

CITY OF POMPANO BEACH, FLORIDA
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
NO. 13149
WITH
CURRIE SOWARDS AGUILA ARCHITECTS, INC.



**CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES CCNA
FOR VARIOUS CITY PROJECTS RL126-002**

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

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 Currie Sowards Aguila Architects, Inc. a Florida Corporation, 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 Jess Sowards

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 a 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**

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:

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

FOR CONSULTANT:

Jess Sowards, President
Currie Sowards Aguila Architects, Inc.
185 NE 4th Avenue, Suite 101
Delray, FL, 33483

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:

Currie Sowards Aguila Architects, Inc.

By: _____

Jess Sowards, President

Signature _____

Jose f. Jaramillo

Nate Typed, Printed, or Stamped

Signature _____

CHRISTIAN PEÑA

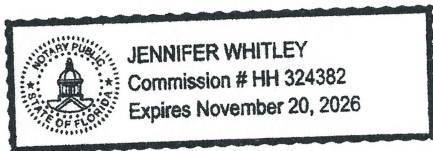
Nate Typed, Printed, or Stamped

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 1 day of APRIL, 2026, by Jess Sowards, as President of Currie Sowards Aguila Architects, Inc., a Florida Corporation, on behalf of the corporation, who is personally known to me or who has produced _____ as identification.

NOTARY'S SEAL:



NOTARY PUBLIC, STATE OF FLORIDA

Jennifer Whitley
(Name of Acknowledger Typed, Printed or Stamped)

HH324382

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 & 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

(Department)

RLI Opening Date:

December 18, 2025

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

(Purchasing Agent)

Dated:

February 11, 2026, at 1:40 pm (Eastern Time)



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

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

BID OPENING: December 18th, 2025, 2:00 PM

PRE-BIDDERS CONFERENCE: November 20th, 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. 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

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

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 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:

Line	Criteria	Points Range
1	Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm	0-15
2	Qualifications of personnel, including subconsultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15
3	Proximity of the nearest office to the project location: a. Location b. b. Number of staff at the nearest office	0-15
4	Current and Projected Workload 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	0-15
5	Demonstrated Prior Ability to Complete Project on Time 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.	0-15
6	Demonstrated Prior Ability to Complete Project on Budget 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.	0-15
7	Florida Small and Minority Business Certification 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%	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 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

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

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	Download	RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 3.pdf (415 KB)	RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 3
2	Download	RLI26-002 Addendum 3.pdf (130 KB)	Addendum 3
Attachment 'RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 2.pdf' has been changed as part of an addendum. See 'History' for details.			
3		RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 2.pdf (408 KB)	RLI26-002 Continuing Contracts Architectural Services - CCNA - Addendum 2
Attachment 'RLI26-002 Addendum 2.pdf' has been changed as part of an addendum. See 'History' for details.			
4		RLI26-002 Addendum 2.pdf (130 KB)	Addendum 2
Attachment 'RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 1.pdf' has been changed as part of an addendum. See 'History' for details.			
5		RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 1.pdf (368 KB)	RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA - ADDENDUM 1
Attachment 'RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA.pdf' has been changed as part of an addendum. See 'History' for details.			
6		RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA.pdf (301 KB)	RLI 26-002 CONTINUING ARCHITECTURAL SERVICES - CCNA
7	Download	Service Contract DRAFT.pdf (162 KB)	City - Sample Continuing Service Contract
8	Download	CRA - Sample Continuing Service Contract.pdf (328 KB)	CRA - Sample Continuing Service Contract
9	Download	General Conditions.pdf (405 KB)	General Conditions
10	Download	Exhibit B - Insurance Requirements for CCNA - Architectural Services.pdf (170 KB)	Insurance Requirements for CCNA - Architectural Services
11	Download	Proposer Information Page Form.pdf (12 KB)	Must be uploaded to the Response Attachments Tab
12	Download	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	Download	Qualifications Of Bidders Form.pdf (17 KB)	Must be uploaded to the Response Attachment Tab
14	Download	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	Download	Local Business Program Forms.pdf (179 KB)	Local Business Program Forms
16	Download	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 ~~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:

Line	Criteria	Points Range
1	Prior experience of the firm with projects of similar size and complexity: - Number of similar projects - Complexity of similar projects - References from past projects performed by the firm	0-15
2	Qualifications of personnel, including subconsultants: - Organizational chart for project - Number of technical staff - Qualifications of technical staff: - Number of licensed staff - Education of staff - Experience of staff on similar projects	0-15
3	Proximity of the nearest office to the project location: - Location - Number of staff at the nearest office	0-15
4	Current and Projected Workload 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	0-15
5	Demonstrated Prior Ability to Complete Project on Time 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.	0-15
6	Demonstrated Prior Ability to Complete Project on Budget 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.	0-15
~~7~~	~~Florida Small and Minority Business Certification~~ ~~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%~~	~~0-10~~

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.

EXHIBIT B - Insurance Requirements

CONTRACTOR shall not commence services under the terms of this Agreement until certification or proof of insurance detailing terms and provisions has been received and approved in writing by the CITY's Risk Manager. If you are responding to a bid and have questions regarding the insurance requirements hereunder, please contact the CITY's Purchasing Department at (954) 786-4098. If the contract has already been awarded, please direct any queries and proof of the requisite insurance coverage to CITY staff responsible for oversight of the subject project/contract.

CONTRACTOR is responsible to deliver to the CITY for timely review and written approval/disapproval Certificates of Insurance which evidence that all insurance required hereunder is in full force and effect and which name on a primary basis, the CITY as an additional insured on all such coverage.

Throughout the term of this Agreement, CITY, by and through its Risk Manager, reserve the right to review, modify, reject or accept any insurance policies required by this Agreement, including limits, coverages or endorsements. CITY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition or failure to operate legally.

Failure to maintain the required insurance shall be considered an event of default. The requirements herein, as well as CITY's review or acceptance of insurance maintained by CONTRACTOR, are not intended to and shall not in any way limit or qualify the liabilities and obligations assumed by CONTRACTOR under this Agreement.

Throughout the term of this Agreement, CONTRACTOR and all subcontractors or other agents hereunder shall, at their sole expense, maintain in full force and effect the following insurance coverages and limits described herein, including endorsements.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440. CONTRACTOR further agrees to be responsible for the employment, control, and conduct of its employees and for any injury sustained by such employees in the course of their employment. If the firm has no employees or (only principals/owners), they may file a statutory exemption or sign the City's Workers' Compensation (WC) waiver if the firm has fewer than four employees.

2. Liability Insurance.

(a) Naming the City of Pompano Beach as an additional insured as CITY's interests may appear, on General Liability Insurance only, relative to claims which arise from CONTRACTOR's negligent acts or omissions in connection with Contractor's performance under this Agreement.

(b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

Type of Insurance Limits of Liability

GENERAL LIABILITY: Minimum \$1,000,000 Per Occurrence and \$2,000,000 Per Aggregate

* Policy to be written on a claims incurred basis

XX	comprehensive form	bodily injury and property damage
XX	premises - operations	bodily injury and property damage
	explosion & collapse	
	hazard	
	underground hazard	
XX	products/completed	bodily injury and property damage combined
	operations hazard	
XX	contractual insurance	bodily injury and property damage combined

XX	broad form property damage	bodily injury and property damage combined
XX	independent contractors	personal injury
XX	personal injury	
	sexual abuse/molestation	Minimum \$1,000,000 Per Occurrence and Aggregate
	liquor legal liability	Minimum \$1,000,000 Per Occurrence and Aggregate

***The city must be listed as Additional Insured and coverage must be Primary & Non-Contributory.**

Coverages must include premises/operations, independent contractors, contractual liability, products/completed operations, and broad form property damage.

AUTOMOBILE LIABILITY: Minimum \$1,000,000 Per Occurrence and Aggregate.
 Bodily injury (each person) bodily injury (each accident),
 Property damage, bodily injury and property damage combined.

XX comprehensive form
 XX owned
 XX hired
 XX non-owned

REAL & PERSONAL PROPERTY

___ comprehensive form Agent must show proof they have this coverage.

EXCESS LIABILITY Per Occurrence Aggregate

___ other than umbrella bodily injury and \$1,000,000 \$1,000,000 property damage combined

PROFESSIONAL LIABILITY	Per Occurrence	Aggregate
XX * Policy to be written on a claims made basis	\$1,000,000	\$2,000,000

***The vendor must maintain coverage with a minimum of \$1,000,000 per claim and \$2,000,000 aggregate for contracts under \$7.5M in construction value. The policy must cover negligent acts, errors, or omissions arising from professional services and the vendor must maintained coverage for the duration of the contract and at least 4 years after project completion.**

(c) If Professional Liability insurance is required, Contractor agrees the indemnification and hold harmless provisions set forth in the Agreement shall survive the termination or expiration of the Agreement for a period of four (4) years unless terminated sooner by the applicable statute of limitations.

CYBER LIABILITY

Per Occurrence

Aggregate

___ * Policy to be written on a claims-made basis \$ 1,000,000 \$1,000,000

___ Network Security / Privacy Liability

___ Breach Response / Notification Sublimit (minimum limit of 50% of policy aggregate)

___ Technology Products E&O - \$1,000,000 (only applicable for vendors supplying technology related services and or products)

___ Coverage shall be maintained in effect during the period of the Agreement and for not less than four (4) years after termination/ completion of the Agreement.

3. Employer's Liability. If required by law, CONTRACTOR and all subcontractors shall, for the benefit of their employees, provide, carry, maintain and pay for Employer's Liability Insurance in the minimum amount of One Hundred Thousand Dollars (\$100,000.00) per employee, Five Hundred Thousand Dollars (\$500,000) per aggregate.

4. Policies: Whenever, under the provisions of this Agreement, insurance is required of the CONTRACTOR, the CONTRACTOR shall promptly provide the following:

(a) Certificates of Insurance evidencing the required coverage;

(b) Names and addresses of companies providing coverage;

(c) Effective and expiration dates of policies; and

(d) A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.

5. Insurance Cancellation or Modification. Should any of the required insurance policies be canceled before the expiration date, or modified or substantially modified, the issuing company shall provide thirty (30) days written notice to the CITY.

6. Waiver of Subrogation. CONTRACTOR hereby waives any and all right of subrogation against the CITY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

Pompano Beach eBid System Bid Addendum Confirmation: RLI26-002

Addendum 1 (Continuing Contracts for Architectural Services - CCNA)

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

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

Priority NORMAL

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

According to Section 287.055, Florida Statutes Consultants' Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") invites professional companies/firms to submit a 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 be sent through the eBid System (IonWave) or to the Purchasing Agent assigned to this solicitation, Eric Seifer, at 954-786-4098 or eric.seifer@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.

Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposals received after the specified due date and time will not be considered. Any uncertainty about the time a proposal is received will be resolved against the firm, if you don't mind.

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.

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 or by calling 954-786-4098

Username	User Name	Email	Delivery Status
PERLUI	Perez, Luis	luis.perez@copbfl.com	Opened



RLI26-002 Addendum 3

Currie Sowards Aguila Architects

Currie Sowards Aguila Architects

Supplier Response

Event Information

Number: RLI26-002 Addendum 3
 Title: Continuing Contracts for Architectural Services - CCNA
 Type: Request for Letters of Interest
 Issue Date: 11/17/2025
 Deadline: 12/18/2025 02:00 PM (ET)
 Notes: According to Section 287.055, Florida Statutes Consultants' Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") invites professional companies/firms to submit a 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)).

Exhibit "A"

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 be sent through the eBid System (IonWave) or to the Purchasing Agent assigned to this solicitation, Eric Seifer, at 954-786-4098 or eric.seifer@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.

Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposals received after the specified due date and time will not be considered. Any uncertainty about the time a proposal is received will be resolved against the firm, if you don't mind.

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.

Contact Information

Contact: Michael Lee
Address: Procurement and Contracts
1010 NE 3 Avenue
Pompano Beach, FL 33060
Phone: (954) 786-4098
Email: michael.lee@copbfl.com

Currie Sowards Aguila Architects Information

Exhibit "A"

Contact: Jennifer Whitley
Address: 185 NE 4TH AVE STE 101
Delray Beach
Delray Beach, FL 33483
Phone: (561) 276-4951
Email: office@csa-architects.com
Web Address: www.csa-architects.com

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Pompano Beach, this Response, together with all documents prepared by or on behalf of the City of Pompano Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf of the named Supplier (Offeror).

Crystal Binford

Signature

Submitted at 12/18/2025 01:20:04 PM (ET)

crystal@csa-architects.com

Email

Supplier Note

THANK YOU AND HAPPY HOLIDAYS, CURRIE SOWARDS AGUILA ARCHITECTS

Requested Attachments

Letter of Interest

Letter of Transmittal.pdf

The electronic version of the proposal must be uploaded to the Response Attachments tab. The file size for uploads is limited to 250 MB. If the file size exceeds 250 MB, the response must be split and uploaded as two (2) separate files.

Proposer Information Page Form

Proposer Information Page
Form.pdf

Must be uploaded to the Response Attachment Tab

Project Team Form

Project Team Form.pdf

Must be uploaded to the Response Attachment Tab

Qualification of Bidders Form

QUALIFICATIONS OF BIDDERS
AND REFERENCES.pdf

Qualification of Bidders Form from the attachments tab must be completed and uploaded to this tab.

Tier 1/ Tier 2 Local Business Form

T1_T2_Form.pdf

To comply with the City's Local Business Program as a Tier-1 or Tier-2 vendor, you must complete the Tier 1/ Tier 2 Local Business form from the attachments tab and upload it here.

Local Business Program Forms

Local Business Program
Forms.pdf

Local Business Program Forms from the attachments tab must be completed and uploaded to this tab.

Attachment H - W9 Request for Taxpayer Identification Number and Certification

Attachment H - W9.pdf

Must be uploaded to the Response Attachment Tab

pompanoproposal.pdf

Currie Sowards Aguila Architects Response to RLO26-002

TAB 10 CONFIDENTIAL Reviewed and Audited Financial Statements.pdf

CONFIDENTIAL - FINANCIALS

Bid Attributes

1	Terms & Conditions Check the box indicating you agree to the terms and conditions of this solicitation. ☒ Agree
2	Acknowledgement of Addenda Check this box to acknowledge that you have reviewed all addenda issued for this solicitation. ☒ Yes
3	Local Business Participation Percentage If you have indicated local business participation on the Local Business Participation Form Exhibit A enter the percentage of the contract that will be performed by local Pompano Beach businesses. 0%
4	Vendor Certification Regarding Scrutinized Companies Lists (Any Dollar Amount) Section 215.4725, Florida Statutes, prohibits agencies from contracting (at any dollar amount) with companies on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel. As the person authorized to electronically sign on behalf of Respondent, I hereby certify by selecting the box below that the company responding to this solicitation is not listed on the Scrutinized Companies that Boycott Israel List. I also certify that the company responding to this solicitation is not participating in a boycott of Israel, and is not engaged in business operations in Syria or Cuba. I understand that pursuant to sections 287.135 and 215.4725, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs. Select yes for Agree, No for disagree on the drop down menu. Yes

5 Drug-Free Workplace

Exhibit "A"

STATEMENT UNDER SECTION 287.087, FLORIDA STATUTES ON DRUG-FREE WORKPLACE
**REQUESTED INFORMATION BELOW IS ON THE ATTRIBUTES TAB FOR THE RFP IN THE EBID SYSTEM.
PROVIDE THIS INFORMATION ELECTRONICALLY.**

Preference must be given to Contractors submitting certification with their bid or proposal, certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991.

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid, a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1) notify the employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

By choosing YES, I hereby certify that the company/firm complies with all the above requirements

Yes

6 Conflict of Interest

For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beach employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". (Note: If answer is "Yes", you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313.) Indicate yes or no below with the drop down menu.

No



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

Detail by Entity Name

Florida Profit Corporation

CURRIE SOWARDS AGUILA ARCHITECTS, INC.

Filing Information

Document Number	V54279
FEI/EIN Number	65-0350931
Date Filed	07/30/1992
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	11/05/2019
Event Effective Date	NONE

Principal Address

185 NE 4TH AVENUE
SUITE 101
DELRAY BEACH, FL 33483

Changed: 12/28/2017

Mailing Address

185 NE 4TH AVENUE
SUITE 101
DELRAY BEACH, FL 33483

Changed: 12/28/2017

Registered Agent Name & Address

Sowards, Jess, Sr.
185 NE 4TH AVENUE
SUITE 101
DELRAY BEACH, FL 33483

Name Changed: 01/16/2020

Address Changed: 12/28/2017

Officer/Director Detail

Name & Address

Exhibit "A"

Title President

SOWARDS, JESS M
185 NE 4TH AVENUE #101
DELRAY BEACH, FL 33483

Title VP

JARAMILLO, JOSE f
185 NE 4TH AVENUE #101
DELRAY BEACH, FL 33483

Annual Reports

Report Year	Filed Date
2024	01/19/2024
2025	01/29/2025
2026	01/28/2026

Document Images

01/28/2026 -- ANNUAL REPORT	View image in PDF format
01/29/2025 -- ANNUAL REPORT	View image in PDF format
01/19/2024 -- ANNUAL REPORT	View image in PDF format
01/16/2023 -- ANNUAL REPORT	View image in PDF format
01/17/2022 -- ANNUAL REPORT	View image in PDF format
01/06/2021 -- ANNUAL REPORT	View image in PDF format
01/16/2020 -- ANNUAL REPORT	View image in PDF format
11/05/2019 -- Amendment	View image in PDF format
01/10/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
12/28/2017 -- Restated Articles	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
01/15/2016 -- ANNUAL REPORT	View image in PDF format
01/13/2015 -- ANNUAL REPORT	View image in PDF format
01/29/2014 -- ANNUAL REPORT	View image in PDF format
02/05/2013 -- ANNUAL REPORT	View image in PDF format
01/10/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
01/12/2010 -- ANNUAL REPORT	View image in PDF format
03/24/2009 -- ANNUAL REPORT	View image in PDF format
03/06/2008 -- Name Change	View image in PDF format
01/11/2008 -- ANNUAL REPORT	View image in PDF format
01/16/2007 -- ANNUAL REPORT	View image in PDF format

01/06/2006 -- ANNUAL REPORT	View image in PDF format
01/04/2005 -- ANNUAL REPORT	View image in PDF format
01/07/2004 -- ANNUAL REPORT	View image in PDF format
02/07/2003 -- ANNUAL REPORT	View image in PDF format
02/01/2002 -- ANNUAL REPORT	View image in PDF format
05/18/2001 -- Amendment	View image in PDF format
03/05/2001 -- ANNUAL REPORT	View image in PDF format
05/26/2000 -- ANNUAL REPORT	View image in PDF format
02/24/1999 -- ANNUAL REPORT	View image in PDF format
12/07/1998 -- Name Change	View image in PDF format
12/07/1998 -- Amendment	View image in PDF format
09/23/1998 -- Reg. Agent Change	View image in PDF format
02/16/1998 -- ANNUAL REPORT	View image in PDF format
04/29/1997 -- ANNUAL REPORT	View image in PDF format
05/01/1996 -- ANNUAL REPORT	View image in PDF format
07/31/1995 -- ANNUAL REPORT	View image in PDF format

Exhibit B – Cover Page

- 1. Consultant's Response**
- 2. Consultant's Rate Sheet**



CITY OF POMPANO BEACH
REQUEST FOR LETTER OF INTEREST
RLI 26-002
Continuing Contract for Architectural Services (CCNA)

Exhibit "B"



DECEMBER 18, 2025

Currie Sowards Aquila Architects
Contact: Jess M. Sowards, AIA, LEED AP/Principal
185 NE 4th Avenue, Suite 101 Delray Beach, FL 33483
T: 561.276.4951 E: jess@csa-architects.com



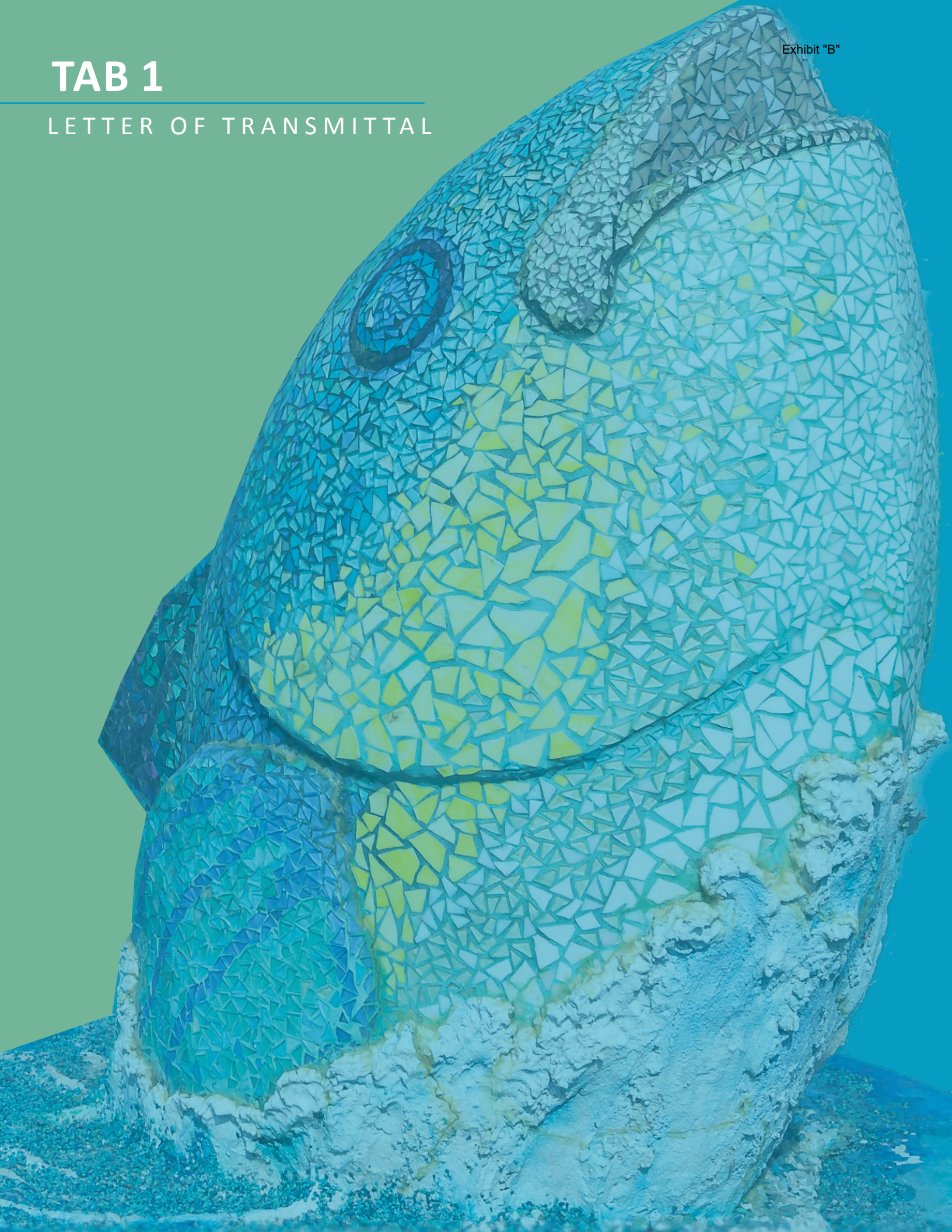
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TAB 1

LETTER OF TRANSMITTAL

Exhibit "B"



December 18, 2025

Mr. Eric Seifer
City of Pompano Beach Procurement and Contracts Department
100 West Atlantic Boulevard
Pompano Beach, FL 33060

**RE: City of Pompano Beach and the Community Redevelopment Agency
RLI# 26-002, Continuing Contract for Architectural Services**

Dear Mr. Seifer Selection Committee Members:

It is with great pleasure that Currie Sowards Aguila Architects expresses its interest in providing architectural services required for the City of Pompano Beach’s multiple projects. Based in Delray Beach, our 14 staff members combined with a proven and well-versed team of sub-consultants ensure the City with a streamlined and efficient team of professionals.

During our 56-year history, our projects have included civic buildings located throughout Florida with more than 100 assignments for the State’s cities and counties. Pompano Beach’s needs and our extensive experience in municipal projects working with clients including the City for literally decades offer the perfect opportunity for us to once again align and deliver these significant projects. Our firm’s portfolio is focused on municipal projects including fire rescue stations, public safety, community centers, streetscape and bridgetender projects and extensive continuing contract experience. Please consider our long-standing relationships with public agencies throughout the tri-county region and the Florida Keys:

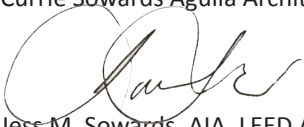
- Pompano Beach Fire Department - Stations 11, 24, 52, 61 and 103, Atlantic Boulevard Bridge and Streetscape an the City's first municipal garage – Working with the City since 2011
- Boca Raton Fire Department resulting in eight new fire stations, their administrative offices, support facilities, and a new training tower. Station 5 was Palm Beach County’s 1st LEED Certified fire station. – **Working with the City since 1985**
- Delray Beach Continuing Services Contract and Fire Department – Headquarters Complex, Station 2, and Station 4 – **Working with the City since 1987**
- Lighthouse Point CIP - **Working with the City since 2019**
- Monroe County Department - five-year study of all existing fire facilities, Big Coppitt Key Station, Key Largo Station and a training tower at Crawl Key. The firm recently delivered a \$32 Million Courthouse/Detention/Administrative Complex – **Working with the County since 1993**
- Hallandale Beach Fire Station 7 Administration and EOC – **Working with the City since 2016**
- City of Riviera Beach Station 88, 87 and 86 – **Working with the City since 2020**
- Palm Beach County Fire Rescue Department Capital Improvement Program - \$125 Million in estimated construction cost and various program requirements for 50 Stations located throughout Palm Beach County **Working with the County since 1990**

Specific to continuing contract commissions, we currently hold similar contracts with the following agencies:

City of Sunrise	City of Boca Raton	City of Oakland Park
City of Delray Beach CRA	City of Pompano Beach	City of Sunrise
Palm Beach County	City of Hallandale Beach	

Thank you for your consideration of our interest and experience. We have enjoyed working with the City of Pompano on multiple projects over the course of more than a decade. It is our hope that upon review of the contents within, you will agree that this team’s successful track record with the City and on current and relevant projects ensures Pompano Beach’s complete satisfaction.

Sincerely yours,
Currie Sowards Aguila Architects, Inc.

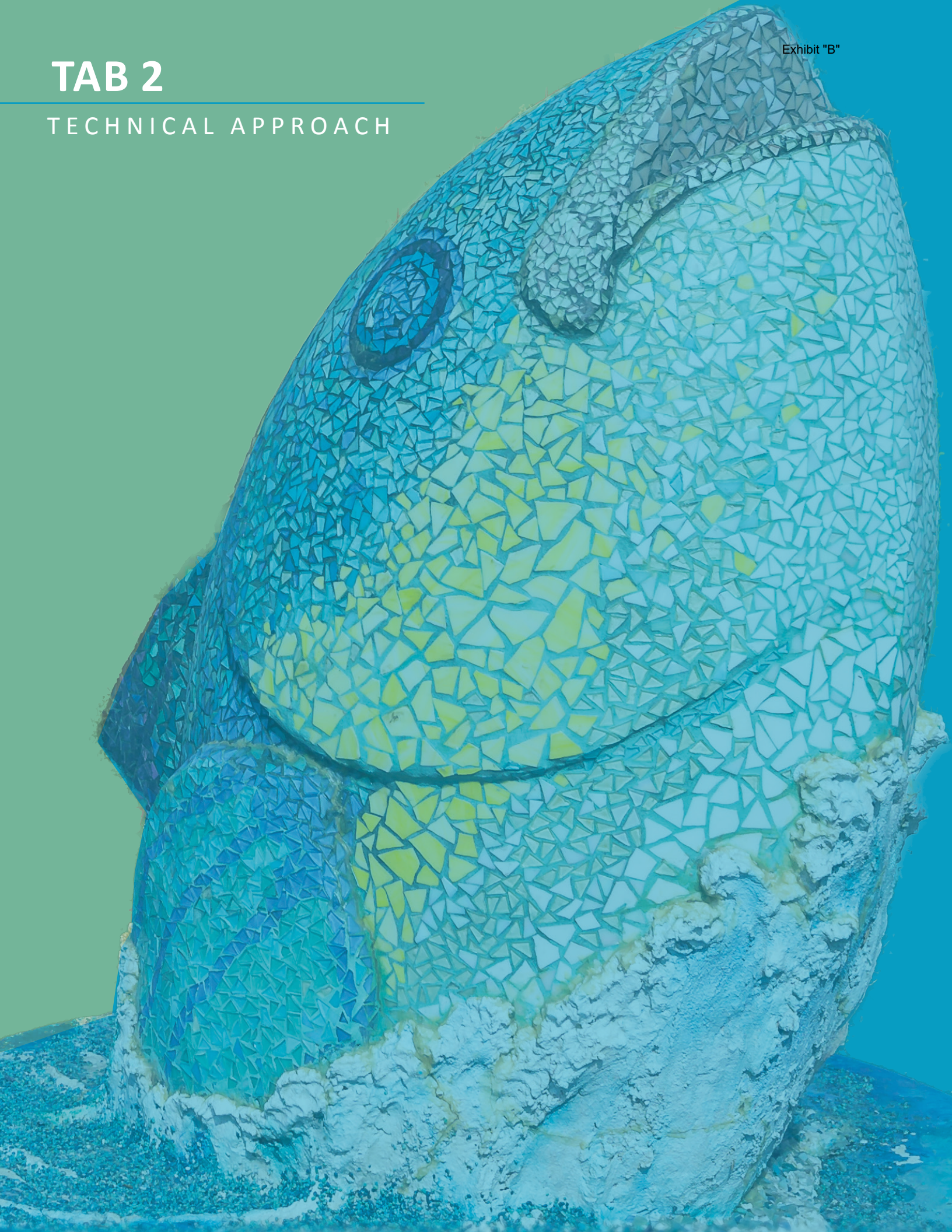

Jess M. Sowards, AIA, LEED AP
Principal-In-Charge

Addendums: We acknowledge Addendums 1-3 issued as part pf RLI 26-002

TAB 2

TECHNICAL APPROACH

Exhibit "B"





PROJECT UNDERSTANDING:

The City of Pompano Beach has provided a detailed and thorough outline of the goals, objectives and phases proposed for this project. Thank you for understanding that every project should start with the needs assessment and a clearly defined program. So, that is where we will begin and move through the additional phases upon completion. Having recently been through a similar exercise for the City of Boca Raton on the programming and repurposing of its Building Administration and Code Enforcement complex including the needs assessment phase and its relocation, Currie Sowards Aguila Architects offers the City of Pompano Beach current and highly relevant experience and understanding of the project scope and expectations for these projects.

We anticipate that the plan is to approach these projects in phases and to proceed through the construction phase under a Construction Manager at Risk delivery. As this is the preferred delivery method for most of our civic work, we find it to be an excellent approach. It provides the entire team (client/architect/contractor) with the opportunity to collaborate from the project’s inception. Because 85% of our work is with municipalities, we have a thorough understanding of how critical it is to be flexible and accommodating to the ever-changing needs of projects and to be patient as the project evolves. We look forward to working with the City of Pompano Beach to prepare a thorough and comprehensive program and needs assessment which will guide the additional phases and vision for each assignment.

WORK ORDERS MAY INCLUDE, BUT WILL NOT BE LIMITED TO, THE FOLLOWING:

- Needs assessment
- Building Programming
- Preliminary Design
- Final Design
- Construction Administration

Currie Sowards Aguila Architects has an extensive list of subconsultants with whom we have worked with successfully for decades. Those consultants will be selected based on the project type and scope. We will first review the consultants on the City’s continuing contract list and provide them with the opportunity to collaborate. The proposed disciplines in addition to architecture may include, but will not be limited to, the following:

- Survey and existing condition investigations
- Planning services
- Civil Engineering (including but not limited to site design, water/sewer/reclaimed utility design, roadway design, drainage design, traffic studies and design, structural design, and geotechnical services)
- Landscape Architecture
- Mechanical, electrical and plumbing engineering
- Security and information technology design
- Sustainable design and certification
- Specialty inspections



RATIONALE FOR THE APPROACH TAKEN.

The Design Team will approach each project in a very linear and systematic manner under the principal leadership of the assigned Principal Designer, Jess Sowards, Senior Project Manager, Ivan Gomez and Jayson Hall. The first thing that will be required is to meet with all stakeholders to get to know all the players and their individual perspectives and desires for the project. This will allow the design team to understand and establish a proper chain-of communication.

Once the overall understanding of the project is defined, and point-of-contacts are established, it is time to begin with the review of the project budget for adequacy, review the desired project schedule for establishing a timeline with milestone dates for delivery, and the program for function and space relationships. Once the conceptual design has been accepted, budget and program are approved, then it is time to begin the preparation of the documents required for site plan approval.

Our rationale to approaching a project consists of good and clear communication between the parties and team. Our selected team has extensive experience in the design of public buildings specifically, and with other project types in the south Florida area. This approach results in efficient, effective, concise, and complete project delivery.

THE METHODS AND MATERIALS USED.

During the process of becoming familiar with the project requirements as specifically desired by the City of Pompano Beach, we have at our disposal an extensive history of project delivery tools, including numerous public buildings delivered, where we develop and present our milestones to the Client. We use Microsoft Project for the preparation and the monitoring of project schedules. This allows us to anticipate when a particular milestone may be in jeopardy with sufficient time to address and correct. For our graphics, we use the latest version of Autodesk Revit 2018 allowing us to design the buildings in 3-D using Building Information Modeling (BIM). We prepare colored renderings and other graphics in a way that is accurate and clearly understandable by our audience. We also have other tools we use to convey our designs and ideas, including Photoshop, Lumion 3-D Renderings, 3-DS Max, and others.

In addition, we have a large inventory of product literature and material samples to assist in the presentation of finishes, products, and systems should our clients wish to see a product being proposed.

Finally, communication. Throughout the process, the Project Manager will maintain detailed records of all meetings attended and ensure that copies of the items discussed, and decisions reached are shared with all participants and stakeholders. We have in-house forms that have proven to be very useful in addressing these communications and will be used during the length of the project. Not only have these systems been proven effective but also create a record for the project when memories may fail. What? That never happens!

PROPOSED SUSTAINABLE INFRASTRUCTURE ELEMENTS TO BE INCORPORATED INTO THE DESIGN AND WHY THEY MAY BE COST EFFECTIVE FOR THE NEW BUILDING:

Incorporating sustainability into the design process will reduce negative impacts on the environment and the health of the occupants, without compromising the bottom line.

Optimize site potential: minimize impervious surface creation (parking, building layout, etc.); apply best practices for erosion control through both improved grading and landscaping methods; reduce the heat island effect by minimizing impervious surfaces, improved landscaping, and use roofing materials that have a high SRI to enhance building occupant comfort and



reduce air condition use; create exterior open space that encourages interaction with the environment, social interaction, passive recreation and physical activities; take advantage of existing infrastructure (public transit, pedestrian paths, existing utilities) to reduce strain on the environment from the material and ecological costs that accompany the development of new infrastructure and hardscape.

Minimize Non-renewable energy consumption: energy efficiency in a green building starts with a focus on design that reduces overall energy needs, such as building orientation and glazing selection, and the choice of climate-appropriate building materials. Strategies such as high-efficiency HVAC systems with smart controls further reduce a building’s energy use. Prevent long-term maintenance issues and wasted energy by verifying the design meets the owner’s project requirements and functions as intended in the commissioning process.

Protect and conserve water: use native plants and remove any invasive species on site to reduce outdoor potable water consumption and preserve no and low-cost potable water resources; select water efficient plumbing fixtures and fittings to reduce indoor potable water consumption.

Use environmentally preferable products: minimize embodied energy and other impacts associated with the extraction, processing, transport, maintenance, and disposal of building materials. Select products from manufacturers who have verified improved environmental life-cycle impacts.

Enhance indoor environmental quality: protect the health and comfort of building occupants to enhance productivity, decrease absenteeism, etc. Design strategies include - air quality, lighting quality, acoustic design, control over one’s surroundings to influence the way people learn, work, and live.

Optimize operational and maintenance practices: no matter how sustainable a building may have been in its design and construction; it can only remain so if it is operated responsibly and maintained properly. For example, training building occupants, facilities managers, and maintenance staff in sustainable design principles and methods that will minimize system failures; purchasing products and supplies that are resource-efficient and safe for janitorial staff and building occupants, thereby ensuring good indoor air quality; verify energy systems are running properly to ensure energy efficiency is not compromised/re-commission the systems; reduce waste through source control and recycling; when updating a facility or its systems, choose higher efficiency equipment and durable materials that will withstand natural disasters and improve the tightness of the building envelope.



ASSISTANCE THE CITY MAY BE REQUESTED TO PROVIDE THE PROPOSER.

The City of Pompano Beach is our Client and has the ultimate say in everything. We would not have completed our assignment properly without the assistance of a variety of personnel from time-to-time. However, the project is ours, if selected, to complete so what we will require of the City and staff is their availability of time to review the work as it progresses and at the relevant project milestones. In addition, we will need the City to provide information regarding some project specifics. These and other typical questions will be discussed and resolved during the project kick-off and programming period.

**COORDINATION OF PRIME CONSULTANT AND ANY SUB-CONSULTANT(S)
FOR EACH MAJOR TASK.**

The proposed team of consultants for this project is the same team that have delivered more than 50 public facilities of similar size and scope. They are familiar with Currie Sowards Aguila Architects management style and the level of expectation established for every project. Our consulting team worked on a variety of building types in the City of Pompano Beach. We are all using the same design and document preparation software and exchange our BIM models on a regular basis during design thus ensuring that any potential system conflicts are addressed before they become site construction issues. We use Microsoft Project for the preparation and the monitoring of project schedules. This allows us to anticipate when a particular milestone may be in jeopardy with sufficient time to address and correct. For our graphics, we use the latest version of Autodesk Revit 2018 allowing us to design the buildings in 3-D using Building Information Modeling (BIM).

TOOLS AND APPROACH TO COORDINATING WITH ALL TEAM MEMBERS:

There is no learning curve with the team presented in response to the City of Pompano Beach and the projects to be delivered through this continuing contract. We are a proven and established multi-disciplinary team who has completed more than 50 relevant municipal projects.

Collectively, we will prepare a variety of documents and exhibits throughout the process as required. For instance, during the initial preparation of the program and conceptual design, deliverables will include a project schedule, site plan, floor plans, exterior elevations, and other descriptive colored graphics. As we enter the site plan approval process, we will complete the required Town application forms and additional colored graphics and a color board for review by staff and presentation at public meetings. Finally, for permit, deliverables will include full sets of construction documents detailing all required aspects of the project along with book specifications for construction.

Initial checklist and charrettes required for this process will be part of our project deliverables. Other deliverables may include:

- Color Boards
- Renderings
- BIM models
- PDF copies of record documents
- Close-out documents
- 11-month warranty review post CO



ABILITY TO PRODUCE QUALITY/COST EFFECTIVE/FUNCTIONAL DESIGN FOR NEW BUILDINGS DESIGNS FOR GOVERNMENTAL ENTITIES WITH EMPHASIS ON BUILDING AND DEVELOPMENT DEPARTMENTS.



Our production of quality/cost effective/functional design for new buildings designs for governmental entities has been proven over more than five decades of similar work. One of the firm’s first commissions was the South County Administrative Complex for Palm Beach County. The project serves the needs of multiple county departments including building and development services. The recipient of multiple awards, South County Complex continues to serve Palm Beach County’s south county residents. A more recent example of the firm’s experience and ability to produce quality/ cost effective/ functional design is the Murray T. Nelson Government Center in Key Largo. With more than three decades of project experience with Monroe County, the Murray Nelson Government Center is without question one of CSAA’s most diverse and aesthetically pleasing contribution to the Upper Keys building landscape. The firm delivered design and construction administration services for this 32,000 sf, two-story governmental facility. The building serves administrative as well as community gathering space needs and features a whimsical lobby space highlighted by a navigational chart of the Key Largo waters, nature themed photography, and artwork. The complex is situated on a four-acre bayfront site and serves Monroe County’s northern Keys residents.

EXPERIENCE WITH FLORIDA BUILDING & ZONING CODES

While individual municipalities have their own version of zoning codes (Land Development Regulations) there are enough similarities between them that generally allows us to start working on a conceptual design. Over the years we have made it a point to early-on in the process meet with the City planner and review the project to confirm our assumptions. This procedure has allowed us to maintain the project schedule, while building relationships and rapport with city staff early in the process. Once the project receives Site Plan Approval, during the preparation of bid and permit documents, we make it a point to meet with the Fire Marshal and the Building Official for the same purpose. By discussing and agreeing on elements of the various codes, the permit review process can move at a more efficient pace allowing the overall project schedule to be maintained.



EXPERIENCE WITH DESIGN MOTIFS IN A COMBINATION URBAN AND RESIDENTIAL AREA

Because we do so much work with municipalities, we understand how important it is to blend building design within the context of an urban corridor, quaint downtown, or gated community. Highly relevant to this assignment is our lengthy experience with the City of Pompano Beach. We completed design and construction administration services for new/ replacement fire stations, as well as tower. We were brought on board to help the city calculate the amount needed for a General Obligation Bond that would pay for upgrading or replacing all fire stations and adding new ones to meet new National Fire Protection Association (NFPA) response-time requirements. We analyzed and completed conceptual designs for 8 different sites. After voters passed the bond, we moved forward with complete architectural designs for all but one station (as it had been recently built). During that period, our firm made numerous presentations to homeowner’s associations in communities near proposed new fire stations. We learned to be flexible as we listened to residents’ concerns, proposed new approaches, and modified designs to win public acceptance. In addition, to our extensive public safety resume we have led design charrettes and community consensus building meetings for communities throughout the tri-county region and Monroe County.

Our projected workload for 2025 follows along with a typical project schedule for a new design and build assignment.

2025 CURRENT AND PROJECTED WORKLOAD

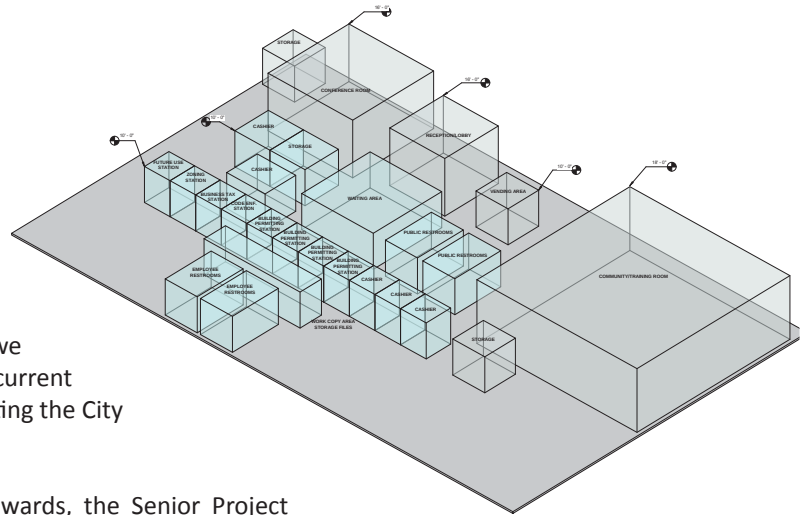
PROJECT NAME	STATUS	DUE DATE	PHASE	PROGRESS
Tacos De Cartel (TDC)	Active	12/20/2024	SPA	30%
Village of Palm Springs-EOC	Active	1/30/2025	SPA	50%
Boca BACE - WO #3-Main Building	Active	1/30/2025	SD	30%
Sunrise Tennis Center renovation	Active	12/17/2024	SD	20%
Key Largo Fire Station	Active	1/17/2025	SD	20%
Aberdeen Club House	Active	1/24/2025	SD	30%
Wilco Electric	Active	1/15/2024	SD	50%
Hunter Run Racquet Sports	Active	1/30/2024	SD	100%
Tree Top Academy	Active	2/15/2025	DD	10%
PBCFR Fire station 25-Wellington	Active	2/15/2025	DD	100%
Little Club GCM	Active	1/12/2025	CD	100%
PBCFR Fire station 24-Westgate	Active	1/17/2025	CD	95%
Riviera Beach Fire Station 86	Active	1/15/2025	CD	75%
West Lake Landing Retail	Active	Permit	CD	90%
BOCA BACE -WO#2 Bldg Relocations	Active	12/13/2024	CD	90%
Oakland Park - Collins Building	Active	Permit	CD	95%
Jupiter Kempe West-Mixed Use	Active	Permit	CD	90%
Coral Spring K-9 Building	Active	12/16/2024	CD	50%
Jupiter Kempe East	Active	1/15/2025	CD	50%
Geronimo Restaurant	Active	Permit	CD	100%
Jupiter Kempe West-TH	Active	Permit	CD	100%
SAAB TI	Active	Permit	CD	100%
YMCA Child Care Addition	Active	Permit	CD	100%
Cavastone AT Boca Logistics	Active	1/31/2025	CA	80%
Straight Line Millwork	Active	12/15/2024	CA	70%
Paradise Bank	Active	6/30/2025	CA	60%
PBCFR Fire station 49-	Active	6/1/2025	CA	50%
PBCFR Station 92-West Lake Worth	Active	9/1/2025	CA	0%
Pompano Fire 52	Active	1/16/2025	CA	90%

TYPICAL PROJECT SCHEDULE
(Varies Based on Project Scope & Complexity)



FIRM'S WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS

As a mid-size architectural firm driven by design and client service, we have projects underway which are at different stages of completion. One of our firm commitments is that we do not pursue a project that we cannot complete. We can unequivocally state that our current and anticipated workload will not impede us from meeting the City of Pompano Beach's established project schedules.



The design principal for this contract will be Jess Sowards, the Senior Project Manager will be Ivan Gomez. Ivan will have day-to-day management responsibilities. They will be supported by other firm members and outlined in previous sections. We understand that project success is dependent on continuity of the project team from start to final completion. Our team's average tenure is more than eight years with three principals vested in this in this contract and the success of the projects assigned, we can commit to the City of Pompano Beach that the CSAA team will remain involved, engaged, and committed throughout the term of this contract.

BUDGET:

During contract negotiations we will agree on a fee for services and unless there is Owner scope change or added services requested, that is that. We don't have a formula or processes to present, but we do have a 56-year track record of successful project delivery for public and private clients throughout South Florida. Typically, our scope of services, project phases and associated fees are broken down as follows and these percentages are based on past projects and historical data for similar building types:

Programming and Master Planning	Negotiated amount with a not to exceed figure.
Schematic Design	15% of the agreed to budget or contract amount.
Design Development	20% of the contract amount.
Construction Documents Preparation	40% of the contract amount.
Permitting Assistance	5% of the contract amount.
Construction Administration	20% of the contract amount.

In addition to experience in fee preparation on past projects, we use as a historical guide, we also review industry standard fee curves such as the Department of Management Services Fee Guidelines and others. We look forward to working with the City of Pompano Beach to define project scopes, services required and consensus on a fair fee.

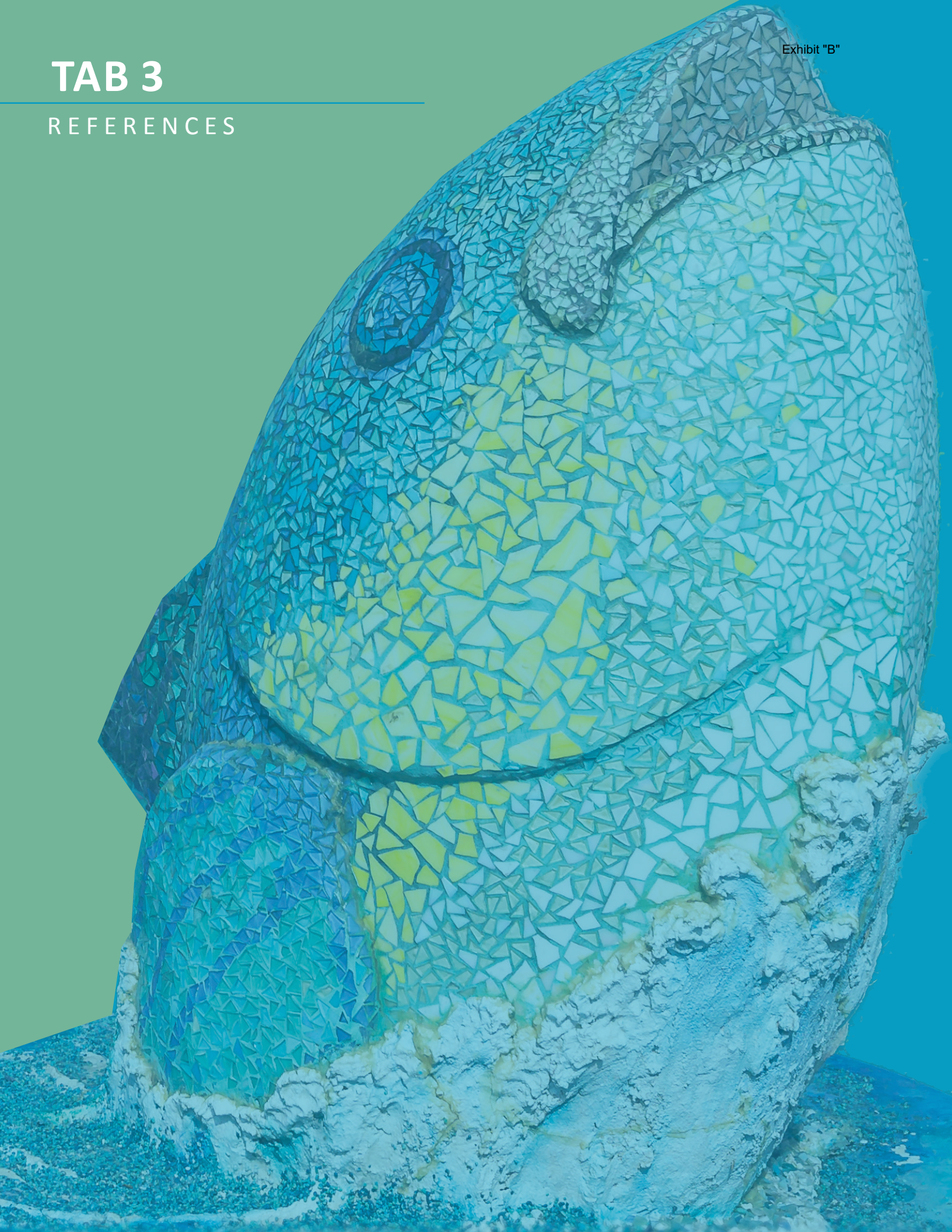
QUALITY CONTROL:

We have several tools to monitor the quality of our work product as well as the project schedule. As to quality, we work exclusively in Revit which allows all disciplines to work within a model base. That way if the structural engineer, for example, has a beam and the MEP engineer adds a section of duct, it immediately shows the conflict and it is resolved on paper, rather than in the field during construction. In addition, we hold periodic meetings with all consultants to review the status of the work and overall project schedule. This provides an opportunity for face-to-face communication and coordination and is very effective. Another proven approach in quality control is at varied intervals, we print the entire set of documents and assign an in-house architect that is not involved in the project to review and identify issues that may not be as clear as it should be. This allows a separate set of eyes and an opportunity for differing points of view. These in-house procedures and having an approved project schedule will allow the Project Manager to monitor the project progress, maintain the highest level of quality for the documents and keep the project moving forward and on schedule.

TAB 3

REFERENCES

Exhibit "B"



CITY OF POMPANO BEACH

Pompano Beach, FL

COMPLETION DATE AND SCOPE OF WORK: 2011-2024

The firm’s longstanding relationship with the City of Pompano Beach has resulted in an extensive portfolio of projects with the City including fire stations, bridge and streetscape projects and this functional and striking addition to the community...its the only public parking structure. Delivered through a Design/Build contract, provides new parking spaces in a mixed-use garage of 239,400 square feet. The building base undulation reinforces the thematic movement of wind and water. Program elements include more than parking: retail space, a tourism office, a welcome center, and a storage area for lifeguard operations. The design expresses an intention architects strive for—a building with a true sense of place. 2018 Florida Region Project of the Year– Design Build Institute of America.

**LIGHTHOUSE POINT CAPITAL IMPROVEMENT PROGRAM
- FIRE RESCUE HEADQUARTERS**

Pompano Beach, FL

COMPLETION DATE AND SCOPE OF WORK: 2022

In July 2019, Currie Sowards Aguila Architects was awarded five new projects from the City of Lighthouse Point after being selected through a CCNA process as the most qualified firm. The award consisted of five separate projects including a new replacement 16,000 square foot Fire Station and EOC facility, a new 8,000 square foot Community Center, a new 3,500 square foot Public Works Administration building, remodeling of the existing Public Works building, and a small addition to the existing Library facility. The project was recently honored by the State AIA with a Design for Excellence Award.

LIGHTHOUSE POINT LIBRARY

Lighthouse Point, FL

COMPLETION DATE AND SCOPE OF WORK: 2024

The 1,950 SF library addition was the final phase of the City’s \$15,000,000 Capital Improvement Plan.

CONTACT NAME: Christy Keyes, MLIS, CPLA

PHONE: FAX: E-MAIL: 954.946.6398 ckeyes@lighthousepoint.com

**BUILDING ADMINISTRATION AND CODE
ENFORCEMENT- BOCA BACE**

Boca Raton, FL

COMPLETION DATE AND SCOPE OF WORK: Currently in the programming phase, the existing BACE Building includes personnel for Building Administration, Zoning, Code Enforcement, and related support services as well as other City services that may be of interest to the City to relocate. The new BACE Building will be located on City property in the current location of the Boca Raton Children’s Museum and the Tim Huxhold Skate Park and Shuffleboard Courts. To accommodate the new building, historic buildings will require relocation.

The new building will centralize and upgrade the City’s planning, zoning, permitting, community improvement, community redevelopment, economic development, and code enforcement operations. Currently these personnel are located at both City Hall and the existing BACE Building. The new BACE Building (“Project”) will include ample office space, meeting rooms, parking, and support facilities for the current operational needs as well as future growth. All proposed work is adjacent and accessible by roads under the jurisdiction of the City.

The Project design considers sustainable elements including LEED-certification and solar panels. The City anticipates the new facility to consist of a minimum two-story office building with a parking garage and open space for employees. The new building will include all security and IT features for connectivity to the City’s network. The new building will be designed to Risk Category III or IV. The construction delivery method is Construction Manager at Risk (CMAR).

CONTACT NAME: Rich Michaud,
Construction Project Manager

PHONE: FAX: E-MAIL: 561.544.8633 rmichaud@ci.boca-raton.fl.us

**MONROE COUNTY COURTHOUSE
AND GOVERNMENT CENTER**

Plantation Key, FL

COMPLETION DATE AND SCOPE OF WORK: Celebrating a 30 Year relationship with Monroe County, this 48,200 SF

Courthouse and Detention Facility includes three courtrooms for the 16th Judicial Circuit, offices for the County Clerk, State Attorney Office, and Drug Court, and a new 10,906 square foot detention facility to accommodate 57 detainees. The building design displays clean and contemporary lines. Courthouse structures are typically designed to express the importance of the work carried out within the space. The contemporary design is stately and commanding, but its scale is organized to accommodate a variety of functions and respectful of its tropical surroundings. One of the project’s most striking design elements is a two-story glass and landscaped courtyard which serves as a central entry focal point with a fountain wall. This project marks the firm’s 15th commission with Monroe County including fire stations, the Murray T. Nelson Government Center, the Freeman Justice Center, and miscellaneous public works projects throughout the Keys region.

CONTACT NAME: Kevin Wilson, P.E.,
Assistant County Administrator

PHONE: FAX: E-MAIL: 305.292.4441
wilson-kevin@monroecounty-fl.gov

OAKLAND PARK CONTINUING CONTRACT

Oakland Park, FL

COMPLETION DATE AND SCOPE OF WORK: N/A - Multiple Projects under Continuing Contract

CONTACT NAME: Sierra Marrero, AICP,
Director of Engineerings

PHONE: FAX: E-MAIL: 954.630.4200 Sierra.Marrero@oaklandparkfl.gov

DELRAY BEACH CRA

Delray Beach, FL

COMPLETION DATE AND SCOPE OF WORK:In-going since 1995

Located in Delray Beach since our inception, CSA has a 30 year history with the CRA. We understand their need for timely, cost-effective services and we are committed to quality work. Celebrating 56 years of service to the City of Delray Beach, CSA has worked on virtually every type of public project and performed a wide variety of services, from major master planning to basic hurricane retrofitting. for our efforts.Whether the projects are large or small, we respond quickly to our client needs and provide real value for their dollars.

CONTACT NAME: Renée A. Jadusingh, Esq., FRA-RA,
Executive Director

PHONE: FAX: E-MAIL: 561.276.8640 jadusinghr@mydelraybeach.com

REFERENCE LETTER TO FOLLOW



CITY MANAGER'S OFFICE

Fernand Thony, G.O. Bond Director

E: Fernand.Thony@copbfl.com | P: 954.786.7923 | F: 954.786.7836

September 3, 2024

Mr. Jess Sowards, AIA, LEED AP
Currie Sowards Aguila Architects (CSA)
185 NE 4th Avenue, Suite 101
Delray Beach, Florida 33483

RE: Pompano Beach Fire Stations #61 and #52

Dear Jess:

Please accept this letter as the City of Pompano Beach's appreciation for the beautiful design work that resulted in the above referenced fire stations.

Fire Station #61 will serve the northwest community. Located on NE 3rd Avenue just south of Copans Road, this station boasts a 4-bay two-story building, battalion chief quarters, LED lighting, water-saver plumbing, energy efficient HVAC, a pharmacy, training/fitness area, all in a structure designed to withstand a Category V hurricane event.

Similarly, Fire #52 is a station with identical features. Station #52, located on SW 27th Avenue just south of Atlantic Boulevard, will serve the southwest part of the City and respond to as many as 30,000 annual calls including cross-service with the City of Fort Lauderdale. Using your previous designs for stations #11, #103, and #24 as the prototype designs for the aforementioned fire stations has proven effective and cost-saving alternatives. Combined, your firm has been instrumental in refurbishing five (5) of the seven (7) stations in our City. Only one of the seven stations (#63) has not been redesigned in 3 decades, and one other fire station was awarded to another firm. Therefore, your contributions to our City speak volumes about your capacity to provide superior architectural services.

As mentioned in the past, our City considers your company one of our most trusted design partners to deliver superior products. The City considers CSA as a truly talented outfit.

We wish to thank you and the entire CSA team for your continued commitment to the City of Pompano Beach and for your dedication to providing superior services for our residents.

Sincerely,



Fernand Thony
GO Bond Director

pompanobeachfl.gov

100 West Atlantic Boulevard | Pompano Beach, FL 33060 | Phone: 954-786-4600



POMPAÑO BEACH FIRE RESCUE

120 SW 3rd Street
Pompano Beach, FL 33060
Office 954-786-4510
Fax 888-815-1954

November 26, 2025

Ivan Gomez, Principal, Sr. Project Architect
Currie Sowards Aguila Architects
185 NE 4th Avenue, Suite 101
Delray Beach, Florida 33483

To Whom It May Concern,

I am pleased to offer my strong recommendation for Currie Sowards Aguila (CSA) Architects, as our experience working with their team, most notably Ivan Gomez, has been outstanding throughout the development of multiple fire stations in the City of Pompano Beach.

Our partnership with CSA began in 2008 with the planning of our first new station. From the outset, their design approach was thorough, thoughtful, and highly focused on understanding and meeting our operational requirements. The successful completion of our prototype, Fire Station 11, provided a solid foundation that allowed us to refine and enhance subsequent projects.

With each new facility, Fire Stations 103, 24, 61, and now the fully completed Fire Station 52, CSA demonstrated exceptional professionalism and responsiveness. Ivan Gomez, along with José Aguila and the rest of the CSA staff, consistently provided timely communication, clear guidance, and attentive support during both design and construction. Their willingness to collaborate and their commitment to addressing our questions and concerns were evident in every phase of every project.

Ivan's attention to detail and dedication to delivering high-quality, functional public safety facilities have greatly benefited our department and the community we serve. Each station reflects thoughtful planning, durable design, and a deep understanding of the unique needs of the fire service.

Based on many years of successful collaboration, I confidently and wholeheartedly recommend Currie Sowards Aguila Architects for any architectural work involving fire stations or municipal buildings. Their expertise, reliability, and client-focused approach make them an exceptional choice.

Sincerely,



Pete McGinnis
Fire Chief
Pompano Beach Fire Rescue



ENGINEERING DIVISION

Horacio Danovich, CIP Manager

E: horacio.danovich@copbfl.com | P: 954.786.7834 | F: 954.786.7836

August 31, 2016

Mr. Jess Sowards, AIA, LEED AP
Currie Sowards Aguila Architects
185 NE 4th Avenue, Suite 101
Delray Beach, Florida 33483

RE: Pompano Beach Municipal Garage

Dear Jess:

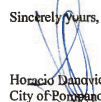
Please accept this letter as a sincere expression of the City of Pompano Beach's appreciation for the exceptional design work delivered by your firm on the Pompano Beach Municipal Garage. The city established some very lofty goals for this project, so it made perfect sense that we would go to one of our most trusted design partners to deliver this very important project.

The 662 space iconic parking structure opened in July to rave reviews. As the city's first municipal garage, this project sets the bar for future parking structure designs. Working with the right architect proves that there are endless and creative design possibilities, even for a parking garage.

In addition to the recently completed oceanfront garage, Currie Sowards Aguila Architects ("CSA") was instrumental in providing design services for a number of significant projects throughout the city including the adjacent beach Fire Station No. 11 and Fire Station No. 103. These projects will serve as the prototype design for Fire Station No. 24 which will start in the coming months. The city is also excited to implement the firm's design of the Atlantic Boulevard Bridge which will provide the perfect vehicular as well as pedestrian transition from the west side of the Intracoastal to the beach.

To say that CSA has made a lasting impression on the City of Pompano Beach's built environment would be an understatement and we greatly appreciate and respect the firm's design talent. Thanks to you and the entire CSA team for your continued commitment to the City of Pompano Beach and its architectural fabric.

Sincerely,



Horacio Danovich
City of Pompano Beach CIP Manager

pompanobeachfl.gov

100 West Atlantic Boulevard | Pompano Beach, FL 33060 | Phone: 954-786-4600



August 19, 2014

To Whom It May Concern,

It is with great pleasure that I write this letter of recommendation for Currie Sowards Aguilu (CSA) Architects. The City of Oakland Park has had the privilege of working with this talented team of professionals on multiple projects, including the highly successful North Andrews Gardens Community Center. Their dedication, professionalism, and expertise have consistently exceeded our expectations.

Throughout our collaboration, the team at CSA Architects has always been diligent and professional in their approach. However, it was during the challenging period of the global pandemic, when project costs and timelines became uncertain, that we truly realized the immense value of our partnership. It was during this time that the CSA team stepped up and provided innovative solutions, bringing new perspectives and creative concepts to the table. Their personal investment in our projects was evident, as they worked diligently alongside us to ensure the success of each endeavor.

The demonstrated knowledge and expertise of CSA Architects have been instrumental in the successful development, planning, and design of our projects. Moreover, their ability to provide cost-saving and time-efficient solutions has been invaluable. The added benefits of their thoughtful and well-executed designs have allowed us to move forward with quality projects, even in the face of significant challenges.

Currie Sowards Aguilu Architects has been an extraordinary partner to the City of Oakland Park. Their commitment to delivering economically responsible and constructible solutions has made a significant difference in our community's growth and success. I highly recommend them to any organization looking for a knowledgeable, experienced, and dedicated team of professionals. Their ability to bring well-thought-out, innovative, and cost-effective solutions to complex projects sets them apart in the industry.

Should you have any questions, please feel free to contact me at (954) 630-4479 or at Sierra.Marrero@oaklandparkfl.gov.

Sincerely,



Sierra R. Marrero, AICP
Director of Engineering and Community Development
City of Oakland Park

3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.gov

County of Monroe The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor Craig Cates, District 1
Mayor Pro Tem Holly Merrill Raschein, District 5
Michelle Lincoln, District 2
James K. Scholl, District 3
David Rice, District 4

22 November 2022

SUBJECT: Reference for Curry Sowards Aguilu Architects, Inc.

I have personally worked with this firm on a number of projects since joining the County in 2006 as a construction project manager. In addition to designing the new Monroe County Courthouse and Jail at Plantation Key they were the designers of the Murray Nelson Government and Cultural Center in Key Largo. In 2005-6 they replaced an earlier A/E firm to complete the construction of the Monroe County Freeman Justice Center (courthouse) in Key West.

During some of those years (2006 – 2022) they were on a continuing services A/E contract for projects whose study costs were below \$200,000 (before the change to a much higher limit, recently). During that time, they did some early feasibility site utilization work that resulted in a partnership between the County and the Monroe County School District to develop a plan for joint use of a School District property for a joint County – School District building housing an adult education facility and branch County library. They also consulted on and developed a workable solution to an acoustic problem in a courtroom in the Key West courthouse that became apparent after occupancy.

As mentioned on the previous page, our association with the firm has always been positive even when unforeseen events intervene. They have always been solution rather than blame oriented.

Kevin G. Wilson, P.E.
Assistant County Administrator



City of Lighthouse Point, Florida

www.lighthousepoint.com

2200 N.E. 38th Street • Lighthouse Point, FL 33064 • Phone 954-943-6500 • Fax 954-784-3446

November 4, 2022

Mr. José Aguilu, AIA
Currie Sowards Aguilu Architects, Inc.
185 NE 4th Avenue, Suite 101
Delray Beach, FL 33483

RE: City of Lighthouse Point Capital Improvement Program

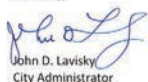
Dear José:

It is a pleasure to write this letter with sincere appreciation for the outstanding design work and services provided by your firm for the City of Lighthouse Point. As you know our Capital Improvement Program's implementation began in 2019 and addressed numerous projects with a collective budget of approximately \$15 million.

Upon selection of Currie Sowards Aguilu Architects, the design of the buildings including a new Fire Station/EOC which also serves as the gateway into the City, a Community Center at Dan Witt Park, and a Public Works building were delivered seamlessly on time and within budget. The collaboration between the City and your team made the process move in a smooth and expeditious manner.

We are extremely proud of the latest additions to our community's municipal buildings and look forward to the start of construction of the new Library addition designed by your firm. The buildings are beautifully designed, functional, and fiscally sound. Thank you for your contribution and leadership of the design team and service as a valued consultant to the City of Lighthouse Point.

Sincerely,



John D. Lavisky
City Administrator

City of Boca Raton

FIRE RESCUE SERVICES DEPARTMENT • 6500 CONGRESS AVE., SUITE 200 • BOCA RATON, FLORIDA 33487-2808
PHONE: (561) 982-4000
FAX: (561) 982-4050
(FOR HEARING IMPAIRED) TDD: (561) 982-4059



October 9, 2018

To Whom It May Concern:

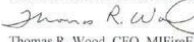
I was the Project Manager for the City of Boca Raton - Fire Rescue Facility Improvement Projects from their start in 1999, until 2006 when I became the Fire Chief. Currie, Sowards, Aguilu Architects designed and administered nine significant Fire Rescue construction projects, totaling more than 20 million dollars and more than 78,000 square feet.

Their last project for us is a fine example of a "great project." The crews moved out of old Fire Station 5 on September 11, 2008, and the crews moved into the new facility on May 13, 2009 (a record-breaking 9 months).

Looking back on that period of time, I am extremely thankful that Currie, Sowards, Aguilu Architects were chosen. I can't imagine a better team of professionals to work with. The professionals at Currie, Sowards, Aguilu Architects are "second to none." They met every deadline, and every expectation set before them, and for what I consider a very reasonable fee. I highly recommend this firm to anyone looking for responsive and highly-respected architectural professionals.

Currie, Sowards, Aguilu Architects were chosen two months ago to provide their services for the design and construction documents for the replacement of Fire Station 6 and Temporary Fire Station 6. This project should break ground in early 2019 and I have faith this will be another great success.

Sincerely,
BOCA RATON FIRE RESCUE SERVICES

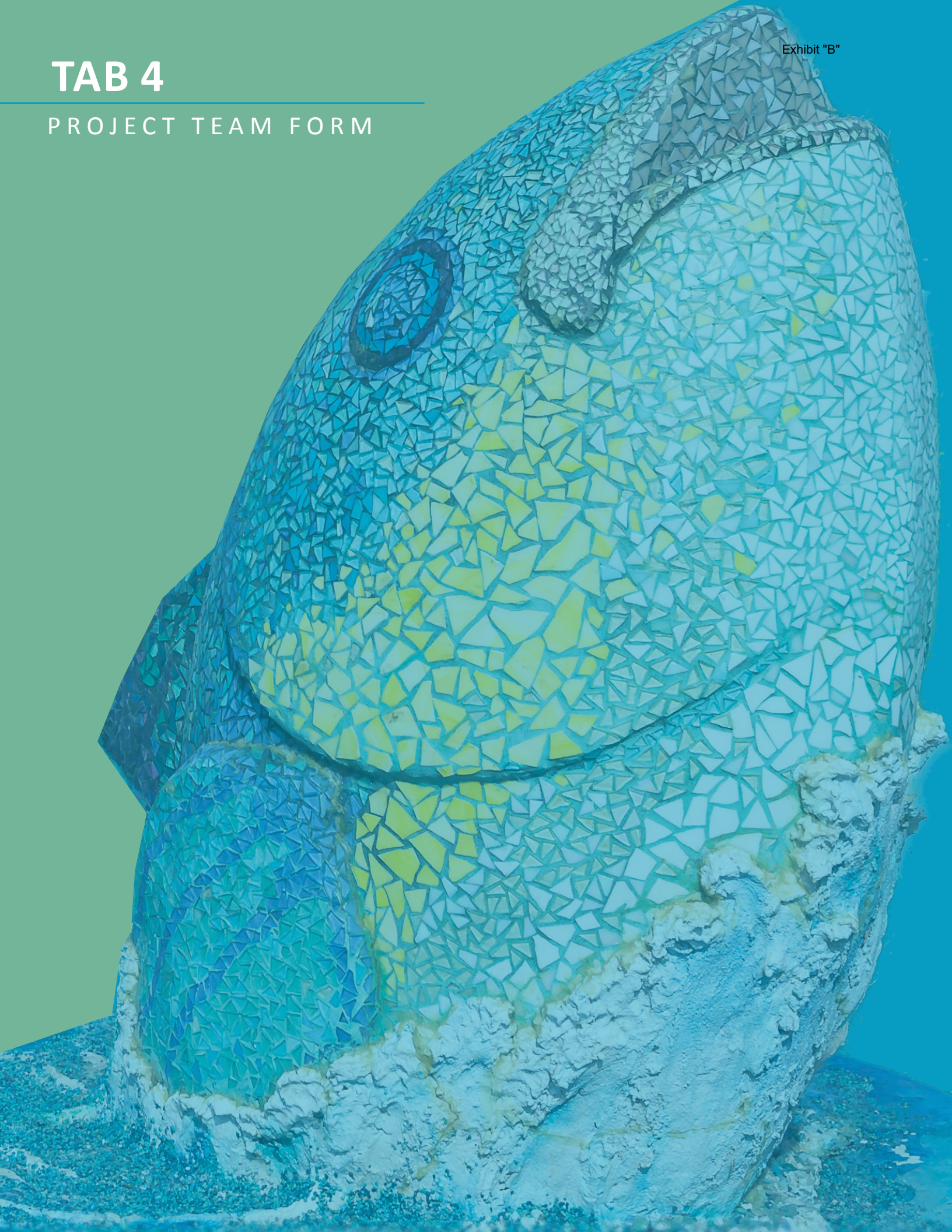


Thomas R. Wood, CFO, MIFireE
Fire Chief

TAB 4

PROJECT TEAM FORM

Exhibit "B"



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.#61-0350931

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	Jess M. Sowards, AIA, LEED AP	40	Architecture
Project Manager	Ivan Gomez, AIA _____	21	Architecture
Asst. Project Manager	Jayson Hall	19	Architecture
Other Key Member	José J. Jaramillo, AIA, Principal _____	25	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

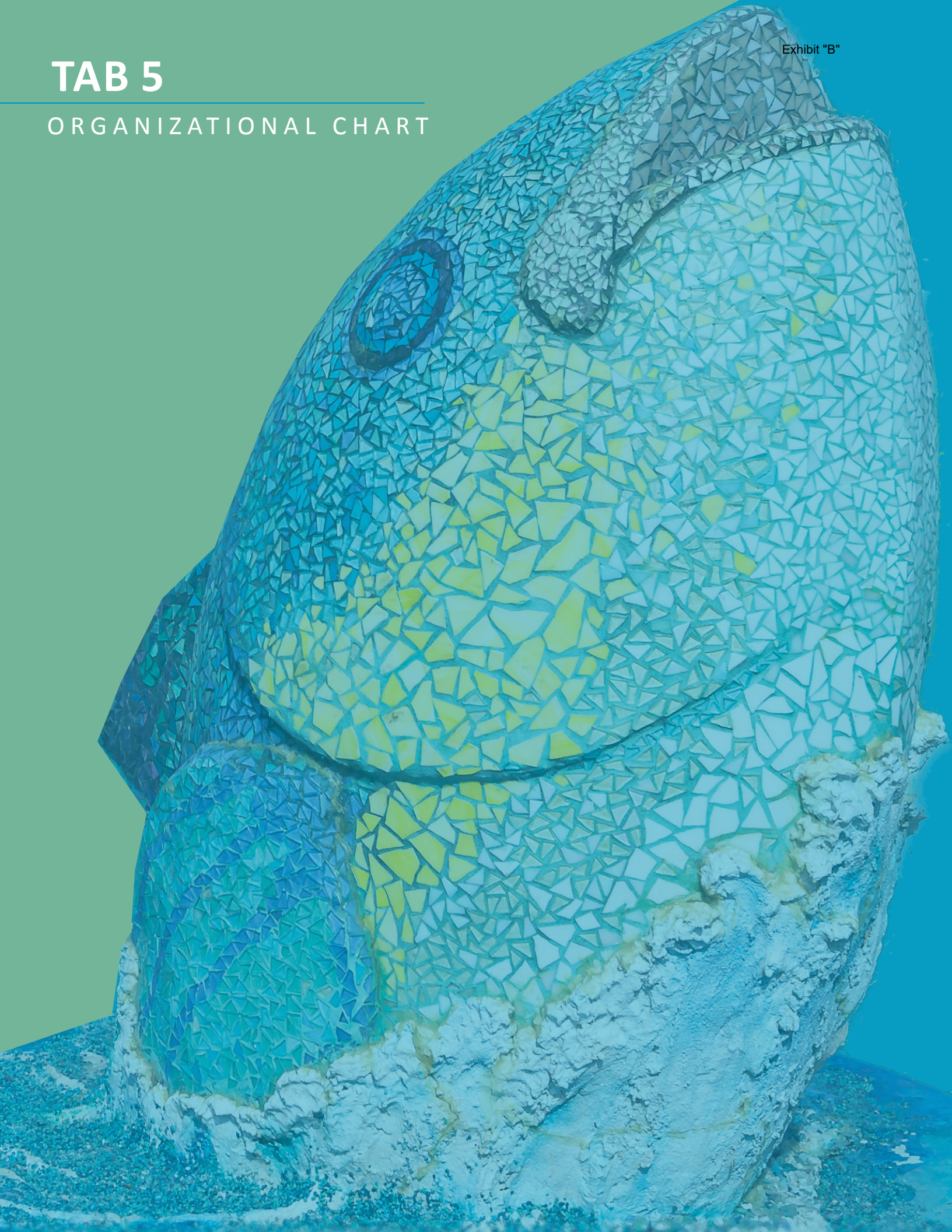
Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	Miller Legg _____	TBD _____
Landscaping	Miller Legg _____	Michael Phillips, ASLA _____
Engineering	Miller Legg - Civil _____	Martin Grinback, P.E. _____
Other Key Member	TYEC - MEP - Electrical Engineer TYEC - MEP - Mechanical Engineer	Andrew Youngross, P.E. _Artur Amaral, P.E.
Other Key Member	_____	_____
	Pennoni - Structural Engineer	Christopher Lee, P.E.
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

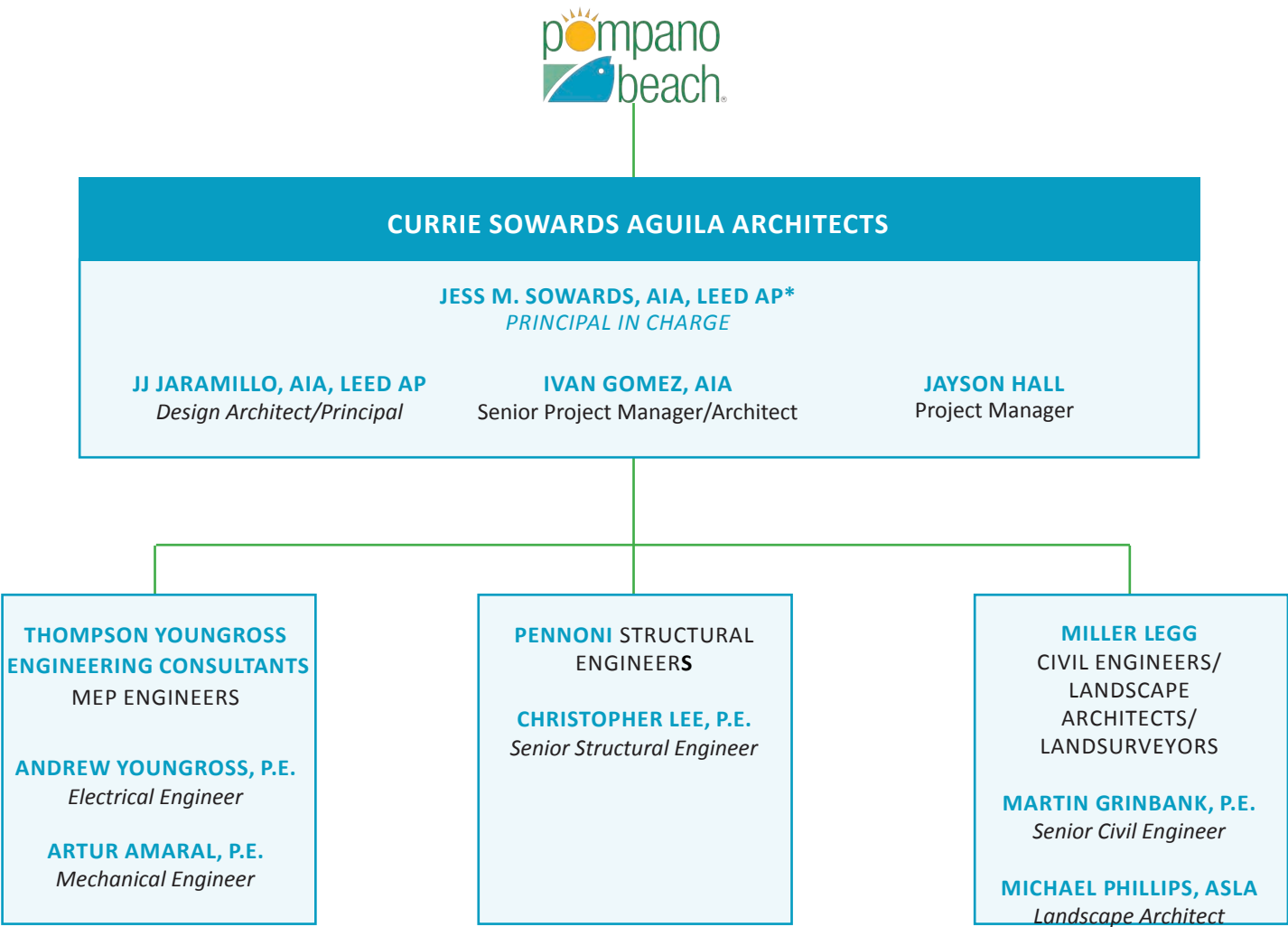
(use attachments if necessary)

TAB 5

ORGANIZATIONAL CHART

Exhibit "B"





TAB 6

STATEMENT OF SKILLS AND EXPERIENCE OF PROJECT TEAM



CITY OF POMPANO BEACH

COMPLETION DATE AND SCOPE OF WORK: 2011-2026

The firm’s longstanding relationship with the City of Pompano Beach has resulted in an extensive portfolio of projects with the City including fire stations, bridge and streetscape projects and this functional and striking addition to the community...its the only public parking structure. Delivered through a Design/Build contract, provides new parking spaces in a mixed-use garage of 239,400 square feet. The building base undulation reinforces the thematic movement of wind and water. Program elements include more than parking: retail space, a tourism office, a welcome center, and a storage area for lifeguard operations. The design expresses an intention architects strive for—a building with a true sense of place. 2018 Florida Region Project of the Year– Design Build Institute of America.



LIGHTHOUSE POINT CAPITAL IMPROVEMENT PROGRAM - FIRE RESCUE HEADQUARTERS

COMPLETION DATE AND SCOPE OF WORK: 2022

In July 2019, Currie Sowards Aguila Architects was awarded five new projects from the City of Lighthouse Point after being selected through a CCNA process as the most qualified firm. The award consisted of five separate projects including a new replacement 16,000 square foot Fire Station and EOC facility, a new 8,000 square foot Community Center, a new 3,500 square foot Public Works Administration building, remodeling of the existing Public Works building, and a small addition to the existing Library facility. The project was recently honored by the State AIA with a Design for Excellence Award.



PALM BEACH COUNTY FIRE RESCUE CAPITAL IMPROVEMENT PROGRAM CONTINUEING CONTRACT– ON-GOING

COMPLETION DATE AND SCOPE OF WORK: 2020 - Present

Palm Beach County CID retained the CSAA team to provide design, permitting and construction administration services for the Palm Beach County Fire Rescue Development and Implementation of a Comprehensive Fire Station Capital Improvements Program. The County owns and manages more than 49 stations constructed between 1960 and 2020. As part of this contract, the County proposes eight new stations and the replacement of six existing stations. The construction cost for this program is estimated at \$125,000,000. The magnitude of this program required a team with an extensive knowledge of fire rescue station programming and design. A well-conceived plan established working relationships and the resources to deliver this complex program and meet the County's aggressive schedule and established budget were essential to our selection as the Prime Consultant. Five stations are currently under construction.



RIVIERA BEACH FIRE STATIONS 86, 87 AND 88

COMPLETION DATE AND SCOPE OF WORK: Station 88 was completed in 2023. The two-story, four-bay station includes 31,000 total square feet. Located on a 1.96-acre site at Blue Heron and Congress Avenue, upon completion the facility will feature eight private bunk rooms with expansion capabilities for an addition-al six bunks; four officer bunk suites; 11 offices with breakroom and administrative conference room; a 1,000 SF mezzanine; three-story training tower; and 100% emergency generator back-up capability with redundant option. The project design incorporates red, yellow, and green environmental zones for personal health and circadian rhythm lighting. **The projects are the recipientsof awards from the American Institute of Architects and several fire rescue professional associations.** Station 87 was completed in January 2025. Located on a 3.2-acre site on West 28th Street and Avenue H West, the two story, four-bay station and EOC complex includes 28,256 total square feet with six private bunks with expansion capabilities for an additional four bunks and two officer suite bunks. Like Station 88, the project includes 100% emergency generator back-up capability with redundant option and red, yel-low, and green environmental zones for personal health and circadian rhythm lighting. The building’s 2nd floor is dedicated to EOC functions with a bullpen for up to 40 people, three offices, three bunk rooms, a breakroom, and conference/media room. Station 86 is in the design phase. All projects were delivered through a design build.



LIGHTHOUSE POINT LIBRARY

COMPLETION DATE AND SCOPE OF WORK: 2024
The 1,950 SF library addition was the final phase of the City’s \$15,000,000 Capital Improvement Plan.

SIZE OF PROJECT (GROSS SQ. FT): 1,950 SF

CONTACT NAME: Christy Keyes, MLIS, CPLA

PHONE: FAX: E-MAIL: 954.946.6398 ckeyes@lighthousepoint.com



MONROE COUNTY COURTHOUSE AND GOVERNMENT CENTER

COMPLETION DATE AND SCOPE OF WORK: Celebrating a 30 Year relationship with Monroe County, this 48,200 SF Courthouse and Detention Facility includes three courtrooms for the 16th Judicial Circuit, offices for the County Clerk, State Attorney Office, and Drug Court, and a new 10,906 square foot detention facility to accommodate 57 detainees. The building design displays clean and contemporary lines. Courthouse structures are typically designed to express the importance of the work carried out within the space. The contemporary design is stately and commanding, but its scale is organized to accommodate a variety of functions and respectful of its tropical surroundings. One of the project’s most striking design elements is a two-story glass and landscaped courtyard which serves as a central entry focal point with a fountain wall. This project marks the firm’s 15th commission with Monroe County including fire stations, the Murray T. Nelson Government Center, the Freeman Justice Center, and miscellaneous public works projects throughout the Keys region.

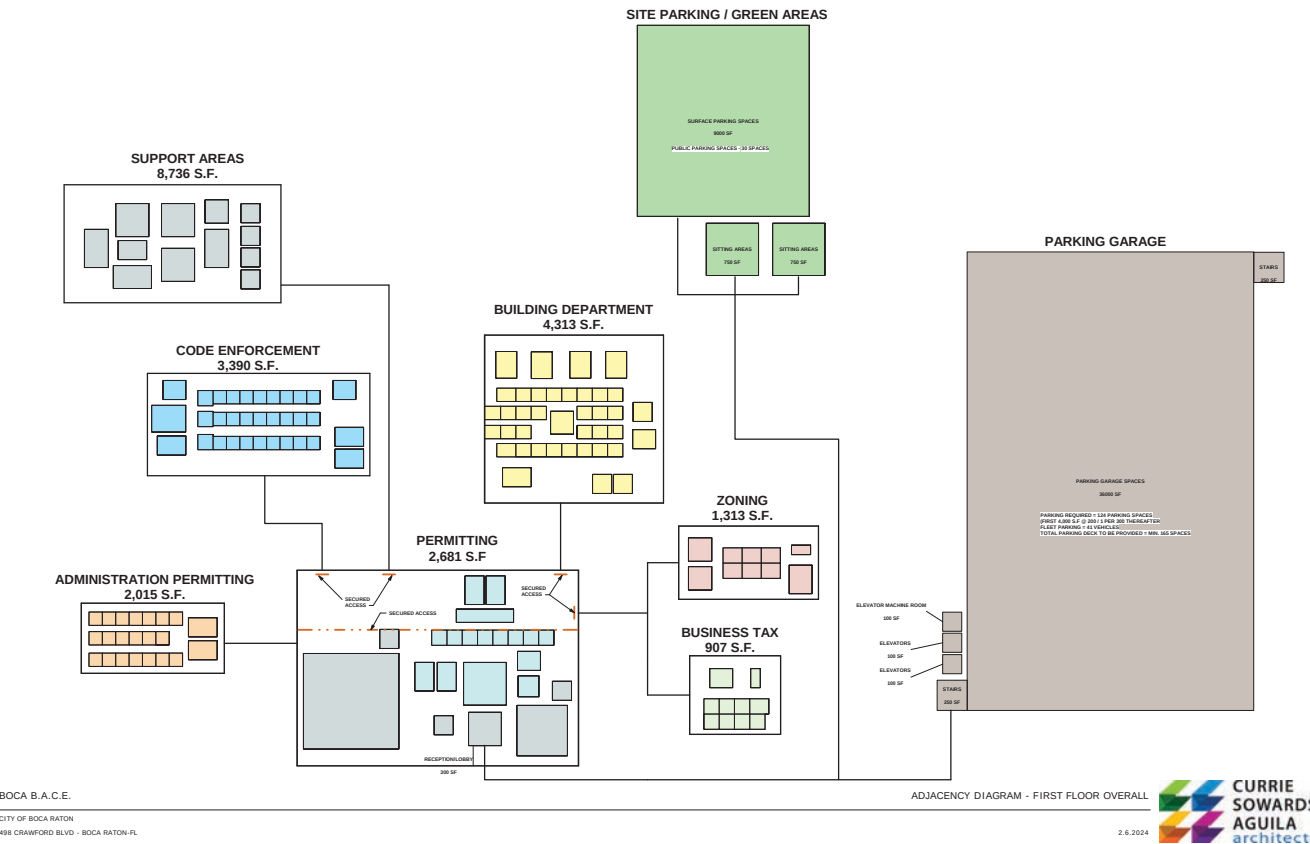


BOCA BACE

COMPLETION DATE AND SCOPE OF WORK: Currently in the programming phase, the existing BACE Building includes personnel for Building Administration, Zoning, Code Enforcement, and related support services as well as other City services that may be of interest to the City to relocate. The new BACE Building will be located on City property in the current location of the Boca Raton Children’s Museum and the Tim Huxhold Skate Park and Shuffleboard Courts. To accommodate the new building, historic buildings will require relocation.

The new building will centralize and upgrade the City’s planning, zoning, permitting, community improvement, community redevelopment, economic development, and code enforcement operations. Currently these personnel are located at both City Hall and the existing BACE Building. The new BACE Building (“Project”) will include ample office space, meeting rooms, parking, and support facilities for the current operational needs as well as future growth. All proposed work is adjacent and accessible by roads under the jurisdiction of the City.

The Project design considers sustainable elements including LEED-certification and solar panels. The City anticipates the new facility to consist of a minimum two-story office building with a parking garage and open space for employees. The new building will include all security and IT features for connectivity to the City’s network. The new building will be designed to Risk Category III or IV. The construction delivery method is Construction Manager at Risk (CMAR).



BLUESTEN PARK COMMUNITY CENTER

COMPLETION DATE AND SCOPE OF WORK: Upon completion this 46,000 square foot building will encompass all of the services of a modern civic wellness center including rooms for high and low impact exercise, weightlifting and strength training, a spin room and a large interior gymnasium with bleachers. A large component of any modern gym, rooms for child care and youth activities have been provided for three different age groups: young children, youth and teen. Additionally, a large recreational pool with eight 75 foot competition lap lanes, waist high swim area and a zero entry is provided alongside a children’s water activity pool.

This multi-purpose community center offers something for everyone, including an expansive exercise space, an indoor basketball court, an assembly room, administrative offices, day care and classroom complex along with rest rooms for pool and interior activities. As in all projects, it is incumbent to get into the minds of the clients. To that end the design team hosted a series of community design charrettes in developing the program and aesthetic direction. The firm served as the project’s Design Architect and is not the Architect of Record.



HALLANDALE BEACH EMERGENCY OPERATIONS CENTER – 2018 - \$7 MM

COMPLETION DATE AND SCOPE OF WORK: Designed by Currie Sowards Aguila Architects, the building program includes a 25,000 SF, three-story complex with an emergency operations center, four apparatus bays and living quarters for up to 16 firefighters. In addition to on-duty fire rescue staff, the building hosts the City’s Fire Prevention Bureau including office space for fire inspectors, plans review and public education. The complex serves the needs of the City’s fire rescue administrative headquarters, as well as emergency operations and the department’s meeting space needs. The building is Certified LEED Silver.



A. PROVIDE DETAILED INFORMATION OF THE PROPOSING FIRM’S:

i. Experience with providing the proposed disciplines service as outlined in the RFP.

We offer the City of Pompano Beach 56 years of project experience and architectural design success throughout the South Florida region. Our municipal project experience includes decades of service to Clients including the City of Delray Beach, Monroe County, the Village of Key Biscayne, the City of Pompano Beach, the City of Boca Raton, Palm Beach County, Palm Beach State College, all of whom we have held continuing contracts in the delivery of assignments of all sizes and scopes.

ii. Organization, size and experience.

Currie Sowards Aguila Architects is a full-service architectural firm. Established in 1969, the firm prides itself on our reputation for superior client service and documentation and the ability to design thoughtfully planned and sustainable solutions for complex building challenges. We are a boutique firm with a team of 14 passionate design professionals and support staff. We are proud to be recognized for good design and for creating a design studio that is nurturing and continues to foster the best in our team, as we all strive to make a lasting imprint on the built environment.

With three decades of municipal project experience to its credit, the CSAA portfolio includes Fire Rescue Stations and Emergency Operations Centers, Judicial Centers, Community Centers, Bridges, Parking Structures and Parks for Ten South Florida public agencies, the State of Florida, Florida Department of Transportation and the U.S. State Department.

DETAILED RELEVANT PROJECT EXPERIENCE FOLLOWS.

iii. Describe in detail the clients for which the types of services stated in this RFP have been provided.

PUBLIC AGENCY EXPERIENCE LIST AND PROJECT EXPERIENCE PAGES

iv. Address in detail the Firm’s areas of expertise as it relates to the scope of work addressed in this RFP.

We have reviewed the services outlined related to the discipline of Architecture and have performed all of those required to produce the deliverables associated with this Continuing Services Contract. We have worked with the City of Pompano Beach on ten complex projects, The City has experienced firsthand this firm’s ability to deliver and exceed expectation through design and client services. We understand all facets of architecture and project execution from inception to final completion. By providing turnkey design services and collaborating with the City as our client and our subconsultants (to be identified based on the project type and scope), we can assure the City of Pompano Beach that our experience, interest and understanding of the City’s processes will be beneficial and a rewarding experience for all parties.

v. Approximate number of staff assigned that will be available to provide the service(s) as requested.

We are a boutique firm with a team of 14 passionate design professionals and support staff. The firm operates in a studio environment. The City of Pompano Beach contract will have a core team of four including:

Managing Principal Jess M. Sowards, AIA, LEED AP
Senior Project Manager Architect Ivan Gomez, AIA
Project Manager Jayson Hall
Design Principal JJ Jaramillo, AIA, LEED AP



Other members of the firm will be available as required to deliver projects and meet or exceed the City’s expectations for schedules and deliverables

vi. Unique qualifications that the Firm has to provide the services.

vii. Other matters that the proposing Firm feels would assist the City to determine the experience and qualifications.

We have combined Items vi and vii in this response. CSAA is pleased to offer the City of Pompano Beach a number of unique qualifications and skills for including but not limited to:

- A proven track record with the City of Pompano Beach
- Extensive experience with public agencies.
- Experience with a Broad Cross Section of Project Types
- Principals Committed to Every Project
- Depth of Resources: Staff and Subconsultants
- Technology Driven – BIM
- Commitment and Thorough Understanding of Sustainability Principles
- Thorough understanding of continuing contract services and typical project scopes.
- Commitment to superior client service.
- Reputation for design excellence with 70 awards garnered for design and service to the profession of architecture.



SUSTAINABILITY INITIATIVE

Currie Sowards Aguila Architects (CSAA) have been proponents of sustainable building design since our inception. We take climate change seriously and look for every opportunity to incorporate sustainable principles to enhance the built environment with energy conservation a top priority. The firm has 10 LEED certified projects and another eight under construction or in development. CSAA designed the first LEED Certified Fire Station in Florida. Principals, Jess Sowards, José Aguila and JJ Jaramillo are LEED accredited professionals, as is Senior Project Architect, Ivan Gomez.

As designers and stewards of the environment, we need to take immediate action to ensure the safety and sustainability of our communities. As part of our design process, we explore all planning and design options in the development of a program, building and site design to addresses the environmental and economic impacts of sustainability, climate change and sea level rise.

CURRIE SOWARDS AGUILA ARCHITECTS - LEED PROJECT EXPEXPERIENCE

- Boca Raton Fire Station No. 5 – Palm Beach County’s 1st LEED Certified Project
- Boca Raton Fire Station No. 6 –LEED Gold
- Pompano Beach Fire station 11 – LEED Certified
- Pompano Beach Fire Station 24 –LEED Gold
- Pompano Beach Fire Station 52 –LEED Gold
- Pompano Beach Fire Station 61 – LEED Gold
- Pompano Beach Fire Station 103 – LEED Gold
- Hallandale Fire Station 7 Administration and EOC – LEED Silver
- Bluesten Park for the City of Hallandale Beach – LEED Silver
- Hampton Inn, Delray Beach – FGBC

SUSTAINABLE DESIGN AND THE AFFECT ON PROJECT BUDGET

Sustainability should not be viewed as an expensive add-on to a building

It provides opportunities to reduce energy costs and improve indoor environmental quality

Energy improvements are part of an overall process, and we often find that the added costs are balanced by long-term savings

The initial expenditures continue to pay back over time, like a good investment

The best returns on these investments are realized when green building is integrated into the process at the earliest stages rather than as a last-minute effort

Sustainable design is part of the necessary functional requirements for building an energy-efficient structure and providing a safe and healthful environment

We encourage our clients to compare the cost of a sustaible building with that of other buildings in the same class, rather than against an artificially low baseline



TAB 7

RESUMES OF KEY PERSONNEL

Exhibit "B"



Jess Sowards AIA, LEED AP Principal – Currie Sowards Aguila Architects



Education: Bachelor of Architecture, University of Kentucky, 1985

Project Role: Principal-In-Charge

Project Experience: Jess has been a member of the South Florida community since 1987. He previously served on SPRAB, P&Z, Pineapple Grove Main Street boards and dedicated himself to the City and its continued Evolution. He is vested in Delray Beach’s success and in the creation of a vibrant and livable built environment through architectural design excellence. Community involvement is an integral part of Jess’ commitment to architecture and good design. He has participated in numerous design charrettes, including those for Delray Beach’s historic Old School Square, the Village of Key Biscayne, and Pineapple Grove Main Street (Delray Beach). Jess has experience on urban design projects including 30 fire rescue buildings throughout Florida including Hallandale Beach Fire Rescue Station #7 and EOC, and eight fire rescue stations for the the City of Pompano Beach. He served as the Principal-In-Charge for the recently completed Lighthouse Point Capital Improvement Program and is the Principal In Charge and Designer for three design build stations for the City of Riviera Beach. Jess has worked extensively with construction partners throughout the region on projects delivered through CM at Risk. In addition, he is heavily engaged on the firm’s contact with Palm Beach County’s Fire Rescue Capital Improvement Program. Specific to the Delray Beach Police Headquarters’ project, Jess spearheaded the firm’s effort for this programming and master planning assignment. He has worked with a number of City departments in the development of documents and options for consideration. He has an in-depth understanding of the City’s goals and objectives and looks forward to moving forward with the project.

José Jaramillo, AIA, LEED AP Principal – Currie Sowards Aguila Architects



Education: Master of Architecture, Florida A&M University; Bachelor of Science in Architectural, Florida A&M University

Project Role: Design Principal

Project Experience: JJ is a licensed Architect and LEED AP. He joined the firm in 2017, following twelve years as a sole practitioner with a focus on the commercial and industrial sectors and was named a Principal in 2023. He graduated in 1997 with a master’s degree from Florida A&M University and began his profession in the South Florida region. With over two decades of hands-on project experience, he possesses excellent design skills and is proficient in all aspects of design production and high-level project management. He is a firm principal and currently oversees the firm’s BIM design studio, overall project scheduling, and quality control. Under his direction the company renderings, movies and modeling are produced using software such as Lumion, Revit and photoshop. These software tools are critical in conveying the building designs to our clients and their understanding of the project’s design intent. He is also responsible for improving the company’s BIM use which is a proven technology to reduce RFI’s and costly time delays. JJ is currently programming and designing the Boca BACE project. His building portfolio includes all project types including office and industrial complexes, community theatres and educational facilities.

Ivan Gomez AIA, Project Architect – Currie Sowards Aguila Architects



Education: Bachelor of Architecture, University of Florida, 2000, Masters of Architecture, University of Florida, 2004

Project Role: Senior Project Manager/Architect

Project Experience: Ivan is a registered architect with a diverse portfolio of work. Since joining Currie Sowards Aguila Architects, Ivan has overseen several of the firm’s most complicated projects, including the Hallandale Beach Fire Rescue Headquarters and EOC and delivered three design build stations for the City of Pompano Beach. He managed the delivery of five projects for the City of Lighthouse Point under the City’s CIP including the Fire Rescue Headquarters and EOC, community center and library expansion. He is the Senior Project Architect and the primary point of contact for the firm’s Continuing Contract with Palm Beach County’s Fire Rescue Department with five projects currently underway. The contract includes 50 projects with a budget of \$125 Million. Ivan is the Chairman of the Delray Beach Housing Authority.

Jason Hall, Senior Project Manager – Currie Sowards Aguila Architects



Education: Bachelor of Science, Architecture, Florida Atlantic University 2006

Project Role: Project Manager

Project Experience: Jayson has 19 years of relevant design experience on a wide variety of building types and focuses on municipal projects. As a project manager, Jayson performs initial concept design, site planning, develops construction documents, construction administration and final project close-out. His talents in all aspects of architectural design include the development of project concepts to detailing and coordinating construction documents. His skills during the construction phase of a project ensure timely response to contractor queries, resolution of any issues, and completion of the facility in accordance with the plans and specifications. Jayson was assigned as project manager on multiple continuing contract assignments. Coral Springs Public Safety Complex (Police Station & Fire Station 80) 3-phase renovation: expansion and hurricane hardening of existing 3-story 45,000 SF police station and new 2-story, 11,000 SF addition for EOC and Fire Administration. Total Building SF 60,000. Public Works Various Projects: Coral Springs Regional Institute of Public Safety Interior Renovation Schematic Design, Coral Springs K-9 Facility Design Build, Coral Springs Police Department Elevator Modernization (Continuing Contract), Coral Springs Public Safety IT Room (Continuing Contract), Coral Springs Fire Station #64 Prototype and Boca BACE Building.

TYEC - MEP ENGINEERS



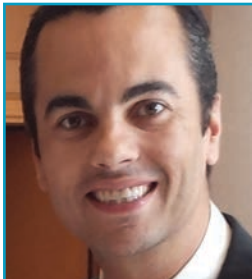
ANDREW J. YOUNGROSS, P.E., PRINCIPAL – SENIOR ELECTRICAL ENGINEER

EDUCATION: University of Florida, Bachelor of Science in Electrical Engineering, 1986

PROJECT ROLE: Senior Electrical Engineer

PROJECT EXPERIENCE: Mr. Youngross has over thirty years of experience in electrical engineering field. As Principal of Thompson & Youngross Engineering Consultants, he is responsible for marketing, engineering production and the oversight of electrical design documents and coordination all work in the office. He continues to perform site investigations, meet with clients, and design electrical systems.

As either engineer of record or as designer Mr. Youngross has been responsible for numerous successful projects including more than 50 assignments with CSAA. These projects include hotels, multifamily apartment buildings, office buildings, water and wastewater treatment facilities, sports lighting for city and county parks, fire stations and EOCs, municipal facilities, warehouse and industrial buildings and parking garages. LEED projects and the design of solar projects for the U.S. Navy, and other governmental agencies round-out Andrew’s portfolio.



ARTUR AMARAL, P.E., PRINCIPAL - SENIOR MECHANICAL ENGINEER

EDUCATION: Florida Atlantic University, Bachelor of Science in Mechanical Engineering, 1998

PROJECT ROLE: Senior Mechanical Engineer

PROJECT EXPERIENCE: Mr. Youngross has over thirty years of experience in electrical engineering field. As Principal of Thompson & Youngross Engineering Consultants, he is responsible for marketing, engineering production and the oversight of electrical design documents and coordination all work in the office. He continues to perform site investigations, meet with clients, and design electrical systems.

As either engineer of record or as designer Mr. Youngross has been responsible for numerous successful projects including more than 50 assignments with CSAA. These projects include hotels, multifamily apartment buildings, office buildings, water and wastewater treatment facilities, sports lighting for city and county parks, fire stations and EOCs, municipal facilities, warehouse and industrial buildings and parking garages. LEED projects and the design of solar projects for the U.S. Navy, and other governmental agencies round-out Andrew’s portfolio.

PENNONI - STRUCTURAL ENGINEERS



CHRISTOPHER LEE, PE, SE, SI, LEED GREEN ASSOCIATE –
SENIOR STRUCTURAL ENGINEER

EDUCATION: Bachelor of Science, Architectural Engineering, Structural Option, Pennsylvania State University 1978

PROJECT ROLE: Senior Structural Engineer

% OF PROJECT TIME COMMITMENT: 40

PROJECT EXPERIENCE: Chris has expertise in providing overall project management from preliminary design through construction. He has worked extensively on both large-scale and small-scale projects involving commercial industrial, residential, educational, and governmental scopes. He specializes in designs for unique environments including coastal areas, seismic conditions, and elevated wind events. Some of his current larger projects in Boca Raton and southeast Florida include; Florida Keys Aqueduct Authority Headquarters, 5201 Congress Apartments and Parking Garage, The Manor @ Broken Sound Apartments, and Aura Boca Colonnade. His governmental projects include City of St. Petersburg Police Department Headquarters, and numerous fire stations and EOC throughout Central and South Florida.

MILLER LEGG- CIVIL ENGINEERS/ LANDSCAPE ARCHITECTS



MARTIN GRINBANK, P.E.
SENIOR CIVIL ENGINEER

EDUCATION: Bachelor of Science, Architectural Engineering, Structural Option, Pennsylvania State University 1978

PROJECT ROLE: Senior Civil Engineer

PROJECT EXPERIENCE: Chris has expertise in providing overall project management from preliminary design through construction. He has worked extensively on both large-scale and small-scale projects involving commercial industrial, residential, educational, and governmental scopes. He specializes in designs for unique environments including coastal areas, seismic conditions, and elevated wind events. Some of his current larger projects in Boca Raton and southeast Florida include; Florida Keys Aqueduct Authority Headquarters, 5201 Congress Apartments and Parking Garage, The Manor @ Broken Sound Apartments, and Aura Boca Colonnade. His governmental projects include City of St. Petersburg Police Department Headquarters, and numerous fire stations and EOC throughout Central and South Florida.

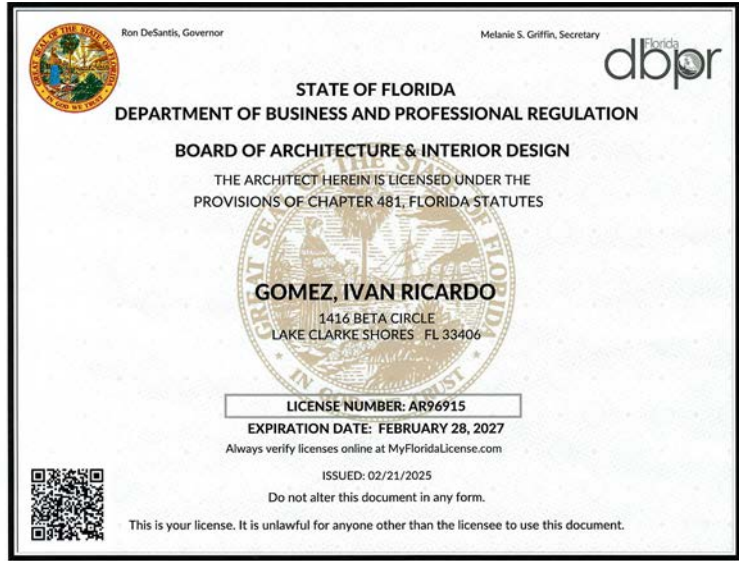
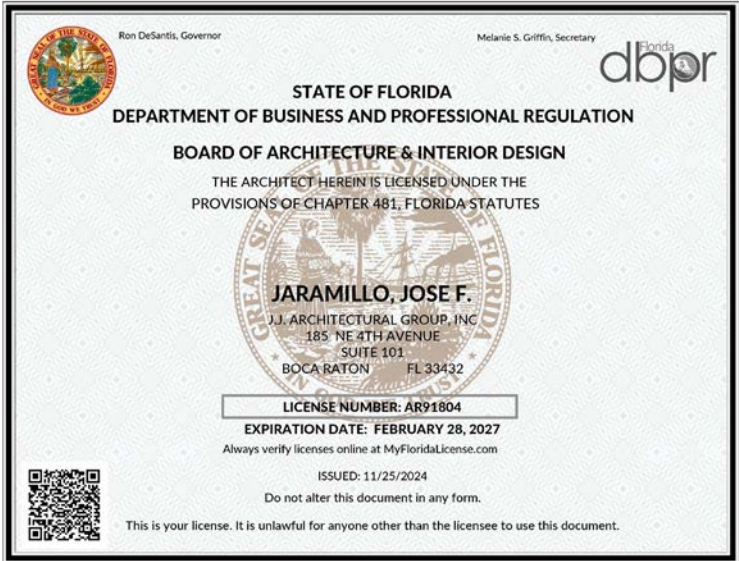
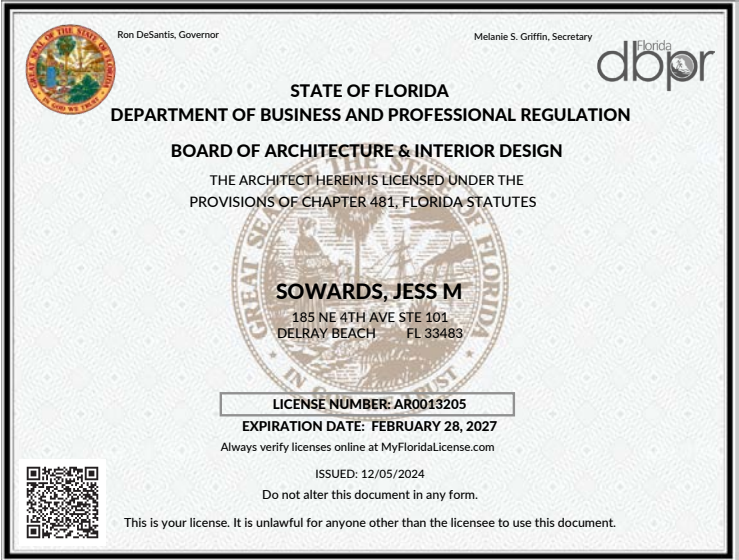


MICHAEL PHILLIPS, ASLA
LANDSCAPE ARCHITECT

EDUCATION: Bachelor of Science, Architectural Engineering, Structural Option, Pennsylvania State University 1978

PROJECT ROLE: Landscape Architect

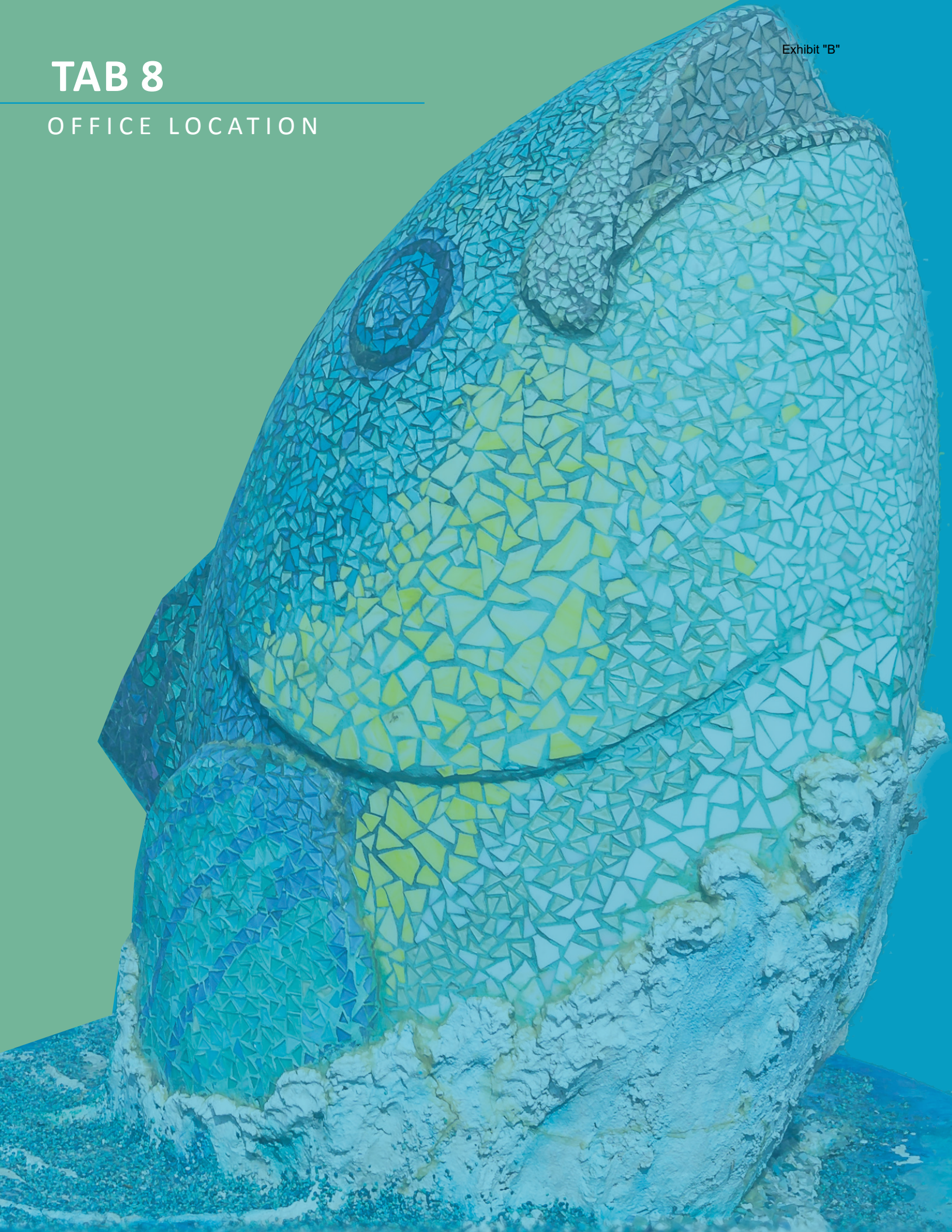
PROJECT EXPERIENCE: Chris has expertise in providing overall project management from preliminary design through construction. He has worked extensively on both large-scale and small-scale projects involving commercial industrial, residential, educational, and governmental scopes. He specializes in designs for unique environments including coastal areas, seismic conditions, and elevated wind events. Some of his current larger projects in Boca Raton and southeast Florida include; Florida Keys Aqueduct Authority Headquarters, 5201 Congress Apartments and Parking Garage, The Manor @ Broken Sound Apartments, and Aura Boca Colonnade. His governmental projects include City of St. Petersburg Police Department Headquarters, and numerous fire stations and EOC throughout Central and South Florida.

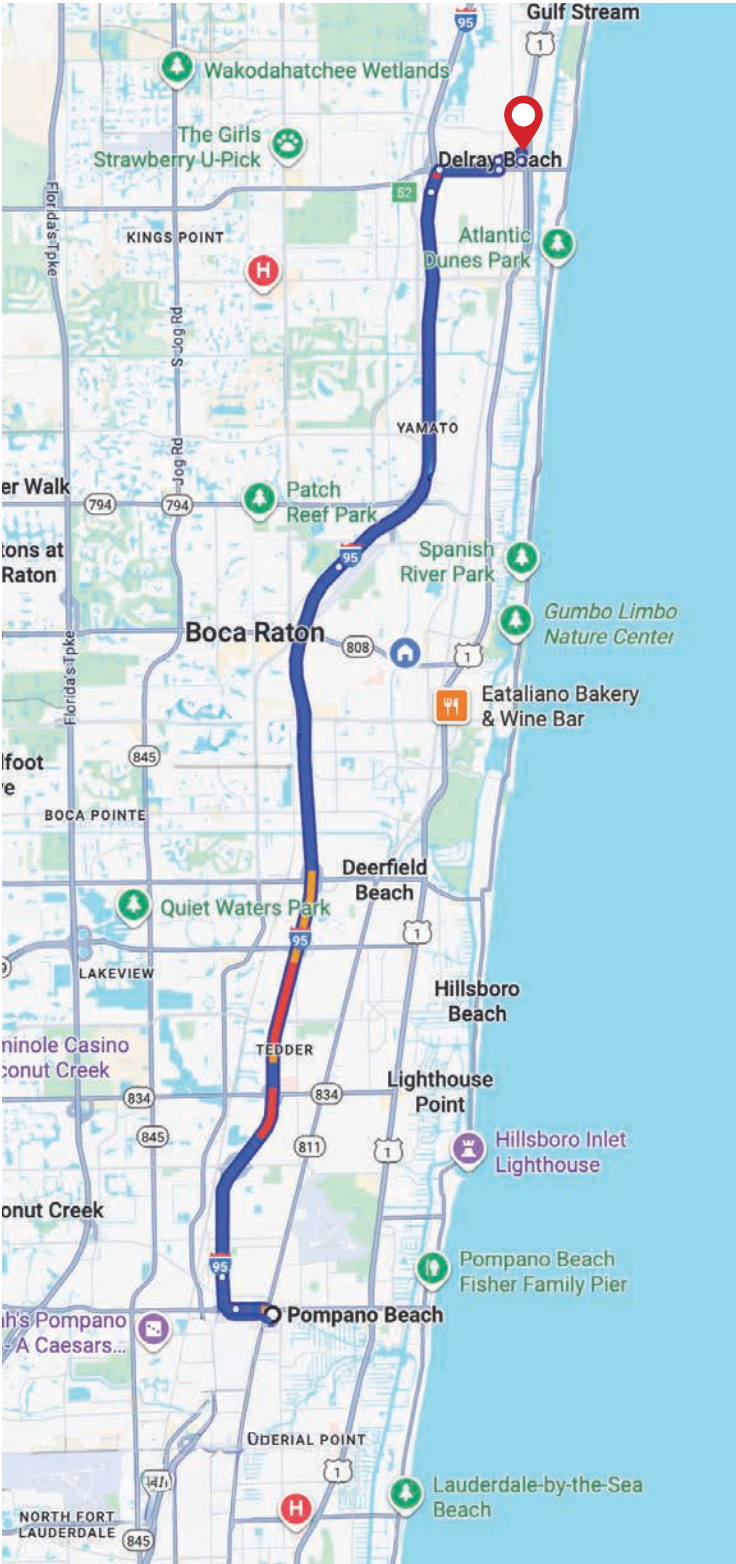


TAB 8

OFFICE LOCATION

Exhibit "B"





PRIME ARCHITECT AND LEAD CONSULTANT:
CURRIE SOWARDS AGUILA ARCHITECTS, INC.

Point of Contact: Jess M. Sowards, AIA, Principal
Email: jess@csa-architects.com
185 NE 4th Avenue, Suite 101 – Delray Beach, FL 33483
Phone: 561.276.4951
Staff Breakdown:

- 3 Licensed Architects including 2 Principals
- 6 Graduate Architects
- 1 CADD/BIM Specialist
- 2 Administrative

PENNONI – STRUCTURAL ENGINEERS

DELRAY BEACH OFFICE – 100 projects completed with CSAA
601 North Congress Avenue, Suite 106A
Delray Beach, FL 33445 Phone: 561.270.0164
Staff Breakdown:

- 1 Office Director
- 2 Licensed Engineers
- 1 Graduate Engineer
- 1 Senior Industrial Hygienist

**THOMPSON YOUNGROSS
ENGINEERING CONSULTANTS**

MEP ENGINEERS - BOCA RATON BASED
200 projects completed with CSAA
902 Clint Moore Road, Suite 142 – Boca Raton, FL 33487
Phone: 561.274.0200
Staff Breakdown:

- 7 Mechanical Engineers
- 6 Electrical Engineers
- 2 CADD Technicians
- 2 Project Managers
- 1 Administrative

MILLER LEGG – CIVIL ENGINEERS

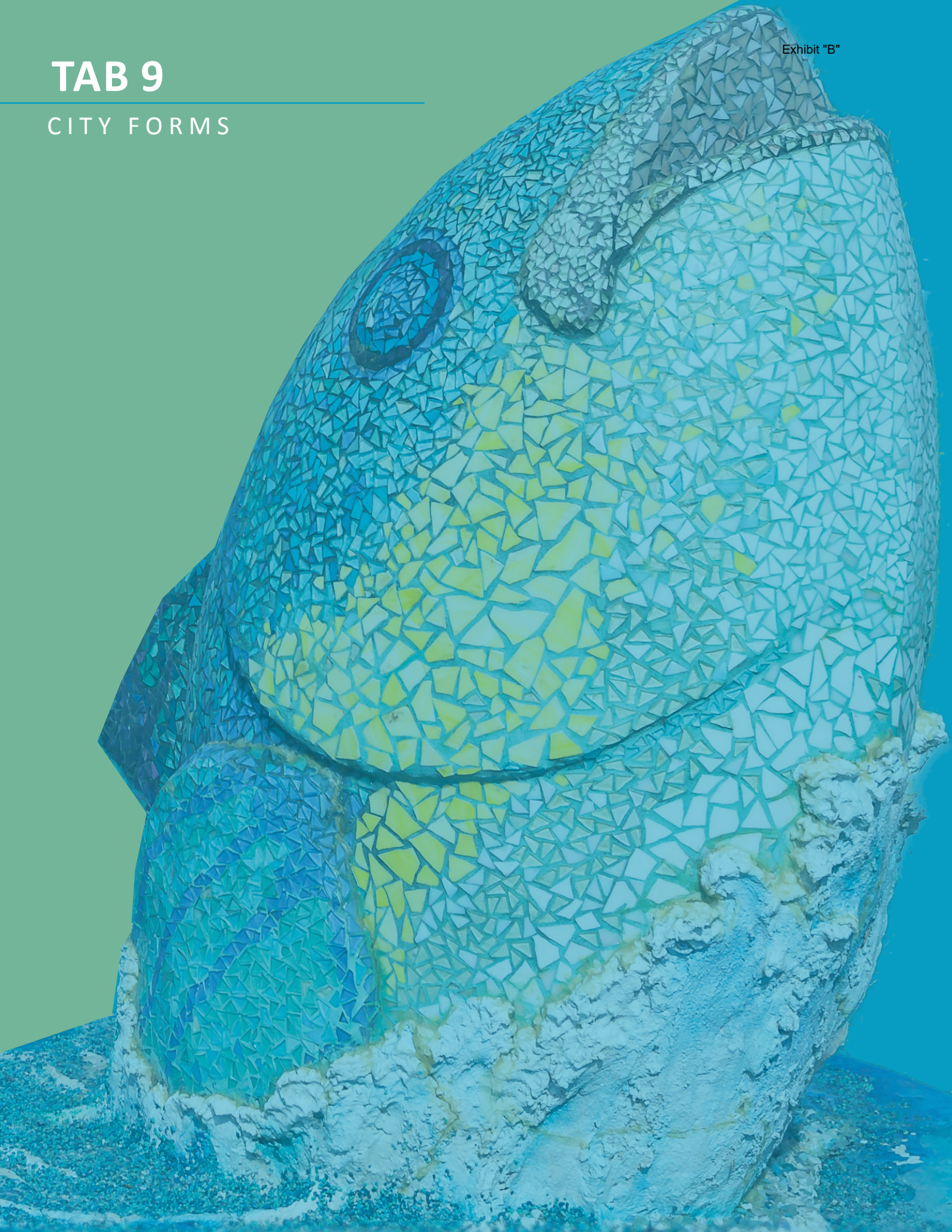
LANDSCAPE ARCHITECTS AND LAND SURVEYORS
– Five projects completed with CSAA
13680 NW 5th St, Sunrise, FL 33325 Phone: 954.436.7000
Staff Breakdown:

- 7 Civil Engineers
- 6 Landscape Architects
- 5 Land Surveyors
- 4 CADD Technicians
- 6 Administrative

TAB 9

CITY FORMS

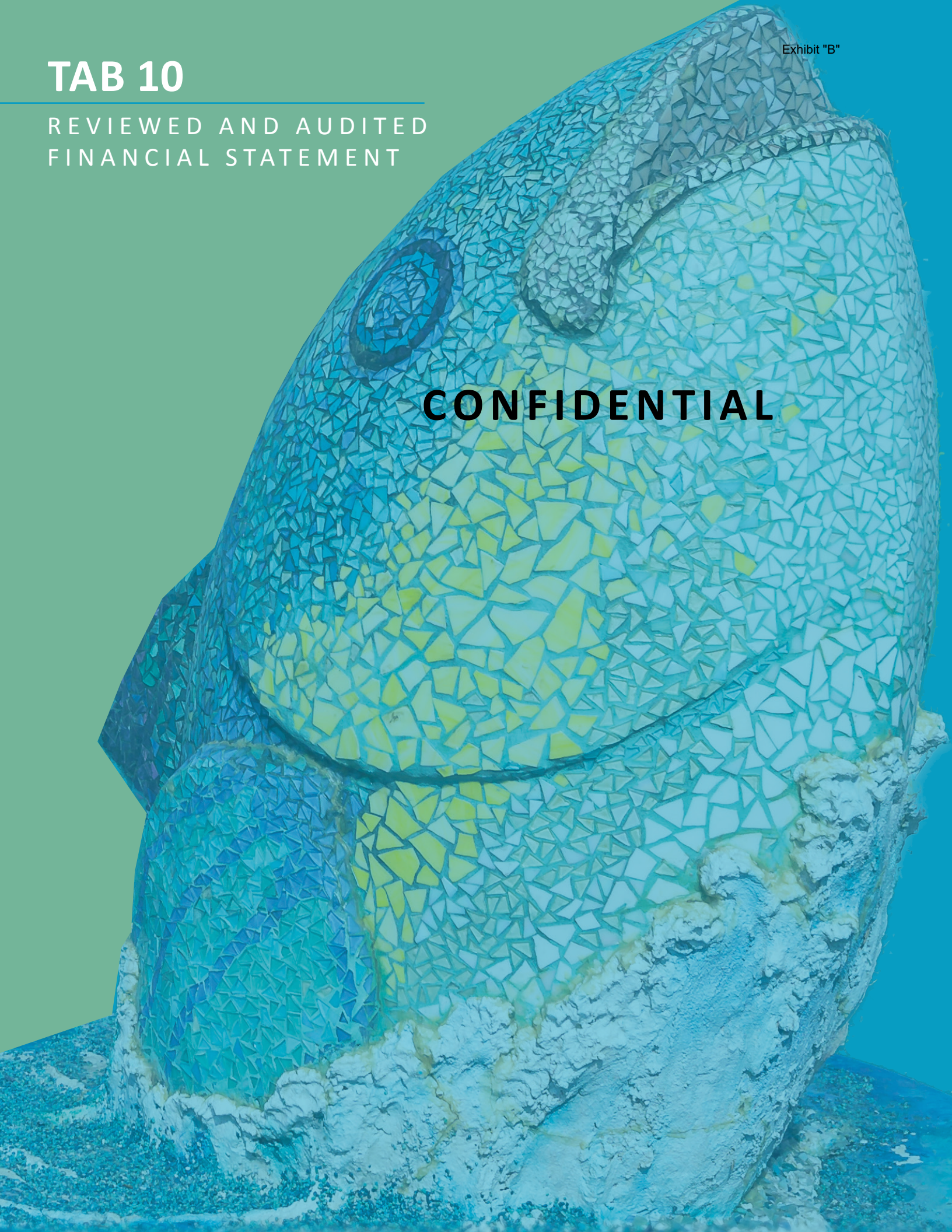
Exhibit "B"



TAB 10

REVIEWED AND AUDITED
FINANCIAL STATEMENT

CONFIDENTIAL



Changes are being made effective October 31, 2025 to the Commercial Bank Services Agreement ("CBSA") that governs your account, including revisions to Section B (Arbitration Agreement) and Section I (Certificates of Deposit). Continued use of your account after the effective date constitutes your acceptance of the changes. The most current version of the CBSA can be obtained at any Truist branch or online at www.truist.com/CBSA. All future transactions on your account will be governed by the amended CBSA. If you have any questions about these changes, contact your local Truist branch, your relationship manager, or call 844-4TRUIST (844-487- 8478).



Currie Sowards Aquila Architects
185 NE 4th Avenue, Suite 101 Delray Beach, FL 33483
T: 561.276.4951 E: jess@csa-architects.com

[illegible]

City of Pompano Beach

RLI26-002 CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA)

Position Classification & Maximum Hourly Labor Rate Schedule

Sub / Firm Name	MILLER LEGG & ASSOCIATES
-----------------	--------------------------

Position / Classification	Maximum Hourly Rate (\$)
Specialist	\$120.00
Senior Specialist I	\$135.00
Senior Specialist II	\$150.00
Senior Specialist III	\$165.00
Designer I	\$110.00
Designer II	\$125.00
Senior Designer I	\$145.00
Senior Designer II	\$165.00
Engineer I	\$150.00
Engineer II	\$165.00
Engineer III	\$180.00
Senior Engineer I	\$225.00
Senior Engineer II	\$240.00
Senior Engineer III	\$260.00
Associate Engineer	\$290.00
Landscape Architect I / Planner I	\$140.00
Landscape Architect II / Planner II	\$170.00
Senior Landscape Architect/Senior Planner I	\$200.00
Senior Landscape Architect/Senior Planner II	\$230.00
Associate Landscape Architect	\$260.00

Surveyor	\$170.00
Senior Surveyor	\$200.00
2-Person Survey Crew	\$200.00
3-Person Survey Crew	\$290.00
4-Person Survey Crew	\$350.00
Designation (SUE / Utility Location) per day	\$1,700.00
Principal	\$325.00
Senior Principal	\$400.00
Expert Witness	\$500.00

City of Pompano Beach

RLI26-002 CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA)

Position Classification & Maximum Hourly Labor Rate Schedule

Sub /Firm Name	PENNONI ASSOCIATES INC.
----------------	-------------------------

Position / Classification	Maximum Hourly Rate (\$)
Principal Engineer	\$270.00
Senior Engineer	\$240.00
Public Information Officer	\$204.50
Senior Project Manager	\$225.00
Project Manager	\$165.00
Engineer II	\$165.00
Utility Coordinator	\$144.00
Construction Administration	\$135.00
Senior Inspector	\$135.00
Inspector	\$120.00
Engineer II	\$120.00
CADD Drafter	\$120.00
Administrative Support	\$118.25
Engineering Technician	\$90.00

City of Pompano Beach

RLI26-002 CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (CCNA)

Position Classification & Maximum Hourly Labor Rate Schedule

Sub /Firm Name	TYEC
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[illegible]

Direct project expenses (reimbursable expenses) are in addition to compensation described in Article 3.1 above and include, but are not limited to, actual expenditures made by the Architect or its consultants in the interest of the Project as follows:

- a. Reproductions at cost.
- b. In-house black and white plotting at the rate of \$2.00 per sheet
- c. In-house color plotting at the rate of \$12.00 per sheet
- d. Mail, shipping, and courier service at cost.
- e. Permit fees or agency review fees.
- f. Automobile travel at the rate of \$0.70 per mile, plus tolls if applicable.

**Exhibit C – Cover Page
Approved Insurance**

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/01/2026

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 2502 N Rocky Point Drive Suite 400 Tampa, FL 33607	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: TeamAECertificate@usi.com INSURER(S) AFFORDING COVERAGE INSURER A : Midvale Indemnity Company INSURER B : Travelers Casualty and Surety Company INSURER C : XL Specialty Insurance Company INSURER D : Liberty Insurance Underwriters, Inc. INSURER E : INSURER F :
INSURED Currie Sowards Aguila Architects Inc 185 NE 4th Ave Suite 101 Delray Beach, FL 33483	NAIC # 27138 19038 37885 19917

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	X	BP00066244	02/27/2026	02/27/2027	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	BP00066244	02/27/2026	02/27/2027	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y / ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB9J073318	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability			DPR5054389	02/27/2026	02/27/2027	\$2,000,000 per claim \$2,000,000 annl aggr.
D	Excess Profe			XAENYAC8DDP002	02/27/2026	02/27/2027	\$3M per claim/\$3M aggr

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

Professional Liability coverage is written on a claims-made basis.

RE: Project: Continuing Contract for Architectural Services for CCNA for various City projects RLI26-002.

The General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to City of Pompano Beach, 100 W. Atlantic Blvd., Pompano Beach, Florida 33060, only when there is a written contract that requires such status, and only with regard to work performed by or on behalf of the named insured.

CERTIFICATE HOLDER

CANCELLATION

City of Pompano Beach 100 W. Atlantic Blvd. Pompano Beach, FL 33060	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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