



## Board Rationale

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**File #:** CON 17-140

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### **TITLE**

Approve Contract Addendum with BSSW/Rowe Architects Joint Venture

### **BACKGROUND INFORMATION**

BSSW/Rowe was selected to perform Architectural work on the Marathon HS Athletic Complex project via RFQ 2017713. During schematic design the District was offered three construction scope options. The construction prices ranged from \$3.5M and up to \$5M. When evaluated, the \$5M scope was selected. Since architectural fees are based on estimated construction costs the architectural fee went up also. This addendum is to increase the architect's fee based on this change in construction scope.

### **BUDGET INFORMATION**

Item Budgeted? Yes

Total Cost: \$102,750 increase

Budget Coding: Proj 3288

Requisition Attached? No

### **CONTRACT INFORMATION**

Contract with: BSSW/Rowe Architects Joint Venture

Contract value: \$102,750 increase

Budget coding: Proj 3288

Contract Purpose / Description: Architectural Services for Marathong HS Athletic Complex

Contract Originator: Jeff Barrow, 53397, Maintenance Department

Board Meeting Date: 11/28/2017

### **RECOMMENDATION**

Approve Contract Addendum with BSSW/Rowe Architects Joint Venture



# Monroe County School District

Superintendent of  
Schools  
Mark T. Porter

## Master

File Number: CON 17-140

File ID: CON 17-140

Type: Contract / MOU

Status: Agenda Ready

Version: 1

Vendor:

Action By: School Board

Department: Maintenance

File Created: 11/08/2017

Subject:

Final Action:

Title: Approve Contract Addendum with BSSW/Rowe Architects Joint Venture

### Internal Notes:

Agenda Date: 12/12/2017

### Sponsors:

Effective Date:

Attachments: Contract Addendum ROWE signed, 1705 MHS  
BSSW.RAI ASA 01 - Added Scope-EXHIBIT B,  
Original Contract

Enactment Number:

### Recommendation:

Expiration Date:

Entered by: Jeff.Barrow@KeysSchools.com

Expiration Date:

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/16/2017	Dirk Smits	Approve	11/15/2017
1	2	11/17/2017	Suanne Lee	Approve	11/20/2017
1	3	11/20/2017	Wanda Menendez	Approve	11/21/2017
1	5	11/27/2017	Amy Flaherty	Approve	11/24/2017
<b>Notes:</b> If vendors will be on MCSD property without direct supervision by MCSD staff, they need to complete vendor applications and be fingerprinted.					
1	6	11/28/2017	James Drake	Approve	11/29/2017
1	7	11/28/2017	Patrick Lefere	Approve	11/30/2017

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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## CONTRACT ADDENDUM

THIS CONTRACT ADDENDUM is made and entered into the date last written below, by and between The School Board of Monroe County, Florida ("School Board"), and BSSW, Rowe Architects  
Joint Venture ("Contractor"), in order to modify a term or terms of the agreement ("Original Contract") between both parties dated 05/09/2017 (original contract date).

1. The following terms of the Original Contract are hereby agreeably modified:

Paragraph 3 of Original Contract, titled "COMPENSATION", is hereby changed and shall now read as follows: The amount of "\$239,750.00" shall be changed to "\$342,500.00"  
Attachment of Added Scope labeled EXHIBIT B is added to the contract.

2. All other terms and conditions of the Original Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract Addendum on this 12th day of December, 2017.

Rick Rowe  
SIGNATURE OF CHAIRPERSON OF THE BOARD (CONTRACTS OVER \$25,000)

Dec. 12, 2017

DATE

Mark Rowe  
SIGNATURE OF SUPERINTENDENT

Dec. 12, 2017

DATE

Rick Rowe  
SIGNATURE OF CONTRACTOR/REPRESENTATIVE

November 8, 2017

DATE

Rick Rowe, Principal

PRINT NAME AND TITLE



October 25, 2017

Jeff Barrow  
Director of Maintenance  
Monroe County School District  
90050 Overseas Highway  
Tavernier, FL 33070

Project: Marathon High School Athletic Complex, RFQ 2017713, PO #6747  
Subject: Additional Services Request 01

Dear Mr. Barrow,

Please find below a proposed methodology to adjust professional fees commensurate with the increase in estimated project costs for the Marathon High School Athletic Complex.

As you know the estimated project budget utilized to establish our design fee of \$239,750 was \$3.5 million. Please see the attached Fee Proposal REV01, dated April 18, 2017 included in our Contract as Exhibit A.

The BSSW . Rowe Architects estimated project cost for the Board Approved Scheme C is approximately \$5 million. Utilizing the same methodology a revised fee for professional services would be \$342,500. Please see the attached DMS Fee Calculator REV02 - Adjusted \$5mil Scope. Attached also is the Estimate of Probable Costs reflecting Scheme C that we provided the District with our deliverable in July, 2017.

The increase in the project scope amounts to a fee differential of \$102,750 from our current contract amount to a proposed adjusted fee.

We trust that this proposal will meet with your approval. Please advise if you have any questions whatsoever on this Additional Services Request 01 or are in need of additional information. Based upon the District provided direction to proceed with this change in project scope we are proceeding. Thank you again for this opportunity.

Please feel free to call me at any time with questions. Thank you for your confidence in our team.

BSSW . ROWE ARCHITECTS INCORPORATED

Rick Rowe, AIA  
Principal

copy: Kevin Williams, Nicole Grant  
attachments: Fee Proposal REV01, dated April 18, 2017, Contract Attachment A  
DMS Fee Calculator REV02 - Adjusted \$5mil Scope  
Scheme C Estimate of Probable Costs, dated July 14, 2017





April 18, 2017

Jeff Barrow  
Director of Maintenance  
Monroe County School District  
90050 Overseas Highway  
Tavernier, FL 33070

Project: Marathon High School Athletic Complex, RFQ 2017713  
Subject: Professional Services Fee Proposal REV01

Dear Mr. Barrow,

The BSSW . Rowe Architects Joint Venture is pleased to have this opportunity to submit our Professional Services Fee Proposal for the Marathon High School Athletic Complex.

This proposal reflects our understanding that the project scope will be based upon a maximum cost of construction of \$3,500,000. The project will utilize a design-bid-build project delivery.

The Project Scope is generally to align with the Section II: Project Information included in the RFQ and revised following a teleconference held on April 4<sup>th</sup>, attached. It is understood that the entire scope as identified in this document may not be achievable within the budget; however it is the intent of the Design Team to provide the District with the optimal utilization of project funds.

The Project Schedule at this time is relatively undefined and dependent upon the availability of fill material to be provided upon demolition of the Plantation Keys School which we understand to be available anywhere from September to December of 2018.

Our professional services fee is based on the Florida Department of Management Services' (DMS) "Design Fee Calculator", dated March 2015, attached, utilizing the budget as identified by Monroe County Schools. Our proposed fee for the basic A/E services includes architectural, structural, mechanical, electrical, civil engineering, landscape architecture and irrigation services. Due to this school site being an occupied facility, as well as the coordination required to potentially facilitate multiple bid packages and the planning required to coordinate the design and documentation of a future Field House our fee was generated by splitting the difference between complexity group "D" Average and group "E" Less than Average which equates to a \$239,750 fee.

It is understood that there will be no landscape plantings provided within the Athletic Complex, however we do include the specification of the turf systems to be used on the competition and play fields as well as the irrigation system to be provided via a design-build specification. Storm Water, Sewer and Potable Water site permitting is included in this fee. Special Wetlands Delineation, Environmental and Off-Site Roadway Permitting are not included.

April 18, 2017  
Jeff Barrow, Director of Maintenance  
Monroe County School District  
Marathon High School Athletic Complex, RFQ 2017713  
Professional Services Fee Proposal  
Page 2

This proposal does not include those Additional Services and Expenses identified by the DMS Fee Guide Calculator, page 2 attached. Reimbursable and Travel Expenses are not included in the Basic Services Fee. Travel expenses will be billed in accordance with Florida Statute 112.061.

Jeff, we are very excited about the opportunity to work with the Monroe County School District. We will pledge you our best efforts and will endeavor to exceed your expectations of design and professional service. We trust that this proposal will meet with your approval. If so, we will be prepared to begin upon receipt of an authorization to proceed. Thank you again for this opportunity.

Please feel free to call us at any time with questions. Thank you for your confidence in our team.

BSSW Architects, Inc.



Kevin Williams, AIA  
Principal

ROWE ARCHITECTS INCORPORATED



Rick Rowe, AIA  
Principal

attachments: BSSW . Rowe Architects Standard form contract 2017 DRAFT with REV, sent under separate cover  
Business/Personal Relationship Disclosure Affidavit, dated April 18, 2017  
BSSW . Rowe Architects JV Insurance Verification letter, dated April 18, 2017  
Project Information, revised April 5, 2017  
DMS Design Fee Calculator, March 2015

**BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT**

I, Rick Rowe of the City/Township/Parrish of Tampa, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: BSSW. Rowe Architects, a Joint Venture and

Nature of services presently being offered to School District:

Architectural and Engineering Design Services for the  
Marathon High School Athletic Complex

2) I have \_\_\_ have not X, at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.

b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

April 18, 2017  
Date

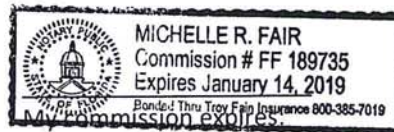
Rick Rowe  
(Signature of Authorized Representative)

STATE OF Florida  
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Rick Rowe who, being personally known, \_\_\_ or having produced \_\_\_ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 18th day of

April 2017.

Michelle R. Fair  
NOTARY PUBLIC





**Revised 2017.04.05**

## **SECTION II: PROJECT INFORMATION**

**A. Monroe County School District requires renovation of the existing facility to include but not be limited to:**

**1. Raising the playing surfaces of the facility approximately 18" with fill from the Plantation Key School project. Contain raised materials with retainment structures along all shorelines.**

Improve field drainage and entry ways to athletic complex, provide fences and gates for security

**2. Competition athletic fields must include: football, baseball, softball, and soccer. Turf for athletic fields shall be selected for state of the art performance.**

### **Football / Soccer**

Provide combination Football / Soccer Field with natural turf and lights

Provide Scoreboard for Football / Soccer

### **Baseball**

Provide separate baseball field with lights and fence at 310' at left and right foul lines, with "concrete" dugouts with water, power and equipment rooms for balls, bats, small equip etc,

Baseball is to have artificial turf at infield and areas between foul lines and dugouts and behind home plate – natural turf elsewhere

Provide secured larger storage area for L-screens, etc.

Provide Batting Cages and Bull Pens – two each for baseball

Provide Scoreboard for Baseball Field

Provide fencing/ netting at fields to limit fly of foul balls, etc.

Provide an Add Alternate for new Baseball bleachers

### **Softball**

Provide separate Softball Field, lighted, with all clay infield and natural turf outfield

Reuse existing bleachers from Softball Field

Provide one Batting Cage at Softball with artificial turf coverage – no dirt

Provide Scoreboard for Softball Field

Provide fencing / netting at fields to limit fly of foul balls, etc.

Osprey's nest at existing light pole near Softball can be "moved"

**3. Replacement concession stand and restrooms building.**

If possible provide one centralized Concessions / Restroom Building, with views to all fields to encourage parent participation

Provide power, water, sinks – no cooking / food service equipment / fryers, etc.

Cooking will be done on outside grill and with microwave

**4. Press box similar to that at Coral Shores High School**

Provide Press box for Football / Soccer only

**5. Adapt existing bleachers to the new configuration**

Re-use and adapt existing bleachers from Football / Soccer Field

**6. Practice/PE field similar in size to existing girls softball field**

Practice field should be turf and at least one half of a football field – 50 yards, so Band can practice

**7. Running path with rubber track surface and 6' minimum width. Provide multiple loops of track event distances i.e. 400, 800, and 1500 meters around other facility features.**

Provide a full FHSA size running track, if possible – could go to 6 lanes in lieu of 8

8. Sprint/start block area with 100 meters of track at least 2 lanes wide and may be incorporated into the existing loops.

Omit this item if a full size track is provided

9. Maintenance access roads shall be crushed rock.

Provide an Add Alternate for asphalt paving of Maintenance Roads in lieu of crushed shell

10. Raised and improved student parking increase by 30-50 spaces and associated driveway access

Provide a minimum of 50 new Student Parking Spaces

As an Add Alternate provide 40 additional spaces for Staff Parking = total 90 new spaces

District's intent is to use parking area for basketball half courts

11. Eliminate center entry in parent drop off in front of the office. Create additional parking in that location.

Provide striping to allow 2-way traffic where lane closest to school is for drop-off / pick-up and center lane is for traffic

12. Correct site drainage issues throughout the new athletic complex

Swale added at Student Parking area is not working and is unattractive

13. This project will utilize a portion of the Marathon Manor property. This use shall be optimized for minimum impact.

Design Team is to investigate multiple options for this property

District has discussed a Community Pool and/or Workforce Housing – both options would take down the existing building

14. As an Add Alternate provide an All-Sports Field House to accommodate 50 varsity players and Officials – could be combined with Concessions Building

DMS Design Fee Calculator, March 2015

Curve	Project Category	Construction Cost *	% Fee	Fee Amount		Construction Cost *
A	Considerably more than Average	\$ 3,500,000	8.37%	\$ 293,075		
B	More than Average	\$ 3,500,000	7.76%	\$ 271,665		
C	Renovation and Repairs	\$ 3,500,000	8.25%	\$ 288,860		
D	Average	\$ 3,500,000	7.15%	\$ 250,250		
D / E		\$ 3,500,000	6.85%	\$ 239,750		
E	Less than Average	\$ 3,500,000	6.55%	\$ 229,250		
F	Considerably less than Average	\$ 3,500,000	5.96%	\$ 208,540		
G	Engineering Services	\$ 3,500,000	7.89%	\$ 276,129		

\$3,500,000

Phase	D - Average	D / E	E - Less than Average
15% Schematic Design	\$ 37,538	\$ 35,963	\$ 34,388
20% Design Develop.	\$ 50,050	\$ 47,950	\$ 45,850
20% 50% CD	\$ 50,050	\$ 47,950	\$ 45,850
20% 100% CD	\$ 50,050	\$ 47,950	\$ 45,850
5% Bidding/Negotiations	\$ 12,513	\$ 11,988	\$ 11,463
20% Const. Admin.	\$ 50,050	\$ 47,950	\$ 45,850
100% Total Fee	\$ 250,250	\$ 239,750	\$ 229,250

## DMS FEE GUIDELINES

### GROUP DEFINITIONS:

- A **CONSIDERABLY MORE THAN AVERAGE COMPLEXITY:** Complex Laboratories, Medical Hospitals, Emergency Management Centers
- B **MORE THAN AVERAGE COMPLEXITY:** Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences
- C **REPAIRS AND RENOVATIONS:** Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work
- D **AVERAGE COMPLEXITY:** General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings
- E **LESS THAN AVERAGE COMPLEXITY:** Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures
- F **CONSIDERABLY LESS THAN AVERAGE COMPLEXITY:** Warehouses, Parking Garages, Storage Facilities
- G **BUILDING ENGINEERING SERVICES:** Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

### ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

Feasibility Studies/ Analysis	Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis
Facility Programming	LEED Consultation
Master Planning	Graphic and Signage Design
Soils Investigations/Reports	Special Code Reviews including ACHA
Surveys	Detailed Cost Estimates
Topographic/Boundary	Documents Prepared For:
Vegetation/Improvements/Utilities	Alternate Bids Exceeding Contract Scope
Measured Drawings of Existing Facilities	Excessive Change Orders
Existing Facilities Analysis	Multiple Construction Contracts
Toxic Substance Mitigation Surveys & Consultation	Record Documents/As BUILTs
Site Environmental Assessments	Prolonged Construction Contract Administration Services
Site DRI, PUD, Site Plan Review and/or Zoning Modifications	Structural Threshold Inspections
Traffic Analysis and Traffic Signal Warrant Studies	Project Representation During Construction
Civil Engineering Design including Paving/Grading/Utilities	Beyond Bi-Monthly Administration
Paving/Grading - included in Basic Services	Additional Construction Contract
Utilities - included in Basic Services	Administration Services for Multiple Contracts
Drainage/Stormwater Management - included in Basic Services	Building Commissioning and Training Services
Wetlands Delineation and Environmental Permitting	Post Occupancy Inspections/ Evaluations
Off-Site Permitting	Renderings/ Models
Existing Site Utility Infrastructure Improvements	Substantive Changes to Scope, Size or Complexity
Specialty Site Lighting Design	Owner Requested Changes to Approved Documents
Landscape Architectural & Irrigation Design - included in Basic Services	Reimbursable Expenses*
Specialty Consultants	Including, but not limited to, reproduction/ printing costs,
Voice/Data	travel expenses and special mail service expenses
Communications;	
Electronic/Audio Visual;	
Food Service Equipment;	
Hazardous Material;	
Hospital/Laboratory;	
Interior Design;	
Indoor Air Quality;	
Quality Control;	
Theater/Acoustical;	
Security	

\* As defined in the Agreement Between Owner and Architect - Engineer.



DMS Design Fee Calculator, March 2015

Curve	Project Category	Construction Cost *	% Fee	Fee Amount	Construction Cost
A	Considerably more than Average	\$ 5,000,000	8.09%	\$ 404,459	\$5,000,000
B	More than Average	\$ 5,000,000	7.52%	\$ 376,241	
C	Renovation and Repairs	\$ 5,000,000	8.09%	\$ 404,452	
D	Average	\$ 5,000,000	7.15%	\$ 357,500	
D / E		\$ 5,000,000	6.85%	\$ 342,500	
E	Less than Average	\$ 5,000,000	6.55%	\$ 327,500	
F	Considerably less than Average	\$ 5,000,000	5.86%	\$ 293,034	
G	Engineering Services	\$ 5,000,000	7.50%	\$ 374,809	

Phase	D - Average	D / E	E - Less than Average
15% Schematic Design	\$ 53,625	\$ 51,375	\$ 49,125
20% Design Develop.	\$ 71,500	\$ 68,500	\$ 65,500
20% 50% CD	\$ 71,500	\$ 68,500	\$ 65,500
20% 100% CD	\$ 71,500	\$ 68,500	\$ 65,500
5% Bidding/Negotiations	\$ 17,875	\$ 17,125	\$ 16,375
20% Const. Admin.	\$ 71,500	\$ 68,500	\$ 65,500
100% Total Fee	\$ 357,500	\$ 342,500	\$ 327,500



July 14, 2017

MONROE COUNTY PUBLIC SCHOOLS

# MARATHON HIGH SCHOOL ATHLETIC COMPLEX

MARATHON, FLORIDA

## ESTIMATE OF PROBABLE COST - SCHEME C



DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	COMMENTS
<b>0.00 GENERAL CONDITIONS</b>					
0.01 PROJECT SUPERINTENDENT	16	WKS	\$ 1,950	\$ 31,200	
0.02 ASSIST SUPERINTENDENT	0	--	\$ 1,500	\$ -	
0.03 PROJECT MANAGER	16	WKS	\$ 1,500	\$ 24,000	
0.04 PROJECT ADMINISTRATOR	0	--	\$ 450	\$ -	
0.05 MISC. LABOR	16	WKS	\$ 1,200	\$ 19,200	
0.06 TOOLS & EQUIPMENT	1	LS	\$ 500	\$ 500	
0.07 TRAILER	4	MONTHS	\$ 650	\$ 2,600	
0.08 PORTABLE TOILET	4	MONTHS	\$ 190	\$ 760	
0.09 TEMPORARY WATER/POWER/PHONE	4	MONTHS	\$ 2,000	\$ 8,000	
0.10 DUMPSTER	4	MONTHS	\$ 4,500	\$ 18,000	
0.11 FINAL CLEANING	1,800	SF	\$ 0.75	\$ 1,350	
0.12 LIABILITY INSURANCE	0	--	\$ 1.00	\$ 20,000	
0.13 EQUIPMENT RENTAL	4	MONTHS	\$ 450	\$ 1,800	
0.14 FIRE PROTECTION	1	LS	\$ 1,500	\$ 1,500	
0.15 BUILDERS RISK INSURANCE	0	--	\$ 1.50	\$ -	
0.16 VEHICLES	4	MONTHS	\$ 750	\$ 3,000	
0.17 TESTING/SURVEYS	1	LS	\$ 7,500	\$ 7,500	
0.18 PRINTING	1	LS	\$ 6,000	\$ 6,000	
0.19 BONDS	1	LS	\$ 10,000	\$ 10,000	
0.20 SURVEY	1	LS	\$ 5,000	\$ 5,000	
0.21 PERMITS	1	LS	\$ 5,000	\$ 5,000	
<b>TOTAL ADMINISTRATION</b>				<b>\$ 165,410</b>	

<b>1.00 GENERAL SITE IMPROVEMENTS</b>					
1.01 RAISE PLAY FIELD SURFACES +/- 18"	13,000	CYF	\$ 25.00	\$ 325,000	transport & place fill from Plantation Key
1.02 RAISE PLAY FIELD SURFACES +/- 18"	14,240	CYF	\$ 37.50	\$ 534,000	new fill
1.03 FENCING AND SECURITY	2,500	LF	\$ 28.00	\$ 70,000	
1.04 CONCRETE DEMOLITION	8,262	SF	\$ 1.75	\$ 14,459	
1.05 CURB DEMOLITION	252	LF	\$ 5.50	\$ 1,386	
1.06 SOD REMOVAL	16,166	SF	\$ 0.40	\$ 6,466	
1.07 NEW CONCRETE	18,995	SF	\$ 10.50	\$ 199,448	
1.08 NEW CURB	1225	LF	\$ 40.00	\$ 49,000	
1.09 DEMOLITION OF EXISTING PRESSBOX	7,900	CF	\$ 1.01	\$ 7,979	
1.10 RELOCATION OF POLE BARN/MAINT	1	LS	\$ 30,000	\$ 30,000	1600sf
<b>GENERAL SITE IMPROVEMENTS</b>				<b>\$ 1,237,740</b>	

# MARATHON HIGH SCHOOL ATHLETIC COMPLEX

MARATHON, FLORIDA

## ESTIMATE OF PROBABLE COST - SCHEME C



DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	COMMENTS
<b>2.00 COMPETITION FIELDS</b>					
2.01 FOOTBALL / SOCCER FIELD	1	LS	\$ 500,000	\$ 500,000	celebration turf w/ irr.
2.01.1 LIGHTING	6	LS	\$ 32,000	\$ 192,000	new
2.01.2 SCOREBOARD	1	LS	\$ 10,000	\$ 10,000	new
2.02 BASEBALL FIELD	1	LS	\$ 250,000	\$ 250,000	
2.02.1 LIGHTING	6	LS	\$ 32,000	\$ 192,000	new
2.02.2 SCOREBOARD	1	LS	\$ 4,500	\$ 4,500	relocate existing
2.02.3 DUGOUTS - CMU	738	SFR	\$ 25	\$ 18,450	
2.02.4 BLEACHERS - BASEBALL	3	LS	\$ 2,500	\$ 7,500	relocate existing
2.02.5 BATTING CAGES AND BULLPENS	4	LS	\$ 1,500	\$ 6,000	
2.03 SOFTBALL FIELD	1	LS	\$ 165,000	\$ 165,000	
2.03.1 LIGHTING	2	LS	\$ 48,888	\$ 97,776	new
2.03.2 SCOREBOARD	1	LS	\$ 4,500	\$ 4,500	relocate existing
2.03.3 DUGOUTS - CMU	522	SFR	\$ 25	\$ 13,050	
2.03.4 BATTING CAGES AND BULLPENS	4	LS	\$ 1,500	\$ 6,000	
2.03.5 BLEACHERS - SOFTBALL	2	LS	\$ 2,500	\$ 5,000	relocate existing
2.03 PRACTICE FIELD	1	LS	\$ 50,000	\$ 50,000	
<b>COMPETITION FIELDS</b>				<b>\$ 1,521,799</b>	
<b>3.00 CONCESSIONS / RESTROOMS BUILDING</b>					
3.01 CONCESSIONS / RESTROOMS	1,800	SF	\$ 285	\$ 513,000	
<b>CONCESSIONS / RESTROOMS BUILDING</b>				<b>\$ 513,000</b>	
<b>4.00 PRESS BOX</b>					
4.01 PRESS BOX	1	LS	\$ 150,000	\$ 150,000	pre-fabricated, 200sf
<b>PRESS BOX</b>				<b>\$ 150,000</b>	

# MARATHON HIGH SCHOOL ATHLETIC COMPLEX

MARATHON, FLORIDA

## ESTIMATE OF PROBABLE COST - SCHEME C



	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	COMMENTS
<b>5.00</b>	<b>ADAPT EXISTING BLEACHERS</b>					
5.01	ADAPT EXISTING BLEACHERS	1	LS	\$ 50,000	\$ 50,000	football/soccer
	<b>ADAPT EXISTING BLEACHERS</b>				<b>\$ 50,000</b>	
<b>6.00</b>	<b>RUNNING TRACK</b>					
6.01	EIGHT LANE RUNNING TRACK	1	LS	\$ 300,000	\$ 300,000	42,600 SF synthetic surface track
6.02	FIELD VENUES - included	5	LS		\$ -	
	<b>RUNNING TRACK</b>				<b>\$ 300,000</b>	
<b>7.00</b>	<b>STUDENT PARKING</b>					
7.01	ASPHALT DEMO	7,677	SY	\$ 6	\$ 47,981	
7.02	ASPHALT PAVING	5,294	SY	\$ 32	\$ 169,408	
	<b>STUDENT PARKING</b>				<b>\$ 217,389</b>	
<b>8.00</b>	<b>MAINTENANCE/ ACCESS ROAD</b>					
8.01	MAINTENANCE/ ACCESS ROAD	550	SY	\$ 21	\$ 11,550	
	<b>MAINTENANCE/ ACCESS ROAD</b>				<b>\$ 11,550</b>	
<b>9.00</b>	<b>STORM DRAINAGE</b>					
9.01	STORM DRAINAGE	1	LS	\$ 150,000	\$ 150,000	ALLOWANCE
	<b>STORM DRAINAGE</b>				<b>\$ 150,000</b>	
	<b>SUB- TOTAL BUDGET</b>				<b>\$ 4,316,888</b>	
	CONTINGENCY 10%				\$ 431,689	
	CM FEE 6%				\$ 259,013	
	<b>TOTAL SCHEME C . ESTIMATE PROBABLE COST</b>				<b>\$ 5,007,590</b>	



## Board Rationale

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**File #:** 16-597

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### **TITLE**

Award RFQ 2017713 for Marathon HS Athletic Complex Architect to BSSW/Rowe Architects

### **BACKGROUND INFORMATION**

Work was solicited via RFQ 2017713 for Marathon HS Athletic Complex Architect. The RFQ was advertised via DemandStar, local newspaper, and the District's website. 744 vendors were sent notices and 38 vendors downloaded plans. Five proposals responses were recieved. These responses were reviewed by a selection committee. Three Architects were selected to make presentations. The same selection committee selected BSSW/Rowe to recommend for Architect for this project. Selection was based on the best qualifications for the project.

### **BUDGET INFORMATION**

Item Budgeted? Yes

Total Cost: \$239,750 fee plus reimbursable expenses for travel and printing estimated at \$20,000 for a total NTE \$259,750

Budget Coding: Proj 3288

Requisition Attached? No

### **CONTRACT INFORMATION**

Contract with: BSSW/Rowe Architects

Contract value: NTE \$259,750

Budget coding: Proj 3288

Contract Purpose / Description: Provide Architect and Engineering services for the Marathon HS Athletic Complex Improvement

Contract Originator: Jeff Barrow, 305-360-1424

Board Meeting Date: 05/09/2017

### **RECOMMENDATION**

Award RFQ 2017713 for Marathon HS Athletic Complex Architect to BSSW/Rowe Architects



# Monroe County School District

Superintendent of Schools  
Mark T. Porter

## Master

**File Number: 16-597**

**File ID:** 16-597

**Type:** Agenda Item

**Status:** Approval Review

**Version:** 1

**Vendor:**

**Action By:** School Board

**Department:** Maintenance

**File Created:** 04/10/2017

**Subject:**

**Final Action:**

**Title:** Award RFQ 2017713 for Marathon HS Athletic Complex Architect to BSSW/Rowe Architects

### Internal Notes:

**Agenda Date:** 05/09/2017

### Sponsors:

**Effective Date:**

**Attachments:** BSSW Rowe Standard form contract 2017 REV FINAL, BSSW.RAI MHS Athletic Complex Fee Proposal 2017, RFQ 2017713 MHS Athletic Complex Architect, RFQ 2017713 BSSW . Rowe Architects Response, BSSW.Rowe Architects Joint Venture COI

**Enactment Number:**

### Recommendation:

**Expiration Date:**

**Entered by:** Jeff.Barrow@KeysSchools.com

**Expiration Date:**

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	3	4/28/2017	Ryan Abrams	Approve	4/28/2017
1	4	4/30/2017	Suanne Lee	Approve	5/2/2017
<b>Notes:</b> added RFP reference to the bid document.					
1	5	5/1/2017	Wanda Menendez	Approve	5/4/2017
1	6	5/1/2017	James Drake	Approve	5/3/2017
1	7	5/2/2017	Patrick Lefere	Approve	5/3/2017

### History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

# THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

## Contract for Goods & Services

This Contract entered into on the date last written below, by and between: BSSW, Rowe Architects Joint Venture (the "Contractor") and The School Board of Monroe County, Florida ("School Board" or "MCSB"), as contracting agent for the School District of Monroe County, Florida ("School District"). In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein covenant and agree as follows:

### 1. TERM

The term of this Contract shall be from: (insert dates – contract may be for a school year)

April 25, 2017 to April 25, 2020.

### 2. CONTRACTOR'S SERVICES

Contractor agrees to provide the following goods/services:

Provide architectural and engineering design services for the Marathon High School Athletic Complex as per specifications provided under RFP 2017713.

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If documentation of the specific goods/services is attached, said documentation is labeled as *Exhibit "A"* to this Contract and is incorporated herein by reference. In the event of a conflict between the terms of this Contract and any exhibit, the terms of this Contract shall control, unless otherwise agreed in writing as an amendment pursuant to the terms for such as provided herein.

### 3. COMPENSATION

School Board shall pay Contractor the sum of \$ 239,750.00 to provide said goods/services pursuant to this Contract. No payment shall be due until an invoice for the goods/services has been submitted for payment and the School Board verifies that all services have been fully and satisfactorily completed. The School Board will make diligent efforts to verify and pay invoices within one (1) payment cycle after receipt. If alternate payment TERMS are required they must be outlined below.



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#### 4. INSURANCE

Contractor agrees to secure and maintain at all times during the term of this Contract, at Contractor's expense, insurance coverage, as laid out below, covering Contractor for all acts or omissions which may give rise to liability for services under this Contract. All Contractor staff are to be insured in minimum amounts acceptable to the Monroe County School Board and with a reputable and financially viable insurance carrier, naming The School Board of Monroe County, Florida as an additional insured. Such insurance shall not be cancelled except upon thirty (30) days written notice to the MCSB. Contractor shall provide MCSB with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. Contractor agrees to notify MCSB immediately of any material change in any insurance policy required to be maintained by Contractor.

Contractor is required to obtain the following coverage, with documentation of having obtained such coverage being attached hereto as *Exhibit " B "*:

X  **General Liability Insurance**

Amount: \$1,000,000 and must list MCSB as additional insured

X  **Professional Liability Insurance**

Amount: \$1,000,000

X  **Vehicle Liability Insurance**

Amount: \$1,000,000

X  **Workers Compensation Insurance**

Amount: Statutory Limits

#### 5. COMPLIANCE WITH LAWS AND POLICIES

Contractor agrees to comply with all current Monroe County School Board Policies and all applicable local, state and federal laws, including laws pertaining to the confidentiality of student records and public records requests. Contractor agrees that MCSB has the right to unilaterally and immediately cancel this Contract upon refusal by Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from s.24(a) of Art. I of the State Constitution and s.119.07(1). Should cancellation be necessary under this clause, MSCB is required only to provide written notice to Contractor, effective upon receipt of notice, which shall be documented.

#### 6. INDEPENDENT CONTRACTOR STATUS

The Contractor is, for all purposes arising under this Contract, an independent contractor. The



Contractor and its officers, agents or employees shall not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the School/Department. No officer, agent or employee of the Contractor or School/Department shall be deemed an officer, agent or employee of the other party. Neither the Contractor nor School/Department, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

## **7. BACKGROUND CHECKS/FINGERPRINTING**

In accordance with the legislative mandate set out in sections 1012.32, 1012.465 and 435.04, Florida Statutes as well as with the requirements of HB 1877, The Jessica Lunsford Act, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this Contract have completed all background screening requirements through a Monroe County School Board designee pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirements of this paragraph where so applicable.

Contractor agrees to bear any and all costs associated with acquiring the required background screenings. Contractor agrees to require all affected employees and sub-contractors to sign a statement, as a condition of employment with Contractor in relation to performance under this Contract, that the employee and/or sub-contractor will abide by the terms and notify Contractor/Employer of any arrest or conviction of any offense enumerated in section 435.04, Florida Statutes within forty-eight (48) hours of their occurrence. Contractor agrees to provide MCSB with a list of all employees and/or sub-contractors who have completed background screenings as required by the above-referenced statutes and that meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees and/or sub-contractors are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify MCSB immediately upon becoming aware that one of its employees or its sub-contractor's employees, who was previously certified as completing the background check, and meeting the statutory standards, is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor to notify MCSB of such arrest or conviction within forty-eight (48) hours of being put on notice by the employee/sub-contractor and within 5 days of its occurrence shall constitute grounds for immediate termination of this contract by MCSB. The parties further agree that failure by Contractor to perform any of the duties described in their paragraph shall constitute a material breach of the contract entitling MCSB to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this Contract.

## **8. TERMINATION**

### **A. WITHOUT CAUSE**

This Contract may be terminated for any reason by either party upon thirty (30) days written notice to the other party at the addresses set forth below. If said Contract should be



terminated as provided in this paragraph of the Contract, the MCSB will be relieved of all obligations under said contract and the MCSB will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits.

**B. TERMINATION FOR BREACH**

Either party may terminate this Contract upon breach by the other party of any material provision of this Contract, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

**C. IMMEDIATE TERMINATION BY MCSB**

School Board may terminate this Contract immediately upon written notice to Contractor (such termination to be effective upon Contractor's/Individual's receipt of such notice) upon occurrence of any of the following events:

- i. the denial, suspension, revocation, termination, restricting, relinquishment or lapse of any license or certification required to be held by the Contractor, or of any Company/Individual staff's professional license or certification in the State of Florida;
- ii. conduct by Contractor or any Company/Individual staff which affects the quality of services provided to the School Board or the performance of duties required hereunder and which would, in the School Board's sole judgment, be prejudicial to the best interests and welfare of the School Board and/or its students;
- iii. breach by Contractor or any Company/Individual staff of the confidentiality provisions of this Contract or the Family Educational Rights and Privacy Act (FERPA);
- iv. failure by Contractor to maintain the insurance required by the terms of this Contract.

**9. ASSIGNMENT**

Neither Contractor nor the Monroe County School Board may assign or transfer any interest in this Contract without the prior written consent of both parties. Should an assignment occur upon mutual written consent, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

**10. AMENDMENT**

This Contract may be amended only with the mutual consent of the parties. All amendments

must be in writing and must be approved by the Monroe County School Board.

## **11. INDEMNIFICATION, GOVERNING LAW & VENUE**

Contractor shall indemnify and hold harmless the Monroe County School Board from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by the MCSB in defending or compromising actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, employees or officers in the provision of services or performance of duties by Contractor pursuant to this Contract.

This Contract shall be construed in accordance with the laws of the State of Florida. Any dispute arising hereunder is subject to the laws of Florida, venue in Monroe County, Florida. The prevailing party shall be entitled to reasonable attorney's fees and costs incurred as a result of any action or proceeding under this Contract.

## **12. REPRESENTATIONS, WARRANTIES & DEBARMENT**

Contractor represents and warrants to the School Board, upon execution and throughout the term of this Contract that:

- A) Contractor is not bound by any Contract or arrangement which would preclude it from entering into, or from fully performing the services required under the Contract;
- B) None of the Contractor's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or of any other jurisdiction, denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way;
- C) Contractor has not been convicted of a public entity crime as provided in F.S. §287.133, to wit: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or rely on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list; and
- D) Contractor and Contractor's agents, employees and officers have, and shall maintain throughout the term of this Contract, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the functions, assigned to him or her in connection with the provisions of the



Contract.

- E) The Vendor certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
- (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 29 CFR Part 93, Section 98.510, by any federal department or agency;
  - (ii) Has not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (iii) Has not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

### **13. CONFIDENTIALITY**

Contractor recognizes and acknowledges that by virtue of entering into this Contract and providing services hereunder, Contractor, its agents, employees and officers may have access to certain confidential information, including confidential student information and personal health information. Contractor agrees that neither it nor any Contractor agent, employee or officer will at any time, either during or subsequent to the term of this Contract, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the Monroe County School Board in writing, any confidential student information, personal health information or other confidential/personally identifiable information. Contractor, its agents, employees and officers shall comply with all Federal and State laws and regulations and all Monroe County School Board policies regarding the confidentiality of such information.

### **14. BILLING**

Bills for fees or compensation under this contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Further, bills for any travel expenses shall be submitted in accordance with Florida Statute §112.061 where applicable.

### **15. CONTRACT RECORDS RETENTION**

Pursuant to Florida Statute 119.0701, contractor agrees to:



(a) Keep and maintain public records that ordinarily and necessarily would be required by the School Board in order to perform the service.

(b) Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board.

(d) Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

Failure of Contractor to comply with this section and F.S. §119.0701 may include, but not be limited to, the School Board holding the contractor in default, termination of the contract or legal action.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: ([Records@KeysSchools.com](mailto:Records@KeysSchools.com)) OR MAIL TO: MONROE COUNTY SCHOOL DISTRICT, ATTN: CUSTODIAN OF PUBLIC RECORDS, 241 TRUMBO ROAD, KEY WEST, FL 33040 OR CALL (305)293-1400).**

## **16. ETHICS CLAUSE**

Contractor warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former Monroe County School District officer or employee. For breach or violation of this provision the Monroe County School District may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover the full amount of any fee, commission, percentage, gift or consideration paid to the former Monroe County School District officer or employee.

## **17. CONFLICT OF INTEREST**

The following provisions shall apply for conflict of interest. Any violation of these provisions by



a School District employee may be grounds for dismissal. No contract for goods or services may be made with any business organization in which the Superintendent or a School Board member has any material financial interest unless it is a single source or clear documentation exists to show that, no other supplier can provide the identical/comparable goods/service, at a lower cost to the School Board. No School Board member or officer, or School District officer or employee, may directly or indirectly purchase or recommend the purchase of goods or services from any business organization which they or their near relative have a material interest as defined by §112.313, Florida Statutes, except as allowed by DOE Interpretative Memorandum No. A-20. No School Board member, School District employee or official may receive gifts or any preferential treatment from vendors. Such members, officers, officials or employees shall not be prohibited from participating in any activity or purchasing program that is offered to all School District employees or in School District surplus sales, provided there is no preferential treatment.

## **18. SEVERABILITY**

The parties recognize and agree that should any clause(s) herein be held invalid by a Court of competent jurisdiction, the remaining clauses shall not be affected and shall remain of full force and effect.

## **19. COUNTERPARTS**

This Contract may be executed in one or more counterparts, all of which together shall constitute only one Contract.

## **20. WAIVER**

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Contract and/or the policies of the School Board does not relieve the Contractor of the indemnification provisions contained within this Contract.

## **21. CAPTIONS**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Contract.

## **22. ENTIRE CONTRACT**

The parties hereto agree that this is the final Contract between the parties and supersedes any and all prior Contracts and/or assurances, be it oral or in writing.

## **23. NOTICES**

All notices required by this Contract, unless otherwise provided herein, by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered

personally or when deposited in the United States mail, postage prepaid, addressed as follows:

Monroe County School Board:  
Superintendent  
Monroe County School District  
241 Trumbo Road  
Key West, FL 33040

With a copy to District Counsel  
Vernis & Bowling of the Florida Keys, P.A.  
81990 Overseas Hwy, 3<sup>rd</sup> Floor  
Islamorada, FL 33036

Contractor:  
BSSM. Rowe Architects  
Joint Venture

**IN WITNESS WHEREOF**, the parties have executed this Contract on this 9th day of

May \_\_\_\_\_, 2017 .

  
\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON OF THE BOARD (CONTRACTS OVER \$25,000)

May 9, 2017

DATE

  
\_\_\_\_\_  
SIGNATURE OF SUPERINTENDENT

May 9, 2017

DATE

  
\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/REPRESENTATIVE

April 18, 2017  
DATE

Rick Rowe, President  
\_\_\_\_\_  
PRINT NAME AND TITLE



**BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT**

I, Rick Rowe of the City/Township/Parrish of Tampa, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: BSSW. Rowe Architects, a Joint Venture and

Nature of services presently being offered to School District:

Architectural and Engineering Design Services for the  
Marathon High School Athletic Complex

2) I have \_\_\_ have not X, at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.

b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

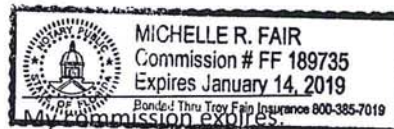
April 18, 2017  
Date

Rick Rowe  
(Signature of Authorized Representative)

STATE OF Florida  
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Rick Rowe who, being personally known, \_\_\_ or having produced \_\_\_ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 18th day of April, 2017.

Michelle R. Fair  
NOTARY PUBLIC





April 18, 2017

Jeff Barrow  
Director of Maintenance  
Monroe County School District  
90050 Overseas Highway  
Tavernier, FL 33070

Project: Marathon High School Athletic Complex, RFQ 2017713  
Subject: Professional Services Fee Proposal REV01

Dear Mr. Barrow,

The BSSW . Rowe Architects Joint Venture is pleased to have this opportunity to submit our Professional Services Fee Proposal for the Marathon High School Athletic Complex.

This proposal reflects our understanding that the project scope will be based upon a maximum cost of construction of \$3,500,000. The project will utilize a design-bid-build project delivery.

The Project Scope is generally to align with the Section II: Project Information included in the RFQ and revised following a teleconference held on April 4<sup>th</sup>, attached. It is understood that the entire scope as identified in this document may not be achievable within the budget; however it is the intent of the Design Team to provide the District with the optimal utilization of project funds.

The Project Schedule at this time is relatively undefined and dependent upon the availability of fill material to be provided upon demolition of the Plantation Keys School which we understand to be available anywhere from September to December of 2018.

Our professional services fee is based on the Florida Department of Management Services' (DMS) "Design Fee Calculator", dated March 2015, attached, utilizing the budget as identified by Monroe County Schools. Our proposed fee for the basic A/E services includes architectural, structural, mechanical, electrical, civil engineering, landscape architecture and irrigation services. Due to this school site being an occupied facility, as well as the coordination required to potentially facilitate multiple bid packages and the planning required to coordinate the design and documentation of a future Field House our fee was generated by splitting the difference between complexity group "D" Average and group "E" Less than Average which equates to a \$239,750 fee.

It is understood that there will be no landscape plantings provided within the Athletic Complex, however we do include the specification of the turf systems to be used on the competition and play fields as well as the irrigation system to be provided via a design-build specification. Storm Water, Sewer and Potable Water site permitting is included in this fee. Special Wetlands Delineation, Environmental and Off-Site Roadway Permitting are not included.



April 18, 2017  
Jeff Barrow, Director of Maintenance  
Monroe County School District  
Marathon High School Athletic Complex, RFQ 2017713  
Professional Services Fee Proposal  
Page 2

This proposal does not include those Additional Services and Expenses identified by the DMS Fee Guide Calculator, page 2 attached. Reimbursable and Travel Expenses are not included in the Basic Services Fee. Travel expenses will be billed in accordance with Florida Statute 112.061.

Jeff, we are very excited about the opportunity to work with the Monroe County School District. We will pledge you our best efforts and will endeavor to exceed your expectations of design and professional service. We trust that this proposal will meet with your approval. If so, we will be prepared to begin upon receipt of an authorization to proceed. Thank you again for this opportunity.

Please feel free to call us at any time with questions. Thank you for your confidence in our team.

BSSW Architects, Inc.



Kevin Williams, AIA  
Principal

ROWE ARCHITECTS INCORPORATED



Rick Rowe, AIA  
Principal

attachments: BSSW . Rowe Architects Standard form contract 2017 DRAFT with REV, sent under separate cover  
Business/Personal Relationship Disclosure Affidavit, dated April 18, 2017  
BSSW . Rowe Architects JV Insurance Verification letter, dated April 18, 2017  
Project Information, revised April 5, 2017  
DMS Design Fee Calculator, March 2015

**BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT**

I, Rick Rowe of the City/Township/Parrish of Tampa, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: BSSW. Rowe Architects, a Joint Venture and

Nature of services presently being offered to School District:

Architectural and Engineering Design Services for the  
Marathon High School Athletic Complex

2) I have \_\_\_ have not X, at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.

b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

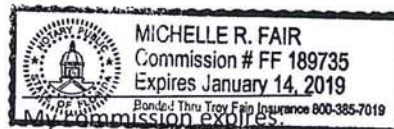
April 18, 2017  
Date

Rick Rowe  
(Signature of Authorized Representative)

STATE OF Florida  
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Rick Rowe who, being personally known, \_\_\_ or having produced \_\_\_ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 18th day of April, 2017.

Michelle R. Fair  
NOTARY PUBLIC





**Revised 2017.04.05**

## **SECTION II: PROJECT INFORMATION**

**A. Monroe County School District requires renovation of the existing facility to include but not be limited to:**

**1. Raising the playing surfaces of the facility approximately 18" with fill from the Plantation Key School project. Contain raised materials with retainment structures along all shorelines.**

Improve field drainage and entry ways to athletic complex, provide fences and gates for security

**2. Competition athletic fields must include: football, baseball, softball, and soccer. Turf for athletic fields shall be selected for state of the art performance.**

### **Football / Soccer**

Provide combination Football / Soccer Field with natural turf and lights

Provide Scoreboard for Football / Soccer

### **Baseball**

Provide separate baseball field with lights and fence at 310' at left and right foul lines, with "concrete" dugouts with water, power and equipment rooms for balls, bats, small equip etc,

Baseball is to have artificial turf at infield and areas between foul lines and dugouts and behind home plate – natural turf elsewhere

Provide secured larger storage area for L-screens, etc.

Provide Batting Cages and Bull Pens – two each for baseball

Provide Scoreboard for Baseball Field

Provide fencing/ netting at fields to limit fly of foul balls, etc.

Provide an Add Alternate for new Baseball bleachers

### **Softball**

Provide separate Softball Field, lighted, with all clay infield and natural turf outfield

Reuse existing bleachers from Softball Field

Provide one Batting Cage at Softball with artificial turf coverage – no dirt

Provide Scoreboard for Softball Field

Provide fencing / netting at fields to limit fly of foul balls, etc.

Osprey's nest at existing light pole near Softball can be "moved"

**3. Replacement concession stand and restrooms building.**

If possible provide one centralized Concessions / Restroom Building, with views to all fields to encourage parent participation

Provide power, water, sinks – no cooking / food service equipment / fryers, etc.

Cooking will be done on outside grill and with microwave

**4. Press box similar to that at Coral Shores High School**

Provide Press box for Football / Soccer only

**5. Adapt existing bleachers to the new configuration**

Re-use and adapt existing bleachers from Football / Soccer Field

**6. Practice/PE field similar in size to existing girls softball field**

Practice field should be turf and at least one half of a football field – 50 yards, so Band can practice

**7. Running path with rubber track surface and 6' minimum width. Provide multiple loops of track event distances i.e. 400, 800, and 1500 meters around other facility features.**

Provide a full FHSA size running track, if possible – could go to 6 lanes in lieu of 8

8. Sprint/start block area with 100 meters of track at least 2 lanes wide and may be incorporated into the existing loops.

Omit this item if a full size track is provided

9. Maintenance access roads shall be crushed rock.

Provide an Add Alternate for asphalt paving of Maintenance Roads in lieu of crushed shell

10. Raised and improved student parking increase by 30-50 spaces and associated driveway access

Provide a minimum of 50 new Student Parking Spaces

As an Add Alternate provide 40 additional spaces for Staff Parking = total 90 new spaces

District's intent is to use parking area for basketball half courts

11. Eliminate center entry in parent drop off in front of the office. Create additional parking in that location.

Provide striping to allow 2-way traffic where lane closest to school is for drop-off / pick-up and center lane is for traffic

12. Correct site drainage issues throughout the new athletic complex

Swale added at Student Parking area is not working and is unattractive

13. This project will utilize a portion of the Marathon Manor property. This use shall be optimized for minimum impact.

Design Team is to investigate multiple options for this property

District has discussed a Community Pool and/or Workforce Housing – both options would take down the existing building

14. As an Add Alternate provide an All-Sports Field House to accommodate 50 varsity players and Officials – could be combined with Concessions Building

DMS Design Fee Calculator, March 2015

Curve	Project Category	Construction Cost *	% Fee	Fee Amount		Construction Cost *
A	Considerably more than Average	\$ 3,500,000	8.37%	\$ 293,075		
B	More than Average	\$ 3,500,000	7.76%	\$ 271,665		
C	Renovation and Repairs	\$ 3,500,000	8.25%	\$ 288,860		
D	Average	\$ 3,500,000	7.15%	\$ 250,250		
D / E		\$ 3,500,000	6.85%	\$ 239,750		
E	Less than Average	\$ 3,500,000	6.55%	\$ 229,250		
F	Considerably less than Average	\$ 3,500,000	5.96%	\$ 208,540		
G	Engineering Services	\$ 3,500,000	7.89%	\$ 276,129		

\$3,500,000

Phase	D - Average	D / E	E - Less than Average
15% Schematic Design	\$ 37,538	\$ 35,963	\$ 34,388
20% Design Develop.	\$ 50,050	\$ 47,950	\$ 45,850
20% 50% CD	\$ 50,050	\$ 47,950	\$ 45,850
20% 100% CD	\$ 50,050	\$ 47,950	\$ 45,850
5% Bidding/Negotiations	\$ 12,513	\$ 11,988	\$ 11,463
20% Const. Admin.	\$ 50,050	\$ 47,950	\$ 45,850
100% Total Fee	\$ 250,250	\$ 239,750	\$ 229,250

## DMS FEE GUIDELINES

### GROUP DEFINITIONS:

- A **CONSIDERABLY MORE THAN AVERAGE COMPLEXITY:** Complex Laboratories, Medical Hospitals, Emergency Management Centers
- B **MORE THAN AVERAGE COMPLEXITY:** Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences
- C **REPAIRS AND RENOVATIONS:** Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work
- D **AVERAGE COMPLEXITY:** General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings
- E **LESS THAN AVERAGE COMPLEXITY:** Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures
- F **CONSIDERABLY LESS THAN AVERAGE COMPLEXITY:** Warehouses, Parking Garages, Storage Facilities
- G **BUILDING ENGINEERING SERVICES:** Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

### ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

Feasibility Studies/ Analysis	Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis
Facility Programming	LEED Consultation
Master Planning	Graphic and Signage Design
Soils Investigations/Reports	Special Code Reviews including ACHA
Surveys	Detailed Cost Estimates
Topographic/Boundary	Documents Prepared For:
Vegetation/Improvements/Utilities	Alternate Bids Exceeding Contract Scope
Measured Drawings of Existing Facilities	Excessive Change Orders
Existing Facilities Analysis	Multiple Construction Contracts
Toxic Substance Mitigation Surveys & Consultation	Record Documents/As BUILTs
Site Environmental Assessments	Prolonged Construction Contract Administration Services
Site DRI, PUD, Site Plan Review and/or Zoning Modifications	Structural Threshold Inspections
Traffic Analysis and Traffic Signal Warrant Studies	Project Representation During Construction
Civil Engineering Design including Paving/Grading/Utilities	Beyond Bi-Monthly Administration
Paving/Grading - included in Basic Services	Additional Construction Contract
Utilities - included in Basic Services	Administration Services for Multiple Contracts
Drainage/Stormwater Management - included in Basic Services	Building Commissioning and Training Services
Wetlands Delineation and Environmental Permitting	Post Occupancy Inspections/ Evaluations
Off-Site Permitting	Renderings/ Models
Existing Site Utility Infrastructure Improvements	Substantive Changes to Scope, Size or Complexity
Specialty Site Lighting Design	Owner Requested Changes to Approved Documents
Landscape Architectural & Irrigation Design - included in Basic Services	Reimbursable Expenses*
Specialty Consultants	Including, but not limited to, reproduction/ printing costs,
Voice/Data	travel expenses and special mail service expenses
Communications;	
Electronic/Audio Visual;	
Food Service Equipment;	
Hazardous Material;	
Hospital/Laboratory;	
Interior Design;	
Indoor Air Quality;	
Quality Control;	
Theater/Acoustical;	
Security	

\* As defined in the Agreement Between Owner and Architect - Engineer.

## ***Monroe County School District***

### ***REQUEST FOR QUALIFICATIONS***

***RFQ 2017713***

## **MHS Athletic Complex Architect**



#### ***Members of the Board***

##### ***District # 1***

**BOBBY HIGHSMITH**  
**Vice-Chairman**

##### ***District # 2***

**ANDY GRIFFITHS**

##### ***District # 3***

**MINDY CONN**

##### ***District # 4***

**JOHN R. DICK**  
**Chairman**

##### ***District # 5***

**RONALD A. MARTIN**

**Mark T. Porter**

***Superintendent of Schools***

**Submissions must be in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.**

**Be sure to include the name of the company submitting the proposal where requested.**

**Cut along the outer border and affix this label to your sealed envelope to identify it as a “Sealed Proposal”.**

**SEALED PROPOSAL • DO NOT OPEN**

SOLICITATION NO.: RFQ 2017713

SOLICITATION TITLE: MHS Athletic Complex Architect

SUBMISSION DUE: March 22, 2017 5:00 PM

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

DELIVER TO:

MONROE COUNTY SCHOOL DISTRICT

ATTN: Purchasing Department

241 Trumbo Road

Key West, FL 33040

**From time to time, addenda may be issued to this solicitation. Any such addendum will be posted on [www.demandstar.com](http://www.demandstar.com). You should periodically check the website to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.**



## RFQ 2017713 – MHS Athletic Complex Architect

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**RFQ 2017713 MHS Athletic Complex Architect**

**REQUEST FOR QUALIFICATIONS**

**NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on March 23, 2017 at 9:00 AM the School Board of Monroe County (the "School District" or "School Board") will open sealed proposals for the following:**

**RFQ 2017713  
MHS Athletic Complex Architect**

**Specifications and proposal documents may be requested from Demand Star by Onvia by calling 1-800-711-1712 or by going to the website [www.demandstar.com](http://www.demandstar.com) . The public record documents are available on the district web site at [www.KeysSchools.com](http://www.KeysSchools.com) or by contacting the Purchasing Department, 241 Trumbo Road, Key West, FL 33040.**

**Questions regarding the proposal should be directed by e-mail to Jessica Bailey – Buyer, [Jessica.Bailey@KeysSchools.com](mailto:Jessica.Bailey@KeysSchools.com) .**

**All proposals must be received by the Purchasing Department on or before March 22, 2017 at 5:00 PM. No waivers shall be allowed for proposals which have not been submitted to the Purchasing Department by the deadline date. One (1) signed original, five (5) copies, and one (1) electronic copy (PDF format – saved as one document which must be submitted with the bid package – it cannot be emailed) of the proposal package are to be submitted to:**

**Monroe County School District  
Administration Building  
Purchasing Department, Room 119  
241 Trumbo Road  
Key West, Florida 33040**

**The Monroe County School District reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive informalities when it is in the best interest of the Board to do so.**

**All proposals must remain valid for a period of ninety (90) days or until the MCSB approves the contract. The School Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Section 287.133(3) (d), F.S.**

**Recommendation to the District School Board of Monroe County will be based upon a proposal(s) that represent the best interest of the District and award of the contract will be deemed by the board to be in the best interest of Monroe County.**

**Suanne C. Lee, CPP, CPPM, RMLO  
Supervisor, Purchasing/Contracts/Property Control/Records Management**

**Released in Key West, Florida, February 11, 2017**

**RFQ 2017713 – MHS Athletic Complex Architect**

***District School Board of Monroe County  
Purchasing Department***

***PROPOSAL FORM***

**RFQ 2017713 – MHS Athletic Complex Architect**

***BID DUE DATE / TIME: MARCH 22, 2017 5:00 PM***

***BID OPENING DATE / TIME: MARCH 23, 2017 9:00 AM***

***RETURN ONE (1) SIGNED ORIGINAL, FIVE (5)  
COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT)  
OF THE PROPOSAL. NO OTHER PROPOSAL  
FORM WILL BE ACCEPTED***

***PLEASE BE SURE THAT THE NAME OF  
YOUR COMPANY APPEARS ON EACH  
PAGE OF THIS PROPOSAL FORM.***

***IF SIGNED BY AN AGENT OF NAMED COMPANY  
WRITTEN EVIDENCE FROM THE OWNER OF  
RECORD OF HIS/HER AUTHORITY MUST  
AUTHORITY MUST ACCOMPANY THIS PROPOSAL.***

\_\_\_\_\_  
***NAME OF COMPANY***

\_\_\_\_\_  
***ADDRESS OF COMPANY***

\_\_\_\_\_  
***PRINT NAME OF AUTHORIZED SIGNATURE***

\_\_\_\_\_  
***EMAIL ADDRESS***

\_\_\_\_\_  
***TELEPHONE No.***

\_\_\_\_\_  
***FAX***

**Proposal Certification**

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of Pages 1 through 34 inclusive of this Request for Qualifications, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Qualifications, and any released Addenda and understand that the following are requirements of this RFQ and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of  
Proposer's Authorized Representative (blue ink preferred on original) \_\_\_\_\_ Date \_\_\_\_\_

Name of Proposer's Authorized Representative \_\_\_\_\_ Title of Proposer's Authorized Representative \_\_\_\_\_

## **RFQ 2017713 MHS Athletic Complex Architect**

### **SCOPE OF WORK**

#### **SECTION I: GENERAL INFORMATION**

The School Board of Monroe County, Florida will select a qualified firm, under provisions of Florida Statutes, to provide architectural/engineering services for the Marathon High School Athletic Complex, 350 Sombrero Beach Blvd., Marathon, Florida 33050. The term "firm" means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice as an architect/engineer in the state.

The construction budget is \$2-4 million. The property is available for review/photos/ investigation with proper coordination with District staff.

#### **SECTION II: PROJECT INFORMATION**

- A. Monroe County School District requires renovation of the existing facility to include but not be limited to:
1. Raising the playing surfaces of the facility approximately 18" with fill from the Plantation Key School project. Contain raised materials with retainment structures along all shorelines.
  2. Competition athletic fields must include: football, baseball, softball, and soccer. Turf for athletic fields shall be selected for state of the art performance.
  3. Replacement concession stand and restrooms building.
  4. Press box similar to that at Coral Shores High School
  5. Adapt existing bleachers to the new configuration
  6. Practice/PE field similar in size to existing girls softball field
  7. Running path with rubber track surface and 6' minimum width. Provide multiple loops of track event distances i.e. 400, 800, and 1500 meters around other facility features.
  8. Sprint/start block area with 100 meters of track at least 2 lanes wide and may be incorporated into the existing loops.
  9. Maintenance access roads shall be crushed rock.
  10. Raised and improved student parking increase by 30-50 spaces and associated driveway access



### **RFQ 2017713 – MHS Athletic Complex Architect**

11. Eliminate center entry in parent drop off in front of the office. Create additional parking in that location.
  12. Correct site drainage issues throughout the new athletic complex
  13. This project will utilize a portion of the Marathon Manor property. This use shall be optimized for minimum impact.
- B. The end result shall provide a State of the Art 21st Century Athletic Complex for the High School community. All structures and sports features shall incorporate the latest features in performance, durability, and security as well as being designed to meet all Florida Building Codes, SREF and provide a safe, environmentally friendly complex. The design shall maximize the connectivity that the school currently enjoys to ensure optimum access and circulation to all buildings by students and staff alike. There shall also be consideration for maintenance access to the facility. Maintenance shall have access so that travel to and from maintenance storage does not damage the athletic fields. If current field maintenance structures are impacted, they will be rebuilt on this site in other areas.
- C. Construction phasing shall be planned in detail with the school to minimize the disruption to the home field athletic event. Accommodations to the site, access roads, parking, etc. may need to be modified to enable use of the existing structures for continued school operations during construction of the new facilities. There shall be several building/site options proposed by the Architectural firm to be considered by the District during the early design phase. The work on this project may be required to be phased in a way to not disrupt school activities during the construction process. The majority of the renovation work will need to be performed during the summer months to not disrupt or displace students or staff. The new concessions/restroom building will need to meet the U.S. Green Building Council Green School Buildings specifications, while achieving Green Globes certification. All energy saving strategies should be considered to include energy management systems and alternative energy sources.
- D. A/E professional services will consist primarily of schematic design, design development, construction document development, permitting through SFWMD, bidding advertisement and construction monitoring for projects performed by traditional Architectural and/or Construction Management Firms or General Contractors.
- E. Selected firms will be required to use State Requirements for Educational Facilities, the Florida Building Code and MCSD design standards for assigned projects (unless otherwise instructed by MCSD).
- F. Each A/E team must consist of the following five professional disciplines, as a minimum, either in-house or as a prime with consultants. Prime proposer and team members must be licensed to practice these five professional disciplines, as a minimum, as required by Florida Statutes. A Joint Venture firm must be duly licensed as a separate entity as required by Florida Statutes.

## **RFQ 2017713 – MHS Athletic Complex Architect**

1. Architecture
2. Structural Engineering
3. Civil Engineering
4. Electrical Engineering
5. Mechanical Engineering

### **SECTION III: ELIGIBILITY**

- A. LICENSED: Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s) and license(s) in accordance with all applicable Florida Statutes, ordinances, regulations, and/or Board Policies.
- B. Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associations will be disqualified. Unless there is a clear statement that the applicant is a joint venture, it will be assumed the firm shown on the transmittal letterhead will be the prime. This does not preclude an applicant from having consultants.
- C. YEARS IN BUSINESS: If the proposer is a newly formed firm/company, or joint venture, at least one principal must have been a principal of a firm(s) for a period of no less than three (3) years (or if the solicitation is for a sheltered market, no less than one (1) year with documented proof of similar responsibilities and experience). Proposer is to provide appropriate documentation for review. "Principal" of a firm shall be defined as the sole proprietor in the case of a sole proprietorship, all partners in the case of a partnership or joint venture, or all shareholders and officers in a corporation. When a joint venture or a partnership is formed by one or more corporations, each of the shareholders and officers of the corporation(s) shall be considered a principal.
- D. DEBARMENT: Pursuant to School Board Policy, Contractor Debarment Procedures, debarred contractors are excluded from conducting business with the Board as agents, representatives, partners and associates of other contractors, subcontractors or individual sureties.
- E. TERMINATED CONTRACT WITH MCSD: Any firm or individual whose contract/agreement has been terminated by the Board within three (3) years of the RFQ Response due date, with cause, will not be considered under this RFQ.

### **SECTION IV: PROPOSAL REQUIREMENTS**

- A. FORMAT:
  1. Documents should be typed, not written, in English.

## **RFQ 2017713 – MHS Athletic Complex Architect**

2. Tab proposal using numbers listed under Section IV B and number each side of each page used consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc.
3. Submittals must be limited to 80 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Work product samples (reports, schedules, etc.) provided will not be counted in the 80 page submittal limit. Package these separately from the submittal of qualifications, labeling each clearly.
4. When examples or references are requested do not list more than the number requested.

### **B. TABS/DOCUMENTS REQUIRED:**

#### **1. COMPLIANCE REQUIREMENTS**

- i. **RFQ (BID) PACKAGE:** The document you are reading is the RFQ (Bid) Package. There are several pages which require signature. The package can be returned in full with necessary signatures included or you can extract the signature pages and submit only those.
  - ii. **INSURANCE:** Include proof of insurance as listed under General Requirements as well as Professional Liability Insurance written for limits not less than \$1,000,000.
  - iii. **LICENSES:** Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s) and license(s) in accordance with all applicable Florida Statutes, ordinances, regulations, and/or Board Policies.
    - a. All required business-related documents shall be included in the RFQ.
    - b. Attach a reproduction of the current Florida Registration Certificate. Copies of all should be included.
  - iv. **JOINT VENTURES:** If the applicant is a joint venture, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal.
2. **RELATED PROJECT EXPERIENCE:** List the three projects for which your firm has provided/is providing Architect/Engineer services which are most closely related to this project. In determining which projects are most related, consider size, type, and location. List the projects in priority order with the most related project first. Consider size and complexity, how many

## **RFQ 2017713 – MHS Athletic Complex Architect**

members of the proposed team worked on the listed project, and how recently the project was completed and list:

- i. Construction cost
- ii. Current phase of development
- iii. Completion date
- iv. Construction methods
- v. Design type (e.g. courtyard, etc.)
- vi. Location
- vii. Owner's contact information

**3. PROJECT APPROACH:** For the projects listed under Item 2 describe the following:

- i. How your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.
- ii. Conflicts/problems or potential conflicts/problems with the Owner or with contractors, and describe the methods used to prevent and/or resolve those conflicts/problems.
- iii. Problems encountered with construction methods or materials, and describe how the problem was resolved.
- iv. The methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, change orders and construction schedule. Provide examples of any reporting/monitoring systems used.

**4. SCHOOL EXPERIENCE:** Applicant must have a clear understanding of the functional and operational aspects to be considered during design and construction of educational facilities.

- i. Is applicant knowledgeable and proficient in complying with State Requirements for Educational Facilities (SREF)? Yes or No; List training/seminars proposed team members have attended, or other supporting documentation that verifies your knowledge and proficiency.
- ii. Document firm's knowledge and experience in working around the school year calendar to optimize progress and minimize school disruption.



## **RFQ 2017713 – MHS Athletic Complex Architect**

- iii. Of your firm's volume of work performed in Florida, what percent is to design Florida K-12 schools? \_\_\_\_\_%
- 5. **ATHLETIC COMPLEX EXPERIENCE:** Tell us about your expertise in to developing state of the art athletic complexes. Give examples of specific projects previously completed.
- 6. **TEAM EXPERIENCE:** Include a narrative description of the firm (or team of firms) to include at a minimum:
  - i. Area of architectural specialization
  - ii. Firm history
  - iii. Total number of firm's personnel by skill group (e.g. Architect, Draft person, Interior Design, Engineer, etc.).
    - a. Name all key personnel that will be part of the Architect/Engineer team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.
    - b. For each project listed under Item 2, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. If the team as a whole provided Architect/Engineer services for any of the projects listed indicate so.
  - iv. Name any consultants which are included as part of the proposed team.
    - a. Describe each consultant's proposed role in the project and related experience.
    - b. List projects on which your firm has worked with the consultant in the past five years.
    - c. The Architect/Engineer is with whom the School Board would contract and all other firms shown as team members would be consultants to the Architect/Engineer.
- 7. **FINANCIAL RESPONSIBILITY:**
  - i. How many years has your firm been providing Architectural/Engineering services?
  - ii. What is the firm's form of business (e.g. proprietorship, partnership, corporation)?

## **RFQ 2017713 – MHS Athletic Complex Architect**

- iii. Provide bank references and any other information the applicant may wish to supply to verify financial responsibility.

### **SECTION V: SELECTION CRITERIA**

- A. The Selection Committee will review all complete proposals and then rank the firms using the matrix below. The evaluation of the respondents will be based upon the given information, and respondents are requested to provide, as a minimum, the information listed under each criterion.
  - 1. RELATED PROJECT EXPERIENCE – 20 point max
  - 2. PROJECT APPROACH – 20 point max
  - 3. SCHOOL EXPERIENCE – 20 point max
  - 4. ATHLETIC COMPLEX EXPERIENCE – 20 point max
  - 5. TEAM EXPERIENCE – 10 point max
  - 6. FINANCIAL STABILITY – 10 point max
- B. If the number one spot is unanimous then the committee can make the motion to rank without formal interview. If the committee feels that a formal interview process is necessary to obtain the information needed to complete the ranking, formal interviews of the top firms will be conducted. After such time, the firms will be ranked on a scale of 1 to 10 (high to low).

## RFQ 2017713 – MHS Athletic Complex Architect

### GENERAL INFORMATION

#### A. INTRODUCTION

The School Board of Monroe County, Florida, hereinafter referred to as the "School Board" will accept sealed proposals from any responsive and responsible proposer as specified herein. Following is a tentative calendar:

#### B.

CALENDAR OF EVENTS RFQ 2017713		
DATE:	TIME (ET):	ACTION:
February 11, 2017	8:00 AM	Release Solicitation
February 11, 15, 18, 2017	Publication	Notice of Solicitation /Bid Opening
March 7, 2017	5:00 PM	Last day for submission of written questions to MCSD
March 8, 2017	5:00 PM	Last day for MCSD to post answers to questions
March 22, 2017	5:00 PM	Proposal Due
March 23, 2017	9:00 AM	Bid Opening (Open to Public – Marathon High School 350 Sombrero Beach Rd, Marathon, FL 33050)
March 30, 2017	9:00 AM	Short List Interviews (Open to Public – Marathon High School 350 Sombrero Beach Rd, Marathon, FL 33050)
March 30, 2017	5:00 PM	Notice Of Intent
March 31 - April 13, 2017	TBD	Negotiations
April 14, 2017	5:00 PM	Recommendation to Award
April 25, 2017	5:00 PM	Board Meeting (Open to Public – Marathon High School 350 Sombrero Beach Rd, Marathon, FL 33050)

## **RFQ 2017713 – MHS Athletic Complex Architect**

### **C. SUBMISSION REQUIREMENTS**

All proposals must be submitted in sealed envelopes bearing on the outside the label provided on page 2 of this solicitation package. This includes: name of the Proposer and RFQ 2017713 – MHS Athletic Complex Architect. The proposal must be signed by a person(s) legally authorized to conduct business in the name of the Proposer.

The name, office address, e-mail address and office telephone number of the representative designed to serve as a liaison with the School Board must be included. Proposals received, which are at variance with these instructions, may not be given further consideration.

One (1) original, five (5) copies, and one (1) electronic copy (PDF format – single file) of the proposal package must be submitted no later than March 22, 2017 5:00 PM to:

**Monroe County School District  
Administration Building - Purchasing Department, Room 119  
241 Trumbo Road  
Key West, Florida 33040**

### **D. CONDITIONS AND LIMITATIONS**

a) The School Board reserves the right to reject any and all proposals, to waive any irregularities or informality, and to accept or reject any items or combination of items.

b) The School Board may consider all proposals and reserves the right to award the contract(s) in the best interest of the School Board.

c) A proposal may not be withdrawn before the expiration of ninety (90) days after the proposal due date.

d) The School Board will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs incurred.

e) Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Public Records Law.

f) Proposers, their agents and/or associates shall refrain from contacting or soliciting any official of the Monroe County School District or School Board member regarding this proposal during the selection process. Failure to comply with this provision may result in disqualification of the proposer.

g) The proposal and the related responses of the selected proposer will by reference become part of the formal agreement between the selected proposer and the School Board.

h) The School Board and the selected proposer(s) will negotiate a contract or contracts as to terms and conditions. In the event an agreement cannot be reached with the selected proposer in a timely manner, the School Board reserves the right to select an alternative proposer.

i) Cancellation: In the event the proposer violates any of the provisions of this proposal, the Superintendent shall give written notice to the proposer stating the deficiencies and unless deficiencies are corrected within five (5) days, recommendations will be made to the School Board for immediate cancellation. The School Board reserves the right to terminate any contract resulting from this proposal at any time for any reasons, upon giving thirty (30) days prior written notice to the other party.

j) Non-Discrimination: There shall be no discrimination as to race, sex, color creed, or national origin in operations conducted under this contract.

k) Selling, Transferring or Assigning Contract: No contract awarded under these terms, conditions and specification shall be sold, transferred or assigned. In the event that the Proposer to which the contract is awarded merges with another entity, the School Board has the option to remain with the new institution or cancel the contract by giving 120 days advance written notice to the institution.



## **RFQ 2017713 – MHS Athletic Complex Architect**

### ***E. INSURANCE REQUIREMENTS***

Comprehensive General Liability - with minimum occurrence limits of \$1,000,000 and General Aggregate of \$2,000,000 (Should limits of \$1,000,000 be prohibitive due to exposure or availability, \$500,000/\$1,000,000 may be sufficient). The liability policy will need to include an Additional Insured endorsement naming the Monroe County District School Board.

Commercial Auto Coverage - with minimum combined single limit of \$1,000,000 (Should \$1,000,000 be prohibitive due to exposure of availability, \$500,000 may be sufficient).

Workers Compensation - Statutory limits and Employers Liability \$100,000 /500,000/100,000. Note, if the contract is with a sole proprietor with no employees, he/she may not have Workers Compensation and may not be required by the state of Florida to carry this coverage. If this is the case and you decide to waive the WC requirement, we recommend that the District specifically include a disclaimer in the contract describing the status as an Independent Contractor and a sole proprietor with no employees and confirming that the District would not be responsible for providing Workers Compensation coverage for any work related injury or illness.

## RFQ 2017713 – MHS Athletic Complex Architect

### GENERAL TERMS & CONDITIONS

#### 1. PREPARATION OF PROPOSALS:

- a) **Bidder's Liability:** Respondents are expected to examine the specifications and all special and general conditions, requirements, and instructions. Negligence on the part of the respondent to make the necessary examinations and investigations, visit appropriate site locations and become familiar with ALL locations covered under this solicitation, or failure to fulfill, in every detail, the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the district or for paying additional compensation to the contractor. Failure to do so is at the contractor's risk.

Failure to follow the instructions contained in the solicitation for completion of a solicitation response is cause for rejection of a proposal.

- b) **Submittal of Proposals: PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE.** The return address label provided with your solicitation invitation packet should be affixed to the outside of your envelope identifying it as a **sealed proposal**. **Submit proposals in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.** Any company not responding to this request with either a proposal or a "NO BID" *may be removed from the active broadcast list*.

- c) **Receipt of Proposals:** The purchasing department is not responsible for timely delivery of the U.S. or private courier mail. The Respondent is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternative steps to ensure that their proposal is delivered to the **purchasing department** by the specified due date and time.

#### LATE PROPOSALS WILL BE RETURNED!

- d) **Minimum Required Documents:** The following documents must be returned with your proposal to be considered responsive:

- i) Completed and signed **Invitation Package**
- ii) Completed **Proposal** form(s)
- iii) Certificate of Insurance

- e) **Forms:** All proposals must be submitted on and comply with the proposal forms provided. If additional space is required, the respondent may submit an attachment which will become part of the proposal response. The Invitation Package **must** be signed by the owner or authorized officer/agent of the company submitting a proposal or the proposal will be rejected. Facsimile (FAX) or email proposals will not be considered.

- f) **Quoted Prices:** Prices are to be submitted in accordance with the quantities required, which appear in the solicitation

invitation. Unit prices will prevail over extended totals whenever the extended amount is in conflict with the estimated quantity (x) the unit price. When a total group price of two or more distinct items is requested, the purchasing department reserves the right to verify mathematical extensions and totals, correct extensions and totals if necessary and recommend an award based upon the overall group total.

- g) **Freight Terms:** All items are to be proposed **FOB destination** with all transportation charges prepaid and included in the proposal prices and title transferring to the district at the time of delivery, unless otherwise stated in solicitation. Any exceptions to these freight terms taken by the respondent must be clearly stated in the respondent's proposal. The purchasing department will evaluate any such exceptions and determine if the exception constitutes grounds for rejection of the respondent's proposal.

- h) **Item Specifications:** Specifications in this document may reference specific manufacturers' products and list their model or part numbers, followed by the words "or equal" or "approved brands". Unless the words "only" or "No Substitutes" is used in place of "or equal", these references are intended to establish a quality and performance standard only. Anything listed, herein, of a proprietary nature is done so without express knowledge or intent to exclude other manufacturers' products from consideration.

i) The term "No Substitutes" or "Only" may be used when compatibility with other articles or materials is required or if standardization is desired.

ii) Any item proposed as an alternate which lacks sufficient descriptive literature or technical information to enable a complete comparative analysis, may prevent its consideration.

iii) If the respondent does not clearly state in their proposal that an item proposed is an alternate to that specified, the respondent must furnish the specified item upon receipt of a purchase order or else be declared in breach of contract.

- i) **Insurance Certificate:** When an insurance certificate is required, detailed specifications for this insurance will be included in the Insurance Requirement section of the solicitation.

- j) **Product Certification:** When product certification is requested, the respondent must submit a signed, notarized affidavit along with their proposal attesting that the item meets all specifications requested.

- k) **Proposal Organization:** Respondents are expected to organize their proposals in such a manner as to facilitate the evaluation process. Proposals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific Submittal, Criterion, Section or Paragraph Number of the **Competitive Solicitation** or

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**Request for Qualifications** being addressed. District staff will make a reasonable effort to locate information in the proposals; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit or complete rejection of your proposal.

**2. INQUIRIES/INFORMATION:** Any questions by prospective respondents concerning requirements of this solicitation should be addressed by e-mail to [Jessica.Bailey@KeysSchools.com](mailto:Jessica.Bailey@KeysSchools.com). The Purchasing Department will assist vendors and facilitate questions to the appropriate individuals as deemed necessary. Requests for interpretation of the solicitation or additional information should be communicated to the Purchasing Department by e-mail prior to the "Last Day for Submission of Written Questions" period listed on the Calendar of Events. Vendors are encouraged to visit [www.demandstar.com](http://www.demandstar.com) to obtain this information. The following information is available from this location, 24 hours per day, 7 days per week:

- A copy of a solicitation packet for a contract or project currently issued and any associated addenda (It is the respondent's responsibility to check [www.demandstar.com](http://www.demandstar.com) frequently for an updated list of issued addenda)
- A listing of solicitations scheduled for award
- Historical solicitation award information
- A copy of all required documentation

**3. ACCEPTANCE AND WITHDRAWAL OF PROPOSALS:** A proposal (or amendment thereto) will not be accepted by the purchasing department after the time and date specified for the proposal opening, nor may a proposal (or amendment thereto) which has already been opened in public be withdrawn by the respondent for a period of ninety (90) calendar days after the proposal opening date and time, unless authorized by the Superintendent. By written request to Superintendent, the respondent may withdraw from the solicitation process and ask to have their sealed proposal returned at any time prior to the closing date and time for the receipt of proposals.

**4. AMENDMENT & CANCELLATION:** The purchasing department reserves the right to cancel, recall and/or reissue all, or any part, of this solicitation or request for proposal, at any time, if it is found to be in the best interest of the district to do so.

**5. SOLICITATION OF DISTRICT EMPLOYEES & ACCEPTANCE OF GRATUITIES:** The district expressly prohibits respondents from making any offer of employment or any other offering of value to any employee of the district who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this solicitation.

**6. QUALIFICATIONS OF RESPONDENT:** Proposals will be considered only from contractors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of the materials or services requested herein. The respondent must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the district. The purchasing department expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of the respondent, compared to work proposed, justifies such rejection.

**7. CONFIDENTIALITY OF STUDENT RECORD INFORMATION:** Student record information may be provided to vendors to enable them to respond to a sealed competitive solicitation or to a Request for Proposal, or to perform under a contract already awarded to them. Vendors are hereby notified that any such student record information must be kept strictly confidential and may not be released to any other person or entity without authorization, pursuant to FS. 228.093 and Rule 6A-1.0955, FAC. Failure to comply with this directive could result in civil liability.

**8. NON COLLUSION:** The respondent, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

**9. CONFIDENTIALITY OF INFORMATION SUBMITTED BY RESPONDENT:** The district reserves the right to retain all copies of respondents' proposals and associated documentation submitted. Under Florida's public records laws, sealed proposals received by the district pursuant to competitive solicitations or requests for proposals may only be kept confidential until such time as the district provides notice of a decision or intended decision or within 30 days after the proposal opening, whichever is earlier. Vendor requests to hold certain submitted materials or information in confidence cannot generally be honored. If a vendor feels that public scrutiny of certain information requested in the solicitation documents could be detrimental to its business, the vendor should notify the district and cite the governing statute which exempts such material from public scrutiny.

In the matter of solicitations requiring a negotiation process; If the District rejects all sealed replies, the records may remain exempt from Florida Statute 119.07 until such time as the District provides notice of a decision or intended decision pursuant to Florida Statute 120.57(3)(a) concerning the reissued invitation or until the District withdraws the reissued invitation. Records may not remain exempt for longer than 12 months after the initial notice rejecting all replies. (FS 286.0113(3))

**10. SUBCONTRACTING:** The respondent must describe in their proposal, all responsibilities that the respondent

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anticipates assigning or subcontracting, identify all the subcontractors and also describe how the respondent will manage these subcontractors. The vendor will be held directly responsible and liable for the actions of all of its subcontractors and the actions of its subcontractors' employees.

**11. INTELLECTUAL PROPERTIES:** If this agreement specifically provides for product development work on behalf of the District, any discovery, invention or work product produced for the District under this contract shall be the sole and exclusive property of the District. The vendor assigns to the District any and all claims of any kind, type or nature to such property, including but not limited to patent rights, copyrights and rights in data, arising out of the specific development covered by such agreement. Unless specifically agreed by the parties in writing, this paragraph will not apply to customizations of vendor's product. Any intellectual property rights arising out of such customizations will be the property of vendor. The parties acknowledge that if this Agreement does not specifically include the funding of any development, then all products, processes, or similar works developed and/or prepared by vendor in the course of this Agreement shall be the exclusive property of the vendor.

**12. PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST** Per the provisions of Florida Statute 287.133 (2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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 Florida Statute 287.017 for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list".

**13. PROPOSAL PREPARATION COSTS:** The costs to develop the proposal are entirely the responsibility of the respondent, and shall not be charged in any manner to the district. This includes, but is not limited to, the direct cost of the respondent's personnel assigned to prepare the respondent's response to this solicitation and any out-of-pocket expenses (including, but not limited to, travel, accommodation, supplies) incurred by the respondent in preparing their proposal.

**14. VARIANCE TO SOLICITATION DOCUMENTS:** For the purpose of proposal evaluation, respondents must clearly stipulate any or all variances to the solicitation documents or specifications, no matter how slight. If variations are not stated in the respondent's proposal, it shall be construed that the proposal submitted fully complies in every respect with our solicitation documents.

**15. ADDENDA TO SOLICITATIONS IN PROCESS:** Interpretations of the solicitation, clarification of solicitation specifications and requirements or changes to the solicitation which have a *material effect* will be documented and communicated to respondents **only by written addenda posted on [www.demandstar.com](http://www.demandstar.com)**. Verbal responses to respondents' questions do not constitute an *official response* unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. All such written addenda should be acknowledged on the "**Addendum Acknowledgement Form**" or by returning a copy of the signed addendum along with your proposal as proof of receipt. Failure to acknowledge such addenda may constitute cause for rejection of your proposal. Telegraph, facsimile or email acknowledgements of addenda will not be accepted.

**16. FLORIDA STATE CONTRACTS & FLORIDA DEPARTMENT OF EDUCATION CONTRACTS:** If a company currently holds a contract with the State of Florida, Department of Management Services, Division of Purchasing or the Florida Department of Education (FDOE), to supply the products or services requested in this solicitation, the respondent shall quote not more than the prices listed in these approved contracts. Failure to comply with this request may result in disqualification. The purchasing department reserves the right to reject all proposals and purchase from State contracts or FDOE contracts if doing so represents the best interests of the district.

**17. SAFETY REQUIREMENTS:** All items proposed must comply with ALL applicable safety requirements as required by Federal, State and local regulations, OSHA & EPA guidelines, and any other laws and regulations that govern the item(s) or services requested in this solicitation. All electrically operated equipment shall be UL® rated or approved. Corded equipment shall have a 3-wire grounded power cord or be double insulated and labeled as such.

**18. PURCHASE OF MATERIALS WITH RECYCLED CONTENT:** The purchasing department will seek alternative proposals, whenever possible, for select products containing recycled materials. Such products shall be purchased as long as all specifications are met and the price does not exceed an amount 10% more than the cost of comparable products made from 100% virgin materials.

**19. MANUFACTURER'S CERTIFICATION:** The purchasing department reserves the right to request a separate letter from the manufacturer of the products proposed certifying that all statements and claims made in the proposal are true, and that all products proposed meet or exceed the specifications stated in the solicitation documents.

**20. SOLICITATION QUANTITIES:** Quantities listed in the solicitation are estimates provided for respondent information purposes only. No guarantee is given or implied as to the exact quantities which will be purchased from this solicitation. The district reserves the right to increase or decrease all estimated



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quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the proposal pricing or the terms and conditions of the solicitation.

### 21. METHODS OF AWARD:

- a) **“By Item”**: Each item in the solicitation may be awarded individually to the lowest responsive and responsible respondent.

- b) **“All or None by Group, Section or Category”**: The solicitation will/may be divided into Groups, Sections or Categories of similar types of items when it would be impractical to split the award to multiple vendors. Each Group, Section or Category will be awarded to the lowest responsive and responsible respondent for all items contained within the Group, Section or Category. Respondents are required to propose on all items within the Group, Section or Category in order to be considered for award of that Group, Section or Category. After proposals are opened and tabulated, the purchasing department reserves the right to delete one or more items within a Group, Section or Category and recommend award of the balance of the items contained within that Group, Section or Category, when to do so represents the best interests of the district.

- c) **“All or None”** The solicitation will/may be awarded to all respondents to the solicitation, or may be awarded to no respondents. In the event of awarding to no respondents, the school district will issue a “Notice to Reject All Bids”.

- d) **“Primary & Secondary Suppliers or Contractors”**. The solicitation is awarded to both a **Primary** and a **Secondary** supplier or contractor when it is critical to have a backup source of supply, or when it is anticipated that only one vendor cannot effectively handle the volume of business generated under the contract. In the event that the **Primary** supplier or contractor cannot perform in accordance with the district's needs, the district reserves the right to use the **Secondary** supplier or contractor at its sole discretion. The **Primary** and a **Secondary** suppliers or contractors are defined as the two lowest Responsive and Responsible respondents.

- e) **“Rotating Short List of Contractors”**. An RFQ is awarded to a short list of Responsive and Responsible contractors, the number of which is pre-defined in the solicitation documents. The district will use a list of selection criteria to determine eligibility to make the short list. Project work is rotated through the short list as it is identified. Every effort is made to equitably distribute the workload amongst all contractors.

- f) **“Qualified Supplier Sourcing”** An RFQ (*Request For Qualifications*) is awarded to a listing of suppliers based on qualification criteria. The district will use a list of selection criteria to determine eligibility and award consideration.

**22. DELIVERY LEAD TIME:** Each respondent shall state the number of consecutive calendar days they require after receipt of order (A.R.O.) to either complete delivery or provide the requested services in the space provided on the **Proposal** form. The length of time to complete a project and deliver all of the items ordered could be a factor in awarding this solicitation. If a finite number of days have been specified for delivery or project completion, this deadline must be met. If a finite number of days have not been specified in the solicitation and the respondent has not stipulated a specific lead time for delivery in their proposal, orders will be considered delinquent after 30 days from the issue date of the purchase order.

**23. TAXES:** Purchases are exempt from **ALL** Federal excise and State sales tax.

**24. FISCAL NON-APPROPRIATIONS CLAUSE:** In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the district.

**25. SOLICITATION SAMPLES:** The respondent shall provide product samples, without charge, when requested. Criteria used to determine compliance with specifications include, but are not limited to; performance, delivery lead time, workmanship, fit and finish, compatibility with existing stock, and durability. If the sample is not consumed through testing, it will be returned to the respondent when said request is submitted with the proposal. Unused samples will be returned at the respondent's risk and expense. The successful respondents' samples may be retained until all the terms of the purchase order or contract have been fulfilled. All samples are to be submitted at the place indicated in the **Special Conditions** section of the solicitation in accordance with the instructions outlined therein.

**26. PROMPT PAYMENT DISCOUNTS:** Only prompt payment discounts offered for thirty (30) days or longer will be taken into consideration when determining lowest proposal.

**27. TIE PROPOSALS:** In the case of identical qualified proposals, if all other considerations are equal, the Board prefers to purchase within the District from established local vendors.

**28. ERRORS AND OMISSIONS:** In the event an error or obvious omission is discovered in a respondent's proposal, either by the purchasing department or the respondent, the respondent may have the opportunity of withdrawing their proposal, provided they can produce sufficient evidence to document that the error or omission was clerical in nature and unintentional. Actual original copies of working papers, calculations, etc., may be requested at the purchasing department's discretion, to support the validity of such a request. This privilege shall not extend to allowing a respondent to change any information contained in their

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proposal; however, in the event of a minor omission or oversight on the part of the respondent, the purchasing department (or designee) may request written clarification from a respondent in order to confirm the evaluator's interpretation of the respondent's response and to preclude the rejection of their proposal, either in part or in whole. The purchasing department will have the authority to weigh the severity of the infraction and determine its acceptability. Informalities and improprieties may be waived if deemed to be in the best interest of the district to do so.

**29. BASIS OF AWARD OF SOLICITATIONS:** When price and specification compliance are the primary criteria for making the vendor selection, the Superintendent will recommend the lowest responsive and responsible respondent(s) to the Board. A "Responsive" Respondent is defined as one whose proposal is in substantial conformance with the material requirements of the solicitation. A Respondent who substitutes its standard terms and conditions for the district's, or who qualifies its proposal in such a manner as to nullify or limit its liability to the district will be considered non-responsive. A "Responsible" respondent is defined as one who is able to satisfactorily perform the work described in the Competitive Solicitation or request for proposal. The district may apply all, or any part of the following criteria to measure a Respondent's degree of responsibility

- Size of firm
- District's past experience with firm
- Financial status of firm
- Capabilities of Management and Technical staff
- Labor relations
- Internal procedures of the firm
- Capacity of the firm
- Bonding capacity
- Reputation of firm among its peers
- Customer references
- Service after the sale
- Facilities and reserve facilities
- Location of firm
- Location of service facilities
- Professional credentials

When additional criteria other than price must be considered, a point system may be used to make the vendor selection, the Audit & Finance Committee (AFC) will then recommend the vendor receiving the highest point score to the Board. With Requests for Proposals, where a point and ranking system is used to make the vendor selection, the AFC will recommend the vendor ranked best to the Board. Slight variations or irregularities may be accepted by the Board if either is found to be in its best interest of the district to do so. The AFC shall be solely responsible for determining the acceptability of a proposal.

**30. REJECTION OF PROPOSALS:** A proposal may be rejected by the purchasing department if it is non-responsive or the respondent is determined to be not responsible. A proposal

is not officially rejected until the School Board approves the recommendation. Proposals may not be rejected frivolously to avoid a protest or litigation. The Board reserves the right to reject any or all proposals received.

**31. NOTICE OF INTENT TO AWARD SOLICITATIONS:** Once proposals are evaluated and a recommendation for award is received by the purchasing department, a *Notice of Intent to Award* will be posted on [www.demandstar.com](http://www.demandstar.com). The recommendation for award is not official until approved by the School Board. Intent to Award Notices are normally posted on or about two weeks preceding the Board meeting date listed on the Calendar of Events. Occasionally a supplemental posting may occur after the regular posting if it is essential to include the award on the next Board agenda. This schedule may vary depending on the Board meeting schedule from month to month. **Since this information is available as outlined above, the purchasing department will not mail or fax intent to award notices to all respondents.**

**32. BID PROTEST:** If a respondent wishes to protest a solicitation, they must do so in strict accordance with Monroe County School Board Policy 6320. Copies of this procedure are included in the solicitation document and are also available at [www.KeysSchools.com](http://www.KeysSchools.com). Any person who files an action protesting the solicitation specifications or a decision or intended decision pertaining to this solicitation pursuant to FS 120.57(3)(b), shall post with the purchasing department at the time of filing the formal written protest, a bond payable to the Monroe County School District in an amount equal to 5 percent (5%) of the total estimated contract value, but not less than \$10,000 nor more than \$25,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, or certified bank check, will be an acceptable form of security.

**Failure to file a protest within the time or manner prescribed shall constitute a waiver of proceedings.**

Any person who is adversely affected by the District's decision or intended decision concerning a proposal solicitation or a contract award shall file with Superintendent a written notice of protest within seventy-two (72) hours after posting of the notice of the decision or intended decision. Saturdays, Sundays and legal holidays shall be excluded in the computation of the 72-hour time periods. The formal written protest shall be submitted by the person within ten (10) days after filing the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. A protest is officially filed when it is received in the Purchasing Department. The formal written protest shall contain the following: (a) name, address, and file or identification number, if known, of the affected agency. (b) Name and address of the affected party (c) a state of the ultimate facts upon which the protest is based: and, (d) such other information as deemed relevant the issue.

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**33. NOTIFICATION OF SOLICITATION AWARD:** After the Board awards a solicitation, the purchasing department will issue an official award letter, a purchase order, or both, which will authorize the respondent to commence delivering materials or providing services.

**34. AUTHORIZATION TO PERFORM UNDER A CONTRACT:** All purchases must be properly authorized in advance. Vendors must first obtain either a printed purchase order, a purchase order number or a purchasing card account number before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the buyer listed on the purchase order. Additional work must be authorized in advance by the buyer who will issue either a change order to the original purchase order or a supplemental purchase order. The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

**35. POINT OF CONTACT:** The district will consider the selected respondent(s) to be the sole point of contact with regard to all contractual matters, including payment of any and all charges.

**36. ASSIGNMENT OF CONTRACT:** The final contract to be awarded and any resulting amounts to be paid shall not be transferred, pledged, or assigned without the prior written approval of the district.

**37. LICENSES AND PERMITS:** The vendor shall obtain and pay for all necessary licenses, permits, and related documents required to comply with the solicitation specifications. The vendor shall save and hold harmless the district as a result of any infraction of the aforementioned.

**38. CONDITION OF ITEMS:** Unless otherwise specified in the **Special Conditions** section of the solicitation, all items requested must be **new, the latest model manufactured, first quality, carry the manufacturer's standard warranty** and be **equal to or exceed the specifications** listed in the solicitation. Proposals on "*used, remanufactured or reconditioned equipment*" or "*blems or seconds*" will not be considered unless specifically requested in the solicitation documents.

**39. INSPECTION:** The district reserves the right to have inspectors on the premises of the respondents or manufacturers at any time during the manufacturing or assembly process to verify compliance with solicitation specifications.

**40. PACKAGING:** All products require adequate packaging to protect them from damage in transit. Packaging must fully cover and protect merchandise. Vendors must fully comply with all special packaging requirements, if and when specified in the solicitation document. When corrugated carton

packaging is specified, poly wrap or blanket wrap will not be acceptable. Respondents are requested to provide products with environmentally safe packaging if at all possible. The district assumes no responsibility for damage of any kind incurred while the items are in transit. Respondents may adjust unit packaging up or down only when attempting to reach the next standard unit pack. Otherwise, only exact quantities requested will be accepted and no overages will be allowed.

**41. STANDARDS OF CONDUCT** Vendors awarded a contract will be held to the same standards of conduct as employees of the school district while conducting business with the district. These standards, as defined in School Board policies, will apply not only to employees of the vendor, but also to the employees of its subcontractors. Standards of Conduct are located at [www.KeysSchools.com](http://www.KeysSchools.com)

**42. ITEM SUBSTITUTIONS & DISCONTINUATIONS:** Under no circumstances may a vendor substitute a different product for any item they were awarded from this solicitation, without prior approval from the purchasing department. In the event an awarded item is discontinued by the manufacturer or the vendor no longer offers the item in their product line during the term of this solicitation, the vendor **must** provide an acceptable substitute item at a mutually acceptable negotiated price, or risk being found in default. The vendor must file a written request with the purchasing department and be granted approval to substitute, in writing, before any substitution may be made. Requests to substitute should be accompanied by complete detailed, technical specifications for the proposed substitute item, and a sample, if requested. The district reserves the right to purchase on the open market while negotiations are being conducted.

**43. RECEIPT OF MERCHANDISE & DELIVERY NOTIFICATION:** The purchaser reserves the right to reject any and all materials or products delivered which, in its opinion, do not comply with the solicitation specifications, within 5 calendar days of receipt. All materials or products rejected by the purchaser shall be promptly removed and replaced by the vendor at no charge. All shipments are to be off-loaded from the delivery vehicle to the loading dock or brought inside the building if the facility has no loading dock. The exception will be for materials obviously intended for outdoor use. Deliveries shall be made between the hours of 8:00 A.M. and 5:00 p.m., Monday through Friday, excluding holidays, unless stipulated. Exceptions to this schedule will be stated in the **Special Conditions** or on the purchase order. For shipments which may require the assistance of district personnel to off-load merchandise, or when the purchase order specifies vendor installation, the person to whose attention the items are being shipped should be notified a minimum of forty-eight (48) hours prior to delivery to allow sufficient time to prepare the area.

**44. EQUIPMENT DEAD ON ARRIVAL (D.O.A.):** Any product shipped which arrives inoperable or ceases to function within seven (7) business days of the initial installation shall be considered DOA and shall be replaced by the vendor with a

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new product identical to the one ordered within 30 days of notification at no charge to District.

**45. INVOICES AND PAYMENT TERMS:** All invoices, packing lists, and correspondence should reference our purchase order number. Unless otherwise stated in the **Special Conditions**, payment will only be made after the merchandise or services have been:

- Received complete or substantially complete;
- Inspected and found to comply with all specifications and be free of damage or defect;
- Properly invoiced. A minimum of **thirty (30)** days is required for payment. Photocopies of original invoices may be sent to other district personnel if they request it, but the original copies must be sent to the District. Failure to follow this procedure may result in payment delays. Occasionally, a school may issue its own internal purchase order. Invoices associated with a school's internal purchase order should be submitted directly to the school for payment.

**46. BREACH OF CONTRACT AND TERMINATION FOR CAUSE:** The District reserves the right to terminate this contract for cause. The failure of the vendor to comply with any provision of this contract shall constitute a breach of contract and just cause for termination. Prior to the district terminating a contract, the Superintendent will initiate an internal review of the case in which the vendor may be invited to participate. If after examining the facts surrounding the case, the Superintendent feels that sufficient grounds exist to declare the vendor in default, he or she shall notify the vendor in writing, making specific reference to the provision(s) that gave rise to the default. The vendor shall then be entitled to a period of five (5) working days from receipt of such notice in which to cure the breach. If the breach is not cured within the five(5) day period, the Superintendent (or designee) shall serve a written notice of termination on the vendor, which shall become effective thirty (30) calendar days from the vendor's receipt of such notice. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further breach or non-compliance.

**47. RENEWAL OF SOLICITATIONS:** This Contract may be renewed for a period that may not exceed three (3) years or the term set forth above, whichever period is longer. The compensation for the renewal term shall be determined prior to renewal of this contract and is subject to approval by the MCSB. Further, renewal of this contract is contingent upon a determination by the MCSB that the services have been satisfactorily performed, that the services are needed and upon availability of funds.

**48. ADMINISTRATIVE REGULATION ON FINGERPRINTING:** All Vendors awarded contracts that require contractors, workers, or subcontractors to perform services on school facility grounds will comply with The Jessica Lunsford Act. The expense of fingerprinting individuals is to be borne by the contractor or person finger printed unless waived by the Superintendent. In accordance with the legislative mandate set out in sections 1012.32, 1012.465 and 435.04, Florida Statutes (2005) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this Contract have completed all background screening requirements through a Monroe County School Board designee pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirements of this paragraph where so applicable.

**49. CIVIL RIGHTS COMPLIANCE:** The Contractor certifies it is in compliance with the Office for Civil Rights requirements with respect to nondiscrimination on matters related to race, sex, handicap or age, and the contractor further agrees that it shall not discharge; fail or refuse to hire; limit, segregate, or classify employees or applicants for employment opportunities or adversely affect any individual's status as an employee; or otherwise to discriminate against any individual with respect to compensation, terms conditions or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, handicap or marital status except as may otherwise be provided by law or as a result of a bona fide occupational qualification reasonably necessary for the performance of the particular employment.

**50. FEDERAL LAW COMPLIANCE:** The Contractor certifies it is in compliance with applicable provisions of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1974; Section 504 of the Rehabilitation Act 1973; The Individuals with Disabilities Education Act; and the Immigration Reform Act of 1986, all as may be amended from time to time.

**51. VENDOR CONDUCT DURING SOLICITATION:** Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**RFQ 2017713 – MHS Athletic Complex Architect**

**ACKNOWLEDGMENT OF ADDENDUM**

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addendum are issued via [www.demandstar.com](http://www.demandstar.com)

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

Date: \_\_\_\_\_  
Applicant's Signature



RFQ 2017713 – MHS Athletic Complex Architect

**STATEMENT OF NO BID**

NOTE: If you do not intend to bid on this requirement/project, please return this form immediately. Thank you.

School Board of Monroe County, Florida

We, the undersigned have declined to submit a proposal due to the following reason(s):

Specifications too “tight”, i.e. geared toward one brand/manufacturer/service only (explain below)

Unable to meet time period for responding to proposal.

We do not offer this product or service.

Our schedule would not permit us to perform.

Unable to meet specifications.

Unable to meet Bond/Insurance requirement(s).

Specifications unclear (explain below).

Unable to Meet Insurance Requirements.

Please Remove Us from Your “Bidder’s List”.

Other (specify below).

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We understand that if the “No Bid” letter is not executed and returned our name may be deleted from the Bidder’s List of the School Board of Monroe County.

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

Email: \_\_\_\_\_

Proposal Number: \_\_\_\_\_

Date: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

## RFQ 2017713 – MHS Athletic Complex Architect

### **CONTRACTOR RULES**

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Monroe County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor's agreement to follow them.

- Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- Convicted felons and employees with a past history of child abuse or molestation shall not be used on Monroe County School projects.
- The schools are "Drug Free Zones," use or possession of illegal substances and alcohol in any form are prohibited.
- The schools are "Tobacco Free," no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- Vulgar language or gestures discernible to students or school staff is prohibited.
- Fighting or physically abusive actions of a similar nature are prohibited.
- Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- Pets are not allowed on campus.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**RFQ 2017713 – MHS Athletic Complex Architect**

**DEBARMENT CERTIFICATION**

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
Authorized Signature/Contractor

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Contractor's Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Area Code/Telephone Number

## RFQ 2017713 – MHS Athletic Complex Architect

### IDENTICAL TIE PROPOSALS

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal 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 proposal, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any 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

---

Vendor's Signature

RFQ 2017713 – MHS Athletic Complex Architect

**NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ of the City of \_\_\_\_\_  
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am \_\_\_\_\_, the bidder making the proposal for  
the project described as follows:

\_\_\_\_\_

2) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County School District relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_,

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

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
who, \_\_\_ being personally known, \_\_\_ or having produced \_\_\_\_\_  
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires:



**RFQ 2017713 – MHS Athletic Complex Architect**

**PUBLIC ENTITY CRIME STATEMENT**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**RFQ 2017713 – MHS Athletic Complex Architect**

RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')  
(REV. 1/17)

**THE SCHOOL DISTRICT OF MONROE COUNTY**

**BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT**

I, \_\_\_\_\_, of the City/Township/Parrish of \_\_\_\_\_, State of \_\_\_\_\_, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: \_\_\_\_\_ and

Nature of services presently being offered to School District: \_\_\_\_\_

2) I have \_\_\_\_ have not \_\_\_\_, at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.

b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Authorized Representative)

STATE OF \_\_\_\_\_,  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who, \_\_\_\_\_ being personally known, \_\_\_\_ or having produced \_\_\_\_\_ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

**RFQ 2017713 – MHS Athletic Complex Architect**

**DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

---

(Name of Business)

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

---

Applicant's Signature

---

Date

## RFQ 2017713 – MHS Athletic Complex Architect

### **SB 988 – HIGH-RISK OFFENDERS**

**by Argenziano** (*HB 7103 by Safety & Security Council*)

**AMENDS:** ss. 322.141, 322.212, 775.21, 943.0435, 944.607, 1012.465, F.S.

**CREATES:** ss. 1012.321, 1012.467, 1012.468, F.S.

**EFFECTIVE:** July 1, 2007

#### **THIS BILL HAS SCHOOL BOARD POLICY IMPLICATIONS**

This bill amends Jessica Lunsford Act provisions that require background checks for contractors on school grounds. The bill defines “noninstructional contractor” to mean any vendor, individual, or entity under contract with a school or with the school board who receives remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. The term also includes such contractor’s employees and subcontractors and subcontractor’s employees. The bill defines “school grounds” to mean the buildings and grounds of any public prekindergarten, kindergarten, elementary school, middle school, junior high school, high school, or secondary school, or any combination of grades prekindergarten through grade 12, together with the school district land on which the buildings are located. The term does not include any other facility or location where school classes or activities may be located or take place, the public school buildings and grounds during any time period in which students are not permitted access, or any such buildings during any period in which it is used solely as a career or technical center for postsecondary or adult education.

The bill provides a list of offenses that automatically disqualify a noninstructional contractor from being on school grounds when students are present. The bill also provides an exemption from the screening requirement for a non-instructional contractor who:

- is under direct line-of-sight supervision of a person who meets the screening requirements;
- is already required, and has undergone, a level 2 background screening;
- is a law enforcement officer assigned or dispatched to school grounds, or an employee or medical director of an ambulance provider;
- works and remains in an area separated from students by a 6-foot chain link fence;
- provides pick-up or delivery services to school grounds.

The bill also exempts instructional personnel who work with children with developmental disabilities or who are child care personnel meeting certain requirements. The exempted contractors are subject to a search of the online state and national registry of sexual predators and sexual offenders at no charge to the contractor.

For those subject to a fingerprint-based background check, the check must be performed at least every five years and may be paid for by the school board, the school, or the contractor. Any fee charged by a school board may not exceed 30 percent of the total costs charged by FDLE and the FBI for the check. FDLE is required to implement an Internet-based system for school districts to share the results of the background checks.

Further, the bill requires a contractor who is arrested for a disqualifying offense to report the arrest to the employer or primary contractor and the school district within 48 hours. If a contractor has been arrested for a qualifying offense, it is a third-degree felony for the contractor to willfully fail to report the arrest or for an employer or primary contractor to knowingly authorize the contractor to be on school grounds when students are present. If a contractor is to be denied access to school grounds, the school district must notify the contractor of the basis for denial. The only basis for contesting the denial is mistaken identity and misinterpretation of an offense from another jurisdiction. The bill provides immunity from civil and criminal liability for employees of school districts and schools who share background check information in good faith. It also provides that the new or amended portions of the School Code are not intended to create a new duty of care or basis of liability, or to create a private cause of action.

# RFQ 2017713 – MHS Athletic Complex Architect

<b>Form W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>
---	---	--

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	
<b>Social security number</b> <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> <span style="position: absolute; left: 10px; top: 5px;">[ ]</span> <span style="position: absolute; left: 25px; top: 5px;">[ ]</span> <span style="position: absolute; left: 40px; top: 5px;">[ ]</span> <span style="position: absolute; left: 55px; top: 5px;">-</span> <span style="position: absolute; left: 70px; top: 5px;">[ ]</span> <span style="position: absolute; left: 85px; top: 5px;">-</span> <span style="position: absolute; left: 100px; top: 5px;">[ ]</span> <span style="position: absolute; left: 115px; top: 5px;">[ ]</span> <span style="position: absolute; left: 130px; top: 5px;">[ ]</span> </div>	<b>or</b> <b>Employer identification number</b> <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> <span style="position: absolute; left: 10px; top: 5px;">[ ]</span> <span style="position: absolute; left: 25px; top: 5px;">[ ]</span> <span style="position: absolute; left: 40px; top: 5px;">[ ]</span> <span style="position: absolute; left: 55px; top: 5px;">-</span> <span style="position: absolute; left: 70px; top: 5px;">[ ]</span> <span style="position: absolute; left: 85px; top: 5px;">[ ]</span> <span style="position: absolute; left: 100px; top: 5px;">[ ]</span> <span style="position: absolute; left: 115px; top: 5px;">[ ]</span> <span style="position: absolute; left: 130px; top: 5px;">[ ]</span> </div>

<b>Part II Certification</b>			
Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and			
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and			
3. I am a U.S. citizen or other U.S. person (defined below); and			
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.			
<b>Sign Here</b>	<table style="width: 100%;"> <tr> <td style="width: 60%;">           Signature of U.S. person ▶ _____         </td> <td style="width: 40%;">           Date ▶ _____         </td> </tr> </table>	Signature of U.S. person ▶ _____	Date ▶ _____
Signature of U.S. person ▶ _____	Date ▶ _____		

<b>General Instructions</b>	
Section references are to the Internal Revenue Code unless otherwise noted.	
<b>Future developments.</b> Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="http://www.irs.gov/fw9">www.irs.gov/fw9</a> .	
<b>Purpose of Form</b>	
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:	
<ul style="list-style-type: none"> <li>• Form 1099-INT (interest earned or paid)</li> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> </ul>	<ul style="list-style-type: none"> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.</i></p> <p>By signing the filled-out form, you:</p> <ol style="list-style-type: none"> <li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li> <li>2. Certify that you are not subject to backup withholding, or</li> <li>3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and</li> <li>4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.</li> </ol>



**RFQ 2017713 – MHS Athletic Complex Architect**

**Monroe County School District  
Vendor Information Sheet**

Vendor Name: \_\_\_\_\_

Federal EIN/SSN: \_\_\_\_\_

Primary Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_



response to the request for qualifications:  
**Marathon High School Athletic Complex**

RFQ 2017713  
 Monroe County School District  
 March 23, 2017

BSSW . ROWE ARCHITECTS  
 a joint venture of



ROWE ARCHITECTS  
 INCORPORATED

COPY

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Letter of Interest

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BSSW . ROWE ARCHITECTS  
a joint venture of



ROWE ARCHITECTS  
I N C O R P O R A T E D



March 20, 2017

Monroe County School District  
Administration Building  
Purchasing Department, Room 119  
241 Trumbo Road  
Key West, Florida 33040

Re: Letter of Interest and Response to the Request for Qualifications 2017713  
Marathon High School Athletic Complex Architect

Dear Members of the Board and Selection Committee Members,

BSSW . Rowe Architects, a joint venture comprised of BSSW Architects, Inc. (BSSW) and Rowe Architects Incorporated (RAI), is pleased to submit our letter of interest and response to the RFQ for the Marathon High School Athletic Complex for the Monroe County School District. The advantages the BSSW . RAI Team will bring to the District and to this project include the following:

### **WE KNOW K-12 SCHOOLS.**

We've been designing K-12 schools since 1965! The current Principals of BSSW and RAI have been designing transformative learning environments throughout their entire careers. In fact, over the last 10 years, more than 80% of Rowe Architects' fee volume is attributable to educational projects while BSSW's fee volume for the same period is well over 20% in educational projects. The BSSW . RAI Team is working on current major and minor K-12 projects in Hillsborough, Pasco, Pinellas, Lee, and Collier Counties. BSSW is currently completing the design for a new 2,000 student Senior High School prototype in Lee County with a complete state of the art athletic complex. The prototype is slated for opening for the 2018 school year. In the past 4 years BSSW has completed a \$30 million high school renovation and addition which included athletic complex renovations, a 300 student private high school, as well as many minor school renovation projects for Lee, Charlotte and Collier County Schools. Rowe Architects is currently working on a \$10.5 million renovation of Tarpon Springs High School for Pinellas County Schools. Located on a low lying, tidal influenced site, the scope includes major civil and drainage improvements as well as renovation and additions to the athletic complex. We understand the unique challenges of designing State of the Art, 21st Century learning facilities and the athletic facilities that support them.

### **WE KNOW COST EFFECTIVE, FAST PACED PROJECTS.**

There are no more budget- or schedule-driven project types than K-12 school projects. With limited projects funds and kids showing up for classes, there is no room for slipping of schedules or busted budgets! Over the last fifty years, our design team has had the privilege of designing, remodeling, rehabilitating, and adding onto schools throughout Florida. Our track record of on-time, on-budget, thoughtfully designed educational projects (that stand the test of time!) speaks for itself.

### **WE DELIVER VALUE.**

Our in depth understanding of K-12 educational facilities, combined with our rigorous, collaborative design process will enable us to maximize function for every dollar of the District's investment and achieve your goals for Marathon High School. We will work to carefully plan, prioritize, and sequence the work, collaborating with the users the community and the construction manager at every stage to make sure the "growing pains" are as brief and palatable as possible. We have worked on existing buildings constructed in every decade of the 20th century, giving us a wealth of experience in building structures and systems, and how best to reinvigorate them within the existing framework. This experience is invaluable when we approach any project which includes renovation, remodeling, or re-purposing of an existing building or site. We are also adept at adding new buildings to existing campuses in a thoughtful, contextual way so that the whole truly is greater than the sum of its parts.

### **WE HAVE ASSEMBLED AN EXPERT TEAM.**

Our consultant team is comprised of fellow professionals who share our passion for architecture and excellence in design as well as our commitment to serving our clients, and all three are currently working with the Monroe County School District. Our team includes Anston-Greenlees, Inc. for mechanical and electrical engineering, McCarthy & Associates for structural engineering, and Perez Engineering for civil engineering.





### WE WILL ENGAGE THE USERS AND THINK OUTSIDE THE BOX.

An excellent track record of satisfied clients is the measure of our success. We have achieved this by involving the users and the community in the design and construction process so they have both an understanding and a sense of ownership and authorship of the final project design. Each new project presents a unique set of site, spatial, functional, technical and programmatic challenges. We have found that often it is the exploration of innovative and inventive design and technical solutions that leads to the most successful, cost efficient, timely and engaging projects.

### WE ARE THE MOST QUALIFIED TEAM FOR THE MARATHON HIGH SCHOOL ATHLETIC COMPLEX PROJECT BECAUSE:

- We know how to ask the right questions to help you design an athletic complex building program and site that meets your current and anticipated future needs.
- We are "team players" with firm Principal engagement and active, collaborative participation at all project workshops and meetings.
- We begin by "planning the plan" and work to establish project milestones with you early in the process, and then stick to them!
- We are adept at using a myriad of software tools for conflict avoidance and to communicate project goals to all stakeholders.
- As education is the largest segment of our practices, we are well familiar with DOE, SREF, FBC, ADA, and client-specific codes and regulations as they apply to educational facilities.
- We take pride in providing thorough, well-coordinated construction documents.
- We often design phasing schedules to take best advantage of the academic calendar and minimize occupied campus disruption.
- With limited public project budgets, we understand that cost is a design issue! True "value engineering" is a process that begins at programming as we analyze all major design decisions with respect to their first cost and life cycle cost.
- We provide thorough, attentive construction observation throughout the entire process, and prepare exhaustive field reports to document the project's progress.
- We communicate with all project stakeholders, disseminating information quickly.
- We follow through with effective Project Administration and Management throughout the process, including programming, design, construction and close-out.

### WE ARE READY TO BEGIN IMMEDIATELY.

The BSSW . Rowe Architects Team will provide Monroe County Schools with the best of both worlds: a fresh perspective on 21st Century educational architecture and site design, combined with expert local knowledge and extensive Florida K-12 experience. We believe the enclosed information firmly establishes our team's capabilities and confirms our great interest in this opportunity. We appreciate your consideration and look forward to the opportunity to collaborate with you and the Marathon community in the design of the new Athletic Complex for Marathon High School!

We look forward to the opportunity of presenting to you our team's qualifications and credentials.

#### ROWE ARCHITECTS INCORPORATED

Rick Rowe, AIA  
Principal  
r.rowe@rowearchitects.com

**ROWE ARCHITECTS**  
INCORPORATED

#### BSSW ARCHITECTS, INC.

Kevin Williams, AIA, RID  
Principal  
kevinw@bsswarchitects.com

**BSSW**  
ARCHITECTS INC



## 1 Compliance Requirements

- RFQ (BID) package
- proof of insurance
- professional licenses
- joint ventures

BSSW . ROWE ARCHITECTS  
a joint venture of



ROWE ARCHITECTS  
I N C O R P O R A T E D

**RFQ 2017713 – MHS Athletic Complex Architect**

**District School Board of Monroe County  
Purchasing Department**

**PROPOSAL FORM**

**RFQ 2017713 – MHS Athletic Complex Architect**

**BID DUE DATE / TIME: MARCH 22, 2017 5:00 PM**

**BID OPENING DATE / TIME: MARCH 23, 2017 9:00 AM**

**RETURN ONE (1) SIGNED ORIGINAL, FIVE (5) COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT, OF THE PROPOSAL. NO OTHER PROPOSAL FORM WILL BE ACCEPTED**

**PLEASE BE SURE THAT THE NAME OF YOUR COMPANY APPEARS ON EACH PAGE OF THIS PROPOSAL FORM.**

**IF SIGNED BY AN AGENT OF NAMED COMPANY WRITTEN EVIDENCE FROM THE OWNER OF RECORD OF HIS/HER AUTHORITY MUST ACCOMPANY THIS PROPOSAL.**

Rowe Architects Incorporated

**NAME OF COMPANY**

100 Madison Street, Suite 200

**ADDRESS OF COMPANY**

Rick Rowe, AIA

**PRINT NAME OF AUTHORIZED SIGNATURE**

r.rowe@rowearchitects.com

**EMAIL ADDRESS**

813.221.8771

**TELEPHONE No.**

813.221.9154

**FAX**

BSSW Architects, Inc.

**NAME OF COMPANY**

1500 Jackson Street, Suite 200

**ADDRESS OF COMPANY**

Kevin M. Williams, AIA

**PRINT NAME OF AUTHORIZED SIGNATURE**

kevinw@bsswarchitects.com

**EMAIL ADDRESS**

239.278.3838

**TELEPHONE No.**

239.275.5356

**FAX**

**Proposal Certification**

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of Pages 1 through 34 inclusive of this Request for Qualifications, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Qualifications, and any released Addenda and understand that the following are requirements of this RFQ and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of  
Proposer's Authorized Representative (blue ink preferred on original)  Date March 22, 2017

Name of Proposer's Authorized Representative Rick Rowe, AIA Title of Proposer's Authorized Representative Principal

Signature of  
Proposer's Authorized Representative (blue ink preferred on original)  Date March 22, 2017

Name of Proposer's Authorized Representative Kevin M. Williams, AIA Title of Proposer's Authorized Representative Principal

**ACKNOWLEDGMENT OF ADDENDUM**

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addendum are issued via [www.demandstar.com](http://www.demandstar.com)

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_ DATED \_\_\_\_\_

Date: March 22, 2017

  
Applicant's Signature

Date: March 22, 2017

  
Applicant's Signature

**STATEMENT OF NO BID**

NOTE: If you do not intend to bid on this requirement/project, please return this form immediately. Thank you.

School Board of Monroe County, Florida

We, the undersigned have declined to submit a proposal due to the following reason(s):

Specifications too “tight”, i.e. geared toward one brand/manufacturer/service only (explain below)

Unable to meet time period for responding to proposal.

We do not offer this product or service.

Our schedule would not permit us to perform.

Unable to meet specifications.

Unable to meet Bond/Insurance requirement(s).

Specifications unclear (explain below).

Unable to Meet Insurance Requirements.

Please Remove Us from Your “Bidder’s List”.

Other (specify below).

REMARKS: not applicable

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We understand that if the “No Bid” letter is not executed and returned our name may be deleted from the Bidder’s List of the School Board of Monroe County.

**CONTRACTOR RULES**

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Monroe County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor's agreement to follow them.

- Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- Convicted felons and employees with a past history of child abuse or molestation shall not be used on Monroe County School projects.
- The schools are "Drug Free Zones," use or possession of illegal substances and alcohol in any form are prohibited.
- The schools are "Tobacco Free," no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- Vulgar language or gestures discernible to students or school staff is prohibited.
- Fighting or physically abusive actions of a similar nature are prohibited.
- Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- Pets are not allowed on campus.

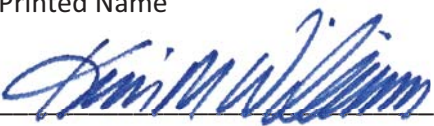
  
\_\_\_\_\_  
Signature

Rick Rowe, AIA

\_\_\_\_\_  
Printed Name

March 22, 2017

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

Kevin M. Williams, AIA

\_\_\_\_\_  
Printed Name

March 22, 2017

\_\_\_\_\_  
Date



**DEBARMENT CERTIFICATION**

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;


(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and


(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this 22nd day of March, 2017.

By   
 Authorized Signature/Contractor  
Rick Rowe, AIA  
 Typed Name/Title  
Rowe Architects Incorporated  
 Contractor's Firm Name  
100 Madison Street, Suite 200  
 Street Address  
Tampa, Florida, 33602  
 City/State/Zip Code  
813.221.8771  
 Area Code/Telephone Number

Dated this 22nd day of March, 2017.

By   
 Authorized Signature/Contractor  
Kevin M. Williams, AIA  
 Typed Name/Title  
BSSW Architects, Inc.  
 Contractor's Firm Name  
1500 Jackson Street, Suite 200  
 Street Address  
Fort Myers, Florida, 33901  
 City/State/Zip Code  
239.278.3838  
 Area Code/Telephone Number

**IDENTICAL TIE PROPOSALS**

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal 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 proposal, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any 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

  
\_\_\_\_\_  
Vendor's Signature

  
\_\_\_\_\_  
Vendor's Signature

RFQ 2017713 – MHS Athletic Complex Architect

**NON-COLLUSION AFFIDAVIT**

I, Rick Rowe, AIA of the City of Tampa, Florida  
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am Principal in Charge of Rowe Architects, Inc., the bidder making the proposal for  
the project described as follows:

Monroe County School District MHS Athletic Complex

2) The prices in this proposal have been arrived at independently without collusion, consultation,  
communication or agreement for the purpose of restricting competition, as to any matter relating to  
such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not  
been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to  
proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership  
or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that  
Monroe County School District relies upon the truth of the statements contained in this affidavit in  
awarding contracts for said project.

Rick Rowe  
Signature of Authorized Representative

03.21.2017  
Date

STATE OF Florida

COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Rick Rowe  
who, ☒ being personally known, ☐ or having produced \_\_\_\_\_  
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on  
this 21<sup>st</sup> day of March, 2017.

Michelle R. Fair  
NOTARY PUBLIC

My Commission Expires:



**NON-COLLUSION AFFIDAVIT**

I, Kevin M. Williams, AIA of the City of Fort Myers, Florida  
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am Vice President of BSSW Architects, Inc., the bidder making the proposal for  
the project described as follows:

Monroe County School District MHS Athletic Complex

2) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County School District relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

*Kevin M. Williams*  
Signature of Authorized Representative

3/20/17  
Date

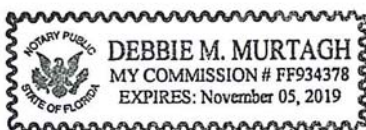
STATE OF Florida

COUNTY OF Lee

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Kevin Williams,  
who, ☒ being personally known, ☐ or having produced \_\_\_\_\_  
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on  
this 20<sup>th</sup> day of March, 2017.

*Debbie M. Murtagh*  
NOTARY PUBLIC

11/05/19  
My Commission Expires:



**PUBLIC ENTITY CRIME STATEMENT**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."



RFQ 2017713 – MHS Athletic Complex Architect

RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')  
(REV. 1/17)

THE SCHOOL DISTRICT OF MONROE COUNTY

BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, Rick Rowe, AIA, of the City/Township/Parrish of Tampa, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:  
Name of company/vendor: BSSW. Rowe Architects, a joint venture and  
Nature of services presently being offered to School District: Architectural/Engineering Services

2) I have    have not X, at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

- a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.  
b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

03.21.2017  
Date

Rick Rowe  
(Signature of Authorized Representative)

STATE OF Florida  
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Rick Rowe who,  
☒ being personally known,    or having produced    as identification,  
and after first being sworn by me, affixed his/her signature in the space provided above on this 21<sup>st</sup> day of March 20 17.

Michelle R. Fair  
NOTARY PUBLIC



RFQ 2017713 – MHS Athletic Complex Architect

RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')  
(REV. 1/17)

THE SCHOOL DISTRICT OF MONROE COUNTY

BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, Kevin M. Williams, AIA of the City/Township/Parrish of Fort Myers, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:  
Name of company/vendor: BSSW. Rowe Architects, a joint venture and  
Nature of services presently being offered to School District: Architectural/Engineering Services

2) I have    have not X at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.

b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

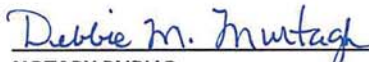
3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

3/20/17  
Date

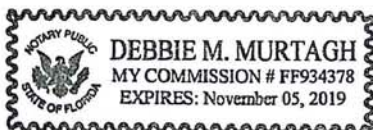
  
(Signature of Authorized Representative)

STATE OF Florida  
COUNTY OF Lee

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Kevin M. Williams who,    being personally known,    or having produced    as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 20<sup>th</sup> day of March 2017.

  
NOTARY PUBLIC

11/05/19  
My commission expires:



**DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

BSSW . Rowe Architects, a joint venture

(Name of Business)

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



Applicant's Signature

March 22, 2017

Date



Applicant's Signature

March 22, 2017

Date



## RFQ 2017713 – MHS Athletic Complex Architect

### **SB 988 – HIGH-RISK OFFENDERS**

**by Argenziano** (*HB 7103 by Safety & Security Council*)

**AMENDS:** ss. 322.141, 322.212, 775.21, 943.0435, 944.607, 1012.465, F.S.

**CREATES:** ss. 1012.321, 1012.467, 1012.468, F.S.

**EFFECTIVE:** July 1, 2007

#### **THIS BILL HAS SCHOOL BOARD POLICY IMPLICATIONS**

This bill amends Jessica Lunsford Act provisions that require background checks for contractors on school grounds. The bill defines "noninstructional contractor" to mean any vendor, individual, or entity under contract with a school or with the school board who receives remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. The term also includes such contractor's employees and subcontractors and subcontractor's employees. The bill defines "school grounds" to mean the buildings and grounds of any public prekindergarten, kindergarten, elementary school, middle school, junior high school, high school, or secondary school, or any combination of grades prekindergarten through grade 12, together with the school district land on which the buildings are located. The term does not include any other facility or location where school classes or activities may be located or take place, the public school buildings and grounds during any time period in which students are not permitted access, or any such buildings during any period in which it is used solely as a career or technical center for postsecondary or adult education.

The bill provides a list of offenses that automatically disqualify a noninstructional contractor from being on school grounds when students are present. The bill also provides an exemption from the screening requirement for a non-instructional contractor who:

- is under direct line-of-sight supervision of a person who meets the screening requirements;
- is already required, and has undergone, a level 2 background screening;
- is a law enforcement officer assigned or dispatched to school grounds, or an employee or medical director of an ambulance provider;
- works and remains in an area separated from students by a 6-foot chain link fence;
- provides pick-up or delivery services to school grounds.

The bill also exempts instructional personnel who work with children with developmental disabilities or who are child care personnel meeting certain requirements. The exempted contractors are subject to a search of the online state and national registry of sexual predators and sexual offenders at no charge to the contractor.

For those subject to a fingerprint-based background check, the check must be performed at least every five years and may be paid for by the school board, the school, or the contractor. Any fee charged by a school board may not exceed 30 percent of the total costs charged by FDLE and the FBI for the check. FDLE is required to implement an Internet-based system for school districts to share the results of the background checks.

Further, the bill requires a contractor who is arrested for a disqualifying offense to report the arrest to the employer or primary contractor and the school district within 48 hours. If a contractor has been arrested for a qualifying offense, it is a third-degree felony for the contractor to willfully fail to report the arrest or for an employer or primary contractor to knowingly authorize the contractor to be on school grounds when students are present. If a contractor is to be denied access to school grounds, the school district must notify the contractor of the basis for denial. The only basis for contesting the denial is mistaken identity and misinterpretation of an offense from another jurisdiction. The bill provides immunity from civil and criminal liability for employees of school districts and schools who share background check information in good faith. It also provides that the new or amended portions of the School Code are not intended to create a new duty of care or basis of liability, or to create a private cause of action.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Rowe Architects Incorporated

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC  
☒ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

100 E Madison Street, Suite 200

6 City, state, and ZIP code

Tampa, Florida 33602

Requester's name and address (optional)

7 List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

5 9 - 3 1 1 3 8 3 1

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶ March 22, 2017

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

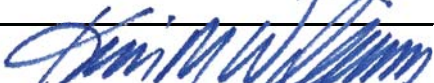


## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. BSSW Architects, Inc.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) 1500 Jackson Street, Suite 200	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code Fort Myers, Florida 33901	
	<b>7</b> List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<b>Social security number</b> <table border="1"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr></table> <b>or</b> <b>Employer identification number</b> <table border="1"><tr><td>6</td><td>5</td><td>-</td><td>0</td><td>1</td><td>5</td><td>9</td><td>5</td><td>5</td><td>5</td></tr></table>				-						6	5	-	0	1	5	9	5	5	5
			-																	
6	5	-	0	1	5	9	5	5	5											

<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	<b>Signature of U.S. person</b>  <b>Date</b> ▶ March 22, 2017
--	---

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

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- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**RFQ 2017713 – MHS Athletic Complex Architect**

**Monroe County School District  
Vendor Information Sheet**

Vendor Name: BSSW . Rowe Architects, in joint venture

Federal EIN/SSN: RAI: 59-3113831  
BSSW: 65-0159555

Primary Address: Rowe Architects Incorporated  
100 Madison Street, Suite 200  
Tampa, Florida 33602  
  
BSSW Architects, Inc.  
1500 Jackson Street, Suite 200  
Fort Meyers, Florida 33901

Payment Address: payment address is the same as primary address

Contact Name: Rick Rowe, AIA

Phone: 813.221.8771 ext. 1

Fax: 813.221.9154

E-Mail: r.rowe@rowearchitects.com



## CERTIFICATE OF LIABILITY INSURANCE

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> Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (703) 827-2277	<b>FAX (A/C, No):</b> (703) 827-2279
<b>INSURED</b>  Rowe Architects, Inc. 100 East Madison Street Tampa, FL 33602	<b>E-MAIL ADDRESS:</b> admin@amesgough.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> RLI Insurance Company A+, XI	
	<b>INSURER B:</b> Wesco Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b> 13056		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PSB0003426	05/22/2016	05/22/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PSB0003426	05/22/2016	05/22/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PSE0001997	05/22/2016	05/22/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			PSW0002606	05/22/2016	05/22/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	<b>Professional Liab.</b>			ARA1119781-01	05/22/2016	05/22/2017	Per Claim/Aggregate 3,000,000
A	<b>Property</b>			PSB0003426	05/22/2016	05/22/2017	BPP 135,200

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

## CERTIFICATE HOLDER

## CANCELLATION

FOR PROPOSAL 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

*Don Kuehl*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/16/2017

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> Sihle Insurance Group, Inc. 1300 S. Woodland Blvd. Deland FL 32720	<b>CONTACT NAME:</b> Rosalinda Guzman	
	<b>PHONE (A/C, No, Ext):</b> 386-736-6444 <b>FAX (A/C, No):</b> 386-736-6772	
	<b>E-MAIL ADDRESS:</b> rguzman@sihle.com	
<b>INSURED</b> BSSW Architects Inc. 1500 Jackson Street Suite 200 Fort Myers FL 33901	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Hartford Casualty	29424
	<b>INSURER B:</b> Sentinel Insurance Company	11000
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: 1922504447

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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 OTHER:	Y	Y	21SBABS6149	2/1/2017	2/1/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		21UECZE6709	7/8/2016	7/8/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$10,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			21SBABS6149	2/1/2017	2/1/2018	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

RFQ 2017713 MHS Athletic Complex Architect The Monroe County School District must is named as an additional insured as required per written contract

## CERTIFICATE HOLDER

## CANCELLATION

Monroe County School District  
241 Trumbo Rd  
Key West FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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BSSWARC-01

KCOLLINS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/16/2017

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 POLICES 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).

PRODUCER Anne & Gough 1500 Jackson St #200 Suite 900 McLean, VA 22102	INSURED BSSW Architects Inc. 1500 Jackson St #200 Fort Myers, FL 33901	INSURER A: Axis Surplus Insurance Company, A+, XV 26620	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	INSURER G: James Gough.com 703 827-2277 FAX (703) 827-2277 FAX (703) 827-2279 ADDRESS: admin@jamesgough.com	INSURER H: AFFORDING COVERAGE	NAIC # 26620
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COVERAGES

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 POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC <input type="checkbox"/>					
	OTHER					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT \$ (EA accident) ANY AUTO \$ OWNED AUTOS \$ HIRE ONLY \$ NON-OWNED AUTOS ONLY \$ PROPERTY DAMAGE \$ (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB					EXCESS LIAB \$ DED RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ Per Claim/Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: RFQ 2017713 MHS Athletic Complex Architect

CERTIFICATE HOLDER

Monroe County School District  
241 Trumbo Road  
Key West, FL 33040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE POLICY WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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## CERTIFICATE OF LIABILITY INSURANCE

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03/16/2017

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PRODUCER AUTOMATIC DATA PROCESSING INSURANCE AGCY INC 1 ADP BLVD NS 625 P.O. BOX 1000 (877) 677-0428	INSURED BSSW ARCHITECTS, INC. 1500 JACKSON ST STE 200 FORT MYERS, FL 33901	INSURER A: THE TRAVELERS INDEMNITY COMPANY OF AMERICA	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	CONTACT NAME (AC No. Ext): (877) 677-0428 FAX (AC No.): (877) 677-0430 ADDRESS: spb@travelers.com	INSURER G: AFFORDING COVERAGE	NAIC #
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COVERAGES

THIS IS TO CERTIFY THAT THE POLICES 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 POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC <input type="checkbox"/>					
	OTHER					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT \$ (EA accident) ANY AUTO \$ OWNED AUTOS \$ HIRE ONLY \$ NON-OWNED AUTOS \$ PROPERTY DAMAGE \$ (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB					EXCESS LIAB \$ DED RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ Per Claim/Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: RFQ 2017713 MHS ATHLETIC COMPLEX ARCHITECT

CERTIFICATE HOLDER

MONROE COUNTY SCHOOL DISTRICT  
241 TRUMBO ROAD  
KEY WEST, FL 33040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE POLICY WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2014/01)

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Rowe Architects  
Incorporated  
State of Florida  
Business License

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

LICENSE NUMBER  
AAC002172

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

ROWE ARCHITECTS, INCORPORATED  
100 MADISON STREET  
STE 200  
TAMPA FL 33602

ISSUED: 12/05/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612050000980

Rick Rowe, AIA  
Rowe Architects Incorporated  
Principal in Charge  
Design Director

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

LICENSE NUMBER  
AR0013510

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

ROWE, RICK  
100 MADISON ST  
ROWE ARCHITECTS INCORPORATED  
TAMPA FL 336024703

ISSUED: 12/05/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612050000088

Angela Hendershot, AIA  
LEED AP  
Rowe Architects Incorporated  
Project Manager

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

LICENSE NUMBER  
AR94066

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

HENDERSHOT, ANGELA M  
10913 PARK DRIVE  
RIVERVIEW FL 33569-5136

ISSUED: 12/06/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612060000034

Thomas A. Hammer, AIA  
LEED AP  
Rowe Architects Incorporated  
Technical Director

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

LICENSE NUMBER  
AR0006223

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

HAMMER, THOMAS A  
ROWE ARCHITECTS INCORPORATED  
100 MADISON STREET SUITE 200  
TAMPA FL 336309103

ISSUED: 12/05/2016 DISPLAY AS REQUIRED BY LAW SEQ # L16120500000812



**BSSW Architects Inc.**  
**State of Florida**  
 Architect Business License

RICK SCOTT, GOVERNOR MATILDE MILLER, INTERIM SECRETARY

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

**LICENSE NUMBER**  
 AAC001863

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

BSSWARCHITECTS, INC.  
 1500 JACKSON ST  
 FORT MYERS FL 33901

ISSUED: 01/18/2017 DISPLAY AS REQUIRED BY LAW SEQ # L1701180001383

**BSSW Architects Inc.**  
**State of Florida**  
 Interior Design Business License

RICK SCOTT, GOVERNOR MATILDE MILLER, INTERIM SECRETARY

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

**LICENSE NUMBER**  
 IB26001035

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

BSSWARCHITECTS, INC.  
 1500 JACKSON ST  
 FORT MYERS FL 33901

ISSUED: 01/18/2017 DISPLAY AS REQUIRED BY LAW SEQ # L1701180001454

**Kevin Williams**  
**AIA, RID, NCARB**  
**BSSW Architects Inc.**  
 Principal Architect

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

**LICENSE NUMBER**  
 AR93058

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

WILLIAMS, KEVIN MICHAEL  
 1500 JACKSON STREET  
 SUITE 200  
 FORT MYERS FL 33901

ISSUED: 12/18/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612180001456

**Daniel Alan**  
**Summers, AIA**  
**BSSW Architects Inc.**  
 Project Architect

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

**LICENSE NUMBER**  
 AR0015180

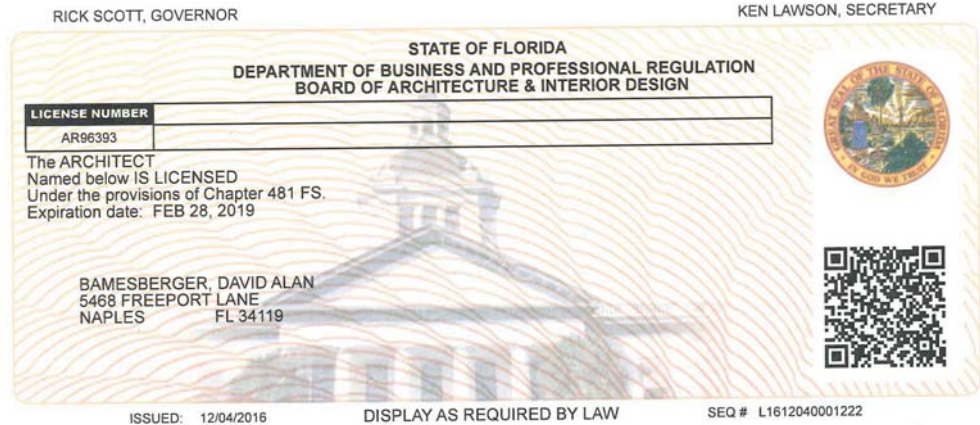
The ARCHITECT  
 Named below IS LICENSED  
 Under the provisions of Chapter 481 FS.  
 Expiration date: FEB 28, 2019

SUMMERS, DANIEL ALAN  
 949 CENTRAL AVE  
 NAPLES FL 34102

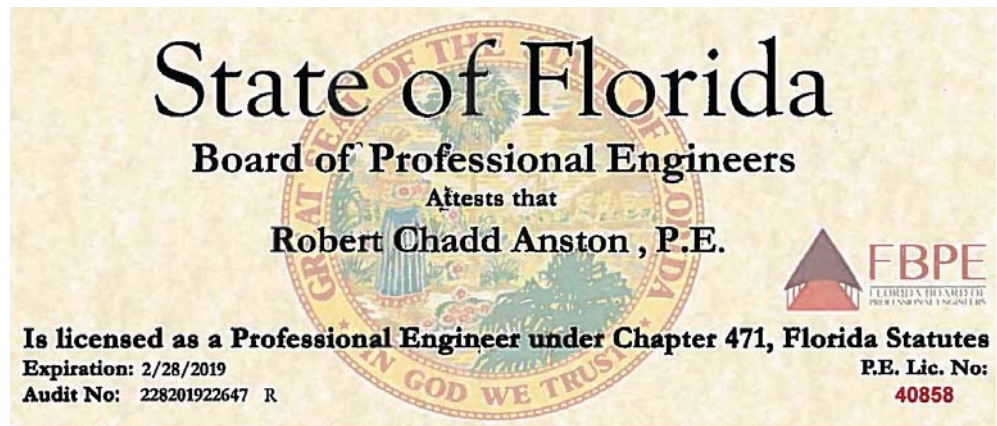
ISSUED: 12/18/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612180001445



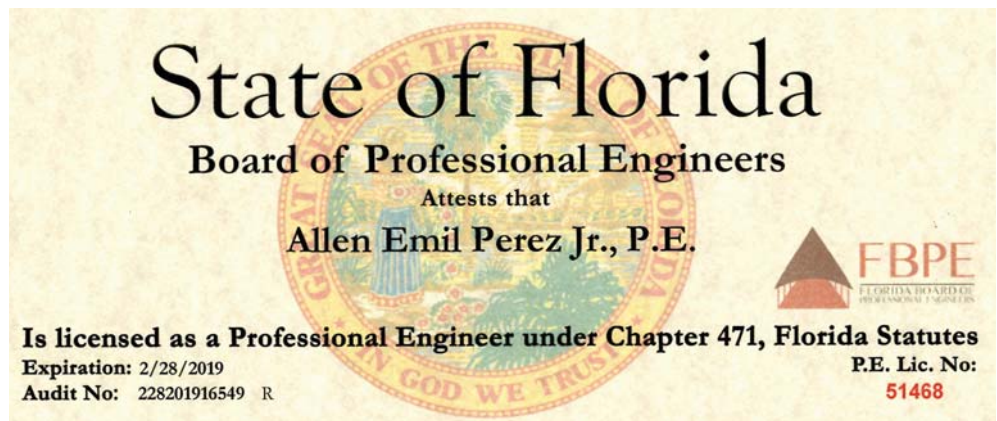
David Alan  
Bamersberger, AIA  
BSSW Architects Inc.  
Project Architect



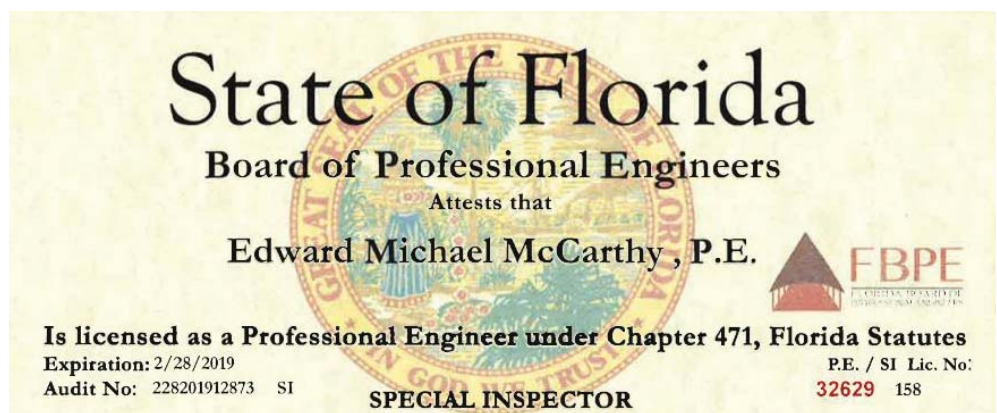
Robert Chadd  
Anston, PE  
Anston-Greenlees, Inc.  
Professional Engineer



Allen Emil Perez Jr., PE  
Perez Engineering &  
Development, Inc.  
Professional Engineer



Edward Michael McCarthy,  
PE  
McCarthy and Associates  
(a division of Pennoni)  
Professional Engineer



# *State of Florida*

## *Department of State*

I certify from the records of this office that ROWE ARCHITECTS, INCORPORATED is a corporation organized under the laws of the State of Florida, filed on March 10, 1992.

The document number of this corporation is V19819.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on January 16, 2017, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Sixteenth day of January, 2017*



*Ken Datzner*  
**Secretary of State**

Tracking Number: CC0015849128

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## *State of Florida Department of State*

I certify from the records of this office that BSSW ARCHITECTS, INC. is a corporation organized under the laws of the State of Florida, filed on December 15, 1989, effective January 1, 1990.

The document number of this corporation is L36638.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on January 18, 2017, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Eighteenth day of January,  
2017*



*Ken Detmer*  
**Secretary of State**

Tracking Number: CC2762946058

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<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm.

#### BSSW . RAI Architects, a joint venture

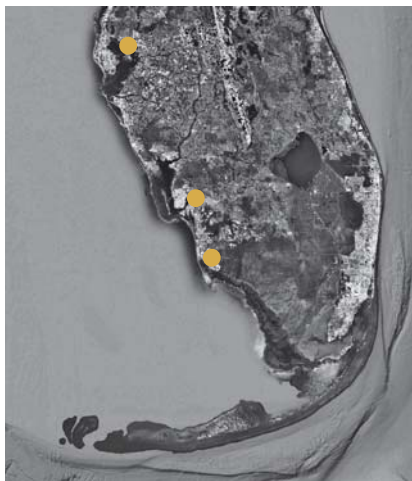
BSSW . RAI Architects is a joint venture founded in the interest of serving the Monroe County School District on its MHS Athletic Complex Project as well as school districts throughout the State of Florida.

The joint venture is comprised of Rowe Architects Incorporated, a design firm serving public educational clients throughout Florida with a long history of innovative, responsive and efficient public school projects, and BSSW Architects, Inc., the largest and most trusted architecture/planning/interior design firm headquartered in Southwest Florida, which brings a diverse practice in architecture, interior design and planning that continues to LISTEN... INNOVATE... PERFORM... for its trusted public educational clients.

#### Division of Responsibilities

The practice of Architecture in the 21st Century is a highly collaborative process that relies upon a multitude of diverse professionals coming together to utilize the strengths and expertise of individuals or individual firms or consultants to collectively and effectively provide excellent professional services. This joint venture is no different. The intent of the joint venture is to provide Monroe County Schools with the most qualified K-12 design team. We will divide the responsibilities equally between existing staffs while considering the MHS Athletic Complex project schedule, coupled with the current workloads of the joint venture partners. The precise division of responsibilities is spelled out below and within the attached Joint Venture Agreement.

#### Office Locations



Rowe Architects has continuously maintained a practice in downtown Tampa for more than fifty years. The firm's office in Tampa has provided a base of operations for the firm to effectively serve clients throughout Florida.

##### RAI's Tampa office is located at:

100 East Madison Street, Suite 200  
Tampa, Florida 33602  
Ph. 813-221-8771  
Fax 813-221-9154

BSSW Architects, Inc. maintains a fully staffed office in Fort Myers and Naples.

##### BSSW's Fort Myers office is located at:

1500 Jackson Street, Suite 200  
Fort Myers, FL 33901  
Ph. 239-278-3838  
Fax 239-275-5356

##### BSSW's Naples office is located at:

949 Central Avenue  
Naples, FL 34102  
Ph. 239-643-3103

#### Percent Interest of Each Firm

The attached Joint Venture Agreement describes the following Division of Responsibilities and Percent Interest of Each Firm:

##### Planning and Design

###### Phase 1 - Schematic Design

Rowe Architects	BSSW Architects
70% - Lead Role	30% - Support Role

###### Phase 2 - Design Development

Rowe Architects	BSSW Architects
70% - Lead Role	30% - Support Role

###### Phase 3A - 50% Construction Documents

Rowe Architects	BSSW Architects
50% - Lead Role	50% - Support Role

###### Phase 3B - 100% Construction Documents

Rowe Architects	BSSW Architects
50% - Support Role	50% - Lead Role

##### Permits, Bidding & Construction

###### Bidding / Negotiations

Rowe Architects	BSSW Architects
25% - Support Role	75% - Lead Role

###### Construction Administration

Rowe Architects	BSSW Architects
25% - Support Role	75% - Lead Role

# AIA® Document C101™ – 1993

## Joint Venture Agreement for Professional Services

AGREEMENT made as of the Twenty-second day of March in the year 2017  
(In words, indicate day, month and year.)

BETWEEN the First Party:  
(Name and address)

BSSW Architects, Inc.  
1500 Jackson Street, Suite 200, Fort Myers, Florida

and the Second Party:  
(Name and address)

Rowe Architects Incorporated  
100 E Madison Street, Suite 200, Tampa, Florida 33602

Party (Third, Fourth, etc.)	Name	Address
-----------------------------	------	---------

To form a Joint Venture to be known as:  
(Name and address)

BSSW.Rowe Architects  
1500 Jackson Street, Suite 200, Fort Myers, Florida 33901

It is the intention of the Parties to form this Joint Venture in order to enter into an agreement or agreements with the Owner for professional services in connection with the following Project:  
(Include name, address and location of Project; name, legal status and address of Owner; and detailed description of scope.)

Marathon High School Athletic Complex  
350 Sombbrero Beach Blvd., Marathon, Florida 33050

Monroe County School District  
241 Trumbo Road, Key West, Florida 33040

1. Monroe County School District requires renovation of the existing facility to include but not be limited to:
2. Raising the playing surfaces of the facility approximately 18" with fill from the Plantation Key School project. Contain raised materials with retainment structures along all shorelines.
3. Competition athletic fields must include: football, baseball, softball, and soccer. Turf for athletic fields shall be selected for state of the art performance.
4. Replacement concession stand and restrooms building.
5. Press box similar to that at Coral Shores High School
6. Adapt existing bleachers to the new configuration
7. Practice/PE field similar in size to existing girls softball field

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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1

8. Running path with rubber track surface and 6' minimum width. Provide multiple loops of track event distances i.e. 400, 800, and 1500 meters around other facility features.
9. Sprint/start block area with 100 meters of track at least 2 lanes wide and may be incorporated into the existing loops.
10. Maintenance access roads shall be crushed rock.
11. Raised and improved student parking increase by 30-50 spaces and associated driveway access
12. Eliminate center entry in parent drop off in front of the office. Create additional parking in that location.
13. Correct site drainage issues throughout the new athletic complex
14. This project will utilize a portion of the Marathon Manor property. This use shall be optimized for minimum impact.
15. The end result shall provide a State of the Art 21st Century Athletic Complex for the High School community. All structures and sports features shall incorporate the latest features in performance, durability, and security as well as being designed to meet all Florida Building Codes, SREF and provide a safe, environmentally friendly complex. The design shall maximize the connectivity that the school currently enjoys to ensure optimum access and circulation to all buildings by students and staff alike. There shall also be consideration for maintenance access to the facility. Maintenance shall have access so that travel to and from maintenance storage does not damage the athletic fields. If current field maintenance structures are impacted, they will be rebuilt on this site in other areas.

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User Notes: (3B9ADA25)

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The Parties agree as set forth below.

*(Paragraph Deleted)*

## TABLE OF ARTICLES

- 1 RIGHTS OF THE PARTIES
- 2 RESPONSIBILITIES OF THE PARTIES
- 3 REPRESENTATIVES AND POLICY BOARD
- 4 MANAGEMENT OF THE JOINT VENTURE
- 5 ACCOUNTING
- 6 PROPERTY
- 7 PRELIMINARY EXPENSES
- 8 OWNERSHIP AND USE OF DOCUMENTS
- 9 INSURANCE
- 10 COMMENCEMENT AND TERMINATION
- 11 CONTINUANCE
- 12 DISPUTE RESOLUTION
- 13 LEGAL COUNSEL
- 14 MISCELLANEOUS PROVISIONS
- 15 CONTRIBUTIONS
- 16 SCHEDULE OF SERVICES
- 17 SCHEDULE OF PROPERTY
- 18 JOINT VENTURE OPERATIONS
- 19 INSURANCE COVERAGES
- 20 OTHER CONDITIONS OR SERVICES

### ARTICLE 1 RIGHTS OF THE PARTIES

The Terms and Conditions of this Agreement shall govern the relationship of the Parties and the rendering of services required under this Agreement and under any subsequent agreement with the Owner relating to the Project. The agreement or agreements with the Owner shall be referred to as the "Project Agreement."

### ARTICLE 2 RESPONSIBILITIES OF THE PARTIES

§ 2.1 The Parties shall share, in the manner provided in this Agreement, the general obligations and responsibilities for professional services to be performed under the Project Agreement in the manner provided in this Agreement.

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§ 2.2 Each Party shall perform the specific services required of it as set forth in Article 16.

§ 2.3 Neither Party to this Agreement shall enter into a separate agreement with the Owner for professional services in connection with this Project without the approval of the other Party.

§ 2.4 The relationship between the Parties shall constitute a joint venture for the performance of the services required of the Joint Venture under the Project Agreement. The services required of each Party to the Joint Venture shall be limited to the performance of services required in this Agreement.

§ 2.5 The Parties intend that the responsibilities and obligations, financial and otherwise, assumed under this Agreement shall be borne by each in proportion to their participation as provided in Section 18.1, or as may be otherwise described in this Agreement. If for any reason any Party shall limit its participation in responsibilities and obligations to less than that described in this Agreement, its respective share of compensation under this Agreement shall be adjusted by the Policy Board to account for such reduced participation.

§ 2.6 All public statements and releases, including the issuance of photographs and renderings, for all media for the duration of this Agreement, are subject to the prior approval of the Policy Board. In subsequent presentations not made by the Joint Venture, and in any brochures or other releases of the Parties hereto, materials depicting or relating to the Project shall be identified as work of the Joint Venture and not that of a particular Party.

### ARTICLE 3 REPRESENTATIVES AND POLICY BOARD

§ 3.1 Each Party shall designate a Primary Representative to serve on the Policy Board. Each Party's Primary Representative shall have complete authority to bind that Party.

§ 3.2 Each Party shall also designate an Alternate Representative to the Policy Board. Each Party's Alternate Representative shall serve only when the Primary Representative is absent. The Primary and Alternate Representatives shall serve as such without compensation, except as otherwise described in this Agreement.

§ 3.3 Should any of the foregoing representatives become unable to perform the duties of such representative or for any reason cease to be employed by the Party who nominated them, such Party shall promptly, by written notice served upon the other Party, name a successor.

§ 3.4 Each of the Parties to this Agreement may at any time replace the Primary or Alternate Representatives designated by it by a written notice served upon the other Parties as provided in Article 14.2.

§ 3.5 Meetings of the Policy Board for the transaction of business of the Joint Venture may be called, subject to reasonable notice, by the representative of either Party.

### ARTICLE 4 MANAGEMENT OF THE JOINT VENTURE

§ 4.1 The Policy Board shall have full responsibility and authority for performance of the Project Agreement, including, but not limited to, reassignment of services between the Parties, preparation of the schedule of services, settlement of disputes with the Owner, and any other matters affecting the performance of services under this Agreement.

§ 4.2 The Policy Board shall appoint a Project Manager and an Assistant Project Manager who shall (1) be responsible for the direction and management of the Work in accordance with policies and procedures established by the Policy Board, (2) be responsible for coordination of the Work, and (3) be responsible for contacts with the Owner and the Owner's authorized representatives.

§ 4.3 Actions and decisions of the Policy Board shall be by unanimous vote, or as otherwise set forth in Article 20, and shall be final, conclusive and binding upon the Parties. In the event that the Policy Board shall be unable to reach a unanimous decision, the Parties agree that the matter in controversy shall be referred to the person designated in Article 20, who shall make an interim decision which shall be subject to mediation and arbitration.

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## ARTICLE 5 ACCOUNTING

§ 5.1 The Parties shall jointly retain an accountant to perform such duties as may be determined by the Policy Board. For the purposes of this Agreement, certified figures of the accountant shall be final, conclusive and binding upon the Parties.

§ 5.2 One person designated by the Policy Board shall be appointed Treasurer of the Joint Venture. The Treasurer shall keep for the Joint Venture a separate set of full and current books of account based on generally accepted accounting principles or upon such basis as the Policy Board may determine.

§ 5.3 The Parties shall each keep separate full and current books of account, based on generally accepted accounting principles or upon such basis as the Policy Board may determine, detailing their individual participation in the Joint Venture.

§ 5.4 One or more joint bank accounts (hereinafter called the "Joint Account") shall be opened in such financial institutions as may be determined by the Policy Board.

§ 5.5 Each Party shall designate an individual or individuals authorized on its behalf to endorse checks deposited in and to sign checks drawn against the Joint Account. Checks drawn against said Joint Account shall require the signature(s) of the person or persons designated by the Policy Board.

§ 5.6 All payments received by the Joint Venture in connection with this Agreement shall be promptly deposited in the Joint Account and invoices received by the Joint Venture shall be paid by check drawn against the Joint Account.

§ 5.7 Records of the Joint Venture which are required pursuant to law to be retained beyond the duration of this Agreement shall be retained at such place or places as determined by the Policy Board, and the cost thereof shall be shared by the Parties in proportion to their respective interests as described in Section 18.1.

§ 5.8 Upon termination of the Joint Venture, all facilities and Joint Venture property shall be disposed of at fair market value or at a price determined by the Policy Board and the proceeds shall be shared by the Parties in proportion to their respective interests as described in Section 18.1.

## ARTICLE 6 PROPERTY

§ 6.1 Joint Venture property shall consist of the capital contributions described in Article 15 and other property obtained with the funds of the Joint Venture.

§ 6.2 Joint Venture property shall be identified and recorded in the Joint Venture accounts.

§ 6.3 Property made available for Joint Venture use shall remain the property of the contributing Party. A schedule of property made available for Joint Venture use by each Party is included in Article 17. Upon termination of this Agreement, or at such other time as determined by the Policy Board, this property shall be returned to the contributing Party.

## ARTICLE 7 PRELIMINARY EXPENSES

§ 7.1 All expenses related to this Agreement incurred by a Party, up to and including the date of this Agreement, shall be borne by the Party incurring such expenses unless otherwise provided in Article 20.

§ 7.2 All expenses related to this Agreement incurred by a Party, from the date of this Agreement up to and including the date as of which the Project Agreement is entered into, shall be submitted for approval of the Policy Board, and if approved, shall be borne by Parties according to their respective interests as described in Section 18.1, or as otherwise determined by the Policy Board.

## ARTICLE 8 OWNERSHIP AND USE OF DOCUMENTS

§ 8.1 If determined by the Policy Board or required by the Project Agreement, intellectual property, designs, drawings, specifications and other instruments of service prepared pursuant to this Agreement shall be copyrighted in the name of the Joint Venture. Each Party shall have the rights and privileges of copyright ownership insofar as is consistent with this Agreement, and each Party shall be entitled to prepare documents for other projects based on

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such Project documents. No Party shall assign or transfer its copyright interest, permit reproduction of Project documents, or condone infringement of the copyright by others except upon written consent of the other Party.

§ 8.2 Documents prepared specifically for this Project by only one of the Parties to this Agreement may not be copyrighted solely by that Party, unless otherwise determined by the Policy Board. Each Party hereby grants the other and the Joint Venture a license to use and reproduce such documents in furtherance of this Agreement. Where the Party owning such copyright is in default under this Agreement, the other Party may use and reproduce such documents, and prepare other documents derived from them for the Project, under the Project Agreement or any other agreement between the Parties and the Owner, regardless of whether such agreement was entered into on a separate or joint basis.

§ 8.3 If determined by the Policy Board, intellectual property, including designs, drawings, specifications and other instruments of service prepared specifically for this Project by consultants to the Joint Venture shall be copyrighted jointly in the name of the Joint Venture as a “work made for hire” under the conditions established in Section 8.2. All agreements with consultants to the Joint Venture shall include such a provision.

## ARTICLE 9 INSURANCE

§ 9.1 Each Party to this Agreement shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Party from claims set forth below which may arise out of or result from the Party’s services under this Agreement and for which the Party may be legally liable, whether such operations be by the Party or by a consultant to that Party or by anyone directly or indirectly employed by such Party, or by anyone for whose acts such Party may be liable:

- .1 Claims under workers’ compensation, disability benefit and other similar employee benefit acts which are applicable to the services to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Party’s employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Party’s employees;
- .4 Claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Party, or (2) by another person;
- .5 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for damages to the construction documents and other valuable papers needed to fulfill obligations under this Agreement; and
- .8 Claims for damages arising out of the Party’s negligent acts, errors or omissions in the performance of professional services.

§ 9.2 The insurance required by Section 9.1 shall be written for not less than the limits of liability specified in Article 19 or as required by law, whichever coverage is greater. Coverages, with the exception of Section 9.1.8, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of this Agreement or any services performed under this Agreement (whichever is earlier) until all services to be performed by the Parties to this Agreement have been completed or until such time as this Agreement has been terminated. Each Party will maintain the coverage required in Section 9.1.8, if available, for three years following the date of Substantial Completion.

§ 9.3 Certificates of Insurance acceptable to the other Party shall be filed with that Party prior to commencement of services. These Certificates and the insurance policies required by Sections 9.1.1 through 9.1.8 shall contain a provision stating that coverages afforded under the policies will not be canceled or non-renewed until at least 30 days’ prior written notice has been given to the other Party. If any Party to this Agreement reduces the limit of liability carried on the coverage required by Section 9.1.8, that Party will give 30 days’ written notice to the other Party to this Agreement.

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§ 9.4 The Parties to this Agreement may elect to provide any of the coverages required in Section 9.1 under policies covering all of the Parties to this Agreement. The premium and deductibles for those policies shall be paid as described in Article 19.

§ 9.5 Each Party to this Agreement and, where applicable, the Joint Venture shall procure fidelity coverage protecting against loss due to fraudulent or dishonest acts. Each Party shall indemnify the Joint Venture and the other Party for losses caused by fraudulent or dishonest acts of its principals and employees to the extent not covered by fidelity insurance available to the Joint Venture.

#### ARTICLE 10 COMMENCEMENT AND TERMINATION

§ 10.1 This Joint Venture will commence as of the date of this Agreement.

§ 10.2 This Agreement shall remain in full force and effect until terminated by written agreement of the Parties hereto or until the Project Agreement has been performed and all Joint Venture property and money have been fully disposed of or distributed in accordance with this Agreement. The obligations of each Party to contribute in accordance with this Agreement to the satisfaction of debts and liabilities of the Joint Venture and all obligations pursuant to Section 9.2 shall survive the termination of this Agreement.

§ 10.3 This Agreement may be terminated by either Party upon not less than seven days' written notice should the other Party substantially fail to perform in accordance with the terms of this Agreement through no fault of the Party initiating the termination.

§ 10.4 If, in the event of termination, the unpaid balance of compensation due the defaulting Party exceeds the cost of completing the work of the defaulting Party and expenses made necessary thereby, such excess shall be paid to the defaulting Party. If such costs exceed the unpaid balance, the defaulting Party shall pay the balance to the nondefaulting Party. This obligation for payment shall survive termination of this Agreement.

§ 10.5 If the Joint Venture does not enter into a Project Agreement with the Owner, then neither Party may enter into a contract to perform any services contemplated for this Project without the written consent of the other Party.

#### ARTICLE 11 CONTINUANCE

§ 11.1 In the event of death, dissolution, liquidation or any other incapacity of any Party, the other Party shall complete the Project Agreement. The estate, trustee or other entity representing the departing Party shall share in any compensation in the proportion that the work performed by the departing Party bears to the total share of work required from that Party under this Agreement.

§ 11.2 In the event of default or nonperformance by any Party not resulting in termination, the other Party shall complete the Project Agreement. Compensation due the defaulting or nonperforming Party shall be adjusted as provided in Section 18.1.2.

§ 11.3 Nothing contained herein shall give such estate, trustee or other entity representing the departing, defaulting or nonperforming Party, or the Party itself, any right to participate in the administration of the affairs of the Joint Venture.

#### ARTICLE 12 DISPUTE RESOLUTION

§ 12.1 Claims, disputes or other matters in question between the Parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by mediation and arbitration in accordance with the Construction Industry Mediation and Arbitration Rules of the American Arbitration Association currently in effect.

§ 12.2 In addition to and prior to arbitration, the Parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal, equitable, or arbitration proceedings as provided in Section 12.3 based on such claim, dispute or other matter in question would be barred by the applicable statute of repose or limitations.

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§ 12.3 Demand for arbitration shall be filed in writing with the other Party to this Agreement and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of repose or limitations.

§ 12.4 An arbitration pursuant to this Article 12 may be joined with an arbitration involving common issues of law or fact between a Party to this Agreement and any person or entity with whom that Party has a contractual obligation to arbitrate disputes. No other arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a Party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Parties to this Agreement and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the Parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 12.5 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

#### ARTICLE 13 LEGAL COUNSEL

§ 13.1 The Joint Venture shall retain, for the duration of this Agreement, legal counsel mutually agreeable to all Parties for use in connection with matters requiring the assistance of legal counsel. The expense of legal counsel shall be borne by the Parties in proportion to their participation as described in Section 18.1, or as otherwise determined by the Policy Board.

§ 13.2 Such legal counsel shall represent the Joint Venture and shall not represent the individual interests of any Party without the consent of the others. If separate counsel is retained to represent the interests of any Party, such Party shall be solely responsible for selecting and compensating its legal counsel.

#### ARTICLE 14 MISCELLANEOUS PROVISIONS

§ 14.1 This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by each Party to this Agreement.

§ 14.2 Written notice between the Parties to this Agreement shall be deemed to have been duly served if delivered in person or by registered or certified mail to the Primary or Alternate Representative of such Party.

§ 14.3 The principal place of business of the Joint Venture shall be as designated in Article 20, or such other location as may be subsequently agreed upon by the Parties.

§ 14.4 This Agreement shall be governed by the laws of the jurisdiction as designated in Article 20.

§ 14.5 The fiscal year of the Joint Venture shall be as designated in Article 20.

§ 14.6 Neither Party shall assign this Agreement without the written consent of the other.

§ 14.7 The right of any person, firm or corporation, claiming by, through or under any Party (including, but not limited to, judgment or other creditors, receivers, trustees, assignees, executors and administrators), to assert any claim against the rights or interests of any Party shall be limited in any event to the right to claim or receive after completion of the Project Agreement, and after the closing of the account of the Joint Venture, the proportional interest of such Party as described in Section 18.1, and then only subject to the equities of the other Party as set forth in this Agreement.

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§ 14.8 The parties to this Agreement, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other Party with respect to all covenants of this Agreement, subject to any limitations stated in Section 14.6 or elsewhere in this Agreement.

#### ARTICLE 15 CONTRIBUTIONS

§ 15.1 The initial capital contribution of each Party to this Agreement shall be as follows:

Party (First, Second, etc.)	Capital Contribution (\$0.00)
BSSW Architects, Inc. Rowe Architects Incorporated	\$1,000.00
	\$1,000.00

§ 15.2 Should the Policy Board determine that additional funds are required or desirable to perform the Project Agreement, to pay any losses arising therefrom or to eliminate deficits resulting from prior overpayments to the Parties, the Parties shall, within ten days after determination by the Policy Board, contribute such additional funds in the respective proportions set forth in Section 18.1. Should any Party be unable, fail or neglect to contribute and deposit additional funds in the Joint Account, then the other Party shall have the right to advance the deficiency, and, in such event, the Party advancing such deficiency shall receive interest on such funds at the rate established by the Policy Board from the time of their advancement to the time of their repayment. Such excess funds shall be repaid in full, including said interest, from the first monies thereafter received from the Owner or from others in connection with the Project Agreement which are distributable to the Parties. Such funds shall be repaid before other payments are made to the Parties. Interest paid for funds thus advanced shall be charged against the Party whose failure necessitated the funds being advanced.

*(Insert rate of interest agreed upon.)*

4.75 % per year

*(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the principal place of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)*

§ 15.3 Should the Policy Board determine that funds are available in excess of Joint Venture needs, such excess funds shall first be applied to return of funds advanced until such advances have been entirely repaid, and balance of such excess shall be distributed to the Parties in the respective proportions set forth in Section 18.1. Upon completion of this Agreement, funds remaining after payment of outstanding indebtedness of the Joint Venture shall be distributed to the Parties in accordance with their respective interests as set forth in Section 18.1.

§ 15.4 In no event will advance distribution of anticipated profit reduce the obligation of the Parties for future expenses of the Joint Venture if these future expenses should exceed the gross compensation to the Joint Venture.

#### ARTICLE 16 SCHEDULE OF SERVICES

The Parties agree to provide the following specific services, respectively:

*(If this Schedule is not used for this purpose, type in the appropriate reference document.)*

Phase or portion of required services	Responsible Party (First, Second, etc.)
Basic Services	RAI BSSW
Schematic Design	70% Lead 30% Support
Design Development	70% Lead 30% Support
50% Construction Documents	50% Lead 50% Support
100% Construction Documents	50% Support 50% Lead
Bidding / Negotiations	25% Support 75% Lead
Construction Administration	25% Support 75% Lead

#### ARTICLE 17 SCHEDULE OF PROPERTY

The Parties agree to make available the following property for the use of the Joint Venture, respectively:

*(If this Schedule is not used for this purpose, type in the appropriate reference document or, when appropriate, the phrase "Not Applicable" should be typed in the middle of the sheet.)*



Not Applicable

Party (First, Second, etc.)	Property
BSSW Architects, Inc.	50%
Rowe Architects Incorporated	50%

#### ARTICLE 18 JOINT VENTURE OPERATIONS

Joint Venture Operations under this Agreement shall be based on:

*(Indicate Division of Compensation or Division of Profit/Loss, fill out the appropriate section below, and strike the inapplicable section.)*

##### DIVISION OF COMPENSATION

###### § 18.1 INTERESTS OF THE PARTIES

§ 18.1.1 Based on the services allocated to each Party and described in Article 16, compensation paid to the Joint Venture shall be divided as follows:

Party (First, Second, etc.)	Dollars or percentage
BSSW Architects, Inc.	50%
Rowe Architects Incorporated	50%

§ 18.1.2 If a Party should significantly fail to provide timely or adequate performance on an assigned activity, the Policy Board, at its initiation, may place funds in dispute to be disbursed to that Party in escrow until the performance failure is remedied. If, as a result of such failure, cost or liability results to a nondefaulting Party, funds placed in escrow or due the defaulting Party may be used to reimburse said nondefaulting Party to the extent of such cost or liability. In the event that such funds are insufficient to reimburse the nondefaulting Party, the defaulting Party agrees that they will make payment to the nondefaulting Party to the extent of such insufficiency.

§ 18.1.3 Unless otherwise agreed upon, the Joint Venture shall have no employees. All necessary personnel shall be provided from the staffs of the Parties.

§ 18.1.4 Except as provided below or determined by the Policy Board, all nonreimbursable expenses under the Project Agreement shall be borne by the Party incurring such expenses.

*(Paragraphs Deleted)*

*(Table Deleted)*

*(Paragraph Deleted)*

###### § 18.2 REIMBURSEMENTS

§ 18.2.1 Parties shall be reimbursed for time of personnel used on behalf of the Joint Venture as set forth below:

*(Table Deleted)*

§ 18.2.2 For the purposes of this Agreement, the following are designated as Principals:

Party (First, Second, etc.)	Name of principal
BSSW Architects, Inc.	Kevin Williams
Rowe Architects Incorporated	Rick Rowe

§ 18.2.3 Unless otherwise agreed upon, the Joint Venture shall have no employees. Necessary personnel shall be provided from the staffs of the Parties. New personnel employed specifically for work on the Project will be assigned to the payroll of one of the Parties by mutual agreement at time of employment.

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§ 18.2.4 The following expenses, incurred in furtherance of this Agreement, shall be reimbursable by the Joint Venture at cost to the Party incurring them: long distance telephone, telegrams and cables; travel (local, excess commutation and long distance) and subsistence; facsimile services; courier services; overnight deliveries; messenger services (by outside organizations); specification typing (by outside organizations); entertainment; mailing charges (special); reproductions, photographs, renderings and models; office supplies; recruitment expenses (ads, agency fees); overtime meal allowance; and other reimbursable items listed herein.  
(Identify specific types of reimbursable expenses not listed above.)

As allowed by the Owner – Architect Agreement

§ 18.2.5 For REIMBURSABLE EXPENSES, as described in Section 18.2.4, and any other items included as Reimbursable Expenses, a multiple of one ( 1 ) times the expenses incurred by the Parties to this Agreement in the interest of the Project.

§ 18.2.6 Full and complete books of account described in Section 5.3 relating to the Joint Venture shall be available to the other Party for inspection at mutually convenient times.

#### ARTICLE 19 INSURANCE COVERAGES

(After consultation with each Party's insurance counsel, insert the minimum limits of insurance required for each Party or the Joint Venture for each type of insurance required in Section 9.1, and any other coverages which may be necessary to protect the Parties to this Agreement. Deductible and payment apportionment listed in Section 9.4 and time requirements listed in Section 9.2 should also be inserted here.)

Type of insurance	Minimum limit (\$0.00)
As required by RFQ 2017713 - MHS Athletic Complex Architect	

#### ARTICLE 20 OTHER CONDITIONS OR SERVICES

§ 20.1 Principal Place of Business: Fort Myers

§ 20.2 Jurisdiction: Florida

§ 20.3 Fiscal Year: Calendar Year

§ 20.4 Interim Decision Maker: Kevin Williams / Rick Rowe  
(Insert other conditions and descriptions of other services.)

This Agreement entered into as of the day and year first written above.

FIRST PARTY



(Signature)  
Kevin Williams, Vice-President

(Printed name and title)

SECOND PARTY



(Signature)  
Rick Rowe, President

(Printed name and title)

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## 2 Related Project Experience

1. J.W. Mitchell High School
2. Bonita Springs High School
3. Terry Park

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I N C O R P O R A T E D



01

# J.W. Mitchell High School New Athletic Complex

District School Board of Pasco County

## location

New Port Richey, Florida

## completion date

Phase 1 (new school construction): 2000  
Phase 2 (athletic complex): 2001

## current phase of development

Completed

## construction cost

Phase 1 (new school construction):  
\$21,497,000  
Phase 2 (athletic complex):  
\$3,193,210

## construction method

load bearing CMU  
steel joist & metal deck  
low slope BUR

## design type

Phase 1: new construction of J.W. High School  
Phase 2: new construction of J.W. High School  
Athletic Complex

## gross square footage

233,298

## environmental issues

energy efficient Florida school building

## rowe architects staff

Principal in Charge and Project Manager:  
Rick Rowe, AIA  
Technical Director:  
Thomas A. Hammer, AIA, LEED, AP

## civil engineering

Spring Engineering, Inc.

## acoustical consultant

Bertram A. Kinsey

## structural engineering

Brink Associates, Inc.

## mechanical engineering

Ossi Consulting Engineers, Inc.

## Electrical engineering

Rolley Engineering, Inc.

## construction manager

Phase 1 - PPI Construction Management, Inc.

Phase 2 - Cutler

## owner contact

John L. Petrashek  
District School Board of Pasco County  
11839 Treebreeze Drive  
New Port Richey, Florida 34639  
727.774.7950



Rowe Architects, with joint-venture partner Rick Rados Architect, provided architectural and engineering services for the master planning and design of this new high school and athletic complex. The school was one of two new high schools in Pasco County to embrace the District's high school improvement initiative centered around "learning communities." This is different from the "traditional" school layout in that specific subjects are not grouped together. Each learning community contains classrooms for all required subjects: math, science, language arts, and social studies, as well as technical and vocational classrooms and labs. The learning community themes are health care, business finance/information management, engineering/technical science, arts, communication and environmental and natural sciences. This 233,298 GSF school contains 1,900 student stations. The facility was designed to be energy-efficient and adaptable to future technology.

J.W. Mitchell High School included new construction of the school's athletic complex which provided a gymnasium, male and female locker/dressing/shower facilities, PE storage space, coaches' offices with lockers and showers, exterior playfields for football, baseball, softball and soccer, as well as four basketball and four tennis courts. New construction of the athletic complex also involved construction of bleachers, a new press box similar to Coral Shores High School, an eight lane regulation track, phased parking for 424 cars (235 student, 55 staff, and 24 visitor spaces), and a bus loop with staging area for 45 buses.

The school was awarded a School Infrastructure Thrift (SIT) Award for Construction Savings in 2001 with an award amount of \$6,379,034.



# 02

## Bonita Springs High School School District of Lee County

### location

Bonita Springs, Florida

### completion date

anticipated 2018

### current phase of development

Construction

### construction cost

\$63,000,000

### construction method

Tilt Wall

### design type

Courtyard

### gross square footage

250,000

### environmental issues

energy efficient Florida school building

### BSSW Architects Staff

Principal in Charge:

Kevin M. Williams, AIA

Project Manager:

Bryan Lee, AIA

Construction Administration:

David Torres

### structural engineering

Select Structural

### mechanical/electrical engineering

TLC Engineering for Architecture

### civil engineering

Johnson Engineering

### owner contact

Reginald H. Snell, Director

Construction Services

School District of Lee County

239.479.4201

E-Mail: ReginaldHS@leeschools.net



The Lee County School System leadership understands that recreating what works is a sound strategy for future schools needed to serve the burgeoning populations expected in southwest Florida. BSSW was selected to provide this prototype planning for the future of new schools in Lee County.

The new Bonita Springs High School will follow the concepts developed and identified as the LCS standard. At the same time, it is understood that each new school will need to fit into the communities they serve. BSSW has been serving southwest Florida with award-winning designs for over 30 years. We know we need to reflect the personalities of our local communities and turn their vision into a reality while making sure they get the most out of their investment. The southwest Florida environment also requires experience and design expertise in creating sustainable structures. BSSW has the largest LEED certified Team of professionals in the region.

The new gymnasium facilities will house 1,600 student stations including weight room, wrestling/gymnastics/practice facilities, a new football stadium, baseball and softball fields along with a field house to serve the stadium and ballfields.



# 03

## Terry Park Addition & Renovations Lee County Government

**location**  
Fort Myers, Florida

**completion date**  
2009

**current phase of development**  
Completed

**construction cost**  
\$3,000,000

**construction method**  
Masonry

**design type**  
Building Additions &  
Field Renovations

**gross square footage**  
622,695 SF  
14.3 Acres

**BSSW architects staff**  
Architects Staff  
Principal in Charge:  
Kevin M. Williams, AIA  
Project Manager:  
Bryan Lee, AIA  
Construction Administration:  
David Torres

**civil engineering**  
Exceptional Engineering  
**structural engineering**  
TKW Structural Engineering  
**mechanical engineering and electrical engineering**  
Mark A. Brant, P.E.

**owner contact**  
Ayoub Al-Bahou  
Engineering Manager II  
Facilities Construction & Management  
Lee County Government  
1500 Monroe Street  
Fort Myers FL 33901  
239.707.2515  
Aal-Bahou@leegov.com



In 1921, the Terry Family donated approximately 25 acres of pasture land to Lee County. This was the beginning of a priceless lifetime of Fort Myers baseball lure. Starting with Connie Mack's Philadelphia Athletics in 1925 and ending with George Brett's Kansas City Royals in 1987. Today, over 160 college baseball teams from around the country use Terry Park in the month of March to begin their college season. On May 11th, 1995 the ball field was placed on the National Register of Historical Places by the United States Department of the Interior. The memorial stadium was dedicated as Park T. Pigott (1914-1972) in recognition of his lifetime of service, through sports, to the youth of this community.

Terry Park is used year round for baseball leagues, tournaments and special events. The facility has 4 lighted fields with state of the art turf systems with spectator seating including a covered grandstand on the main field. The park is also equipped with batting cages near each field. Terry Park was remodeled with new restrooms, concession area, press box and grass seating areas. The existing dugouts were enlarged and a main plaza with brick pavers were installed. Additional parking and an entry pavilion were part of the renovations to this historic County facility. The work was performed in phases to allow the park to operate as close to normal as possible during the project.



### 3 Project Approach

1. J.W. Mitchell High School
2. Bonita Springs High School
3. Terry Park

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## J.W. Mitchell High School & Athletic Complex



RAI J.W. Mitchell High School

a. How your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

J.W. Mitchell High School for the District School Board of Pasco County was a multi-phased new high school project completed by Rowe Architects with a joint-venture partner. The end result provided the school district with a new, 233,298 GSF, state of the art 21st century high school and athletic complex.

Mitchell High School was constructed on 27 acres adjacent to an existing Middle School on a site with existing wetlands. The site is configured to accommodate vehicular and bus traffic which includes a bus loop with staging area for 45 buses, parking requirements for administrative staff, visitors and students.

The project was programmed and master planned to accommodate the second phase Athletic Complex made possible by a School Infrastructure Thrift (SIT) award from the Florida Smart Schools Clearinghouse, the largest in the State at the time, of \$6.5 million.

The primary means by which we maintained quality control was through excellent communications with our client, developed during Phase 1, and to welcome the new Construction Manager to the Project Team. Our wealth of experience in modifying, modernizing, and enhancing existing school campuses has given us excellent insight into how K-12 educational facilities have evolved over time, and how to design flexible spaces which remain relevant and useful through changing priorities.

We have relevant recent and ongoing project experience for many educational clients, and we know how to coordinate logistically complex educational projects from start to finish. Thorough planning and open-minded collaboration are the keys to success. Rowe Architects is well equipped for collaboration and coordination with our consultants and the builder to seamlessly transition from design through construction to project close out. Our project team will thoroughly vet all available program information combine this information with our team's innovative design work to create a holistic final product.

We take our role as the leader of the Design Team very seriously. The buck stops with us! But we can't do it alone, and the delivery of an excellent, efficient, well-coordinated project begins with the selection of a team of consultants as committed to design quality and client service as we are. We have a track record of successful education project experience with each and every one of our consultants.

Like BSSW, Rowe Architects uses Building Information Modeling (BIM) to ensure the accuracy and quality of the architecture. The implementation of BIM into the design work flow allows for efficiency in the design and a cohesive model that will positively impact both budget and schedule, with the potential to provide savings in terms of dollars and time.

RAI has used Revit for nearly all of our projects since 2011, including new construction, renovation, and addition projects. Our experience with BIM has yielded significant benefits in all of our work. Early design analysis tools allow the team to make better-informed decisions about the building structure and systems. Powerful graphics tools generate visualizations of the spaces from even the earliest design phases. This facilitates a much deeper and more effective level of communication with the client and user groups who might otherwise be unable to effectively judge a design from a traditional 2-D construction drawing.



RAI J.W. Mitchell High School

But the method of communication does not alone determine the success of the project; the team's commitment to effective communication and follow-through does! We continually strive to understand your vision through research, benchmarking of peer facilities, and interaction and dialogue. We know how to prioritize and incorporate your unique goals into a successful project delivery. We pride ourselves on being excellent communicators, skillful at organizing project data, disseminating complex information, and following through with effective documentation. We consider the Users, the community, and the CM to be integral design team members, and we value and rely upon their feedback. We believe that we are expert problem-solvers and communicators, and that these skills benefit all of our projects.



**b. Conflicts/problems or potential conflicts/problems with the Owner or with contractors, and describe the methods used to prevent and/or resolve those conflicts/problems.**

Approximately two years following Substantial Completion and Occupancy of the High School and Athletic Complex, the District began experiencing roof water intrusion issues that seemed to be emanating from the parapet condition. There was a twenty year manufacturer's warranty on the roofing system.

The Owner had retained the services of a Roofing Consultant to help determine the source of the water intrusion. Our Joint Venture team was provided the Roofing Consultant's report which seemed to "point the finger" at the Construction Documents, claiming that the documents did not comply with current manufacturer's recommendations. Once notified of the issue Rowe Architects rolled up our sleeves and worked with the Owner, their Consultant and their Facilities Staff to assist in any way possible with uncovering the cause and recommending a solution to the ongoing water intrusion. We met with the Owner, Consultant, and all District personnel involved, as well as the contractor and the roofing manufacturer as the original sub-contractor had gone out of business.

The current manufacturer's standards referenced by the Roofing Consultant's report required base flashing to extend up the wall, over the top of the parapet and down the face of the exterior wall surface. Our Construction Documents showed the flashing extending up the wall and over the top of the parapet but did not indicate that the flashing was to turn down. After much investigation it was eventually determined that our Construction Documents were correctly based upon the manufacturer's recommendation at the time the documents were being prepared. The manufacturer had since revised their standard details, and it was these revised details which were being referenced by the Roofing Consultant.

In the end, it was determined that we had followed the manufacturer's details exactly as recommended. The manufacturer stepped up and honored their warranty as required by the Contract Documents and repaired the parapet flashing solving all water intrusion issues.

**c. Problems encountered with construction methods or materials, and describe how the problem was resolved.**

There really were not any problems with construction materials or methods as this was a Phase 2 project and any issues which came up were addressed and resolved in Phase 1. Even though it was a different Construction Manager, the Athletic Complex was problem free.

The Athletic Complex construction type was essentially the same as Phase 1.

The exterior wall system construction consists of load bearing reinforced concrete masonry on continuous reinforced concrete footings throughout. Concrete tie beams are used at low buildings. A reinforced monolithic slab on grade is utilized throughout the school. Lateral support against horizontal wind loads was provided by the masonry walls.

Exterior walls of conditioned spaces are insulated with foamed in place insulation and finished on the exterior with an acrylic latex painted cement plaster and on the interior with a semi-gloss acrylic enamel paint system directly on the concrete block. Glazed epoxy wall coating on CMU is used at Athletic Complex toilet rooms, concession and locker rooms and shower / drying rooms.

Walkway and window canopies are painted galvanized steel framing with pre-finished, preformed corrugated steel roof panels. All exterior glazing is shaded with horizontal metal awnings to control glare and reduce solar heat gain.



RAI J.W. Mitchell High School

The roof system is a low slope, four ply modified bituminous, built-up asphalt roof system with a 20 year warranty on polyisocyanurate insulation with an R-value of 20. The roof deck is 1 1/2" galvanized metal on open web steel joists - sloped to obtain a minimum 1/4" per foot drainage.

**d. The methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, change orders and construction schedule. Provide examples of any reporting/monitoring systems used.**

Throughout the entire construction process at the Mitchell High School Athletic Complex, Rowe Architects worked closely with the District's Project Coordinator, the Chief Building Inspector, the Construction Manager, and MHS's Principal, instructors and coaches for each of the many educational and athletic programs offered on campus to ensure that all of their needs (and as many of their wants as possible) could be met within the project's limited budget.

With a volatile and surging construction market combined with a tight project schedule, much of the pricing for Phases 1 & 2 was higher than the project team had hoped. RAI, in close collaboration with the Owner and the Construction Manager, worked diligently to trim project cost (without sacrificing critical project scope) from ongoing and future phases and kept the overall project on track.

RAI was on site weekly to observe construction progress and in constant contact with the CM and the District staff to keep information (Submittals, Requests for Information, Proposal Requests, Change Order Requests, Change Orders and Pay Apps, etc.) flowing quickly and efficiently.

As with all of our educational work under a Construction Manager delivery method, we worked collaboratively with the CM from the moment of their selection. We also vetted each CM estimate during design as well as reviewing proposed costs for Change Orders by comparison to our internal A/E estimates and collective educational project experience, developing Additive Alternates and Value Engineering options to the District to maximize value for every budget dollar.

## Bonita Springs High School & Athletic Complex



BSSW Bonita Springs High School

a. How your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

There is no “silver bullet” when it comes to achieving and maintaining Quality Control throughout the life of any project - our methodology is simple – to start: Quality Design Documents can only be achieved through diligence, experience, commitment and communication. Our TEAM understands that, while it is important to bring lessons from previous projects to our work, each project is unique. Each project may have some specific challenges that are best addressed by anticipating what they “might be”....not by waiting until they come up. That’s a poor project approach.

Communication has been the key control element in maintaining both the schedules and the budget for Bonita Springs High School. During the design phases, we met with our consultants on a regular basis (every two weeks), to assign tasks, check progress and monitored the schedule and budget. During the construction phase, we currently monitor the contractor’s schedule on a regular basis, and involve the school system at every stage. We know that schedule control goes beyond the completion of the construction documents.

b. Conflicts/problems or potential conflicts/problems with the Owner or with contractors, and describe the methods used to prevent and/or resolve those conflicts/problems.

Construction of the Bonita Springs High School has just started. This school will incorporate all of what the Lee County Schools System considers best practice. Our challenges included budget, state of the art STEM technologies, Athletics as a centerpiece for the burgeoning City of Bonita Springs where Public use of athletic fields and the Field House (central theme in design) was one of the communities’ top priorities. Our efforts with all of the community and school systems “owners” has been a positive boost to the area.

c. Problems encountered with construction methods or materials, and describe how the problem was resolved.

For the new “prototype” high school in Bonita Springs, we used BIM/ Revit to insure the TEAM could identify any construction or design conflicts before they occur. Through the project’s secured Web based server, all team members have access to the project’s BIM model, insuring that all team members have the most current and accurate information. Because our firm has been utilizing the BIM process for over 16 years, our team has learned to leverage the technology to advance our projects in many non-traditional ways, including:

- Utilizing models to advance production of specialized building components. Example: our BIM model was used to produce the Architectural Pre-cast panels, saving two months on the project schedule and thousands of dollars in general conditions costs.
- Performing advanced daylighting studies to maximize natural light while minimizing solar gain. Example: The recent Fort Myers Regional Library wanted to maximize natural light and view onto a new public plaza on the western side of the building. We were able to utilize the model to fine-tune the design to provide shading devices that minimized solar gains.
- Finalize Water Management District Permit process for Bonita Springs High School.
- Finalize Site Entitlement process.

d. The methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, change orders and construction schedule. Provide examples of any reporting/monitoring systems used.



BSSW Bonita Springs High School

Monitoring current construction costs, change orders and schedules for Bonita Springs High School are in clear focus. However, the best planning and highest quality design and documentation is of no benefit to the School District if the project is not implemented with the same principles. BSSW Architects has designed countless public sector projects over the past 30 years and we believe Construction Administration to be among the most important part of our service. We are firm believers in the “team” concept and understand the potential benefits to all parties concerned fostered by a spirit of cooperation among team members. Our goal is to fairly and consistently enforce the intent of the bid documents and our experience proves that this goal can be realized while, at the same time, maintain a spirit of respect and cooperation within the entire construction team, including sub-contractors.

BSSW also utilizes the latest technologies available in the design industry to help anticipate and plan before problems occur. With Building Information Modeling (or BIM for short), utilizing the Revit® Building Information Modeling software, we can coordinate with Monroe County Schools using the latest technology, critical in managing a project that needs to be seamless. We get timely feedback on project design, scope, schedule and budget, all while minimizing the costly mistakes and wasted effort that come from coordinating documents by any other means.



## Terry Park Athletic Complex



BSSW Terry Park

a. How your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

The work completed at Terry Park was part of an overall design effort to renovate one of Lee County Park and Recreation's historic facilities. It was important that our team stayed in daily contact with the County Staff, Contractor and Consultants. This helped us ensure that the vision of the Owner was maintained from the beginning to the end of the project. With the facility housing 4 baseball fields, one of the major hurdles was being able to give the Owner access to portions of the site while construction was going on. It was important that the Owner's operation schedule was incorporated into the construction schedule.

As the Terry Park project was completed over multiple phases, we had to make sure we were reviewing the documents with the Construction Manager and Owners on a regular basis. During our bi-weekly meetings we would review any additions or changes to the current phase and discuss what affect this had on the overall project budget. But we also had to review what impact these changes had on the future project phases.



BSSW Terry Park

b. Conflicts/problems or potential conflicts/problems with the Owner or with contractors, and describe the methods used to prevent and/or resolve those conflicts/problems.

An example of potential conflicts is that a Press Box over the Concessions Building was part of the original design. Because of code requirements this would also have to include an elevator for access to the Press Box, but an elevator was not part of the Owner's budget. The addition of an elevator at such an early phase in the project would have meant major design changes to later project phases. This would have changed the Owner's vision for the overall project. We were able to design the building that included as space that could be converted into a Press Box when the funds for the addition of an elevator became available.

c. Problems encountered with construction methods or materials, and describe how the problem was resolved.

We did not encounter any problems with construction methods or materials for Terry Park.

d. The methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, change orders and construction schedule. Provide examples of any reporting/monitoring systems used.

Our TEAM understands that cost control is a design issue, and that the decisions which have the most significant impact on the project budget are usually those made early on in the process. Any project's major systems (site work, utilities, mechanical, structural, electrical, A/V) are the big-ticket items that must be kept in check in order to allow breathing room in the budget for finishes and amenities. We will work diligently with all consulting engineers, the Builder and Monroe County Schools to reconcile cost estimates, establishes realistic budget contingencies, develop design alternates, and analyze the cost/benefit of each design decision both as a capital outlay and over the lifecycle of the project.

It has been our experience that no one item or system "blows" the budget. However, once the Construction Document phase nears completion, the ability of the design team to affect the overall budget becomes even more critical. The cost model, subsequent updates, and value management will be done in conjunction with Monroe County Schools and the Users, as well as an independent cost consultant if desired. As the design starts to take shape our team will work closely with the Construction Manager in evaluating construction alternatives which maximize both performance and value so that the result is a building which is both with-in the budget and provides the District with a durable easily maintainable asset.

The foundation of our plan for a successful project delivery is to focus on the elements of the project critical to reaching the goals. We do this by managing expectations, planning the work, and making timely decisions, so that the appropriate resources are applied to the project. The project team will be centered on effective, strong project management. Our team will work with the school district to develop a schedule that meets the project time requirements. Our Quality Control Team will evaluate if a project is proceeding as scheduled, and will constantly monitor the process with District leadership.

## 4 School Experience

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## Tab 4: Applicant must have a clear understanding of the functional and operational aspects to be considered during design and construction of educational facilities.

a) Is applicant knowledgeable and proficient in complying with State Requirements for Educational Facilities (SREF)? Yes or No; List training/seminars proposed team members have attended, or other supporting documentation that verifies your knowledge and Yes! RAI and BSSW are extremely knowledgeable and proficient in complying with the State Requirements for Educational Facilities (SREF).

Both RAI and BSSW have been leaders in the design of K-12 educational environments for decades. In the last fifteen years, RAI is the only Florida firm to have been recognized with three AIA Florida design awards for K-12 school projects. Our work has consistently been recognized for design excellence and energy efficiency by The American Institute of Architects state and local organizations, the United States Green Building Council, by the American Association of School Administrators, the National School Boards Association and by the Florida Educational Facilities Planners Association, among many others. Respecting the limited budgets of public school districts, we have endeavored to create inventive, unique and interesting places for students to learn, create and play, as well as functional, professional work environments for District personnel and staff.

We have designed transformative learning environments at the elementary, middle, and high school levels, as well as for higher education clients. We understand that when properly designed, every space can be a learning space! We are adept at working collaboratively with school districts and Construction Managers to maximize the programmatic bang for each budget buck spent.

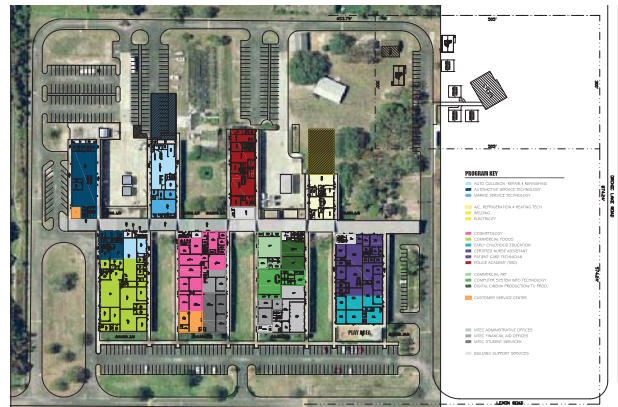


RAI Francis M. Bellamy Elementary School

In fact, Rowe Architects was a pioneer in the use of fast-tracking Construction Management in school design and construction as early as the 1970s. Rowe Holmes Associates (our predecessor firm) designed and built Francis M. Bellamy Elementary School for the Hillsborough County School Board with a CM on a fast track schedule in 13 months, including design and construction! Bellamy was one of the first of its kind in Florida: an open plan, windowless, "big-box" school favored by the leading educators of the time, and received design awards from the American Association of School Administrators, the Council of Education Facilities Planners, and the American Institute of Architects.

b) Document firm's knowledge and experience in working around the school year calendar to optimize progress and minimize school disruption.

All of our education projects are carefully scheduled and sequenced to work within the academic calendar. We are team players and know how to work with you (the client) and the builder to develop a schedule that meets your needs and gets your facilities into operation on time.



RAI Marchman Technical College (MTC)

Rowe Holmes Associates Architects also designed the original Marchman Technical College (MTC) with three buildings and an orthogonal circulation spine designed to facilitate additions as the school grew. More than 30 years later, the original design was nearly built-out and the size of the facility has nearly tripled. Square footage was no longer their problem; MTC recently struggled with aged systems and equipment and most importantly, a misallocation of the spaces they did have. Over the course of three decades, programs offered by the school have come and gone, with functions moving in and out of spaces as they were available. The cumulative effect of all these small changes over time is that the space allocation plan at the start of our recent renovation project looked like a hard drive that hadn't been defragmented: programs were not contiguous, rooms were often dramatically over or undersized for their current use, and administration offices were scattered all over the campus instead of centralized.



RAI Marchman Technical College (MTC)

Working with Pasco County's School District and the Construction Manager, RAI proposed a strategic construction phasing plan to respond both to the available budget and to the need to keep the facility open and operational throughout the entire renovation process while working within the constraints of the school year calendar. The relocation of programs was considered in terms of time, equipment, cost, and the displacement/potential disruption of others. The construction phasing scheme, consisting of five continuous and sometimes overlapping phases, allowed the renovations to occur within whole buildings only, leaving others intact in the interim to minimize student disruption, all without the use of portable classrooms which saved precious budget dollars! The project is complete and currently in closeout.

c) Of your firm's volume of work performed in Florida, what percent is to design Florida K-12 schools?

Over the last 50 years, RAI has completed over 180 educational addition renovation projects for eight Florida School Districts. In fact, over 54% of RAI's workload over the past five years has come from fixed-budget public K-12 projects. For that same 5 year duration over 85% of RAI's work volume is attributable to educational project types. RAI has an excellent track record of satisfying the educational mission of their clients and delivering their projects on time and on budget.

In a 30+ year history, BSSW has completed more than 100 projects from new elementary, middle and high Schools, private K-8 and private high schools as well as a myriad of renovation and addition projects. Over the past 5 years BSSW's education related work is about 20% of the total professional fee revenues for the firm.



BSSW Dunbar High School

BSSW's Dunbar High School in Lee County required all of the stakeholders to clearly understand the challenges: The campus had been constructed in phases over many years and much of the facility was beyond repair and required replacement. Increasing enrollments from 980 students to 1800 students meant that 154,000 sf of new construction along with renovations of over 90,000 sf needed to take place at the same time.... WHILE SCHOOL WAS IN SESSION. Coordination of scheduling while maintaining accessibility were some of the many challenges we met!



BSSW Dunbar High School

## 5 Athletic Complex Experience

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## Tab 5: Tell us about your expertise in to developing state of the art athletic complexes. Give examples of specific projects previously completed.

At Rowe Architects Incorporated we have been designing learning environments our entire careers, including new construction, renovations, and additions at the elementary, middle, and high school level (as well as for colleges & universities). Each project has been carefully tailored to the client's needs, the site, the budget, and the community which it serves.

Our extensive portfolio of educational projects includes scopes ranging from minor systems improvements to comprehensive and contextual additions/replacements (including state of the art athletic complexes). All of the new K-12 campuses we have designed have included complete athletic facilities, and many of the renovation/addition projects have added or improved such facilities as well. In 2001, Rowe Architects with a joint-venture partner, completed construction of J.W. Mitchell High School and Athletic Complex for the District School Board of Pasco County. The end result provided the school district with a brand new, 233,298 gsf, state of the art 21st century high school and complete athletic complex.



RAI J.W. Mitchell High School

More recently, Rowe Architects has been selected for a major renovation to Tarpon Springs High School (TSHS) for Pinellas County Schools which will dramatically transform the campus. Currently in Design Development, the scope includes many improvements to the school's athletic complex, completely demolishing the existing ticket booth, concession building, and restroom facilities, all of which will be replaced with a new combined facility which will better reflect the quality of the school and athletic programs at TSHS. As it sits in a low-lying area between Lake Tarpon and St. Joseph Sound, storm drainage is a major problem at TSHS, and this renovation will include a comprehensive redesign of the school storm drainage system to prevent the flooding that has become an all too common occurrence.



RAI Tarpon Springs High School



RAI J.W. Mitchell High School

The J.W. Mitchell Athletic Complex included the master planning, programming, and design for a completely new high school athletic facility with all playfields designed to comply with Florida High School Athletic Association, FHSAA, guidelines. The athletic complex was designed around a new 2,000 seat stadium for football and competition soccer. The stadium accommodates 1,500 home team fans and 500 visiting team fans in separate grandstands, and was designed to be expandable in the future.

The football stadium was lighted for night time competition and included a press box with home, visitor, and official/scorekeeper areas. In addition, it included a complete PA system and secure access filming platforms for home & visiting teams. A 9,000-square foot locker/dressing/training building was located at one end of the football field with an instructional weight training facility overlooking the competition playing field. This building also included a varsity (home team) and a junior varsity (visiting team) locker room with showers / dressing room, coaches' offices, a conference/classroom, a training room, equipment storage and laundry facilities. The plan also provided for separate home team and visiting team concession buildings and public toilet facilities, as well as competition, lighted baseball and softball fields with separate press box and storage buildings, dugouts, bullpens, and batting cages. Also, included in the design was an eight-lane regulation running track.



**6 Team Experience**  
architectural specialization  
firm history  
firm's personnel  
consultants

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## Tab 6: Include a narrative description of the firm (or team of firms) to include a minimum:

1) respondents area of architectural specialization 2) firm history 3) firm's personnel 4) consultants

Rowe Architects Incorporated (RAI) is a Tampa based design firm that has evolved from the practice founded in 1965 by the late H. Dean Rowe, FAIA. The firm has an extensive award winning history of providing quality professional architectural services on educational, institutional, commercial, multi-family, adaptive re-use and historic preservation projects throughout Florida. In honor of Dean's legacy, the firm is now known as Rowe Architects Incorporated, and we continue to operate under the goals that he established over 50 years ago.

Rowe Architects offers full architectural, master planning, programming, building analysis and LEED Certification services. The firm's work has been recognized both nationally and regionally for design excellence and energy conservation. The principals and staff of Rowe Architects are intensely committed to an unparalleled quality of professional service while striving for architectural excellence on all projects undertaken by the firm. The firm has continuously maintained a practice in downtown Tampa, that has provided a base of operations for the firm to effectively serve clients throughout Florida.

Rowe Architects Incorporated has built our practice on the fact the architecture is a service profession. First and foremost we believe in providing excellent professional services to our clients in whatever capacity they may desire. Secondly, our practice is founded on our reputation for design excellence, regardless of the scale or scope of the project.

### Principals' Experience (with Rowe Architects)

Rick Rowe, AIA	30 years
Principal, President, Business Development Director, Design Director	
Thomas A. Hammer, AIA, LEED AP	45 years
Managing Principal, Secretary/Treasurer, Technical Director	
Angela Hendershot, AIA, LEED AP	9 years
Principal, Vice President, Technology Director, Project Manager	

Today, these three principals manage Rowe Architects and are engaged-hands-on in every project in the office. Each serves in Principal in Charge and/or Project Management roles on assigned projects and each Principal serves in a constant capacity in their respective areas of expertise. Thomas A. Hammer, AIA, LEED AP has been with the firm for 45 years. Tom's expertise lies in the technical aspects of architecture with particular emphasis on the building envelope and historic preservation. Rick Rowe, AIA, oversees the firm's design quality. Rick holds a Master of Architecture degree from Yale University. His work has consistently been recognized through numerous design awards, recently receiving a Merit Award for Excellence in Architecture from AIA Tampa Bay for Summerfield Crossings Elementary School. Rick has been a principal of Rowe Architects since 1990.

In 1996 the Florida Association of the American Institute of Architects recognized Rowe Architects for the firm's history of accomplishments. The Institute bestowed upon the firm their highest honor, AIA Florida's 1996 Firm Award. The Firm Award is the most prestigious award that a Florida architectural firm can receive. Having given the award to only seven firms at that time, the Florida Association recognized Rowe Architects for outstanding achievement in design, and service: to the community, education, the profession and the American Institute of Architects.

From the time of its inception in 1965, the firm has been committed to excellence in the built environment. Cognizant that good design alone is not enough, the firm strives to be truly successful by ensuring that each project is responsive to the financial, functional, aesthetic

and emotional needs of its users. The largest segment of our practice has been educational projects, both for K-12 and university clients throughout Florida.

The firm operates through a unique process of internal interaction and advocacy, with extensive client involvement and a strong analytical system throughout the design process. The firm realizes that the project is being funded and will be operated by the client. Therefore the project must satisfy the needs and budget of the client. This is achieved by including the client, the users, the community, and the contractor as integral members of the design team and as co-authors of the final design solution.

Rowe Architects has amassed an enviable record of design awards (more than 120 individual awards and recognitions) for their work. More importantly than the recognition, RAI has also achieved an impressive record of returning and continuing clients. Repeat clients represent approximately 90% of our work volume.

Rowe Architects Incorporated is a Small Business Enterprise, certified with the City of Tampa Small Business Enterprise Program and the Office of Supplier Diversity, Hillsborough County Public Schools as a SBE/WMBE, vendor No. 12909. We are also certified with the Hillsborough County Board of County Commissioners Economic Development Department DM/DWBE & SBE Programs Section as a Small Business, vendor No. HC-0537/06. In addition, we are self certified under the North American Industrial System Code (NAISC) vendor No. 541310 as a Small Business.

BSSW Architects Inc. is an award winning design firm located in Naples and Fort Myers, Florida with a diverse practice in Architecture, Interior Design and Planning. The main focus of the practice is to provide unparalleled service, innovation and performance in the conceptualization, design and implementation of the built environment for our clients.

The Firm was conceived in 1980 as Architectural Resources Corporation through the vision of founding Principals Joe Barany and Ron Weaver. Ten years later the Firm merged with the highly respected Schmitt Design Associates, and adopted the new name of Barany Schmitt Summers Weaver Architects, Inc., now abbreviated to BSSW Architects, Inc., to reflect the growth and stature of the organization. The firm's current leadership includes Principals Ronald G. Weaver, Daniel A. Summers, Kevin M. Williams, and Associate Bryan Lee together with support from a highly dedicated professional staff including Architects, Interior Designers, Construction Contract Administrators, technical and administrative specialists.

Since the firms inception, BSSW Architects, Inc. has provided superior Architecture, Interior Design and Planning services to Private and Public Sector Clients throughout Southwest Florida. BSSW continues to LISTEN... INNOVATE... PERFORM... the bedrock principles on which BSSW Architects have built the largest and most trusted architecture/planning/interior design firm headquartered in Southwest Florida. BSSW's reputation has been built on innovation and performance, backed by consideration of each project's surroundings and respect for client budgets and schedules. BSSW Architects has been designing buildings that meet the needs and reflect the personalities of clients for more than three decades, working with each client to turn their vision into reality and achieve the maximum potential of every project, while making the most of their investment.

BSSW's peers, clients and other professional organizations have

recognized and honored BSSW Architects with numerous design awards, including the American Institute of Architects, Urban Land Institute, Florida Educational Facilities Planners Association, National Excellence in Construction Awards, Florida Trust for Historic Preservation and Metal Architecture Design Awards, to name just a few. In total, the Firm has been honored with over 30 such awards throughout its history.

The professional Architects, Interior Designers, Planners and LEED Associates at BSSW Architects maintain memberships in respected professional organizations such as the American Institute of Architects, American Society of Interior Designers and the United States Green Building Council. At various times, they have held Officer and Directorship positions within those organizations. Additionally, many hours are spent by our principals and staff serving on local Historic Preservation Boards, Design Review Boards, not-for-profit service organizations, churches and community associations.

BSSW Architects, Inc. maintains a fully staffed office in Fort Myers managed by Principal Architect Kevin M. Williams. The Fort Myers office will be responsible for the implementation of this contract.

The Fort Myers office is located at:  
1500 Jackson Street, Suite 200  
Fort Myers, FL 33901  
Ph. 239-278-3838  
Fax 239-275-5356

BSSW Architects, Inc. also maintains a fully staffed office in Naples and will be available to support the efforts of the Fort Myers office under the direction of Mr. Williams.

The Naples office of BSSW Architects, Inc. is located at:  
949 Central Ave.  
Naples, FL 34102  
Ph. 239-643-3103

As one of the largest architectural firms headquartered in Southwest Florida, BSSW Architects, Inc. is uniquely positioned to serve the interests of its clients throughout Florida. Current Professional Staff is comprised of:

Licensed Architects	8
Project Managers	3
Graduate Architects & Technicians	4
Construction Administrators	2
Interior Designer	1
Administrative	3
Total	21

BSSW's Award-Winning Work speaks for itself. BSSW doesn't limit themselves to one particular type of work; their portfolio reflects success in many areas, here's why...

Successful public sector work illustrates more than an architect's skill in designing beautiful buildings for public use. It represents the architect's dedication to creating these environments within budgetary limits and time schedules that are often dictated by a myriad of factors. Government buildings such as the Lee County Justice Center and the Grey Oaks Public Safety Building are prime examples of this.

Award-winning school design does more than showcase design skills; it illustrates a thorough understanding of how learning takes place and how the built environment can stimulate that process. BSSW has designed schools from the elementary through post-secondary levels,

including several facilities for Florida SouthWestern State College and Florida Gulf Coast University (FGCU) campuses.

Trends and technology, style and substance, purpose and principles... all contribute to the impression BSSW makes on their clients, their employees, and their community. BSSW provides commercial architecture, designed to succeed.

Once simply buildings holding books, today's libraries are hubs of connectivity for the communities they serve. BSSW has designed several regional public libraries, such as the Northwest Regional Library and the Collier County Headquarters Library, which are considered the jewels of Southwest Florida's cultural crown.

Architecture is both art and science; creative yet exacting. Simple lines on a drawing become beautiful buildings and engaging environments, but they don't do so without the skill, knowledge and dedication of experienced architects like those you'll meet at RAI and BSSW Architects.

List total number of firm's personnel by skill group  
(e.g. Architect, Draft person, Interior Design, Engineer, etc.)

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a.) Name all key personnel that will be part of the Architect/Engineer team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.

Please see the following pages for key personnel, their cities of residence, and for their experience and expertise.

b.) For each project listed under Item 2, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. If the team as a whole provided Architect/Engineer services for any of the projects listed indicate so.

No.	Project Name	Personnel and their roles
1	J.W. Mitchell High School Athletic Complex School Board of Pasco County	Principal in Charge and Project Manager: Rick Rowe, AIA Technical Director: Tom Hammer, AIA, LEED A
2	Bonita Springs High School Athletic Complex School District of Lee County	Principal in Charge: Kevin M. Williams, AIA Project Manager: Bryan Lee, AIA Construction Administration: David Torres
3	Terry Park Athletic Complex Addition & Renovation Lee County Government	Principal in Charge: Kevin M. Williams, AIA Project Manager: Bryan Lee, AIA Construction Administration: David Torres



Many large design offices are specialized, separating Office Staff or Design Architects from on-site Field Staff with entirely different personnel. As small, dynamic, design-focused offices, RAI and BSSW are structured so that the same staff members, including Principals, work on the project from the time it enters the office through post-occupancy, preventing disconnects between design and construction. There is no learning curve during construction, as the professionals observing construction are already familiar with all of the design decisions made throughout the project. At Rowe Architects and BSSW Architects, the Principals actually do Architecture!

Our firms are based upon a culture of cooperation and collaboration. We are responsible for the quality of our consultants' work as well as our own, and we take this responsibility very seriously. We practice stringent internal Quality Control and work in close collaboration with our consultants and the Construction Manager to facilitate coordination of the design. Constant contact with the Owner and Construction Manager during construction is essential to make sure the project as a whole is keeping to the schedule, budget, and the overall design intent. All issues will be dealt with proactively, and Monroe County School District has our genuine commitment from all members of the Design Team, to be accountable and to work together to produce the best possible facility, to ensure orderly communications and distribution of information, and to provide effective coordination of activities throughout the project.



## RICK ROWE, AIA

Principal Architect



City of Residence  
Tampa, Florida

### Education

Master of Architecture  
Yale University, 1986  
Bachelor of Design  
University of Florida, 1980

### Registrations

Registered Architect  
State of Florida #AR0013510



Rick is a Principal, the Design Director and the Business Development Director at Rowe Architects Incorporated. The Tampa based firm has an award winning history of providing quality professional architectural services on educational, institutional, public safety, commercial, multi-use and historic preservation projects throughout Florida. With over thirty years of professional architectural experience, Rick has been with RAI since 1987. The firm's work, under Rick's leadership, has been recognized nationally, regionally and locally for design excellence and energy conservation on projects throughout Florida.

Rick is an award-winning designer who has been recognized widely for his work. While in graduate school at Yale University School of Architecture, Rick studied design and architecture with two Pritzker Prize winning architects; Frank O. Gehry, FAIA and Sverre Fehn. In 1992, Rick was featured in the American Institute of Architects national publication Architecture as an "emerging talent" in the field of architectural design. Most recently, his efforts on Summerfield Crossings Elementary School were recognized by AIA Tampa Bay with a Merit Award for Excellence in Architecture.

## PROFESSIONAL QUALIFICATIONS

- Registered Architect, State of Florida, AR0013510
- NCARB Certificate Holder
- Member, American Institute of Architects
- USF President's Council, John & Grace Allen Society Member
- USF School of Architecture and Community Design, Dean's Advisory Committee
- UF, School of Architecture, Professional Liaison Committee
- Yale Alumni Schools Committee
- Recipient, Eduardo Garcia Award for Design Excellence, AIA Tampa Bay
- Featured as an "Emerging Talent" in Architecture Magazine, 1992
- Leadership Tampa Bay, 1996
- Leadership Tampa, 1997

## SELECTED PROJECT EXPERIENCE

- J.W. Mitchell High School Athletic Complex, New Port Richey
- Tarpon Springs High School Renovation, Tarpon Springs, Florida
- Sulphur Springs K-8 Classroom Addition, Tampa, Florida
- Marchman Technical College, New Port Richey, Florida
- Student Nutrition Services Offices Relocation, Tampa, Florida
- Multi-Site Food Service Renovations, Hillsborough County, Florida
- A. P. Leto High School Food Service Remodeling, Tampa, Florida
- Summerfield Crossings Elementary School, Riverview, Florida
- Guy O. Burns Middle School Renovations, Brandon, Florida
- Palm River Elementary School Renovation, Tampa, Florida
- D.W. Waters Career Center, Tampa Florida
- NCF Jane Bancroft Cook Library Renovation, Sarasota, Florida
- PSC WLR Library Renovation, Winter Haven, Florida
- USF St. Petersburg, University Student Center, St. Petersburg, Florida
- USF Health Center MDC Building Renovation, Tampa, Florida
- USF Alumni Center Expansion & Renovation, Tampa, Florida
- UF Weimer Hall Expansion & Renovation, Gainesville, Florida
- Marshall Middle School Renovation, Plant City Florida
- Woodland Elementary School Renovation, Zephyrhills, Florida

ROWE ARCHITECTS  
I N C O R P O R A T E D

## ANGELA HENDERSHOT, AIA, LEED AP

Principal, Project Manager



**City of Residence**  
Riverview, Florida

**Education**  
Master of Architecture  
University of South Florida, 2005

Bachelor of Science in Biology  
Minors in Art History,  
Mathematics, Chemistry  
Florida State University, 1999

**Registrations**  
Registered Architect  
State of Florida #AR94066



Angela is a graduate of the University of South Florida School of Architecture and Community Design (SA+CD). She has twelve years of experience in architecture (nine with Rowe Architects) and has been an Adjunct Professor and active alumna at SA+CD, teaching courses in design and physics to aspiring architecture students. Her project involvement has included master planning, conceptual design, schematic design, design development, construction documents, marketing and graphic design, contract administration and project management.

Angela has experience in large and small scale private mixed use projects as well as detail oriented projects for the private sector. Angela was the Project Manager for William R. Hough Hall, an award-winning new 59,972 GSF Graduate Studies Building for the Warrington College of Business Administration within the Historic District of the University of Florida campus. She is currently serving as the Project Manager for the Marchman Technical College Renovations and has recently completed the Weimer Hall Expansion and Renovation project for the College of Journalism and Communications at UF.

### PROFESSIONAL QUALIFICATIONS

- 2005, University of South Florida, Master of Architecture, School of Architecture + Community Design
- USF SA+CD Graduate Fellowship Recipient
- 1999, Florida State University, Bachelor of Science in Biology (minors in Art History, Chemistry and Mathematics)
- Registered Architect, Florida License Number: AR94066
- LEED Accredited Professional, USGBC (LEED-NC v2.2, July 2007)
- Member, American Institute of Architects

### SELECTED PROJECT EXPERIENCE

- Sulphur Springs K-8 Classroom Addition, Tampa, Florida
- Tarpon Springs High School Renovation, Tarpon Springs, Florida
- Marchman Technical College, New Port Richey, Florida
- Multi-Site Food Service Renovations, Hillsborough County, Florida
- Student Nutrition Services Offices Relocation, Tampa, Florida
- A. P. Leto High School Food Service Remodeling, Tampa, Florida
- Water Works Park Improvements, Phase 2, Tampa, Florida
- NCF Jane Bancroft Cook Library Renovation, Sarasota, Florida
- UF Weimer Hall Expansion & Renovation, Gainesville, Florida
- UF William R. Hough Hall, Warrington College of Business Administration, Gainesville, Florida
- USF St. Petersburg, University Student Center, St. Petersburg, Florida
- Historic Okeechobee County Courthouse Rehabilitation, Okeechobee, Florida
- Clearwater Intermediate School Renovations, Clearwater, Florida
- Edison Elementary School Renovations, Tampa, Florida
- Marshall Middle School Renovations, Plant City, Florida

## THOMAS A. HAMMER, AIA, LEED AP

Principal, Technical Director



City of Residence  
Tampa, Florida

### Education

Master of Business Administration  
University of South Florida, 1980  
Bachelor of Architecture  
University of Florida, 1968

### Registrations

Registered Architect  
State of Florida #AR0006223



Tom Hammer has been a principal of Rowe Architects since 1977. His architectural design, technical expertise and project management experience encompasses nearly the full range of the firm's project history. Tom is a LEED Accredited Professional whose expertise is in the technical aspects of architecture and the building envelope and in historic rehabilitation.

He serves as the firm's Technical Director and as a Principal in Charge on major projects including all of the firm's historic rehabilitation work. As the firm's Technical Director, Tom has overall responsibility for the Construction Document and Construction Administration phases of all the firm's projects. Tom's advanced business education (USF MBA) enables him to serve as the firm's Managing Principal as well as providing critical input into project management, budgeting and cost control monitoring.

## PROFESSIONAL QUALIFICATIONS

- Registered Architect, State of Florida, AR0006223
- LEED Accredited Professional
- Guest Lecturer, University of Florida, Preservation Institute: Nantucket
- NCARB Architectural Registration Exam Juror, Building Design (6 years)
- NCARB Architectural Registration Exam Juror, Site Design (3 years)
- Leadership Tampa, Class of 2001
- Leadership Tampa Bay, Class of 1998
- Board of Directors, Tampa Lighthouse for the Blind (2000 - 2009)
- Board of Directors, Florida Foundation for Architecture (1996 - 2001)
- Member, Tampa Preservation, Inc.

## SELECTED PROJECT EXPERIENCE

- Sulphur Springs K-8 Classroom Addition, Tampa, Florida
- Tarpon Springs High School Renovation, Tarpon Springs, Florida
- Marchman Technical College, New Port Richey, Florida
- Multi-Site Food Service Renovations, Hillsborough County, Florida
- Student Nutrition Services Offices Relocation, Tampa, Florida
- A. P. Leto High School Food Service Remodeling, Tampa, Florida
- Edison Elementary School Auditorium Renovation, Tampa, Florida
- Summerfield Crossings Elementary School, Riverview, Florida
- Guy O. Burns Middle School Renovations, Brandon, Florida
- Anderson Elementary School Renovation, Tampa, Florida
- Potter Elementary School Addition & Renovation, Tampa, Florida
- Palm River Elementary School Renovation, Tampa, Florida
- D.W. Waters Career Center, Tampa, Florida
- Mulrennan Middle School, Tampa, Florida
- USF Health Center MDC Building Renovation, Tampa, Florida
- USF St. Petersburg, University Student Center, St. Petersburg, Florida
- USF Alumni Center Expansion & Renovation, Tampa, Florida
- NCF Jane Bancroft Cook Library Renovation, Sarasota, Florida
- PSC WLR Library Renovation, Winter Haven, Florida
- UF Weimer Hall Expansion & Renovation, Gainesville, Florida
- Marshall Middle School Renovation, Plant City, Florida
- Woodland Elementary School Renovation, Zephyrhills, Florida

ROWE ARCHITECTS  
I N C O R P O R A T E D



## KEVIN M. WILLIAMS, AIA, RID, NCARB

Principal Architect



City of Residence  
Fort Myers, Florida

### Education

Bachelor of Architecture  
University of Tennessee—Knoxville  
  
Graduate Studies—Urban Design &  
Planning  
University of Tennessee /  
University of Zagreb  
Fellowship—Chattanooga Urban  
Design Studio

### Registrations

Florida AR0093058  
Florida ID5427  
NCARB  
CPTED Certified  
FEMA ICS-100 Certified  
FEMA ICS-200 Certified



Mr. Williams is a Principal and Vice President in the firm of BSSW Architects, Inc. and has over 25 years experience in Educational Design and Management. Mr. Williams has worked with clients along the broad spectrum Educational Sector from Elementary and Pre-K facilities thru Post Graduate Research Buildings. Mr. Williams has been involved with projects on existing campuses as well as brand new campuses including an Award Winning College Campus Design.

Drawing on his extensive understanding of Educational Facilities, Mr. Williams has helped many Educational Clients in achieving their long term goals and needs, including District Wide Facility Evaluation and Master Planning. As the Principal in Charge of a myriad of multi-million dollar projects, Mr. Williams has earned the respect and trust of clients who depend upon his expertise and his dedication to effective collaboration which consistently brings projects to completion on time and on budget. The result is that 90% of BSSW Architects workload is for repeat clients.

## PROFESSIONAL QUALIFICATIONS

- American Institute of Architects
- Southwest Florida Chapter
- Florida Trust for Historic Preservation
- Lee Trust for Historic Preservation (Past Vice President)
- Lee County Historic Preservation Board (Past Chairman)
- City of Fort Myers Historic Preservation Commission

## SELECTED PROJECT EXPERIENCE

- Bonita Springs High School, Bonita Springs, FL
- Dunbar High School, Fort Myers, FL
- Edison Park Elementary School Addition/Remodeling, School District of Lee County Fort Myers, FL
- Fort Myers High School Addition/Remodeling, School District of Lee County, Fort Myers, FL
- Cape Coral High School Classroom Addition\* School District of Lee County, Cape Coral, FL
- Alternative Middle School \*School District of Lee County, Fort Myers, FL
- Edgewood Elementary School Replacement, School District of Lee County, Fort Myers, FL
- Charlotte Performing Arts Center \* Charlotte County Public Schools, Punta Gorda, FL
- Sallie Jones Elementary School Replacement\* Charlotte County Public Schools, Punta Gorda, FL
- District Wide Elementary School Master Planning\* Charlotte County Public Schools
- East Elementary School Addition/Remodeling\* Charlotte County Public Schools, Charlotte County, FL
- Central Energy Plant (for Four Campuses)\* Charlotte County Public Schools, Punta Gorda, FL
- New Nursing Annex Edison State College—Lee County Campus, Fort Myers, FL
- Kenneth P Walker Health Science Hall\* Edison State College—Lee County Campus Fort Myers, FL
- New Charlotte County Campus, Edison State College - Charlotte County Campus Punta Gorda, FL
- Gresham Hall—Emergency Medical Training Laboratory\* Edison State College—Lee County Campus, Fort Myers, FL
- District Wide Master Planning Update, Edison State College—Lee /Collier / Charlotte County Campuses, District Wide

\* Individual Experience while associated with another firm



## BRYAN LEE, AIA, NCARB, LEED GA

Senior Project Manager —BIM Manager



City of Residence  
LeHigh Acres, FL

Education  
Bachelor of Architecture  
University of Kentucky

Registrations  
Florida AR94508  
USGBC—LEED GA 10587154



Mr. Lee's technical expertise in Revit®, the industry's most innovative Building Informational Modeling software, has positioned him as a leader on the BSSW team. His skills in troubleshooting the problems inherent with new release software and his ability to apply those skills in creating Revit® families allows other members of the firm to modify construction documents and presentations as needed. This seamless teamwork contributes to the firm's sterling reputation for bringing projects in on-time and on-budget.

Mr. Lee's award-winning academic record secured him a position with the firm where he was immediately presented with challenging municipal projects.

### PROFESSIONAL QUALIFICATIONS

- American Institute of Architects, Southwest Florida Chapter
- NCARB 103761

### SELECTED PROJECT EXPERIENCE

- Bonita Springs High School, Bonita Springs, FL
- Dunbar High School, Fort Myers, FL
- Collegiate High School, FSW State College, Charlotte County Campus
- New School of Nursing, FSW State College, Lee County Campus
- District Wide—Master Planning Update, FSW State College—Lee /Collier / Charlotte County Campuses
- Shadow Wood Country Club, Bonita Springs, FL
- Fort Myers Regional Library, Lee County Government, Fort Myers , FL
- Northwest Regional Library , Lee County Government, Cape Coral, FL
- Emergency Operations Center, Hendry County Government, LaBelle, FL
- Emergency Operations Center, Lee County Government, Fort Myers, FL
- Public Works Annex, City of Fort Myers, Fort Myers, FL
- Terry Park Baseball Stadium Renovation, Lee County Government , Fort Myers, FL
- Lee County Justice Center, Lee County Government, Fort Myers, FL
- Lakes Park Railroad Museum, Lee County Government, Fort Myers, FL
- Minnesota Twins Training Facility Renovation, Lee County Government, Fort Myers, FL
- Sabal Palms Apartments, Low Income Housing Coalition, Fort Myers, FL
- Fire / EMS Station #1, Charlotte County Fire /EMS, Punta Gorda, FL



## AMBER ADAMSKI EVANS, AIA, LEED AP

Project Architect



**City of Residence**  
Fort Myers, Florida

**Education**  
Bachelor of Architecture  
University of Miami

**Registrations**  
Florida AR95678  
LEED AP



Ms. Evans has over ten years' experience in all aspects of project design and management. Her project experience extends across all facets of the firm's Public Sector Practice.

Ms. Evans has also taken a leadership role in BSSW Architects' Sustainability initiative. As a LEED Accredited Professional, she is deeply committed to searching for environmentally sound and practical design solutions.

### PROFESSIONAL QUALIFICATIONS

- LEED Accredited Professional
- NCARB, Intern Development Program
- American Institute of Architects Associate Member
- Lee Trust for Historic Preservation, Executive Board Member

### SELECTED PROJECT EXPERIENCE

- Florida SouthWestern Collegiate High School, Florida SouthWestern State College—Lee County Campus, Fort Myers, FL
- Fort Myers Lee County Regional Library, Fort Myers, FL
- Building S and Building Q Remodeling, Florida SouthWestern State College -Lee County Campus, Fort Myers, FL
- Seminole Immokalee Hotel & Casino, Immokalee, FL
- Dunbar High School Addition and Remodeling, Fort Myers, FL
- De LaSalle Academy Remodeling, Fort Myers, FL
- Fire Code Officials Office Building, Naples, FL
- General Aviation Expansion, Naples Airport, Naples, FL
- Naples Beach Hotel Renovation / Addition, Naples Beach Hotel, Naples, FL
- Freedom Memorial, Collier County Government, Naples, FL
- Hatfield Residence Remodel, Naples, FL
- Margolis Residence, Naples, FL
- Building T Collegiate High School, Florida SouthWestern State College - Lee County Campus, Fort Myers, FL



## BEATRIZ REYES, AIA

Project Architect



City of Residence  
Cape Coral, Florida

Education  
Bachelor of Architectural  
Engineering 1998  
Florida International University

Bachelor of Architecture 2002  
Florida Atlantic University



Ms. Reyes has recently joined BSSW Architects and has over 15 years experience in architectural/interior design, project management/coordination, construction administration, and space planning.

She has been involved in many diverse project types, both large and small including commercial, healthcare and residential. She possesses exceptional organizational, prioritizing, and time management skills. She is extremely detail oriented, analytical, dependable, and able to improvise when needed.

### PROFESSIONAL QUALIFICATIONS

- American Institute of Architects

### SELECTED PROJECT EXPERIENCE

- Florida SouthWestern Collegiate High School, Florida SouthWestern State College—Lee County Campus, Fort Myers, FL
- Fort Myers Lee County Regional Library, Fort Myers, FL
- Building S and Building Q Remodeling, Florida SouthWestern State College -Lee County Campus, Fort Myers, FL
- Seminole Immokalee Hotel & Casino, Immokalee, FL
- Dunbar High School Addition and Remodeling, Fort Myers, FL
- De LaSalle Academy Remodeling, Fort Myers, FL
- Fire Code Officials Office Building, Naples, FL
- General Aviation Expansion, Naples Airport, Naples, FL
- Naples Beach Hotel Renovation / Addition, Naples Beach Hotel, Naples, FL
- Freedom Memorial, Collier County Government, Naples, FL
- Hatfield Residence Remodel, Naples, FL
- Margolis Residence, Naples, FL
- Building T Collegiate High School, Florida SouthWestern State College - Lee County Campus, Fort Myers, FL





## DAVID TORRES

Construction Administrator



City of Residence  
Cape Coral FL

Education  
Architecture / Environmental Design  
Technology  
Psychology / Human Studies  
Bowling Green State University



Mr. Torres is a Construction Administrator with 29 years of experience in educational, commercial and municipal design and management. Mr. Torres has worked with a variety of clients for universities, governmental organizations and one of the nation's largest retail development companies. Mr. Torres has been involved with projects working with owners to implement and achieve long-term goals from design phases through construction operations.

### PROFESSIONAL QUALIFICATIONS

- American Institute of Architects, Southwest Florida Chapter
- NCARB 103761

### SELECTED PROJECT EXPERIENCE

- Bonita Springs High School, Bonita Springs, FL
- Dunbar High School, School District of Lee County, Fort Myers, FL
- Florida SouthWestern Collegiate High School - Charlotte
- Florida SouthWestern State College, Punta Gorda, FL
- Florida SouthWestern Collegiate High School - Lee Florida SouthWestern State College, Fort Myers, FL
- New Nursing Annex, Florida SouthWestern State College Lee County Campus Fort Myers, FL
- Canterbury High School, Fort Myers, FL
- Fort Myers Regional Library, Lee County Government, Fort Myers, FL
- Northwest Regional Library, Lee County Government, Cape Coral, FL
- Emergency Operations Center, Lee County Government, Fort Myers, FL
- Lee County Justice Center, 1, 3, 4 & 5 Floor Renovations, Fort Myers, FL
- Lee County Annex, 3 & 7 Floor Renovations for State Attorney, Fort Myers, FL
- Lee County Justice Center Parking Garage, Lee County Government, Fort Myers, FL
- Lee County Mosquito Control Administration/Laboratory, Lee County Mosquito Control District, Lehigh Acres, FL
- Emergency Operations Center, Hendry County, LaBelle, FL
- Courthouse Interior Remodel, Hendry County, LaBelle, FL
- Lee County Justice Center, Fort Myers, FL



## ANSTON-GREENLEES, INCORPORATED

Electrical and Mechanical Engineering



Fishhawk Sports Complex Expansion



Summerfield Crossings Elementary School



South Sumter High School Concession Building



Progress Village Recreation Center



Horace O' Bryant K-8 Middle/Elementary School

Founded in 1991, Anston-Greenlees, Inc. is a full service mechanical and electrical engineering firm with extensive experience designing HVAC, plumbing, fire protection, lighting, power distribution, communications and other special systems and services located in Tampa, Florida. The Partners of Anston-Greenlees, Inc. each have over thirty years of experience designing mechanical and electrical systems for private, public sector, educational, health care and institutional clients. Anston-Greenlees, Inc. is well established and growing with a current staff of ten full time employees, including two registered mechanical engineers, one registered electrical engineer and two administrative employees. Anston-Greenlees, Inc. also has LEED Accredited personnel.

Anston-Greenlees, Inc. has experience designing mechanical and electrical systems for private, public sector, educational and health care clients. Some of our recent educational building designs include: Plantation Key K-8 School, Gerald Adams Elementary School, New Elementary School "A" Vince Thompson Elementary, Sulphur Springs Elementary School Classroom Building Addition, Marchman Technical College Renovation & Remodel, Burns Middle School Renovation, Mulrennan Middle School, Horace O'Bryant (K-8) Middle/Elementary School Replacement, Key Largo (K-8) Middle/Elementary School Renovations & Replacement, Coral Shores High School, and Sugarloaf Middle School.

Our current clients include: Monroe County School District, Hillsborough County Public Schools, Pasco County Schools, Pinellas County Schools, Sumter County Schools, Citrus County Schools, Florida Department of Management Services, Florida Department of Transportation, Hillsborough County Architectural Services, City of Tampa, Pasco County, City of Largo, Hernando County, City of Haines City, Sumter County, Okeechobee County, Charlotte County, DeSoto County, and other private and public sector clients.

Anston-Greenlees, Inc. is based upon quality and service. We constantly strive to give our clients the highest quality and most cost effective projects that they expect from their consultants. In order to deliver on this promise our Principals are always active members of the project's management and design team throughout the project until successful project completion. We strive for good client communications, with ultimately no surprises.

### Project Role: Mechanical and Electrical Engineering

#### Related Experience:

List of AGI K-12 School Projects with Rowe Architects

##### Hillsborough County Public Schools

Davidson Middle School  
D. W. Waters Vocational High School  
Mulrennan Middle School  
Potter Elementary School  
Palm River Elementary School  
Palm River Elementary School Kitchen  
Anderson Elementary School  
Summerfield Crossing Elementary School  
West Shore Elementary School  
Burns Middle School  
A. P. Leto Comprehensive High School  
HCPS Multi-Site Food Service Renovations  
Sulphur Springs K-8 Classroom Building

##### Pinellas County Schools

Tarpon Springs High School  
Clearwater Intermediate School  
Osceola High School

##### Pasco County Schools

Marchman Technical College (MTC)  
Mitty P. Locke Elementary  
Woodland Elementary School

# AGI

**Anston-Greenlees, Inc.**

Mechanical & Electrical Consulting Engineers

Team Experience: Consultants

RFQ # 2017713 - Marathon High School Athletic Complex

## ANSTON-GREENLEES, INCORPORATED CONTINUED

Electrical and Mechanical Engineering

### Related Monroe County School District experience relevant to K-12 new school projects:

Plantation Key K-8 Phased Replacement, GMP/Bid Phase in Progress 2017

Gerald Adams Elementary School Phased Replacement, Design Phase in Progress 2017

Coral Shores, Marathon, and Key West High Schools, In Design Phase 2017  
Theatrical Lighting and Sounds System Improvements

Gerald Adams Elementary School (Existing School) – HVAC Improvements – Temporary until New School is Complete, In Bid Phase 2017

Horace O'Bryant K-8 School – IT Suite HVAC Renovations, Design Completed 2016

Horace O'Bryant (K-8) Middle/Elementary School Replacement, Completed 2013

Key Largo K-8 Middle/Elementary School Renovations & Replacement, Completed 2009

Sugarloaf Middle School – Add Air Conditioning in Gymnasium, Completed 2007

Sugarloaf Middle School – HVAC Study to Evaluate Adding Air Conditioning in Gym Building, Completed 2006

Key West High School Replacement, Completed 2003

Coral Shores High School, Completed 2002

Sugarloaf Middle School, Completed 1999



Key West High School Replacement



Key Largo K-8 Elementary/ Middle School  
Renovations and Replacement

# AGI

**Anston-Greenlees, Inc.**

Mechanical & Electrical Consulting Engineers



## PEREZ ENGINEERING & DEVELOPMENT, INC.

### Civil Engineering



Plantation Key School



Horace O' Bryant School



East Front Street Stormwater Improvements

Perez Engineering & Development, Inc., is a professional engineering consulting firm. We provided professional services in the public, industrial, military, and private sectors for more than fifteen (15) years. Based in Key West, Florida, our staff has a proven record in successfully managing and completing complex multi-discipline projects throughout the State of Florida and the Caribbean. Our approach to project planning and management controls both capital costs and engineering fees and demonstrates our ability to meet both schedule and budget requirements.

In addition to being completed on time and within budget, a successful project must be technically adequate. To ensure technical adequacy of all our work, various types of review mechanisms have been established. The result is a systematic approach to ensure the following:

- Every project meets its quality objective
- Quality is continuously improved
- Cycle time is continuously reduced
- Cost are continuously reduced

We have successfully managed and completed various types of multi-discipline contracts including continuing services contracts for municipal and state government, federal government and private industry. Our performance on past and current contracts confirms our ability to meet both schedule and budget requirements with a strong emphasis on quality.

Our professional experience is fairly diversified and encompasses the design and preparation of construction documents, permitting, and construction services for a variety of roadway and land development projects. Our engineering design experience includes hydraulic and hydrologic computer modeling of storm water management systems; the design of potable and sanitary utility systems, pump stations, paving and grading design. We have experience with numerous federal, state, and local agencies, including FDEP, SFWMD, ACOE, EPA, and FDOT.

Perez Engineering & Development, Inc., has a team of dedicated professionals that have been helping clients by providing sensible solutions to their complex problems through our collaborative approach of working closely with clients to provide solutions to ensure successful projects.

### Project Role: Civil Engineering

### Related Experience:

#### Plantation Key School, Monroe County School District

Preparation of civil construction documents for a new elementary/middle school. The new facilities are being constructed on the site of an existing school. Coordination of multi-year phasing was required to keep the existing school in operation while the new school is being constructed. We were responsible for the civil/site design including water and sewer utilities, grading, and drainage. Permits from FDEP for water and sewer facilities were required, as well as FDOT Utility, Drainage and Access Connection permits. Additionally, an Environmental Resource Permit was obtained from SFWMD for the stormwater management system.

#### Horace O' Bryant School, Monroe County School District

This project consisted of the construction of a new elementary/middle school. The new facilities were constructed on the site of an existing school. We were responsible for the civil/site design including water and sewer utilities, grading, and drainage. We obtained permits from FDEP for water and sewer facilities, and obtained an Environmental Resource Permit from SFWMD for the stormwater management system.





## PEREZ ENGINEERING & DEVELOPMENT, INC. CONTINUED

### Civil Engineering



East Front Street Stormwater Improvements

#### East Front Street Stormwater Improvements, City of Key West

The City had prepared a Storm Water Master Plan to identify and prioritize new storm water projects. The Storm Water Master Plan has identified the need for improvements to the East Front Street area and its contributing drainage basin areas. The City was awarded a Hazard Mitigation Grant (FEMA Project 1539-47-R) for this project.

The project consists of the general construction and furnishing of all materials, equipment and labor for the construction of five (5) stormwater gravity injection wells, abandonment of an existing outfall, and a new 24-inch outfall; including but not limited to; triple chamber treatment boxes, storm sewer pipe, catch basins with inlets, concrete /asphalt pavement removal & replacement, earthwork, dewatering, silt removal boxes for approved dewatering discharges, utility adjustments, utility conflict boxes, tide valves, environmental protection, site restoration, sidewalk improvements, site clean up, and all necessary appurtenances and record drawings, surveys, well testing, and incidental work to provide a complete and serviceable project.

#### Sanitary Sewer for Marathon Courthouse and Library, Monroe County

This project consisted of the installation of a new sanitary sewer collection system to serve the courthouse and library facilities in Marathon. The collection system includes four (4) sanitary sewer manholes, +/- 380 LF of 8" sewer main, +/- 100 LF of sewer laterals, cleanouts, backwater valves, a vacuum valve pit, air intake, and all the appurtenances for a complete system. The project also included asphalt trench restoration, general restoration, and septic tank/drain field abandonment. This project was permitted through the Florida Department of Environmental Protection.

This project demonstrated our ability to work with County Staff and provide the following services: design development, preparation of scope of work, specifications, contract documents for bidding, bid reviews, regulatory permitting/approval, and construction phase services.

#### Caroline Street Improvements, City of Key West

Caroline Street and the surrounding area businesses contributed significantly to the City of Key West throughout the early to mid 1900's. This area was a bustling sea port and an economic engine for the City. During the last 30 years the area became run-down and Caroline Street and Trumbo Road have seen little infrastructure maintenance since. The road, sidewalks, stormwater, landscaping, and lighting are generally deteriorated and in need of rehabilitation or re-construction.

The project proposes the re-construction of the road, sidewalks, lighting, landscaping, irrigation, raised intersections, cross walks, storm sewer, storm inlets, etc. along Caroline Street between Elizabeth and Grinnell Streets. The project also includes the replacement of the storm outfall pipe along Margaret Street.

This project shows our ability to provide the following services: evaluations, schematic design, design development, preparation of scope of work, specifications, contract documents for bidding, bid reviews, cost estimates, and regulatory permitting/approval.

The following is a summary of some of Perez Engineering's current and past public sector continuing services contracts:

#### City of Key West

- General Storm Water and Wastewater Engineer
- Professional Engineering Consulting Services

#### Monroe County

- General Airport Consultant
- Architectural/Engineering Services for Small Projects

#### Florida Keys Aqueduct Authority

- General Engineering Services

#### Monroe County Housing Authority

- General Engineering Services
- #### Key West Housing Authority

- General Engineering Services
- #### Monroe County School Board

- General Engineering Services
- #### Florida Keys Community College

- General Engineering Services



Sanity Sewer for Marathon Courthouse and Library



Sanity Sewer for Marathon Courthouse and Library



## MCCARTHY & ASSOCIATES, INCORPORATED

### Structural Engineering



Oakleaf High School, Orange Park, FL



Winding Waters K-8 School, Weeki Wachee, FL



Citrus Ridge K-8 School, Davenport, FL



Tarpon Springs Elementary School  
Tarpon Springs, FL



Lynch Elementary School, St. Petersburg, FL

McCarthy & Associates main office is located in Clearwater and received its Florida Corporate Charter in 1985 to provide structural consulting services. In 2016, not only did McCarthy and Associates join Pennoni but we expanded operations with Justin Duncan becoming the Office Director for the newly opened branch in Tallahassee to better serve the northwest panhandle area. McCarthy & Associates also has a Delray Beach office serving Florida's east coast for the past 15 years. Our firm has completed over 500 educational related facilities. McCarthy views the longevity of relationships with many of the school and university governing bodies throughout Florida as a privilege and an honor in the trust of service that has been built and always looks forward to creating new relationships.

Our structures have stood the test of Hurricane Ivan with winds in excess of 150 miles per hour. The firm is involved in the analysis, design, and construction inspection of both new and renovation projects. Projects range in size from smaller renovations and additions to large high rise commercial buildings, and are located throughout the United States and Caribbean.

Each new project is carefully evaluated to determine the most efficient and cost effective structural system. To accomplish this, we draw on our vast experience of all types of construction. Structural designs are produced on state-of-the-art analysis and design software. The construction administration department takes the project through the next phase in responding to the contractor RFI's, processing shop drawings, is the field representative for the firm and is in regular communication with the project manager. McCarthy and Associates is also nationally recognized leader in hurricane work with an extensive background in the design of new buildings and hardening of existing buildings.

**Project Role:** Structural Engineering services

### Related Experience:

#### **Oakleaf High School, Orange Park, FL, Clay County School District**

New three story classroom building, two story administration building and a one story auditorium and media center totaling 290,944 SF completed in 2010. Constructed of steel frame and tiltup panels. Responsible for structural design/consultation; preparation of drawings/specs; review of shop drawings/submittals; respond to RFI's; and construction site visits.

#### **Winding Waters K-8 School, Weeki Wachee, FL, Hernando County School District**

New 185,213 square feet Student Station K-8 school. The school consists of four buildings connected by an enclosed atrium. The buildings consist of a one story Administration/Media Center, a one story Dining/Art wing, a three story classroom wing and a gymnasium. The use of the three-story classroom wing provides a very compact foot print allowing the building to be placed on a small site. The elementary school opened August of 2011 and the middle school followed in the Spring of 2012. Cost: \$38M.

#### **Citrus Ridge K-8 School, Davenport, FL, Polk County School District**

The school consists of four buildings connected by an enclosed atrium. The buildings are a one story Administration/Media Center, a one story Dining/Art wing, a three story classroom wing and a gymnasium. The complex also houses a free-standing mechanical building and a greenhouse. The use of the three-story classroom wing provides a very compact foot print allowing the building to be placed on a small site. Completed for 2016 school year.

#### **Tarpon Springs Elementary School, Tarpon Springs, FL, Pinellas County School District**

New 110,000 square feet LEED NC Gold Certified elementary school being the first of two environmentally friendly schools to be built in Pinellas County. Construction costs: \$29M completed in 2008. We were also retained by owner to perform Threshold Inspections.



## MCCARTHY & ASSOCIATES, INCORPORATED CONTINUED

### Structural Engineering



Boca Ciega High School, Gulfport, FL



Fivay High School, Hudson, FL



Horace O'Bryant Middle School, Key West, FL



Sid Lickton Restroom/Concession Building  
Clearwater, FL

#### Lynch Elementary School, St. Petersburg, FL, Pinellas County School District

A replacement elementary school built on the existing campus. The existing campus was demolished except for buildings 4 & 7. The project includes the construction of 6 new buildings totaling approximately 81,948 sf. These buildings include a 2-story administration building, resource/art building, cafeteria/multi-purpose building, 2-story 16 classroom building, 2-story 12 classroom building and a flammable storage building. Completed February 2012 for a construction cost of \$16,971,300.

#### Boca Ciega High School, Gulfport, FL, Pinellas County School District

New 357,566 SF LEED Gold with construction costs of \$66,819,573. A replacement high school with new construction of 242,784 SF and renovations of an existing gym, field house, music building and medical magnet building totaling 114,782 SF completed in 2 phases to keep students school year uninterrupted. Majority of buildings completed for the 2010-2011 school year, the Administration building Oct 2011 and an Equipment Storage building for Jan 2012.

#### Fivay High School, Hudson, FL, Pasco County School District

LEED Certified school has a total of 17 structures making up the campus with 256,000 SF. These include six main buildings housing administration, classrooms, a gymnasium, dining/cafeteria facilities and a field house. Includes the most up-to-date educational needs with computer/business/media classrooms, visual & performing arts facilities, resource and science rooms, and a culinary arts/hospitality lab. The school's sports facilities includes physical education, weightlifting/wrestling rooms, a football stadium, exterior basketball courts, exterior tennis courts, a softball field, a baseball field, athletic track around the football field. Completed in 2010 for a construction cost of \$48,000,000.

#### Horace O'Bryant Middle School, Key West, FL, Monroe County School District

New 278,000 SF school project completed in two Phases with a construction cost of \$33,130,300. Phase I completed in December 2011. Phase II completed in May 2013. Contains an Administration; Media Center; Multi Purpose / Kitchen; three story Middle School; two story Elementary; Choral/Band Building; Gymnasium; PE / Locker Room; two story Special Education building.

#### Largo High School, Largo, FL, Pinellas County School District

The new school is modeled after a college campus, with an emphasis on efficient transitions in between classes, safety and security, readiness for the technology of the next several decades and, most importantly, student achievement. Includes the construction of two new buildings totaling approximately 229,000 sf that houses classrooms, a student union, gymnasium, as well as a central energy plant. Renovations to the existing auditorium will also be performed. The School District views the new school to be the prototypical high school for other schools to model throughout Florida and the country, stating that the building will be built for the year 2050, instead of 2016. Construction will be completed in Winter of 2016 at a budget of \$54,000,000.

#### Pasco High School GGG, Wesley Chapel, FL, Pasco County School District

Currently under construction with plans to open August 2017, the project has nine buildings of tiltwall construction that include an administration, cafetorium, gymnasium and 2 classroom buildings totaling 250,000 square feet for grades 6 – 12. Two of the buildings are hurricane hardened. There will also be a central energy plant and extensive sitework for a new football field, grandstand, softball field and soccer field.

## 7 Financial Responsibility

BSSW . ROWE ARCHITECTS  
a joint venture of



ROWE ARCHITECTS  
I N C O R P O R A T E D





Summerfield Crossings Elementary School,  
Riverview, Florida



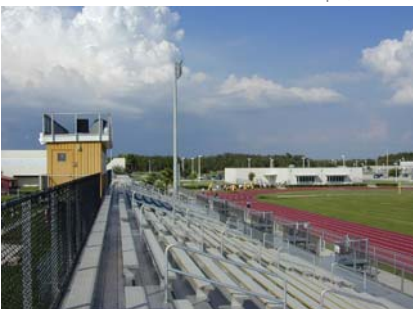
J. W. Mitchell High School  
Pasco County



Valrico Elementary School  
Valrico, Florida



Davidsen Middle School  
Tampa, Florida



J.W. Mitchell High School Athletic Complex  
New Port Richey, Florida

### a) For how many years has your firm been providing Architectural / Engineering services?

Rowe Architects Incorporated has been providing Architectural services for 5 years.  
BSSW Architects Inc. has been providing Architectural services for 37 years.

### b) What is the firm's form of business (e.g. proprietorship, partnership, corporation)?

Rowe Architects Incorporated is a corporation.  
BSSW Architects Inc. is a corporation.

### c) Provide bank references.

Rowe Architect Incorporated

Jeffery J. Armstrong, AIF  
Senior Vice President  
Bank of Tampa  
202 N. Franklin Street  
Post Office Box 1  
Tampa, Florida 33601-0001  
P. (813) 998-2733  
JArmstrong@BankofTampa.com

BSSW Architects, Inc.

Beth Hendry  
Senior Vice President  
Iberia Bank  
Commercial Group Manager  
9101 College Pointe Court  
Fort Myers, FL 33919  
P. (239) 437-4344  
beth.hendy@iberiabank.com

### d) Provide the latest financial statement in a separate, sealed envelope.

Please see sealed envelopes for our financial statements. Thank you.

### e) Provide any other information the applicant may wish to supply to verify financial responsibility.

We believe our longevity is evidence of not only our excellent client service and design, but also our firm's financial responsibility.



thank you!

BSSW . ROWE ARCHITECTS  
a joint venture of



ROWE ARCHITECTS  
INCORPORATED



ROWEARC-01

KCOLLINS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/19/2017

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> Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): (703) 827-2277 <b>FAX</b> (A/C, No): (703) 827-2279 <b>E-MAIL ADDRESS:</b> admin@amesgough.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> RLI Insurance Company A+, XI <b>INSURER B :</b> Wesco Insurance Company <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b>  BSSW.RAI Joint Venture 100 East Madison Street Tampa, FL 33602	<b>NAIC #</b> 13056 25011

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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 OTHER:			PSB0003426	05/22/2016	05/22/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSB0003426	05/22/2016	05/22/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PSE0001997	05/22/2016	05/22/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	PSW0002606	05/22/2016	05/22/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liab.			ARA1119781-02	05/22/2016	05/22/2017	Per Claim/Aggregate 3,000,000

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

The School Board of Monroe County, Florida (Marathon High School Athletic Complex).

The Certificate Holder is included as an additional insured on the General Liability, Automobile Liability and Umbrella Liability, where required by a written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Monroe County School Board  
Monroe County School District  
241 Trumbo Road  
Key West, FL 33040

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

*Dan Kuse*