

***CITY OF POMPANO BEACH, FLORIDA***

**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**

**No. 13150**

**with**

**Design2Form LLC**



**CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES CCNA  
FOR VARIOUS CITY PROJECTS RLI26-002**

**AGREEMENT FOR  
PROFESSIONAL CONSULTING SERVICES**

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This Contract is made on \_\_\_\_\_, by and between the **City of Pompano Beach**, a municipal corporation of the State of Florida, hereinafter referred to as “CITY,” and Design2Form LLC a Florida Limited Liability Company, authorized to do business in the State of Florida, hereinafter referred to as the “CONSULTANT”.

**WHEREAS**, the CONSULTANT is able and prepared to provide such services as CITY requires under the terms and conditions set forth herein; and

**WHEREAS**, the CITY Commission has approved the recommendation that CONSULTANT be employed by the CITY and authorized the negotiation of contractual terms.

**NOW, THEREFORE**, in consideration of the mutual promises herein, the CITY and the CONSULTANT agree as follows:

**ARTICLE 1 – SERVICES/CONSULTANT AND CITY REPRESENTATIVES**

The CONSULTANT’s responsibility under this Contract is to provide professional consulting services as more specifically set forth in **RLI26-002 - Continuing Contract for Architectural Services CCNA** attached hereto as Exhibit “A” and incorporated herein in its entirety.

The CONSULTANT’s representative shall be Zamarr Brown

The CITY’s representative shall be CITY Engineer or designee,

**ARTICLE 2 – TERM**

The CONSULTANT shall adhere to the schedule given in each work authorization after receiving the “Notice to Proceed.”

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in individual Work Authorizations as negotiated.

The Term of this Contract shall be for an initial period of five (5) years from the date of execution by both the CITY and the CONSULTANT.

**ARTICLE 3 – PAYMENTS TO CONSULTANT**

A. CITY agrees to pay CONSULTANT in consideration for its services described herein. It is the intention of the parties hereby to ensure that unless otherwise directed by the CITY in writing, CONSULTANT will continue to provide services as specified in Exhibits “A” and “B” for the term of this Contract.

B. Price Formula. CITY agrees to pay CONSULTANT as negotiated on a Work Authorization basis. Each work authorization shall specifically identify the scope of the work to be performed and the fees for said services. As set forth in RLI26-002, professional services under this contract shall comply with the monetary limitations and requirements of §287.055, Florida Statutes, as in effect at the time the applicable Work Authorization is issued.

C. Fee Determination. Each individual Work Authorization may be negotiated for fees to be earned by Time and Materials with a Not to Exceed Amount, a Lump Sum, or a combination of both methods for subtasks contained therein. The total amount to be paid by the CITY under a Work Authorization shall not exceed specified amounts for all services and materials, including “out of pocket” expenses as specified in Paragraph E below, and also including any approved subcontracts, unless otherwise agreed in writing by both parties. The CONSULTANT shall notify the CITY’s Representative in writing when ninety percent (90%) of the “not to exceed amount” for the total Work Authorization has been reached. The CONSULTANT will bill the CITY on a monthly basis, or as otherwise provided. Time and Materials billing will be made at the amounts set forth in Exhibit “B” for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date. It is acknowledged and agreed to by the CONSULTANT that the dollar limitation set forth in this section is a limitation upon and describes the maximum extent of CITY’s obligation to pay CONSULTANT, but does not include a limitation upon CONSULTANT’s duty to perform all services set forth in Exhibits “A” and “B” for the total compensation in the amount or less than the guaranteed maximum stated above.

D. Invoices received by the CITY from the CONSULTANT pursuant to this Contract will be reviewed and approved in writing by the CITY’s Representative, indicating that services have been rendered in conformity with the Contract, and then will be sent to the CITY’s Finance Department for payment. All invoices shall contain a detailed breakdown of the services provided for which payment is being requested. In addition to detailed invoices, upon request of the CITY’s representative, CONSULTANT shall provide CITY with detailed periodic Status Reports on the project. All invoice payments by CITY shall be made after the Work has been verified and completed. Unless disputed by CITY as provided herein, upon CITY’s receipt of a Proper Invoice as defined in §218.72, Florida Statutes, as amended, CITY shall forward CONSULTANT payment for work performed within forty-five (45) days for all goods and services provided.

CITY may temporarily remove for review any disputed amount, by line item, from an invoice and shall timely provide CONSULTANT with written notification of any such disputed charge. CONSULTANT shall provide clarification and a satisfactory explanation to CITY, along with revised copies of all such documents if inaccuracies or errors are discovered, within ten (10) days of receipt of CITY’s notice of the disputed amount.

In the event CITY has a claim against CONSULTANT for Work performed hereunder which has not been timely remedied in accordance with the provisions of this Article 3, CITY may withhold payment for the contested amount, in whole or in part, to protect itself from loss on account of defective Work, claims filed or reasonable evidence indicating probable filing of claims by other parties against CONSULTANT, and/or CONSULTANT’s failure to make proper payments to subcontractors or vendors for material or labor. When the reason(s) for withholding payment are removed or resolved in a manner satisfactory to CITY, payment shall be made.

E. “Out-of-pocket” expenses shall be reimbursed up to an amount not to exceed the amounts included in each Work Authorization. All requests for payment of “out-of-pocket” expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the CITY’s Representative and to the Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in a Work Authorization and this Contract. All out-of-pocket, reimbursables, and expenses shall be billed at the actual amount paid by CONSULTANT, with no markup.

F. Final Invoice. In order for both parties herein to close their books and records, the CONSULTANT will clearly state “Final Invoice” on the CONSULTANT’s final/last billing to the CITY. This final invoice shall also certify that all services provided by CONSULTANT have been properly performed and all charges and costs have been invoiced to the CITY. Because this account will thereupon be closed, any and all other further charges not properly included on this final invoice are waived by the CONSULTANT.

#### **ARTICLE 4 – TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth in negotiation certificate, certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT’s most favored customer for the same or substantially similar service. Should the CITY determine that said rates and costs were significantly increased due to incomplete, non-current or inaccurate representation, then said rates shall be adjusted accordingly.

#### **ARTICLE 5 – TERMINATION**

CITY shall have the right to terminate this Contract, in whole or in part, for convenience, cause, default or negligence on CONSULTANT’s part, upon ten (10) business days advance written notice to CONSULTANT. Such Notice of Termination may include CITY’s proposed Transition Plan and timeline for terminating the Work, requests for certain Work product documents and materials, and other provisions regarding winding down concerns and activities.

If there is any material breach or default in CONSULTANT’s performance of any covenant or obligation hereunder which has not been remedied within ten (10) business days after CITY’s written Notice of Termination, CITY, in its sole discretion, may terminate this Contract immediately and CONSULTANT shall not be entitled to receive further payment for services rendered from the effective date of the Notice of Termination.

In the event of termination, CITY shall compensate CONSULTANT for all authorized Work satisfactorily performed through the termination date under the payment terms set forth in Article 3 above, and all Work product documents and materials shall be delivered to CITY within ten (10) business days from the Notice of Termination. If any Work hereunder is in progress but not completed as of the date of the termination, then upon CITY’s written approval, this Contract may be extended until said Work is completed and accepted by CITY.

This Contract may be cancelled by the CONSULTANT, upon thirty (30) days prior written notice to the CITY's Representative, in the event of substantial failure by the CITY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT.

## **ARTICLE 6 – PERSONNEL**

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an independent Contractor, and not an employee, agent or servant of the CITY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT's sole direction, supervision, and control and shall not in any manner be deemed to be employees of the CITY. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work. This contract does not create a partnership or joint venture between the parties.

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY, nor shall such personnel be subject to any withholding for tax, Social Security or other purposes by the CITY, nor be entitled to any benefits of the CITY including, but not limited to, sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation benefits, or the like from the CITY.

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

Any changes or substitutions in the CONSULTANT's key personnel, as may be listed in Article 1, must be made known to the CITY's Representative at the time the substitution becomes effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the degree exercised by CONSULTANTS performing the same or similar services in the same location at the time the services are provided.

## **ARTICLE 7 – SUBCONTRACTING**

CONSULTANT may subcontract any services or work to be provided to CITY with the prior written approval of the CITY's Representative. The CITY reserves the right to accept the use of a 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 properly under this Contract. The CITY's acceptance of a subcontractor shall not be unreasonably withheld. The CONSULTANT is encouraged to seek small business enterprises and to utilize businesses that are physically located in the CITY of Pompano Beach with a current Business Tax Receipt for participation in its subcontracting opportunities.

## **ARTICLE 8 – FEDERAL AND STATE TAX**

The CITY is exempt from payment of Florida State Sales and Use Taxes. The CITY will provide the CONSULTANT with the current state-issued exemption certificate. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the CITY, nor is the CONSULTANT authorized to use the CITY's Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract

## **ARTICLE 9 – ANNUAL BUDGETARY FUNDING/CANCELLATION**

This Agreement and all obligations of the CITY hereunder requiring the expenditure of funds are subject to and contingent upon annual budgetary funding and appropriations by the CITY Commission.

## **ARTICLE 10 - INSURANCE REQUIREMENTS**

The CONSULTANT shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY, nor shall the CONSULTANT allow any Subcontractor to commence work on its sub-contract until the aforementioned approval is obtained.

CERTIFICATE OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the Risk Manager prior to the commencement of the work. The Certificate shall contain a provision that coverage afforded under these policies will not be cancelled, will not expire, and will not be materially modified until at least thirty (30) days prior written notice has been given to the CITY. Policies shall be issued by companies authorized to conduct business under the laws of the State of Florida and shall have adequate Policyholders and Financial ratings in the latest ratings of A. M. Best and be part of the **Florida Insurance Guarantee Association Act**.

Insurance shall be in force until all work required to be performed under the terms of the Contract is satisfactorily completed, as evidenced by the formal acceptance by the CITY. In the event the Insurance Certificate provided indicates that the insurance shall terminate and lapse during the period of this Contract, the CONSULTANT shall furnish, at least ten (10) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract and extension thereunder is in effect. The CONSULTANT shall not continue to work pursuant to this Contract unless all required insurance remains in full force and effect.

Limits of Liability for required insurance are shown in Exhibit "C."

The CITY of Pompano Beach must be named as an additional insured for the Automobile and Commercial General Liability Coverage.

For Professional Liability, if coverage is provided on a claims-made basis, then coverage must be continued for the duration of this Contract and for not less than one (1) year thereafter, or in lieu of continuation, provide an "extended reporting clause" for one (1) year.

CONSULTANT shall notify the CITY Risk Manager in writing within thirty (30) days of any claims filed or made against the Professional Liability Insurance Policy.

For Workers' Compensation Insurance, coverage shall be maintained during the life of this Contract to comply with statutory limits for all employees, and in the case of any work sublet, the CONSULTANT shall require any Subcontractors to similarly provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONSULTANT. The CONSULTANT and his Subcontractors shall maintain during the life of this Contract Employer Liability Insurance.

#### **ARTICLE 11 – INDEMNIFICATION**

A. CONSULTANT shall at all times indemnify, hold harmless the CITY, its officials, officers, employees, volunteers and other authorized agents from and against any and all claims, demands, suit, damages, attorneys' fees, fines, losses, penalties, defense costs or liabilities suffered by the CITY to the extent caused by any negligent act, omission, breach, recklessness or misconduct of CONSULTANT and/or any of its agents, officers, or employees hereunder, including any inaccuracy in or breach of any of the representations, warranties or covenants made by the CONSULTANT, its agents, officers and/or employees, in the performance of services of this contract. To the extent considered necessary by CITY, any sums due CONSULTANT hereunder may be retained by CITY until all of CITY's claims for indemnification hereunder have been settled or otherwise resolved, and any amount withheld shall not be subject to payment or interest by CITY.

B. CONSULTANT acknowledges and agrees that CITY would not enter into this Contract without this indemnification of CITY by CONSULTANT. The parties agree that one percent (1%) of the total compensation paid to CONSULTANT hereunder shall constitute specific consideration to CONSULTANT for the indemnification provided under this Article and these provisions shall survive expiration or early termination of this Contract.

C. Nothing in this Agreement shall constitute a waiver by the CITY of its sovereign immunity limits as set forth in section 768.28, Florida Statutes. Nothing herein shall be construed as consent from either party to be sued by third parties.

#### **ARTICLE 12 – SUCCESSORS AND ASSIGNS**

The CITY and the CONSULTANT each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the CITY nor the CONSULTANT shall assign, sublet, encumber, convey or transfer its interest in this Contract without prior 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 CITY, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the CITY and the CONSULTANT.

## **ARTICLE 13 – REMEDIES**

The laws of the State of Florida shall govern this Contract. Any and all legal action between the parties arising out of the Contract will be held in Broward County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

## **ARTICLE 14 – CONFLICT OF INTEREST**

The CONSULTANT represents that it has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in the Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes). The CONSULTANT further represents that no person having any interest shall be employed for said performance.

The CONSULTANT shall promptly notify the CITY's representative, in writing, by certified mail, of a potential conflict(s) 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 CITY as to whether the association, interest, or circumstance would, in the opinion of the CITY, constitute a conflict of interest if entered into by the CONSULTANT. The CITY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notice by the CONSULTANT. If, in the opinion of the CITY, the prospective business association, interest, or circumstance would not constitute a conflict of interest by the CONSULTANT, the CITY shall so state in the notice and the CONSULTANT shall at its option, enter into said association, interest or circumstance and it shall be deemed not a conflict of interest with respect to services provided to the CITY by the CONSULTANT under the terms of this Contract.

## **ARTICLE 15 – EXCUSABLE DELAYS**

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God; natural or public health emergencies; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the CONSULTANT's request, the CITY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT's failure to perform was without it, or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the CITY's rights to change, terminate, or stop any or all of the work at any time.

## **ARTICLE 16 – DEBT**

The CONSULTANT shall not pledge the CITY's credit or attempt to make it a guarantor of payment or surety for any contract, debt, obligation, judgment, 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 Contract.

## **ARTICLE 17 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The CONSULTANT shall deliver to the CITY's representatives for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the CITY under this Contract.

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 CITY or at its expense, will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the CITY's prior written consent, unless required by a lawful order. All drawings, maps, sketches, programs, databases, reports, and other data developed, or purchased, under this Contract for or at the CITY's expense shall be and remain the CITY's property and may be reproduced and reused at the discretion of the CITY.

A. The CITY of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida's Public Records Law, as amended. Specifically, the CONSULTANT shall:

1. Keep and maintain public records required by the CITY in order to perform the service.
2. Upon request from the CITY's custodian of public records, provide the CITY 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 provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONSULTANT does not transfer the records to the CITY.
4. Upon completion of the contract, transfer, at no cost to the CITY, all public records in possession of the CONSULTANT, or keep and maintain public records required by the CITY to perform the service. If the CONSULTANT transfers all public records to the CITY upon completion of the contract, 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 the contract, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

B. Failure of the CONSULTANT to provide the above-described public records to the CITY within a reasonable time may subject CONSULTANT to penalties under 119.10, Florida Statutes, as amended.

## **PUBLIC RECORDS CUSTODIAN**

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

### **CITY CLERK**

**100 W. Atlantic Blvd., Suite 253  
Pompano Beach, Florida 33060  
(954) 786-4611  
[RecordsCustodian@copbfl.com](mailto:RecordsCustodian@copbfl.com)**

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 Contract and the consummation of the transactions contemplated thereby.

## **ARTICLE 18 – CONTINGENT FEES**

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 Contract 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 Contract. Violation of this Article shall constitute a forfeiture of this Contract by CONSULTANT.

## **ARTICLE 19 – ACCESS AND AUDITS**

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of this Contract. The CITY 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 CONSULTANT's place of business.

## **ARTICLE 20 – NONDISCRIMINATION**

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

## **ARTICLE 21 – INTERPRETATION**

The language of this Contract has been agreed to by both parties to express their mutual intent, and no rule of strict construction shall be applied to either party hereto. The headings are for reference purposes only and shall not affect in any way the meaning or interpretation of this Contract. All personal pronouns used in this Contract shall include the other gender, and the singular, the plural, and vice versa, unless the context otherwise requires.

## **ARTICLE 22 – AUTHORITY TO PRACTICE**

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the CITY's representative upon request.

## **ARTICLE 23 – SEVERABILITY**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent be held invalid or unenforceable, to remainder of this Contract, or the application of such terms 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 Contract shall be deemed valid and enforceable to the extent permitted by law.

## **ARTICLE 24 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The CITY and the CONSULTANT agree that this Contract, together with the Exhibits hereto, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. None of the provisions, terms, and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25 – Modification of Work.

## **ARTICLE 25 – MODIFICATION OF SCOPE OF WORK**

The CITY reserves the right to make changes in the Scope of Work, including alterations, reductions therein, or additions thereto. Upon receipt by the CONSULTANT of the CITY's notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change; (2) notify the CITY of any estimated change in the completion date; and (3) advise the CITY if the contemplated change shall affect the CONSULTANT's ability to meet the completion dates or schedules of this Contract.

If the CITY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the CITY's decision to proceed with the change.

If the CITY elects to make the change, the CITY shall initiate a Work Authorization Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and the CITY Manager, and if such amendment is in excess of two hundred thousand dollars (\$200,000.00), it must also first be approved by the CITY Commission and signed by the appropriate CITY Official authorized by the CITY Commission

The CITY shall not be liable for payment of any additional or modified work, which is not authorized in the manner provided for by this Article.

#### **ARTICLE 26 – NOTICE**

All notices required in this Contract shall be sent by certified mail, return receipt requested, to the following:

**FOR CITY:**

Gregory Harrison, City Manager  
City of Pompano Beach  
Post Office Drawer 1300  
Pompano Beach, Florida 33061

**FOR CONSULTANT:**

Zamarr Brown, Manager  
Design2Form LLC  
126 North Dixie Highway, Suite 111  
Hollywood, FL, 33020

#### **ARTICLE 27 – OWNERSHIP OF DOCUMENTS**

All finished or unfinished documents, data, reports, studies, surveys, drawings, maps, models and photographs prepared or provided by the CONSULTANT in connection with this Contract shall become property of the CITY, whether the project for which they are made is completed or not, and shall be delivered by CONSULTANT to CITY within ten (10) days of notice of termination. If applicable, CITY may withhold any payments then due to CONSULTANT until CONSULTANT complies with the provisions of this section.

#### **ARTICLE 28 – PROMOTING PROJECT OBJECTIVES**

CONSULTANT, its employees, subcontractors, and agents shall refrain from acting adversely to the CITY's interest in promoting the goals and objectives of the projects. CONSULTANT shall take all reasonable measures necessary to effectuate these assurances. In the event CONSULTANT determines it is unable to meet or promote the goals and objectives of the projects, it shall immediately notify the CITY, and the CITY may then, in its discretion, terminate this Contract.

## **ARTICLE 29 – PUBLIC ENTITY CRIMES ACT**

As of the full execution of this Contract, CONSULTANT certifies that in accordance with §287.133, Florida Statutes, it is not on the Convicted Vendors List maintained by the State of Florida, Department of General Services. If CONSULTANT is subsequently listed on the Convicted Vendors List during the term of this Contract, CONSULTANT agrees it shall immediately provide CITY with written notice of such designation in accordance with Article 26 above.

## **ARTICLE 30 – GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL**

This Contract shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any litigation arising from, related to, or in connection with this Agreement shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the United States District Court for the Southern District of Florida, or the United States Bankruptcy Court for the Southern District of Florida, as applicable. BY ENTERING INTO THIS AGREEMENT, THE PARTIES EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

## **ARTICLE 31 – EMPLOYMENT ELIGIBILITY**

By entering into this Contract, the CONSULTANT becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit or County Court no later than twenty (20) calendar days after the date of termination. If this Contract is terminated for a violation of the statute by the CONSULTANT, the CONSULTANT may not be awarded a public contract for a period of one (1) year after the date of termination

## **ARTICLE 32 - BINDING EFFECT**

The benefits and obligations imposed pursuant to this Contract shall be binding and enforceable by and against the parties hereto.

## **ARTICLE 33 - SCRUTINIZED COMPANIES**

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, CONSULTANT certifies that CONSULTANT is not participating in a boycott of Israel. CONSULTANT further certifies that CONSULTANT is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has CONSULTANT been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the CITY will not contract for the provision of goods or services with any scrutinized company

referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

A. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

B. One million dollars (\$1,000,000.00) or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

i. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

ii. Is engaged in business operations in Syria.

C. Submitting a false certification or being placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran after CONSULTANT has submitted a certification shall be deemed a material breach of contract. The CITY shall provide notice, in writing, to CONSULTANT of the CITY's determination concerning the false certification. CONSULTANT shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, CONSULTANT shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If CONSULTANT does not demonstrate that the CITY's determination of false certification was made in error, then the CITY shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

#### **ARTICLE 34 - AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS**

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

#### **ARTICLE 35 - AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

A. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes.

B. The government of a foreign country of concern does not have a controlling interest in Entity.

C. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern.

D. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes.

E. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity.

F. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes.

G. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.

### **ARTICLE 36 – PROJECT WEB REQUIREMENTS**

The CONSULTANT agrees to use the CITY-provided project management software web-based project management tool. The CITY's project management software is a comprehensive system that will be used to manage all project documents, communications, and costs between the CITY, lead consultants, sub-consultants, design consultants, contractors, and other stakeholders. The CITY will provide training to the CONSULTANT's designees.

**THE REMAINDER OF THE PAGE IS INTENTIONALLY LEFT BLANK**

**“CITY”**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year hereinabove written.

Attest:

**CITY OF POMPANO BEACH**

\_\_\_\_\_  
KERVIN ALFRED, CITY CLERK

By: \_\_\_\_\_  
REX HARDIN, MAYOR

APPROVED AS TO FORM:

By: \_\_\_\_\_  
GREGORY P. HARRISON, CITY MANAGER

\_\_\_\_\_  
MARK E. BERMAN, CITY ATTORNEY

(SEAL)

**"CONSULTANT"**

Witnesses:

Design2Form LLC

*[Handwritten Signature]*  
Signature

By: *[Handwritten Signature]*  
Zamarr Brown, Manager

Ketlene Pierre

Name Typed, Printed, or Stamped

*Brenda Joyce Shuler*  
Signature

BRENDA JOYCE SHULER  
Name Typed, Printed, or Stamped

STATE OF FLORIDA

COUNTY OF FLORIDA

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 7 day of April, 2026, by Zamarr Brown, as Manager of Design2Form LLC, a Florida Limited Liability Company, on behalf of the corporation, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY'S SEAL:



*Brenda Joyce Shuler*  
NOTARY PUBLIC, STATE OF FLORIDA  
BRENDA JOYCE SHULER  
(Name of Acknowledger Typed, Printed or Stamped)  
HH374419  
Commission Number

**Exhibit A – Cover Page**

**1. Recommendation Tabulation**

**2. Solicitation RLI26-002**

**3. Addendum 1-3**

**4. Insurance Requirements**

**5. Sunbiz**



Florida's Warmest Welcome

## Procurement &amp; Contracts Department

Mary Rivero, Director

mary.rivero@copbfl.com

RLI #: RLI26-002 Tentative City Commission Meeting Date\*: March 10, 2026

RLI Title: CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA) # Notified: 678 # Downloaded: 36

# of Responses Rec'd: 15 # of "No Bids": 2

For: Engineering Department RLI Opening Date: December 18, 2025  
(Department)

**POSTING OF RLI RECOMMENDATION/TABULATION:** RLI Recommendations and Tabulations will be posted in the eBid System, IonWave, on February 11, 2026, at 1:40 pm (Eastern Time), and will remain posted for 72 hours. Any person who may be adversely affected by the decision or intended decision shall file a Notice of Protest in writing within 72 hours of posting the notice of the decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays, and days when the City is closed shall be excluded from the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement and Contracts, 1010 NE 3rd Avenue, Pompano Beach, FL 33060. Any person who files an action protesting an intended decision shall post with the City, at the time of filing the formal written protest, a protest bond, payable to the City of Pompano Beach, Florida, in an amount equal to one percent (1%) of the estimated value of the contract. Failure to submit the protest bond within the time allowed for filing a bond shall constitute a waiver of the right to protest. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(\*) The "Cone of Silence" shall terminate upon the City's award or approval of a contract, rejection of all Proposals or responses, or any other formal action that concludes the solicitation or other procurement process. For confirmation of the official termination date of the Cone of Silence, contact the Purchasing Agent of record.

## RECOMMENDATION TABULATION

The City of Pompano Beach, Florida, received fifteen (15) proposals in response to RLI26-002 - CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA).

Pursuant to Section H of the Request for Letters of Interest, proposals were required to be organized as detailed therein. Bennett Architecture, Inc. was deemed non-responsive for failing to submit the required documentation at the time of submittal.

The Evaluation Committee reviewed and scored the Submittals in accordance with the evaluation criteria established in the RLI. The Evaluation Committee completed scoring and ranked firms in order of qualification in accordance with the criteria set forth in the RLI. The Evaluation Committee passed a motion to recommend that the City execute continuing contracts with the five (5) highest-ranked firms as listed below:

Bidder	Ranking
Design Kollaborative Architects Planners, Inc.	1st Highest Ranked Firm
Walters Zackria Associates (Walters Zackria Associates PLLC)	2nd Highest Ranked Firm
Currie Sowards Aguila Architects	3rd Highest Ranked Firm
Design2Form, LLC	4th Highest Ranked Firm
The Tamara Peacock Company Architects of Florida	5th Highest Ranked Firm

The complete ranking of all responsive firms is on file with the Procurement and Contracts Department and available upon request.

By: Eric Seifer Dated: February 11, 2026, at 1:40 pm (Eastern Time)  
(Purchasing Agent)



**REQUEST FOR LETTER OF INTEREST  
RLI 26-002**

**CONTINUING CONTRACT FOR ARCHITECTURAL  
SERVICES (CCNA)**

**BID OPENING: December 18<sup>th</sup>, 2025, 2:00 PM**

**PRE-BIDDERS CONFERENCE: November 20<sup>th</sup>, 2025, 10:00 AM**

**For access, go to:**

**<https://pompanobeachfl.gov/pages/meetings>**

Issue Date: November 17, 2025

**CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR LETTER OF INTEREST (RLI)**

**RLI 26-002 CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA)**

According to Section 287.055, Florida Statutes Consultant's Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") invites professional companies/firms to Letter of Interest (RLI) to provide architectural services on a continuing as-needed basis.

The selected firm shall demonstrate specific experience and capabilities and must have qualified personnel and expertise in the specified disciplines.

This RLI is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the RLI process.

The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." (F.S. 287.057 (25)).

Any firm or lobbyist for a firm is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must go through the eBid System (IonWave) or the Purchasing Agent assigned to this solicitation, Jeffrey English, at 954-786-4098, or [Jeffrey.english@copbfl.com](mailto:Jeffrey.english@copbfl.com). No other member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this RLI. Any information that amends any portion of this RLI received by any method other than an Addendum issued to the RLI is not binding on the City of Pompano Beach.

The City will receive proposals by **2:00:00 p.m. (EST) on December 18, 2025**. Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposal received after the due date and time specified will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the firm.

Firms must be registered on the City's eBid System to view the solicitation documents and respond to this Solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at <https://www.pompanobeachfl.ionwave.net>. The City is not responsible for the accuracy or completeness of any documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

Procurement and Contracts Department  
City of Pompano Beach, Florida

**SCHEDULE OF EVENTS**

<b>RLI NUMBER:</b>	<b>RLI26-002</b>
<b>RLI TITLE:</b>	<b>CONTINUING CONTRACT FOR ARCHITECTURAL (CCNA)</b>
<b>RELEASE DATE:</b>	<b>11/17/2025, at 02:00 P.M.</b>
<b>PREBIDDERS CONFERENCE VIRTUAL ZOOM MEETING</b>	<b>11/20/2025, at 10:00 A.M.</b>
<b>WRITTEN QUESTIONS AND INQUIRIES ARE DUE ON OR BEFORE:</b>	<b>12/8/2025, at 12:00 P.M.</b>
<b>RLI RESPONSES DUE DATE/TIME:</b>	<b>12/18/2025, at 02:00 P.M.</b>
<b>EVALUATION COMMITTEE MEETINGS</b>	<b>TBD</b>
<b>RECOMMENDATION FOR AWARD:</b>	<b>TBD</b>
<b>DIRECT ALL INQUIRIES TO:</b>	<a href="https://pompanobeachfl.ionwave.net">https://pompanobeachfl.ionwave.net</a>
<b>E-PROPOSAL SUBMITTALS ONLY:</b>	<a href="https://pompanobeachfl.ionwave.net">https://pompanobeachfl.ionwave.net</a>
<b>PROPOSAL VIRTUAL OPENING:</b>	<a href="https://www.pompanobeachfl.gov/meetings">https://www.pompanobeachfl.gov/meetings</a>

**Non-Mandatory Pre-Proposal Meeting**

The non-mandatory Pre-Proposal Meeting will be held via a Virtual Zoom Meeting on **11/20/2025, at 10:00 a.m.** (local). Attendance at the Pre-Submittal Meeting is non-mandatory. The Zoom link is available on the City's Meetings webpage: <https://www.pompanobeachfl.gov/meetings>

**A. Introduction**

The City of Pompano Beach is seeking qualified architectural firms to work on various projects for the City and CRA. The projects range in magnitude from small-scale to large or specialized designs.

The types of projects to be undertaken may include, but are not limited to:

- The City's approved Capital Improvement Plan (CIP) can be found here: [Five-Year CIP](#)
- Municipal Buildings, Renovations
- Bridge repair, reconstruction, or replacement projects.
- Miscellaneous building repair or improvement projects.
- Roofing repair or replacement projects.
- Seawall repair, reconstruction, or replacement projects.
- Parks and Recreational Facilities projects.
- Emergency power projects.
- Sign Foundations

**B. Compliance with CCNA**

As a result of this RLI, all services provided under the contract must adhere to the latest provisions of the Florida

Consultants' Competitive Negotiation Act (CCNA), as outlined in Section 287.055, Florida Statutes, including any subsequent amendments. The maximum allowable costs for projects or studies conducted under this contract are subject to the limits set by the CCNA, which are periodically adjusted.

The Respondent acknowledges that all services under this contract shall comply with the latest provisions of the Florida Consultants' Competitive Negotiation Act (CCNA), under Section 287.055, Florida Statutes, and any amendments.

Professional services are entered into in accordance with all the procedures of the CCNA between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million. (Florida Statutes 287.055 (2) (g) 1. a.

Respondents are responsible for ensuring that their proposals align with the applicable statutory limits in effect at the time of submission and contract execution.

### **C. Scope of Services**

The City intends to issue multiple contracts to architectural firms to provide continuing professional services for various projects as needed.

The scope of services may include, but is not limited to, the following:

- Prepare preliminary design reports and/or design alternative recommendations. This may consist of various types of modeling, surveying, and field data analysis. Preparation of preliminary cost estimates.
- Prepare all required bidding/construction documents for projects. This may include the preparation of surveys, design plans, and construction documents, technical specifications, and cost estimates. Attendance at required pre-design, design, Development Review Committee (DRC), Architectural Appearance Committee (AAC), Planning & Zoning (P&Z) bidding and award meeting may also be required.
- Attend a pre-bid conference, prepare possible bid addenda for contract document revisions. Assist in making bid award recommendations for contracting/construction services.
- Prepare all required permit applications and submittal packages as required for permit issuance of all applicable agency permits (i.e., Federal, State, County, and City).
- Provide construction engineering/management/administration services for projects. Services during construction may include shop drawing/contractor submittal reviews and approvals, inspection and approval of project improvements, certification of projects for various permitting entities, possible field revisions, and review and approval of contractor pay applications.
- Provide project close-out services. This may include preliminary and final acceptance of projects, to ensure applicable code and contractual compliance, preparation and approval of punch list items, and project certification as required by all permitting agencies.

Firms must have previous municipal experience and must be licensed to practice Architecture in the State of Florida, pursuant to Florida State Statute 481, by the Board of Professional Regulation.

**D. Task/Deliverables**

Tasks and deliverables will be determined per project. Each project shall require a signed Work Authorization (WA) form from the awarded firm to be provided to the City. Forms shall be completed in their entirety, including the agreed-upon scope, tasks, schedule, cost, and deliverables for the project. The Consultant will be required to provide all applicable insurance requirements.

**E. Term of Agreement/Contract**

The contracts will be for a term of five (5) years with no renewals, commencing upon award by the appropriate City officials.

**F. Project Web Requirements:**

1. This project will utilize the City-provided project management software web-based project management tool. This application is a collaboration tool that provides all project team members with continuous access to essential project data and up-to-the-minute decision and approval status information through the Internet. The City's project management software is a comprehensive system that will be used to manage all project documents, communications, and costs between the City, lead consultants, sub-consultants, design consultants, contractors, and other stakeholders. City provided project management software includes extensive reporting capabilities to facilitate detailed project reporting in a web-based environment that is accessible to all parties and easy to use. Training will be provided for all companies/firms selected to provide services for the City of Pompano Beach.
2. Lead and sub-consultants shall conduct project controls outlined by the City project manager, and/or construction manager, utilizing City-provided project management software. The city shall provide the designated web-based application license(s) to the prime consultant and sub-consultants. No additional software will be required.

The lead consultants and sub-consultants shall be responsible for logging into the project website daily and, as necessary, staying fully apprised of project developments and required action items. These may include but are not limited to: Contracts, Contract Exhibits, Contract Amendments, Drawing Issuances, Addenda, Bulletins, Permits, Insurance & Bonds, Safety Program Procedures, Safety Notices, Accident Reports, Personnel Injury Reports, Schedules, Site Logistics, Progress Reports, Correspondence, Daily Logs, Non-Conformance Notices, Quality Control Notices, Punch Lists, Meeting Minutes, Requests for Information, Submittal Packages, Substitution Requests, Monthly Payment Request Applications, Supplemental Instructions, City Change Directives, Potential Change Orders, Change Order Requests, Change Orders and the like. All supporting data, including but not limited to shop drawings, product data sheets, manufacturer data sheets and instructions, method statements, safety SDS sheets, Substitution Requests, and the like, will be submitted in digital format via the project management system.

**G. Local Business Program**

On March 13, 2018, the City Commission approved Ordinance 2018-46, establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process. For purposes of this solicitation, "Local Business" will be defined as follows:

1. **TIER 1 LOCAL VENDOR. POMPANO BEACH BUSINESS EMPLOYING POMPANO BEACH RESIDENTS.** A business entity which has maintained a permanent place of business within the city limits and maintains a staffing level, within this local office, of at least ten percent who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least ten

percent of the contract value. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

2. **TIER 2 LOCAL VENDOR. BROWARD COUNTY BUSINESS EMPLOYING POMPANO BEACH RESIDENTS OR UTILIZING LOCAL VENDOR SUBCONTRACTORS.** A business entity which has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the respective Broward County municipality for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.
3. **LOCAL VENDOR SUBCONTRACTOR. POMPANO BEACH BUSINESS.** A business entity which has maintained a permanent place of business within the city limits of the City of Pompano Beach. The permanent place of business may not be a post office box. The business must be located in a non-residential zone and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov) by selecting the Pompano Beach Business Directory in the Shop Pompano! section.

The City of Pompano Beach is strongly committed to ensuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services, including labor, materials and equipment. Proposers are required to participate in the City of Pompano Beach's Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit A,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit B) from each local business that will participate in the contract.

Please note that, while no goals have been established for this solicitation, the City encourages Local Business participation in all of its procurements.

If a Prime Contractor/Vendor is not able to achieve the level of goal attainment of the contract, the Prime Vendor will be requested to demonstrate and document that good faith efforts were made to achieve the goal by providing the Local Business Unavailability Form (Exhibit C), listing firms that were contacted but not available, and the Good Faith Effort Report (Exhibit D), describing the efforts made to include local business participation in the contract. This documentation shall be provided to the City Commission for acceptance.

The awarded proposer will be required to submit "Local Business Subcontractor Utilization Reports" during projects and after projects have been completed. The reports will be submitted to the assigned City project manager of the project. The Local Business Subcontractor Utilization Report template and instructions have been included in the bid document.

Failure to meet Local Vendor Goal commitments will result in "unsatisfactory" compliance rating. Unsatisfactory ratings may impact award of future projects if a sanction is imposed by the City Commission.

The city shall award a Local Vendor preference based upon vendors, contractors, or subcontractors who are local, with a preference as follows:

1. For evaluation purposes, the Tier 1 and Tier 2 businesses shall be a criterion for award in this Solicitation. No business may qualify for more than one tier level.
2. For evaluation purposes, local vendors shall receive the following preferences:
  - a. Tier 1 business as defined by this subsection shall be granted a preference in the amount of five percent of total score.
  - b. Tier 2 business as defined by this subsection shall be granted a preference in the amount of two and one-half percent of total score.
3. It is the responsibility of the awarded vendor/contractor to comply with all Tier 1 and Tier 2 guidelines. The awarded vendor/contractor must ensure that all requirements are met before execution of a contract.

#### **H. Required Proposal Submittal**

Sealed proposals shall be submitted electronically through the eBid System on or before the due date and time as provided herein. Firm shall upload the response as one (1) file to the eBid System. The file size limit for uploads is 250 MB. If the file size exceeds 10 MB, the response must be split and uploaded as two (2) separate files.

**Information to be included in the proposal:** To maintain comparability and expedite the review process, proposals must be organized as specified below, with sections clearly labeled.

#### **Title page:**

Show the RLI number, the name of the Firm's company/firm, address, telephone number, name of the contact person, and the date.

#### **Table of Contents:**

Include a clear identification of the material by section and by page.

#### **Letter of Transmittal:**

Briefly state the Firm's understanding of the RLI solicitation and express a positive commitment to provide the services described herein. Please state the name(s) of the person(s) who will be authorized to make representations for the Firm, their title(s), office, and email addresses and telephone numbers. Please limit this section to two (2) pages.

#### **Technical Approach:**

Companies/Firms or teams shall submit their sample technical approach to the tasks described in the solicitation, including details of how each phase of the proposed project would be completed and how their company/firm proposes maintaining time schedules and cost controls.

**References:**

References for past projects in the tri-county area (Broward, Palm Beach, and Miami-Dade). Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to the respondent's activities in relation to the project.

List any prior projects performed for the City of Pompano Beach.

**Project Team Form:**

Prepare and submit a completed "Project Team" form. This form aims to identify the proposed team's key members, including any specialty subconsultants.

**Organizational Chart:**

Specifically, identify the management plan (if needed) and provide an organizational chart for the project team. The Firm must describe, at a minimum, the basic approach to these projects, including the reporting hierarchy of staff and sub-consultants. Clarify the individual(s) responsible for coordinating separate components of the scope of services.

**Statement of Skills and Experience of Project Team:**

Describe the experience of the entire project team as it relates to the types of projects described in the Scope of Services section of this solicitation. Include the knowledge of the prime consultants and other members of the project team, such as additional personnel, sub-consultants, branch office staff, team members, and other resources expected to be utilized for this project. Name specific projects [completed within the past five (5) years] where the team members have performed similar projects previously.

**Resumes of Key Personnel:**

Include resumes for key personnel for prime and sub-consultants.

**Office Locations:**

Identify the office's location from which services will be rendered and the number of professional and administrative staff at the prime office. Also, identify the location of office(s) of the prime and/or sub-consultants that may be utilized to support any or all of the professional services listed above, and the number of professional and administrative staff at the prime office location.

If companies/firms are situated outside the local area (Broward, Palm Beach, and Miami-Dade counties), include a brief statement as to whether or not the companies/firms will arrange for a local office during the term of the agreement/contract, if necessary.

**City Forms:**

The Firm Information Page Form and any other required forms must be completed and submitted electronically through the City's eBid System. The City reserves the right to request additional information to ensure the Firm is financially solvent. It has sufficient financial resources to perform the agreement/contract and shall provide proof of its financial solvency. At its sole discretion, the City may ask for additional evidence of financial solvency, including additional documents post-proposal opening

and before evaluation that demonstrate the Firm's ability to perform the resulting agreement/contract and provide the required materials and/or services.

**Reviewed and Audited Financial Statements:**

Firms shall be financially solvent and appropriately capitalized to be able to service the City for the duration of the agreement/contract. Firms shall provide a complete financial statement of the company's/firm's most recent audited financial statements, indicating the organization's financial condition. Must be uploaded to the Response Attachments tab in the eBid System as a separate file titled "FINANCIAL STATEMENTS" and marked "CONFIDENTIAL."

Financial statements provided shall not be older than twelve (12) months before the date of filing this solicitation's response. The financial statements must be reviewed and submitted with any accompanying notes and supplemental information. The City of Pompano Beach reserves the right to reject financial statements in which the financial condition shown is twelve (12) months or more before the submittal date.

The City is a public agency subject to Chapter 119, Florida's Public Records Law, and must provide the public with access to public records; however, financial statements that are required as submittals to prequalify for a solicitation will be exempt from public disclosure.

The City reserves the right to request additional information to ensure the Firm is financially solvent. It has sufficient financial resources to perform the agreement/contract and shall provide proof of its financial solvency. At its sole discretion, the City may ask for additional proof of financial solvency, including additional documents post-proposal opening and before evaluation that demonstrate the Firm's ability to perform the resulting agreement/contract and provide the required materials and/or services.

A combination of two (2) or more of the following may substitute for audited financial statements:

- 1) Bank letters/statements for the past three (3) months
- 2) Balance sheet, profit and loss statement, cash flow report
- 3) IRS returns for the last two (2) years
- 4) Letter from CPA showing profits and loss statements (certified)

**I. Insurance Requirements**

The insurance requirements for this RLI are included in **Exhibit B** and form an integral part of this bid submission. All coverage and limits outlined therein will be met or exceeded by the bidder upon award of the contract.

**J. Selection/Evaluation Process**

A Selection/Evaluation Committee (Committee) will be appointed to select the most qualified company(ies)/ firm(s). The Committee will present its findings to the City Commission. The City Manager will approve a selection evaluation committee to assist in evaluating the Letter of Interest(s) received and to select the most qualified firm(s). All Letters of Interest will be assessed by the Evaluation Committee and Procurement and Contracts staff based on the information submitted by the Submitting Firm(s) in response to this RLI. The Committee's findings will be presented to the City Commission. Based upon the evaluation, the Evaluation Committee will recommend one Submitting Firm to the City Commissioners for the award and execution of an Agreement.

Proposals will be evaluated using the following criteria:

<b>Line</b>	<b>Criteria</b>	<b>Points Range</b>
1	<p><b>Prior experience of the firm with projects of similar size and complexity:</b></p> <ul style="list-style-type: none"> <li>a. Number of similar projects</li> <li>b. Complexity of similar projects</li> <li>c. References from past projects performed by the firm</li> </ul>	0-15
2	<p><b>Qualifications of personnel, including subconsultants:</b></p> <ul style="list-style-type: none"> <li>a. Organizational chart for project</li> <li>b. Number of technical staff</li> <li>c. Qualifications of technical staff:               <ul style="list-style-type: none"> <li>(1) Number of licensed staff</li> <li>(2) Education of staff</li> <li>(3) Experience of staff on similar projects</li> </ul> </li> </ul>	0-15
3	<p><b>Proximity of the nearest office to the project location:</b></p> <ul style="list-style-type: none"> <li>a. Location</li> <li>b. b. Number of staff at the nearest office</li> </ul>	0-15
4	<p><b>Current and Projected Workload</b></p> <p>The rating is intended to reflect the workload (both current and projected) of the firm, the staff assigned, and the percentage availability of the assigned staff member. Respondents who fail to note both existing and projected workload conditions and the percentage of availability of staff assigned shall receive zero (0) points</p>	0-15
5	<p><b>Demonstrated Prior Ability to Complete Project on Time</b></p> <p>Respondents will be evaluated based on the information provided regarding the firm's experience in completing and adhering to similar project schedules. Provide an example of successful approaches utilized to achieve a timely project completion. Respondents who demonstrate the ability to complete projects on time shall receive more points.</p>	0-15
6	<p><b>Demonstrated Prior Ability to Complete Project on Budget</b></p> <p>Proposers will be evaluated on their ability to adhere to initial design budgets. Examples provided should demonstrate a comparison between the initial negotiated task costs and the actual completion costs. Respondents should explain in detail any budgetary overruns due to scope modifications. Respondents who fail to provide the requested schedule and budget information will receive zero (0) points.</p>	0-15
7	<p><b>Florida Small and Minority Business Certification</b></p> <p>Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any subcontractors should also be included with the response.) An additional 5%</p>	0-10

for Tier 1/Tier 2 Local Business will be calculated based on each company's combined scoring totals.

**NOTE:**

Financial statements required as submittals to prequalify for a solicitation will be exempt from public disclosure; however, those submitted to prequalify but not required by the City may be subject to public disclosure.

The City Commission has the authority to (including, but not limited to) approve the recommendation, reject the recommendation, and direct staff to re-advertise this solicitation or review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

**Tie Breaker:**

In case there is a tie for the highest-ranked firms, the recommendations shall be made by giving preference to the following items in this order:

- 1) Maintenance of a Drug-Free Workplace by the requirements of 287.087, F.S.
- 2) DBE
- 3) Coin Toss

**Technicalities:**

Failure to respond, provide detailed information, or provide requested proposal elements may reduce points in the evaluation process. The Committee may recommend rejecting any Letter of Interest containing material deviations from the RLI. The Committee may recommend waiving any irregularities and technicalities. If only one (1) responsive proposal is received, the Committee will proceed without scoring the one (1) responsive statement received and may recommend that Procurement and Contracts Department staff negotiate the best terms and conditions with that sole firm, or may recommend rejecting the proposal.

**Committee's Recommendations:**

The Evaluation Committee may recommend either rejecting the received Letter of Interest or awarding the contract.

A complete recording shall be made of each meeting (evaluation and negotiation session) conducted by the Committee by the Purchasing Agent. The Committee may choose to conduct one (1) or more exempt negotiation sessions with as many ranked responsive firms as it deems appropriate, in its sole judgment, before making its recommendation for award, starting with the highest-ranked firm, then the second highest-ranked firm, and so on.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short-listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

The Committee also has the discretion to recommend negotiations with only a single responsive firm if the Committee chooses to do so. During any such negotiations, the City staff assigned to negotiate reserves the right to negotiate any term, condition, or specification during an exempt negotiation session with the highest-ranked responsive firm.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of at least three firms deemed to be the most highly qualified to perform the service. If three or fewer firms respond to the Solicitation, the list will contain the ranking of all responses.

**Determination of Award:**

The City Commission shall consider the Committee's award recommendation for this RLI and may approve such a recommendation. The City Commission may also, at its option, reject the Evaluation Committee's recommendation, or it may also reject all statements received, in which case the City may choose to re-advertise this solicitation "as is" or by adopting a modified version.

**K. Hold Harmless and Indemnification**

Firm covenants and agrees that it will indemnify hold harmless the City, its officials, employees, volunteers and other authorized agents from and against any and all claims, demands, suits, damages, attorneys' fees, fines, losses, penalties, defense costs or liabilities suffered by the City to the extent caused by any negligent act, omission, breach, recklessness or misconduct of Consultant and/or any of its agents, officers, or employees hereunder, including any inaccuracy in or breach of any of the representations, warranties or covenants made by the Consultant, its agents, officers and/or employees, in the performance of services of this agreement/contract. To the extent considered necessary by City, any sums due Consultant hereunder may be retained by City until all of City's claims for indemnification hereunder have been settled or otherwise resolved, and any amount withheld shall not be subject to payment or interest by City.

**L. Right to Audit**

Awarded company's/firm's records which shall include but not be limited to accounting records, written policies and procedures, computer records, disks and software, videos, photographs, sub-contract/sub-consultants files (including proposals of successful and unsuccessful firms), originals estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to the agreement/contract (all the foregoing hereinafter referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during regular working hours, by City's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awarded Firm r or any of its payees under the execution of the agreement/contract. Such records subject to the examination shall also include, but are not limited to, those necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with the agreement/contract.

For such audits, inspections, examinations, and evaluations, the City's agent or authorized representative shall have access to said records from the effective date of the agreement/contract, for the duration of the service, and until five (5) years after the date of final payment by the City to the awarded company/firm under the agreement/contract.

The City agent or its authorized representative shall have access to the awarded company's/firm's facilities, all necessary records, and adequate and appropriate workspace to conduct audits in compliance with this article. The City agent or authorized representative shall give auditees reasonable advance notice of intended audits.

The awarded company/firm shall require all subcontractors/sub-consultants, insurance agents, and material suppliers (payees) to comply with this article's provisions by inserting the requirements in any written agreement/contract. Failure to obtain such written agreements/contracts that include such provisions shall be reason to exclude some or all of the related payees' costs from amounts payable to the contractor/consultant under

the agreement/contract.

**M. Retention of Records and Right to Access**

The City is a public agency subject to Florida Statutes Chapter 119. The awarded company/firm shall comply with Florida's Public Records Law, as amended. Specifically, the awarded company/firm shall:

1. Keep and maintain public records required by the City to perform the service.
2. Upon request from the City's custodian of public records, provide the City 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 provided in Florida Statutes Chapter 119, or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
4. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement/contract term and following completion of the agreement/contract if the awarded company/firm does not transfer the records to the City; and
5. Upon completion of the agreement/contract, transfer, at no cost to the City, all public records in possession of the awarded company/firm, or keep and maintain public records required by the City to perform the service. If the awarded company/firm transfers all public records to the City upon completion of the agreement/contract, the awarded company/firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded company/firm keeps and maintains public records upon completion of the agreement/contract, the awarded company/firm shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**N. Communications**

No negotiations, decisions, or actions shall be initiated or executed by the company/firm as a result of any discussions with any City employee. Only those communications in writing from the City may be considered duly authorized expressions on behalf of the City. In addition, only communications that are in writing from an authorized representative of the company/firm will be recognized by the City as duly authorized expressions on behalf of the respective company/firm.

**O. No Discrimination**

No discrimination shall be made based on race, sex, color, age, religion, or national origin in the operations conducted under any agreement/contract with the City.

**P. Independent Contractor**

The awarded company will conduct business as an independent contractor under the terms of the agreement. Personnel services provided by the awarded company/firm shall be provided by employees of the awarded company/firm and subject to supervision by the awarded company/firm, and not as City officers, employees, or agents. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies, and other similar administrative procedures applicable to services rendered under the agreement/contract shall be those of the awarded company/firm.

**Q. Staff Assignment**

The City of Pompano Beach reserves the right to approve or reject, for any reason, the Firm's staff assigned to

this project at any time. Background checks may be required.

#### **R. Agreement/Contract Terms**

The agreement/contract resulting from this solicitation shall include, but not be limited to, the following terms:

- The agreement/contract shall include, at a minimum, the entirety of this solicitation and the awarded proposal. The City of Pompano Beach City Attorney shall prepare it.
- If the City defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor/consultant, its employees, agents, or servants during the performance of the agreement/contract, whether directly or indirectly, awarded The company/firm agrees to reimburse the City for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action, or lawsuit.

#### **S. Termination of the Contract**

The City of Pompano Beach may terminate the contract resulting from this Solicitation without cause upon providing the contractor with at least sixty (60) days' prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this Solicitation for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting party will have the right to terminate the contract immediately upon delivery of written notice to the defaulting party of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

#### **T. Waiver**

It is agreed that no waiver or modification of the agreement/contract resulting from this solicitation or of any covenant, condition, or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it. No evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting the agreement/contract or the right or obligations of any party under it unless such waiver or modification is in writing, duly executed as previously provided. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

#### **U. Survivorship Rights**

The agreement/contract resulting from this solicitation shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representatives, successors, and assigns.

#### **V. Manner of Performance**

Firm agrees to perform its duties and obligations under the agreement/contract resulting from this solicitation professionally and by all applicable local, federal, and state laws, rules, and regulations.

Firm agrees that the services provided under the agreement/contract resulting from this solicitation shall be provided by educated, trained, experienced, certified, and licensed employees in all areas encompassed within its designated duties. Firm agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Firm further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all licenses, permits, registration, authorization, or certification required by applicable laws or regulations in full force and effect during the term of the agreement/contract.

Failure of the Firm to comply with this paragraph shall constitute a material breach of the agreement/contract.

**W. Acceptance Period**

Proposals submitted in response to this solicitation must be valid for no less than one hundred and twenty (120) days from the closing date.

**X. Conditions and Provisions**

The completed proposal (together with all required attachments) must be submitted electronically to the City on or before the time and date as written herein. By electronically submitting a proposal, all firms shall agree to comply with all of this solicitation's conditions, requirements, and instructions as written or implied herein. All proposals and supporting materials submitted will become the property of the City.

Firm's response shall not contain any alteration to the document posted other than entering data in the spaces provided or including attachments as necessary. By submission of a response, Firm affirms that a complete set of solicitation documents was obtained from the eBid System only, and no alteration of any kind has been made to this solicitation. Exceptions or deviations to this proposal may not be added after the due date.

All firms are required to provide all information requested in this solicitation. Failure to do so may result in the proposal being disqualified.

The City reserves the right to postpone or cancel this solicitation or reject all proposals if, in its sole discretion, it deems it to be in the City's best interest to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals or to award an agreement/contract for the items herein, in part or whole, if it is determined to be in the City's best interests to do so.

The City shall not be liable for any costs incurred by the Firm in preparing proposals or for any work performed therein.

**Y. Standard Provisions**

1. Governing Law

Any agreement/contract resulting from this solicitation shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement/contract will be in Broward County, Florida.

2. Licenses

To perform public work, the awarded company/firm shall be licensed to do business in Florida, if an entity, and hold or obtain such Contractor and Business Licenses if required by State Statutes or local ordinances.

3. Conflict of Interest

To determine any possible conflict of interest, each Firm must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or employee of the company/firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or employee, the Firm must file a statement with the Broward County Supervisor of Elections under Florida Statute, Section 112.313.

4. Drug-Free Workplace

The awarded company(s)/firm(s) will be required to verify that they will operate a "Drug-Free Workplace" as outlined in Florida Statute, Section 287.087.

5. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction by a public entity crime may not submit a proposal on an agreement/contract to provide any goods or services to a public entity, may not submit a proposal on an agreement/contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, consultant or sub-consultant under agreement/contract with any public entity, and may not transact business with any public entity over the threshold amount provided in Florida Statute, Section 287.017, for Category Two for thirty-six (36) months from the date of being placed on the convicted vendor list.

6. Patent Fees, Royalties, And Licenses

Suppose the awarded company/firm requires or desires to use any design, trademark, device, material, or process covered by letters patent or copyright. In that case, the awarded company/firm and his surety shall indemnify and hold harmless the City from any claims for infringement because of the use of any such patented design, device, trademark, copyright, material, or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay because of any infringement at any time during or after completion of the work.

7. Permits

The Awarded Firm shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances to perform the work required in these specifications and to conform to the requirements of said legislation.

8. Familiarity with Laws

It is assumed the selected company(ies)/firm(s) will be familiar with all federal, state, and local laws, ordinances, rules, and regulations that may affect/their services under this solicitation. Ignorance on the part of the company/firm will not relieve the company/firm from responsibility.

9. Withdrawal of Proposals

A company/firm may withdraw its proposal without prejudice, provided that it is done no later than the advertised deadline for proposal submission, by written communication to Procurement and Contracts, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

10. Composition of Project Team

Company(ies)/Firm(s) are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated agreement/contract or written amendment to the same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

11. Invoicing/Payment

Invoicing and Payments are governed by Article 10 (Contract Payments) of the General Conditions. All invoicing,

approvals, and payment timelines follow Article 10. If there is a conflict, Article 10 controls.

All invoices should be sent to the department associated with the contract. By Florida Statutes, Chapter 218, payment will be made within forty-five (45) days after receipt of a proper invoice.

12. Public Records

- a. The City of Pompano Beach is a public agency subject to Florida Statutes, Section 119. The awarded company/firm shall comply with Florida's Public Records Law, as amended. Specifically, the Awarded Firm shall:
  - i. Keep and maintain public records required by the City to perform the service;
  - ii. Upon request from the City's custodian of public records, provide the City 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 provided in Florida Statutes, Section 119 or as otherwise provided by law;
  - iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement/contract term and following completion of the agreement/contract if the awarded company/firm does not transfer the records to the City; and
  - iv. Upon completion of the agreement/contract, transfer all public records in possession of the awarded company/firm at no cost to the City, or keep and maintain public records required by the City to perform the service. If the awarded company/firm transfers all public records to the City upon completion of the agreement/contract, the awarded company/firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded company/firm keeps and maintains public records upon completion of the agreement/contract, the contractor/consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format compatible with the City's information technology systems.
- b. Failure of the contractor/consultant to provide the above-described public records to the City within a reasonable time may subject the contractor/consultant to penalties under Florida Statute Section 119.10, as amended.

**PUBLIC RECORDS CUSTODIAN**

**IF THE CONTRACTOR/CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S/CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY CLERK**  
**100 W. Atlantic Blvd., Suite 253, Pompano Beach, Florida 33060**  
**Phone: (954) 786-4611**  
[RecordsCustodian@copbfl.com](mailto:RecordsCustodian@copbfl.com)

## **Z. Questions, Communication, and Addendums**

All questions regarding this solicitation will be submitted using the Questions feature in the eBid System. Oral and other interpretations or clarifications will be without legal effect. Addendum/Addenda will be posted to this solicitation in the eBid System, and it is the firm's responsibility to obtain all addenda before submitting a response to this solicitation.

Issuing a written addendum or posting an answer in response to a question submitted through the Questions feature in the eBid System are the only official methods for interpretation, clarification, or additional information. If any addendum is issued for this solicitation, it will be issued via the eBid System. Before submitting its response, each firm is responsible for contacting the City's Procurement and Contracts Department at (954) 786-4098 to check if an addendum has been issued and to include it in its proposal. Each addendum will be posted to the solicitation in the eBid System.

### **AA. Protest Procedures**

**Protesting of Bid Conditions/Specifications:** Any person desiring to protest the conditions/specifications in this RLI, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, within 72 hours after the electronic release of the competitive solicitation or Addendum and shall file a formal written protest within ten (10) calendar days after the date the notice of protest was filed. Fridays, Saturdays, Sundays, state holidays, or days during which the City administration is closed shall be excluded from the computation of the 72 hours. Suppose the tenth calendar day falls on a Friday, Saturday, Sunday, a state holiday, or a day the City administration is closed. In that case, the formal written protest must be received on or before 5:00 p.m. ET of the following calendar day, excluding Fridays, Saturdays, Sundays, state holidays, and days on which the City administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by the General Services Procedures Manual shall be filed at the office of the Director, Procurement and Contracts Department, 1010 NE 3 Avenue, Pompano Beach, FL 33060.

**Posting of Bid Recommendations/Tabulations:** RLI Recommendations and Tabulations will be posted on <http://www.pompanobeachfl.ionwave.net> and will remain posted for 72 hours. Any change to the date and time established herein for the RLI Recommendations/Tabulations posting shall be posted at <http://www.pompanobeachfl.ionwave.net>. If the date and time of the posting of RLI Recommendations/Tabulations are changed, each Bidder is responsible for ascertaining the revised date of the posting of RLI Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the RLI tabulation and shall file a formal written protest within ten (10) calendar days after the date the notice of protest was filed. Fridays, Saturdays, Sundays, state holidays, and days during which the City administration is closed shall be excluded from the computation of the 72 hours. Suppose the tenth calendar day falls on a Friday, Saturday, Sunday, a state holiday, or a day the City administration is closed. In that case, the formal written protest must be received on or before 5:00 p.m. ET of the following calendar day that is not a Friday, Saturday, or Sunday, a state holiday, or a day during which the City administration is closed. No submissions made after the Bid opening, amending or supplementing the Bid shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based". Any person who files an action protesting an intended decision shall physically deliver and post with the City, at the time of filing the formal written protest, an original bid protest bond, payable to the City, in an amount

equal to one percent (1%) of the City's estimate of the total volume of the contract. The City shall provide the estimated contract amount to the Proposer within 72 hours, excluding Fridays, Saturdays, Sundays, and other days during which the City administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bid protest bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bid protest bond, the City may accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, the City prevails, the City shall recover all costs and charges, which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. The bid protest bond shall be returned upon payment of such costs and charges by the protestant. If the protester prevails, then the protester shall recover from the City all expenses and charges incurred by the City. Payment can be made by electronic check (e-check), Visa, MasterCard, or an established escrow account code.

**END OF THE RLI**



**City of Pompano Beach  
Procurement and Contracts Department  
1010 N.E. 3rd Avenue  
Pompano Beach, Florida, 33060**

## **ADDENDUM # 3**

### **RLI26-002 Continuing Contracts for Architectural Services - CCNA**

**Date:** November 28, 2025

#### **Updates to Bid Documents**

This Addendum is issued to modify and clarify the bid documents for the above-referenced solicitation. All proposers shall acknowledge receipt of this Addendum in their response.

#### **1. Evaluation Criteria No. 7 – Local Vendor Program**

Evaluation Criteria No. 7 has been updated to reflect the requirements of the City of Pompano Beach **Local Vendor Program Ordinance**. Proposers will now be evaluated in accordance with the ordinance provisions, including Tier 1 and Tier 2 local vendor participation. Please ensure that all supporting documentation is submitted with your proposal to receive consideration under this criterion.

#### **2. Contract Usage – City and CRA**

This RLI will be used by both the **City of Pompano Beach** and the **Pompano Beach Community Redevelopment Association (CRA)**. Separate agreements will be executed for each entity under the resulting award. The template for the CRA agreement is included in the Bid Attachments tab.

Please be advised that all revisions made to the body of the solicitation have been incorporated directly into the document. To facilitate easy identification, all changes are **highlighted in red text**. Proposers are responsible for carefully reviewing the solicitation and ensuring that their responses accurately reflect the updated requirements.

**All other terms and conditions of the solicitation remain unchanged.**

*Michael Lee*

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Purchasing Agent

cc: website



RLI26-002 Addendum 3 (Continuing Contracts for Architectural Services - CCNA) Issued

Actions



Closing in

- Event Details
- Questions
- Activities
- Attachments
- Attributes
- Response Attachments
- Plan Holders
- Response Submission

Bid Attachments

#	Download All	File Name	Description
1	<a href="#">Download</a>	RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 3.pdf (415 KB)	RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 3
2	<a href="#">Download</a>	RLI26-002 Addendum 3.pdf (130 KB)	Addendum 3
<b>Attachment 'RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 2.pdf' has been changed as part of an addendum. See 'History' for details.</b>			
3	<a href="#">Download</a>	<del>RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 2.pdf (408 KB)</del>	<del>RLI26-002 Continuing Contracts Architectural Services - CCNA - Addendum 2</del>
<b>Attachment 'RLI26-002 Addendum 2.pdf' has been changed as part of an addendum. See 'History' for details.</b>			
4	<a href="#">Download</a>	<del>RLI26-002 Addendum 2.pdf (130 KB)</del>	<del>Addendum 2</del>
<b>Attachment 'RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 1.pdf' has been changed as part of an addendum. See 'History' for details.</b>			
5	<a href="#">Download</a>	<del>RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 1.pdf (368 KB)</del>	<del>RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 1</del>
<b>Attachment 'RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA.pdf' has been changed as part of an addendum. See 'History' for details.</b>			
6	<a href="#">Download</a>	<del>RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA.pdf (301 KB)</del>	<del>RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA</del>
7	<a href="#">Download</a>	Service Contract DRAFT.pdf (162 KB)	City - Sample Continuing Service Contract
8	<a href="#">Download</a>	CRA - Sample Continuing Service Contract.pdf (328 KB)	CRA - Sample Continuing Service Contract
9	<a href="#">Download</a>	General Conditions.pdf (405 KB)	General Conditions
10	<a href="#">Download</a>	Exhibit B - Insurance Requirements for CCNA - Architectural Services.pdf (170 KB)	Insurance Requirements for CCNA - Architectural Services
11	<a href="#">Download</a>	Proposer Information Page Form.pdf (12 KB)	Must be uploaded to the Response Attachments Tab
12	<a href="#">Download</a>	Project Team Form.pdf (20 KB)	This form must be completed and included with your proposal that must be uploaded to the Response Attachments tab.
13	<a href="#">Download</a>	Qualifications Of Bidders Form.pdf (17 KB)	Must be uploaded to the Response Attachment Tab
14	<a href="#">Download</a>	T1_T2_Form.pdf (89 KB)	To comply with the City's Local Business Program as a Tier-1 or Tier-2 vendor, you must complete this form and upload it to the Response Attachments tab.
15	<a href="#">Download</a>	Local Business Program Forms.pdf (179 KB)	Local Business Program Forms
16	<a href="#">Download</a>	Attachment H - W9.pdf (137 KB)	W9 must be uploaded to the Response Attachment Tab

Items 1-16 shown of 16

1

Issue Date: November 17, 2025

**CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR LETTER OF INTEREST (RLI)**

**RLI 26-002 CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA)**

According to Section 287.055, Florida Statutes Consultant's Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") and the Pompano Beach Community Redevelopment Association (CRA) invites professional companies/firms to Letter of Interest (RLI) to provide architectural services to the City and the CRA on a continuing as-needed basis.

The selected firm shall demonstrate specific experience and capabilities and must have qualified personnel and expertise in the specified disciplines.

This RLI is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the RLI process.

The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." (F.S. 287.057 (25)).

Any firm or lobbyist for a firm is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must go through the eBid System (IonWave) or the Purchasing Agent assigned to this solicitation, Eric Seifer Jeffrey English, at 954-786-4098, or [eric.seifer@copbfl.com](mailto:eric.seifer@copbfl.com) ~~Jeffrey.english@copbfl.com~~. No other member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this RLI. Any information that amends any portion of this RLI received by any method other than an Addendum issued to the RLI is not binding on the City of Pompano Beach.

The City will receive proposals by **2:00:00 p.m. (EST) on December 18, 2025**. Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposal received after the due date and time specified will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the firm.

Firms must be registered on the City's eBid System to view the solicitation documents and respond to this Solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at <https://pompanobeachfl.ionwave.net>. The City is not responsible for the accuracy or completeness of any documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

Procurement and Contracts Department, City of Pompano Beach, Florida

Proposals will be evaluated using the following criteria:

<b>Line</b>	<b>Criteria</b>	<b>Points Range</b>
1	<p><b>Prior experience of the firm with projects of similar size and complexity:</b></p> <ul style="list-style-type: none"> <li>a. Number of similar projects</li> <li>b. Complexity of similar projects</li> <li>c. References from past projects performed by the firm</li> </ul>	0-15
2	<p><b>Qualifications of personnel, including subconsultants:</b></p> <ul style="list-style-type: none"> <li>a. Organizational chart for project</li> <li>b. Number of technical staff</li> <li>c. Qualifications of technical staff:               <ul style="list-style-type: none"> <li>(1) Number of licensed staff</li> <li>(2) Education of staff</li> <li>(3) Experience of staff on similar projects</li> </ul> </li> </ul>	0-15
3	<p><b>Proximity of the nearest office to the project location:</b></p> <ul style="list-style-type: none"> <li>a. Location</li> <li>b. b. Number of staff at the nearest office</li> </ul>	0-15
4	<p><b>Current and Projected Workload</b></p> <p>The rating is intended to reflect the workload (both current and projected) of the firm, the staff assigned, and the percentage availability of the assigned staff member. Respondents who fail to note both existing and projected workload conditions and the percentage of availability of staff assigned shall receive zero (0) points</p>	0-15
5	<p><b>Demonstrated Prior Ability to Complete Project on Time</b></p> <p>Respondents will be evaluated based on the information provided regarding the firm's experience in completing and adhering to similar project schedules. Provide an example of successful approaches utilized to achieve a timely project completion. Respondents who demonstrate the ability to complete projects on time shall receive more points.</p>	0-15
6	<p><b>Demonstrated Prior Ability to Complete Project on Budget</b></p> <p>Proposers will be evaluated on their ability to adhere to initial design budgets. Examples provided should demonstrate a comparison between the initial negotiated task costs and the actual completion costs. Respondents should explain in detail any budgetary overruns due to scope modifications. Respondents who fail to provide the requested schedule and budget information will receive zero (0) points.</p>	0-15
<del>7</del>	<p><del><b>Florida Small and Minority Business Certification</b></del></p> <p><del>Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any subcontractors should also be included with the response.) An additional 5%</del></p>	<del>0-10</del>

**Local Vendors Program**

If the firm qualify under the City's Tier 1 Local Vendor Program

5

If the firm qualify under the City's Tier 2 Local Vendor Program

2.5

~~for Tier 1/Tier 2 Local Business will be calculated based on each company's combined scoring totals.~~

**NOTE:**

Financial statements required as submittals to prequalify for a solicitation will be exempt from public disclosure; however, those submitted to prequalify but not required by the City may be subject to public disclosure.

The City Commission has the authority to (including, but not limited to) approve the recommendation, reject the recommendation, and direct staff to re-advertise this solicitation or review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

**Tie Breaker:**

In case there is a tie for the highest-ranked firms, the recommendations shall be made by giving preference to the following items in this order:

- 1) Maintenance of a Drug-Free Workplace by the requirements of 287.087, F.S.
- 2) DBE
- 3) Coin Toss

**Technicalities:**

Failure to respond, provide detailed information, or provide requested proposal elements may reduce points in the evaluation process. The Committee may recommend rejecting any Letter of Interest containing material deviations from the RLI. The Committee may recommend waiving any irregularities and technicalities. If only one (1) responsive proposal is received, the Committee will proceed without scoring the one (1) responsive statement received and may recommend that Procurement and Contracts Department staff negotiate the best terms and conditions with that sole firm, or may recommend rejecting the proposal.

**Committee's Recommendations:**

The Evaluation Committee may recommend either rejecting the received Letter of Interest or awarding the contract.

A complete recording shall be made of each meeting (evaluation and negotiation session) conducted by the Committee by the Purchasing Agent. The Committee may choose to conduct one (1) or more exempt negotiation sessions with as many ranked responsive firms as it deems appropriate, in its sole judgment, before making its recommendation for award, starting with the highest-ranked firm, then the second highest-ranked firm, and so on.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short-listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

The Committee also has the discretion to recommend negotiations with only a single responsive firm if the Committee chooses to do so. During any such negotiations, the City staff assigned to negotiate reserves the right to negotiate any term, condition, or specification during an exempt negotiation session with the highest-ranked responsive firm.

# Pompano Beach eBid System Bid Addendum Confirmation: RLI26-002

## Addendum 1 (Continuing Contracts for Architectural Services - CCNA)

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Message Date 11/18/2025 04:44:29 PM (ET)

Message From pompanobeachfl@customer.ionwave.net  
Pompano Beach eBid System

Priority NORMAL

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Your addendum has been issued by the system on the following opportunity and it is now available to suppliers.

Issue reason:

This Addendum includes the following:

- The purchasing agent information has been updated.
- The prebidders conference information has been included in the Activities task

### Bid Opportunity Information

Bid Number: RLI26-002 Addendum 1

Bid Title: Continuing Contracts for Architectural Services - CCNA

Issue Date: 11/17/2025 06:07:35 PM (ET)

Close Date: 12/18/2025 02:00:00 PM (ET)

Question Cut Off Date: 12/8/2025 12:00:00 AM (ET)

### Bid Notes

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documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

The system can be accessed at: <https://pompanobeachfl.ionwave.net/>

Questions about this system can be directed to:  
City of Pompano Beach, FL Purchasing Division by emailing [Purchasing@copbfl.com](mailto:Purchasing@copbfl.com) or by calling 954-786-4098

<b>Username</b>	<b>User Name</b>	<b>Email</b>	<b>Delivery Status</b>
PERLUI	Perez, Luis	<a href="mailto:luis.perez@copbfl.com">luis.perez@copbfl.com</a>	Opened



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
DESIGN2FORM, LLC

### Filing Information

<b>Document Number</b>	L12000154076
<b>FEI/EIN Number</b>	90-0921469
<b>Date Filed</b>	12/10/2012
<b>Effective Date</b>	01/01/2013
<b>State</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

126 N. Dixie Hwy  
Unit 111  
Hollywood, FL 33020

Changed: 01/23/2025

### Mailing Address

126 N. Dixie Hwy  
Unit 111  
HOLLYWOOD, FL 33020

Changed: 01/23/2025

### Registered Agent Name & Address

BROWN, ZAMARR  
4800 Adams Street  
Hollywood, FL 33021

Address Changed: 01/23/2025

### Authorized Person(s) Detail

#### **Name & Address**

Title MGR

BROWN, ZAMARR  
4800 Adams Street  
Hollywood, FL 33021

Exhibit "A"

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2024	01/16/2024
2025	01/23/2025
2026	01/21/2026

**Document Images**

<a href="#">01/21/2026 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/23/2025 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/16/2024 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/12/2023 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/24/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/09/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/22/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/19/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/16/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/17/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">12/10/2012 -- Florida Limited Liability</a>	<a href="#">View image in PDF format</a>

- Exhibit B – Cover Page**
- 1. Consultant's Response**
  - 2. Consultant's Rate Sheet**

# CITY OF POMPANO BEACH

Procurement and Contracts Department

Request for Letter of Interest (RLI)

**RLI NO. 26-002**

**Continuing Contract for  
Architectural Services (CCNA)**



**Design2Form**  
Architecture • Interiors • Project Management



# Title Page

**Project Name:** Continuing Contract for  
Architectural Services

**Project Number:** RLI-26-002

**Name of Proposer's Firm:** Design2Form LLC

**Address:** 126 N. Dixie Hwy, Suite 111;  
Hollywood, FL 33020

**Telephone:** 958-885-7885

**Name of Contact Person:** Zamarr Brown, RA, LEED AP

**Date:** December 18, 2025



# CITY OF POMPANO BEACH

## Continuing Contract for Architectural Services (CCNA)

RLI 26-002

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Reviewed and Audited Financial Statements.....	Separate upload



December 18, 2025

City of Pompano Beach  
Procurement and Contracts Department  
1190 N.E. 3rd Avenue, Building C  
Pompano Beach, FL 33060

Dear Evaluation & Selection Committee:

It is with great pleasure that Design2Form, LLC (D2F) submits its qualifications for the Continuing Contract for Architectural Services (CCNA). Our vast experience in **municipal projects**, namely master planning, new construction, renovations (minor to major), restoration / adaptive reuse, building additions and facility major system upgrades will be clearly demonstrated for your review.

We have thoroughly reviewed this solicitation and stand committed to performing said services in a timely and professional manner. We understand how important it is to have a competent, reliable and proficient Architectural services provider that is able to function like a department of the City of Pompano Beach. We understand your mission and are familiar with the regulatory environment and budget constraints that the City of Pompano Beach must operate within. We are conversant in all aspects of restoration, adaptive re-use and redevelopment projects and multiple methods of delivery (i.e. design-build, design bid build and CM-at-risk). We provide the best combination of the attributes you are looking for in an A&E Services provider (i.e. qualifications, experience, technical approach and cost).

D2F is an African American-owned firm, with locations in Miami-Dade, Broward, Palm Beach and Orange County, proudly catering to clients of diverse echelons for over 23 years. **Design2Form has successfully provided A/E services for more than twelve (12) Municipal / Quasi-Governmental Agencies and completed over 37 projects with similar scope.** We have extensive experience working with several grants or federal funding requirements (i.e. CDBG, Safe Neighborhoods, Davis Bacon Wage Determinations, Open Space Initiatives, etc). **One of our many specialties includes municipal type facilities (new construction and renovations) that range from 5,000 to 56,000 square feet. They vary from Water Treatment Plant Operations Centers, Urban Plazas, Parks, H.R. Departments, CRA Offices to Multi-Purpose Community Centers.** Post-pandemic construction costs have increased, and budgets dwindled; therefore, on every project, we strive to create efficient designs that accommodate multiple programs and provisions for flexible spaces.

Our projects are as varied and unique as our clients, and include educational, healthcare, recreational, commercial, cultural, historic preservation, hospitality, residential and municipal type projects. D2F approaches each project holistically, blending the built environment with social activity, public sensibilities and natural living systems. **The idea of sustainability and green design is a natural extension of organic thinking that is integrated into every project.** Our unique team of specialists with design excellence and strategic planning bring these forces into alignment. Through a process of assessments, studies and planning, D2F provides a clear vision for our clients' proposed project.

Design2Form’s project team is comprised of a deep bench of Florida-licensed professional architects, LEED accredited professionals, CPTED practitioners, planners, designers, technical staff and engineers. Our talented specialists apply experience and an excellent command of tools of the trade to every project they work on. **D2F’s clients can benefit from our unique expertise in that all aspects of the project, including cost control, spatial design, project management and engaging stakeholders are handled with tact and knowledge.**

**Vested Interest**

Outside of being a principal architect interested in this project, Design2Form has a vested interest in working with the City of Pompano Beach. We are grateful for the opportunity to work with the City of Pompano Beach. **Our team served on the COPB’s Architectural Review Committee and Public Art Committee and provided A/E services for the Pompano Beach CRA & Collaborative Offices.** Our entire project team was fully engaged from project start-up to successful completion. **D2F has had multiple opportunities to provide A/E services to underserved communities, and this has repeatedly been the projects where we shine the most. Our passion for service and becoming engaged with the community empowers us to bring to life projects that function as a catalyst for change and stem new development.** Lastly, with many colleagues, friends and family residing in the vicinity, we share their pride in the Pompano Beach community and we would be honored to have the opportunity to provide Architectural Services for the Pompano Beach community.

We thank you for your thoughtful consideration of our proposal and look forward continuing our working relationship with the city and aligning our talents with your efforts to bring your vision to fruition.

**Authorized Design2Form, LLC Representative**

<b>Name:</b>	Zamarr Brown
<b>Title:</b>	Owner and Principal Architect
<b>Office:</b>	126 N. Dixie Hwy, Suite 111 Hollywood, FL 33020
<b>Telephone:</b>	954-885-7885, ext. 1
<b>Email:</b>	marketing@design2form.com

Sincerely,

Zamarr T. Brown, RA, LEED AP  
Owner and Principal Architect



**Technical Approach**— *Companies/Firms or teams shall submit their sample technical approach to the tasks described in the solicitation, including details of how each phase of the proposed project would be completed and how their company/firm proposes maintaining time schedules and cost controls.*

## Design Philosophy

We believe that design should be beautiful and aesthetically pleasing, exciting, and inspiring. Design should enhance the users' experience and have a positive impact on our overall built environment and the users' lives. We strive, on even the smallest projects, to **take our client's needs and wants and develop a project that is experiential, practical, efficient, cost effective, and sustainable. We see sustainability as a responsibility that is integrated into every project, whether or not green certification is being sought.**

For the simplest of projects, we aim to incorporate subtle design features that bring a unique quality to basic project features, without having a large impact on project costs. On larger and complex projects, we strive to have a strong design concept, that can be continuous throughout multiple building elements and spaces to create a cohesive design that is experienced in all dimensions. **Close communication with clients allows us to get to know them and understand their values, goals and desires for their projects. We take ownership of our projects, taking each project as if it were our own,** and apply our love for design, our talent and skills to make it the best that it can be in all aspects.

For a successful project, good design must be practical, well-coordinated and well-implemented. It must be feasible in terms of cost and available materials and resources, and it must be sustainable. In order to accomplish this, our design process and project approach strives to be wholistic and consider all aspects and factors that influence the project and its design. We believe that design, in different forms, continues throughout the entire project. The following is a detailed outline of our approach that is implemented in every project we undertake.

## Our Approach

### 1. MANAGEMENT PLAN

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The Professional Team assembled will be under the direction of Design2Form, who will be the prime contractor. All other consultants will serve as a sub-consultant to Design2Form. Design2Form will provide a

**Principal-in-Charge** who will be responsible for the progress of the work to include coordination with the Owner, coordination of team members, budget control and progress scheduling.

## 2. PRE-DESIGN PHASE

---

### Project Startup:

- |   |  |
|---|--|
| 1. Florida Building Code and all Amendments                     | 6. Any Special Funding Source Requirements               |
| 2. NFPA 101 – Life Safety Code                                  | 7. Current local / municipal zoning codes and ordinances |
| 3. Florida Handicap Accessibility Requirements (ADA)            | 8. Crime Prevention Through Environment Design (CPTED)   |
| 4. Florida Green Building Certification Prerequisites / Credits |  |

### Project Work Plan and Schedule:

**We will prepare a detailed work plan and schedule for the entire project including tasks, deadlines for reviews / approvals / decisions and contingencies for unanticipated delays or interruptions in schedule. Our strategy for maintaining the project schedule is to develop an accurate initial master schedule**, which can only occur by understanding the scope early on, utilizing consultant input during design and construction documents phases and having complete team participation in its development. It is important to identify delays as quickly as possible to reduce impact. **If the delay is caused as a result of a consultant's delay, we contractually require consultants to work overtime and extra shifts to get back on schedule.** We will also look to re-sequencing of work as required to get back on schedule. If we find the Owner is causing the delay, we will make them aware and look at alternative solutions to move forward. We also include time for Owner reviews, commission approvals and contingencies in our project schedules.

### Site Investigation/Confirmation of Existing Site Conditions:

Gather and obtain all available data, documents and drawings pertinent to the project including prior studies, tests, maintenance records, site surveys and establish preliminary building code requirements. We will also assist the client in obtaining a site boundary survey, geotechnical investigation, environmental testing and other tests as required. Afterwards, on-site observations will be performed in order to determine site parameters deemed noteworthy include boundaries, access and egress routes, traffic/circulation considerations, pedestrian and vehicular conflicts, archeological findings, solar/wind/geothermal characteristics, utilities, known environmental hazards, wetlands, setbacks, zoning restrictions and features of site that would impact development costs. Appropriate and standard safety measures will be applied for projects occurring in occupied areas and/or in a high traffic area.

### Confirmation of Space Needs / Finalize Space Program:

Meeting(s) with client and any representatives to confirm validity of previously made assumptions. Revise space needs as required to reflect any changes deemed appropriate due to prior pre-design workshops and research sessions. Finalize building space program relative to space needs and the project's accumulated facts, goals, concepts, schedule and a statement of cost objectives.

**Develop, Review and finalize Design Criteria:**

Including - capacity, building size and scale, ability to support program, ideal programmatic space relationships, efficiencies and site integration.

**3. PROJECT PROCEDURE**

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**3.1 SCHEMATIC DESIGN PHASE****3.1.1 Conceptual Sketches:**

Conceptual options implying the design criteria and character are established. Preliminary building and zoning requirements are tested and evaluated for impact on the project criterion. Building design strategic alternatives are studied through sketches and diagrams.

**3.1.2 Schematic Drawings:**

The concepts are developed into alternative schemes to study design and technical alternatives for the project. A design scheme is selected and developed. Program and functional relationships are finalized in plan. Selections are made for primary materials, structure, building enclosure, lighting and mechanical systems. Major elements are illustrated using sketches and perspectives. The completed schematic design documents will define the size, appearance and project scope of work. An outside capital cost of construction review will be completed at the end of this phase.

**3.2 DESIGN DEVELOPMENT PHASE****3.2.1 Define Design and Building Components in Detail:**

Create documents based upon approved schematic design documents. The design will be refined and building components determined in this phase as authorized by the Owner Representative. The specifics of constructing the project, in detail, will be addressed and finalized. Primary materials, products and colors will be selected. The engineered systems for structure, enclosure, mechanical and electrical will also be finalized. A budget update is prepared to review changes to scope and quality of the work before construction documents are started.

**3.3 CONSTRUCTION DOCUMENT PHASE****3.3.1 Communicate the Design Intent:**

Prepare a complete detailed set of construction drawings and a specifications manual based upon the approved design development phase drawings and post design development changes authorized by the Owner representative. The design intent is communicated to the building trades by delineating the scope of the work in detail. Dimensioned and notated plans, sections, elevations, details and schedules are produced for the use of the Construction Contractor. Written specifications are developed to identify the specific products and materials slated for construction. The Architect and its' professional consultant's documents

are reviewed and coordinated. Update cost estimate at 50% and 90% completion of construction documents. Submit documents to authorities having jurisdiction for plans review process.

### 3.4. BID AND NEGOTIATION PHASE

#### 3.4.1 Tendering Procedure:

Respond to jurisdictional reviews. Prepare and coordinate bid documents and issue addendum as may be necessary. Assist the Owner in obtaining bids or negotiated proposals. Conduct pre-bid conference. Review and evaluate bids or proposals. Assist and advise owner in reviewing/comparing bids and evaluating qualifications of lowest responsible bidder. Recommend award of contract. Assist client in negotiating and awarding contracts. Documents are prepared for the application of building permit.

#### 3.5 Quality Control:

Our entire team has worked together on many previous projects and has refined our interdisciplinary coordination procedures as follows:

- 1) **Strong Management** – The Principal of the firm assumes direct responsibility for key coordination / quality control functions.
- 2) **Conceptualization** – The Principal performs initial field investigation and formulate conceptual solutions for problems encountered.
- 3) **Interdisciplinary coordination** – becomes a continuous flow of information throughout project duration.
- 4) **Documentation coordination** – Project Manager develops drawings and specifications as simultaneous, complementary facets of the project documentation, eliminating duplication of data or conflicting information.
- 5) **Constructability** – Our team stresses “constructability”. Our key personnel have direct field experience and are familiar with construction methods and priorities to ensure the adequacy and completeness of the design.

These procedures have allowed our firm to establish a track record of “on-time” submittals and to produce numerous projects with a minimal number of Change Orders for over a combined 30 years.

#### 3.6 Cost Control

We understand the Owner’s needs to obtain bids at a price which does not exceed budget. Our team has entered into Professional Services Agreements that require the Architect/Engineer to redesign the project, at its own expense, should the bids exceed budget. We are willing to enter into a similar agreement for this proposed project.

**Detailed cost estimating at early stages of design has been an effective means of maintaining projects within budget or identifying budget deficiencies early in the process.** Utilizing the resources of our team of affiliates, we develop "**comprehensive cost estimating ‘in-house’**" with pricing obtained through local

resources as well as national indices. We include project contingencies for unforeseen conditions and minor owner changes that may occur. Detailed budgets are not limited to hard construction costs. Detail budgets typically include soft costs so funds can be allocated for the detailed items (FF&E, low voltage systems, Technology, Security, etc.). Our track record demonstrated a positive achievement in designing 97% of projects within budget.

Our cost control process consists of the following steps:

- Establish an understanding and definition of client's needs and balancing those needs within a budget (develop a preliminary cost estimate).
- Develop a design concept based on client's needs, budget and existing site conditions and provide revised cost estimate based on the design concept.
- Provide a revised cost estimate based on refinements or changes during the design development phase.
- From approved Design Development drawings we prepare detailed drawings and specifications that are used to price and guide in the construction; Provide a revised cost estimate based on any refinements or changes.
- Assist in the Bid and Contractor Selection process to assure qualifications and expertise of the contractor, as well as assist with negotiation of fair prices.
- During construction we review all invoices each month for accuracy based on the Construction Drawings for the original contract sum and prepare the application and certificate for payment. We process any changes made by issuing a change order approved by Owner, Contractor and Architect.
- We also do not allow the payments to get ahead of the work completed.

### **3.7. CONSTRUCTION ADMINISTRATION**

#### **3.7.1 Project Construction:**

Assist in arranging for all necessary testing services. Administer construction as set forth in AIA documents and architect/owner contract. Facilitate completion of the project in accordance with the intent of the design. The Architect will visit the site to observe general conformance with the contract documents. The review of shop drawings and product submittals is done to clarify the design and construction documents. Requests for information and construction change directives will be prepared to clarify or modify the scope of the work. Change Orders will be reviewed and evaluated. Applications for payments will be reviewed and approved based upon field observations and construction progress. Coordinate punch lists. Furnishings and equipment, follow-up on the punch list and project close out procedures. For projects occurring in occupied areas and/or in a high traffic area(s), safety measures will be included for these types of situations.

### **3.8. POST DESIGN MEETINGS**

Supplemental Project Promotion: Our office can assist in the preparation of information and graphics to help promote the project. Members of our staff will also be available to attend presentations before potential donors in addition to Neighborhood/Community meetings and other public forums.

## 4. COORDINATION AND COMMUNICATION

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Working in collaborative efforts with all project stakeholders, we explore ideas to create successful solutions for each project. **Multi-way communication via weekly or bi-weekly progress meetings, telephone calls and emails between the Owner and Project Team on a regular interval** and as needed. Each project is assigned a Project Manager (PM) to manage the daily affairs of the project and supervise the project team. Meetings and reports at every stage of the project are important tools used to maximize our coordination efforts.

### 4.1 STAFFING

**The project team is fully staffed and ready to work upon execution of agreement. All design, production and project management activities will be conducted in-house within the Design2Form team.**

Design2Form has existing work relationships with seasoned sub-consultants to perform various specialty work throughout the duration of the project.

## 5. REPORTS

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Various reports and data will be provided (as needed) throughout the contract period in order to evaluate the project scope, schedule and construction budget requirements. These reports include, but are not limited to, preliminary evaluation / existing conditions, detailed work plan and schedule, energy conservation data, life-cycle-cost analysis, Physical Needs Assessment (PNA), and progress reports.

Monthly Progress Reports (also referred to as Field or Observation Reports) are provided to the Owner as a record of the Architect's site visits and to document the general progress and quality of the work and to determine if the work is being done in a manner that will yield results consistent with the contract documents. The Monthly Progress Reports typically include the date, time, and duration of visit; weather conditions; workforce present; percentage of work completed by trade; work progress compared to schedule; required action items and progress photos / digital images.

## 6. ADDITIONAL SERVICES

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Significant changes in general scope of the project or its requirements including, but not limited to, changes in size, complexity, or character of construction as listed below may result in charges for additional services through Contract Amendment.

**6.1** Revising drawings or specifications previously approved by the Owner to accomplish changes, after Owner's acceptance of 50% construction documents.

- 6.2** When required by the Owner, preparing documents for Supplemental Work initiated after commencement of the construction phase.
- 6.3** Providing prolonged contract administration and observation of construction should the Construction Contract Time be exceeded by more than 15% of the original approved time schedule due to no fault of the Architect / Engineer.
- 6.4** Items of the Project not otherwise provided for in the Contract or which are not reasonably connected or reasonably foreseeable as a result of the agreed upon Scope of Work.
- 6.5** Any additional site visits to the construction site beyond the agreed upon frequency and /or if the Owner requests for additional Project Representatives to perform site visits.
- 6.6** Providing services required concerning remediation of any work not constructed in accordance with the Contract Documents. This may include, but not be limited to, preparing remedial sketches, reviewing Construction Manager's proposed solutions or substitutions, providing additional field observation to review replacement, revisions to or corrections to the work.
- 6.7** Providing assistance and services as required as a result of any claims and or litigation against the Owner by the Construction Manager or their sub-contractors for items not the fault of the Architect.
- 6.8** Providing additional consultants in a specialty trade as needed due to reasonably unforeseen circumstances.
- 6.9.** Other additional services, requirements, requests which are not considered normal or customary Basic Services.

### **Workload**

Design2Form sustains and manages a revolving workload. With the continuous oversight of our Principal-in-Charge, our staff maintains organized work schedules to dedicate to the proposed project and assure its success. Conscientious of its client's unique needs, our team implements best practices that facilitates a seamless, hands-on response to every project in a timely manner.

Within one week of contract award or work order issuance, our team will prepare a detailed work plan and schedule for the entire project including tasks, deadlines for reviews / approvals / decisions and contingencies for unanticipated delays or interruptions in schedule. Our strategy for maintaining the project schedule is to develop an accurate initial master schedule, which can only occur by understanding the scope early on, utilizing consultant input during design and construction documents phases and having complete team participation in its development. For your review, please see **attached workload** table outlining Design2Form's current and projected work activity.

### Firm's Resources

We provide our talented specialists with applied experience and an excellent command of the tools of the trade. To maintain a cutting edge in our trade, D2F continues to expose its specialist to new and innovative trade tools that will enable them to create diverse designs to meet the needs of our clients. These typically include:

#### Facilities:

- With locations in Miami-Dade, Broward, Palm Beach and Orange Counties, we offer our staff well-equipped office spaces with collaborative work areas and private meeting rooms.

#### Technological Capabilities:

- Advanced CAD and BIM software (such as AutoCAD, Revit, ArchiCAD, Adobe Illustrator, Adobe Photoshop, Adobe After Effects) for detailed design and modeling.
- 3D rendering and visualization tools (Sketch Up, Rhino, Lumion, Ultimaker Cura).
- Project management software (e.g., Autodesk, Trello, or Asana) for scheduling, tracking progress, and resource allocation.
- Digital presentation tools for client communication and reviews.
- Collaboration / Video Conference Platforms.

#### Other Resources:

- A dedicated team of experts in various fields such as structural engineering, sustainability, and green certification consultation.
- Access to digital libraries, online databases, and research resources.
- Established workflows and protocols to ensure quality control and efficient project delivery.
- Training programs and continuous learning initiatives to keep staff updated on latest trends and technologies.

These collective resources enable our staff to deliver innovative, efficient, and high-quality designs and solutions.

### City's Needs, Goals and Objectives

We have carefully reviewed this solicitation and the terms outlined by City of Pompano Beach. We're excited to learn that the City of Pompano Beach has developed a **Five-Year Capital Improvement Plan** on behalf of its residents, business owner and stakeholders. Design2Form is committed to understanding the diverse needs of the City of Pompano Beach, which will ensure that our approach is tailored to align with the City's objectives and strategic goals that are outlined in the Five-Year CIP.

Our team is committed to responding to the needs of the City of Pompano Beach by understanding the goals set forth in the City of Pompano Beach Five-Year CIP. We can effectively respond to the City's needs by employing the following.

1. **Initial Consultation:** Meet with County staff to understand the vision, goals, and requirements for the project including discussing budget, timeline, and specific functionality.
2. **Needs Assessment:** Capture the County's needs in detail by using questionnaires to identify

priorities and preferences.

3. **Concept Development:** Develop design concepts that align with the County's vision (i.e. digital renderings).
4. **Feedback Loop:** Present concepts to County staff for feedback and make necessary revisions.
5. **Detailed Planning:** After concept approval, develop detailed plans and specifications, ensuring that all County requirements are met while also complying with building codes and regulations.

# CURRENT & PROJECTED WORKLOAD

# WORKLOAD

Current and Projected

TECHNICAL STAFF UTILIZATION PROJECTION (In staff hours)														
A. CURRENT NUMBER OF TECHNICAL STAFF (available over the next 18 months): <u>6.5</u>					B. HRS PER MONTH FOR EACH STAFF MEMBER: <u>160</u>						C. DATE OF 1 <sup>ST</sup> QUARTER: <u>01/01/26</u>			
D. CURRENT MONTHLY/QUARTERLY AVAILABLE TECHNICAL STAFF HOURS:					1040	1040	1040	1040	1040	1040	3120	3120	3120	3120
PROJECT NAME/TITLE	PHASE	RESOURCE ALLOCATION (HRS)			1 <sup>ST</sup> QUARTER			2 <sup>ND</sup> QUARTER			3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER	5 <sup>TH</sup> QUARTER	6 <sup>TH</sup> QUARTER
		TOTAL ESTIMATED	EXPENDED	BALANCE	Month 1	Month 2	Month 3	Month 1	Month 2	Month 3				
MDCPS - Braddock H. School Reno	2	2500	628	1872	160	160	160	20	20	20	60	60	60	60
I-395 Bridge Underdeck V. Structure	2	3500	1060	2440	180	180	180	180	180	180	540	540	540	540
C.O. Miramar Monumental Signage	2	3500	2560	940	20	20	20	160	160	160	60	60	60	60
C.o. Miramar HR Dept. Renovations	4	2500	2436	64	16	16	16	16						
MDCPS - Shenandoah MS AuditoriuM3	3	2500	2296	204	8	8	8	12	12	12	36	36	36	36
1830 NW 183 Street Bldg. Renov's	3	3500	3356	144	12	12	12	12	12	12	36	36		
MD WASD Co-Gen Window & Roof	3	2500	2336	164	8	8	8	20	20	20	60	20		
MDCPS - Ruben Dario M.S. Reno.	3	3500	3080	420	20	20	20	20	20	20	60	60	60	60
OPWCRA Quadplex Development	4	3500	3428	72	12	12	12	12	12	12				
719 N Sapodilla Ave Historic Pres.	4	3200	3120	80	20	20	20	20						
MDCPS - Brownsville MS GOB Impr	4	2500	2452	48	16	16	16							
St John's Church Renovations	4	2500	2050	450	12	12	12	12	12	12	36	36	36	36
Cloverleaf Plaza Facade Rehab	4	3500	3280	220	10	10	10	10	10	10	30	30	30	30
<b>E. TOTAL PLANNED HOURS</b>		<b>40900</b>	<b>34180</b>	<b>6720</b>	<b>320</b>	<b>316</b>	<b>304</b>	<b>420</b>	<b>412</b>	<b>412</b>	<b>600</b>	<b>288</b>	<b>216</b>	<b>216</b>
<b>F. TECHNICAL STAFF AVAILABILITY FOR FUTURE PROJECTS</b> (in hours during the next 18 months):		<u>Overall Total:</u> <b>A x B x 18 =</b> <b>18,720</b>	<u>Available Hours:</u>		<b>720</b>	<b>724</b>	<b>736</b>	<b>620</b>	<b>628</b>	<b>628</b>	<b>2,520</b>	<b>2,832</b>	<b>2,904</b>	<b>2,904</b>

CURRENT PHASE: 1 = Programming 2 = Design 3 = Bidding 4 = Construction

NOTES: \_\_\_\_\_





## Overtown Youth Center - Medical Clinic, Charter School and Community Facility

A. Contact Information	Overtown Youth Center (Contact: Randy Escoffery) randy.escoffery@overtownyouth.org
B. Project Scope	The proposed Overtown Youth Center project is a complete and partial demolition and renovation of existing buildings, and a proposed new 55,761 SF three-story development. The proposed improvements consist of the development of a three-story masonry and concrete building, with new doors and windows, interiors and 7,708 SF of roof terraces and balconies. The building occupancy will include a charter school which serves grades K-6, a gymnasium, health clinic, OYC administrative and program offices, and vocational classrooms. <b>Project size:</b> 56,000 SF
C. Construction Costs	\$ 14.5M

D. Respondent's Responsibilities

Design2Form's services included design development drawings, construction drawings through construction and the warranty period.





**E.C. Fennel Office Building**

A. Contact Information	ECF Engineering Consultants (Contact: Jerold Parrott) JParrott@ecfconsultants.com / 561-420-8618
B. Project Scope	New 21,081 Sq. Ft. 2-story Corporate Offices and Multi-Purpose Space for E.C. Fennell Engineering Consultants. Part of the design included master planning of the site to accommodate (2) additional future office buildings for expansion and / or rental offices. The facility houses Executive Offices, Board Room, (2) Conference Rooms, Administrative Area, Production Area, Testing Room, Warming Kitchen, Fitness Room, Children's Playroom and 100-seat Multi-Purpose Room. Key features included high-performance smart glass, rooftop photovoltaic panels, 1,000 Sq. Ft. terrace, double height lobby and double height entry plaza with wing-shaped roof. <b>Project size: 21,081 SF</b>
C. Construction Costs	\$ 10.8M
D. Respondent's Responsibilities	Design2Form's services included architectural pre-design, preliminary massing, conceptual design, schematic design, design development, construction document, permitting and construction administration





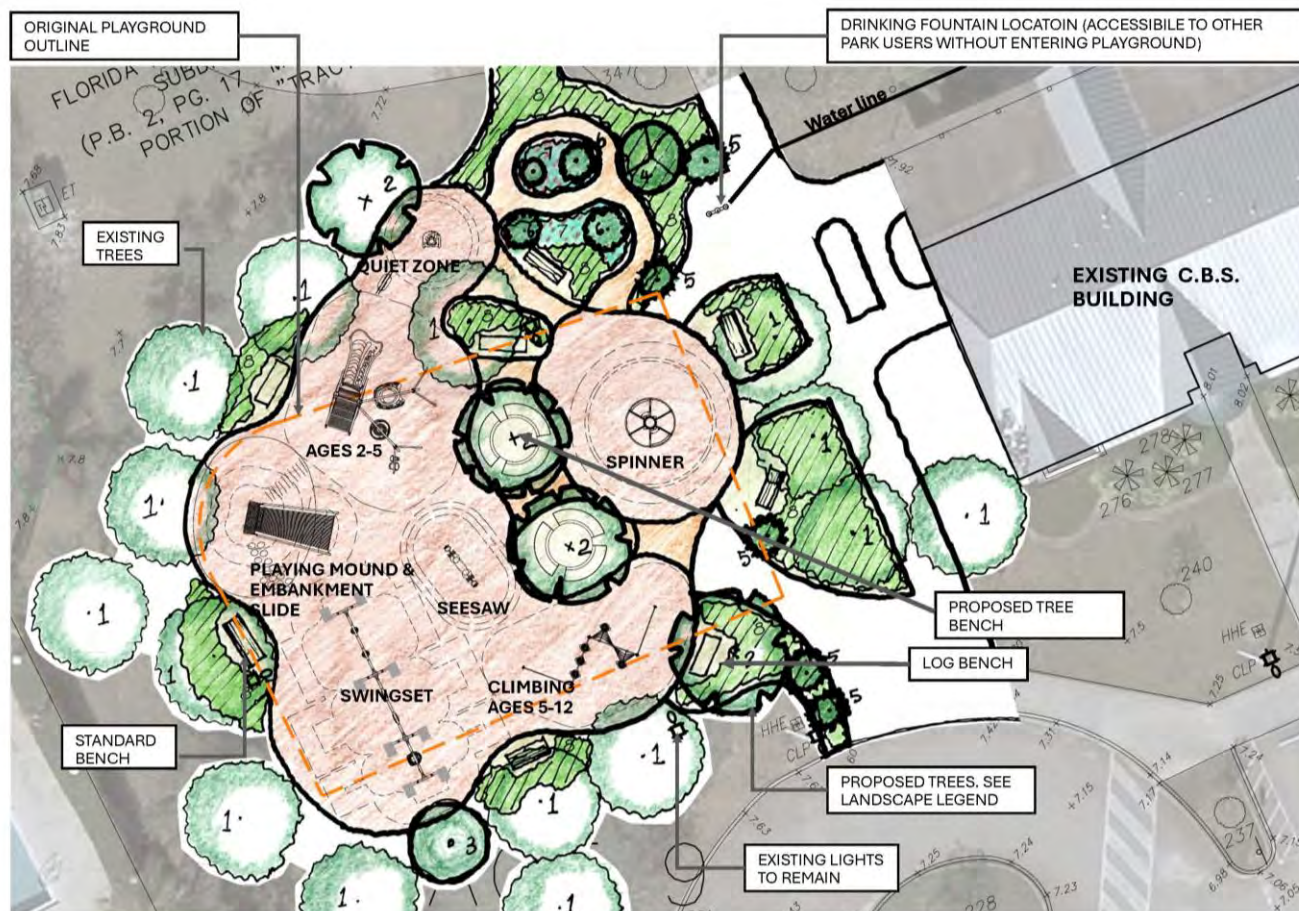
## Aventura Hospital Medical Center, Graduate Medical Education (GME) Offices, Training Rooms & Simulation Lab Interior

A. Contact Information	Aventura Hospital Medical Center (Contact: Michelle Machense) mmachense@lpc.com / 305-682-1988
B. Project Scope	<p><b>Training Rooms and Simulation Lab, Phase 1</b> Includes (3) Training Rooms and a Simulation Lab for medical residents. The Simulation Lab is a flex space which can accommodate a variety of mock scenarios and training exercises. The training rooms can be subdivided up into (3) smaller more intimate lecture rooms or (2) modest medium-sized rooms or (1) large conference room that holds an occupant load of 126 persons. This phase also included (2) accessible restrooms, A/V Closet and (4) Mechanical Rooms. Training Room - 3,266 S.F., Simulation Lab - 1,076 S.F.</p> <p><b>GME Offices and Conference Rooms, Phase 2</b> This interior Build-out includes (15) Offices for Program Coordinators, a Conference Room (10 persons) with a coffee bar, Lobby, Storage, Restroom, Copy Room, I.T. Closet and Kitchenette. Offices &amp; Conference Room - 3,271 S.F.</p>
C. Construction Costs	Training Rooms: \$650K, Offices: \$475K

D. Respondent's Responsibilities

Design2Form's services included as-built, schematic design, design development, construction drawings, permitting, bidding and construction administration.

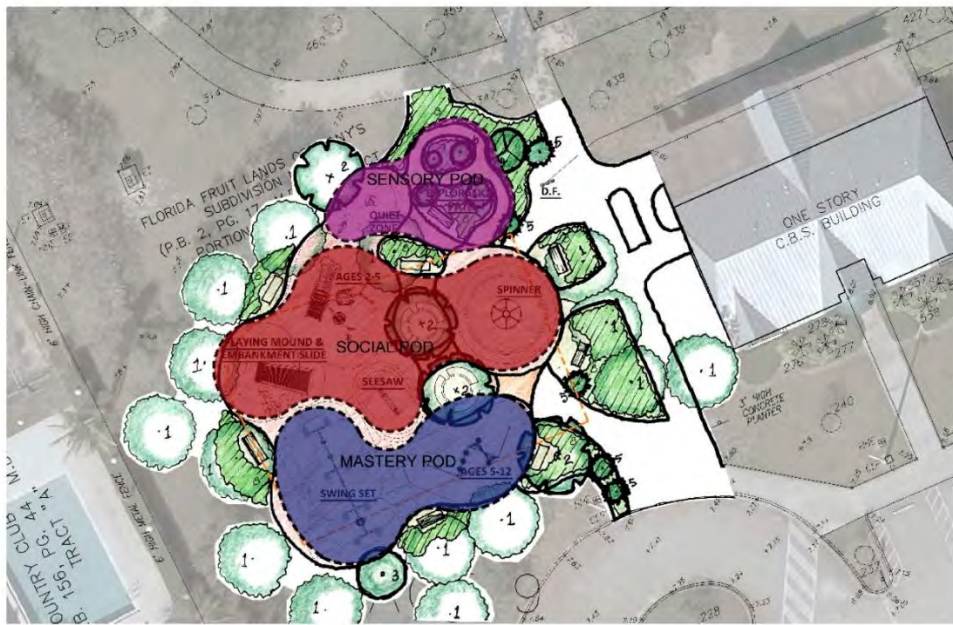




## Country Club of Miami South Park – Nature Based Playground

<p>A. Contact Information</p>	<p>Miami-Dade County Parks, Recreation and Open Spaces Dept. (Contact: Edward Luckett) Edward.Luckett@miamidadegov / 786-795-8595</p>
<p>B. Project Scope</p>	<p>The Miami-Dade County Department of Parks, Recreation and Open Spaces has shifted its approach to providing nature-based playgrounds to replace the typical playground style. Research cites that spending time in nature can have a multitude of benefits on Children’s development and overall health. One project that was part of this initiative was the replacement of the playground at the Country Club of Miami South Park with a Nature-Based playground. The playground was designed in terms of different learning Pods, based on how children learn as they play. Design2Form designed the new playground within an existing cluster of trees to provide natural shade for the play area. The organic shape of the play areas and pathways as well as the integration of landscaping into and surrounding the play area provide a strong connection to nature. Engineered Wood Fiber (EWF) was used as the primary safety surface (along with poured-in place rubber in high-impact areas). The selected play equipment, including an embankment slide in a play mound,</p>

	provide a more natural experience than traditional post and platform play structures.
C. Construction Costs	\$500K
D. Respondent's Responsibilities	Design2Form's services included as-built, master planning and schematic design.



PROPOSED PLAYGROUND PODS



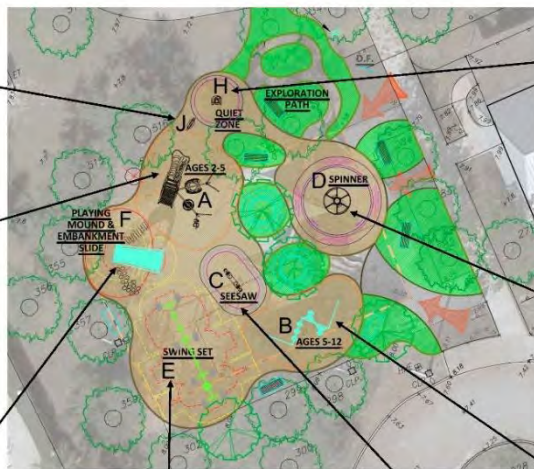
**J: Garden Sensory Wall**



**A: Kiddie Corner**  
(Ages 2-5)



**F: Mighty Decent Embankment Slide**  
(On playing mound)



**E: Triple Bay Swing Set**  
(Option for bucket seats)



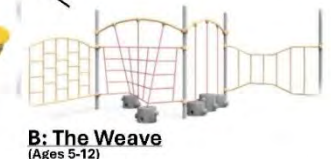
**C: Duo Seesaw**



**D: Unity SpinR**



**H: Cozy Cocoon**



**B: The Weave**  
(Ages 5-12)

PROPOSED PLAYGROUND EQUIPMENT



## Foster Park Plaza

A. Contact Information	City of Hallandale Beach (Contact: Cathie Schanz) CSchanz@CoHB.org / 954-457-1452
B. Project Scope	Foster Park Plaza is located across Foster Road (N.W. 6th Street) from Foster Park and Community Center. The plaza is intended to complement the existing park facility and provide an outdoor gathering space for community residents and events. The plaza features an open-air stage, pedestrian paths, lighting, seating, a privacy and art wall, a flagpole/monument, landscaping and irrigation. The design concept was developed to relate to the design of the community center, mirroring some of the sun-rays from that existing design. The design features energy efficient lighting and water-saving landscape and irrigation. Additional features included flag pole, decorative bollards, colored concrete walkways, bioswales and site furniture.
C. Construction Costs	\$700K
D. Respondent's Responsibilities	Design2Form's services included community engagement, full design services through to construction administration.



**Historic Heart and Soul Park**

<p>A. Contact Information</p>	<p>City of West Palm Beach, CRA (Contact: Genia Baker)        GBaker@wpb.org / 561-822-1437</p>
<p>B. Project Scope</p>	<p>Our Firm engaged the historic N.W. community in a design charrette to create a park design with full community collaboration. We also selected the name of the park "The Historic Heart and Soul Park" during our community outreach. The park is located directly across the street from the Historic Sunset Jazz Lounge, which is planned to be renovated. The theme of the park is to integrate history, music and art while providing an engaging and relaxing space for users of all ages. The park combines features of a neighborhood park with open space and an urban plaza that can facilitate special events such as Farmer’s Markets, Festivals and Concerts. Key park amenities include a heritage trail, water feature, stage, butterfly garden, musical themed playground, grass mounds, seating, entry features and interactive musical instruments.  <b>Project size: 34,479 SF (.86 Acre)</b></p>

C. Construction Costs	\$ 2.5M
D. Respondent's Responsibilities	Design2Form provided services on this project from community engagement / design charrette through construction and the warranty period.

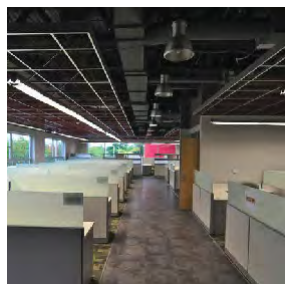




## Thomas Sasso Pool Building Façade

A. Contact Information	Derrick Corker; 954-288-5586
B. Project Scope	<p>Design2Form provided design and construction documents for the façade renovation of the Thomas Sasso Pool in North Miami. The design concept was to provide an artistic metal screen attached to the façade, rather than doing invasive demolition and extensive stucco work to modify the façade. The concept for the screen is taken from the idea of water in the sunlight and play, resulting in waves and circular forms. A mix of different perforated metal panels and colored resin panels adds texture to the design and creates a colorful and playful façade for the pool facility. The project also includes a roll-down grill at the main entrance, new landscaping, a small plaza with custom benches, and lighting to compliment the improved façade.</p> <p><b>Size:</b> 1,200 SF</p>
C. Construction Costs	\$350K

D. Respondent's Responsibilities	Design2Form's services included as-built, schematic design, design development, construction documents and construction administration
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## Urban League of Broward County, Community Empowerment Center

A. Contact Information	Urban League of Broward County (Contact: Dr. Germaine Smith-Baugh) <a href="mailto:gsbaugh@ulbcfl.org">gsbaugh@ulbcfl.org</a> / 954-584-0777
B. Project Scope	Encompassed under one roof, this 2-story, \$5 million structure hosts (4) multi-purpose rooms, (4) training rooms, program staff offices, fitness center, grand lobby, (2) computer labs, Administrative offices and an observation deck. The building was also designed with environmentally conscious (green) design strategies which consisted of daylighting designs by the use of windows and reflective interior finishes, to provide natural light and thereby reduce the use of electric lighting. In addition of windows, we control the amount of heat gain and glare through the use of high-performance glazing, efficient air conditioning systems, low VOC Paints, window treatments (i.e.: blinds and shades), horizontal louvers, roof floor overhangs, eyebrows and recessed walls. <b>Size:</b> 28,000 Sq.Ft.
C. Construction Costs	\$5M
D. Respondent's Responsibilities	Design2Form's services included taking over partially cooked (50% CDs) construction drawings and developing them through 100% CD's, permit processing, construction administration, finish selection, public art integration and furniture procurements.



**ATEF National Center**

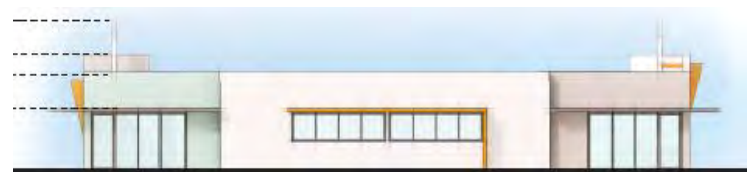
A. Contact Information	American Tennis Educational Fund (Contact: Barron Channer) 786-471-6265; 786-877-8257
B. Project Scope	Design2Form was tasked by American Tennis Educational Fund (ATEF) to prepare a design for a new 30K Sq. Ft. American Tennis Association (ATA) Museum, Corporate Offices and Player Lounge. The site amenities included 6 clay courts, 6 asphalt courts, 1 exhibition court, 13 youth courts, resting pavilions and parking lot. <b>Size:</b> 30,000 Square Foot
C. Construction Costs	\$9.5M
D. Respondent's Responsibilities	Design2Form's services included master planning, community outreach, conceptual, fundraising initiatives.



North Elevation



East Elevation



West Elevation

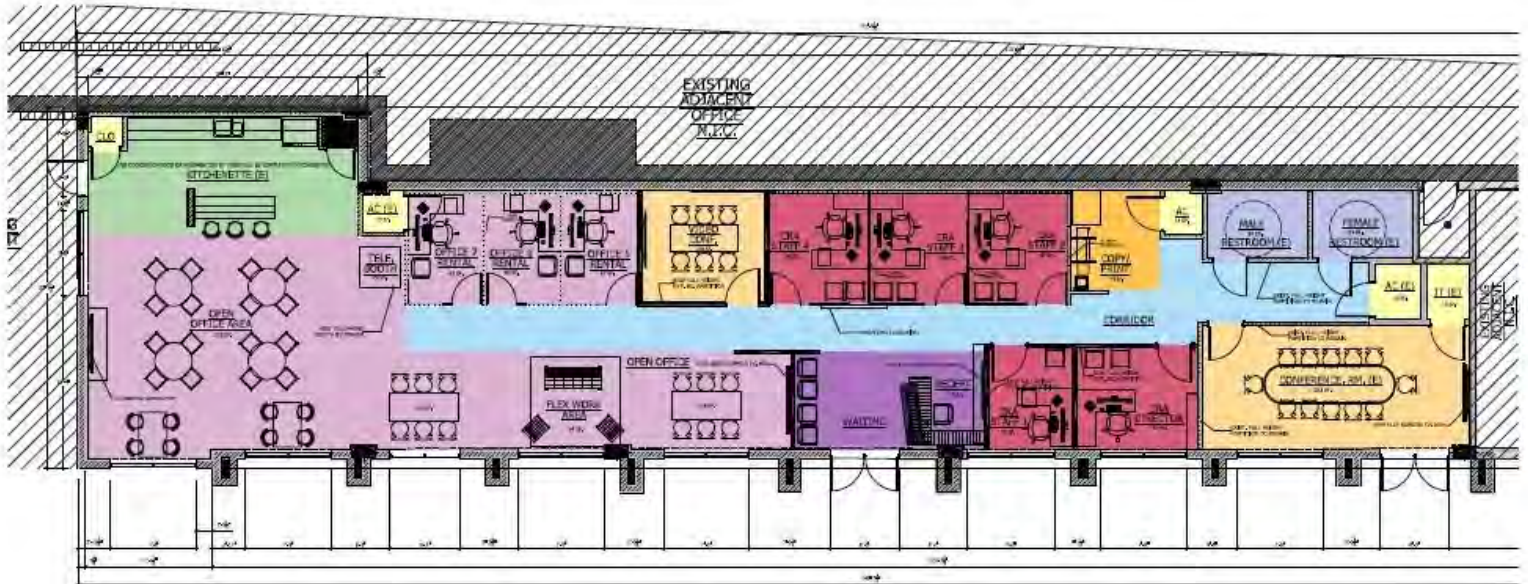
## ULBC Urban Village's Early Learning Center

A. Contact Information	Urban League of Broward County (Contact: Dr. Germaine Smith-Baugh) <a href="mailto:gsbaugh@ulbcfl.org">gsbaugh@ulbcfl.org</a> / 954-584-0777
B. Project Scope	Design2Form was commissioned to master plan the Urban League of Broward County's Urban Village. ULBC's Urban Village is envisioned to be an affordable and workforce housing, intergenerational rental community where residents live, learn, work, and play in the City of Oakland Park. To bring about the educational component, we worked side by side with the operator to design the Early Learning Center catering to kids from 1 to 5 years of age. To create a strong sense of community, the building sits along a central linear park which connects the development and encourages walking and outdoor activities for its students and the residents. The 7,690 Sq. Ft. building houses (6) Classroom with ensuite Restrooms, Administration Office, Lobby, Catering Kitchen and a Central Corridor the doubles as a Gallery to display artwork and other student creations. Two of the classrooms have a collapsible common wall allowing them to be combined into one larger group classroom. The exterior facade also compliments the designs of the surrounding buildings and included a mural. <b>Size:</b> 7,690 Sq.Ft.
C. Construction Costs	\$2.8M









<p>D. Respondent's Responsibilities</p>	<p>Design2Form's services included schematic design, design development 100% CD's, permit processing, construction administration. As part of a future phase, Design2Form shall complete finish selection, public art integration and furniture procurements.</p>
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PRIOR PROJECTS PERFORMED  
FOR THE  
CITY OF POMPANO BEACH

Prior project performed for the City of Pompano Beach - Our team had the opportunity to provide A/E services to the City of Pompano Beach CRA.



## SITE PLAN LEGEND

 RECEPTION & WAITING AREA	 KITCHENETTE	 MEN & WOMEN RESTROOMS	 COPY / PRINT AREA	 A/C CLOSET / IT CLOSET / STORAGE CLOSET / MOP & SINK CLOSET
 OPEN OFFICE AREA & RENTAL OFFICES	 CORRIDOR	 CRA OFFICES	 VIDEO CONFERENCE / CONFERENCE ROOM	

## City of Pompano Beach CRA Offices and Shared Workspace Build-Out

**Project Type:** Interior Office Build-out

**Size:** 2,977 SF

**Cost of Construction:** \$ 120K

**Location:** Pompano Beach, FL

**Unique Design Characteristics or Major Space:**

Floor plan took advantage of natural light entering from windows and the space provided 90% natural light. Also, we were able to incorporate the City's unused modular furniture and walls in art design.

In response to the City of Pompano Beach CRA's desire to move their offices into the community in which they serve in lieu of City Hall, D2F had the privilege to work with the CRA and a separate Office Suite Provider to design a 3,000 Sq. Ft. combined office space. The space included a Reception / Lobby, Flex Workspace, 8 Offices, Break Area, Conference Room and Video Conference Room. During the design, careful attention was made to make sure that the CRA's offices and network were secured to prevent a breach of the City's information.



**COMPLETE THE PROJECT TEAM FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND INCLUDE THE FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RLI IN THE EBID SYSTEM.**

**PROJECT TEAM**

RLI NUMBER 26-002

Federal I.D.# 90-09221469

**PRIME**

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	Zamarr Brown, RA, LEED AP	30 years	B.Arch
Project Architect	Joelle Flowers, RA LEED AP	17 years	B.Arch, M.Arch
Project Manager	Ivonne Sanchez	10 years	B. Arch A. Arch
Other Key Member	Crispin Walsh, CPM (Project Manager)	23 years	Cert in Construction Project Mngmt
Other Key Member	Katie Arrendondo (Interiors Architect)	13 years	M. Int. Arch. A. Arch.
Other Key Member	Samantha Reedy (Asst. Project Manager)	10 years	B. Arch

**SUB-CONSULTANT**

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	Engenuity Group, Inc. 1280 North Congress Ave, # 101 West Palm Beach, FL 33409	(Jennifer Malin, Richard Brown)
Landscaping	GSLA Design, Inc. 17670 NW 78th Ave., # 214 Miami, FL 33015	(Ken Gardner, Taylor Semler)
Engineering	TRC Worldwide Engineering (Structural) 1230 N. University Drive Plantation, FL 33322	(Donata Williams, Nitin Ranadive, Alexis Velasquez, David Charland)
Other Key Member	ECF Engineering Consultants (M.E.P.) 4401 Beacon Circle West Palm Beach, FL 33407	(Everett Fennell, Jerold Parrott, Julian Cover, Jimmie Perryman, Ramtin Golrang, Tyrone Westcarth)
Other Key Member	Holland Engineering, Inc. (Civil) 301 SW 7th Street Ft. Lauderdale, FL 33315	(Susan Holland, Ayitey Aryee, Hernando Sandoval)
Other Key Member	Accessibility Consulting, LLC (ADA Consulting) 8878 West Flagler Street, #3 Miami, FL 33174	(Eric Contreras)
Other Key Member		

(use attachments if necessary)

ORGANIZATIONAL CHART

*Specifically, identify the management plan (if needed) and provide an organizational chart for the project team. The Firm must describe, at a minimum, the basic approach to these projects, including the reporting hierarchy of staff and sub-consultants. Clarify the individual(s) responsible for coordinating separate components of the scope of services.*

Design2Form (D2F) is a full service architectural, interior design, and project management firm. A team of professionals, well versed in their respective disciplines, will be assembled under the direction of Design2Form who will serve as the prime contractor. Design2Form and staff will perform duties within their specified job descriptions (see attached organizational chart and team functions). All other consultants will serve as sub-consultants to Design2Form. Design2Form will seek consultation in the following design disciplines—mechanical, electrical, civil, structural engineering, landscaping and ADA Consultant. Design2Form will provide a Principal-in-Charge who will be responsible for the progress of the work to include coordination with the owner, coordination of team members, budget control, progress scheduling and maintain other contractual obligations. Our strategy for maintaining the project schedule is to develop an accurate initial master schedule, which can only occur by understanding the scope early on, utilizing consultant input during design and construction documents phases and having complete team participation in its development. It is important to identify delays as quickly as possible to reduce impact. D2F employs this organizational structure, client ← → architect ← → subcontractors, to manage the intricate processes involved in Architectural/Engineering projects. D2F will assign a Project Manager (PM) to manage the daily affairs of the project and supervise the project team. Meetings and reports will be utilized at every stage of the project to maximize our coordination efforts and relay important details that will assist the City of Pompano Beach with decision-making.



**Design2Form**  
Architecture • Interiors • Project Management

**PRINCIPAL ARCHITECT/OWNER**

Zamarr T. Brown, RA LEED AP  
Design2Form

**PROJECT ARCHITECT**

Joelle Flowers, RA, LEED AP  
Design2Form

**PROJECT MANAGER**

Ivonne Sanchez  
Design2Form

**PROJECT MANAGER**

Crispin Walsh, PMCM  
Design2Form

**DESIGNER**

Samantha Reedy  
Design2Form

**INTERIORS ARCHITECT**

Katie Arredondo  
Design2Form

**MEP ENGINEERING**

ECF Engineering  
Consultants  
Jerold H. Parrott, P.E.

**LAND SURVEYOR**

Engenuity Group, Inc.  
C. Andre Rayman, P.S.M.

**STRUCTURAL ENGINEERING**

TRC Worldwide  
Engineering Inc.  
Donata W. Beasley, PE, LEED AP

**CIVIL ENGINEERING**

Holland Engineering, Inc.  
Susan Holland, P.E., LEED  
AP, CGC

**ADA CONSULTANT**

Accessibility  
Consulting, LLC  
Eric Contreras, AI, CGC

## Key Project Team Functions

<p><b>Principal Architect</b> Zamarr Brown, RA, LEED AP</p>	<p><b>Role:</b> Principal-in-Charge will be responsible for the progress of the work to include coordination with the owner, coordination of team members, budget control, progress scheduling and maintain other contractual obligations.</p>
<p><b>Project Architect</b> Joelle Flowers, RA, LEED AP</p>	<p><b>Role:</b> With the direction from the Principal-in-Charge, The Project Architect will be a secondary project manager and also be responsible for coordinating the project team (including Specialty Consultants and Engineers), facilitating contractual agreements and performing peer reviews and monitoring quality control / quality assurance.</p>
<p><b>Architectural Project Manager</b> Ivonne Sanchez</p>	<p><b>Role:</b> With direction from Project Architect, the Project Manager will be responsible for day-to-day operations, developing drawings and specifications as simultaneous, complementary facets of the project documentation, eliminating supplication of data or conflicting information. In addition, the project manager will manage the daily affairs of the project and supervise the project team.</p>
<p><b>Architectural Project Manager</b> Crispin Walsh</p>	<p><b>Role:</b> With direction from Project Architect, the Project Manager will be responsible for day-to-day operations, developing drawings and specifications as simultaneous, complementary facets of the project documentation, eliminating supplication of data or conflicting information. In addition, the project manager will manage the daily affairs of the project and supervise the project team.</p>
<p><b>Interiors Architect</b> Katie Arredondo</p>	<p><b>Role:</b> The Interiors Architect will work closely with the project manager, clients and architect/building designer from the design stage through to project completion. The Interiors Architect will be the lead designer responsible for all phases from initial client meetings, as-built drawings, permitting, materials selections and will share these responsibilities with an architect or building designer. The interior architect frequently helps the project manager write construction proposals and is responsible for maintaining the sustainable design material library on-site.</p>

<b>Designer / Production</b> Samantha Reedy	<b>Role:</b> With direction from the Project Manager, the designer will develop and create sketches and drawings to align with project criterion. Furthermore, the designer will develop schematic design, design development, and construction documents that will define the size, appearance and project scope of work.
<b>MEP Engineer</b>	<b>Role:</b> The MEP is responsible for planning and design in the area of Mechanical, Electrical and Plumbing (MEP) system including developing policies standard, inspection, procedure and evaluation tools for MEP matters, along with prepare, review drawing, specification and cost estimates for the mechanical, Electrical, and /or Plumbing.
<b>Structural Engineer</b>	<b>Role:</b> The structural engineer will be responsible for design of the structure so that it can fulfill a specific purpose, and remain safe, economic and functioning throughout its intended lifetime. The structural engineer will also investigate both the immediate loads and demands on the structure, as well as any likely future changes and ensure a structure is designed to withstand those loads.
<b>Civil Engineer</b>	<b>Role:</b> Civil engineer will be responsible to manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner. Conduct on site investigations and analyze data (maps, reports, tests, drawings and other); Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications; assess potential risks, materials and costs.
<b>Landscape Architect</b>	<b>Role:</b> The Landscape Architect meets with engineers and building architects to understand a project. Prepare site plans, specifications, and cost estimates. Coordinate the arrangement of existing and proposed land features and structures.

STATEMENT OF SKILLS AND EXPERIENCE OF PROJECT TEAM

*Describe the experience of the entire project team as it relates to the types of projects described in the Scope of Services section of this solicitation. Include the knowledge of the prime consultants and other members of the project team, such as additional personnel, sub-consultants, branch office staff, team members, and other resources expected to be utilized for this project. Name specific projects [completed within the past five (5) years] where the team members have performed similar projects previously.*

## **Firm Strengths:**

- ✓ Our team has over 85 years of combined experience working on similar projects in both private and public sectors.
- ✓ Successful delivery of information is key to a successful project:
  - Community Engagement (Design Charrettes, Community Meetings, Questionnaires, etc.)
  - Issuing information in multiple medias (social media, hard print, email, social groups etc.)
  - Ensuring all stakeholders are “brought to the table” so that a collaborative decision or plan can be formalized.
- ✓ Specialized interdisciplinary coordination procedures that allows our firm to establish a track record of “on-time” submittals and to produce numerous projects with a minimal number of Change Orders for over a combined 65 years.
- ✓ Our track record demonstrated a positive achievement in designing 97% of projects within budget.
- ✓ A comprehensive team of professionals assembled to bolster overall production and render robust and diverse set of designs.
- ✓ Design2Form intends to satisfy City of Pompano Beach’s budget needs by employing detailed cost estimating at early stages of design which will be an effective means of maintaining projects within budget or identifying budget deficiencies early in the process.
- ✓ Design2Form has previously provided A/E services for municipal entities such as City of Hallandale Beach, City of West Park, City of West Palm Beach, City of North Miami, Miami Dade County, Town of Medley and City of Miami; this set of previous experiences will prove beneficial.

We believe **Design2Form is the best choice** for City of Pompano Beach’s A/E project needs. We've successfully completed numerous projects, with similar scope, namely the Overtown Youth Center (Miami, FL) which includes a complete and partial demolition and renovation of existing buildings, and a proposed new 55,761 SF three-story development featuring a charter school, gymnasium, health clinic and program offices and the Aventura Hospital Graduate Medical Educational Offices, Training Room & Simulation Lab (Aventura, FL) which features (3) Training Rooms and a Simulation Lab for medical residents, (1) large conference Room, (15) Offices, Conference Room, Lobby, Storage, Restroom, Copy Room, I.T. Closet and Kitchenette.

Design2Form has successfully delivered aesthetically pleasing designs that consciously incorporate safety, ADA compliant and green concepts to our clients for over 23 years. Our team is knowledgeable in public and private sector projects from the development and redevelopment of small single-site projects to large projects including new construction, renovations and remodels, and other A/E services. Over 80% of our project experience includes renovations, alterations and remodeling.

#### **Experience in Meeting Project Milestones and Completion Schedules**

Our team of seasoned professionals are experienced in meeting project milestones and on schedule. We draw from our collective experiences of working on educational projects by carefully employing our established strategies to make every project we undertake successful. Our clients can expect that during the initial stages of the project we will prepare a detailed work plan and schedule for the entire project including tasks, deadlines for reviews / approvals / decisions and contingencies for unanticipated delays or interruptions in schedule.

Our strategy for maintaining the project schedule is to develop an accurate initial master schedule, which can only occur by understanding the scope early on, utilizing consultant input during design and construction documents phases and having complete team participation in its development. It is important to identify delays as quickly as possible to reduce impact. If the delay is caused as a result of consultants' delays, we contractually require consultants to work overtime and extra shifts to get back on schedule. We will also look to re-sequencing of work as required to get back on schedule. If we find that the Owner is causing the delay, we will make the Owner aware and seek alternative solutions to move forward. Finally, we are careful to include time for Owner reviews, commission approvals and contingencies in our project schedules.

#### **Experience in Maintaining Cost Controls Within Design and Construction Budgets**

Like with many municipalities, we understand the regulatory environment and budget constraints that the City must operate within and the need to obtain bids at a price which does not exceed budget. Our team has entered into Professional Services Agreements that require the Architect/Engineer to redesign the project, at its own expense, should the bids exceed budget. We are willing to enter into a similar agreement for this proposed project.

Detailed cost estimating at early stages of design have been an effective means of maintaining projects within budget or identifying budget deficiencies early in the process. Utilizing the resources of our team of affiliates, we develop "comprehensive cost estimating 'in-house'" with pricing obtained through local resources as well as national indices. We include project contingencies for unforeseen conditions and minor owner changes that may occur. Detailed budgets are not limited to hard construction costs. Detail budgets typically include soft costs so funds can be allocated for the detailed items (FF&E, low voltage systems, Technology, Security, etc.). Our track record has demonstrated a positive achievement in designing 97% of projects within budget.

### Experience in Value Engineering

We understand that implementing value engineering early can produce beneficial outcomes such as helping increase productivity, reduce the overall budget and reduce project delays. Design2Form has successfully worked with our clients and general contractors to develop and implement value engineering strategies which include the following:

- Implement tax savings (direct purchase orders)
- Review of major systems (Analysis Efficiency vs. Brand vs. Cost)
- Analysis design alternative for materials and finishes
- Consider reduction of floor-to-floor heights
- Reaching out to material suppliers and sub-contractors to obtain a greater cost savings.
- Consider alternate materials and techniques that have lower labor costs.
- Consider regional materials to reduce freight costs and gain green certification points.
- Phasing construction
- Phasing the implementation of technology (while installing infrastructure for future)

### Experience in Designing Buildings Using Energy Efficient and Easily Sustainable Materials

Our team is a leader in understanding and implementing sustainable design practices. Even if this project is not intended to be registered with Green Building Certification Institute (GBCI), we like to make it common practice to design projects that uses key resources more efficiently when compared to conventional buildings that just meet code. We have two (2) LEED Accredited Professionals on staff who remain environmentally conscious throughout the design process and have experience in the process of carrying USGBC requirements in creating a better building. A LEED® certified facility will promote a healthier environment for the users and the community, which would contribute to higher productivity and improved building efficiency, comfort and life span. Our team is committed to helping reduce your project's environmental impact, and, most importantly, we are committed to helping you achieve all the economic and Owner/Occupant benefits of sustainable design. At no cost to our clients, we automatically specify green products for all our projects when the upcharge is nonexistent or a minimum.

Design2Form's team of professionals are experienced in a wide variety of project types including educational, residential, healthcare, commercial, hospitality, industrial, religious / inspirational, and civic facilities. We understand that the various Florida building standards are necessary to maintain safety, durability, and resilience of structures constructed in the State of Florida. With these standards playing a crucial role in mitigating risks and safeguarding both property and human life, our team applies their extensive knowledge of State/Industry Requirements to ensure all projects meet industry standards. Furthermore, our team is specially trained to perform (as part of the start-up of each project) a review and evaluation of the following typical requirements and apply accordingly based on type of project:

1. 2010 Florida Building Code and all Amendments

2. NFPA 101 – Life Safety Code
3. Florida Handicap Accessibility Requirements (ADA)
4. Florida Green Building Certification Prerequisites/ Credits
5. Any Special Funding Source Requirements
6. Current local / municipal zoning codes and ordinances
7. State Requirements for Educational Facilities (SREF)

### **Experience, Methods, and Techniques for Verifying and Maintaining Material and Workmanship Quality**

Design2Form has extensive experience with designing, specifying, validating installation and monitoring the performance of materials. We believe that materials (interior and exterior) should be environmentally friendly, stand the test of time and be durable. With every project we implement the following techniques:

#### Design and Construction Document Phase Techniques:

- We Incorporate a detailed checklist for each submittal (i.e. Schematic Design, Design Development, 33% Construction Documents).
- Specify local or standard construction materials and / or techniques.
- Engage an ADA Consultant for peer review.
- Engage a Waterproofing Consultant.
- If the project has a Construction Manager (CM), we engage them early on for buy-in on materials and major systems.
- Specify durable materials that provide a long-life cycle.

#### Construction Phase Techniques:

- Pre-construction meetings
- Request a project schedule for the GC / CM.
- Provide the GC / CM a List of Required Shop Drawings
- Request the GC to vet and provide comparison Information on any material substitutions.
- Request mock-up of finishes and other key elements.
- Perform site observation visits at key intervals to validate materials and proper installation.
- Bi-weekly construction site visits with virtual meetings.
- Photo documentation of materials prior to being covered up.
- Deploy a drone to video hard to reach areas.
- We have a dedicated field inspector to observe construction activities.
- Ten (10) months after substantial completion, perform warranty deficiency walk-through.

**Specific projects** [completed within the past five (5) years] where the team members have performed similar projects previously.

Project Name	Teams Involved
<b>Overtown Youth Center - Medical Clinic, Charter School and Community Facility</b> (Miami, FL) Completed: 05/2024	Design2Form, TRC Worldwide Engineering, Inc., GSLA Design, Inc.
<b>E.C. Fennell Office Building and Training Rooms</b> (West Palm Beach, FL) Completed: 10/2023	Design2Form, TRC Worldwide Engineering, Inc., ECF Engineering Consultants
<b>Harris Chapel Early Learning Center</b> (Ft. Lauderdale, FL) Completed: 09/2024	Design2Form, TRC Worldwide Engineering, Inc.
<b>ATEF National Center</b> (Miramar, FL) Completed: 02/2021	Design2Form, TRC Worldwide Engineering, Inc., Holland Engineering, Inc.

Examples of prior projects successfully completed on time and within construction cost estimates.

<b>Historic Heart and Soul Park</b> City of West Palm Beach	\$ 2.9M	<b>VS.</b>	\$ 2.5M
	Estimated Cost of Construction		Actual Cost of Construction
	04/18/21		04/02/21
	Estimated Completion Date		Actual Completion Date

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<b>Water Tower Park</b> City of West Park	\$ 340K	<b>VS.</b>	\$ 300K
	Estimated Cost of Construction		Actual Cost of Construction
	01/23/19		05/03/19
	Estimated Completion Date		Actual Completion Date (Delays due to unforeseen conditions in field)

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<b>Water &amp; Sewer Department (WASD) Treatment Plant</b> Miami-Dade County	\$ 1.3M	<b>VS.</b>	\$ 1.2M
	Estimated Cost of Construction		Actual Cost of Construction
	6/27/20		5/15/20
	Estimated Completion Date		Actual Completion Date

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<b>OLCDC Art and Recreational Center (ARC) Facility</b> Ten North Group	\$ 210K	<b>VS.</b>	\$ 220K
	Estimated Cost of Construction (Total project budget with 10% contingency = \$231K)		Actual Cost of Construction
	12/01/21		11/08/21
	Estimated Completion Date		Actual Completion Date

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## **ABILITY TO COMPLETE PROJECT ON TIME**

Overtown Youth Center (OYC) is a \$16M, 43,000 Sq. Ft. community center in Miami, FL that also houses a K-8 charter school. We are proud to have had the opportunity to provide A/E services from programming phase through the warranty period. Below you can find a brief explanation of each phase and the items that arose which we were able to help the client navigate through.

### **Pre-Design (Project Schedule, As-Built and Programming) Phase:**

Upon being engaged, we worked with the client and Owner's rep to produce a project detailed project schedule which also included contingencies. We also developed as-built drawings of the existing facility which were then turned into demolition drawings and a base for the proposed design drawings. Concurrently, we also assisted the client with developing the spatial program to confirm existing and to develop the proposed needs. This process also included the engagement of the charter school entity to validate their needs. **We strive to be as extremely detailed in these phases as it sets the stage for the design and the rest of the project.**

### **Design Phase:**

We were initially selected to be the design Architect and the Architect of Record. However, before the design phase started, the client wanted the design to be developed by a high-profile Architectural Firm who in turn donated their design services. We welcomed the change and were able to work hand and hand with the design Architect but also remained as the Architect of Record. We also were able to provide input in the design and also ensure that the design met the program, budget and client needs. **During the design phase, we engaged our engineers to decide on major systems and to define spatial requirements for each.**

### **Contract Documents Phase:**

The client was able to secure tax credits for the project which made the project viable and at the same time created an expedited schedule. To further complicate the matter, Covid19 global pandemic started along with required quarantine as we produced the drawings. We held to our schedule and produced 33% CDs, 66% CDs, Foundation Permit (Class I and Class II) and Master Permit Drawings all within 9 months. In addition, we assisted the client with selecting and the FF&E (Fixtures, Furniture and Equipment) packages. **During this phase, we held weekly team meetings with our engineers and bi-weekly meetings with the client to keep lines of communication open.**

### **Bidding / Tendering Phase:**

When the client began bidding the project, they interviewed (3) potential Construction Managers (CM), and ended up selecting the 3rd ranked CM as the first (2) CM's bids did not level out (i.e. 1st CM = \$22M, 2nd CM = +/--\$14M and the 3rd CM came in at +/--\$16M). We were able to assist with client in the selection process by **looking at industry construction index standards and providing initial take-offs to assist with the final selection.** We have in-house estimators and, when necessary, we have also engaged general contractors to obtain a preliminary independent cost estimate.

#### Permitting Phase:

This particular project was completed by a private provider. To ensure that the review process did not encounter any delays, we **asked the building department to assign a liaison.** All stakeholders (Owner's Rep., Owner, G.C., Engineers, Permit Expeditor, private provider and City) were looped into all correspondences. Lastly, we **regularly updated a list of pending approvals and tasks so that all parties were aware** of action items and to make sure that fresh content was in everyone's hands.

#### Construction Phase:

As we traditionally do, **we held weekly OAC (Owner, Architect and Contractor) meetings** for the project. Once the GC started to fall behind in schedule, **daily critical item conference calls were implemented** to review only critical items and to help the GC to re-align the construction schedule. Additionally, communication was done via Procore which allowed all team members to know what RFI's, shop drawings or other items were pending.

#### Post Construction Phase:

After the TCO (Temporary Certificate of Occupancy) was issued, **we continued our weekly OAC meetings to facilitate getting the client to a C.O.** We also continued weekly reviews of the Critical Item List. During the 1-Year warranty period, we were contracted to inspect any warranty deficiencies. When an item is brought to our attention, if needed, **we completed a warranty inspection within 72 hours and also made the GC aware within 1 week of the original notice.** These items were then added to the PM's tasklist and reviewed during our internal weekly team meetings to make sure that the items / issue is being addressed. Lastly, we provide bi-weekly email updates to the client.



**Design2Form successfully completed this project within budget while implementing the following methodologies detailed above:**

- ✓ Detailed Spatial Program
- ✓ Early Engagement of Engineers
- ✓ As-built Verification
- ✓ Weekly OAC Meetings
- ✓ Weekly Design Coordination Meetings
- ✓ Detailed Project Schedule
- ✓ Project Trade Packages (Foundation, Vertical, Master and FF&E)
- ✓ Detailed QA/QC Checklist

## **Overtown Youth Center— Miami, FL**

### PRE-DESIGN PHASE

#### **Project Startup:**

Meetings will be held with the client to determine project goals, budget, schedule and decision-making process. Discussions will also include known space needs, design requirements, philosophy and abstract building character considerations. We shall also review and evaluate the following typical requirements of the project (dependent on type of project).

- |   |  |
|---|--|
| 1. Florida Building Code and all Amendments                     | 5. Any Special Funding Source Requirements               |
| 2. NFPA 101 – Life Safety Code                                  | 6. Current local / municipal zoning codes and ordinances |
| 3. Florida Handicap Accessibility Requirements (ADA)            | 7. Crime Prevention Through Environment Design (CPTED)   |
| 4. Florida Green Building Certification Prerequisites / Credits | 8. State Requirements for Educational Facilities (SREF)  |

#### **Project Work Plan and Schedule:**

We will prepare a detailed work plan and schedule for the entire project including tasks, deadlines for reviews / approvals / decisions and contingencies for unanticipated delays or interruptions in schedule. Our strategy for maintaining the project schedule is to develop an accurate initial master schedule, which can only occur by understanding the scope early on, utilizing consultant input during design and construction documents phases and having complete team participation in its development. It is important to identify delays as quickly as possible to reduce impact. If the delay is caused as a result of consultant delay we contractually require consultants to work overtime and extra shifts to get back on schedule. We will also look to re-sequencing of work as required to get back on schedule. If we find the Owner is causing delay we will make them aware and look at alternative solutions to move forward. We also include time for Owner reviews, commission approvals and contingencies in our project schedules.

#### **Site Investigation / Confirmation of Existing Site Conditions**

We gather all available data, documents and drawings pertinent to the project including prior studies, tests, maintenance records, site surveys and establish preliminary building code requirements. We will also assist client in obtaining a site boundary survey, geotechnical investigation, environmental testing and other tests as required. Afterwards, on-site observations will be performed in order to determine site parameters deemed noteworthy include boundaries, access and egress routes, views, traffic/circulation

considerations, pedestrian and vehicular conflicts, archeological findings, solar/wind/geothermal characteristics, utilities, known environmental hazards, wetlands, setbacks, zoning restrictions and features of the site that would impact development costs. Appropriate and standard safety measures will be applied for projects occurring in occupied areas and/or in a high traffic area. Issues commonly encountered include varying existing conditions or where the as-built drawings do not aligning with the actual built conditions. As a result, we make it a high-priority to verify and develop as-built drawings based on existing conditions to avoid such issues.

### **Confirmation of Space Needs / Finalize Space Program**

Meeting(s) with client and other stakeholders to confirm validity of previously made assumptions. Revise space needs as required to reflect any changes deemed appropriate due to prior pre-design workshops and research sessions. Finalize building space program relative to space needs and the project's accumulated facts, goals, concepts, schedule and a statement of cost objectives. Issues commonly encountered include "Scope Creep" or deficient preliminary space programs that balloon as validation is flushed out. This is why we request final scope meetings and if needed adjustment to the budget.

### **Develop, Review and finalize Design Criteria**

Including - capacity, building size and scale, ability to support program, ideal programmatic space relationships, efficiencies and site integration.

### **ABILITY TO ADHERE TO BUDGET**

We understand the Owner's needs to obtain bids at a price which does not exceed budget. Our team has entered into Professional Services Agreements that require the Architect/Engineer to redesign the project, at its own expense, should the bids exceed budget. We are willing to enter a similar agreement for this proposed project.

Detailed cost estimating at early stages of design have been an effective means of maintaining projects within budget or identifying budget deficiencies early in the process. Utilizing the resources of our team of affiliates, we develop "comprehensive cost estimating 'in-house'" with pricing obtained through local resources as well as national indices. We include project contingencies for unforeseen conditions and minor owner changes that may occur. Detailed budgets are not limited to hard construction costs. Detail budgets typically include soft costs so funds can be allocated for the detailed items (FF&E, low voltage systems, Technology, Security, etc.). Our track record demonstrated a positive achievement in designing 97% of projects within budget.

Our cost control process consists of the following steps:

- Establish an understanding and definition of client's needs and balancing those needs within a budget (develop a preliminary cost estimate).
- Develop a design concept based on client's needs, budget and existing site conditions and provide revised cost estimate based on the design concept.
- Provide a revised cost estimate based on refinements or changes during the design development phase.
- From approved Design Development drawings we prepare detailed drawings and specifications that are used to price and guide in the construction; Provide a revised cost estimate based on any refinements or changes.
- Assist in the Bid and Contractor Selection process to assure qualifications and expertise of the contractor, as well as assist with negotiation of fair prices.
- Collaborate on Value Engineering exercises when needed. We work closely with the contractor and owner to consider alternatives where necessary, while retaining the design concepts and performance requirements originally set out. Recently, we have had significant issues with unavailability and long lead times for many building components and products. We have had to adopt similar principles used in value engineering in decision making on substitutions due to availability as well as cost.
- During construction we review all invoices each month for accuracy based on the Construction Drawings for the original contract sum and prepare the application and certificate for payment. We process any changes made by issuing a change order approved by Owner, Contractor and Architect.
- We also do not allow the payments get ahead of the work completed.

# MINORITY BUSINESS ENTERPRISE

# State of Florida

## Minority Business Certification

Design2Form, LLC

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

04/03/2025 to 04/03/2027



Pedro Allende  
Florida Department of Management Services





# RESUMES

## Prime Consultant



Mr. Brown is the Founder, Owner and Principal Architect of Design2Form (D2F) an Architectural, Interior Design, Planning, and Project Management Firm located in Miami, FL. Mr. Brown has over 27 years experience with several facets of project types such as commercial, institutional, municipal, hospitality, inspirational, industrial, recreational, single-family residential and multi-family residential facilities. Professional awards include the Greater Miami Chamber of Commerce 2013 Top Minority Business Award and the Legacy Magazine 2013 40 Under 40 Black Leaders of Today and Tomorrow Award. Mr. Brown recognizes the importance of building communities by revitalizing the fabric of neighborhoods and commercial corridors through responsible, environmentally-conscious and contextual embraced design. This has been achieved by Mr. Brown and his Firm proudly taking the initiative to engage community leaders, agencies, business owners, residents, and youth while working on projects. His goal on any project is to stand as a common thread uniting ideas, concepts, budgets and contexts.

## PROFESSIONAL EXPERIENCE

Owner / Principal Architect | Design2Form | Hollywood, FL | January 2002 - Present

### Notable Projects

- Town of Medley Lakeside Community Center Addition and Interior Renovation
- Overtown Youth Center (Miami, FL)
- Urban League of Broward County Community Empowerment Center (Ft. Lauderdale, FL)
- Opa-Locka CDC Magnolia North Master Plan and Revitalization Project (Opa-Locka, FL)
- 7th Avenue / 15th Avenue Commercial Corridor Rehabilitation Project (Liberty City, FL)
- Historic Hurt Building Preservation (Opa-Locka, FL)
- NW 12th Avenue Linear Park Neighborhood Revitalization & Parks Master Plan (Miami, FL)
- City of Hallandale Beach, Foster Park Plaza
- North Miami Police Athletic League Training Facility (North Miami, FL)
- Miami Marlins Stadium Site Parking (Miami, FL)
- CARISHOCA (Caribbean Showcase and Trade Center) Development Project (Lauderhill, FL)
- City of West Palm Beach, Heart and Soul Park
- City of West Park, Water Tower Park
- Miami-Dade County Water and Sewer Dept. (WASD) Cogen Interior Renovations

Project Manager | C3TS | Miami, FL | 1998 - 2002

### Notable Projects

- Belafonte Tacolcy Center Alterations and Improvements (Liberty City, FL)
- Pierce Park Renovation (Coral Gables, FL)
- Vincent Torres Park Renovation (Lauderdale Lakes, FL)
- Willie Web Community Center (Lauderdale Lakes, FL)
- West Miami Emergency Disaster Shelter (West Miami, FL)
- Florida Atlantic University (FAU) Satellite Chiller Plant (Boca Raton, FL)

## REGISTRATIONS & CERTIFICATIONS

- Florida Registered Architect (AR92013)
- Georgia Registered Architect (RA013556)
- NCARB Certified (National Council of Architectural Registration Boards)
- LEED AP (Leadership in Energy and Environmental Design Accredited Professional)
- CPTED Practitioner (Crime Prevention Through Environmental Design)

## EDUCATION

- Tuskegee University | Tuskegee, AL | 1998 | Bachelor of Architecture
- Miami Dade College | Miami, FL | 1995 | Associates of Arts in Interior Design

## PROFESSIONAL AFFILIATIONS

- NOMA (National Organization for Minority Architects)
- South Florida NOMA, President / Founder
- Miami-Dade Chamber of Commerce
- Urban League of Broward County Young Professionals Network
- Miami Dade Housing Finance Authority - Architectural Design & Review Advisory Committee Member (ADRAC)



Ron DeSantis, Governor

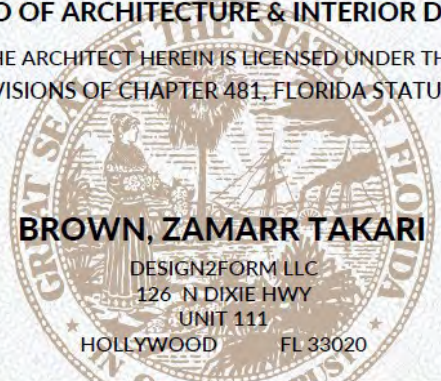
Melanie S. Griffin, Secretary



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



**BROWN, ZAMARR TAKARI**

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UNIT 111  
HOLLYWOOD FL 33020

**LICENSE NUMBER: AR92013**

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*John R. ...*

Chairman

June 29, 2009

Date Issued

*Peter Templeton*

Peter Templeton, President

**FLORIDA ATLANTIC UNIVERSITY**

INSTITUTE FOR DESIGN AND CONSTRUCTION

School of Architecture

awards this

**Certificate of Completion**

to

**Zamarr Brown**

for participation in the 40-hour CPTED Practitioner Seminar:

**Crime Prevention Through Environmental Design**

30 AIA LU/HSW/SD credits and 4 FAU CEUs have been awarded  
on this ninth day of May, Two Thousand and Fourteen  
in Fort Lauderdale, Florida



Deirdre Hardy, AIA  
Professor and Director, School of Architecture

Randall I. Atlas, Ph.D., AIA, CPP  
Instructor

Leigh McFarland, Ph.D.  
Director, Institute for Design and Construction



Joelle has over fifteen (15) years of experience working in the architectural field including multi-family residential, commercial, urban planning and resort design. She also has a special interest in Sustainable Design and has experience with LEED Certifications.

Principal Responsibilities: Manages architectural projects from the conception stage through construction and completion, ensuring that teams meet quality, schedule, contractual, and budget goals. Supervises and leads a team of Designers and Architect Interns to maintain technical and design quality control. Conducts client meetings and coordinates with consultants. Maintains records to document phases of client /architect / contractor relationship and activities.

## PROFESSIONAL EXPERIENCE

Project Architect | Design2Form | Hollywood, FL | September 2009 - Present

### Notable Projects

- City of Miami, Simonhoff Floral Park Covid 19 Memorial and Master Plan
- City of Miramar, Usain Bolt Sculptural Plaza
- Florida Christian Academy of America Youth and Family Development Center (Miami, FL)
- Opa-Locka CDC Magnolia North Master Plan and Revitalization Project (Opa-Locka, FL)
- Urban League of Broward County, Urban Village (Oakland Park, FL)
- City of Miami, NW 12th Avenue Linear and Historic Timeline
- Urban League of Broward County Community Empowerment Center (Ft. Lauderdale, FL)
- Marlins Stadium Site Parking (Miami, FL)
- North Miami Police Athletic League Training Facility
- City of Hallandale Beach, Foster Park Plaza
- Miami Dade County, Chuck Pezoldt Park Restroom Building Multi-purpose Ball field and Parking Lot

Part-Time Lecturer | University of Miami | Miami, FL | August 2009 - April 2011

Intern Architect | Bermello Ajamil & Partners | Miami, FL | July 2006 - February 2009

### Notable Projects

- Broadway Pier Cruise Ship Terminal (San Diego, CA)
- NAP (Network Access Point) of West Africa (Canary Island, Africa)

## REGISTRATIONS & CERTIFICATIONS

- Registered Architect (AR96186), Florida
- LEED AP (Leadership in Energy and Environmental Design Accredited Professional)
- NCARB (National Council of Architectural Registration Boards)


## EDUCATION

- University of Miami | Miami, FL | 2008 | Master of Architecture in Suburb & Town Design (New Urbanism)
- Howard University | Washington, DC | 2006 | Bachelor of Architecture | Summa Cum Laude

## PROFESSIONAL AFFILIATIONS

- Secretary of South Florida NOMA (National Organization for Minority Architects)
- Miami-Dade Chamber of Commerce

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Main Address:	5102 NW 79TH AVENUE UNIT 102 MIAMI Florida 33166
County:	DADE

**License Information**

License Type:	Architect
Rank:	Architect
License Number:	AR96186
Status:	Current,Active
Licensure Date:	05/22/2012
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March 23, 2009  
Date Issued





Peter Tompkins, President



Crispin is a Project Manager at Design2Form who joined the team in 2015. He has over 25 years in construction experience. He received his certification in Construction Project Management from San Diego State University. His extensive experience with construction has allowed him to approach Architecture from a constructability and system integration advantage point. Among his many passions are Interior Design, Custom Furniture Design, playing music and traveling. He proudly manages the Educational, Single-Family Residential and Inspirational projects at Design2Form. Notable projects that he has worked on are Brownsville Middle School Law Academy (Mock Courtroom) (Miami, FL), Lindsey Hopkins Technical and Education Center Biomedical Lab (Miami, FL)

## PROFESSIONAL EXPERIENCE

Project Manager | Design2Form | Hollywood, FL | 2015 - Present

### Notable Projects

- Town of Medley Lakeside Community Center Addition & Interior Renovations
- M-DCPS, G. Holmes Braddock Sr. High School, General Obligation Bond Renovations \*
- M-DCPS, Bent Tree Elementary School, General Obligation Bond Renovations \*
- M-DCPS, Royal Green Elementary, General Obligation Bond Renovations \*
- M-DCPS, W. R. Thomas Middle School, General Obligation Bond Renovations \*
- M-DCPS, Zora Neale Hurston Elementary School, General Obligation Bond Renovations \*
- M-DCPS, Parkway Educational Complex, General Obligation Bond Renovations \*
- Miami-Dade County Water & Sewer Dept. (WASD) Cogen Interior Renovations
- M-DCPS, Greynolds Park Elementary School, General Obligation Bond Renovations \*
- M-DCPS, Lindsey Hopkins Technical Educational Center – Biomedical Center \*
- M-DCPS, Crestview Elementary School P.E. Shelter, Playground, Fitness Equipment & Sports Court Resurfacing \*
- M-DCPS, Charles R. Hadley Elementary School, Interior/Exterior Improvements \*
- M-DCPS, Brownsville Middle School – General Obligation Bond Renovations and Improvements \*
- M-DCPS Physical Plant Assessment – Inspection (50+ schools) \*
- Overtown Park West CRA Duplex (Miami, FL)
- Overtown Park West CRA Quadplex (Miami, FL)

\* M-DCPS—Miami-Dade County Public Schools

Designer, Render Artist and Project Manager | Antiques and Design | Miami, FL | 2014 - 2015

Designed custom high-end furniture Liaised with designers and owners to formulate overall design  
Produced shop drawings and ultra-realistic renders and managed new projects.

Owner and Designer | Dream Renders | Miramar, FL | 2010 - 2015

Provide clients (architects, designers, and homeowners) with high quality 3D renderings, shop drawings, as-built drawings, and 3D floor plans Design custom high-end furniture, liaise with millwork shops for custom builds.

## CERTIFICATIONS

- Construction Materials and Processes
- Construction Blueprint Reading

## EDUCATION

- San Diego State University | Professional Certification in Construction Project Management | 2016
- Hobe Sound Bible College | Hobe Sound, FL | 2004 | Pastoral Ministries, Administration

## SKILLS

- Thea Render
- Photoshop
- Sketch Up
- Website Coding
- Autocad



Ms. Ivonne Sanchez serves as an Architectural Designer with Design2Form. An ambitious Architectural Designer, Ms. Sanchez brings a deep passion to create aesthetically pleasing designs to every project. Her experience encompasses several project types which include commercial, single-family housing, multi-family residential, mixed-use, educational, religious and hospitality projects. The Design2Form team can count on Ms. Sanchez's unique and impactful designs that add value to many of the new construction and renovation / alteration projects completed by Design2Form. On every project, Ms. Sanchez relies on her key project experience to incorporate architectural trends and advancements, perform key code research and development of construction documents. Using her attention to detail, Ms. Sanchez enjoys creating as-built drawings which are an intricate part of the drawings process for renovation projects. She believes that starting with a good set of as-built (existing) drawings lays the foundation for a successful project.

## PROFESSIONAL EXPERIENCE

Architectural Project Manager | Design2Form | Hollywood, FL | 2016 - Present

### Notable Projects

- Town of Medley Lakeside Community Center Addition and Interior Renovation
- City of Hallandale Beach, Foster Park Plaza
- Broward Community Health and Family Center Interior Alterations (Hollywood, FL)
- Skyrise Miami Marina Offices & Temporary Construction Offices (Miami, FL)
- One United Bank 2nd Floor Renovation (Miami, FL)
- Sinai Nursing School Interior Alterations and Build-out (Miami, FL)
- Air France / KLM Cargo Office Suite Separations (Miami, FL)
- Miami Dade County, Chuck Pezoldt Park Restroom Building and Site Improvements
- 17Xpress Sushi Restaurant Build-out (Miami, FL)
- West Palm Beach CRA, 311 N Sapodilla Historic Restoration & Restaurant Build-out
- West Palm Beach CRA, 713-719 N Sapodilla Avenue Reconstruction & Restaurant Build-out
- City of Hallandale Beach, 530 Foster Road Façade Rehab and Fresh Market Build-out
- Aventura Hospital Medical Center Offices and Training Rooms Interior Build-out
- Social Innovation Campus Children's Housing and Support Facilities (Miami Gardens, FL)

## EDUCATION

- University of Wisconsin | Milwaukee, Wisconsin | Bachelor of Science | Architecture and Urban Planning | 2007
- InterAmerican University of Puerto Rico | San German, Puerto Rico | Associate in Architecture | 2005



An insightful team player, Katie Arredondo serves as an Architectural Project Manager at Design2Form (D2F) and brings over 11 years of working experience in the architectural field. Katie takes pride in her work and her experience extends across several project types which include commercial, single-family housing, multi-family residential and mixed-use projects. D2F can rely on Ms. Arredondo's **strong work ethic** to approach each project with knowledge and agility while **keeping client's special needs** in the forefront. Katie continues to challenge herself on every project in creating innovative, impactful and aesthetically pleasing designs for D2F's diverse group of clients.

### PROFESSIONAL EXPERIENCE

Interiors / Architectural Project Manager | Design2Form | Hollywood, FL | 2019 - Present

#### Notable Projects

- Superior Manor Phase II Apartments (Miami, FL)
- Miami Gardens Multi-Family Residential Development (Miami, FL)
- City of West Palm Beach CRA, Historic Heart & Soul Park
- His House Children's Home—HHCH (Miami, FL)
- Miami Garden's Senior Village (Miami, FL)
- West Palm Beach 3507 Broadway Avenue Apts—Facade Rehab (West Palm Beach, FL)
- HCA Davie Medical Office Building Interior Build-out (Davie, FL)
- E.C. Fennell Office Building (West Palm Beach, FL)
- Lincoln Gardens, Senior Apartment Building (Miami, FL)

CAD Manager | BRG Homes | Miami Beach, FL | 2013-2019

#### Notable Projects

- Santa Maria Gym in Brickell
- Ferrari Residence in Miami Beach
- Ferreira Residence in South Miami
- Units at St. Regis Residence in Bal Harbour
- Units at Oceana in Bal Harbour

Assistant Designer | Bonet Design Studio | Miami, FL | 2012-2013

#### Notable Projects

- Single unit in Continuum South Tower in Miami Beach
- Multi-Story Townhouse at Terzetto Villas in Aventura

### EDUCATION

- Florida International University | Miami, Florida | Master of Interior Architecture | 2012
- Miami Dade College | Miami, Florida | Associates Degree in Architecture | 2009

### SPECIAL CERTIFICATIONS

- Cruise Ship & Super Yacht Design | Florida International University | 2012
- Computer Aided Design Assistant | Florida International University | 2012
- Computer Aided Design Operator | Florida International University | 2012



Mrs. Samantha Reedy serves as a Junior Project Manager / Designer with Design2Form. An exceptional Architectural Designer, Mrs. Reedy brings fresh and innovative ideas to create aesthetically pleasing designs to every project. Her experience encompasses several project types which include commercial, recreational, multi-family residential, mixed-use and government projects.

Principle Responsibilities: Assists with drawing plans of projects (new construction and renovation) using computer-aided design and drafting (CADD) software, build models and prototypes of buildings, draft specifications for building materials, construction methods, quality of materials and processes and other project details, assemble plans, documents and other information to be used in permit applications.

## PROFESSIONAL EXPERIENCE

Architectural Designer / Jr. Project Manager | Design2Form | Hollywood, FL | 2024 - Present

### Notable Projects

- Shalom Residence – Single-Family Home
- City of Miramar Monumental Signage
- 127 Union Street 10-Unit Townhome Development
- New Providence Church New Sanctuary and Women's Wellness Center
- Miami Dade County Country Club of Miami South Park Renovations
- Simonhoff Park Covid-19 Memorial & Park Improvements

Job Captain | ACAI Associated | Ft. Lauderdale, FL | 2018 - 2024

### Notable Projects

- Golden Isles Tennis Facility
- FDOT Polk Parkway Toll Buildings

Architectural Designer | Dorsky + Yue | Ft. Lauderdale, FL | 2015 - 2018

### Notable Projects

- Lake Worth Fleet Maintenance Facility
- Coral Springs Observation Tower

## EDUCATION

- Florida Atlantic University | Boca Raton, FL | Bachelor of Architecture | 2014

## SPECIAL CERTIFICATION

- Crime Prevention Through Environmental Design (CPTED) | 2013

## SKILLS

- AUTOCAD
- REVIT
- Bluebeam
- Lumion
- PowerPoint
- Microsoft Excel
- Photoshop

# RESUMES

## Civil Engineer

# SUSAN HOLLAND

PE, LEED AP, CGC  
*Principal*

## CONTACT

Phone: (954) 367-0371

Email: susan@hollandengineering.net

📍 301 SW 7th Street

Fort Lauderdale, FL 33315



## ABOUT SUSAN

Susan Holland is a registered engineer and is the president of Holland Engineering, Inc. She is responsible for overall design, construction specifications, permitting, scheduling, cost estimates, bidding and documentation as it relates to the firm's civil engineering design services.

Holland Engineering, Inc. is a civil and environmental engineering firm specializing in water distribution and sewer collection system designs, storm water management, roadway and parking area design, site planning and permitting.

Susan served as president for the Florida Engineering Society from 1994-1995 and received Engineer of the Year in 1999.

## WHY ME?

Susan's experience includes over 30 years on municipal and private utility programs. Design experience includes sanitary sewer systems and pump stations, water distribution, storm water management and roadway design. Prior to Holland Engineering Inc., Ms. Holland served as the City Engineer for Fort Lauderdale, Florida; Project Manager, for General Development Utilities Corp; Design Engineer, City of Hollywood and Project Engineer, Florida Power & Light. With her 30 years of engineering experience in southeast Florida, she is familiar with all permitting requirements for engineering projects throughout the area and has a proven track record for coordinating her projects with various governmental and private agencies.

## EXPERIENCE

A partial list of projects Ms. Holland's professional engineering experience while at Holland Engineering, Inc., has included:

### Senior Centers/Retirement Communities

Brighton Elder Care Activity Center – **LEED Silver**

St. Andrews North Retirement Community

St. Andrews South Retirement Community

Edgewater Pointe Estates Retirement Community

### Transportation & Aviation

Ft. Lauderdale International Airport Toll Facility

Helicopters, Inc at North Perry Airport

## EDUCATION

1994

### Master of Public Administration

Florida Atlantic University

1981

### Bachelor of Science Engineering

University of Florida



## AWARDS

1999

**Engineer of the Year**

1994-1995

**President**

Florida Engineering Society

## EXPERIENCE CONTINUED

### Educational Facilities

Broward College Fire Service  
Piper High School  
South Plantation High School  
Cooper City High School  
Broadview Elementary  
Belle Glade Elementary School  
Norcrest Elementary  
Pioneer Middle School  
Pompano Elementary School  
Rickards Middle School

### Public Projects

Pembroke Pines YMCA  
USDA Horticultural Lab in Miami  
City of Hollywood Public Works  
West Hollywood Pump Station  
Dan Calloway Recreation Center  
Hollywood West Sports Park  
Rotary Park Hollywood  
Sunrise Athletic Complex  
Sunrise City Park  
West Ken Lark Park  
Wolk Park  
Tropical Park

### Hotels & Hospitality

Hampton Inn Midtown – **LEED Silver**  
Comfort Suites  
Hilton Garden Inn  
Home2Suites  
Mariott

### Churches and Places of Worship

Hallandale Church of Christ  
New Alliance Haitian Church Holiness Temple  
B'Nai Sephardim Temple  
Antioch Missionary Baptist Church

### Residential

Townhomes at Aragon  
Royal Palm Villas  
Merovich Townhomes

### Commercial, Retail, Banks & Offices

Apple Core Produce – **LEED Silver**  
South Florida Educational Credit Union  
Sandalford Chevron  
Gatepark Business Center  
Evert Tennis Academy

### Medical Centers

Smith Community Mental Health Center  
Palm Beach Gardens Medical Center  
Palmetto General Hospital  
Delray Medical Center  
Big Cypress Family Medical Center  
Florida Medical Center



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Melanie S. Griffin, Secretary



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## RESUME

# AYITEY ARYEE

## ENGINEER

301 SW 7th Street, Fort Lauderdale, FL, 33315

T: (954) 367-0371 // E: ayitey@hollandengineering.net // [www.hei-heis.com](http://www.hei-heis.com)

## EDUCATION

- |             |   |
|-------------|---|
| <b>2005</b> | <b>BACHELOR OF SCIENCE ENGINEERING</b><br>New York Institute of Technology / Old Westbury, NY |
| <b>2005</b> | <b>AUTOCAD CERTIFICATION</b><br>Netcom / Information Technology, Inc.                         |

## EXPERIENCE

### A PARTIAL LIST OF MR. ARYEE'S PROFESSIONAL EXPERIENCE & PROJECTS WHILE AT HOLLAND ENGINEERING INCLUDE:

- Hotel projects for Hampton Inn, Marriott and Comfort Suites
- Sunrise City Park
- Seventh Day Adventist Church
- Broward County Government Center West
- Broward County Transit Facility
- Palm Beach Gardens Medical Center
- AMF Bowling Centers
- Flamingo Pines Plaza
- Overtown CRA Housing
- Housing Projects throughout Miami-Dade, Broward and Palm Beach Counties
- All Year Cooling & Heating
- Cooper City Eye Doctor
- Palmetto Hospital Chiller Expansion
- Hallandale Beach Charter School
- Florida Medical Center Parking/ADA Improvements
- Universal Casualty Corporate Offices
- Wellington Green New Building
- Urgent Care Building for Memorial Health Systems

## ABOUT AYITEY

Ayitey Aryee is responsible for overall design, construction specifications, permitting, scheduling, cost estimates, bidding and documentation as it relates to Holland Engineering's civil engineering design services.

Ayitey's experience includes county, municipal and private civil engineering design projects. His design experience includes sanitary sewer systems and pump stations, water distribution, storm water management and roadway design.

Ayitey also provides construction administration for projects and prepares reports and documentation for projects during construction, as well as project close out documents for final certifications.

# HERNANDO SANDOVAL

ENGINEERING TECHNICIAN

301 SW 7th St, Fort Lauderdale, FL, 33315

T: (954) 367-0371 // E: hernando@hollandengineering.net

## EDUCATION

**1998**                    **ASSOCIATE IN ARTS**  
**AACE CIVIL ENGINEERING TECHNOLOGY**  
 Miami Dade Community College / Miami, FL

## EXPERIENCE

### A PARTIAL LIST OF MR. SANDOVAL'S PROFESSIONAL EXPERIENCE & PROJECTS WHILE AT HOLLAND ENGINEERING INCLUDE:

- Memorial Hospital Oxygen Tank Installation
- Bonaventure Fire Rescue Station
- Quiet Waters Elementary
- NW 21st Street Duplexes
- Shoppes at Weston
- Forest Lawn South Cemetery
- Radiant Living Worship Center
- Holiday Inn Express
- Al's Florist
- Arbor Pet Hospital
- Gibson quadplex
- Sheridan Hills Elementary
- Rickards Middle School
- Broward County Water & Wastewater Services
- Sunrise Athletic Center
- Ravenswood Transit Facility
- Hollywood Hills Plaza
- Gordon Foods

Exhibit "B"



Hernando Sandoval has over 30 years of professional experience in the engineering industry. He's responsible for the coordination of plans, preparation and execution for land development projects, including utility, drainage and grading design.

Hernando uses CAD equipment to provide support to Engineers (prepares routine layouts, detailed drawings and assembly drawings, sketches & diagrams). He is able to import cogo points, importing Data Collector Files. Preparation of Cross Sections, Profiles, Surfaces, Corridors & Network Pipes, with attention to detail, including all views and dimensions necessary for manufacture.

## SKILLS

Auto TURN. GuideSIGN6. MicroStation V8i (FDOTSS4 Power GEOPAK V8i). AutoCAD Civil 3D. Autodesk Storm and Sanitary Analysis

## STRENGTHS

- Consistently meets deadlines
- Motivated, high achiever
- High degree of technical capabilities
- Collaborates with team members

# RESUMES

M.E.P. Engineer



# EVERETT FENNELL, P.E.

## Managing Principal & Chief Executive Officer

phone: (561) 420-8612 | email: efennell@ecfconsultants.com

### S U M M A R Y

Everett Fennell, P.E. has over 45 years of experience and progressive responsibilities in the electrical power business. Providing services in project development activities, marketing, designing and studies for electrical facilities associated with an electrical utility infrastructure. His qualifications include hands-on planning, managing, designing, cost estimating, and project management with a background of experience which includes extensive service with public and private-sector clientele including electrical utilities, large industrials, project developers, and government entities.

### P R O J E C T E X P E R I E N C E

#### Competitive Power Ventures

Negotiated interconnection agreements with electrical utilities, developed alternative interfaces, scopes of work, and technical considerations associated interconnection Competitive Power Ventures wind generation to electrical power system.

#### Anza Electric

Developed a conceptual design for several interconnection options and perform a lifecycle cost analysis which includes all initial and future capital expenditures, plus all appropriate operating costs required to develop and maintain an operational facility.

#### Florida Hydro

Performed a high-level review of the Pacific Gas & Electric (PG&E) transmission system in the San Francisco, CA Bay area for locations to interconnect 10 MW and up to 200 MW blocks of water turbine generation.

#### Homestead Electric

Provided technical support in resolving the following Florida Reliability Coordinating Council, Inc. (FRCC) Compliance Monitoring and Enforcement Program On-site Compliance Audit Findings.

Developed several modifications to HES power system to accommodate a new 138 kV interconnection between Florida Power & Light Co. (FPL) and HES Networks. Final recommendation was a new intertie by looping the FPL Davis to Florida City #2 138 kV Line and HES Lucy 138 kV Line at the new HES Red land Distribution Substation site.

#### Progress Energy Florida

Developed Relay Setting Guidelines for Transmission and Distribution Schemes. These Guidelines outlines the methodology for the preparation of settings for various Progress Energy Florida Relay applications.

#### NextEra Resources Seabrook Nuclear Power Plant

Performed relay setting study to determine the impact of unit uprating on the performance of existing relay protective devices. Also performed assessment of the existing protection schemes and made recommendations on relay upgrades to enhance /improve the unit protection.

#### Rochester Gas & Electric

Performed Power System Breaker Duty Study and provided finding report to Rochester Gas & Electric (RGE) summarizing the evaluation of their power system distribution breakers interrupting ratings.

### E D U C A T I O N

Tennessee State University -  
Nashville, TN  
Bachelor of Science, Electrical  
Engineering

### R E G I S T R A T I O N

Florida P.E. License #28510

### A F F I L I A T I O N S

- Institute of Electrical and Electronics Engineers (I.E.E.E.)

### S K I L L S

- Generation Interconnection to Grid Protection
- Transmission Substation Protection
- Distribution Substation Protection
- Relay Setpoint and Configuration Settings
- Transmission and Substation Facilities Design
- Project Management
- Substation Automation
- Generating Source Protection

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# JEROLD H. PARROTT

## Senior Director of Building Services

phone: (561) 420-8618 | email: jparrott@ecfconsultants.com

### S U M M A R Y

Mr. Parrott is experienced in the design of engineered systems for various commercial, industrial, and institutional clients. As an engineer, he has participated in the design of various types of projects, including offices, classroom building, libraries, military, and warehouses. Mr. Parrott's years of experience in all phases of engineering design, from conceptual development through system start-up and commissioning makes him a valuable industry resource. He has been primarily responsible for the design and management of HVAC, plumbing, and fire protection systems for commercial, institutional, and industrial facilities.

### P R O J E C T E X P E R I E N C E

#### INNER CITY YOUTH GOLF LEARNING CENTER & MUSEUM – RIVIERA BEACH, FL

The ICYG Learning Center & Museum is a 3,260 Sq. Ft. educational facility built to celebrate the accomplishments of African Americans in golf. Mechanical designer for this project in designing the HVAC, Electrical, Plumbing and Fire Protection systems. The HVAC system utilized a multi-zone approach to manage peak and off-peak loads the facility will see. The fire protection system was design to exceed minimum requirements in considering students safety while using the facility.

#### SEVENTH DAY ADVENTIST-NEW CAMP YOUTH PAVILION – RIVIERA BEACH, FL

The Southeastern Conference of the Seventh Day Adventist commissioned a new multipurpose facility in Hawthorne, Florida. The New Youth Pavilion/Gymnasium located at the conference's campground is a 10,000 SF new construction facility with classroom learning spaces, first floor basketball arena, second floor fitness area and indoor track and commercial kitchen facilities. Mr. Parrott was the design engineer for the HVAC, plumbing and fire protection systems. The HVAC system utilized energy efficient technology the will incorporate the ability to deliver a controlled climate during peak and part loads for the building. The camping facility utilizes a self-contained water treatment plant. Mr. Parrott incorporated the plumbing system to seamlessly integrate into the water plant. Dry type plumbing fixtures were used in consideration of water conservations and an energy efficient recirculating hot water loop was designed into the facility. The new facility was located outside the local municipality's water main access, so the fire protection design by Mr. Parrott, utilized a ground well system to a storage tank with fire protection pumps to activate when needed.

#### EPHESUS JUNIOR ACADEMY – WEST PALM BEACH, FL

Jerold Parrott was the designer for the HVAC, plumbing and fire protection systems at this new education facility. The engineered systems for this project included dedicated 100% outside air units per classroom for optimum air quality. Use of innovative duct work to reduce project cost.

#### ECF CORPORATE HEADQUARTERS – WEST PALM BEACH, FL

Mechanical Design of the HVAC and plumbing for a new 20,000 SF class A office building. The HVAC design incorporated a chilled water ice-storage system. The air-side of the HVAC system utilized a VAV medium pressure duct delivery method. The plumbing system was designed with energy efficient water heater and hot water recirculation loop.

### A F F I L I A T I O N S

- Carrier University - Energy Modeling for LEED Energy & Atmosphere
- Georgia Institute of Technology Integrated Grounding System Design & Testing
- Safe Engineering Services & Technologies
- Power System Grounding and Electromagnetic Interference
- TRC Engineering - Fundamentals of Electrical Substation Design

### E D U C A T I O N

Tuskegee University, 1997 -  
Tuskegee, AL  
Bachelor of Science, Mechanical

### S K I L L S

- Carrier HAP
- GED Designer
- AutoCAD
- Microstation
- Energy Guage
- Projectwise
- Trane Trace



# JIMMIE PERRYMAN, P.E.

## Engineer of Record, Mechanical Engineering

phone: (561) 471-4029 | email: jperryman@ecfconsultants.com

### S U M M A R Y

Jimmie Perryman, P.E. has over 30 years of experience and progressive responsibility in the mechanical engineering design and consulting field. His qualifications include 15 years as a Lead Engineer for projects including new installations, modifications and upgrades of industrial and commercial facilities for a wide variety of mechanical systems. Additionally, Mr. Perryman is the Engineer of Record for Mechanical Engineering.

### P R O J E C T E X P E R I E N C E

#### ECF Office Building – West Palm Beach, FL

Engineer of Record for the design of the HVAC and plumbing for a new 20,000 SF class A office buildings. The HVAC design incorporated a chilled water ice-storage system. The air-side of the HVAC system utilized a VAV medium pressure duct delivery method. The plumbing system was designed with energy efficient water heater and hot water recirculation loop. The HVAC and plumbing system were design to integrate into the building automation system for monitoring and control.

#### ICYG Learning Center & Museum – Riviera Beach, FL

The Inner City Youth Group (ICYG) Learning Center & Museum is a 3,260 Sq. Ft. educational facility built to celebrate the accomplishments of African Americans in golf. Mechanical engineer for this project in implementing the HVAC, Electrical, Plumbing and Fire Protection systems. The HVAC system utilized a multi-zone approach to manage peak and off-peak loads the facility will see. The fire protection system was design to exceed minimum requirements in considering students safety while using the facility.

#### Port of Palm Beach Passenger Bridge - Riviera Beach, FL

Jimmie Perryman was the mechanical engineer performing the construction of the HVAC system for the new cruise terminal passenger loading bridge at the Port of Palm Beach. The HVAC system utilized an environmentally appropriate ductwork layout that would reduce microbes in the outdoor environment.

#### Ephesus Junior Academy - West Palm Beach, FL

Jimmie Perryman was the engineer for the HVAC, plumbing and fire protection systems at this new education facility. The engineered systems for this project included dedicated 100% outside air units per classroom for optimum air quality. Use of innovative duct work to reduce project cost.

#### Seventh Day Adventist Camp Youth Pavilion Hawthorne, FL

The New Youth Pavilion/Gymnasium located at the conference and camp ground is a 10,000 SF new construction facility. Scope of work included design of the HVAC, plumbing and fire protection systems. The HVAC system utilized energy efficient technology that will incorporate the ability to deliver a controlled climate during peak and part loads for the building. The camping facility utilizes a self-contained water treatment plant. Mr. Perryman incorporated the plumbing system to seamlessly integrate into the water plant. Dry type plumbing fixtures were used in consideration of water conservations and an energy efficient recirculating hot water loop was designed into the facility. The new facility was located outside the local municipality's water main access, so the fire protection utilized a ground well system to a storage tank with fire protection pumps to activate when needed.

### E D U C A T I O N

University of Idaho - Idaho Falls, ID  
Graduate Studies, Mechanical Engineering

Tuskegee University - Tuskegee, AL  
Master of Science, Nuclear Engineering

Tuskegee University - Tuskegee, AL  
Bachelor of Science, Mechanical Engineering

### R E G I S T R A T I O N

Florida P.E. Licence #35597

### A F F I L I A T I O N S

- National Society of Professional Engineers
- American Nuclear Society
- Phi Beta Sigma Fraternity

### S K I L L S

- Project Management
- Strategic Planning
- Process Improvements
- Contract Management
- AutoCAD



# JULIAN COVER

## Project Manager, Building Services

phone: (561) 471-4029 | email: jcover@ecfconsultants.com

### S U M M A R Y

Julian is a graduate of Florida Atlantic University's School of Mechanical Engineering with a technical foundation in permitting, land development engineering and design. His Project Management skills are accented as a liaison to external consultants including architects, landscape architects, permitting agencies and general contractors. In addition, his ability to maintain strong professional relationships across public and private landscapes to engage site specific stakeholders.

### P R O J E C T E X P E R I E N C E

#### Port of Palm Beach - Emergency Culvert Repair

Led civil engineering and construction administration efforts for the emergency repair of a collapsed stormwater culvert.

Managed site coordination, hydrologic assessments, and structural design of replacement pipe systems in high-traffic port areas.

Coordinated GPR scanning and integrated Phase II design with new permanent repair documents.

Directed construction administration tasks including RFI management, submittal reviews, weekly progress meetings, and payment application approvals.

Facilitated bi-weekly site inspections, quality control reviews, and stakeholder communications.

Delivered comprehensive project documentation including cost estimates,

#### Port of Palm Beach - Building 13 Modernization

Directed the design phase for the modernization of a 50-year-old maintenance warehouse facility, extending its lifecycle by 15–20 years.

Oversaw multidisciplinary coordination of architectural, structural, HVAC, and electrical systems for permitting and construction documentation.

Managed the development of detailed construction documents including truss refurbishments, wall panel replacement, HVAC upgrades, LED lighting design, and roof system improvements

Led internal team assignments and ensured delivery of signed/sealed documents within the 5-week contractual timeline.

Coordinated directly with Port staff, ensuring alignment with operational need and code compliance.

### E D U C A T I O N

Florida Atlantic University – Boca Raton, FL

Bachelor of Science, Mechanical Engineering

### A F F I L I A T I O N S

- Trustee for the West Palm Beach Fire Fighter Pension Fund
- Judge for the Annual William T. Dwyer Teacher of the Year Award
- Urban Land Institute Southeast Florida and Caribbean Member
- Legacy Magazine Most Powerful and Influential Black Business Leaders
- West Palm Beach Affordable Housing Advisory Committee
- West Palm Beach Mayor Keith James' Transition Team
- President, Foundation Builders LLC

### S K I L L S

- AutoCAD 3D Civil
- Solar Atlas
- Wind Atlas
- Survey Construction
- Permitting

# MOHAMMED AZIZ, P.E., P.Eng

## Senior Electrical Engineer

phone: (561) 471-4029 | email: maziz@ecfconsultants.com



**E D U C A T I O N**

Bangladesh University of Engineering & Technology – Dhaka, BD

Bachelor of Science, Electrical Engineering

**R E G I S T R A T I O N**

Nevada P.E. License #

P. Eng - Ontario, Canada

P. Eng - Saskatchewan P.E. IntPE & APEC Engineer

**A F F I L I A T I O N S**

- I.E.E.E.
- P.Eng. APEGS, Saskatchewan, Canada – Life Member

**S K I L L S**

- Quality Assurance
- Auto-CAD
- ETAP
- SKM
- QA/QC
- Lighting Design
- Agile
- LEED Projects
- Project and Construction Management

### S U M M A R Y

More than 30 years' experience in Design, design review. electrical engineering, control system design, specification review & upgrades; code compliance, testing & commissioning procedure review and preparation per electrical codes, recommend project future maintenance quality, safety, and cost effectiveness; review items per specification and all listed codes includes project contract documents. Design with load calculations, single line, short circuit calculation and coordination studies, feeder selections, voltage drop per NEC and selection of Switch Boards, Panels Boards, Safety switches and circuit Breakers, coordinated protection and all ratings per environmental requirements for ordering long lead items, identifying total power, voltage, ampere, and short circuit ratings. Verify design deficiency for all layout drawings and installation, for missing detail drawings per code to reduce RFI, grounding, and lightning protection. Also completed many projects as Lead Electrical Engineer: Construction Manage and Supervise multi-million-dollar projects like gas Turbine Power Plant, Solar Projects, Highrise Buildings, and residential installations.

### P R O J E C T E X P E R I E N C E

#### Central Broward Office EV Chargers Modernization Project

Electrical engineer performed comprehensive QA/QC on all electrical design deliverables, including load calculations, panel schedules, single-line diagrams, and equipment layouts, ensuring full compliance with applicable codes and project requirements.

#### Town of Golden Beach Wellness Center

As the project's Electrical Engineer, he conducted comprehensive QA/QC on the electrical engineering package, reviewing load calculations, panel schedules, lighting layouts, smart control systems, and emergency power provisions. His quality assurance efforts ensured full compliance with code requirements, proper system coordination with mechanical and plumbing disciplines, and seamless integration with the Wellness Center's sustainability and resilience goals.

#### Town of South Palm Beach New Town Hall

As the Electrical Engineer, he performed QA/QC reviews of all electrical design documents—including power distribution, lighting layouts, IT/low-voltage coordination, and emergency power provisions—to ensure accuracy, code compliance, and seamless integration with the SIPs-based building design.



# RAMTIN GOLRANG, P.Eng

## Senior Electrical Engineer

phone: (561) 471-4029 | email: rgolrang@ecfconsultants.com

### S U M M A R Y

Ramtin has more than 24 years' experience in electrical design for low and medium voltage systems such as: lighting design and photometric calculation, load flow analysis, short circuit calculations, and coordination protection. With proficiency in commissioning and testing power system.

### P R O J E C T E X P E R I E N C E

Electrical design and drafting in CAD and Revit, load calculation, lighting design, Fire Alarm system, equipment selection such as main and distribution transformers, switchgear, and panel. Coordination protection and emergency generator selection. Coordinate with another engineering discipline on the permitting process and completion.

Wiring and completing the 70-townhouse project such as installation, commissioning, and testing. Providing Bill of Materials, supervising and coordinating with different disciplines.

### L O C A T I O N

- Town of South Palm Beach, West Palm Beach, Florida
- Town of Golden Beach Wellness Centre - Golden Beach, Florida
- Smart VMC Community Condo at 101 Edgeley BLV – Vaughan, Canada
- Bellwood's House at 111 Avenue - Toronto, Canada
- Pickering Town Centre - Toronto, Canada
- 2100 Bridgetown Cir. Scarborough – Ontario, Canada

### E D U C A T I O N

Lakehead University - Thunder Bay, Ontario  
 Master Of Science Degree in Electrical Engineering

### R E G I S T R A T I O N

Ontario P.Eng . License  
 Internationally Educated Engineers Qualification  
 Master License Electrician

### S K I L L S

- ETAP
- AutoCAD
- Lighting design and photometric calculation
- Revit



# TYRONE WESTCARTH, P.E.

## Senior Director, Protection and Control & Substations

phone: (561) 508-9195 | email: twestcarth@ecfconsultants.com

### S U M M A R Y

Recognized for strong client relationship, efficient assessment and definition of project parameters, innovative design work, completing projects accurately, on schedule and under budget. Mr Westcarth is a successful, self-motivated engineer capable of handling multiple large scale projects. With over 20 years of engineering experience within the utility and commercial industrial space.

### P R O J E C T E X P E R I E N C E

#### ECF Engineering Consultants

##### Quarry Substation - Florida Power & Light

Performed protection and control design for a new 500/230kV transmission substation with two 500kV (4000A) bays, four 230kV bays and four single phase 500/230kV, 500MVA autotransformers, where one will be used in the spare position. The Quarry substation layout accommodates an expansion plan for two additional 500kV lines, a second autotransformer and additional 230kV lines, while also allowing space for future tertiary shunt reactors and 230kV capacitor banks.

##### South Bay Substation - Florida Power & Light

Performed substation design substation design for a new 230/138kV transmission Substation within the existing 138/69kV substation - This new portion of the station consisted of two (2) 230kV breaker & a half bays rated for 3000 amps, autotransformer & three(2) 138kV bays rated 3000 amps which connected to the existing 138kV bus in the station.

##### Verandah Substation - Florida Power & Light

Performed protection and control design for a new 230kV transmission switchyard consisting of four breaker and a half bays and two pre-fab vaults for relay equipment and station battery.

##### 6th Ave Substation - City of Lake Worth Beach

Performed protection and control design for a new 26kV switching station. Design consisted of one regulator and four feeder breakers.

##### Festival Substation - Florida Power & Light

Performed protection and control design for a new 230/13.8kV distribution Substation with two 55MVA and two 13.8kV distribution feeders. The design also consisted of 230kV breakers with four transmission lines feeding the new station.

### E D U C A T I O N

Florida International University - Miami, FL Bachelor of Science, Electrical Engineering  
*Power Systems Emphasis*

### R E G I S T R A T I O N

Florida License #75221

### A F F I L I A T I O N S

- Institute of Electrical and Electronics Engineers (I.E.E.E.)
- Florida Engineering Society (F.E.S.)
- Illuminating Engineering Society of North America (IESNA)

### S K I L L S

- AutoCAD
- Microstation
- The NEC Handbook
- SKM
- AGI32 software
- Etap
- Aspen Oneliner
- Cape

# RESUMES

## Structural Engineer



**Donata Williams, P.E., S.I., MBA, LEED AP, CM-BIM**  
Managing Principal

## PROFESSIONAL EXPERIENCE

Ms. Williams is a Structural Engineer with more than 22 years' experience in analysis, design and construction management of various types of structures for the governmental, commercial, aviation, educational and residential sectors. She utilizes various computer aided analysis and design tools such as Ram Structural System, Ram Concept, Ram Elements, Tekla Structural Designer Adapt, PCA Walls, AutoCAD, and Revit Structure.

Ms. Williams is a LEED Accredited Professional who worked on one of the first LEED certified buildings in Florida. She was one of the first 3 people in the state of Florida to receive her CM-BIM certification. Ms. Williams has served on the board for the South Florida Chapter of the Florida Structural Engineers Association since 2012 and currently serves on the state board as well. She also serves as Vice-chair for the Miami-Dade Board of Rules and Appeals.

## YEARS' EXPERIENCE:

22

## EDUCATION

Masters of Business Administration  
University of Florida

M.S. in Architectural Engineering with a  
Structures Concentration  
N.C. Agricultural & Technical University

B.S. in Civil Engineering  
University of Florida

## PROFESSIONAL REGISTRATION

Registered Professional Engineer:  
Florida 67337

Other States/Jurisdictions:  
NC, NY, TN, TX, PR

Special Inspector of Threshold Buildings  
FL SI 7018699

Florida Recognized Structural Engineer  
LEED Accredited Professional  
CM-BIM Certification

## PROFESSIONAL AFFILIATIONS

(FSEA) Florida Structural Engineers  
Association, Treasurer

(AISC) American Institute of Steel  
Construction

Miami-Dade Board of Rules and Appeals,  
Vice Chair

## Sample Project Experience:

- **City Signage, City of Miramar:** Structural design and permit drawings for various pieces of signage throughout the city. Included work on foundations, walls, planters, and pedestals used in various combinations to erect monument, electronic display, and block letter signs displaying city name, "Miramar", as well as "Town Center"
- **Fort Lauderdale Seawalls; Fort Lauderdale, FL**  
Evaluation of 31,000LF of seawall, providing reports of findings for wall integrity and status as it relates to current county requirements, including rankings of walls for repair timeframe and cost estimates.
- **Lightning Protection System, Broward County Schools:**  
Provided structural design services for installation of lightning dissipation array system at four BCPS high schools. Included coordination with electrical subconsultant
- **Hollywood Bridges; Hollywood, FL**  
There are five bridges in the city of Hollywood that required repair. TRC is the prime consultant for this project, managing the subconsultants, as well as providing structural engineering / restoration for the repair of each bridge.
- **Lift Station E08; Hollywood, FL**  
An upgrade to city facilities, work scope consisted of design of a new concrete wet well and valve vault with magmeter/pump vault. Concrete lids were also designed by TRC. Foundations were provided for the support of a generator and associated aluminum stair.
- **Golden Isle Park, FL** Project Manager and Special Inspector for 25,000SF tennis facility that includes offices, lockers, concessions, and a pro shop as well as three surrounding single-story buildings. Structural systems included steel joists, structural steel beams and columns, and reinforced masonry. Assisted the City of Hallandale with additional inspections for light pole bases and other site equipment foundations during the pandemic. (\*)

(\*) With another firm



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

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

SPECIAL INSPECTOR NUMBER: 7018699

**WILLIAMS, DONATA MERIE**

1230 N. UNIVERSITY DRIVE  
PLANTATION FL 33322

LICENSE NUMBER: PE67337

EXPIRATION DATE: FEBRUARY 28, 2027

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HEREBY CERTIFIES THAT

**Donata Williams**

HAS ACHIEVED THE DESIGNATION OF

**LEED® ACCREDITED PROFESSIONAL**

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



*Rebecca L. Flora*  
Chairman

June 19, 2008  
Date Issued

*S. Richard Pedrizzi*  
S. Richard Pedrizzi, President and CEO



**Nitin Ranadive, P.E.**  
Principal



## PROFESSIONAL EXPERIENCE

Mr. Ranadive has over four decades of experience in structural engineering, project management, planning and engineering design for a variety of projects. His qualifications include public and private commercial, institutional and industrial projects. He has led project teams in the design of conventional and post-tensioned concrete, composite and structural steel, cold formed steel bearing walls and wood structure projects. His expertise encompasses the design of new structures and the restoration and conversion of existing structures.

His qualifications enable him to develop and manage design teams that provide elegant and innovative solutions to challenging structural projects.

## YEARS' EXPERIENCE:

40

## PROFESSIONAL REGISTRATION

Registered Professional Engineer:  
Florida: PE 81459

## EDUCATION

University of Maryland, *Master of Science*, Civil Engineering;  
(Specialization in Structural Engineering)

Indian Institute of Technology,  
Mumbai, India, *Bachelor of Technology*, Civil Engineering

## Sample Project Experience:

- **Indian River County Emergency Operations Center expansion**, Vero Beach - Approx 16,000 sq ft expansion of existing EOC. Project includes commercial grade kitchen, computer server room, expanded restroom/shower facilities, sleeping areas, additional warehouse space, secure storage, two conference rooms, office space for Fire Dept training Bureau, Emergency Management, and administrative staff
- **Historic Public Safety Complex**, Miramar – 24,000 sq. ft., 2-story public safety complex in Miramar's Historic District. Building contains community space as well as work stations, evidence storage, crime scene lab, evidence vehicle bay, investigative services, and S.W.A.T. areas.
- **City of Plantation Fire Stations**– Project manager for design/construction of additions to Fire station # 2 and Fire station #5.
- **Broward Sheriff's Office Training Center**, Fort Lauderdale - 104,000 sq. ft. design-build project located at the Broward Sherriff's Office Public Safety Complex. 4-story training center building with attached 7-story parking garage. Admin offices, auditorium, classrooms, fire rescue simulation labs, indoor firearm ranges, etc.
- **City of Miramar, Community and Cultural Amphitheater**; Cultural Amphitheater Complex with 1,500 non-permanent seats and a lawn seating capacity of 2,500 under canopy structure; site includes a memorial wall, pedestrian pathways, food truck and vendor areas; stage, dressing rooms, electrical, data room, restrooms of approx. 5,000 SF and a tensile canopy of approx. 18,000 SF.
- **Miramar MegaCenter, Miramar, FL**; 198,000 sq. ft. multi-use, multi-building facility. Contains self-storage, retail, office space, and warehouse units, all in the same place.
- **Florida International University, (FIU) Wellness Center**, Miami. 60,000+ SF expansion of existing south campus Wellness and Recreation Center: new 3-court basketball/volleyball gymnasium, new free weight and cardio areas, indoor racquetball court and running track; lounge and office space.
- **School District of St. Lucie County Administrative Building**, Port St. Lucie; 106,000 SF, three story new office building, hardened for Risk Category III. Houses administrative offices and serves as headquarters for the district.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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**RANADIVE, NITIN RAMESH**

1230 N UNIVERSITY DR  
PLANTATION FL 33322

**LICENSE NUMBER: PE81459**

**EXPIRATION DATE: FEBRUARY 28, 2027**

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## Resume



**Alexis Velasquez, E.I.**  
Project Engineer



### PROFESSIONAL EXPERIENCE

Miss Velasquez started her engineering career working for a steel fabricator performing delegated connection design. Her responsibilities included development of connection sketches, calculations, and review of shop and erection drawings. After working for this fabricator for 5 years, she decided to change course to expand her skills in other trades of structural engineering and has joined the TRC team.

Miss Velasquez has significant computer experience with AutoCAD, Risa, SAFE, Enercalc, Etabs, Adapt PT/RC, Staad, Tekla, Giza, and Microsoft Office. Since beginning employment with TRC she has been working to expand her knowledge of structural design and has assisted on numerous restoration design projects.

### YEARS' EXPERIENCE:

8

### EDUCATION

Masters of Science in Civil Engineering  
Georgia Institute of Technology / 2016

### PROFESSIONAL REGISTRATION

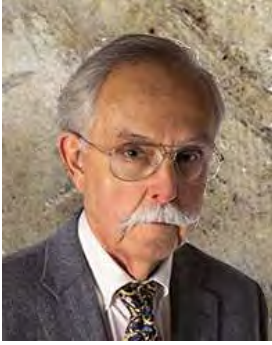
Georgia  
Lic #: EIT027620

### PROFESSIONAL AFFILIATIONS

Structural Engineers Association of  
Georgia – Young Members Group

### Sample Project Experience:

- **Seawall Assessments, City of Fort Lauderdale:** The city required assessment of multiple seawalls that potentially needed repair. In phase one of the project TRC's team was responsible for inspecting 31,000 linear feet of seawalls and producing/ submitting reports to the city
- **Hollywood Bridges, City of Hollywood:** There are five bridges in the city that required repair. TRC is the prime consultant for this project, managing the subconsultants, as well as providing structural engineering / restoration for the repair of each bridge
- **Cape Coral Technical College, Cape Coral:** Structural design of new technical college campus for Lee County School District. Facilities consist of single-story tilt-up concrete panels integrated with structural steel framing. Construction administration services provided, including shop drawing review and RFI responses
- **JetBlue Stadium, Fort Myers:** Performed analysis of existing trusses in the stadium canopy system to determine whether reinforcement was necessary to prevent flexure of the canopy
- **Building Certification – 40-Year Inspections:** Performed 40-year building certifications for various building types and sizes, of various building materials such as wood, masonry, steel, and concrete framing, including post-tension. Prepared technical specifications and drawings for recommended repairs and construction management services



**David O. Charland, P.E., S.I.**  
QA / QC



## PROFESSIONAL EXPERIENCE

Mr. Charland has provided structural engineering design leadership for more than fifty-nine years, on hundreds of complex residential, commercial, and institutional projects throughout the State of Florida. Structural engineering design projects under Mr. Charland's leadership include: municipal/ government facilities, healthcare entities, school systems, libraries, firehouses, emergency operations centers, recreation facilities, aviation structures, high-rise office buildings, hotels and resorts, heavy marine facilities, roads, bridges, industrial plants, parking structures and commercial building restoration.

Mr. Charland's dedication to public service spans over three decades. He served two terms on the Florida Board of Professional Engineers, initially appointed by Governor Jeb Bush and later by Governor Charlie Crist. His service also includes the Broward County Central Examining Board for Engineering Construction, the Structural Committee of the Broward County Board of Rules and Appeals, and the Florida Department of Community Affairs Hurricane Andrew Damage Assessment Team.

## YEARS' EXPERIENCE:

59

## EDUCATION

B. S. in Civil Engineering  
University of Florida

## PROFESSIONAL REGISTRATION

Registered Professional Engineer;  
Florida: 8802  
Professional Land Surveyor;  
Florida (retired): 1749  
Special Inspector /  
Threshold Buildings;  
Florida: 0042

## PROFESSIONAL AFFILIATIONS

(ASCE) American Society of Civil Engineers  
(ACI) American Concrete Institute  
(FSEA) Florida Structural Engineers Association

## Sample Project Experience :

- **Tuckahoe Bulkhead, Jensen Beach** – 300 linear foot bulkhead used to protect the historic building (Mansion at Tuckahoe) which sits atop a 4,000-year-old Native American mound.
- **St. Lucie County - Bridge Services Continuing Contract**
- **South Savannas Weir Project, Martin County** – Concrete weir replacement in Savannas Preserve State Park. Water control weir to provide habitat restoration and reduce flooding in downstream watershed.
- **Mandalay Bay Bridge, Sewall's Point** – Design of 250 ft bridge to be built over the lagoon off the Indian River to a private island.
- **Weir design and drawing review** – Various projects in Treasure Coast area.
- **City of Hollywood, Lift Station E-8** - An upgrade to city facilities, work consisted of design of a new concrete wet wall and valve vault with sump pit.
- **City of Hollywood, Lift Station W14 Restoration** - Engineer of Record and Special Inspector for restoration of existing lift station; included concrete restoration, concrete pump pedestals, and structural connections.
- **City of Pembroke Pines, City Hall and Civic Center**: 4-story, 167K sq. ft. civic complex; 3,500 seat performing arts center, banquet room, exhibition grand hall, full service kitchen, dressing and green rooms
- **Port St. Lucie Civic Center**; 100,000 sq. ft. public facility
- **Margaritaville Hollywood Beach Resort, Hollywood**  
Design and threshold inspections for new 870,000 sq. ft, \$100M+ resort
- **Indian River State College, STEM Building**, Port St. Lucie
- **Collier County Emergency Operations Center**, Naples 74  
110,000 sq. ft. facility

# RESUMES

## Landscape Architect

**Ken Gardner, ASLA, LEED AP**  
*President, GSLA Design*



With over 32 years of experience at GSLA Design (GSLA), Ken has extensive knowledge of landscape design and has prepared landscape plans for many municipal buildings, streetscapes, community centers, garages, schools and condominiums throughout Miami-Dade, Broward, Monroe and Palm Beach Counties. He has prepared master land use plans and site plans for parks, residential communities, and retail centers. Ken generated site construction plans and details, as well as planting, irrigation, and lighting plans for projects up to \$600 million. As a native of South Florida, Ken’s knowledge of sub-tropical plant material and its application is extremely strong. He became LEED certified in 2009 and completed many projects that received LEED certification.

- Education: Bachelor of Landscape Architecture, University of Georgia
- Licenses: State of Florida Certified Landscape Architect #1569  
 LEED AP Certified 2009; Crime Prevention Through Environmental Design Certified 1999
- Professional: American Society of Landscape Architects  
 Transportation Aesthetic Review Committee  
 Neat Streets Miami (formerly CIAB)  
 United States Green Building Council

**RELEVANT EXPERIENCE**

***Usain Bolt Plaza - Miramar***

GSLA worked with the design team and the City of Miramar to create a plaza space for a sculpture to honor the accomplishments of Olympian Usain Bolt. The small circular space was loaded with metaphoric design elements of the feats he performed. The planting design acted as a softening counterbalance to the hard lines of the planter seatwalls and also provided shade for visitors. Further, the species were selected to be maintainable and resilient.

***Underline – Miami***

GSLA led the design aspect for landscaping and amenities for Phase II of the Underline, a 2.14-mile section of the multi-modal trail under the Metrorail. As part of a multi-disciplinary team, GSLA collaborated with Friends of the Underline, Miami-Dade County, City of Miami, FDOT and Viscaya. After meeting numerous times with all stakeholders, GSLA prepared existing tree disposition plans, sitework, hardscape, and planting plans. This section of the trail was characterized as “nature and play”, and contained a bike trail, pedestrian trail, 3 formal plazas, numerous informal gathering areas, playgrounds, nature trails, sensory and butterfly gardens. GSLA performed extensive construction administration services to ensure the project was completed on time and on budget. Construction was recently completed on this transformational project.



Ken Gardner, ASLA, LEED AP - Page 2

***FPL Lakeview Substation – Pompano***

GSLA prepared planting plans for this FPL Substation in Pompano Beach. The landscape design consisted of a hedge around the new portions of the substation. Although no mitigation was needed for trees needing to be removed, there was a very large number of existing trees and palms on site, and they all needed to be documented accurately. Careful examination of the utility clear zones was performed to ensure no infringements to the powerlines would occur. A new fencing system was employed on this substation and GSLA carefully coordinated with the engineers to ensure it would work as intended with the landscape.

***Flamingo West Park – Cooper City***

GSLA prepared planting and irrigation plans for a new 23-acre park in Cooper City. There were two distinct areas in this park - a natural area around a wetland and a more active area with 4 artificial turf multi-purpose fields, a playground, restrooms and concession facilities. The natural area was planted with all native plantings and surrounded with a long, curving, shaded walkway with educational signage. The active area was planted with shade trees located to provide as much shade as possible over the paved areas, yet still allow the athletic lighting to function properly. New park signage to welcome guests was developed with natural materials.

***Hallandale Beach Boulevard Entry – Hallandale***

This project was for improvements to the retention areas on the north and south sides off I-95 on Hallandale Beach Boulevard. GSLA prepared grading and planting plans that needed to meet all criteria set forth by FDOT. GSLA also designed new planting to enhance the landmark entry signage for the city. In order to meet sustainability and maintainability requirements, strictly native plant material were used.

***Claude Pepper Park & Community Center – North Miami***

GSLA prepared planting and irrigation plans for a community center and gymnasium, tennis courts, plaza and parking lot at Claude Pepper Park in North Miami. This center was designed to incorporate all the necessary technology and planting/irrigation design required to qualify for a LEED silver rating from the USGBC. GSLA used native plants to reduce the water resources but still allow the landscaping to thrive.

***Doral Canal Banks – Doral***

GSLA prepared planting plans for 3 sections of canal banks through the City of Doral which included new trees and a mitigation plan for trees that needed to be removed. The canals had experienced significant erosion over the years and required engineered stabilization that included removal of existing trees. Species selection was critical because the root systems could not interfere with the stabilization efforts, and trees would receive little or no maintenance.

***WASD Pump Station 344 - Aventura***

GSLA prepared concept plans and renderings for a pump station adjacent to the entrance of an upscale condominium on Country Club Drive in Aventura, FL. Included were several options for the local stakeholders to voice their opinion on the location and design. Upon selection of an option, GSLA prepared existing tree disposition, planting and irrigation plans. The project is currently in the permitting phase.





Ron DeSantis, Governor

Melanie S. Griffin, 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

**GARDNER, KENNETH ERIC**

GSLA DESIGN, INC.  
3158 INVERNESS  
WESTON FL 33332

**LICENSE NUMBER: LA0001569**

**EXPIRATION DATE: NOVEMBER 30, 2027**

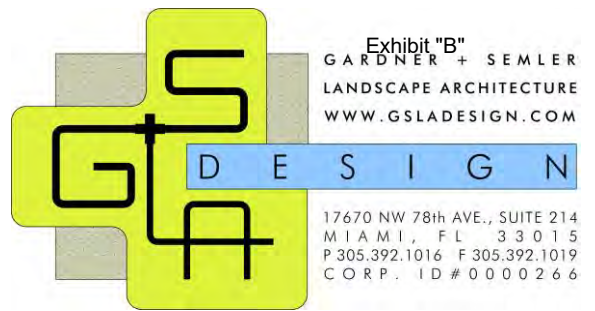
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ISSUED: 11/19/2025

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Taylor Kiehl Semler, ASLA  
*Partner, GSLA Design*



“Kiehl” has extensive experience completing projects for clients throughout his 18 years at GSLA Design. He prepares hardscape, planting, and irrigation plans for numerous projects such as parks, streetscapes, municipal buildings, residences, large scale developments, roadways and retail centers. He handles site inventories, client meetings and public presentations and oversees project installation. He is an expert in using computer-aided design applications for planning practices and rendering of plans. Kiehl’s attention to detail and mind for unique, creative solutions to design challenges has benefited clients and ensured successful project outcomes.

**EDUCATION**

University of Georgia - Athens, GA  
Bachelor of Landscape Architecture

**PROFESSIONAL**

State of Florida Certified Landscape Architect #7205  
American Society of Landscape Architects

**RELEVANT EXPERIENCE**

***Ives Estates Park – Miami***

GSLA was the prime consultant for Ives Estates Park project, a major park rehabilitation in northern Miami-Dade County. It included a roadway repair and the creation of new park elements. GSLA prepared plans for a new raised athletic field, dog run areas, picnic facilities and a nature trail. This project combined several new site amenities on a diverse landscape that featured both protected natural forest communities and remediated landfills. The new amenities expanded the functionality of the park while a nature trail allowed for contemplation of the sensitive ecosystem. GSLA oversaw several subcontractors.

***Long Key Nature Center – Davie***

This project was for the construction of a new 4,000 square foot educational Nature Center in an ecologically sensitive natural area in Davie. GSLA routed a walkway system through the existing vegetation, paying careful attention in order to preserve specific vegetative accents. GSLA also designed paths to provide views of the lake and highlight the Nature Center, and provided additional native landscape to enhance the pedestrian experience. GSLA prepared planting and irrigation plans for the project.



## Taylor Kiehl Semler, ASLA – Page 2

### ***Franjo Road – Palmetto Bay***

GSLA designed a 1.2 mile corridor on Franjo Road in downtown Palmetto Bay, containing pedestrian-friendly shade trees, wayfinding, site furnishings, vendor kiosks, and a proposed linear park. There were traffic calming measures throughout the roadway for safety, including bike lanes, narrow vehicular lanes, a roundabout, a chicane, and safety bollards. A diverse plant pallet with dozens of native tree and shrub species were chosen to create interest while maintaining visibility for pedestrian safety. All new planting areas were fully designed with soil amendments and automatic irrigation systems.

### ***Hallandale Beach Boulevard Entry – Hallandale***

This project was for improvements to the retention areas on the north and south sides off I-95 on Hallandale Beach Boulevard. GSLA prepared grading and planting plans that needed to meet all criteria set forth by FDOT. GSLA also designed new planting to enhance the landmark entry signage for the city. In order to meet sustainability and maintainability requirements, strictly native plant material were used.

### ***Coral Springs Fire Station and Training Facility – Coral Springs***

This project was a new 3-bay fire station and fire training facility in Coral Springs. GSLA prepared planting and irrigation plans for the project. GSLA used fire-resistant species in certain areas since the site was to be actively used as a training facility and some of the activities were going to be close to landscape buffers.

### ***Old Cutler Road – Cutler Bay***

GSLA prepared landscape plans for an approximately 1¼ mile section of Historic Old Cutler Road through Cutler Bay. This plan incorporated wide sidewalks and a significant number of shade trees to provide for a pleasant and safe pedestrian experience. The landscape design implemented a program developed by Fairchild Tropical Gardens called "Connect to Protect." This program was intended to repopulate the native pineland canopy in S. Dade by planting "ribbons" of pineland indicator species between remaining pinelands.

### ***Jackson Memorial Hospital DTC – Miami***

GSLA redesigned the entire main entry of the Diagnostic Treatment Center to compliment the new building expansion. Included was an all-new entry court for vehicles and pedestrians, a new plaza opposite the main entry for staff and visitors, and adjacent landscape areas along the entry drives. Rejuvenation of the landscape along 19th street and creation of a new entry along NW 12th Ave was also designed.

### ***Optimist Park Community Center – Miami Lakes***

GSLA prepared planting and irrigation plans for a new Community Center at Optimist Park. GSLA overcame challenges with the site plan because this center was located in an existing park with many large trees. The project was designed using many sustainable initiatives to qualify for LEED credentialing.





Ron DeSantis, Governor

Melanie S. Griffin, 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

**SEMLER, TAYLOR KIEHL**

3720 SW 60TH PLACE  
MIAMI FL 33155

**LICENSE NUMBER: LA6667205**

**EXPIRATION DATE: NOVEMBER 30, 2027**

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ISSUED: 11/18/2025

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## Office Locations

Identify the location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location. Also identify the location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.

Design2Form is located in Broward County. Our Broward office is located at 126 N. Dixie Highway in Hollywood, FL. **Work for the City of Pompano Beach’s contract will be performed from our Hollywood office.** Our office is conveniently located a few miles from I-95 and within 24 miles of the City of Pompano Beach. D2F’s office proximity to City of Pompano Beach extends our ability to provide dynamic and timely customer service to City of Pompano Beach staff and carry out project site visits. Furthermore, our team’s response capability is clearly evidenced by our previous successful work with the **Pompano Beach CRA** and other neighboring organizations such as the Urban League of Broward County, Broward Family and Community Health Center and the City of West Palm Beach, just to name a few. Lastly, Design2Form’s professional services will be supported by an equally strong bench of subconsultants listed in the table below.

Prime Name	Office Location	Staff	
		Professional	Administrative
Design2Form	126 N. Dixie Hwy, Suite 111 Hollywood, FL 33020	Professional	Administrative
		6	2

Sub-consultant	Office Location	Staff	
		Professional	Administrative
<b>Holland Engineering, Inc.</b> <i>Civil Engineering</i>	301 SW 7th Steet Fort Lauderdale, FL 33315	Professional	Administrative
		3	1
<b>GSLA Design</b> <i>Landscape Architect</i>	17670 NW 78 <sup>th</sup> Avenue, Suite 214 Miami, FL 33015	Professional	Administrative
		2	2
<b>TRC Worldwide Engineering</b> <i>Structural Engineering</i>	1230 N. University Drive Plantation, FL 33322	Professional	Administrative
		4	3
<b>ECF Engineering Consultants</b> <i>MEP Engineering</i>	4401 Beacon Circle West Palm Beach, FL 33016	Professional	Administrative
		8	3

See upload

**Contact:** Zamarr T. Brown RA, LEED AP

**Email:** [marketing@design2form.com](mailto:marketing@design2form.com)

**License:** #AR92013

**Main Office:**

126 N. Dixie Hwy.  
Suite 111  
Hollywood, FL 33020

**Miami-Dade County:**

1915 NW 171st Street  
Miami Gardens, FL 33056

**Palm Beach County:**

4401 Beacon Circle  
West Palm Beach, FL 33407

**Orange County:**

2295 S Hiawasse Road  
Suite 318  
Orlando, FL 32835



**Design2Form**  
Architecture • Interiors • Project Management



**City of Pompano Beach**

**RLI26-002 CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA)**

**Position Classification & Maximum Hourly Labor Rate Schedule**

<b>Sub /Firm Name</b>	
<b>Position / Classification</b>	<b>Maximum Hourly Rate (\$)</b>
Landscape Architect (GSLA, Inc.)	\$275.00
Landscape Project Manager	\$200.00
Landscape Design / Cadd Tech	\$175.00
Civil Engineer (Holland Engineering, Inc.)	\$275.00
Civil Project Manager	\$185.00
Civil Design / Production	\$175.00
Surveyor (Engenuity Group, Inc.)	\$275.00
Project Land Surveyor	\$185.00
Field Representative	\$150.00
Cadd Tech / Production	\$150.00
Survey Crew	\$275.00
Survey Administrative	\$100.00
MEP Engineer (ECF Engineering Consultants)	\$290.00
MEP Project Manager	\$210.00
MEP Production	\$175.00
MEP Administrative	\$100.00

Structural Engineer (TRC Worldwide Engineering)	\$275.00
Structural Project Manager	\$185.00
Structural Production / BIM Coordinator	\$150.00
Structural Inspector	\$150.00
Structural Administrative	\$100.00
Expert Witness	\$350.00
ADA Consultant (Accessibility Consulting, LLC)	\$275.00



**Exhibit C – Cover Page  
Approved Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/8/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).

<b>PRODUCER</b> <b>Hansen Insurance, LLC</b> <b>4590 N. Meridian Avenue</b> <b>Miami Beach, FL 33140</b> <b>License #:A307619</b>		<b>CONTACT NAME: Rick Hansen</b> <b>PHONE (A/C, No. Ext): (305) 674-9998</b> <b>E-MAIL ADDRESS: rick@hanseninsurancefl.com</b> <b>FAX (A/C, No): (305) 674-9998</b>	
<b>INSURED</b> <b>Design2Form</b> <b>126 N. Dixie Highway, Suite #111</b> <b>Hollywood, FL 33020</b> <b>(305)670-4898, xt.1</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A : RLI Insurance Company</b> <b>INSURER B : RLI Insurance Company</b> <b>INSURER C : Travelers Casualty &amp; Surety Co</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	
		<b>NAIC #</b> <b>13056</b> <b>13056</b> <b>31194</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PSB0011166	5/29/2026	5/29/2027	EACH OCCURRENCE \$ <b>1000000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1000000</b> MED EXP (Any one person) \$ <b>10000</b> PERSONAL & ADV INJURY \$ <b>1000000</b> GENERAL AGGREGATE \$ <b>2000000</b> PRODUCTS - COMP/OP AGG \$ <b>2000000</b> \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	PSB0011166	5/29/2026	5/29/2027	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1000000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-2W225274	10/4/2025	10/4/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	<b>Professional Liability</b>			RDP0060335	10/12/2025	10/12/2027	<b>each claim</b> <b>annl. aggr.</b> <b>1000000</b> <b>2000000</b>

**APPROVED** *David Daley*  
 By David Daley at 3:27 pm, Apr 08, 2026

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is listed as an Additional Insured with respect to the Commercial General Liability Insurance and Auto Liability insurance, where required by written contract. Professional Liability insurance is written on a claims-made and reported basis. Thirty (30) days written notice provided to Certificate Holder for any changes or cancellation to policies.

**CERTIFICATE HOLDER****CANCELLATION**

<b>City of Pompano Beach</b> <b>100 West Atlantic Boulevard</b> <b>Pompano Beach, FL 33060</b>	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 
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