

# **PUBLIC SAFETY FACILITY**

Venice, Florida

**Owner's Representative/  
Project Management Services**  
Request for Qualifications (RFQ #3067-17)

21 JUN 2017

Prepared For:

**CITY OF VENICE, FLORIDA**

Submitted By:



CONSULTING, Inc.



CONSULTING, Inc.

June 21, 2017

Procurement - Finance Department  
City of Venice  
401 West Venice Avenue, Room #204  
Venice, Florida 34285

**RE: City of Venice Public Safety Facility (RFQ #3067-17)  
Owner's Representative/Project Management RFQ Response  
Tab 1 - Letter of Interest**

Dear Selection Committee Member,

It is a pleasure to present this proposal for Owner's Representative/Project Management Services on behalf of Otb Consulting for your consideration. We understand all services associated with this proposal are to be provided to the City of Venice for matters concerning the design and construction of the **Public Safety Facility** located in Venice, Florida.

As a preview of the information provided, I'd like to point out two important themes you'll see. First, our **knowledge and experience in both the design and construction process**, which allows us to "bridge the gap" and ensure a seamless transition from documents to building. Second, in addition to assignments we've completed representing owners (including the Manatee County EOC), we also bring experience in the scheduling and claims areas. This additional expertise provides an elevated level of oversight, and has been very effective in compelling progress, mitigating issues and limiting the Owner's liability. **Tab 5** includes more information about our methodology, which I believe you will see aligns well with the requirements of this assignment as described in the RFQ.

I appreciate this opportunity to offer the services of Otb Consulting, and look forward to working with the City of Venice staff on this important assignment. I am available at your convenience to answer any questions you might have.

Best Regards,

**Otb** CONSULTING, Inc.

A handwritten signature in black ink, appearing to read "Ron Ford".

**Ron Ford**  
President



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## Tab 2 Staffing and Qualifications

All duties for this assignment will be performed exclusively by **Mr. Ron Ford**, President of Otb Consulting.

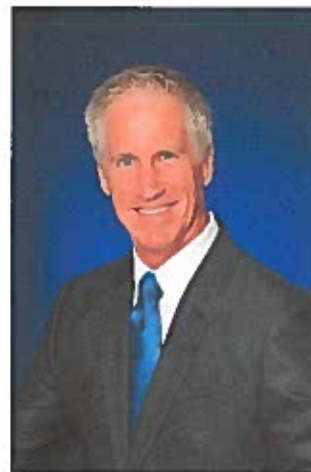
Since starting Otb over 15 years ago, Mr. Ford has successfully represented public and private sector owners on multiple projects. He has also provided project scheduling and claims services, working directly with attorneys, contractors and subcontractors. He is a licensed architect with over 30 years experience in the design and construction industry.

Mr. Ford is skilled in all areas of Project Development including programming, project management, claims review, cost analysis and negotiations, with expertise in document control, risk evaluation and project scheduling. He is proficient with the premier construction project scheduling software Primavera P6 as well as other scheduling software.

He has been involved with LEED certified projects and is familiar with sustainable construction concepts. He has also completed various post-occupancy assignments such as forensic scheduling and analysis, warranty review and code compliance investigations.

Mr. Ford is a graduate of Boston Architectural College (BAC) and the University of Florida. He holds an architectural license from the State of Florida, is a member of the National Council of Architectural Registration Boards and an associate member of the American Bar Association.

A representative listing of Mr. Ford's project experience can be found in **Tab 3 - Experience and References**.





## Tab 3 Experience and References

### Manatee County Emergency Operations Center

Bradenton, Florida

#### PROJECT:

The Manatee County Emergency Operations Center (EOC), located in Bradenton, Florida is a hurricane resistant structure, designed to be self sufficient and remain operational through disaster events. The two story facility houses emergency operations including 9-1-1 response, traffic management, emergency communications and information technologies. It was completed in 2007 at a construction cost of approximately \$50 million.



#### ASSIGNMENT:

Otb provided full Owner Representation services to Manatee County, including review of the Baseline Construction Schedule and periodic Schedule Updates, Contract Modification review and negotiations (Time Extensions and Change Orders) and budget monitoring. Otb attended all project meetings on behalf of Manatee County and provided general administration and advisory assistance on all issues.

**CONTACT:**     **Ms. Karen Windon**  
                      **Deputy County Administrator**  
                      Manatee County  
                      (941) 745-3799





## Tab 3 Experience and References

### Manatee County Judicial Center

Bradenton, Florida

#### PROJECT:

The Manatee County Judicial Center is located in the Central Business District of Bradenton, Florida. The project consists of a new nine story structure housing courtrooms, administrative and support spaces for judicial proceedings, and renovation of the existing county sheriff's building into additional administrative space. It was completed in 2008 at a construction cost of approximately \$70 million.

#### ASSIGNMENT:

Otb provided full Owner Representation services to Manatee County, including review of the Baseline Construction Schedule and periodic Schedule Updates, Contract Modifications review and negotiation (Time Extensions and Change Orders) and budget monitoring. Otb attended all project meetings on behalf of Manatee County and provided general administration and advisory assistance on all issues.



**CONTACT:**     **Mr. Dan Schlandt**  
                      **Deputy County Administrator**  
                      Manatee County  
                      (941) 745-3732 (office)





## Tab 3 Experience and References

### DaySpring Camp & Conference-Program Center

Parrish, Florida

#### PROJECT:

The Program Center facility at the DaySpring Camp & Conference Center is Phase One of a three phase Master Plan. DaySpring is an entity of the Episcopal Dioceses of Southwest Florida. The Program Center is a one story structure includes a large Multi Purpose Room, classrooms, common lobby, support spaces and a large pool and deck area. The Program Center facility was completed in 2017 at a construction cost of approximately \$5 million.



#### ASSIGNMENT:

Otb provided full Owner Representation services to the EDSWFL, including Design Team, Construction Manager and Owner Vendor selections, contract negotiations, review of the Baseline Construction and Schedule

Updates, Contract Modification review and negotiation (Time Extensions and Change Orders) and budget monitoring. Otb attended all project meetings on behalf of Manatee County and provided general administration and advisory assistance on all issues.

**CONTACT: Ms. Anne Vickers**  
**CFO/Cannon for Finance and Administration**  
Episcopal Diocese of Southwest Florida  
(941) 556-0315 Office





## Tab 3 Experience and References

### Ferman BMW/Mini Cooper Dealership

Palm Harbor, Florida

#### PROJECT:

The Ferman BMW/Mini automobile dealership, includes a new Showroom and an expansive addition to the existing Service Building for the BMW component. It also includes a renovation of the Mini Cooper Showroom and extensive site reconfiguration. The project was completed in 2013 at a construction cost of approximately \$10 million.

#### ASSIGNMENT:

Otb provided full Owner Representation services to Ferman Management Services, including review of the Baseline Construction Schedule and periodic Schedule Updates, Contract Modification review and negotiation (Time Extensions and Change Orders) and budget monitoring. Otb attended all project meetings on behalf of Manatee County and provided general administration and advisory assistance on all issues.



**CONTACT:**     **Mr. Steve Straske**  
                      **Vice President & Corporate Counsel**  
                      Ferman Management Services  
                      (813) 251-2765, ext 1228 Office







## Tab 3 Experience and References

### Tampa Law Offices of Hill Ward Henderson Tampa, Florida

**PROJECT:** Renovation of existing law firm offices. 70,000 square feet on 4 Levels in the Bank of America building downtown Tampa. Staged construction sequencing with temporary relocations by floor. Construction cost \$4 million.

**ASSIGNMENT:** Owner Representation, including contract review, Project Schedule review, cost analysis and negotiations for contract scope changes, meeting management and general consultation.

**CONTACT:** **Mr. Tim Hunt**  
**Lead Construction Litigator**  
Hill Ward Henderson, P.A.  
(813) 227-8451 Office

### Tampa Bay History Center Tampa, Florida

**PROJECT:** Third Floor Expansion and modifications, including new Exhibit area and support facilities. Construction cost \$3.75 million.

**ASSIGNMENT:** Payment Application review and verification. Notice to Owner monitoring for Subcontractor contracts and Direct Material Purchase scopes; Partial and Final Release of Lien tracking and verification.



### Florida Aquarium Tampa, Florida

**PROJECT:** Expansion and renovation of existing Florida Aquarium. Construction cost \$14 million.

**ASSIGNMENT:** Owner Representation, including contract review, Construction Manager selection, Owner vendor selection, Project Schedule review, cost analysis and negotiations for contract scope changes, meeting management and general consultation.



## Tab 3 Experience and References

### **JFK Airport New York, New York**

PROJECT: Renovation of main runway 13R31L. Construction cost \$218 million.

ASSIGNMENT: Baseline Construction Schedule development submitted to New York State DOT.

### **Wittpenn Bridge Jersey City, New Jersey**

PROJECT: Lift Span Type Bridge. Construction cost \$120 million.

ASSIGNMENT: Baseline Construction Schedule development and periodic schedule updating for submission to the New Jersey DOT.



### **Staten Island Expressway Staten Island, New York**

PROJECT: Road reconstruction and expansion. Construction cost \$110 million.

ASSIGNMENT: Baseline Construction Schedule development submitted to New York State DOT.

### **Ferman Management Services Multiple Locations in west central Florida**

PROJECT: Multiple automotive type construction projects including new dealerships, collision center and renovations. Construction costs vary to \$7 million.

ASSIGNMENT: Owner Representation including selection and contract negotiation of consultants, Owner vendors and Construction Manager, master project scheduling, master budget development.

### **New Riviera Nursing and Rehabilitation Center Miami, Florida**

PROJECT: Nursing and Rehabilitation facility-5 Levels, 223 beds, 135 rooms with full support facilities. Construction cost \$23 million.

ASSIGNMENT: Claim preparation including document review, As-Built construction schedule and impacts development. Provide *Architect Performance Opinion Report* with forensic schedule delay analysis.

**PROJECT TEAM**

TEAM NAME: Otb Consulting

FEDERAL ID No.: 01-0717524

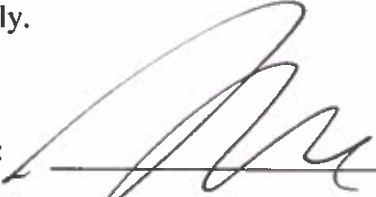
<b>Prime Role</b>	<b>Name &amp; City of Residence of Individual Assigned to the Project</b>	<b>No. of Years Experience</b>	<b>Education, Degree(s)</b>	<b>Florida Active Registration Nos.</b>
Principle-in-Charge	Ronald A. Ford - Tampa	30	B of Design B of Architecture	AR0013377
Project Manager				
Project Architect				
Project Construction Administrator				
Other Key Member				
Other Key Member				
<b>Sub-consultant Role</b>	<b>Company Name and Address of Office Handling this Project</b>		<b>Projected % of Overall Work on the Entire Project</b>	<b>Name of Individual Assigned to Project</b>
None				

**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, Ronald A. Ford, being an authorized representative of the firm of Otb Consulting, Inc., located at City: Tampa

State: Florida Zip: 33609, have read and understand the contents of the Public Entity Crime Information and of this formal RFQ package, hereby submit our proposal accordingly.

Signature:   
Phone: (813) 205-9774  
Federal ID#: 01-0717524

Date: 6/19/2017  
Fax: None

**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  X  \_\_\_\_\_

Variance \_\_\_\_\_

6/19/2017  \_\_\_\_\_

 \_\_\_\_\_

Date

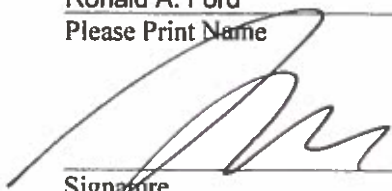
Consultant's Signature

**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, Ronald A. Ford, being an authorized representative of the firm of  
Otb Consulting, Inc. located at City Tampa, State  
Florida, Zip Code 33609 Phone: (813) 205-9774 Fax:  
None. Having read and understood the contents above, hereby submit  
accordingly as of this Date, June 19, 2017.

Ronald A. Ford  
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 19th day of June, 2017.

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

Ronald A. Ford, President  
\_\_\_\_\_  
Typed Name of Title

Otb Consulting, Inc.  
\_\_\_\_\_  
Recipient's Firm Name

305 South MacDill Avenue  
\_\_\_\_\_  
Street Address

Tampa, FL 33609  
\_\_\_\_\_  
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: Otb Consulting, Inc

Authorized Signature: 

Name (print or type): Ronald A. Ford

Title: President

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 Hillsborough

} SS.

Ronald A. Ford

being first duly sworn, deposes and says that:

1. He/she is the Owner, (Owner, Partner, Officer, Representative or Agent) of Otb Consulting, Inc. 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:

Darrelle Hill  
Darrelle Hill

Julie Wyman  
Julie Wyman

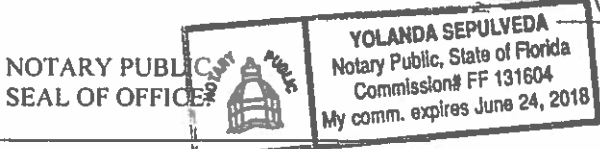
By: [Signature]

Ronald A. Ford  
(Printed Name)  
President  
(Title)

**ACKNOWLEDGEMENT**

State of Florida  
County of Hillsborough

On this the 19 day of June, 2017, before me, the undersigned Notary Public of the State of Florida, personally appeared Ronald A Ford 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.



[Signature]  
NOTARY PUBLIC, STATE OF FLORIDA

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

Personally known to me, or  Produced Identification: Driver license  DID take an oath, or  DID NOT take an oath



# CERTIFICATE OF LIABILITY INSURANCE

SVY  
R045

DATE (MM/DD/YYYY)  
6/14/2017

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

<b>PRODUCER</b>	<b>CONTACT NAME:</b> USI INSURANCE SERVICES LLC/PHS	<b>PHONE (A/C, No, Ext):</b> (866) 467-8730	<b>FAX (A/C No):</b> (877) 538-8526
	227559 P:(866) 467-8730 F:(877) 538-8526	E-MAIL ADDRESS:	
	PO BOX 29611	<b>INSURER(S) AFFORDING COVERAGE</b>	
	CHARLOTTE NC 28229	INSURER A: Hartford Casualty Ins Co	NAIC# 29424
<b>INSURED</b>	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES                                  CERTIFICATE NUMBER:                                  REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b>			21 SBM ZJ0595	12/08/2016	12/08/2017	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	<input checked="" type="checkbox"/> General Liab						MED EXP (Any one person) \$10,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$2,000,000
							PRODUCTS - COMP/OP AGG \$2,000,000
A	<b>AUTOMOBILE LIABILITY</b>			21 SBM ZJ0595	12/08/2016	12/08/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED \$ <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>							<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N				N/A			E.I. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.I. DISEASE- EA EMPLOYEE \$
							E.I. DISEASE - POLICY LIMIT \$

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

Those usual to the Insured's Operations.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
FOR INFORMATIONAL PURPOSES ONLY	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 <i>Tor Taillon</i>

STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
DIVISION OF WORKERS' COMPENSATION  
NON-CONSTRUCTION INDUSTRY  
CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA  
WORKERS' COMPENSATION LAW



EFFECTIVE: 07/31/2012      EXPIRATION DATE: N/A

PERSON: RONALD A FORD

FEIN: 010717524

BUSINESS NAME AND ADDRESS:

OTB CONSULTING INC  
4021 WEST PALMIRA AVE  
TAMPA, FL 33629

SCOPE OF BUSINESS OR TRADE:

1- ARCHITECT OR ENGINEER-CONSULTI

**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.

---

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?

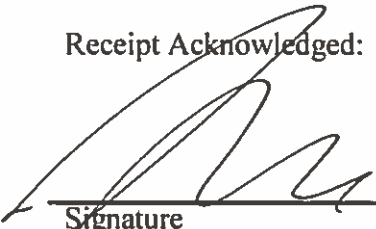
A. Most likely, this will be a Task for the Architect’s team.

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

Otb Consulting, Inc.  
\_\_\_\_\_  
Company

6/19/2017  
\_\_\_\_\_  
Date

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