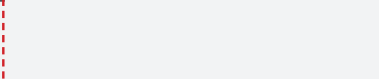
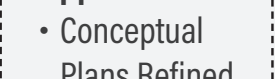
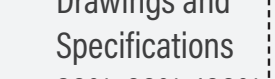
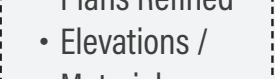
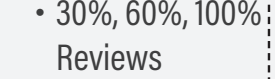
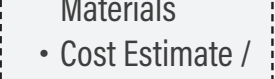
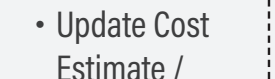
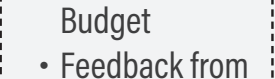
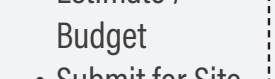
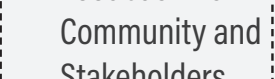
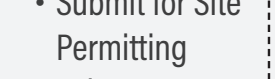
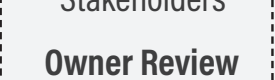
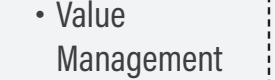
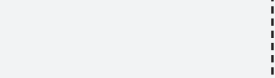

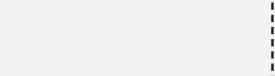
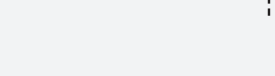
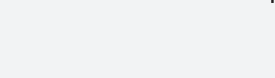
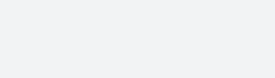
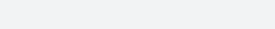
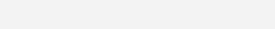
CONFERENCE ROOM



# SCHEDULE AND AVAILABILITY

## PROPOSED DESIGN SCHEDULE

Our team has a proven track record of success in delivering public safety projects in Florida within the owner's budget and schedule parameters, and is ready to start working on this project immediately after selection. All team members have reviewed the proposed schedule, along with their current and projected workloads, and see no issues in providing timely services for this project. We will work with the county and public safety departments' representatives to augment the schedule below as necessary. The schedule below is based on a Design-Bid-Build delivery method. Should the county decide to utilize an alternative construction delivery method, such as Construction-Manager-At-Risk (CMAR), our team is fully capable to delivery this project under any construction method the county deems appropriate. The schedule below is a starting point on which our teams will work together to define the project's final schedule.

METHODOLOGY								
PRE-DESIGN PLANNING		DESIGN OF FIRE STATION AND SHERIFF'S SUBSTATION			BIDDING	CONSTRUCTION PHASE SERVICES	BUILDING COMMISSIONING	POST-CONSTRUCTION SERVICES
2 Months		6-8 Months (includes reviews)			2 Months	11-14 Months	1 Month	11 Months
<b>Notice to Proceed</b> 	<b>Site Plan Analysis</b> <ul style="list-style-type: none"> <li>• Access / Egress</li> <li>• Security Concerns</li> </ul>	<b>Participatory Design Process</b> 	<b>Design Development</b> 	<b>Quality Control Team Review</b> 	<b>Release for Bidding</b> 	<b>Pre-Construction Conference</b> <b>Commence Construction</b> <b>Monthly Coordination Meetings</b> 	<ul style="list-style-type: none"> <li>• Technology Integration</li> <li>• Furniture Installation</li> <li>• Building Computer Graphics</li> <li>• User Training for Systems</li> </ul>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b> 
<b>Kick Off Meeting</b> <ul style="list-style-type: none"> <li>• Review Project Scope</li> <li>• Review Schedule</li> </ul>	<b>Conceptual Design</b> <ul style="list-style-type: none"> <li>• Refine Site Plan</li> <li>• Operational Adjacency Diagrams</li> </ul>	<b>Schematic Design</b> 	<ul style="list-style-type: none"> <li>• Refine Materials</li> <li>• Select MEP Systems</li> <li>• Constructibility Review</li> <li>• Security Systems</li> <li>• Finishes / Furnishing</li> <li>• Value Management</li> <li>• Energy Efficiency for Operation</li> <li>• Cost Savings</li> <li>• Cost Estimate / Budget</li> </ul>	<b>Construction Documents</b> 	<b>Review &amp; Tabulate Bids</b> <ul style="list-style-type: none"> <li>• Base Bid</li> <li>• Alternatives</li> <li>• Recommend Award</li> <li>• Review schedule of Values &amp; PM Activity Time-frames</li> </ul>	<b>Monitor Construction Activities</b> <ul style="list-style-type: none"> <li>• Contract Documents Compliance</li> <li>• Schedule Compliance</li> <li>• Compliance with Schedule of Values</li> <li>• Certify Payment Applications</li> <li>• Shop Drawing Review</li> <li>• Prepare Punch Lists</li> <li>• Certify Site Work / Permits</li> <li>• Furnishings Bid Package</li> <li>• Move-Management</li> </ul>		
<b>Spatial Needs Assessment</b> <ul style="list-style-type: none"> <li>• Programming</li> <li>• Site Information</li> </ul>	<b>Final Site Master Plan</b> <b>Update Project Schedule &amp; Budget</b> <b>Community Outreach Program</b> (if desired)	<b>Schematic Review &amp; Approval</b> <ul style="list-style-type: none"> <li>• Conceptual Plans Refined</li> <li>• Elevations / Materials</li> <li>• Cost Estimate / Budget</li> <li>• Feedback from Community and Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare Drawings and Specifications</li> <li>• 30%, 60%, 100% Reviews</li> <li>• Update Cost Estimate / Budget</li> <li>• Submit for Site Permitting</li> <li>• Value Management</li> </ul>	<b>Contract Negotiations</b> <b>Monitor Permit Applications / Acquire Permits Necessary to Start Construction</b>	<ul style="list-style-type: none"> <li>• Contract Documents Compliance</li> <li>• Schedule Compliance</li> <li>• Compliance with Schedule of Values</li> <li>• Certify Payment Applications</li> <li>• Shop Drawing Review</li> <li>• Prepare Punch Lists</li> <li>• Certify Site Work / Permits</li> <li>• Furnishings Bid Package</li> <li>• Move-Management</li> </ul>	<b>Construction Close-Out</b> <ul style="list-style-type: none"> <li>• Ensure "Punch List" Completion</li> <li>• Obtain Materials &amp; Systems Warranties</li> <li>• Assemble Finished Construction Photos</li> <li>• Monitor Warranty Items</li> </ul>		
<b>Site Identification &amp; Analysis</b> <ul style="list-style-type: none"> <li>• Vehicle Access</li> <li>• Circulation</li> <li>• Review and Confirm</li> <li>• Regulatory Requirements</li> </ul>		<b>Owner Review</b> 	<b>Owner Review</b> 			<b>Monitor Construction Activities</b>	<b>Construction Close-Out</b>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b>
<b>Identify Potential Grant Opportunities</b>		<b>Owner Review</b> 	<b>Owner Review</b> 			<b>Monitor Construction Activities</b>	<b>Construction Close-Out</b>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b>
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		<b>Owner Review</b> 	<b>Owner Review</b> 			<b>Monitor Construction Activities</b>	<b>Construction Close-Out</b>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b>
		<b>Owner Review</b> 	<b>Owner Review</b> 			<b>Monitor Construction Activities</b>	<b>Construction Close-Out</b>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b>
		<b>Owner Review</b> 	<b>Owner Review</b> 			<b>Monitor Construction Activities</b>	<b>Construction Close-Out</b>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b>
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		<b>Owner Review</b> 	<b>Owner Review</b> 			<b>Monitor Construction Activities</b>	<b>Construction Close-Out</b>	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, County, and Contractor</b>
		<b>Owner Review</b> 						



## SCHEDULE MANAGEMENT

Throughout our firm's history, we have had an exceptional track record of meeting project schedules and budgets. We have learned that careful project planning, preparation, and communication are critical to successful project management. The process starts prior to the initial meeting with the county to review the proposed project and to confirm the schedule for specific tasks. We have found that archival procedures, project reporting, accountability of the design team, and a clear path of communication with the county's project manager must be established from the onset of project services. We propose an initial stakeholder meeting as an orientation to the methodology, project objectives, and responsibilities of the project team to county staff.

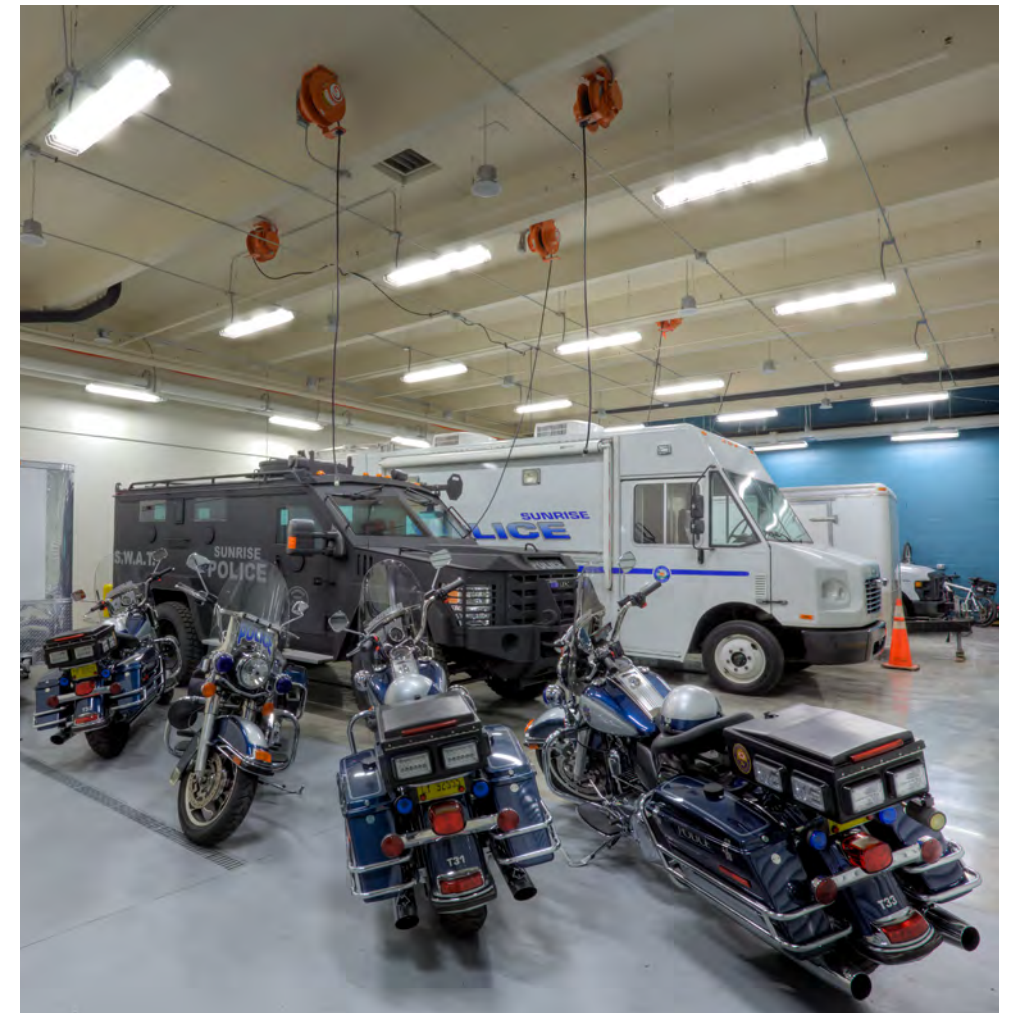


The goals and objectives for tasks and project milestones will be discussed and agreed upon. At minimum, monthly meetings will be scheduled with the county's project manager as the project progresses. The foundation of our plan for a successful project is to focus on the fundamental elements of the project critical to reaching the goals and objectives established at the kick-off meeting.

By managing expectations, planning the work, and making timely decisions, the appropriate resources are applied to the project resulting in project success. The project team will be centered on effective project management and communication. This is realized from the experience and quality of the team's management personnel and from its organizational structure. Our team will work with the county to develop a schedule and budget that meets the project's time requirements, while allowing the necessary time to complete the required tasks. The design and production staff have numerous years of experience working as a team to produce preliminary design sketches, 3-D models, construction documents, and other design data quickly and accurately. We understand that paying close attention to the details and being proactive in the identification of issues, with concise and timely resolution, is key to avoiding problems and disputes.



The team's Project Manager (PM), Sami Gerwick, RA, reporting directly to the Principal in Charge and Project Architect, will organize, direct, and coordinate the job tasks of ADG personnel and sub-consultants. Sami will serve as the conduit / point of contact to channel all communication between the design team and county. Understanding the importance of continuity, the quality control team will be involved from the notice to proceed through construction administration. As project manager, he will also be responsible for project planning, documentation, phase reviews, problem solving, project meetings, project filing, meeting goals and objectives, owner review, and final document coordination check.



We know that schedules do not manage themselves. Proper planning, communication, and persistence by the project team is essential for a successful completion of the project. The ADG team will ensure collaboration between the county, stakeholders, interested community members, and the ADG subconsultant team. This will ensure that the available funds are used as effectively as possible. We approach schedules with the following fundamental principles:

1. Scheduling is a priority. We document, review, and update our schedule at each team meeting.
2. Project work elements are organized into sections, which are necessary to clarify the critical path elements that maintain schedule compliance.
3. Realistic exceptions or alternatives are established early in the design process. We anticipate that changes will occur and provide for these eventualities.
4. The design team performing the work is essential. The team must believe the schedule is achievable; if not, discussions of alternatives are reviewed and implemented.
5. The design team meets to discuss the schedule and progress of work on a regular basis to avoid delays. One team member's delay may have a ripple effect throughout the project.
6. Our team's project manager is dedicated, proactive, and:
  - Responsible for decisions throughout the process
  - Anticipates future decisions as necessary
  - Prepares the client, helping them to make the required decisions
  - Constantly refines the process so that each decision is made effectively
  - Keeps the programming processes moving as necessary throughout the duration of the project



## SIMULTANEOUS DESIGN & PERMITTING TASKS

When considering expediting the project timeline, it is important for the county to ensure it selects the best design team to partner with on such an endeavor. Communication and documentation are key. The ADG team utilizes our Participatory Planning Approach to ensure effective communication, budget adherence, and schedule adherence on every project. This approach allows for seamless communication and flexibility throughout the duration of the project. We look at the proposed schedule, previously shown on page 75, as starting point to discuss your budget and schedule goals for this project. This ensures we are using an aggressive schedule while preserving the quality of your facility design.



This approach has been instrumental in the success of our past streamlined projects. ADG offers you a team of experts, who not only can work with you to ensure the new facility meets all project goals, but will also work with you to establish a streamlined and realistic schedule. Our team's prior experience on the SJF Fire Station No. 5 and Sheriff Command Center will allow us to streamline the design process to expedite construction. Should the county decide on an aggressive design and construction schedule, our team has experience in managing simultaneous design and permitting tasks.

## PAST SUCCESS WITH THIS APPROACH

Our team has achieved great success completing projects on-schedule and has completed number projects for governmental clients on a fast track / accelerated schedule. This past success paired with our team's experience working with the county to deliver state-of-the-art combined public safety and fire-rescue facilities, will provide our team additional resources should the county elect to expedite the design schedule. Below is a representative list of projects completed ahead of schedule, utilizing a similar approach:

- Cape Coral Police Headquarters Facility
- Gulfport Police and Courts Facility
- Sarasota Police Headquarters
- Winter Park Public Safety Facility
- Clay County Emergency Services Complex
- Hernando County Emergency Communications and Operations Center
- Osceola County Emergency Communications and Operations Center
- Sunrise Public Safety Facility
- Palm Springs Public Safety Facility
- Sanford Public Safety Facility
- Frankfort Public Safety Facility
- Mt. Dora Police Facility
- Daytona Beach Shores Public Safety Facility
- School District of Osceola County Transportation Center
- New Port Richey Public Works Complex
- Hernando County Public Works Complex
- Georgetown Hybrid Firearms Range

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "R"**

**CURRENT AND UPCOMING PROJECT STATUS REPORT**  
(Complete and Submit)

- 1. Name of Project:** Flagler County Sheriff's Office District II Facility  
Project Description: ADG is currently providing schematic design for a 51,615 SF, two-story, law enforcement facility that includes administrative, support, and facility-functional spaces.  
Original Completion Date: Est. Summer 2022 Final Completion Date: Est. Summer 2022  
Brief Explanation of any Schedule Variances: N/A
- 2. Name of Project:** Monroe County EOC  
Project Description: ADG is currently providing schematic design for an Emergency Operations Center located in the Florida Keys near Marathon International Airport on the Island of Marathon.  
Original Completion Date: Est. June 2023 Final Completion Date: Est. June 2023  
Brief Explanation of any Schedule Variances: N/A
- 3. Name of Project:** Orange County Fire Station No. 44  
Project Description: ADG is currently working on conceptual design for three new prototype stations located on multiple sites throughout Orange County.  
Original Completion Date: Est. Summer 2022 Final Completion Date: Est. Summer 2022  
Brief Explanation of any Schedule Variances: N/A
- 4. Name of Project:** Orlando Fire Station No. 6  
Project Description: Part of several prototype fire stations ADG design, Station No. 6 is currently in the bidding and permitting phase. This station is an Aircraft Rescue and Fire Station located at the Orlando Airport.  
Original Completion Date: Est. Fall 2022 Final Completion Date: Est. Fall 2022  
Brief Explanation of any Schedule Variances: N/A
- 5. Name of Project:** Orlando Fire Station No. 11  
Project Description: Part of several prototype fire stations ADG design, Station No. 11 is currently in the permitting and bidding phase. This facility will have four apparatus bays and will be integrated into an existing sports and recreation complex.  
Original Completion Date: Est. Summer 2022 Final Completion Date: Est. Summer 2022  
Brief Explanation of any Schedule Variances: N/A



**RFQ 21-104**

**6. Name of Project:** Florosa Fire Station No. 5

Project Description: ADG is currently providing construction administration services for the Florosa Fire Station No. 5 located in Mary Esther, FL. The building is a one-story fire department facility of approximately 17,300 square feet that will include an administrative area, crew living quarters, and equipment areas.

Original Completion Date: Est. 2022

Final Completion Date: Est. 2022

Brief Explanation of any Schedule Variances: N/A

**7. Name of Project:** Windermere Police and Municipal Facility

Project Description: ADG is currently providing construction administration services for the Windermere Police and Municipal Facility. This hardened facility's design incorporates redundant systems, such as emergency power that will permit it to remain fully functional and ensure continued operational capability.

Original Completion Date: Est. May 2022

Final Completion Date: Est. May 2022

Brief Explanation of any Schedule Variances: N/A

(Use additional or supplemental pages as needed)



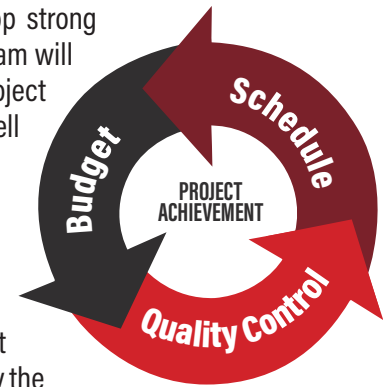
DINING ROOM



# QUALITY CONTROL

ADG's experience in the design of fire station and public safety projects aids our ability to develop strong management and communication skills to assure that quality control is realized. Our quality control team will ensure the project proceeds as scheduled and will constantly monitor the process with the county's project manager. The critical goals of the quality control philosophy are to create quality documents, as well as maintain effective communication and cooperation through the use of our Participatory Planning Process, achieve budget and schedule requirements, and minimize changes during construction.

Our quality control philosophy for your project means we are committed to completing the project within realistic budgets and schedules to satisfy the goals and objectives of the county. We start our approach by developing and agreeing to programmatic, cost, and schedule goals for the total project team. The quality control team prepares a project plan to reinforce the goals and objectives developed by the design team, fire department staff, Sheriff's Office staff, and the county's project manager.



A primary objective of the quality control team is to create a coordinated set of construction documents responsive to the project budget. We have refined this process over the past 50 years and it begins with a project cost model prepared by the project architect for all major building systems. The quality control team's discipline leaders are then responsible for providing the highest possible quality within the budget parameters. A construction cost professional provides detailed cost estimates at each phase of subsequent project development. The discipline team leaders are then responsible for ensuring completion and coordination of the design / cost parameters. The final coordination check is completed by ADG's project manager, Sami Gerwick, RA, who is responsible for day to day communication with the county, sub-consultants, and contractor during the construction phase.

## QUALITY CONTROL PHILOSOPHIES

We will use our firms' project management philosophy for administering professional services to deliver a successful project. Over the years, we have refined our quality control philosophy to meet the needs of municipal clients. The team's approach is based on the philosophies discussed below:

- **Communication:** Our team's project manager, Sami, is responsible for communicating the responsibilities to the team. He is responsible for reporting, documenting, and communicating with the client.
- **Strong Project Management / Quality Control Plan:** As project manager, Sami, will also organize, direct, and coordinate the job tasks of the in-house design team, the sub-consultant team, and the quality control team from notice to proceed through project completion. Sami will be responsible for project planning, documentation, phase reviews, problem solving, project meetings, project filing, meeting goals and objectives, owner review, and final document coordination check.
- **Project Planning:** Identifying project tasks and design project milestones required to successfully complete the project from notice-to-proceed to project close-out.
- **Documentation:** Managing the development of the construction documents and any other project-related documentation.
- **Phase Reviews:** Scheduling and reviewing the design / technical coordination of the work of the entire team at the end of each phase. These reviews are internal to the design team and St. Johns County.
- **Problem Solving:** Adjusting the design development process to allow for continuous improvement of all aspects of the team efforts. Incorporating a win-win situation and quick decision making process to solve problems that may arise throughout the project.
- **Project Meetings:** Pre-scheduling progress meetings with county staff and the sub-consultants team to establish goals, review progress, and adjust or focus efforts.
- **Project Filing:** Preparing progress meeting agendas to create focus design issues and priorities. Once the minutes of the progress meetings are approved by the county, they are distributed to the sub-consultant team members.
- **Meeting Goals and Objectives:** We will establish goals and objectives in the initial client meeting. These goals and objectives are developed through the scheduling of primary design tasks. ADG's assigned project architect, Susan Gantt, AIA, LEED AP, will monitor the project throughout the development process to ensure goals and objectives are being met.
- **Owner Review:** We will review with the owner the work prepared from one phase of the project to the next. The project will not proceed until the county has approved the work. Ian and Sami will work together to prepare progress presentations with the county to keep the decision-makers updated and involved in the process.

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "S"**

**7 MOST RECENTLY COMPLETED PROJECTS**

(Complete and Submit)

- 1. Name of Project:** Boynton Beach Fire Administration and Station No.1  
Project Description: ADG provided a spatial needs assessment, site selection, master planning, programming, and construction administration for this 14,000-SF, two-story building. It includes three apparatus bays and a detached 6,200-SF central energy plant.  
Original Completion Date: 2020 Final Completion Date: 2020  
Brief Explanation of any Schedule Variances: This project was completed on time and on budget.
- 2. Name of Project:** Highlands County Sheriff's Office Detention Facility Renovation  
Project Description: ADG provided design and construction administration for upgrades to the existing highlands county facility.  
Original Completion Date: 2020 Final Completion Date: 2020  
Brief Explanation of any Schedule Variances: This project was completed on time and on budget.
- 3. Name of Project:** Huntsville Fire Station No. 2  
Project Description: ADG provided a spatial needs assessment, programming, design, master planning, site selection and site analysis for this 18,700-SF, five-bay fire station and administration building.  
Original Completion Date: 2021 Final Completion Date: 2021  
Brief Explanation of any Schedule Variances: This project was completed on time and on budget.
- 4. Name of Project:** Huntsville Police Department  
Project Description: ADG provided a spatial needs assessment, programming, design, master planning, site selection, and site analysis for this 40,000-SF, two-story facility. The department includes records and administration, uniform services, criminal investigations, evidence, and training areas.  
Original Completion Date: 2021 Final Completion Date: 2021  
Brief Explanation of any Schedule Variances: This project was completed on time and on budget.
- 5. Name of Project:** Kissimmee Police Department Firearms Training Facility  
Project Description: ADG provided programming and construction administration for the new 22,940-SF facility that includes a 20-lane, 50-yard indoor firing range, secured ammo and target storage room with compressed air hose drops, 40-person training classroom, defense tactics  
Original Completion Date: 2020 Final Completion Date: 2020  
Brief Explanation of any Schedule Variances: This project was completed on time and on budget.



**RFQ 21-104**

**6. Name of Project:** Orlando Fire Station No. 9

Project Description: ADG provided programming, design, master planning, and construction administration for this station which includes three apparatus bays, living and working quarters, two airlocks, and a decontamination room.

Original Completion Date: 2020

Final Completion Date: 2020

Brief Explanation of any Schedule Variances: This project was completed on time and on budget.

**7. Name of Project:** Altoona Public Safety Facility

Project Description: ADG provided programming, master plan, and design services for this 70,000-SF, two-story building. It includes the City of Altoona's city hall offices, council chamber, police department, related public improvements, and parking.

Original Completion Date: 2019

Final Completion Date: 2019

Brief Explanation of any Schedule Variances: This project was completed on time and on budget.

(Use additional or supplemental pages as needed)



KITCHEN

ADMINISTRATIVE INFORMATION



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "A"**

**QUALIFICATION CERTIFICATION**

The Undersigned submits this Qualification Package to be considered as a Qualified Consultant for provision of professional architectural services for SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services.

A copy of the license(s) under which our firm is engaged in the business of contracting in the state of Florida is attached. This license was issued in accordance with provisions of Section 489.113, Florida Statutes, and is currently valid and in force.

It is further understood that qualification, if given, shall be valid for the purpose of submitting pricing for the above referenced contract, unless suspended or terminated by St. Johns County.

The Undersigned authorizes and requests any public official, engineer, architect, Surety Company, bank depository, material or equipment manufacture or distributor or any person, firm or corporation to furnish all information requested by St. Johns County, to verify statements given with this Qualification Package.

The Undersigned further authorizes the St. Johns County, FL designee to disclose, without any liability whatsoever, any and all information contained in the pre-qualification package.

The Undersigned has not been disqualified by any public agency in Florida except as indicated below. (If none, insert: "N/A")

Architects Design Group / ADG Inc.  
\_\_\_\_\_  
(Full Legal Company Name)

This 20<sup>th</sup> day of July, 2021

Attest:

By: Ian Reeves, President  
\_\_\_\_\_  
Name and Title of Officer

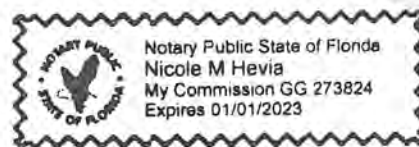
APPROVED:

By: Nicole Hevia, Comptroller / Office Manager  
\_\_\_\_\_  
Name and Title of Authorized Officer

As Notarized

By: Nicole Hevia  
Nicole M. Hevia  
\_\_\_\_\_  
(Signature)

(Corporate Seal)



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "B"**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF Architects Design Group, being of lawful  
age and being duly sworn I, Ian Reeves, as President  
title (ex: CEO, officer, president, duly authorized representative, etc.) hereby

certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 20<sup>th</sup> day of July, 2021.

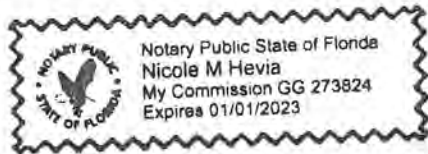
  
\_\_\_\_\_  
Signature of Affiant

STATE OF Florida )

COUNTY OF Orange )

Subscribed and sworn to before me this 20<sup>th</sup> day of July, 2021, by Ian Reeves, AIA  
who personally appeared before me at the time of notarization, and who is personally known to me or who has produced  
\_\_\_\_\_  
as identification.

  
\_\_\_\_\_  
Notary Public  
Nicole Hevia  
My commission expires:  
1/1/2023





**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "C"**

**AFFIDAVIT**

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida COUNTY OF Orange. Before me, the undersigned authority, personally appeared Ian Reeves, AIA who, being duly sworn, deposes and says he is President (Title) of Architects Design Group (Firm) the respondent submitting the attached proposal for the services covered by the RFQ documents for RFQ No: 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services.

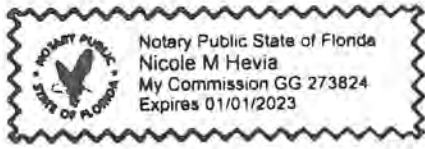
The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Architects Design Group  
(Proposer)  
By Ian Reeves, AIA  
President  
(Title)

STATE OF Florida )  
COUNTY OF Orange )

Subscribed and sworn to before me this 20th day of July, 20 21, by Ian Reeves, AIA who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

Nicole M Hevia  
Notary Public  
Nicole Hevia  
My commission expires:  
1/1/2023



**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**St. Johns County Board of County Commissioners**

**ATTACHMENT "D"**

**CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFQ) Number/Description: RFQ No 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

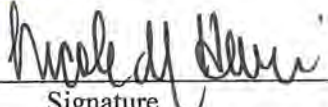
It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

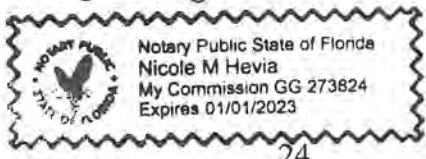
Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: Architects Design Group / ADG Inc.

Authorized Representative(s):  Ian Reeves, AIA / President  
Signature Print Name/Title

 Nicole Hevia, Comptroller / Office Manager  
Signature Print Name/Title





**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**St. Johns County Board of County Commissioners**

**ATTACHMENT "E"**

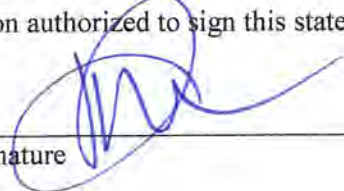
**DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Architects Design Group / ADG Inc. does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Signature

7/20/21  
\_\_\_\_\_  
Date

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "F"**

**PROOF OF INSURANCE**

Respondents shall provide certificates of insurance as part of their submittal package. Certificates of insurance shall meet or exceed the requirements as described under Insurance.

Failure to provide proof of current insurance coverage or ability to obtain the required coverages may result in being deemed non-responsive and removed from further consideration.

	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	ARCHDES-07	NGONZALEZ		
		DATE (MM/DD/YYYY) 1/11/2021			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
<b>PRODUCER</b> Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	<b>CONTACT</b> NAME: _____ PHONE (A/C, No, Ext): <b>(703) 827-2277</b> FAX (A/C, No): <b>(703) 827-2279</b> E-MAIL: <b>admin@amesgough.com</b> ADDRESS: _____				
INSURER(S) AFFORDING COVERAGE		NAIC #			
INSURER A: <b>RLI Insurance Company A+, XI</b>		<b>13056</b>			
INSURER B: _____					
INSURER C: _____					
INSURER D: _____					
INSURER E: _____					
INSURER F: _____					
<b>INSURED</b> Architects Design Group 333 North Knowles Avenue Winter Park, FL 32789					
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>			
<b>REVISION NUMBER:</b>					
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>					
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab.  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____	PSB0002744	1/12/2021	1/12/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	PSA0001665	1/12/2021	1/12/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	PSE0003117	1/12/2021	1/12/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROHIBITOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NR) Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below: N/A	PSW0002368	1/12/2021	1/12/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> CITY-PR E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> Professional Liab.	RDP0042110	1/12/2021	1/12/2022	Per Claim/Aggregate 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>		
For Marketing Purposes			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
			AUTHORIZED REPRESENTATIVE 		



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "G"**

**LOCAL PREFERENCE**

Any Respondent that meets the criteria of a Local Business, in accordance with Section 302.25 of the SJC Purchasing Procedure Manual, must complete and sign this **Attachment "G"** to indicate their qualification to receive local preference. All required documentation to demonstrate that the Respondent meets all qualification criteria as a local business must be included in the submitted proposal/submittal with this **Attachment "G"**.

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Vendor has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Vendor's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFP.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFP.
- Must qualify as a local business as shown above **AND** self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-contractors or sub-consultants.

If qualifying for local preference through the use of qualified local sub-contractors or sub-consultants, Respondent must submit all required documentation to demonstrate the above requirements of all proposed sub-contractors and sub-consultants for local preference consideration with the submitted proposal.

Respondent is a Local Business as defined in Section 302.25, SJC Purchasing Procedure Manual \_\_\_\_\_

If Respondents selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors or sub-consultants meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Respondent is not a Local Business as defined in Section 302.25, SJC Purchasing Procedure Manual X \_\_\_\_\_

If Respondent selects this option, Respondent is not seeking consideration for local preference, and is not required to submit the documentation provided above.

\_\_\_\_\_  
Signature – Authorized Respondent Representative

Ian Reeves, AIA - President

\_\_\_\_\_  
Printed Name & Title

7/20/21

\_\_\_\_\_  
Date of Signature

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "H"**

**E-VERIFY AFFIDAVIT**

STATE OF Florida  
COUNTY OF Orange

I, Ian Reeves, AIA (hereinafter "Affiant"), being duly authorized by and on behalf of Architects Design Group (hereinafter "Consultant") hereby swears or affirms as follows:

1. Consultant/Contractor understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. For the duration of Contract No. 21-104 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Consultant/Contractor shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Consultant/Contractor understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, Consultant/Contractor shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant/Contractor's breach.

DATED this 20<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
Signature of Affiant

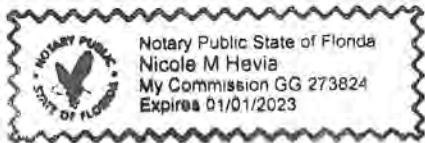
Ian Reeves, AIA  
Printed Name of Affiant

\_\_\_\_\_  
President  
Printed Title of Affiant

Architects Design Group / ADG Inc.  
Full Legal Name of Consultant/Contractor

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 20<sup>th</sup> day of July, 2021, by Ian Reeves, AIA, who is personally known to me or has produced \_\_\_\_\_ as identification.

Nicole Hevia  
\_\_\_\_\_  
Notary Public  
My Commission Expires: 1/1/2023





**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "I"**

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

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned Authority, personally appeared affiant Ian Reeves, AIA, who, being by me first duly sworn, made the following statement:

1. The business address of Architects Design Group (name of Offeror or business) is 333 North Knowles Avenue, Winter Park, FL 32789.
2. My relationship to Architects Design Group (name of Offeror or business) is President (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or consultant, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or consultant, nor any affiliate of the Offeror or consultant has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. ~~There has been a conviction of a public entity crime by the Offeror or consultant, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or consultant who is active in the management of the Offeror or consultant or an affiliate of the Offeror or consultant. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_ . A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)~~

Architects Design Group

Name of Business

By: 

Printed Name: Ian Reeves, AIA

Title: President

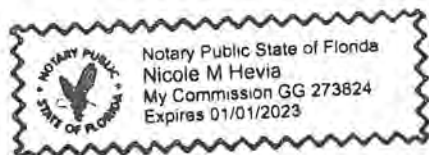
STATE OF Florida  
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 20<sup>th</sup> day of July, 2021, by  
Ian Reeves, AIA, as President of  
Architects Design Group / ADG Inc. and who:

[Notary: Please select one]

is personally known to me; or

has produced \_\_\_\_\_ as identification.



Nicole M. Hevia  
Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

29 Nicole Hevia, 1/1/23



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "J"**

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

Legal Name of Consultant: Architects Design Group / ADG Inc.

By: Ian Reeves, AIA  Date: 7/20/21

Authorized Signature: \_\_\_\_\_

Title: President





## St. Johns County Board of County Commissioners

Purchasing Division

### ADDENDUM #1

July 9, 2021

**To:** Prospective Bidders  
**From:** St. Johns County Purchasing Department  
**Subject:** RFQ No: 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the Bid documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda, and **return an original and two (2) copies of this signed Addendum with the submitted bid proposal to the St. Johns County Purchasing Department, Leigh Daniels, CPPB; Purchasing Manager, 500 San Sebastian View; St. Augustine, FL 32084.**

#### **Questions:**

1. On page 10 on the proposal, 6 sections are listed to be addressed in the submittal. However on page 43, the Optional Checklist lists 7 sections. 7 sections is also listed on page 12-13. Should I follow the 6 or 7 sections?

**Answer: Please follow paragraph I. Qualifications Package Components, Section 1-7, pages 10-13 of the RFQ document.**

2. The license and permit table is set up differently this time, and the issuing agency is in the first column. Do I need to fill this out like the previous sjc sheet that's attached, and put the names in the first column? Or not list names?

**Answer: Please use Attachment "K" as provided in the RFQ document. You may list all names under the License column.**

3. As proposers are not permitted to use the county's logo within the submittal, would the county allow proposers to still feature completed facility photos with the county's logo on the building (referring to project page images and any supporting facility images within the submittal)?

**Answer: Use of the County' Logo is not permitted, however you may use pictures of County facilities with the minimal logo visual.**

4. Section 4, Approach to Services & Methodology – the limit 2 pages for written narrative and 3 pages for graphics, maps, charts, and figures – if we incorporate the graphics and text within the layout of each page, are we permitted to use 5 pages of applicable written narrative/graphics?

**Answer: No, the limit is 2 pages for written narrative and 3 pages for graphics, maps, charts, and figures.**

5. Will points from submittals phase carry over for the final score/ranking value?

**Answer: Yes, the points from the initial evaluation will be added to the interviews for the total points. See paragraph L on page 14**

6. Would the county permit proposers to recreate forms if all the same requested information is included (ex. Attachments O, R, and S)?

**Answer: The form in the RFA document are to be submitted.**

7. Should the RFQ response be organized in the format dictated in Section H of page 10 or as listed in Section I on pages 10-13?

**Answer: See answer to question # 1.**

8. Regarding the Fire Station RFQ, we were wondering if there was a survey or other related site information available, for the project.

**Answer: The selected Architecture firm will be responsible for surveying and other related site services to design the future building. The County has no related documents for this RFQ.**

9. Since there is a local business preference with points associated for this RFQ, does the minimum qualification on page 3 regarding a Local Business Tax Receipt still qualify? We are not a "local" firm (do not possess a County Tax Receipt) but would still like to be considered.

**Answer: Yes, your firm can submit a proposal for this project, you will need to submit the Local Preference form Attachment "G" and mark the line that respondent is not a Local Business. The extra 10 points per evaluator will not apply to any firm that is not local.**

10. On page 3 of the solicitation document, the second minimum qualification reads: "Must possess any and all applicable St. Johns County Licenses, including a Local Business Tax Receipt." Must respondents be located in St. Johns County, or can respondents submit a Business Tax Receipt from their local jurisdiction?

**Answer: The Local Business Tax receipt should only be submitted if your firm is claiming local preference.**

11. Can you confirm if the County has selected a construction delivery method?

**Answer: Design-Bid-Build**

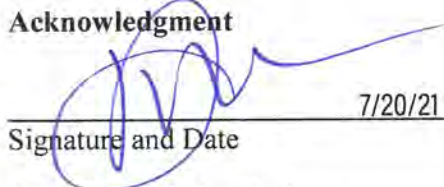
12. For the approach graphics. Is it acceptable for these sheets to be on 11x17, similar to the schedule? We would like to include some renderings and site plans, reducing these to 8.5x11 would make them very small.

**Answer: No, the page sizes are to be 8 ½ x 11 for this section.**



**THE BID DUE DATE REMAINS: Thursday, July 22, 2021 at 4:00 P.M.**

**Acknowledgment**

  
\_\_\_\_\_  
Signature and Date

7/20/21

\_\_\_\_\_  
Ian Reeves, AIA, President

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Architects Design Group / ADG Inc.

\_\_\_\_\_  
Company Name (Print)

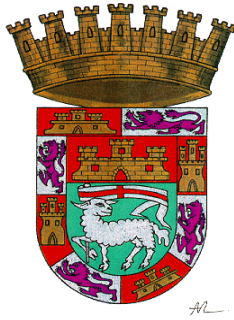
Sincerely,

**Leigh A. Daniels, CPPB**

Purchasing Manager

Purchasing Department

**END OF ADDENDUM #1**



**ST. JOHNS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RFQ NO. 21-104  
REQUEST FOR QUALIFICATIONS**

**SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATION CENTER DESIGN SERVICES**

St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
(904) 209-0150 – Main



**RFQ NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

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**ST. JOHNS COUNTY, FL**

**RFQ NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**PART I: ADVERTISEMENT**

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFQ No: 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services**. Interested and qualified respondents may submit Qualification Packages, in accordance with the requirements described herein, to the St. Johns County Purchasing Department located at 500 San Sebastian View, St. Augustine, FL 32084. **All RFQ Packages are due by or before 4:00 P.M. (EDST) on Thursday, July 22, 2021**. Any packages delivered to or received after the 4:00 P.M. deadline will not be considered and shall be returned unopened to the addressee.

In accordance with Florida Statutes, Section 287.055 Consultant's Competitive Negotiation Act (CCNA), St. Johns County is soliciting qualifications from interested firms to provide professional architectural services for design, permitting, geotechnical exploration, civil, landscaping, irrigation, architectural, structural, mechanical, electrical, technology, plumbing, fire protection, and other design and construction documents for completion of the new Fire Station # 11 and Sheriff's Office Southwest Operations Center in St. Johns County.

**Minimum Qualifications:**

In order to be considered for evaluation by the County, Respondents must meet the following minimum qualifications:

1. Must be in the State of Florida as a licensed qualified Architect, as defined in Chapter 287.055(2)(h) Florida Statutes;
2. Must possess any and all applicable St. Johns County licenses, including a Local Business Tax Receipt;
3. Must have completed design of a minimum of three (3) projects of equal or greater size, and scope to the project specified herein within the last five (5) consecutive years.

In accordance with the provisions of Florida Statutes, Section 287.055(10), Reuse of Existing Plans, St. Johns County reserves the right to reuse the plans developed for the Fire Station #11 and Sheriff's Office Southwest Operation Center for future use, at the sole discretion of the County, in order to serve the best interest of the County.

RFQ Packages are available for downloading from Demandstar, Inc., at their website [www.demandstar.com](http://www.demandstar.com), or by calling 1-866-273-1863 and requesting Document **#21-104**. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

All questions related to this RFQ must be **submitted in writing**, to the Designated Point of Contact: Leigh A. Daniels, CPPB, Purchasing Manager, via email to [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us). All questions related to this RFQ must be submitted by or before **four o'clock (4:00PM) EDST, Thursday, July 8, 2021**.

In the event the Designated Point of Contact provided above is absent or otherwise unavailable for more than three (3) business days, firms may contact Diana Fye, AS, CPPB, Procurement Coordinator at [dfye@sjcfl.us](mailto:dfye@sjcfl.us).

**Interested firms shall not contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFQ as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying"**. Any such communication shall result in disqualification from consideration for award of a contract for these services.

RFQ Packages **MUST** be submitted in a **SEALED** envelope or container and clearly marked on the exterior of the package: **RFQ 21-104 – SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) hard-copy original and one (1) exact electronic PDF copy on a USB Drive which shall include all required documents and any supplemental information. In the event of a discrepancy between the submitted hard-copy and electronic copy, the hard-copy will supersede.



**Deliver or Ship RFP Packages to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or Request for Proposals, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual.

All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA  
BRANDON J. PATTY, CLERK OF THE CIRCUIT COURT & COMPTROLLER

BY: \_\_\_\_\_  
Deputy Clerk

**RFQ NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**PART II: INTRODUCTION**

**A. PURPOSE**

The purpose of this RFQ is to evaluate, rank, and shortlist firms seeking qualification in order to submit a pricing proposal for the complete design of Fire Station # 11 and Sheriff's Office Southwest Operations Center. Interested respondents must be qualified and experienced in architectural design services of similar size and scope of the proposed Project. Firms must provide evidence of required qualifications, experience, and financial capability and stability in accordance with the information specified in this document. The intent of this RFQ is to qualify firms using the established selection criteria provided herein. Only those firms qualified through this RFQ process will be eligible to submit a pricing proposal for the completion of the Project.

In accordance with the provisions of Florida Statutes, Section 287.055(10), Reuse of Existing Plans, St. Johns County reserves the right to reuse the plans developed for the Fire Station #11 and Sheriff's Office Southwest Operation Center for future use, at the sole discretion of the County, in order to serve the best interest of the County.

**B. TENTATIVE SCHEDULE OF EVENTS**

The County proposes the tentative schedule of events below. The dates provided may change at the discretion of the County. If any modifications impact the schedule of this RFQ, through and until the deadline for submitted RFQ Packages, the County will notify all interested respondents via Addendum.

Advertisement of Request for Qualifications for Consultants	June 15, 2021
Deadline for Questions / Requests for Information/Clarifications	July 8, 2021
Issuance of Final Addendum	July 15, 2021
Qualification Package Submission Deadline	July 22, 2021
Evaluation of Submitted Qualification Packages	August 5, 2021
Interviews with Shortlisted Firms & Final Evaluation Ranking Meeting	August 12, 2021
Presentations by Shortlisted Firms & Evaluation Meeting (if required)	August 19 2021
Presentation of Award Recommendation to SJC BOCC	October 5, 2021
Negotiation of Contract	October 7, 2021
*Presentation of Final Contract to SJC BOCC	November 2, 2021
Issue Final Contract	November 9, 2021

\* Presentation of Final Contract to SJC BOCC may or may not be necessary based on the initial direction of the SJC BOCC.

**C. DUE DATE & LOCATION**

Qualification Packages submitted in response to this Request for Qualifications (RFQ) must be delivered to, and received by the SJC Purchasing Department by or before **four o'clock (4:00PM) EDST on Thursday, July 22, 2021**. Any packages received by the SJC Purchasing Department after this deadline will be deemed non-responsive, and shall be returned to the Respondent, unopened.

Qualification Packages must be submitted to:                   SJC Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084



**D. DESIGNATED POINT OF CONTACT**

Any and all questions or requests for information relating to this RFQ must be directed, **in writing**, to the following Designated Point of Contact provided below:

**Designated Point of Contact Information:** Leigh A. Daniels, CPPB, Purchasing Manager  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
Email: [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)

In the event the Designated Point of Contact provided above is absent or otherwise unavailable for more than three (3) business days, firms may contact Diana Fye, AS, CPPB, Procurement Coordinator at [dfye@sjcfl.us](mailto:dfye@sjcfl.us).

Interested firms **SHALL NOT** contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 “Procedures Concerning Lobbying”. All inquiries will be routed to the appropriate staff member for response. Any such communication may result in disqualification from consideration for award of a contract for these services.

**E. SUBMITTAL OF QUESTIONS/INQUIRIES**

Any and all questions and/or inquiries related to this RFQ, shall be directed, in writing, to the Designated Point of Contact as provided above, by or before **four o’clock (4:00PM) EDST on Thursday, July 8, 2021**. Any questions received after this deadline will not be addressed or clarified by the County, unless it is determined to be in the best interest of the County to do so. The County reserves the right to extend the deadline for RFQ submission in order to clarify or answer questions as necessary to serve the best interest of the County.

**F. ADDENDA**

Any and all clarifications, answers to questions, or changes to this RFQ shall be provided through a County issued Addendum, posted on [www.demandstar.com](http://www.demandstar.com). Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered “unofficial” and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date shall be for material, necessary clarifications to the Request for Qualifications.

Any and all issued Addenda must be included with all copies of each Respondent’s submitted RFQ Package. Failure to submit an issued addendum with the submitted RFQ Package may result in the Respondent being deemed non-responsive, and being removed from consideration for award. The County reserves the right to request from any Respondent, copies of any missing addenda, if the content included in the Addenda is not of a material nature to the merit of the submitted Pre-Qualifications Package.

**G. EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting firm shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the work.

**H. SOLICITATION POSTPONEMENT/CANCELLATION**

The County may, at its sole and absolute discretion, postpone, cancel, or re-advertise, at any time, this solicitation process for any reason, as determined by County Staff, in order to best serve the interests of St. Johns County.

**I. RIGHT TO REJECT/ACCEPT**

The County reserves the right to accept or reject any or all proposals, waive minor formalities, and to award to the Respondent that best serves the interest of St. Johns County.

**J. COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY AND PROCEDURES MANUAL**

All terms and conditions of the St. Johns County Purchasing Procedure Manual are incorporated into this RFQ Document by reference, and are fully binding. Respondents are required to submit their responses to this RFQ, and to conduct their activities during this process in accordance with the St. Johns County Purchasing Procedure Manual. This solicitation, the subsequent evaluation, negotiations and contract award shall be in accordance with the St. Johns County Purchasing Procedure Manual. The County reserves the right to disqualify, remove from consideration, or debar as appropriate, any vendor that does not comply with the applicable requirements set forth in the St. Johns County Purchasing Procedure Manual.

**PART III: GENERAL REQUIREMENTS**

**A. PROJECT DESCRIPTION**

St. Johns County is soliciting qualifications from interested firms to provide professional architectural services for design and construction documents for completion of a new free-standing 4-bay fire station/sheriff’s office operations center and associated site work, to be located at 4401 Cypress Links Blvd., Elkton, FL 32033. The new facility is to be modeled after the existing approximately 22,000 square foot fire station #5/sheriff’s office constructed in 2019, at 3370 U.S. 1 South, St. Augustine, FL 32086.

**B. SCOPE OF SERVICES**

The scope of services for this project shall include providing complete design, permitting, geotechnical exploration, civil, landscaping, irrigation, architectural, structural, mechanical, electrical, technology, plumbing, fire protection, and other design and construction documents for completion of the new Fire Station # 11 and Sheriff’s Office Southwest Operations Center located at 4401 Cypress Links Blvd., Elkton, FL 32033 in St. Johns County.

Architectural services to be provided under this Request for Qualifications (RFQ) shall include, but may not be limited to, the following:

- **Initial Cost Estimate** – Prior to initiating Design Development, the Architect shall provide an opinion of probable construction cost based on the as-built drawings of the existing fire station # 5 and sheriff’s office located at 3370 U.S. 1 South, St. Augustine, FL 32086.
- **Design Development** – Includes the development of all plans and specifications necessary for all required divisions of work including, but not limited to, site work, architectural, structural, mechanical, electrical, technology, plumbing, fire protection, and landscape/irrigation. The consultant will be required to submit plans to the County for review at the 30%, 60%, and 100% phases, providing opinion of probable construction cost that includes estimates for furniture, fixtures, and equipment, with 60% and 100% submittals.
- **Permitting** – Obtaining all applicable agency permits including, but not limited to, St. Johns County Development Review, Florida Department of Environmental Protection, Florida Department of Transportation, the US Army Corps of Engineers, and the St. Johns River Water Management District. The Architect shall complete applications for any water, sewer, and reclaimed water meters that may be needed.
- **Bid Documents** – Development and production of 100% bid documents to include all plans and specifications necessary to compile a complete bid package for the purpose of bidding the construction of this project. The final bid plans shall incorporate compliance with all agency permits. The final bid document package shall include providing an updated, detailed estimate of probable construction cost.
- **Construction Documents** - Includes development and production of 100% Construction Set of construction documents, updated with all changes and clarifications made during the bid process, for the purposes of construction and Building Department permitting.



- **Construction Phase Services** – Includes assisting County staff throughout the construction of the project. Services shall include but may not be limited to attending the Preconstruction meeting, reviewing submittals/shop drawings, responding to Requests for Information (RFI's) throughout construction, reviewing change order requests, reviewing contractor pay applications, attending Progress Meetings, and periodically visiting the site to verify compliance with the design documents.
- **Project Close-Out** – Assisting County staff with all project close-out efforts, including but not limited to walk through inspections at Substantial and Final Completion, drafting punch list of construction deficiencies and discrepancies at the Substantial Completion walk through, review and approval of as-builts for all disciplines (civil, architectural, structural, mechanical, electrical, plumbing, etc.), agency permit close-out, and completion and submission of all reports and/or certifications required by the project.

**The Final Scope will be determined through Negotiations with successfully selected qualified Company.**

**PART IV: RFQ SUBMITTAL INSTRUCTIONS & FORMAT**

**A. RESPONDENT RESPONSIBILITIES**

Respondents are responsible for any and all costs associated with developing and submitting an RFQ Package in response to this Request for Qualifications. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imburement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFQ Packages received in response to this Request for Qualifications shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFQ Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposals, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days

**B. MINIMUM QUALIFICATIONS OF CONSULTANTS**

The following are minimum qualification requirements that solicitation Respondents must meet in order to be eligible to submit a proposal. Responses must clearly show compliance to these minimum qualifications.

Firms or individuals interested in submitting an RFQ Package for this project must also meet, and show proof of the following qualifications:

1. Must be currently licensed and certified to do business in the State of Florida as a Professional Architect pursuant to Florida Statutes, Section 471.
2. Must possess any and all applicable St. Johns County licenses, including a Local Business Tax Receipt;
3. Must have completed design of a minimum of three (3) projects of equal or greater size, and scope to the project specified herein within the last seven (7) consecutive years.

Each Respondent shall demonstrate the necessary minimum qualifications, along with supplemental information in the designated section, as provided in Section IV below. Failure by any Respondent to sufficiently demonstrate compliance with the minimum qualification requirements stated above, may result in the Respondent being deemed non-responsive, and removal from the evaluation, and consideration for pre-qualification.

**C. TRADE SECRETS**

To qualify any submitted information as Trade Secret, or confidential, the Respondent must mark each page of the submitted RFQ Package or specific portion of a document as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade

secret.” If the County receives a public records request for a document or information that is marked and certified as a trade secret, the County shall release any information not verified as “trade secret”, in accordance with applicable Public Records laws.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as “Trade Secret” with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

**D. LOCAL PREFERENCE**

Per Section 302.25 of the SJC Purchasing Procedure Manual, the County shall review all submitted proposals/submittals to determine whether or not the Respondent is requesting consideration as a Local Business. Staff shall provide the appropriate consideration of local preference to those submitted proposals/submittals, in accordance with SJC Purchasing Policy.

**E. PUBLIC RECORDS**

1. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
2. In accordance with Florida law, to the extent that Consultant’s performance under this Contract constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida’s public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under this Agreement, Consultant shall:
  - (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
  - (b) Upon request from the County’s custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - (c) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and
  - (d) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.

If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County’s custodian of public records, in a format that is compatible with the County’s information technology systems.

Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC**



**RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**500 San Sebastian View  
St. Augustine, FL 32084  
(904) 209-0805  
[publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us)**

**F. USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, Respondents may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package. Any packages received by the SJC Purchasing Department, which contain the County Seal/Logo may be deemed nonresponsive to this requirement. The County reserves the right to request the submitting firm to resubmit a package with the County Seal/Logo removed, within twenty four (24) hours of the submittal deadline provided herein, or as necessary to serve the needs of the County.

**G. CONFLICT OF INTEREST**

Respondents must certify that they presently have no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of required services as provided herein. Respondents must certify that no person having any interest shall be employed for the performance of any of the required services as provided herein.

Respondents are required to disclose to the County any and all potential conflicts of interest for any prospective business association, interest or circumstance, the nature of work the Respondent may undertake and request an opinion from the County, whether such association, interest, or circumstance constitutes a conflict of interest.

**H. RFQ PACKAGE SUBMITTAL FORMAT**

The RFQ Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFQ Packages.

All RFQ Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	Cover Page & Cover Letter
2	Company and Staff Qualifications
3	Related Experience
4	Approach to Services and Methodology
5	Proposed Design Schedule and Quality & Schedule Control
6	Administrative Information

**I. QUALIFICATIONS PACKAGE COMPONENTS**

All of the components outlined below must be included with each copy of the RFQ Package and submitted as follows: one (1) original hard copy original on and one (1) exact electronic copy on USB drive, submitted in a sealed envelope or container labeled with Company name and RFQ Number and name. Additionally, all headings, sections and sub-sections shall be identified appropriately. In order to insure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified as follows:

**Section 1: RFQ Cover Page (Complete and Submit) and Cover Letter**

In this section of the package, Respondents shall provide a cover letter. Include the original signed cover letter with the

original proposal and a copy of the cover letter with the PDF copy of the proposal. The cover letter should provide the following:

- Full legal company name,
- Physical street address and mailing address if different than street address (include location address of office that will perform the services under this Contract),
- Primary company phone and fax numbers and email address,
- Company type, i.e. Corporation, Partnership, etc.,
- Names and titles of principals,
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.),
- Brief description of business philosophy, and
- Reason for interest in submitting a response to this solicitation.

### **Delegation of Authority**

A contract entered into on behalf of the Respondent *may only be signed by an individual who has been delegated signature authority*. If the individual signing the required forms for this RFP is not a principal of the firm, Respondent must provide with the submitted proposal a Letter of Delegation of Authority listing agents of the Respondent authorized to negotiate on behalf of and contractually bind the Respondent. The Letter of Delegation of Authority must be on company letterhead, be signed by a principal of the Responding firm, and must list the authorized agents' name, title, and limit of authority.

### **Section 2: Company & Staff Qualifications**

In this section, Respondents shall provide documentation to fully demonstrate the experience, education, and abilities of any personnel that shall be performing work under this contract. This may be submitted in the form of resumes for any and all employees who will be performing work, documentation of past or current contracts held by the Respondent for services similar in size, scope and complexity as those described herein, or any other documentation or information demonstrating the experience and qualifications of the Respondent.

Also in this section, Respondents shall complete and submit the following attachments to fully demonstrate the firm's qualifications and resources:

**Attachment "K": Licenses/Certifications** – complete and submit information on all required and applicable licenses, permits and certifications held by the Respondent as well as Key Personnel on **Attachment "K"** provided herein.

**Attachment "L": Claims, Liens, Litigation History** – complete and submit required information on all claims, liens, and litigation history for the past seven (7) years on **Attachment "L"** provided herein.

**Attachment "M": Company Organization** – Submit an Organization Chart reflecting the organization of the company by submitting **Attachment "M"** provided herein.

**Attachment "N": Team Organization** - submit a team organization chart that demonstrates the hierarchy of the Key Personnel that will be responsible for completion of the required services, including names, titles and organization of the proposed team members on **Attachment "N"** provided herein.

**Attachment "O": Key Personnel** – submit information to demonstrate the qualifications and experience of personnel shown on the Team Organization Chart who are proposed to perform the scope of work by completing all information and submitting **Attachment "O"** – Key Personnel List. Brief comprehensive resumes should be provided for each staff member listed.

**Attachment "P": Proposed Sub-Consultants** – submit information to demonstrate the qualifications and experience of Sub-Consultants proposed to perform any portion of work specified herein by completing all information and submitting **Attachment "P"** – List of Proposed Sub-Consultants. Brief comprehensive resumes, including any and



all licenses/certifications held, should be provided for each Sub-Consultant listed. All proposed Sub-Consultants are subject to approval by the County.

### **Section 3: Related Experience and References**

In this section, Respondents shall submit a written narrative describing any and all contracts or engagements successfully completed in the last seven (7) calendar years including services similar in scope to those described herein. Respondents must include the type of services performed, timeframe of performance, whether or not the contract was renewed/extended.

Respondents must also complete and submit **Attachment “Q”** – Project References provided herein, to provide a list of five (5) project references from individuals, firms, or agencies that have contracted with the respondent to perform services of similar size and scope as those described herein. The information required must include: reference company name, date(s) of service, project information, and a contact person name, title, phone number and email address. References should include the primary contracts for the projects listed in the narrative submitted in this section. References shall be checked by the Purchasing Department, for the number one ranked Respondent, to verify capability to perform the work, and responsibility to fulfill the requirements of the contract.

### **Section 4: Approach to Services & Methodology (Limit 2 pages for written narrative and 3 pages for graphics, maps, charts, and figures)**

In this section of the package, Respondents shall provide a written narrative describing the proposed approach and methodology for performing the services required for this project. The narrative must provide a synopsis of the respondent’s understanding of the scope of services and the intent of the project. Briefly describe the approach the firm intends to take to successfully complete a quality and timely project.

### **Section 5: Schedule and Availability**

In this section, Respondents shall provide information relating to a proposed design schedule and availability for the project by providing the following information:

**Proposed Design Schedule (Limit 2 pages – size 11” x 17” paper may be used for this section only)** – submit a proposed design schedule that includes all elements of design through provision of complete construction documents, including permitting.

**Schedule Control Narrative (Limit 1 pages)** – submit a written narrative of the firm’s project management methods to establish, monitor, and track coordination of sub-consultants and ability to meet schedules in a timely manner.

**Attachment “R”: Current and Upcoming Project Status Report** – submit additional support regarding your firm’s current and upcoming projects, demonstrating your firm’s availability of staff to add to St. John’s County project, by completing and submitting **Attachment “R”** – Current and Upcoming Project Status Report.

### **Section 6: Quality Control**

In this section, Respondents shall provide information relating to a proposed quality control for the project by providing the following information:

**Quality Control Narrative (Limit 1 pages)** – submit a written narrative of the firm’s project management methods to establish, monitor, and track quality control methods including coordination of sub-consultants to assure there are no conflicts of work between disciplines, and all work of each discipline is shown on drawings of other disciplines affected by the work.

**Attachment “S”: 7 Most Recently Completed Projects** – submit additional support regarding the capability to meet quality and schedule control by providing a Project Status Report that shows the last seven (7) projects completed by the company with the Project Name, Original Completion Date, Final Completion Date, Variances that resulted in the project being completed on time or ahead of schedule, and Variances that caused the project to take longer to complete, by completing and submitting **Attachment “S”** – Project Status Report. The last seven (7) projects completed by the firm as a prime consultant may or may not be projects similar in the type, size and dollar

value of this proposed project.

### **Section 7: Administrative Information**

In this section, Respondents shall submit the following forms:

- Attachment “A” – Qualification Certification Notarized;
- Attachment “B” – Affidavit of Solvency;
- Attachment “C” – St. Johns County Affidavit;
- Attachment “D” – Conflict of Interest Disclosure;
- Attachment “E” – Drug-Free Workplace Form;
- Attachment “F” – Certificate(s) of Insurance;
- Attachment “G” – Local Preference Form;
- Attachment “H” – E-Verify Affidavit;
- Attachment “I” – Sworn Statement on Public Entity Crimes;
- Attachment “J” – Certification for Disclosure of Lobbying Activities; and
- All Signed Addenda (if applicable)

### **J. DETERMINATION OF RESPONSIVENESS**

The County shall make a determination for each Respondent, as to the responsiveness of the submitted RFQ Package to the requirements provided herein. Any Respondent who is not responsive to the requirements of this Request for Qualifications may be determined non-responsive, and may be removed from consideration by the Evaluation Committee. Only those respondents who are fully responsive to the requirements herein will be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted RFQ Proposal. However, any missing information or document(s) that are material to the purpose of the RFQ shall not be waived as a minor formality.

### **K. EVALUATION OF QUALIFICATION PACKAGES**

All properly submitted RFQ Packages that are determined to be responsive to the requirements of this RFQ will be evaluated by an Evaluation Committee of no less than three (3) representatives. Each Evaluation Committee Team Member will receive an electronic copy of all responsive RFQ Packages submitted, an electronic copy of the RFQ Document with all issued Addenda, an Evaluator’s Score Sheet, and an Evaluator’s Narrative Sheet.

Evaluators will review and score the submitted, responsive, RFQ Packages individually, with no interaction or communication with any other individual. Scores and rankings will be summarized at the Public Evaluation Meeting, and the list of respondents will be shortlisted to no fewer than 3 firms to participate in interviews. The Evaluation Committee will rank the interviews with the shortlisted firms to determine the firm selected for award. If the Evaluation Committee determines that additional interviews and/or presentations are necessary to make a final decision for selection, the shortlisted firms will be notified. If required, presentations will be scored by the Evaluation Committee as provided herein. Shortlisted firms will be notified, as needed, of the required information that must be included in any presentation.

The County will make a final selection for award based on the scoring from the qualifications and the ranking from the interviews, and if needed, the scoring from presentations.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.



**L. EVALUATION CRITERIA AND SCORING**

The County will evaluate and rank respondents that submit RFQ Packages from highest to lowest based upon the specific evaluation criteria and point scores listed below.

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Local Preference (if eligible)	10
B. Company & Staff Qualifications	25
C. Related Experience	30
D. Approach to Services & Methodology	30
E. Schedule and Availability	20
F. Quality Control	15
<b>Total Points Possible per Evaluator:</b>	<b>130</b>
G. Interviews and/or *Presentations	10
<b>* Total Points Possible per Evaluator:</b>	<b>140</b>

**M. RECOMMENDATION FOR AWARD**

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with only the highest ranked firm as determined by the evaluation committee, with the intention of coming to agreement over terms, conditions, and pricing in order in order to award a Contract for the services described herein.

The number one ranked firm will be submitted to the St. Johns County Board of County Commissioners for approval to enter into negotiations, and upon successful negotiations, award and execution of a contract. In the event that negotiations are unsuccessful and an agreement cannot be reached with the top ranked firm, staff will cease negotiations, and begin negotiations with the second ranked firm. This process will continue until such time as an agreement can be reached, or the County, in its sole discretion, determines that moving to a subsequent firm would not be in the best interest of the County.

The St. Johns County Board of County Commissioners reserves the right to reject any or all qualifications packages, waive minor formalities or award to/negotiate with the firm whose qualifications package best serves the interest of the County.

**N. PROTEST PROCEDURES**

Any Respondent adversely affected by an intended decision, or by any term, condition, or procedure or specification with respect to this Request for Proposals, shall file, with the SJC Purchasing Department, a written Notice of Protest, no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting, either electronically, or by other means, of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the SJC Purchasing Department, and are included in St. Johns County’s Purchasing Manual. All of the terms and conditions of the County’s Purchasing Manual are incorporated into this Request for Proposals by reference, and are fully binding.

**RFQ NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**PART V: EVALUATOR'S SCORE SHEET EXAMPLE**

**ST. JOHNS COUNTY FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**DATE:  
PROJECT:**

**CRITERIA RANKING:**

<b>Respondents</b>	<b>A. Local Preference  10</b>	<b>B. Company &amp; Staff Qualifications  0 to 25</b>	<b>C. Related Experience  0 to 30</b>	<b>D. Approach &amp; Services / Methodology  0 to 30</b>	<b>E. Schedule &amp; Availability  0 to 20</b>	<b>F. Quality Control  0 to 15</b>	<b>TOTALS  0 - 130</b>
							0
							0
							0
							0
							0
							0
							0
							0
							0

**SIGNATURE OF RATER: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_**



## **PART VI: CONTRACT REQUIREMENTS**

### **A. CONTRACT AGREEMENT & TERM**

The intent of this RFQ is to select one firm through the evaluation process and to award a contract upon successful negotiations to the selected firm. It is anticipated the County will issue a contract for the duration of the project. The expectation of the County is to have complete design and bid-ready construction documents within **six (6) months** of contract. The Contract Agreement for the services provided herein shall be on a form furnished by St. Johns County, and agreed upon by both parties.

The County may consider extending any executed Contract/Agreement under mutually acceptable terms and conditions. However, the County is under no obligation to extend any executed Contract/Agreement. Moreover, it is expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination of satisfactory performance of any executed Contract/Agreement, including specifically, the Scope of Work/Services. Any contract renewal will be upon mutual agreement by all parties and based upon the availability of funds and the need for services.

In the event that a Contract Agreement is attached to the RFQ, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFQ, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any proposal, contract negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's proposal in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFQ.

### **B. CONTRACT AWARD:**

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm(s) with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

### **C. CONTRACT PERFORMANCE**

At any point in time during the term of the Contract with the awarded firm, County Staff may review records of performance to ensure that the awarded firm is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that an awarded firm no longer possesses the financial support, equipment and organization which would have been necessary during the RFQ evaluation period in order to comply with this demonstration of competency section.

### **D. TERMINATION**

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Consultant fails to perform any aspect of the responsibilities described herein or as designated in an issued Task Order, St. Johns County shall provide written notification stating any and all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Consultant.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

### **E. GOVERNING LAWS & REGULATIONS**

It shall be the responsibility of the Consultant to be familiar and comply with any and all federal, state, and local laws,

ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

**F. LICENSES, PERMITS & CERTIFICATIONS**

The Consultant shall be responsible for acquiring and maintaining any and all necessary licenses, permits, and/or certifications required to perform the work described herein throughout the duration of the Contract. The Consultant shall be solely responsible for paying any and all fines, penalties or fees assessed to the County, or the Consultant, for any lapse in require licenses, permits, or certifications required for any portion of the work.

**G. INSURANCE REQUIREMENTS**

The Consultant shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Consultant shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084

The Consultant shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Consultant from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The Consultant shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The Consultant shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

**H. INDEMNIFICATION**

To the fullest extent permitted by law, the Consultant shall indemnify, defend, and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent



acts or omissions of the Consultant, a Sub-Consultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Sub-Consultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Sub-Consultant under workers' compensation acts, disability benefits acts or other employee benefit acts.**

#### **I. SUB-CONSULTANTS**

If the Consultant elects to sub-contract with any firm, for any portion of the work, the Consultant shall be responsible for all work performed by any sub-contract and the Consultant shall not be relieved of any obligations under this Contract.

Each Respondent shall submit a list of proposed sub-consultants to be used if awarded the contract. Each Respondent must provide a list of Sub-Consultants, under Section 3: Company & Staff Qualifications, and attach a copy of any and all licenses and certificates for each sub-consultant listed and submit with each copy of the RFQ Package. If no sub-consultants are proposed, so state there on.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-consultants to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Respondent then may, at his option, withdraw his RFQ Package, or submit an acceptable substitute at no increase in price. If the Respondent fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Consultant, Consultant, Sub-Consultant, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-consultants and other persons and organizations proposed by the Respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

#### **J. EMPLOYMENT ELIGIBILITY AND MANDATORY USE OF E-VERIFY**

As a condition precedent to entering into this Agreement, and in accordance with section 448.095, F.S., Consultant and its sub-consultants shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

- a. Consultant shall require each of its sub-consultants to provide Consultant with an affidavit stating that the sub-consultant does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of this Agreement.
- b. The County, Consultant, or any sub-consultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a sub-consultant knowingly violated these provisions regarding employment eligibility, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the sub-consultant.

- d. The County and Consultant hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.
- e. Consultant acknowledges that, in the event that the County terminates this Contract for Consultant's breach of these provisions regarding employment eligibility, then Consultant may not be awarded a public contract for at least one (1) year after such termination. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the County as a result of the County's termination of this Agreement for breach of these provisions regarding employment eligibility.

Consultant shall incorporate in all subcontracts made pursuant to this Agreement the provisions contained herein regarding employment eligibility.

**K. FORCE MAJEURE**

If awarded on the basis of this proposal, the undersigned pledges to provide the equipment/services as specified in the Proposal and County Specifications barring any delays due to strikes, fires, transportation difficulties or other causes beyond the control of the undersigned.



**PART VII: – ATTACHMENTS/FORMS**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**COVER PAGE**

**SUBMIT ONE (1) HARD-COPY ORIGINAL PROPOSAL, AND  
ONE (1) EXACT ELECTRONIC PDF COPY OF THE SUBMITTED PROPOSAL ON USB DRIVE  
IN A SEALED ENVELOPE OR CONTAINER TO:**

PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

**FULL LEGAL NAME OF COMPANY:** \_\_\_\_\_

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

\_\_\_\_\_  
Mailing Address (Street Address, City, State, Zip Code)

**AUTHORIZED COMPANY REPRESENTATIVE**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "A"**

**QUALIFICATION CERTIFICATION**

**The Undersigned submits this Qualification Package to be considered as a Qualified Consultant for provision of professional architectural services for SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services.**

A copy of the license(s) under which our firm is engaged in the business of contracting in the state of Florida is attached. This license was issued in accordance with provisions of Section 489.113, Florida Statutes, and is currently valid and in force.

It is further understood that qualification, if given, shall be valid for the purpose of submitting pricing for the above referenced contract, unless suspended or terminated by St. Johns County.

The Undersigned authorizes and requests any public official, engineer, architect, Surety Company, bank depository, material or equipment manufacture or distributor or any person, firm or corporation to furnish all information requested by St. Johns County, to verify statements given with this Qualification Package.

The Undersigned further authorizes the St. Johns County, FL designee to disclose, without any liability whatsoever, any and all information contained in the pre-qualification package.

The Undersigned has not been disqualified by any public agency in Florida except as indicated below. (If none, insert: "N/A")

\_\_\_\_\_  
(Full Legal Company Name)

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Attest:

APPROVED:

By: \_\_\_\_\_  
Name and Title of Officer

By: \_\_\_\_\_  
Name and Title of Authorized Officer

As Notarized

By: \_\_\_\_\_

(Corporate Seal)



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "B"**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this \_\_\_day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "C"**

**AFFIDAVIT**

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_. Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says he is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Firm) the respondent submitting the attached proposal for the services covered by the RFQ documents for RFQ No: 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

\_\_\_\_\_  
(Proposer)

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**St. Johns County Board of County Commissioners**

**ATTACHMENT "D"**

**CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFQ) Number/Description: RFQ No 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

---

Please check the appropriate statement:

I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: \_\_\_\_\_

Authorized Representative(s): \_\_\_\_\_  
Signature Print Name/Title

\_\_\_\_\_  
Signature Print Name/Title

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**St. Johns County Board of County Commissioners**

**ATTACHMENT "E"**

**DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "F"**

**PROOF OF INSURANCE**

Respondents shall provide certificates of insurance as part of their submittal package. Certificates of insurance shall meet or exceed the requirements as described under Insurance.

Failure to provide proof of current insurance coverage or ability to obtain the required coverages may result in being deemed non-responsive and removed from further consideration.

(Attach or insert copy of "Certificate of Insurance" here)

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "G"**

**LOCAL PREFERENCE**

Any Respondent that meets the criteria of a Local Business, in accordance with Section 302.25 of the SJC Purchasing Procedure Manual, must complete and sign this **Attachment "G"** to indicate their qualification to receive local preference. All required documentation to demonstrate that the Respondent meets all qualification criteria as a local business must be included in the submitted proposal/submittal with this **Attachment "G"**.

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Vendor has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Vendor's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFP.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFP.
- Must qualify as a local business as shown above **AND** self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-contractors or sub-consultants.

If qualifying for local preference through the use of qualified local sub-contractors or sub-consultants, Respondent must submit all required documentation to demonstrate the above requirements of all proposed sub-contractors and sub-consultants for local preference consideration with the submitted proposal.

Respondent **is** a Local Business as defined in Section 302.25, SJC Purchasing Procedure Manual \_\_\_\_\_

If Respondents selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors or sub-consultants meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Respondent is **not** a Local Business as defined in Section 302.25, SJC Purchasing Procedure Manual \_\_\_\_\_

If Respondent selects this option, Respondent is not seeking consideration for local preference, and is not required to submit the documentation provided above.

\_\_\_\_\_  
Signature – Authorized Respondent Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date of Signature



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "H"**

**E-VERIFY AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (hereinafter "Affiant"), being duly authorized by and on behalf of \_\_\_\_\_ (hereinafter "Consultant") hereby swears or affirms as follows:

1. Consultant/Contractor understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. For the duration of Contract No. \_\_\_\_\_ (hereinafter "Agreement"), in accordance with section 448.095, F.S., Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Consultant/Contractor shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Consultant/Contractor understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, Consultant/Contractor shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant/Contractor's breach.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Title of Affiant

\_\_\_\_\_  
Full Legal Name of Consultant/Contractor

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "I"**

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

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned Authority, personally appeared affiant \_\_\_\_\_, who, being by me first duly sworn, made the following statement:

1. The business address of \_\_\_\_\_ (name of Offeror or business) is \_\_\_\_\_.
2. My relationship to \_\_\_\_\_ (name of Offeror or business) is \_\_\_\_\_ (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or consultant, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or consultant, nor any affiliate of the Offeror or consultant has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or consultant, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or consultant who is active in the management of the Offeror or consultant or an affiliate of the Offeror or consultant. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_. A copy of the order of the Division of Administrative Hearings is attached to this statement. **(Draw a line through paragraph 7 if paragraph 6 above applies.)**

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

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_ and who:

[Notary: Please select one]

is personally known to me; or

has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

Printed, typed or stamped name, commission and expiration:



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "J"**

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

Legal Name of Consultant: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
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**ATTACHMENT "L"**

**CLAIMS, LIENS, LITIGATION HISTORY**

(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a construction dispute? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: \_\_\_\_\_ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: \_\_\_\_\_

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail:

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain why? \_\_\_\_\_

7. List the status of all pending claims currently filed against your company:

**Liquidated Damages**

1. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail:

(Use additional or supplemental pages as needed)



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
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**ATTACHMENT "M"**

**COMPANY ORGANIZATION CHART**

(Attach or insert copy here)

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**ATTACHMENT "N"**

**TEAM ORGANIZATION CHART**

(Attach or insert copy here)







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**ATTACHMENT "Q"**

**PROJECT REFERENCES**

Each Respondent must submit a list of five (5) project references from individuals, firms or agencies that have contracted with the respondent in the past seven (7) years to perform services of similar size and scope as those described in this RFQ. The information required shall include: reference company name, date(s) of service, project information including name of project, and a contact person name, title, phone number and email address. References shall be checked by the Purchasing Department, for the number

1. Reference Company Name: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_  
Project Information (Type of Study): \_\_\_\_\_  
\_\_\_\_\_  
Primary Reference Contact Name and Title: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

\*\*\*\*\*

2. Reference Company Name: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_  
Project Information (Type of System): \_\_\_\_\_  
\_\_\_\_\_  
Primary Reference Contact Name and Title: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

\*\*\*\*\*

3. Reference Company Name: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_  
Project Information (Type of System): \_\_\_\_\_  
\_\_\_\_\_  
Primary Reference Contact Name and Title: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

\*\*\*\*\*

**RFQ 21-104**

4. Reference Company Name: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_  
Project Information (Type of System): \_\_\_\_\_  
\_\_\_\_\_  
Primary Reference Contact Name and Title: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

\*\*\*\*\*

5. Reference Company Name: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_  
Project Information (Type of System): \_\_\_\_\_  
\_\_\_\_\_  
Primary Reference Contact Name and Title: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
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**ATTACHMENT "R"**

**CURRENT AND UPCOMING PROJECT STATUS REPORT**  
(Complete and Submit)

**1. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**2. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**3. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**4. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**5. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**RFQ 21-104**

**6. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**7. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

(Use additional or supplemental pages as needed)

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**ATTACHMENT "S"**

**7 MOST RECENTLY COMPLETED PROJECTS**  
(Complete and Submit)

**1. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**2. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**3. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**4. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_

**5. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

Brief Explanation of any Schedule Variances: \_\_\_\_\_



**RFQ 21-104**

**6. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_  
Brief Explanation of any Schedule Variances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Name of Project:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Original Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_  
Brief Explanation of any Schedule Variances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional or supplemental pages as needed)

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF’S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**OPTIONAL CHECKLIST**


<b>SECTION</b>	<b>RFQ PACKAGE COMPONENTS</b>	<b>CHECK BOX</b>
<b>Section 1</b>	Cover Page & Cover Letter	
<b>Section 2</b>	Company & Staff Qualifications:	
	Attachment “K” – Licenses/Certifications	
	Attachment “L” – Claims, Liens, Litigation History	
	Attachment “M” – Company Organization Chart	
	Attachment “N” – Team Organization Chart	
	Attachment “O” – Key Personnel List	
	Attachment “P” – List of Proposed Sub-Consultants	
<b>Section 3</b>	Related Experience:	
	Related Experience Narrative	
	Attachment “Q” – Project References	
<b>Section 4</b>	Approach to Services and Methodology	
<b>Section 5</b>	Proposed Schedule & Availability	
	Attachment “R” – Current and Upcoming Project Status Report	
<b>Section 6</b>	Proposed Project Status Report	
	Attachment “S” – 7 Most Recently Completed Projects	
<b>Section 7</b>	Administrative Information – Other Required Forms:	
	Attachment “A” –Qualifications Certification Notarized	
	Attachment “B” – Affidavit of Solvency	
	Attachment “C” – St. Johns County Affidavit	
	Attachment “D” – Conflict of Interest Disclosure Form	
	Attachment “E” – Drug-Free Workplace Form	
	Attachment “F” – Certificates of Insurance	
	Attachment “G” – Local Preference Form	
	Attachment “H” – E-Verify Affidavit	
	Attachment “I” – Sworn Statement on Public Entity Crimes	
	Attachment “J” – Certification for Disclosure of Lobbying Activities	
	Copies of all Acknowledged (signed) Addenda (as posted)	

**SEALED RFQ MAILING LABEL**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 21-104; SJC FIRE STATION # 11 AND SHERIFF'S OFFICE  
SOUTHWEST OPERATIONS CENTER DESIGN SERVICES**

**Cut along the outer border and affix this label  
to your sealed bid envelope to identify it as a  
"Sealed RFQ"**

<b>SEALED RFQ • DO NOT OPEN</b>	
SEALED RFQ #:	<b>RFQ 21-104</b>
RFQ TITLE:	<b>SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services</b>
DUE DATE/TIME:	<b>Thursday, July 22, 2021 No Later Than 4:00 P.M.</b>
SUBMITTED BY:	
	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing 500 San Sebastian View St St. Augustine, FL 32084



**END OF DOCUMENT**





# St. Johns County Board of County Commissioners

Purchasing Division

## ADDENDUM #1

July 9, 2021

**To:** Prospective Bidders  
**From:** St. Johns County Purchasing Department  
**Subject:** RFQ No: 21-104; SJC Fire Station # 11 and Sheriff's Office Southwest Operations Center Design Services

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the Bid documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda, and **return an original and two (2) copies of this signed Addendum with the submitted bid proposal to the St. Johns County Purchasing Department, Leigh Daniels, CPPB; Purchasing Manager, 500 San Sebastian View; St. Augustine, FL 32084.**

### Questions:

1. On page 10 on the proposal, 6 sections are listed to be addressed in the submittal. However on page 43, the Optional Checklist lists 7 sections. 7 sections is also listed on page 12-13. Should I follow the 6 or 7 sections?

**Answer: Please follow paragraph I. Qualifications Package Components, Section 1-7, pages 10-13 of the RFQ document.**

2. The license and permit table is set up differently this time, and the issuing agency is in the first column. Do I need to fill this out like the previous sjc sheet that's attached, and put the names in the first column? Or not list names?

**Answer: Please use Attachment "K" as provided in the RFQ document. You may list all names under the License column.**

3. As proposers are not permitted to use the county's logo within the submittal, would the county allow proposers to still feature completed facility photos with the county's logo on the building (referring to project page images and any supporting facility images within the submittal)?

**Answer: Use of the County' Logo is not permitted, however you may use pictures of County facilities with the minimal logo visual.**

4. Section 4, Approach to Services & Methodology – the limit 2 pages for written narrative and 3 pages for graphics, maps, charts, and figures – if we incorporate the graphics and text within the layout of each page, are we permitted to use 5 pages of applicable written narrative/graphics?

**Answer: No, the limit is 2 pages for written narrative and 3 pages for graphics, maps, charts, and figures.**

5. Will points from submittals phase carry over for the final score/ranking value?

**Answer: Yes, the points from the initial evaluation will be added to the interviews for the total points. See paragraph L on page 14**

6. Would the county permit proposers to recreate forms if all the same requested information is included (ex. Attachments O, R, and S)?

**Answer: The form in the RFA document are to be submitted.**

7. Should the RFQ response be organized in the format dictated in Section H of page 10 or as listed in Section I on pages 10-13?

**Answer: See answer to question # 1.**

8. Regarding the Fire Station RFQ, we were wondering if there was a survey or other related site information available, for the project.

**Answer: The selected Architecture firm will be responsible for surveying and other related site services to design the future building. The County has no related documents for this RFQ.**

9. Since there is a local business preference with points associated for this RFQ, does the minimum qualification on page 3 regarding a Local Business Tax Receipt still qualify? We are not a "local" firm (do not possess a County Tax Receipt) but would still like to be considered.

**Answer: Yes, your firm can submit a proposal for this project, you will need to submit the Local Preference form Attachment "G" and mark the line that respondent is not a Local Business. The extra 10 points per evaluator will not apply to any firm that is not local.**

10. On page 3 of the solicitation document, the second minimum qualification reads: "Must possess any and all applicable St. Johns County Licenses, including a Local Business Tax Receipt." Must respondents be located in St. Johns County, or can respondents submit a Business Tax Receipt from their local jurisdiction?

**Answer: The Local Business Tax receipt should only be submitted if your firm is claiming local preference.**

11. Can you confirm if the County has selected a construction delivery method?

**Answer: Design-Bid-Build**

12. For the approach graphics. Is it acceptable for these sheets to be on 11x17, similar to the schedule? We would like to include some renderings and site plans, reducing these to 8.5x11 would make them very small.

**Answer: No, the page sizes are to be 8 ½ x 11 for this section.**

**THE BID DUE DATE REMAINS: Thursday, July 22, 2021 at 4:00 P.M.**

**Acknowledgment**

**Sincerely,**

\_\_\_\_\_  
Signature and Date

**Leigh A. Daniels, CPPB**  
Purchasing Manager  
Purchasing Department

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Company Name (Print)

**END OF ADDENDUM #1**