



**RFQ # 3067-17**

**Owner's Representative / Project Management  
Services for City of Venice Public Safety Facility**

**Due: June 21, 2017 @ 2:00 p.m.**



**ZHA**

# RFQ # 3067-17

## Owner's Representative / Project Management Services for City of Venice Public Safety Facility

**Bid Receipt**

**RFQ #: 3067-17**

**Bid Name: REQUEST FOR QUALIFICATIONS- OWNER'S REPRESENTATIVE /  
PROJECT MANAGEMENT FOR CITY OF VENICE PUBLIC SAFETY FACILITY**

**Time Stamped:**

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**ZHA**

[www.zhanll.com](http://www.zhanll.com)





June 21, 2017

City of Venice  
Procurement – Finance Department  
401 W. Venice Avenue – Purchasing – Room 204  
Venice, Florida 34285  
Attn: Peter Boers, Purchasing Manager

**RE: RFQ #3067-17, Owner's Representative / Project Management Services for City of Venice Public Safety Facility**

ZHA is pleased to present our qualifications to provide Owner's Representative / Project Management Services for the Public Safety Facility to City of Venice. ZHA is an Owner's Representative firm specializing in assisting owners in conceptualizing and implementing their capital projects. Since our inception in 1983, our only focus has been to represent owners. Our staff is comprised of individuals skilled in planning, architecture, engineering and construction. Our understanding of the design and construction industry and experience with all of the various design and construction delivery methods uniquely qualifies us to assist the City of Venice with the requested services.

ZHA has experience performing Owner's Representative / Project Management Services on all types and sizes of governmental projects. As the General Consultant for Orlando International Airport for twenty years, we routinely managed a project's scope, cost, quality and schedule requirements on small maintenance projects to large terminal expansion projects through the construction phase. As part of the program management team for the Orange County Public School's \$500 million renovations and repairs program, we managed the construction of large and small projects. We have represented the cities of Inverness, Lake Mary, Winter Garden, Winter Park, Casselberry, Stuart, Bushnell and Cocoa as their Design Criteria Professional and construction phase Design-Build Consultant on city hall projects, events centers, community centers, municipal services complexes, senior centers, police stations, emergency operations centers and fire stations. We represented Seminole County as their Owner's Representative on fire stations, libraries, courthouses, and other projects. Details of some of the projects listed here are contained within this proposal. We have also served in a similar capacity for Osceola County managing their capital projects for the last six years, including several projects for the Sheriff's department, and as the Owner's Representative on the Florida Advanced Manufacturing Research Center project.

Our staff is extensively diverse in experience to offer our clients expertise on a variety of issues. We use this diversity to look at solutions for our owners from a number of different perspectives, recognizing it is the owner's operational goals and requirements that take precedence in shaping the physical solution to be designed and constructed.

ZHA has read and fully understands the RFQ and has full knowledge of the scope and quality of services being requested by the City of Venice. Our qualifications package includes all of the requested information contained in the RFQ, and as clarified in Addendum No. 1.

We trust that when the City reviews our qualifications, they will recognize we are the most qualified and the most experienced firm for this assignment. Thank you for your consideration.

Sincerely,

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Andrew L. Brooks, P.E.  
Executive Vice President

# RFQ # 3067-17

Owner's Representative / Project Management  
Services for City of Venice Public Safety Facility

## Qualifications and Key Personnel Experience

**ZHA** brings a team approach to our Owner's Representative / Project Management (OR / PM) services. Our philosophy is to provide extremely qualified people in key roles and support them with specialized expertise, based on the City of Venice's and the project's needs.

ZHA's OR / PM services team will be led by our Project Manager, supplemented and supported as the project may require by staff from ZHA, thereby providing a full range of professional services and expertise to ensure the successful completion of the project. *Our inclusive team offers the City of Venice a detailed and expansive level of expertise and experience.*

### PRINCIPLE-IN-CHARGE

ZHA's Principle-in-Charge, **Andrew L. Brooks, P.E.**, Executive Vice President and co-owner of ZHA will act as Client Liaison and will interact with City staff and the City Commission. Andy is a registered professional engineer and a LEED Accredited Professional who will be responsible to the City of Venice for all aspects of the ZHA OR / PM team. With more than 38 years of engineering, construction and management experience, Andy has supervised all facets of diverse projects, including project planning, programming, design, construction, occupancy, and contract administration. Andy has a proven track record of successfully managing, coordinating and communicating with all members of project teams, focusing on meeting the expectations of owners by completing projects on time, within budget and without claims. Andy has worked extensively as an Owner Representative for a variety of Central Florida entities including Osceola County, Seminole County, Greater Orlando Aviation Authority, Orlando-Orange County Expressway Authority, and Lake Sumter State College.

Andy's experience in Osceola County included providing Owner's Representative services for the Sheriff Department's design and construction of their Evidence Storage building, DNA laboratory, and Fingerprint laboratory.

Andy is a Florida licensed Professional Engineer (#42922) and holds a Bachelor of Science and a Master of Science in Civil Engineering from the University of Florida.

### PROJECT MANAGER

Leading our OR / PM services on a daily basis will be **Robert W. DeBoard, AIA, NCARB**, a registered architect with more than five decades of experience in the programming, master planning, design, project and construction management, and team coordination of complex multimillion dollar building projects. These projects include commercial, educational, healthcare, municipal and aviation facilities. His experience encompasses more than 20 design-build and construction management projects incorporating a fast-track delivery system. He is an outstanding planner and concept designer. He is versed in owner/operator review and analysis, program budgets, estimates, zoning reclassifications, and construction administration and start-up. Specific projects include City of Stuart Public Safety Complex, Nature Coast Emergency Management System Center, City of Lake Mary Municipal Services Complex and Fire Substation projects, City of Panama City new City Hall and Northwest

## Qualifications and Key Personnel Experience

Florida Beaches International Airport projects.

Robert holds a Bachelor of Architecture from University of Florida. He is a Florida licensed Architect (#6560), holds a National Council of Architectural Registration Boards certificate and is a Corporate Member of the American Institute of Architects.

### PROJECT ARCHITECT

**Darrel J. Brostrom, AIA, NCARB**, is a registered architect with over 35 years of experience providing project planning, management, design, construction administration, and building evaluation services to various government agencies and private clients. His building evaluation experience includes asset development, management and the analysis of over 500 structures for factors such as current conditions, damage, life expectancy, energy audits, ADA code upgrades, and adaptability to alternate uses. His experience is based on a well-rounded background of education and training in Design, Construction and Management. He was selected to be a Peer Reviewer by the American Institute of Architects and American Consulting Engineers Council to evaluate the professional practices and procedures of their members. Specific projects include Florida Advanced Manufacturing Research Center, Lockheed Martin projects (F-35 Lightning II Program, P-444 Training Simulation and Operations Facility, and Missiles and Fire Control), Amway Center, Orange County Convention Center Phase V, and City of Inverness Valerie Theatre maintenance program.

Darrel holds a Master of Business Administration from the University of Nebraska, and a Bachelor of Science in Construction Engineering and a Bachelor of Architecture from Iowa State University. He is a Florida licensed Architect (#14124) and holds a National Council of Architectural Registration Boards certificate. He is also a LEED Accredited Professional.

### PROJECT CONSTRUCTION ADMINISTRATOR

**Donald A. Doehring, CBI, CGC**, is a general contractor and State of Florida Certified Building inspector with over 38 years of experience in commercial and public construction in Florida. He has extensive experience as an inspector on a wide range of Central Florida projects, providing both vertical building inspector and Construction Engineering Inspection (CEI) services. Don's expertise will be called upon to provide inspection services as they are required for vertical or horizontal construction projects. Specific projects include Florida Advanced Manufacturing Research Center, Lockheed Martin projects (F-35 Lightning II Program and Missiles and Fire Control), Northwest Florida Beaches International Airport projects, and City of Inverness Valerie Theatre maintenance program.

Don has earned certifications in commercial and residential inspection and has also earned an SREF certification (Florida State Requirements for Educational Facilities).

### OTHER KEY PERSONNEL

**R. Garth Jordan** has over 45 years of experience in the electrical engineering discipline. He has served more than 26 years at the construction project management and inspection level on a diverse range of projects including airport, industrial, commercial, and domestic

## Qualifications and Key Personnel Experience

construction and maintenance. Garth's expertise will be called upon to provide inspection services as they are required related to electrical installation.

Garth has spent the past 26 years providing inspection and project management services on a vast number of projects at Orlando International Airport.

ZHA's team has a long history of working together; we are experienced professionals with proven track records of successfully providing OR / PM services for our clients.

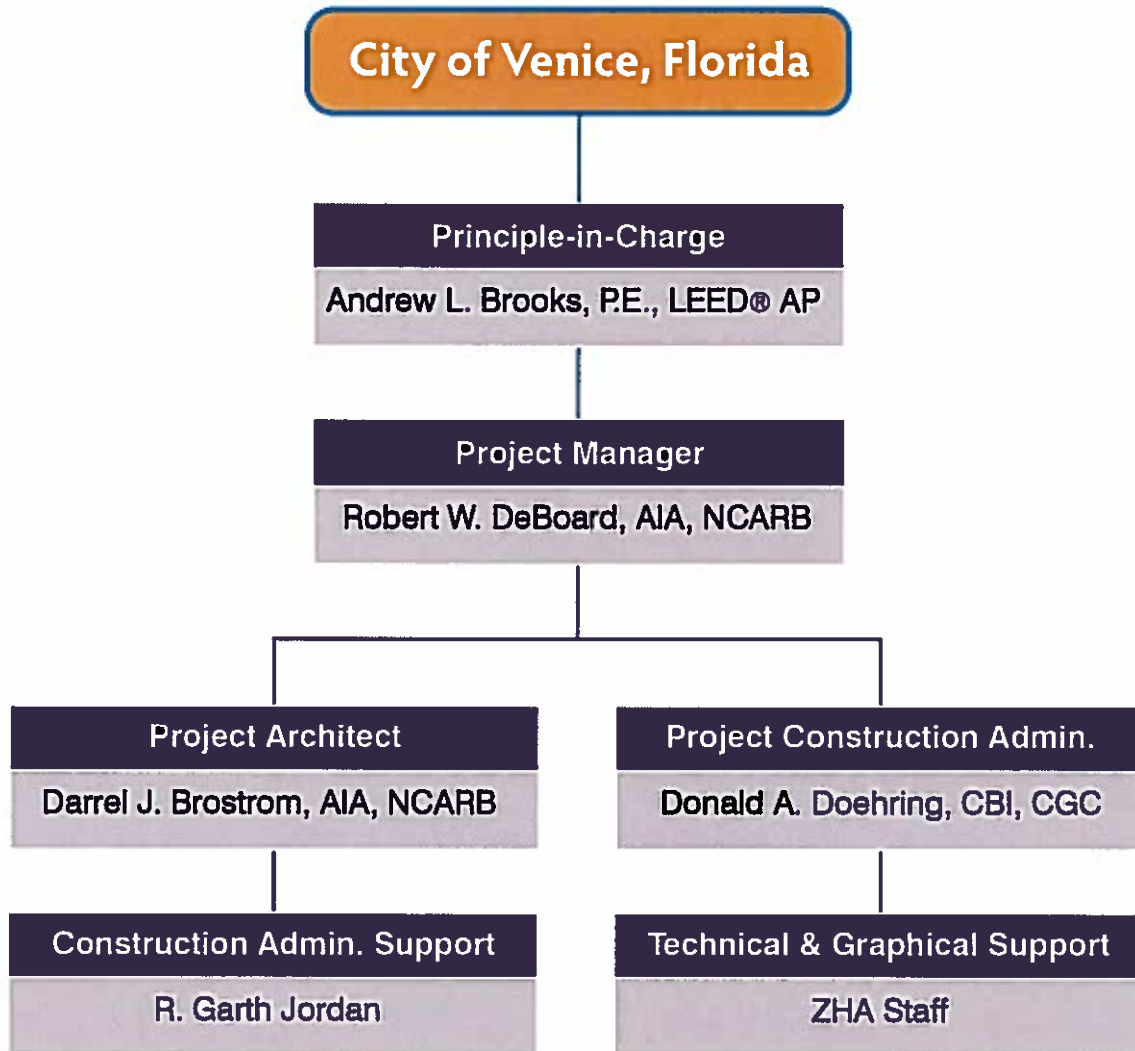
### ADDITIONAL RESOURCES

ZHA's Principle-in-Charge will have access to additional resources within the ZHA team for any additional technical or specialized support that may be required. Our 33 years of providing Owner's Representative services has resulted in ZHA developing relationships throughout the professional consulting community that will allow our Team to quickly identify and, if approved by the City of Venice, access additional expertise when needed. As Principle-in-Charge, Andy Brooks will work with the City of Venice to identify the expertise needed to successfully complete the Public Safety Facility, then that expertise will be engaged. When the need for that expertise is met, then the expertise is put aside until needed again. This approach is the most cost efficient way for the City of Venice to deliver the Public Safety Facility.

The project team organizational chart and resumes for Key Personnel follow this page.

# Qualifications and Key Personnel Experience

## Project Team Organizational Chart







**ANDREW L. BROOKS, P.E., LEED AP**  
EXECUTIVE VICE PRESIDENT

**YEARS EXPERIENCE**

25 Years at ZHA  
14 years at other firms

**REGISTRATION/  
CERTIFICATION**

Professional Engineer:  
Florida #42922, Michigan  
#6201032018  
LEED Accredited  
Professional

**EDUCATION**

Master of Science, Civil  
Engineering, University of  
Florida  
Bachelor of Science, Civil  
Engineering, University of  
Florida

**PROFESSIONAL  
AFFILIATIONS**

Professional Member,  
Construction Specifications  
Institute

**PROJECT EXPERIENCE | OVERVIEW**

With more than 38 years of engineering, construction and management experience, Mr. Brooks has supervised all facets of large multidisciplinary, fast-paced, diverse projects, including project planning, programming, design, construction, occupancy, and contract administration. Mr. Brooks has a proven track record of successfully managing, coordinating and communicating with all members of the project teams, focusing on meeting the expectations of owners by completing projects on time, within budget and without claims. Mr. Brooks' experience, beginning with programming and project controls, coupled with his field experience of managing construction projects, equips him with unique credentials and abilities to oversee and successfully complete capital improvement projects.

**RELEVANT EXPERIENCE**

**Management Review of Facility Planning, Sarasota County, FL — CIP Consultant |**  
Provide analysis of cost estimates, potential site considerations and costs, and cost of comparable facilities for three identified projects.

**Continuing Construction Project Management Contract, Osceola County, FL — Owner's Representative |** Provide overall project management for various capital projects including municipal buildings, parking facilities, health facilities and roadway projects. To date, ZHA has managed over 40 individual capital projects totaling approximately \$40 million in value. Public safety related projects include:

- Sheriff's Office DNA Laboratory and Latent Fingerprint Facility—Renovation of the existing facility with new state-of-the-art equipment within an operational Sheriff's Administration Office.
- Sheriff's Office Evidence Storage Building—A new 1,000-sf evidence storage building.
- Sheriff's Training Center—A new training facility for the County Sheriff.
- Sheriff's Office Fleet Fueling Facility—New multi-dispenser fueling facility for Sheriff's vehicles.
- Fire Department EOC Build-out—Renovation of an existing operational Emergency Operations Center.

**Seminole County, FL — On-site Owner's Representative/Project Executive**

- On-call OAR/Project Management – Provided design and construction oversight for various capital projects including fire stations, parks and other municipal buildings.
- \$43 Million Criminal Justice Center, CM-at-Risk - A new courthouse project that included 10 courtrooms, judges' chambers, offices for the public defender, state's attorney, clerk of the court, and other court related facilities all with the latest technology and infrastructure for future technology.
- \$4.2 Million Juvenile Justice Center, CM-at-Risk - An expansion & renovation project that provided a 20,000-square-foot expansion to an existing 10,000-square-foot facility, adding 2 new courtrooms and support spaces, and allowing consolidation of court operations which were previously displaced due to space constraints.

**Orange County Expressway Authority (OOCEA) Administration & Operations Center, Orlando, FL — Owner's Representative |** Provided full-time, on-site project coordination as an extension of the owner's staff for the construction of a \$28 million agency headquarters building.

**Lake Sumter Community College, FL — Owner's Representative/Project Executive**

- \$3 Million Softball Complex – The project provided three (3) recreational fields, one (1) stadium field on a raised grade, and a concessions and press box facility with restrooms. Provided oversight and project management during design and construction of the project.

- \$18 Million Joint Use Library (Planning & Design)

**City of Inverness, FL — Owner's Representative/ Project Oversight | Waste Water Treatment Plant Renovation/Upgrades**

**Orlando International Airport, Orlando, FL — Project Executive | Extensively involved in the development of the airport, including the programming, cost estimating and implementation of:**

- \$314 million North Terminal Program – A North Terminal completion plan was developed to maximize the capacity of Orlando International Airport. The expansion program included the design and construction of 23 projects. Two of the major projects were a new control tower and the last of four airside terminals (Airside 2). Construction and installation of an automated people-mover system to link Airside 2 to the main terminal were also part of the program's scope.
- \$204 million Near Term Program – The Program provided facility improvements and expansion to Orlando International Airport. Services included conceptual and detailed airport planning activities that evaluated facilities and led to their modification or to the development of new facilities to accommodate forecast demand.
- \$500 million South Terminal Program - first phase

## ROBERT W. DEBOARD, AIA, NCARB

### YEARS EXPERIENCE

33 Years at ZHA  
19 Years at other firms

### REGISTRATION/ CERTIFICATION

Registered Architect: Florida  
No. 6560, South Carolina No.  
1284

National Council of  
Architectural Registration  
Boards Certificate; Certified  
Seismic, Zones 1, 2 & 3

### EDUCATION

Bachelor of Architecture,  
University of Florida  
Advanced Studies in Building  
Design, Structures, Acoustics

### PROFESSIONAL AFFILIATIONS

Corporate Member, American  
Institute of Architects

### PROJECT EXPERIENCE | OVERVIEW

Mr. DeBoard has more than five decades of experience in the programming, master planning, design, management, and team coordination of complex multimillion dollar building projects. These projects include commercial, educational, healthcare, municipal and aviation facilities. His experience encompasses more than 20 design-build and construction management projects incorporating a fast-track delivery system.

He is an outstanding planner, concept designer and team leader. He is versed in owner/operator review and analysis, program budgets, estimates, zoning reclassifications, and construction administration and start-up.

As ZHA's specialist in the Americans with Disabilities Act, he has led the firm's compliance audit work for many major clients, including Orlando International Airport and the Orange County Convention Center. He is also the firm's lead forensic specialist for our construction litigation work.

### GOVERNMENT/CIVIC

**City Hall, Panama City, FL** — Sr. Architect | Provide owner's representative services for space programming, planning and budget development for a new city hall.

#### **City of Winter Park, FL**

- Community Center – Developed design criteria package and consultant procurement packages; negotiated contracts and provided design management and construction administration for the city's \$9 million new community center — Program Manager/Design-Build
- Welcome Center - Provided design criteria package and selection and contract negotiations assistance for a \$1.97 million 2-story, 10,000-square-foot center — Design Criteria Consultant

**Nature Coast Emergency Management System Center, Inverness, FL** — Project Manager/Design-Build | \$1.8 Million facility – Provided budget development, concept design, site planning, programming, design criteria consultant, design management, construction phase management and owner's representative services for an 8,400-square-foot facility containing corporate administrative offices, medical storage areas, and training rooms that also serve as an emergency operations center.

**Public Safety Complex, City of Stuart, FL** — Program Manager | \$10 million project – Provided space programming, program estimate, concept design and site plan, design review and construction period management for a 43,000-square-foot police, fire administration and fire station building. Also provided design review, value engineering, estimating, scheduling and construction period management.

**Mable Butler Building Renovations, Orange County Government, FL** — Construction Oversight | Provided scope development and job cost estimates to define the program budget; developed sub-contractor bid packages and assisted the County with the bidding and award process; also provided construction oversight services for the renovations to the County's 34,000-square-foot, 2-story Mable Butler Building.

#### **City of Lake Mary, FL**

- \$5.8 Million Events Center – Developed design criteria and consultant procurement packages and provided design management for the city's events center project. — Project Manager (Design)/ Design-Build
- \$5.3 Million Municipal Services Complex – Performed space programming and provided design management and construction administration for a project to house a fire station,

fire department headquarters, administration, and building and life safety. — Project Manager/Design-Build

- \$3.3 Million City Hall Expansion – Provided owner's representative services for expansion and renovation of the city hall building. — Project Manager/Design-Build
- \$1.3 Million Fire Substation – Provided design criteria development services for a 7,000-square-foot full service fire substation and emergency response facility. — Project Manager/Design-Build

**Criminal Justice Center, Seminole County Government, FL** — Project Manager (Design)/CM-at-Risk | \$43 million new courthouse project included 10 courtrooms, judges' chambers, offices for the public defender, state's attorney, clerk of the court, and other court related facilities all with the latest technology and infrastructure for future technology.

#### HEALTHCARE

**Lakeview Terrace Retirement Center, Altoona, FL** — Project Manager/Owner's Representative | Phased expansion of 220 independent living unit (ILU) continuing care retirement community in rural Lake County. Ultimate buildout includes 250 additional ILUs, community center, skilled nursing and assisted living expansion as well as wastewater treatment plant relocation and improvements.

**Citrus Memorial Hospital, Inverness, FL** – Project Manager/Design-Build | \$5.2 Million Satellite Multi-Office Complex in Homosassa, Florida including physician's office, walk-in clinic, diagnostic facility & outpatient therapy



## DARREL J. BROSTROM, AIA, LEED® AP

### YEARS EXPERIENCE

3 years at ZHA  
35 years at other firms

### REGISTRATION/ CERTIFICATION

Registered Architect – Florida  
#AR0014124, Nebraska;  
NCARB Certified

### EDUCATION

Masters of Business  
Administration, University of  
Nebraska  
Bachelor of Science  
Construction Engineering, Iowa  
State University  
Bachelor of Architecture, Iowa  
State University

### PROFESSIONAL AFFILIATIONS

American Institute of Architects  
(AIA) Member

### PROJECT EXPERIENCE | OVERVIEW

Mr. Brostrom, Senior Vice President, has over 37 years of experience providing project planning, management, design, construction administration, and building evaluation services to various government agencies and private clients. These include asset development, management and the analysis of over 500 structures for factors such as current conditions, damage, life expectancy, energy audits, ADA code upgrades, and adaptability to alternate uses. His experience is based on a well-rounded background of education and training in Design, Construction and Management. He was selected to be a Peer Reviewer by the American Institute of Architects and American Consulting Engineers Council to evaluate the professional practices and procedures of their members.

**Capabilities:** Budget Development, Monitoring and Adherence; Project Planning, Analysis and Administration; Building Evaluation Studies and Reports; Cost Estimating and Economic Feasibility Analysis; Project Development Scheduling; Architectural Design and Discipline Coordination; Bidding and Negotiation of Design and Construction Contracts; Construction Contract Administration; Secret Clearance.

### RELEVANT EXPERIENCE

**Florida Advanced Manufacturing Research Center – Osceola County, Florida — Sr. Project Manager** | Provide owner's representative services and construction oversight of a 2-story, 100,000-sf semiconductor research/manufacturing facility on approximately 20 acres in Osceola County. The project will be phased with the first phase to include shell space for the entire 100,000-sf facility and build-out of Class 1000 and Class 10000 clean rooms, office/laboratory space, utility and building support areas and site development.

**Lockheed Martin F-35 Lightning II Program – Locations in 7 states and 9 nations — Sr. Project Manager** | On a global level, provide owner's representative services, planning and design conceptualization and relationship development, design management to provide technical facilities knowledge and support to help create curriculums and resulting facilities for the educational facilities where pilots and maintainers will learn to operate and maintain this advanced platform. To date we have worked on over two dozen training and simulation centers, the sizes of and component make up of each facility differs based on the student throughput and added functionality desired by each military service or government. Permanent facilities generally begin at 40,000 GSF and a few exceed 25,000 FSF.

**Valerie Theatre Maintenance Program, Inverness, FL — Project Executive** | Provide team leadership for the development of an overall maintenance program and budget. The program also included a facility renewal and sustainment program (a 20-year capital replacement plan).

**Amway Center, Orlando, FL — Owner's Representative, Mechanical & Electrical Systems** | The new 875,000-square-foot Amway Center replaced the existing Amway Arena in Downtown Orlando as the new home of the NBA Orlando Magic, arena football Orlando Predators and potentially, a hockey team. Development of the Amway Center serves as a catalyst for redevelopment in the area and contributes to a planned arts, entertainment and cultural corridor along Church Street from the Florida Citrus Bowl Stadium to the Performing Arts Center. The design and construction cost for the Amway Center was \$380 million, plus an additional \$60 million for an 8-level, 1,876 space parking garage, roads and site improvement costs (excluding land acquisition).



**Orange County Public School Projects, Orlando, FL — Owner's Representative Services |** OCPS had renovation projects of various sizes that required inspection and engineering for various upgrade and replacement tasks with typical renovations requiring upgraded HVAC systems, upgraded/new fire alarm and lightning protection systems, sprinkler systems, DDC (direct digital control) systems, smoke detectors, upgraded mechanical and electrical components, repair/replacement of doors and windows, repair/replacement of roofs, new gutters and downspouts, installation of underground piping, repair/replacement of telephone and intercom systems, site and drainage improvements, parking lots and site lighting, patching, sealing and painting of exteriors, replacement of electrical switchgear, and upgraded ADA life safety issues requiring Owner's Representative services to oversee the construction. Mr. Brostrom provided services during the design, construction, negotiations, initial operations, one-year warranty inspections, and close-out of 30 projects for the Orange County Public School's (OCPS) Immediate Needs project totaling \$62,386,000.

**Orange County Corrections Expansion Program – Phases I, II and III, Orlando, FL — Owner's Representative, MEP Engineering Services |** Assisted with the development of the existing facility scope for the 500,000-square-foot facility including detailed facility surveys to establish the type, scope, concepts and design criteria, cost estimates, and priority for the client to negotiate the project's design/build contract. Mr. Brostrom reviewed and monitored all aspects of the design/build and the CM contracts, schedules, updates, submittals, permits, and other contracts, ensure value engineering items are implemented, changes and delays, quality assurance and all testing to assure the work is in conformity with the contracts and relevant codes.



**DONALD A. DOEHRING, CBI, CGC**  
SENIOR INSPECTOR

**YEARS EXPERIENCE**

19 Years at ZHA  
19 Years at other firms

**REGISTRATION/  
CERTIFICATION**

Certified General Contractor:  
Florida  
International Code Council:  
Commercial Building Inspector /  
Residential Building Inspector  
State of Florida: Certified  
Commercial Building Inspector /  
Certified Residential Building  
Inspector  
Florida State Requirements for  
Educational Facilities (SREF)  
Certification

**EDUCATION**

Construction Business  
Management Course / 10-hour  
OSHA Course / Business  
Practice, Workplace Safety and  
Workers' Compensation Course  
Uniform Building Code  
Inspector Course / 2002 Florida  
Building Code Review / 2006  
Principles & Practices

**PROJECT EXPERIENCE | OVERVIEW**

Mr. Doehring has more than 38 years of experience in residential, commercial and public construction with 30 years as a Florida Certified General Contractor. His most recent areas of expertise are in the disciplines of project management and inspection on public projects ranging in scope from \$1.8 million to \$80 million. He has provided CEI services and quality control inspection. He is a hands-on supervisor with excellent skills in site development through project completion.

**RELEVANT EXPERIENCE**

**Capital Planning & Life Cycle Cost Estimation – Panama City Beach, FL —**  
Assessment Team | Conduct Level 1 assessment of approximately 23 identified facilities throughout the city including site work. Assessment reports for each facility and site will include a cost model/condition report, deficiency report and renewal schedule. Life cycles of building systems will also be established as listed by the Building Owners and Managers Association (BOMA).

**Florida Advanced Manufacturing Research Center – Osceola County, Florida —**  
Design Review & Field Inspection | Provide owner's representative services for 2-story, 109,000-sf semiconductor research/manufacturing facility on approximately 20 acres in Osceola County. The project will be phased with the first phase to include shell space for the entire facility and build-out of Class 1000 and Class 10000 clean rooms, office/laboratory space, utility and building support areas and site development.

**Lockheed Martin F-35 Lightning II Program —** Design Review | Provide owner's representative services, planning and design conceptualization and relationship development, design management to provide technical facilities knowledge and support to help create curriculums and resulting facilities for the educational facilities where pilots and maintainers will learn to operate and maintain this advanced platform. Permanent facilities generally begin at 40,000 GSF and a few exceed 250,000 GSF.

**Valerie Theatre, Inverness, FL —** Project Manager | Development of an overall maintenance program and budget. The program also included a facility renewal and sustainment program (a 20-year capital replacement plan).

**Northwest Florida Beaches International Airport, Panama City, FL —** Senior Inspector | Currently providing general consulting and planning services under a continuing engineering services contract. Projects include Terminal Push Back Apron & ATCT Security; Emergency Repairs Area 1, 8, 11 & 13; Emergency Repairs estimates, all areas; Emergency Repairs Investigative Study; and North, South and Infield Development Plan.

**Continuing Construction Project Management Contract, Osceola County, FL —**  
Senior Inspector | As part of the Owner's Representative Services team, perform inspection/project management tasks as needed for various capital projects including municipal buildings, parking facilities, health facilities and roadway projects.

**Waste Water Treatment Plant – City of Inverness, FL —** Sr. Inspector | Provided independent oversight services for the construction, operation and maintenance of the City's wastewater system which includes a 1.5 MGD facility and reclaimed water distribution system.

**Hendry County, FL Public Schools, Hurricane Wilma Repairs Program —** Project Manager | Provided management of hurricane repairs for 6 schools in Clewiston and 6 schools in LaBelle Florida.

**Colonial High School Comprehensive Needs Project - Orange County Public Schools, FL —** Project Manager | This \$49 million project replaced 80 percent of the

existing campus with new construction, including a new two-story administration building, a two-story media center, a two-story, 110,000-square-foot general classroom/science building, a gymnasium, and a new central chiller plant. Five existing buildings were renovated.

**Seminole County, FL Criminal Justice Center and Juvenile Justice Center — Quality Control Inspector** | The new Criminal Justice Center project was a \$43.6 million, 223,000 sq. ft. facility. The Juvenile Justice Center project was a \$4.2 million addition and renovation of the Seminole County Juvenile Justice Center.

**St. Edwards Schools - Upper School, Middle School, Lower School, Vero Beach, FL — Owner's Representative** | Provided project management of a \$10 million repair program for damages caused by Hurricane Frances and Jeanne to the 3 school facilities.

**Lake Sumter Community College, FL South Lake Campus Softball Complex — Construction Administration/Inspection**

**Consulting Services, Sumter County, FL — Construction Admin/Inspection** | Provide Continuing Project Management services for various capital projects including fire stations, libraries, parking areas and other municipal facilities.



**R. GARTH JORDAN**  
SENIOR ELECTRICAL INSPECTOR

**YEARS EXPERIENCE**

26 Years at ZHA  
23 Years at other firms

**REGISTRATION/  
CERTIFICATION**

Electrical Engineering  
Certificate  
Electrical Technician Certificate

**EDUCATION**

City and Guilds of London  
Institute

**PROJECT EXPERIENCE | OVERVIEW**

Mr. Jordan has 49 years of experience in the electrical engineering discipline. He has served more than 26 years at the project management and inspection level on a diverse range of projects including airport, industrial, commercial, and domestic construction and maintenance.

**Orlando International Airport, Orlando, FL** — Project Manager/Inspector | Mr. Jordan has provided project coordination and inspection services for a myriad of projects over the past 26 years at the airport.

- E-226 Telecom Gateway UPS Power — Sr. Electrical Engineer/Inspector
- H-289 GOAA Triturator Tank Removal – Airside 2 & 4, Airside 1 & 3 — Sr. Electrical Engineer/Inspector
- V-835 Airside 1 Canopy Repairs and Airside 1 & 3 Connector Ledges — Sr. Electrical Engineer/Inspector
- E-188 Replacement of Switchboard NMSB2 in Electrical Room – Normal Power and Emergency Power — Sr. Electrical Engineer/Inspector
- V-829 Replacement of AHU No. 37, Airside 1 Level 1 — Sr. Electrical Engineer/Inspector
- E-225 Power Circuits in Airside 1, JetBlue Area — Sr. Electrical Engineer/Inspector
- Hemisphere Restaurant Refurbishment — Sr. Electrical Engineer
- E-201 Landside East & West Checkpoint Electrical — Sr. Electrical Engineer
- E-208 Irrigation Controls — Sr. Electrical Engineer/Inspector
- V-749 Landside Level 1 EMSB5 FCU Replacement — Sr. Electrical Engineer
- V-753 Airside 2 Communications Rooms AC Unit Installation — Sr. Electrical Engineer/Inspector
- V-757 Hyatt Handrail Infil Modification — Sr. Electrical Engineer/Inspector
- V-766 Landside East & West Checkpoints Glass Wall Modifications — Sr. Electrical Engineer
- V-779 American Airlines and US Airways Ticket Counters Relocation — Sr. Electrical Engineer/Inspector
- V-744 Levels 1 & 2 APM Office & Storage Space Renovation — Sr. Electrical Engineer
- E-198 LED Retrofit – Airside 2 & 4, LS 3E Checkpoint, LS 2W A & B Deplane — Sr. Electrical Engineer/Inspector
- E-199 LED Retrofit – Carl Langford Board Room and Parking Garages A & B Critter Cages — Sr. Electrical Engineer/Inspector
- E-195 LED Retrofit Airside 1 & Landside Terminal – LS 2E (Guard Shack), Comm. Services Road — Sr. Electrical Engineer/Inspector
- E-194 Landside Terminal LED Light Fixture Retrofit — Sr. Electrical Engineer
- V-739 Warehouse 761 (Bear Road) Space Refurbishment — Sr. Electrical Engineer
- V-761 AF OPS RTU Replacement — Sr. Electrical Engineer
- V-729 Hyatt FCU — Sr. Electrical Engineer/Inspector
- V-701 Hyatt HWH Flue & Fan Replacement — Sr. Electrical Engineer
- E-197 Power Outlets for Lounge Seating – Landside Terminal — Sr. Electrical Engineer
- V-786 Bag Service Offices, NW Quadrant Level 2 B-side — Sr. Electrical Engineer
- E-196 Runway Lighting Vault 17L Gear Replacement — Sr. Electrical Engineer
- V-692 Fire Pump Modifications — Sr. Electrical Engineer
- E-210 Lightning Protection, Parking Garage A & B — Sr. Electrical Engineer
- BP-458 Chiller and AHU Replacement at Parking Garage A & B — Sr. Electrical Engineer

- BP-424 Rehabilitation of Taxiways B, E and J — Sr. Electrical Engineer | Provided airfield electrical/lighting oversight.
- BP-394 B & C Remedial Work for Rehabilitation of Taxiway C and Related work — Sr. Electrical Engineer
- BP-412 Upgrade and Rehabilitation Airfield Lighting Vault, Runway 17R-36L — Sr. Electrical Engineer | Project includes the replacement of approximately 36 existing constant current regulators, the construction of a new platform for new regulators, and minor upgrades to the existing airfield lighting control system.
- BP-421 Taxiway Y and Z Rehabilitation — Sr. Electrical Engineer | Project involved the rehabilitation of existing bituminous asphalt pavement for the taxiways. This work included milling existing deteriorated pavement surface and overlaying with new asphalt and new pavement markings.
- BP-373 Taxiway B Improvements and Related Work — Sr. Electrical Engineer | Project involved pavement rehabilitation to meet current FAA regulations. Work included new asphalt and limerock construction, milling existing pavement, asphalt paving, airfield marking, lighting and signage.
- V-504 Airside 4 High Mast Lighting Renovation — Sr. Electrical Engineer
- \$100 million Airside 3 Rehabilitation & Hurricane Restoration, Phase 2 — Owner's Authorized Representative | Construction Phase
- V-359 Rent-A-Car Tunnel Road Re-opening — Sr. Electrical Engineer/Inspector
- V-361A A-Side 4<sup>th</sup> Curb Entrance — Sr. Electrical Engineer/Inspector
- V-361B B-Side 4<sup>th</sup> Curb Entrance — Sr. Electrical Engineer/Inspector
- H-160 Overflow Parking at Old Terminal Building — Sr. Electrical Engineer/Inspector
- BP-383 High Mast Lighting Rehabilitation — Sr. Electrical Engineer/Inspector
- H-136 Repairs to Roadway Signs — Sr. Electrical Engineer/Inspector
- BP-382 Hurricane Wilma Restoration — Sr. Electrical Engineer/Inspector
- H-137 Permanent Repairs to OIA Fencing — Sr. Electrical Engineer/Inspector
- BP-365 Airside 4 Feeder — Sr. Electrical Engineer/Inspector
- BP-C266 Renovations to Perishables Center — Sr. Electrical Engineer/Construction OAR
- \$17 million Northeast Landside Improvements — Project Manager
- \$2.5 million Escalators & Baggage Claim Devices
- \$7.5 million Baggage Conveyor System
- \$2 million Terminal Improvement (Escalator Replacement)
- \$58.3 million Expansion Program, 3rd Runway — Resident Electrical Inspector | Provided inspection services for the electrical portion of the project. Reviewed contract documents and drawings, and performed construction reviews. Interacted with design engineers and installation contractor's personnel.
- \$800 million Expansion Program, Phase II — Electrical Project Engineer | Project included renovation of existing facilities and pre-construction review of design interface with existing facilities and the airport master plan. Provided coordination and oversaw installation of all necessary electrical systems such as high-voltage distribution, telephone and data, security, MATV, closed-circuit television, flight information display, and multiuser flight information display.
- \$25 million Runway Rehabilitation — Project Coordinator | Supervised crew of electrical and civil inspectors in coordination with the owner, engineer and contractor. Provided drawing and document review. The project involved demolition of airfield lighting system, installation of new system of runway and taxiway lights and a computerized control system. The project also included sub-grade preparation, placement of asphalt and concrete pavements.

#### **Orlando Executive Airport, Orlando, FL**

- H-274 Airfield Miscellaneous Improvements, OEA — Sr. Electrical Engineer/Inspector
- H-281 OEA Miscellaneous Airfield Improvements, Phase 2 — Sr. Electrical Engineer/Inspector
- \$4.5 million Runway 7/25 and Taxiway Rehabilitation & Improvements



# RFQ # 3067-17

Owner's Representative / Project Management  
Services for City of Venice Public Safety Facility

## Team Experience/References

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ZHA has provided services similar to those requested in this RFQ to a diverse group of clients, many of whom have been repeat clients for ZHA. These clients/projects are representative of the long term relationships we develop and the diversity of the projects within these relationships. These relationships have been in place from 6 to 25 years. Our clients know they can rely on us to provide professional consulting on a variety of matters and know when and how to engage the various disciplines necessary to further their objectives.

### Osceola County Government

#### *CONTINUING PROJECT MANAGEMENT/OAR SERVICES*

Continuing Project Management – 2nd contract (2016 - present) | Providing overall Project Management services, on a continuous basis, including but not limited to design and construction oversight for various horizontal and vertical construction capital improvement projects. Tasks include development of project scopes, budgets, schedules and conceptual plans, as well as oversight of design and construction to ensure the design criteria is met and the construction scope, cost and quality are achieved.

Continuing Project Management – 1st contract (2011 - 2016) | Provide overall Project Management services, including but not limited to design and construction oversight for a multitude of capital improvement construction projects. To date, ZHA has been involved with approximately 40 individual capital projects in Osceola County totaling approximate \$40 million in value. To highlight a few of these projects:

- Fire Department EOC Build-Out: Renovation of an existing operational Emergency Operations Center.
- Sheriff's Office DNA Laboratory and Latent Fingerprint facility: Renovation of the existing Osceola County Sheriff's Facility with new state-of-art equipment within an operation Sheriff's Administration office.
- Sheriff's Office Fleet Fueling Facility: New multi-dispenser fueling facility for Sheriff's vehicles.
- Sheriff's Office Evidence Storage Building: A new 1,000 sf evidence storage building.
- Sheriff's Training Center: A new training facilities for the Osceola County Sheriff.
- Osceola County After Hours Health Clinic: A new health clinic within an existing building.
- Austin Tindall Park: Expansion of the existing park to provide additional playing fields and parking.
- Corrections Projects: Including security cameras, new main control room, and video visitation facility.
- Phase 1 Parking Garage: A new parking garage to provide in excess of 800 parking spaces within a confined downtown location.
- Osceola County Welcome Center
- West Osceola Library: A new library to be constructed in Celebration, Florida.

## Team Experience/References

- Clerk of Courts Renovations: Renovations of interior office areas in the operating Osceola Courthouse.
- Marydia Community Center: Renovation of an existing fire station into a Community Center.

**Fire Station:** ZHA has provided professional services during the programming, design, bid, construction services for Osceola County proto-type 4-Bay Fire Station that is currently under construction. This fire station, currently under construction, will be the first of several duplicate fire stations to be site-adapted and constructed to upgrade the firefighting capabilities of Osceola County.

**Health Clinic Projects:** ZHA has provided professional services during the programming, design, bid, construction, and turn-over for five different Health Clinics in Osceola County. These have included two health clinics that were constructed in pre-existing storefronts, which shows our experience to add new partners to the campus and later fill in tenants. The remaining three are standalone which illustrates experience with health related facilities and working with local authorities having jurisdiction. Three were constructed through the CM at Risk process and two as design-bid-build projects.



**Pharmacy:** ZHA provided planning, estimating and concept development skills to support Osceola County's efforts to bring a proposed Public-Private Partnership to fruition. Working with a private provider, ZHA developed concepts to implement a pharmacy in a variety of locations in Osceola County.

**Osceola Heritage Park:** ZHA has provided professional services during the programming, design, bid, construction, and turn-over for ten different projects at the Osceola Heritage Park (OHP). OHP is owned by Osceola County and managed by a private company who's responsible for attracting and staging events, shows and exhibits to generate tourism traffic in the County and to maintain the facilities. ZHA works an extension of staff for the County in developing identified capital projects that are integral to the marketability of the OHP. Projects include:



- Arena and Exhibition Hall Lighting System Renovation – the replacement of lighting fixtures and control systems in the two largest and busiest buildings at OHP.
- Arena Concession Stand Upgrades – upgrades to the four major concession stands in the Arena, including new menu boards, exterior upgrade to provide unique themes for each concession stand.
- Arena Ribbon Signage – provide state-of-art ribbon signage around the Arena bowl.
- Arena Scoreboard – provide state-of-art scoreboard, approximate 4 times larger than the existing scoreboard – complete with state-of-art graphics and timing devices to support Arena events.

## Team Experience/References

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- Concrete Pad – Mecum Auto Show – provide a 60,000 sf concrete slab on an accelerated schedule with strict flatness and strength requirements.
- Heritage Club – converted a back-of-house area in the Arena into a high-end Club area for use by VIP events at the Arena.
- Remedial Roof Repair – All Buildings – based on a condition evaluation completed by a ZHA special consultant, all of the roofs in the Osceola Heritage Park have been repaired. As a result, roof leaks are no longer experienced at the Park.
- Storage Building – provide a 10,000 sf storage building adjacent to the Arena, fitting the building within the confines defined by existing infrastructure (that was not disturbed by this construction).

All of these were CM at Risk projects. We had the obligation to achieve the goals of expansion, upgrades and maintenance while limiting interruptions to service and to scheduled events. This requires careful scheduling and project planning.

### ***Services Provided***

Owner's Authorized Representative – Project Management, Master Planning, Land Use Planning, Area Development Planning, Space Needs Assessment, Visioning & Consensus Building, Design Guidelines Development/Review, Project Scope Definition, Cost Analysis & Budget Development, Feasibility Analysis, Design Criteria Package Development, Design Management, Plan Review, Contractor Selection & Contract Negotiation, GMP Negotiation, and Construction Oversight

### ***Key Personnel***

*Program/Project Manager:* Andrew Brooks

*Project Staff:* Donald Doehring – Sr. Inspector, Darrel Brostrom – MEP Support, Garth Jordan - Electrical Engineering Support

### ***Performance Period***

2011 – Present

### ***Total Contract Amount (Project Value)***

Project value \$41+ million for recently completed and near term projects

### ***Reference Contact***

**Don Fisher, County Manager**

1 Courthouse Square, Suite 3100, Kissimmee, FL 34741

P: (407) 742-2385 / E: dfis@osceola.org

## Team Experience/References

### City of Inverness, Florida

#### *ON-CALL CONSULTANT/OAR SERVICES*

#### *Reference Contact*

**Frank DiGiovanni, City Manager**

212 West Main St., Inverness, FL 34450

T: (352) 726-2611 / F: (352) 726-0607 / E: [administration@inverness-fl.gov](mailto:administration@inverness-fl.gov)

ZHA provided planning, design and construction OAR services for capital projects and planning studies for the city.

**General Consultant (ongoing/on-call)** | This progressive city is the county seat and heart of Citrus County. ZHA has been engaged on multiple tasks to operate as an extension of staff with both creative and technical expertise to facilitate the City's plans and initiatives.

**Valerie Theatre Maintenance Program** | ZHA staff developed an overall maintenance program and budget for a recently renovated theater facility. The program also included a facility renewal and sustainment program (a 20-year capital replacement plan).

**Wastewater Treatment Plant Upgrades** | Assisted the City during the implementation and operational phase to select and oversee a contractor, as well as to select a plant operator as the City sought to outsource the plant management functions. ZHA assisted with bid evaluation and recommendation to award, and assisted with negotiations and award of a standard construction phase services contract. ZHA also assisted in the selection and initial negotiations for the plant operator. ZHA provided construction oversight during the construction and assisted with project close-out.

**City of Inverness Downtown Waterfront Master Plan** | Working with city staff to develop a vision for "Waterfront City" that will allow for orderly growth of public facilities downtown. The Waterfront City Vision orients the public and commercial business development to Lake Henderson and its associated parks and trails.



**Inverness City Government Center** | A 28,000-sf Center for City Government plus space for both expansion and use by other local or state agencies. This two story traditional design incorporates low maintenance and long-lasting materials. The design projects a strong, conservative governmental design and reflects the town's values and historic architecture.



#### *Services Provided*

Owner's Authorized Representative – Program and Project Management, General Consultant, Planning, Land Use Planning, Design Criteria Package Development, Space Needs Assessment, Design Management, Construction Oversight



## Team Experience/References

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### ***Key Personnel***

*Project Manager:* Darrel Brostrom

*Project Staff:* Donald Doehring – Sr. Inspector/Construction Oversight

### ***Performance Period***

2003 – Present

### ***Total Contract Amount (Project Value)***

Project values range from \$1 million to \$6 million (construction)

## Team Experience/References

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### Seminole County Government

#### *CONSTRUCTION PROJECT MANAGEMENT/OAR SERVICES*

##### *Reference Contact*

##### **Meloney Lung, Assistant County Manager**

1101 E. First St., Sanford, FL 32771

P: (407) 665-7224 / F: (407) 665-7958 / E: mlung@seminolecountyfl.gov

ZHA provided planning, design and construction OAR services for various capital projects including fire stations, libraries, parks and other municipal buildings, as well as performing County-wide space needs planning studies. Some of those projects include:

**Space Needs Update** | As a follow-up to the master plan prepared for the County's Five Points Campus, ZHA will assess that would consolidate County departments dispersed throughout the County and accommodate growth for the next 40 years.

**Continuing Project Management** | Provide design and construction oversight on a continuous basis for various capital projects including fire stations, libraries, parks and other municipal buildings, as well as performing County-wide space needs planning studies. Completed projects include:

- Fire Station 12 Addition and Renovation: Addition and complete renovation of an existing 3-bay Fire Station.
- Fire Training Center, which included a Fire Training Tower, resurfacing of parking areas, and specialized washer & dryer installation
- Fire Station 11 Renovations
- Fire Station 29 Prototype Fire Station
- Fire Station 36 Lift Station Installation
- Fire Station 42 well installation
- FEMA Grant Administration
- Jetta Point Park: Design of 42-acre park facility with softball fields, playing fields, playgrounds and an equestrian area.
- Repainting and re-carpeting five operational county libraries
- Improvements at the Civil Courthouse: Replacement roof, upgrade and replace mechanical and electrical systems in an operation Courthouse.
- Public Works Building Improvements
- County-wide Space Needs Study Oversight

**Site Analysis for Relocation of County Departments** | Provide planning consulting for relocation of proposed County departments currently located at the Five Points Government Center to be relocated away from Five Points to an identified site. Analysis encompassed evaluation of three potential sites.

## Team Experience/References

**Government Center Five Points Master Plan** | Master planning for the County's Five Points Campus that would consolidate County departments dispersed throughout the County and accommodate growth for the next 40 years.



**History Center Expansion** | A proposed expansion to the History Museum located in the Five Points Campus. The new 9,000-square-foot Education Multi-purpose Building was proposed to be sited around an existing courtyard and adjacent to existing exhibition space. This was completed through a design-bid-build contract.

**Criminal Justice Center** | A new five-story, 223,000-square-foot justice center built to provide a larger facility for the County's growing population. The building houses 11 courtrooms and judges' chambers, plus a grand jury room and offices for the sheriff, public defender, state attorney, clerk of the court, and other court-related officials. The building's layout provides for separate and secure facilities for the public, judges, jurors, and staff with holding cells in the basement and on each courtroom floor. This was completed through a CM at Risk contract.



**Juvenile Justice Center Expansion** | The project entailed a 21,129-square-foot addition and a 11,500-square-foot renovation to the existing Juvenile Justice Center. The first phase expanded the Juvenile Justice Center on two sides of the existing facility. The second phase moved court operations into the new facility and renovated the existing building, resulting in a state-of-the-art Juvenile Justice Center. All of this was coordinated with the various governmental agencies and completed while maintaining court operations and security. This was completed through a design-build contract.

### ***Services Provided***

Owner's Authorized Representative – Project Management, Master Planning, Conceptual Site and Land Use Planning, Space Needs Assessment, Visioning & Consensus Building, Project Scope Definition, Cost Analysis & Budget Development, Feasibility Analysis, Design Criteria Package Development, Design Management, Contractor Selection & Contract Negotiation, GMP Negotiation, and Construction Oversight

### ***Key Personnel***

*Principal-in-Charge:* Andrew Brooks

*Project Staff:* Robert DeBoard – Architectural Support, Donald Doehring – Sr. Inspector

### ***Performance Period***

2001 – Present

### ***Total Contract Amount (Project Value)***

Project values range from \$15,000 to \$43.6 million (construction)



## Team Experience/References

### City of Winter Park, Florida

#### *OWNER'S REPRESENTATIVE SERVICES*

##### *Reference Contact*

##### **Randy Knight, City Manager**

401 Park Avenue South, Winter Park, FL 32789

T: (407) 599-3235 / F: (407) 599-3436 / E: city\_manager@cityofwinterpark.org

**Winter Park Community Center** | A 38,000-square-foot recreational facility that houses offices, senior and youth activity areas, a media center, banquet rooms, community rooms, kitchen, food concessions, indoor gymnasium with a stage, outdoor community garden, a children's playground, and a parking lot. Additionally, there is a multi-functional pool and an outdoor stage that orients onto Hannibal Square Park. ZHA was engaged to assist the City in developing design criteria and selection of a design builder. Upon review of the proposed program solution, it was clear the City was missing an opportunity to reorient the facility to engage with a neighboring park. ZHA worked with the CRA and local residents to reconfigure the facility to better connect to the surrounding community and create a facility that meets many different community needs. It was completed within a very tight budget and received LEED Silver certification. ZHA oversaw and reported on the M/WBE requirements as well as an Owner's Direct Purchase program that saved \$150,000 in sales tax for the project. As design-build consultant, ZHA staff provided design criteria package development, design/builder selection and contract negotiation, and design management and GMP negotiation. ZHA was also selected to provide construction phase project oversight services.



##### **"Plan the Possibilities" 20-year Master Plan Update - Civic Venues** | The program

focused on city owned 'Civic Venues' properties and how the City of Winter Park could best utilize these assets. The project occurred in three key stages: visioning, asset valuation and lastly alternatives development. Primary elements of this plan organization were the city hall, library, post office, central park, a potential civic theatre and public parking. ZHA was responsible for strategic visioning, asset valuation, conceptual plan development and the public presentation of the plan alternatives.



**Winter Park Welcome Center** | A design-build project for a 10,000-square-foot, 2 story building to serve as a welcome center. The building houses the Winter Park Chamber of Commerce offices and a 2,000-square-foot community room. ZHA developed the design criteria package and assisted with the selection and contract negotiations with the design-builder. ZHA provided design management services and negotiated the construction phase design-build contract and final guaranteed maximum price for the City.

## Team Experience/References

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**Winter Park Community Redevelopment Area Plan** | The CRA was created to improve blight—substandard housing, disproportionate amounts of rental homes versus ownership, congested traffic and parking, and barriers to real estate appreciation. The plan looked at methodologies to solve blight through tax increment financing. ZHA proposed several solutions to upgrade the CRA including: a) develop programs to help owners fix up their properties; b) develop methods to get more owner-occupied homes; and c) change land use and zoning codes to encourage growth in certain key areas.

**Winter Park Library Renovation and Addition** | ZHA assisted staff with renovating and expanding the library. The city renovated 20,000 square feet of library space and added a new third floor (10,000 square feet) to the structure. Services included economic/financial studies, plan review, preparation of technical reports, programming, contract negotiations, recommendations on a design and construction method based on project requirements. ZHA also helped select the architect-engineer, and provided project cost containment, construction monitoring and post-construction occupancy review. The project was completed on schedule and with its \$4 million budget. During the design and construction phases, the library remained totally operational.

ZHA has worked with the City of Winter Park on other planning projects such as Brookshire New School Alternative, Winter Park School Strategy, City-Wide Parks Master Plan, and Winter Park Civic Center Restoration.

### *Services Provided*

Owner's Authorized Representative – Program and Project Management, Master Planning, Land Use Planning, CRA Consulting, Asset Valuation, Alternatives Development, Needs Assessment, Design Criteria Package Development, Design Management, Design-Builder Selection, Contractor Selection & Contract Negotiation, GMP Negotiation, Construction Oversight, Consensus Building, Economic/Financial Studies, Plan Review

### *Key Personnel*

*Project Manager:* Robert DeBoard

*Project Staff:* Darrel Brostrom - MEP Support

### *Performance Period*

1995 – Present

### *Total Contract Amount (Project Value)*

Project values range from \$1.9 million to \$9 million (construction)



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Owner's Representative / Project Management  
Services for City of Venice Public Safety Facility

## Location and Availability

ZHA is based in Orlando. All personnel identified on the Project Team form of the RFQ are Central Florida Residents. Our Principle-in-Charge and Project Manager are readily available to the City. Based on our current and anticipated workload demonstrated below, our technical support staff is available as needed to fully support the project.

Current and Projected Workload	FTE	Availability	Completion Status		Open Project Value
	Assigned Personnel *		Percent Completion	Anticipated Completion	
Northwest Florida Beaches Intl Airport - Continuing Engineering Consultant Services	1.5	25%	35%	Dec-2020	10,000,000
City of Panama City - City Hall Relocation and Renovation	0.5	50%	30%	Jul-2018	5,000,000
City of Panama City Beach - Capital Improvements Program and Facility Assessment	2	50%	70%	Aug-2017	280,000
Osceola County - Capital Improvement Projects Management	1	15%	10%	Oct-2021	41,000,000
Osceola County - Florida Advanced Manufacturing Research Center	3	30%	97%	Aug-2017	75,000,000
Sarasota County - Comprehensive Facility Condition Assessments	2.5	75%	0%	Aug-2020	N/A
Seminole County - Space Needs Assessment Update	1	100%	100%	May-2017	N/A
Lakeview Terrace Retirement Community - Skilled Nursing/Community Center/Aquatic & Fitness	2	40%	92%	Jul-2017	11,000,000
Orlando Health - Project Management - Multiple Projects	1	45%	15%	on-call	No limit

\* Assigned Personnel are full time equivalent (FTE) on the projects listed above.

# RFQ # 3067-17

Owner's Representative / Project Management  
Services for City of Venice Public Safety Facility

### PROJECT APPROACH

#### **ZHA's core business is Owner's Representative services.**

ZHA's sole function, since its inception 33 years ago, has been to assist and represent owners in the development of their capital projects, from inception through operations. While we have done so around the world, the majority of our assignments have been in Florida helping to create many of the most notable projects in our community. Many of these projects have been economic drivers in the region.

Functioning as an owner's representative (OR) exclusively, we have developed a keen understanding of the owner's obligations, the importance of the role of OR and what it takes to create successful projects.

ZHA's primary responsibility as an OR is to protect the City of Venice's interests at all times by managing the project's scope, schedule and budget, and maximizing the quality of the final product.

Our approach is very simple:

- Understand the owner's objectives
- Develop a program that meets those objectives
- Assemble a team that is best suited for the program
- Communicate the program expectations consistently to all participants
- Provide technical expertise to accomplish all required program services
- Execute the services effectively and efficiently
- Manage the overall project budget and schedule

#### ***UNDERSTAND THE OWNER'S OBJECTIVES, CAPABILITIES AND ASSETS***

The City of Venice plans to construct a 25,000 square foot state-of-the-art hurricane hardened public safety facility to be built on East Venice Avenue. The facility will replace the current police station built in 1990. The existing facility (1) is not hardened to withstand Category 5 storm force rain and winds up to 157 mph, (2) does not meet current security standards, (3) does not accommodate the current technology nor future technology, (4) does not have an adequate Emergency Command Center, and (5) is located on a site that limits expansion.

The proposed facility will address these concerns and provide facilities to accommodate other needs for the projected growth in the City over the next 30 years.

*As the owner's representative, ZHA will endeavor to clearly understand each of the participants' roles and objectives and the physical and financial requirements of those objectives. We will advise the City on the options to accommodate these objectives within the constraints that have been established.*

## Additional Considerations

### *DEVELOP A PROGRAM THAT MEETS THOSE OBJECTIVES*

The program current is for a 25,000 square foot state-of-the-art hurricane hardened public safety facility to be constructed on a 10-acre site. The facility will include:

- the City's Police Department
- an Emergency Operations Center
- Public Safety Training facilities
- Forensic facilities
- Evidence storage facilities
- Multi-purpose rooms
- Community room

There are a mixture of users proposed for this facility, chief among them being the Police Department. In the event of an emergency, the EOC will be used by first responders and, if needed, crisis staff from other City departments as well as outside agencies such as FL FDLE and FBI. The multi-purpose rooms will serve as training areas while the community room will be open to public organizations and clubs. With this myriad of users, developing a comprehensive program that satisfies all these users is critical.

*ZHA is very familiar with variables that will come into play throughout the development of a program for a public safety facility. We will evaluate program alternatives presented by the City as well as the variables presented by other stakeholders, e.g. the Police Department, the IT department, other users of the EOC, and potential users of the Community Room. We will present our evaluations to the City and include potential effects of each on the objectives of the City and other participants.*

### *ASSEMBLE A TEAM THAT IS BEST SUITED FOR THE PROGRAM*

It is important that the OR have the management skills, program knowledge and technical expertise to effectively coordinate and control the flow of information to allow for timely decision-making by the various participants throughout the project. It is important that the OR anticipate issues and decision points, so that as they arise, there is already movement in addressing the issues or making decisions.

*Having exclusively provided Owner's Representative services for 33 years throughout Florida, the United States and the World, we know providing these services successfully requires a broad knowledge of planning, design and construction issues. We also know specific expertise is often required to appropriately manage and respond to a project's unique requirements. We do not hesitate to identify areas where specific expertise is required and we know where within our OR team to find the necessary expertise.*

### *COMMUNICATE THE PROGRAM EXPECTATIONS CONSISTENTLY TO ALL PARTICIPANTS*

We believe that a critical component of a successful project and a critical role for the OR is to facilitate clear, concise and timely communication between all parties associated with

## Additional Considerations

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the project. Communication is critical – critical from inception through completion of the project – and critical that it be clear, concise, and timely between all parties. This includes the communication of the project’s requirements to both the Architect and the Construction Manager at Risk (CMR), as well as to the City of Venice for timely input and decision-making. ZHA will facilitate and coordinate this communication by establishing clear lines of communication and authority, holding regular coordination meetings, and other means at our disposal.

*ZHA has successfully completed hundreds of projects for owners in Florida. We understand the contractual obligations and relationships that exist under this delivery method and have successfully managed all types of projects using an Architect and CMR. As owner, the City of Venice’s primary obligations are to set the program and make timely decisions regarding the program implementation. ZHA focuses on anticipating issues and decision requirements and providing the information for the City to evaluate and make decisions with knowledge of any impacts to the project scope, budget or schedule.*

### **PROVIDE TECHNICAL EXPERTISE TO ACCOMPLISH ALL REQUIRED PROGRAM SERVICES**

ZHA is comprised of architects, engineers, contractors and other project development specialists skilled in managing design and construction projects. We have managed projects ranging from aviation to aerospace, public safety complexes to law enforcement facilities, public assembly to cultural access, education to government facilities, and hospitals and cleanroom research and development facilities.

Our full time staff understands what it takes to manage these types of projects on behalf of our owners. We also employ specific expertise, as required, to address specialized project needs. For this project we propose a team experienced in representing municipal clients to successfully complete their capital improvement projects.

*Our internal and external technical expertise is always focused on what should be done to achieve the owner’s objectives and what issues need to be considered in making decisions regarding the program implementation.*

### **EXECUTE THE SERVICES EFFECTIVELY AND EFFICIENTLY**

ZHA and our team pride ourselves on our attention to detail – and our hands-on approach to addressing issues that may have an impact on the project’s scope, schedule and/or cost. We couple this attention to detail with an ability to provide solutions to issues that arise during a project’s development – knowing when to utilize traditional methods and when to challenge commonly accepted approaches in order to develop the best solutions for our clients.

*Constant, consistent attention to detail is critical because we believe the project environment is cumulative in nature; every task is dependent on the quality of the tasks preceding it. Invalid assumptions during the planning process will have a profound effect on the design process. Incomplete or ill-defined design documents will affect the project’s cost and quality. Uncoordinated permitting will affect the construction schedule and cost. Poor workmanship and non-conforming work will affect the maintainability and*



## Additional Considerations

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*the ultimate life of the asset. These deficiencies in project quality are controllable with proper foresight and experienced oversight. ZHA will provide the proper foresight and experienced oversight.*

### **MANAGE THE OWNER'S PROJECT BUDGETS AND SCHEDULES**

Monitoring the overall project's budget and schedule is critical to the project's success. With a focus on the City's requirements, the project's approach, and the critical importance of maintaining the project budget and schedule, ZHA's Project Manager will be responsible for ZHA's Project Controls. The Project Manager, along with the Principle-in-Charge, will provide a consistent critical evaluation of the project's budget and schedule from the beginning to the end. They will have intimate knowledge of how the project is structured and performing. Our Team has managed projects funded by bonds, and will familiarize themselves with any bond-related requirements. The Team will assist in generating the Owner's Project Budget (OPB) and Owner's Project Schedule (OPS) and evaluating the CMR's budget and schedule, as well as proposed construction changes. The Project Manager will report regularly to the Principle-in-Charge and the Principle-in-Charge will meet with City staff to review the OPB and OPS, along with the CMR's budget and schedule. Having different people review and evaluate the budgets and schedules promotes buy-in and provides superior quality control over both. Additionally, the information generated from these tiered reviews can be used to effectively communicate the project status and issues on levels appropriate to the audience being communicated to.

### **Project Budget**

ZHA has provided overall budget oversight and cost estimating services to a wide array of owners, focusing our expertise on each project's estimated cost and budget requirements. ZHA will use our expertise to develop and maintain an overall Owner's Project Budget (OPB); the project's total costs not just CMR's cost. The OPB will include permitting, testing and inspections, furniture, fixtures and equipment (FF&E) and the City's project contingency. We will identify potential issues that could adversely impact the project's costs and use our expertise to make recommendations to ensure the delivery of a project that meets the City's scope and budget objectives.

ZHA is successful in overseeing projects that were completed within their budgets because of our 33 years of experience developing and managing budgets for our owners. Our success is founded upon our ability to provide personnel and a team experienced in the Florida marketplace and with the facility type completed. We have been and continue to be involved with current projects throughout Florida and we maintain a detailed database of project cost information from our hundreds of projects throughout the region.

Our approach to budgetary control is to work with the City and the project team to identify all components that make up the project budget. This project has a number of independent but related components that will affect either the project's capital cost or operating budget. We will evaluate the costs of these components and how to best allocate them to the project.

Putting together an accurate budget requires that all soft cost components of the budget

## Additional Considerations

be accounted for, including but not limited to the cost of testing, permits, FF&E, inspections, building commissioning, equipment delivery and installation and other costs that will be reasonably incurred during the completion and occupancy of a public safety facility. ZHA and our team have years of experience quantifying these soft costs.

The following are some specific budget control activities that will be performed:

- Establish a detailed overall Owner's Project Budget (OPB).
- Review and monitor the OPB and recommend actions to maintain the established budget throughout the project duration.
- Prepare and/or reconcile independent cost estimates for budgeting purposes.
- Prepare and/or reconcile independent cost estimates for facility systems and components for value engineering purposes.
- Prepare and/or reconcile cost estimates and assist City in negotiations with CMR's GMP proposal.
- Review and make recommendations regarding CMR's proposed project changes and change orders.
- Reconcile the final project costs and oversee, if required, the completion of an independent audit of the CMR contract.

### **Project Schedule**

ZHA will use our expertise to develop and maintain an overall Owner's Project Schedule (OPS); the project's total schedule of activities and milestones, not just CMR's design and construction schedules. The OPS will identify and track the status of the other contracts and services related to the completion of the building pad and off-site utilities. We will identify potential issues that could adversely impact the project's schedule and use our expertise to make recommendations to ensure the delivery of a project that meets the City's schedule objectives.

ZHA will aggressively monitor the Architect's compliance with the design schedule and deliverable completion. We will monitor the CMR's construction schedule and evaluate their ability to meet the completion milestones that have been contracted. We will monitor and make recommendations, if required, regarding the adequacy of the job site staffing to maintain the agreed upon schedules. ZHA will also monitor and review all responses to Request For Clarification (RFC's), responses to Request For Information (RFI's), as well as any other supplemental instructions to identify potential impacts to the project's cost and/or schedule and/or scope.

Following are some specific schedule control activities that will be performed:

- Monitor and Update overall Owner's Project Schedule (OPS) recognizing time is of the essence to deliver an operating facility
- Monitor and Update OPS milestones for major decisions, reviews and delivery of services outside of the CMR's contract

## Additional Considerations

- Review and monitor the CMR's design schedule to ensure adequate progress is being achieved to attain each project's objectives
- Review and make recommendations regarding construction packaging and phasing for purposes of bidding to facilitate an effective construction process.
- Review and make recommendations, as appropriate, to the CMR's proposed construction sequencing schedule.
- Review and monitor CMR's construction schedule for on-time completion of each project's milestone dates.
- Notifying CMR of any milestone shown as not being completed in compliance with each project's requirements, and requesting immediate corrective action.

### **Adequacy of Resources**

ZHA is based in Orlando. All personnel identified on the Project Team page of the RFQ are Central Florida Residents. Our experienced Principle-In-Charge and Project Manager are available immediately. Based on our current and anticipated workload, our staff is available as needed to fully support the project. We have a long history of providing clients talented and committed individuals who share and display our Core Values and who dedicatedly serve our client's needs.

### **Specific Services**

ZHA is highly experienced in managing contracts for governmental entities and have assisted cities, counties and school districts in completing all types of projects under this delivery method. We are very familiar with the terms and conditions of the contracts for design services and CMR that are being used for this project. Based on this collective knowledge, we have outlined the specific services that will be provided through the duration of the project.

The specific services proposed are as follows:

#### ***I. Pre-Construction Services***

During this phase of the Project, ZHA will:

- Review annual budget items to assist City in prioritizing these items and refining item budget cost estimates
- Identify for the City a list of Project Consultant professionals required to develop the Project that have not already been envisioned.
- Assist the City in the solicitation of Design Professional and Construction Manager at Risk (these will be two separate qualifications-based solicitations).
- Develop an initial Project development schedule describing the steps and duration of the major tasks required to develop the Project.
- Identify other parameters, such as code, zoning, land use or other such restrictions, which have a potential impact on the design development or construction of the Project.

## Additional Considerations

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- Work with Project Architect to refine the current Project program and master plan.
- Review and refine the preliminary Project budget outlining the expected costs to develop the Project.
- Develop the organizational structure of development team, establish responsibilities establish throughout the development process.

### **II. Conceptual Schematic Design – Design Development – Design Completion Phase**

During this phase of the Project, ZHA will:

- Manage the design and development team (including, without limitation, the Project Architect, and all Project Owners Representatives) throughout the entire documentation process to ensure adherence to the approved budget and schedule.
- Provide periodic review of design documents for completeness, feasibility, constructability, and appropriateness of building systems and materials.
- Provide periodic budget checks throughout the design process and cost estimating for all components of the Project, and propose and review engineering alternates required to maintain the Project budget.
- Recommend any design changes required to maintain the Project budget.
- Identify required site studies, such as soil and environmental reports, necessary to design and obtain construction permits for the Project.
- Assist the City, Project Architect and/or CMR in the review of the Project with code officials and submission of the Project to obtain required building permits.
- Review CMR submittals and make recommendations. Assist the City with negotiating the CMR contracts and Project Architect contract if project delivery method requires this action.
- Develop and manage a Project accounting process to include receipt and review of all Project related invoices and payment applications, and assembly of such documents into a monthly draw package. Submit this package to the City with recommendation for payment and manage and/or monitor payment by the City.
- Establish and monitor any FF&E delivery/procurement process with City staff for adherence to the approved Project budget and schedule.
- Maintain Project records and Project communication procedures throughout the development process.
- Provide advice on selection of Project Consultants.

### **III. Construction Phase**

During this phase of the Project, ZHA will:

- Provide on-site representation throughout the entire construction process as the City's representative.
  - Monitor the construction work for compliance with the contract and construction

## Additional Considerations

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documents.

- Recommend rejection of all construction work or materials that do not comply with the contract requirements.
- Interface, as directed the City, with user groups, business associations, etc. to inform them of construction activities
- Monitor the development and maintenance of the construction schedule by the CMR, and maintain and update the overall project schedule as necessary.
- Conduct regular on-site meetings with the CMR, Project Architect, and other appropriate development team members (including without limitation, the Project Owners Representatives) to coordinate and maintain the construction process.
- Review and coordinate all Requests for Information from the CMR for timely response by the Project Architect. Review and monitor all supplemental instructions and directives for potential impact on the Project budget and schedule.
- Review all invoices and applications for payment from the CMR and design team and include all approved requests in the monthly draw package to be submitted to the City for payment.
- Provide a monthly report to the City that summarizes the status of the Project costs and schedule.
- Review change proposals submitted by the CMR for appropriateness and accuracy and, if appropriate, recommend acceptance and/or payment of such changes to the City
- Monitor the submission of shop drawings and product samples by the CMR and response and review by the Project Architect for timeliness and appropriateness;
  - it follows the schedule submitted by the CMR,
  - the Architect reviews the shop drawings in a timely manner, and
  - the City staff have the opportunity to review, if desired.
- Monitor the procurement, warehousing, delivery, and installation of any FF&E with City staff and associated vendors and contractors to ensure timeliness.
- Develop with the design team and CMR the construction punch lists for all areas of the Project. Monitor implementation and completion of all punch list items.
- Monitor the acquisition of all government approvals, by the CMR, required to receive all requisite certificates of occupancy, including, without limitation, all site plans, special exception, subdivision, zoning, and other land use approvals.
- Maintain all Project records throughout the construction process.
- Coordinate with third-party insurance and risk management, Owners Representatives and monitor compliance with insurance requirements by the CMR, Project Architect, and Project Owner's Representatives.
- Provide advice and assistance to the City in resolving construction issues, claims, and disputes prior to engagement of a lawyer to handle the matter (excluding legal advice

and arbitration and litigation support).

- Recommend appropriate levels of contingency to carry during all phases of the Project.

#### **IV. Post-Construction Phase**

During this final phase of the Project, ZHA will:

- Assist the CMR and the City in conduction all move-in operations, equipment demonstration and training, system start-ups and testing, and transitional requirements.
- Manage the close-out of the construction contract; punch list completion and receipt of documentation of all final lien waivers and other close-out documents, such as as-built surveys.
- Close out the Project accounting and provide the final status of the Project budget.
- Obtain on behalf of City, and turn over to operations all keys, manuals, plans, and specifications, and all product and warranty information pertaining to the Project.
- Receive, review and transmit:
  - As-built documents,
  - Record drawings,
  - Operation and Maintenance Manuals, and
  - Warranties.
- Coordinate Final Inspection and Final Acceptance.
- Monitor and assist in the schedule of tenant equipment move-in.

#### **Implementation Schedule**

The City desires to complete and occupy the Public Safety Facility in 24 – 30 months. ZHA's implementation schedule will be driven by decisions made regarding the selection of the Architect and the CMR and the acceptance of the CMR's proposed schedule. We intend to assist the City, as requested, in evaluating the design and construction proposals and then participate and manage the design and construction schedule that is agreed to.

We have identified experienced staff that is available to the City. We will integrate the staff into the project based on the specific project requirements of a particular phase or condition. Our philosophy is to make our people available when needed.

#### **Innovative Concepts**

An inherent quality of ZHA's OR services is the diversity of client base and the projects we have worked on. We pride ourselves on developing solutions to problems that are the best for our Owners, using the knowledge gained by working on a range of projects—and using our staff with years of experience—to often times think “outside of the box” for the best solutions.



## Additional Considerations

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“Sustainability” is still an innovative concept to many people. ZHA has focused on sustainable design and construction solutions throughout our history. We understand that the capital cost outlay for construction is a fraction of the cost to operate a facility over its useful life. Therefore, anything that can be done to reduce those operating costs should be considered.

To sum it up briefly, ZHA’s approach provides a complete and well-rounded course of action to ensure the City’s project is designed, managed and constructed successfully.

# RFQ # 3067-17

Owner's Representative / Project Management  
Services for City of Venice Public Safety Facility

**CITY OF VENICE PROCUREMENT- FINANCE DEPARTMENT**

**401 W. VENICE AVE. - ROOM # 204**

**VENICE, FL. 34285**

**(941) 486-2626**

**FAX (941) 486-2790**

**ADDENDUM NO. 1**

**Date: June 13, 2017**

**To: All Prospective Proposers**

**Re: RFQ #3067-17 Owner's Representative / Project Management Services for City of Venice Public Safety Facility**

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This addendum sets forth changes and/or information as referenced and is hereby made part of and should be attached to the subject Contract Documents. Receipt of this Addendum shall be acknowledged below and in the submitted proposal. It shall be the responsibility of each proposer, prior to submitting a proposal, to contact the City of Venice- Procurement- Finance Department to determine if addenda were issued and to make such addenda a part of their proposal.

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The following questions have been received in writing:

- Q. What does the City mean by "qualified licensed Consultant" (page 10 – Section 2: Scope of Work)? What licensure are you looking for?
- A. I'm not aware of any specific license required for an OR in a strict consulting role. If any type of design or construction (contracting) services are provided, then they would need to be licensed accordingly. If an OR owns or is employed by a design or construction firm then I can see verifying that their applicable licenses are in good standing even if not required for this scope of work.
- Q. On page 20 of the RFQ, the City outlines the team's "Ability to perform the services expeditiously at the request of the City. Location and availability of technical support people and assigned project manager." In the description of the services references required services as including: ecological, hydrogeological, structural engineering, etc.). These are not services typically required of an Owner's Representative. Is the City seeking these services to be provided by the OR and not the architect?
- A. These services will most likely be provided by the Architect.
- Q. The RFQ references professional registration required to perform design and permitting activities? Can we assume that the City will be selecting a design professional with assistance from the OR and not requesting design services and therefore design registration is not necessary?
- A. Yes, the City will be selecting a Design Professional.

Q. The "reuse of design ideas" section of the RFQ seems to be related to Design rather than Owner's Representation. Does this section not apply?

A. Correct.

Q. Is a Certificate of Insurance required as part of the RFQ response submittal?

A. Yes, a Sample COI must be submitted. The City does not have to be named "additional insured" on the sample COI.

Q. Project team sheet shows a "Project Architect" line item. Based on the solicitation a project architect should not be needed to perform these services. Please advise if listing an architect is necessary for submission.

A. No, it is not required.

Q. Will the City provide a Geotechnical/testing laboratory or do we need to provide as part of the project team?

A. Most likely, this will be a Task for the Architect's team.

Peter A. Boers  
Procurement Department

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Acknowledgment is requested even if you have elected not to respond to this bid. A designated management representative of your firm can sign the receipt for this addendum. Please acknowledge receipt of this addendum immediately by fax to (941) 486- 2790 or mail to the above noted address, if a fax is not possible.

Receipt Acknowledged:



\_\_\_\_\_  
Signature

\_\_\_\_\_  
ZHA Incorporated

Company

06/19/2014

Date

A copy of this addendum (excluding attachments) is to be included with the proposal response.

**SEALED REQUEST FOR QUALIFICATIONS  
CITY OF VENICE, FLORIDA**

**QUALIFICATIONS STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

**SUBMITTED TO:** CITY OF VENICE  
Procurement- Finance Department  
401 W. Venice Avenue Room # 204  
Venice, Florida 34285

**CHECK ONE:**  
 Corporation  
 Partnership  
 Individual  
 Joint Venture  
 Other

**SUBMITTED BY:**  
**NAME:** ZHA Incorporated  
**ADDRESS:** 601 N. Magnolia Ave, Ste 100, Orlando FL 32801  
**PRINCIPLE OFFICE:** (Same as above)

1. State the true, exact, correct and complete legal name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: ZHA Incorporated

The address of the principal place of business is: 601 N. Magnolia Ave, Suite 100, Orlando FL 32801

2. If the Proposer is a corporation, answer the following:

a. Date of Incorporation: 08/05/1983

b. State of Incorporation: Florida

c. President's Name: Frederick J. Mellin Jr.

d. Vice President's Name: Darrel J. Brostrom

e. Secretary's Name: \_\_\_\_\_

f. Treasurer's Name: Andrew I. Brooks

g. Name and address of Resident Agent: Thomas H. Justice III, P.A.  
349 Wymore Rd. North, Suite 107, Maitland FL 32751

3. If Proposer is an individual or partnership, answer the following:

a. Date of Organization: \_\_\_\_\_

b. Name, address and ownership units of all partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. State whether general or limited partnership: \_\_\_\_\_

4. If Proposer is other than an individual, corporation, partnership, describe the organization and give the name and address of principals:

**PROJECT TEAM**

TEAM NAME: \_\_\_\_\_

FEDERAL ID No.: 59-2340397

Prime Role	Name & City of Residence of Individual Assigned to the Project	No. of Years Experience	Education, Degree(s)	Florida Active Registration Nos.
Principle-in-Charge	Andrew L. Brooks, P.E., LEED AP Orlando, Florida	39	M.S., Civil Eng. B.S., Civil Eng.	P.E., #42922
Project Manager	Robert W. DeBoard, AIA, NCARB Orlando, Florida	52	B. of Architecture	R.A., #6560
Project Architect	Darrel J. Brostrom, AIA, LEED AP, NCARB Orlando, Florida	38	MBA B.S., Construction Eng. B. of Architecture	R.A., #14124
Project Construction Administrator	Donald A. Doehring, CBI, CGC Orlando, Florida	38		Bldg. Inspector, #BN6116 Gen. Contractor, #CGC036039
Other Key Member	R. Garth Jordan Orlando, Florida	49	Electrical Engineering Cert. (U.K.)	
Other Key Member				
Sub-consultant Role	Company Name and Address of Office Handling this Project		Projected % of Overall Work on the Entire Project	Name of Individual Assigned to Project



**PUBLIC ENTITY CRIME INFORMATION**

A person or affiliate who has been placed on the State of Florida's convicted vendor list following a conviction for a public entity crime may not submit an RFQ proposal on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for services in the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Consultant, supplier, Sub-Consultant, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 2876.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Andrew L. Brooks, being an authorized representative of the firm of ZHA Incorporated, located at City: Orlando State: Florida Zip: 32801, have read and understand the contents of the Public Entity Crime Information and of this formal RFQ package, hereby submit our proposal accordingly.

Signature: Andrew L. Brooks

Date: 06/19/2017

Phone: (407) 422-7487 ext. 226

Fax: (407) 422-7413

Federal ID#: 59-2340397

**DRUG FREE WORKPLACE**

Preference shall be given to business with drug-free workplace programs. Whenever two or more RFQs, which are equal with qualifications and service, are received by the City for the procurement of commodities or contractual services, an RFQ received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, your firm 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 action 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 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 an RFQ, 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 RFQ, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea 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 the statement, I certify that this firm complies fully with the above requirements.

Concur Andrew L. Brooks

Variance \_\_\_\_\_

06/19/2017  
Date

Andrew L. Brooks  
Consultant's Signature

**INDEMNIFICATION/HOLD HARMLESS**

The elected firm shall indemnify and hold harmless the City and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the elected firm and other persons employed or utilized by the elected firm in the performance of the contract.

I, Andrew L. Brooks, being an authorized representative of the firm of  
ZHA Incorporated located at City Orlando, State  
Florida, Zip Code 32801 Phone: (407) 422-7487 ext. 226 Fax:  
(407) 422-7413. Having read and understood the contents above, hereby submit  
accordingly as of this Date, JUNE 19, 2017.

Andrew L. Brooks  
Please Print Name

  
Signature

This signed document shall remain in effect for a period of one (1) year from the date of signature or for the contract period, whichever is longer.

**CERTIFICATION REGARDING DEBARMENTS, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS**  
**STATE OF FLORIDA GRANT ASSISTANCE PURSUANT TO**  
**AMERICAN RECOVERY AND REINVESTMENT ACT UNITED STATES**  
**DEPARTMENT OF ENERGY AWARDS**

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The undersigned also certifies that it and its principals:
  - a. Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - b. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and (b) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or Local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this 19 day of JUNE, 2017.

By: Andrew L. Brooks  
Authorized Signature

Andrew L. Brooks, Executive Vice President/Treasurer  
Typed Name of Title

ZHA Incorporated  
Recipient's Firm Name

601 N. Magnolia Ave, Suite 100  
Street Address

Orlando, Florida 32801  
City/State/Zip Code

**CONFLICT/NON CONFLICT OF INTEREST AND LITIGATION STATEMENT**

**CHECK ONE**

To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients, contracts, or property interest for this project.

**OR**

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**IN FLORIDA ONLY, JUDGMENTS AGAINST THE FIRM, AND SUITS AGAINST CITY OF VENICE. INCLUDE ACTIONS AGAINST THE FIRM BY OR AGAINST ANY LOCAL, STATE, OR FEDERAL REGULATORY AGENCY.**

**CHECK ONE**

The undersigned firm has had no litigation adjudicated against the firm on any projects in the last five (5) years and has filed no litigation against City of Venice in the last five (5) years.

**OR**

The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation in Florida adjudicated against the firm during the past five (5) years; all legal actions against City of Venice during the past five (5) years; and actions by or against any Federal, State and local agency during the past five (5) years.

Company Name: ZHA Incorporated

Authorized Signature: 

Name (print or type): Andrew L. Brooks

Title: Executive Vice President/Treasurer

Failure to check the appropriate blocks above may result in disqualification of your proposal. Failure to provide documentation of a possible conflict of interest, or a summary of past litigation, may result in disqualification of your proposal. Should additional information regarding the above items come to the attention of City of Venice after award, the awarded contract shall be subject to immediate termination.

**NON-COLLUSION AFFIDAVIT**

State of Florida

County of Orange

} SS.

Andrew L. Brooks being first duly sworn, deposes and says that:

1. He/she is the Executive Vice President/Treasurer, (Owner, Partner, Officer, Representative or Agent) of ZHA Incorporated the Proposer that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal Work.

Signed, sealed and delivered in the presence of:

Lauren Burch  
Christy Williams

By: Andrew L. Brooks

Andrew L. Brooks  
(Printed Name)

Executive Vice President/Treasurer  
(Title)

**ACKNOWLEDGEMENT**

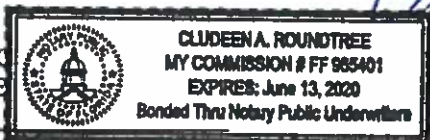
State of Florida

County of Orange

On this the 19 day of June, 2017, before me, the undersigned Notary Public of the State of Florida, personally appeared Andrew L. Brooks and (Names of individual(s) who appeared before Notary) whose name(s) in/are subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

Cludeen A. Roundtree  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE



(Name of Notary Public: Print, stamp, or type as commissioned)

Personally known to me, or  Produced Identification: \_\_\_\_\_  DID take an oath, or  DID NOT take an oath

# Required Forms and Certifications

## CERTIFICATE OF INSURANCE



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/5/2017

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Closson Insurance Agency, LLC 1201 S. Orlando Avenue Suite 200 Winter Park FL 32789	<b>CONTACT NAME:</b> Reina Gonzalez <b>PHONE (A/C, No, Ext):</b> (407) 898-2211 <b>FAX (A/C, No):</b> (407) 898-1850 <b>E-MAIL ADDRESS:</b> rgonzalez@clossoninsurance.com														
<b>INSURED</b> ZHA Incorporated  601 N. Magnolia Avenue #100 Orlando FL 32801	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Continental Casualty Ins. Co.</td> <td>20443</td> </tr> <tr> <td>INSURER B: Owners Insurance Company</td> <td>32700</td> </tr> <tr> <td>INSURER C: Technology Insurance Company</td> <td>42376</td> </tr> <tr> <td>INSURER D: Lloyd's London</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Continental Casualty Ins. Co.	20443	INSURER B: Owners Insurance Company	32700	INSURER C: Technology Insurance Company	42376	INSURER D: Lloyd's London		INSURER E:		INSURER F:	
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**COVERAGES**      **CERTIFICATE NUMBER:** CL175506631      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			5085402563	9/5/2016	9/5/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Employee Benefits \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			51-196006-00	6/1/2017	6/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5085404765	9/5/2016	9/5/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TNC3622807	4/1/2017	4/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability \$10,000 Deductible			AE162220	11/2/2016	11/2/2017	Aggregate \$1,000,000 Each Claim \$1,000,000

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

<b>CERTIFICATE HOLDER</b>  "FOR PROPOSAL PURPOSES ONLY"	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Rodney Closson/RG
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ACORD 25 (2014/01)  
INS025 (2014/01)

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# Required Forms and Certifications

## FIRM LICENSES

RICK SCOTT, GOVERNOR



KEN LAWSON, SECRETARY

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

<b>LICENSE NUMBER</b>
AAC001111

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

ZHA INCORPORATED  
601 N MAGNOLIA AVE STE 100  
ORLANDO FL 32801



ISSUED: 12/11/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1612110001226

**State of Florida**  
**Board of Professional Engineers**

Attests that  
**ZHA Incorporated**

Is authorized under the provisions of Section 471, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019  
Audit No: 228201900858 R



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS


CA Lic. No:  
**5039**

TEAM MEMBER LICENSES

**State of Florida**  
**Board of Professional Engineers**

Attests that  
**Andrew Lee Brooks , P.E.**

**Is licensed as a Professional Engineer under Chapter 471, Florida Statutes**  
**Expiration: 2/28/2019**  
**Audit No: 228201904786 R**



**P.E. Lic. No:**  
**42922**

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

<b>LICENSE NUMBER</b>	AR0006560
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The ARCHITECT  
 Named below IS LICENSED  
 Under the provisions of Chapter 481 FS.  
 Expiration date: FEB 28, 2019

DE BOARD, ROBERT W  
 POST OFFICE BOX 1452  
 ORLANDO FL 32802



ISSUED: 12/04/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1612040001252



# Required Forms and Certifications

## TEAM MEMBER LICENSES

RICK SCOTT, GOVERNOR



KEN LAWSON, SECRETARY

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

LICENSE NUMBER
AR0014124

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

BROSTROM, DARREL J  
1301 SUZANNE WAY  
LONGWOOD FL 32779



ISSUED: 12/27/2016      DISPLAY AS REQUIRED BY LAW      SEQ # L1612270000778

RICK SCOTT, GOVERNOR



KEN LAWSON, SECRETARY

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BUILDING CODE ADMINISTRATORS & INSPECTOR**

LICENSE NUMBER	CATEGORY
BN8116	BLDG

The STANDARD INSPECTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 468 FS  
Expiration date: NOV 30, 2017

DOEHRING, DONALD A  
3015 DELANEY AVE  
ORLANDO FL 32806-6230



ISSUED: 10/22/2015      DISPLAY AS REQUIRED BY LAW      SEQ # L1510220002738



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