



Board Rationale

File #: 18-481

TITLE

Approval for Renewal of the Lower Keys Architect/Engineer Services Contract to William P. Horn Architect, P.A.

BACKGROUND INFORMATION

On June 14, 2016 the Monroe County School Board approved RFQ 2016621 for the Lower Keys Architect/Engineer Services Contract to William P. Horn Architect, P.A. for Capital Project Services. On April 25, 2017 the Board approved renewal 1 of 3 for the contract. The recommendation is to approve the existing contract renewal No. 2 until June 15, 2019.

BUDGET INFORMATION

Item Budgeted? Yes

Total Cost: NTE \$250,000.00

Budget Coding: ____

Requisition Attached? No

CONTRACT INFORMATION

Contract with: William P. Horn Architect, P.A

Contract value: NTE \$250,000.00

Budget coding: ____

Contract Purpose / Description: Approve renewal No. 2 of 3 of the Lower Keys Architect/Engineer Services

Contract with William P. Horn Architect, P.A.

Contract Originator: Michael Skrodinsky, 53405, Facilities/Construction

Board Meeting Date: April 10, 2018

RECOMMENDATION

Recommend to approve renewal No. 2 of 3 of Lower Keys Architect/Engineer Services Contract to William P. Horn Architect, P.A



Monroe County School District

Superintendent of
Schools
Mark T. Porter

Master

File Number: 18-481

File ID: 18-481

Type: Agenda Item

Status: Consent Agenda

Version: 1

Vendor: William P. Horn
Architect, P.A.

Action By: School Board

File Created: 03/20/2018

Subject:

Final Action:

Title: Approval for Renewal of the Lower Keys Architect/Engineer Services
Contract to William P. Horn
Architect, P.A.

Internal Notes:

Sponsors:

Effective Date:

Attachments: Contract Renewal 2018-2019_signed, Lower Keys
Architect_Engineer Services Horn 4_25_17, WPH
Insurance

Enactment Number:

Recommendation:

Expiration Date:

Entered by: Douglas.Pryor@KeysSchools.com

Expiration Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	3/22/2018	Gaelan Jones	Approve	3/22/2018
1	2	3/22/2018	Suanne Lee	Approve	3/23/2018
1	3	3/22/2018	Kathryn Flannery	Approve	3/23/2018
1	4	3/23/2018	James Drake	Approve	3/23/2018
1	5	3/26/2018	Ramon Dawkins	Approve	3/26/2018
1	6	3/26/2018	Patrick Lefere	Approve	3/27/2018
1	7	3/28/2018	Karen Hladik	Approve	3/28/2018

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	School Board	04/10/2018					



CONTRACT RENEWAL

THIS CONTRACT RENEWAL is made and entered into the date last written below, by and between The School Board of Monroe County, Florida ("School Board"), and William P. Horn Architect, P.A. ("Contractor"), in order to renew the agreement ("Original Contract") between the parties dated 06/14/2016 (original contract date), a copy of which is attached hereto and incorporated by reference.

1. Contractor will exercise the 2 of 3 renewal options in accordance with the terms of the Original Contract, thereby creating a renewed contract ("Renewed Contract").
2. The Renewed Contract shall commence on 06/15/2018 and expire on 06/15/2019.
3. All other terms and conditions of the Original Contract shall remain in full force and effect.
4. Contractor's obligations to maintain insurance remains in effect as evident by the updated copy attached.
5. Contractor hereby certifies that the Relationship Disclosure Affidavit and Debarment Certification as submitted as attachments to the Original contract have remained unchanged or has submitted new documents as necessary.

NOTE: A copy of the original contract must accompany this renewal.

IN WITNESS WHEREOF, the parties have executed this Contract Renewal on this 10th day of

April, 2018.

[Signature]
SIGNATURE OF CHAIRPERSON OF THE BOARD (CONTRACTS OVER \$25,000)

April 10, 2018
DATE

[Signature]
SIGNATURE OF SUPERINTENDENT

April 10, 2018
DATE

[Signature]
SIGNATURE OF CONTRACTOR/REPRESENTATIVE

3/20/18
DATE

William P. Horn, Principal
PRINT NAME AND TITLE



Monroe County School District

Superintendent of Schools
Mark T. Porter

Board Rationale

File #: CON 16-118

TITLE

Approval for Renewal of the Lower Keys Architect/Engineer Services Contract to William P. Horn Architect, P.A.

BACKGROUND INFORMATION

On June 14, 2016 the Monroe County School Board approved RFQ 2016621 for the Lower Keys Architect/Engineer Services Contract to William P. Horn Architect, P.A. for Capital Project Services. The recommendation is to renew the existing contract until June 15, 2018.

BUDGET INFORMATION

Item Budgeted? Yes

Total Cost: NTE \$ 250,000.00

Budget Coding: ____

Requisition Attached? No

CONTRACT INFORMATION

Contract with: William P. Horn Architect, P.A.

Contract value: NTE \$ 250,000.00

Budget coding: ____

Contract Purpose / Description: Approve renewal of the Lower Keys Architect/Engineer Services Contract with William P. Horn Architect, P.A.

Contract Originator: Michael Skrodinsky, 53405, Facilities/Construction

Board Meeting Date: April 25, 2017

RECOMMENDATION

Recommend to approve renewal of Lower Keys Architect/Engineer Services Contract to William P. Horn Architect, P.A.



Monroe County School District

Superintendent of Schools
Mark T. Porter

Master

File Number: CON 16-118

File ID: CON 16-118

Type: Contract / MOU

Status: Agenda Ready

Version: 1

Vendor:

Action By: School Board

Department: Facilities

File Created: 04/12/2017

Subject:

Final Action:

Title: Approval for Renewal of the Lower Keys Architect/Engineer Services
Contract to William P. Horn Architect, P.A.

Internal Notes:

Agenda Date: 04/25/2017

Sponsors: Skrodinsky

Effective Date:

Attachments: Contract Renewal- signed 2017, William P_ Horn
2016 06 14 Board Contract, Horn - fullers- insurance
certificate 2017- auto, Horn - Fullers- workers comp
and liability, Horn insurance certificate 2017

Enactment Number:

Recommendation:

Expiration Date:

Entered by: Michael.Skrodinsky@KeysSchools.com

Expiration Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	4/14/2017	Suanne Lee	Approve	4/18/2017
1	2	4/14/2017	James Drake	Approve	4/18/2017
1	3	4/14/2017	Ryan Abrams	Approve	4/18/2017
1	4	4/16/2017	Wanda Menendez	Approve	4/18/2017
1	5	4/17/2017	Patrick Lefere	Approve	4/19/2017
1	6	4/18/2017	Karen Hladik	Approve	4/19/2017

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Rev. 3/2017

CONTRACT RENEWAL

THIS CONTRACT RENEWAL is made and entered into the date last written below, by and between The School Board of Monroe County, Florida ("School Board"), and William P. Horn Architect, P.A ("Contractor"), in order to renew the agreement ("Original Contract") between the parties dated 06/14/2016 (original contract date), a copy of which is attached hereto and incorporated by reference.

1. Contractor will exercise the 1 of 3 renewal options in accordance with the terms of the Original Contract, thereby creating a renewed contract ("Renewed Contract").
2. The Renewed Contract shall commence on 06/15/17 and expire on 06/15/2018.
3. All other terms and conditions of the Original Contract shall remain in full force and effect.
4. Contractor's obligations to maintain insurance remains in effect as evident by the updated copy attached.
5. Contractor hereby certifies that the Relationship Disclosure Affidavit and Debarment Certification as submitted as attachments to the Original contract have remained unchanged or has submitted new documents as necessary.

NOTE: A copy of the original contract must accompany this renewal.

IN WITNESS WHEREOF, the parties have executed this Contract Renewal on this 25th day of

April, 2017


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

April 25, 2017
DATE


SIGNATURE OF SUPERINTENDENT

April 25, 2017
DATE


SIGNATURE OF CONTRACTOR/REPRESENTATIVE

4-12-17
DATE

William P. Horn, Principal
PRINT NAME AND TITLE



SCHOOL BOARD AGENDA ITEM RATIONALE

DATE OF BOARD ACTION: June 14, 2016

DISTRICT DEPARTMENT: Facilities Planning/Construction Department

DIRECTOR/SUPERVISOR'S SIGNATURE: Digitally signed by Michael Skrodinsky
Date: 2016.06.07 13:46:15 -04'00'

SUBJECT: Award RFQ 2016621 Lower Keys Architect/Engineer Services to William P. Horn Architect,P.A

AGENDA ITEM TITLE: Award RFQ 2016621 Lower Keys Architect/Engineer Services to William P. Horn Architect

BACKGROUND INFORMATION:

In accordance with Florida requirements, RFQ 2016621 Architect / Engineer, went out to the public on April 9, 2016 via Demand Star. Over 1413 vendors were notified of the posting, there were 27 plan holders for this bid and 2 packages were received. On May10, 2016 the Bid Review Committee met to review the packages. RFQ 2016621 was a split award-William P. Horn,P.A was selected for the Lower Keys and K2M Design for the Upper Keys. Negotiations began on May 13, 2016 and have resulted in the attached contract and information.

ITEM BUDGETED:

☒ Yes ☐ No ☐ N/A Total Cost: NTE \$250,000.00

Digitally signed by Jim Drake
DN: cn=Jim Drake, o=MCSD,
ou=Finance,
email=James.Drake@keysschools.co
m, c=US
Date: 2016.06.07 14:55:31 -04'00'

RECOMMENDATION:

Award Lower Keys Architect/Engineer Services to William P. Horn Architect,P.A for Capital Projects.

REVIEWED BY ADMINISTRATION: Yes: ☒

Digitally signed by Patrick Lefere
Date: 2016.06.07 16:27:23
-04'00'

Executive Director

REVIEWED BY ATTORNEY: Yes: ☒ N/A ☐

Digitally signed by Theron Simmons, Esq.
DN: cn=Theron Simmons, Esq., o=Vernis and Bowling P.A.,
ou=Legal, email=tsimmons@florida-law.com, c=US
Date: 2016.06.07 14:24:25 -04'00'

Signature Required

THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

CONTRACT SUMMARY ROUTING SHEET

SECTION ONE:

Contract with: William P. Horn Architect, P.A
 Contract value: NTE \$250,000.00 Effective Date: 06/14/2016
 Budget Coding: _____ Expiration Date: 06/14/2017

Contract Purpose/Description: _____



This agreement consists of providing architectural and engineering services for planning, design, construction documents, and construction contract administration for Lower Keys Capital projects.

Contract Originator: Michael Skrodinsky 53405 Facilities Planning/Construction
 (Name) (Ext) (Department/School)

Executive Officer of Originating Dept.: _____
 Digitally signed by Patrick Lefere
 Date: 2016.06.07 16:28:11 -04'00'

For Board meeting on: June 14, 2016 Agenda Deadline: June 1, 2016

SECTION TWO:

	<u>Date In</u>	<u>Reviewer Signature</u>	<u>Date Out</u>
1. <u>HR:</u>	_____	_____	_____
<i>Comments:</i>	_____		
2. <u>Risk:</u>	_____	<u>Wanda Menendez</u> <small>Digitally signed by Wanda Menendez DN: cn=Wanda Menendez, o=Monroe County District School Board, ou=Employee Benefits & Risk Management Specialist, email=wanda.menendez@keyschools.com, c=US Date: 2016.06.06 09:46:14 -04'00'</small>	_____
<i>Comments:</i>	_____		
3. <u>Finance:</u>	_____	 <small>Digitally signed by Jim Drake DN: cn=Jim Drake, o=MCSD, ou=Finance, email=James.Drake@keyschools.com, c=US Date: 2016.06.07 14:56:24 -04'00'</small>	_____
<i>Comments:</i>	_____		
4. <u>Purchasing:</u>	_____	<u>Suanne C. Lee</u> <small>Digitally signed by Suanne C. Lee DN: cn=Suanne C. Lee, o=Monroe County School District, ou=Purchasing/Contracts/Property/Records Management, email=Suanne.Lee@Keyschools.com, c=US Date: 2016.06.07 18:00:55 -04'00'</small>	_____
<i>Comments:</i>	_____		
5. <u>Legal:</u>	_____	 <small>Digitally signed by Theron Simmons, Esq. DN: cn=Theron Simmons, Esq., o=Vernis and Bowling P.A., ou=Legal, email=tsimmons@florida-law.com, c=US Date: 2016.06.07 14:25:10 -04'00'</small>	_____
<i>Comments:</i>	_____		



THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

Contract for Goods & Services

This Contract entered into on the date last written below, by and between: William P. Horn Architect, P.A (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:

June 14, 2016 to June 14, 2017.

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.

2. CONTRACTOR'S SERVICES

Contractor agrees to provide the following goods/services:

To provide Architectural/Engineering Services for various capital improvement projects for the 2016 through 2019 fiscal years. This contract is for projects in the lower keys from the 7 mile bridge down through Key West. The scope of per RFQ 2016621 and exhibit "A" unit prices are included as part of the Contract.

If documentation of the specific goods/services is attached, said documentation is labeled as *Exhibit " A unit prices "* 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 **Not to Exceed - \$250,000.00** 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.

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 " see attached "*:

- ☒ **General Liability Insurance**
Amount: 2,000,000
- ☒ **Professional Liability Insurance**
Amount: 2,000,000
- ☒ **Vehicle Liability Insurance**
Amount: 1,000,000
- ☒ **Workers Compensation Insurance**
Amount: 1,000,000

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, MCSB 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 (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.

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. THIRD-PARTY BILLING AND PAYMENT

To the extent applicable with regard to the services provided in this Contract, the Contractor shall cooperate with School Board representatives to determine the eligibility of a referred student for third-party benefits and to bill cooperatively the third-party for services provided to the referred student. Should the third-party decline to pay for billed services, or should the third-party only make partial payment for billed services, Contractor shall provide appropriate documentation to School Board and will assist the

School Board in any administrative or appeals process regarding eligibility or payment as may be requested by the School Board. Contractor shall not be entitled to bill nor accept third-party payment without authorization of the School Board and Contractor agrees that School Board shall not be obligated to make any payment that exceeds the rate referred to in the paragraph governing Compensation. The Contractor shall provide service documentation in accordance with professional standards and School Board criteria as requested.

16. 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 public agency in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and 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.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

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.

17. 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.

18. 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.

19. 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.

20. COUNTERPARTS

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

21. 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.

22. CAPTIONS

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

23. ENTIRE CONTRACT

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

24. 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, 3rd Floor
Islamorada, FL 33036

Contractor:
William P. Horn Architect, P.A
915 Eaton Street
Key West, Florida 33040

IN WITNESS WHEREOF, the parties have executed this Contract on this _____ day of _____



Digitally signed by Andy Griffiths, District 2
DN: cn=Andy Griffiths, District 2, o=Monroe County School District, ou=SCHOOL BOARD,
email=Andy.Griffiths@keyschools.com, c=US
Date: 2016.06.20 13:43:17 -0400

Board Approved 06.14.2016

SIGNATURE OF CHAIRPERSON OF THE BOARD

DATE



Digitally signed by Mark T. Porter
DN: cn=Mark T. Porter, o=Monroe County School District, ou=Superintendent of Schools,
email=Mark.T.Porter@keyschools.com, c=US
Date: 2016.06.20 13:42:36 -0400

Board Approved 06.14.2016

SIGNATURE OF SUPERINTENDENT

DATE



5-20-16

SIGNATURE OF CONTRACTOR/REPRESENTATIVE

DATE

WILLIAM P. HORN, PRINCIPAL

PRINT NAME AND TITLE

RFQ 2016621 – Architect/Engineer

RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')
(REV. 4/13)

THE SCHOOL DISTRICT OF MONROE COUNTY

BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, WILLIAM P. HORN, of the City/Township/Parrish of KEY WEST, 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: WILLIAM P. HORN ARCHITECT, P.A. and
Nature of services presently being offered to School District: ARCHITECTURAL + ENGINEERING SERVICES FOR RFQ 2016621

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: {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}

BOBBY HIGGINS - DID HOUSE PLANS FOR HIM OVER TEN YEARS AGO BUT HE SOLD THE PROPERTY.

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.

4/25/16
Date

[Signature]
(Signature of Authorized Representative)

STATE OF FL
COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, the undersigned authority, William Horn who, being personally known, or having produced FL as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 25 day of April, 2016.

[Signature]
NOTARY PUBLIC

08/13/2017
My commission expires:



ATTACHMENT "A"

HOURLY RATES

Our standard hourly rates are as follows:

Architect:

Principal Architect	\$225.00/hr
Architect	\$150.00/hr
Intern Architect	\$125.00/hr
Draftsperson	\$95.00/hr

Structural Engineer:

Principal	\$174.00/hr
Senior Project Engineer	\$148.00/hr
Project Engineer	\$131.00/hr
Engineer/Structural Designer	\$119.00/hr
CADD/BIM Technician	\$64.00/hr
Administrative	\$64.00/hr

MEP Engineer:

Engineer	\$150.00/hr
Drafting	\$75.00/hr

Civil Engineering:

Principal Civil Engineer	\$220.00/hr
Senior Civil Engineer	\$195.00/hr
Civil Engineer	\$115.00/hr
Drafting	\$95.00/hr

Landscape Architect:

Landscape Architect	\$150.00/hr
Landscape Designer	\$100.00/hr

Sustainability Consultant:

Principal	\$180.00/hr
Sr. Project Manager	\$125.00/hr

ATTACHMENT "A"

HOURLY RATES

Project Manager	\$95.00/hr
Research Associate	\$75.00/hr
Office Manager	\$45.00/hr

Monroe County School District

REQUEST FOR QUALIFICATIONS

RFQ 2016621

Architect/Engineer



Members of the Board

District # 1

BOBBY HIGSMITH

District # 2

ANDY GRIFFITHS
Chairman

District # 3

ED DAVIDSON

District # 4

JOHN R. DICK
Vice-Chair

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 2016621

SOLICITATION TITLE: **Architect/Engineer**

SUBMISSION DUE: MAY 10, 2016 9:00 a.m.

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. You should periodically check the Web site to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.

RFQ 2016621 – Architect/Engineer

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RFQ 2016621 – Architect/Engineer

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on MAY 10, 2016 at 9:00 a.m. the School Board of Monroe County (the “School District” or “School Board”) will open sealed proposals for the following:

RFQ 2016621

Architect/Engineer

Specifications and proposal documents may be requested from Demand Star by calling 1-800-711-1712 or by going to the website www.demandstar.com . The public record documents are available on the district web site at 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 Suanne Lee – Purchasing Supervisor, Suanne.Lee@KeysSchools.com

All proposals must be received by the Purchasing Department on or before MAY 10, 2016 at 9:00 a.m. . No waivers shall be allowed for proposals which have not been submitted to the Purchasing Department by the deadline date. One (1) original , three (3) 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. (1997).

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.

Released in Key West, Florida, April 9, 2016

RFQ 2016621 – Architect/Engineer

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

PROPOSAL FORM

RFQ 2016621 - Architect/Engineer

BID DUE /BID OPENING DATE/TIME: MAY 10, 2016 9:00 a.m.

***RETURN ONE (1) SIGNED ORIGINAL, THREE (3)
COPIES AND ONE (1) ELECTRONIC COPY (PDF FORMAT)
OF THE PROPOSAL FORM. NO OTHER PROPOSAL
FORM WILL BE ACCEPTED.***

NAME OF COMPANY

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

ADDRESS OF COMPANY

PRINT NAME OF AUTHORIZED SIGNATURE

***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.***

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 46 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 RFP 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 _____

Scope of Work

I. GENERAL INFORMATION

The School Board of Monroe County, Florida will select qualified firms, under provisions of Florida Statutes, to provide architectural/engineering services for various capital improvement projects for the 2016 through 2019 fiscal years. 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.

We will make two selections. The first will be for projects within the area from the 7 mile bridge up through Key Largo. The second will be for the area from the 7 mile bridge down through Key West. Projects will be smaller projects typically with a construction budget of under \$3M. If you wish for your firm to be considered for both areas please note that in your proposal.

Projects in the upper and middle Florida Keys may include but not be limited to the following:

1. Tavernier Administrative Annex ~mm90
2. Grounds Equipment Storage Shelter~mm90
3. Field Light Electrical Room and Improvements ~mm90
4. Parent Drop Off loop improvements ~mm105
5. Other small projects requiring plans and specifications for the bid process.

Projects in the lower keys and Key West may include but not be limited to the following:

1. Reynolds School Renovation – Key West
2. Relocation of electrical panels and feeds - TRMS
3. Building demolition – various
4. Interior renovations - various
5. Other small projects requiring plans and specifications for the bid process.

Similar and additional projects within the geographic areas may be added if determined necessary by the district administration. Projects will not include any school replacement projects over \$3M that will have individual firms selected on a project by project basis.

II. PROJECT INFORMATION

The project consists of the development of plans and specifications required for various capital improvement and maintenance projects in accordance with applicable Florida code and statutes. Periodic on site review of work will be required for quality assurance. Work inspection and code enforcement will be through the District's Building Department.

III. SELECTION CRITERIA

The Ranking Committee will review all complete proposals and then rank the firms lowest to highest (scale of 1-10). The evaluation of the respondents will be based upon the Engineer Statement of Qualifications, and respondents are requested to provide, as a minimum, the

RFQ 2016621 – Architect/Engineer

information listed under each criterion. Failure to provide adequate information on any criterion may result in rejection of the proposal as non-responsive. If the number one spot is unanimous then the committee can make the motion to rank without formal interview at which time the matrix below would be used. 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 enclosed matrix will be used to evaluate the proposals. At the conclusion of the bid ranking the committee will make a recommendation which will be submitted to the Monroe County School Board for approval.

A firm will be selected for each of the two areas described above. The committee may select the same firm for both areas.

Team Experience – 20 point max
Architectural Experience – 20 point max
School Experience – 20 point max
Experience in Monroe County – 20 points
References – 5 point max
Financial Stability – 5 point max
Lead Time – 5 point max
Quality Control – 5 point max

IV. ENGINEER STATEMENT OF QUALIFICATIONS

1. 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. 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 five (5) years (or if the solicitation is for a sheltered market, no less than one (1) year with documented proof of similar responsibilities and experience). No associations will be considered. Two firms may not apply jointly unless they have formed a joint venture. 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.
- C. DEBARMENT: Pursuant to School Board Policy, Contractor Debarment Procedures, debarred contractors are excluded from conducting business with the Board as agents,

RFQ 2016621 – Architect/Engineer

representatives, partners and associates of other contractors, subcontractors or individual sureties.

- D. **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.
- E. **CONVICTIONS:** Pursuant to Chapter 287.133(2)(a) of the Florida Statutes, 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid 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 the 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.
- F. **BACKGROUND CHECKS/FINGERPRINTING:** 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.

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

RFQ 2016621 – Architect/Engineer

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.

SECTION V – PROPOSAL REQUIREMENTS

- A. **FORMAT:** Documents should be typed, not written, in English. Submit one original (unbound) and three copies (bound) as well as one electronic copy on disk or jump drive (include in bid package DO NOT EMAIL).
- Each numbered item listed under Section 5 of this document should be a tabbed section labeled accordingly.
 - Number each side of each page used consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc.
 - 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 statement of qualifications, labeling each sample clearly.
 - **Financials do not count as pages as they should be provided in a separate sealed envelope clearly marked as CONFIDENTIAL.**
 - When examples or references are requested do not list more than the number requested.
 - RFQ responses shall be signed by a principal of the proposing entity.
- B. **INFORMATION/DOCUMENTS REQUIRED WITHIN RESPONSE**
1. **RFP PACKAGE (with all required signatures)**
 2. **DISCRIPTION OF RESPONDENT** Include a narrative description of the firm (or team or firms) to include at a minimum:

RFQ 2016621 – Architect/Engineer

- a) Firm name and address of proposed office in charge
- b) Primary contact name, phone and email address
- c) The respondents area of architectural specialization
- d) Firm history
- e) Honors and awards

3. FINANCIAL STABILITY

- a. For how many years has your firm has been providing Design Engineering services?_____
- b. What is the firm's form of business (e.g. proprietorship, partnership, and corporation)?
- c. Provide bank references.
- d. Provide the latest financial statement (**NOTE: must be submitted in separate sealed envelope.**)
- e. Provide any other information the applicant may wish to supply to verify financial responsibility.

4. EXPERIENCE (can be on letterhead or spreadsheet and attached)

- a. List three projects for which your firm has provided/is providing Design Engineering services which are most closely related to these projects. In determining which projects are most closely related, consider: relative size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most closely related project listed first.
- b. For each of the listed projects, provide the following information: construction cost, current phase of development, estimated (or past) completion date, design type (e.g. light, sound, electric), location, owner's contact person and telephone number.
- c. For each of the listed projects, describe 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.
- d. For each of the listed projects, describe problems encountered with construction methods or materials, and describe how the problems were resolved.

RFQ 2016621 – Architect/Engineer

- e. For each of the listed projects, describe the methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, quality, change orders and construction schedule. Provide examples of any reporting/monitoring systems used. (Note: Follow Instruction Paragraph A when submitting these examples.)
- f. For each of the listed projects, describe the way your firm overseen quality control during the construction phase. Provide specific examples of how these techniques were used.

5. APPLICANT'S PERSONNEL (provide this information on a separate sheet)

- a. List total number of firm's personnel by skill group (e.g. Electrical Engineer, Sound Engineer, etc).
- b. Name all key personnel that will be part of the Engineer team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.)
- c. For each project listed in response to Question No. 4, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects.
- d. If the team as a whole provided design services for any of the projects listed in response to Question No. 4, so indicate.

6. APPLICANT'S CONSULTANTS (provide this information on a separate sheet)

Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant in the past five years. The responding firm is with whom the School Board would contract and all other firms shown as team members would be consultants to the responding firm

7. For a project listed in response to Question No. 4, describe the methods by which your firm gave prompt response and fast turnaround to the owner both in design and site support on a small fast paced project.

8. For a project listed in response to Question No. 4, describe problems encountered with contractor substituted construction methods or materials, and describe how the problem was resolved.

RFQ 2016621 – Architect/Engineer

9. For a project listed in response to Question No. 4, describe 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.

10. REFERENCES - Provide at least 3 business references you have worked within the past 5 years. Include:

- Name of firm
- Contact name
- Phone number
- Name of project you worked on
- Date of that project.

a. List any specific project experience with MCSD.

11. What is the lead-time required by your firm for meeting the owner at a job site located in Monroe County for pre-design review or construction inspection? For a project listed in response to Question No. 4, describe one example of your timely response to a construction site in Monroe County to meet with the owner. If lead times are different provide one for the upper keys and one for the lower keys.

12. Is applicant knowledgeable and proficient in complying with State Requirements for Educational Facilities (SREF)? _____ Yes _____ No

a. List training/seminars proposed team members have attended, or other supporting documentation.

13. Of your firm's volume of work performed in Florida, what percent is to design Monroe County Florida? ____%

a. Provide list of projects done in Monroe County Florida within the past 3 years.

14. Is the applicant a joint venture? _____ Yes _____ No

If so, 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. (The joint venture agreement should be numbered within the 80-page submittal.)

ACKNOWLEDGEMENT

Do you make the following acknowledgements/certifications? If so, sign on the line provided below (on the following page) and have your signature notarized.

- a. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
 - i) All information of a factual nature is certified to be true and accurate.
 - ii) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- b. It is acknowledged that:
 - i) If any information provided by the applicant is found to be, in the opinion of the Ranking Committee or the Selection Committee, substantially unreliable, this application may be rejected.
 - ii) The Ranking Committee or the Selection Committee may reject all applicants and may stop the selection process at any time.
 - iii) The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.
- c. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgements and certifications for and on behalf of the applicant.
- d. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.

For and on behalf of the Applicant

_____(seal)

Sworn to and subscribed to me,
a Notary Public, this _____ day of
_____, 2016

(Seal)

Signature, Notary Public

RFQ 2016621 – Architect/Engineer

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 2016621		
DATE:	TIME:	ACTION:
April 9, 2016	8:00 AM ET	Release Solicitation
Apr 9,13,16,20,2016	Publication	Notice of Solicitation /Bid Opening
April 25 , 2016	5:00 PM ET	Last day for submission of written questions to MCSD
April 26, 2016	5:00 PM ET	Last day for MCSD to post answers to questions
May 10, 2016	9:00 AM ET – complete	Proposals Due/Bid Opening (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
May 16, 2016	9:00 AM – complete	Short List Interviews (if applicable) MCSD, 241 Trumbo Road, Key West, FL 33040)
May 17, 2016	5:00 PM ET	Notice of Intent
May 18 - June 3, 2016	-	Negotiations
June 3, 2016	5:00 PM ET	Recommendation to Award
June 28, 2016	5:00 PM ET	Board Meeting (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)

RFQ 2016621 – Architect/Engineer

C. SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed envelopes bearing on the outside the label provided on page 1 of this solicitation package. This includes: name of the Proposer and RFQ 2016621 - Architect/Engineer - . 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. Proposals must be delivered 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

RFQ 2016621 – Architect/Engineer

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.

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 2016621 – Architect/Engineer

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.

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

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- k) **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.

- l) **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 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 Suanne.Lee@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 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 respondents responsibility to check 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 Qualifications, 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 Qualifications, 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

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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 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**. 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

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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 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 RFP 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.

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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 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 Qualifications. 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

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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. 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. 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.

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 **"blemishes 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

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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

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 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

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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.

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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

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

Date: _____
Applicant's Signature

RFQ 2016621 – Architect/Engineer

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: _____

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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

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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 2016621 – Architect/Engineer

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

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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 2016621 – Architect/Engineer

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."

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RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')
(REV. 4/13)

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: {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 2016621 – Architect/Engineer

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

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THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

Contract for Goods & Services

This Contract entered into on the date last written below, by and between: _____
_____ (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:

REQUEST FOR BIDS AND BID INCORPORATED HEREIN

The terms and specifications of the Request for Bids (Enter Bid Number) issued by the Monroe County School District on (Bid Release Date) and the terms of the proposal submitted by (Enter Awarding Vendor’s Name) are herein incorporated by reference as if fully set forth herein, made part of this Contract and are attached hereto as *Exhibits “__” and “__”* respectively. 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.

1. TERM

The term of this Contract shall be from:

_____, _____ to _____, _____.

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.

2. CONTRACTOR'S SERVICES

Contractor agrees to provide the following goods/services:

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If documentation of the specific goods/services is attached, said documentation is labeled as *Exhibit “_____”* 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 \$_____ to the following goods/services outlines in the scope of work / proposal attached. 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 there is a specific payment arrangement please notated within this section.

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 “_____”*:

___ **General Liability Insurance**

Amount: _____

___ **Professional Liability Insurance**

Amount: _____

___ **Vehicle Liability Insurance**

Amount: _____

___ **Workers Compensation Insurance**

Amount: _____

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.

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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, MCSB 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 (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.

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.

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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.

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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

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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. THIRD-PARTY BILLING AND PAYMENT

To the extent applicable with regard to the services provided in this Contract, the Contractor shall cooperate with School Board representatives to determine the eligibility of a referred student for third-party benefits and to bill cooperatively the third-party for services provided to the referred student. Should the third-party decline to pay for billed services, or should the third-party only make partial payment for billed services, Contractor shall provide appropriate documentation to School Board and will assist the School Board in any administrative or appeals process.

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regarding eligibility or payment as may be requested by the School Board. Contractor shall not be entitled to bill nor accept third-party payment without authorization of the School Board and Contractor agrees that School Board shall not be obligated to make any payment that exceeds the rate referred to in the paragraph governing Compensation. The Contractor shall provide service documentation in accordance with professional standards and School Board criteria as requested.

16. 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 public agency in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and 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.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

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.

17. 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.

18. 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

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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.

20. 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.

21. COUNTERPARTS

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

22. 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.

23. CAPTIONS

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

24. ENTIRE CONTRACT

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

25. 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:
Monroe County School District
Purchasing Department
241 Trumbo Road

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Key West, FL 33040

With a copy to:

Monroe County School District Counsel:
Vernis & Bowling of the Florida Keys, P.A.
81990 Overseas Hwy, 3rd Floor
Islamorada, FL 33036

Contractor:

IN WITNESS WHEREOF, the parties have executed this Contract on this _____ day of

_____, _____.

SIGNATURE OF MCSD CHAIRPERSON OF THE BOARD

DATE

SIGNATURE OF MCSD SUPERINTENDENT

DATE

SIGNATURE OF CONTRACTOR/REPRESENTATIVE

DATE

PRINT NAME AND TITLE

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CONTRACTOR REFUSAL TO SIGN MCSD CONTRACT

Dear Vendor:

Please be advised that pursuant to the policies and procedures of The School Board of Monroe County, Florida, all contracts between companies and/or contractors and the School District are to be documented using standard form contracts of the School Board. It is our understanding; however, that (you have/your company has) prefers and/or otherwise refused to utilize a standard form contract for goods or services.

Furthermore, Florida Statute §119.0701 requires that all contracts entered into by the Board contain the following requirements:

FLORIDA PUBLIC RECORDS LAW

Pursuant to Florida Statute 119.0701, contractor agrees to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.*
 - (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and 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.*
 - (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.*
- 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.*

Kindly acknowledge your preference to not utilize a School Board of Monroe County standard form contract by signing below, and agree to comply with F.S. §119.0701 as indicated above. Please return a signed copy of this letter to the School Board of Monroe County at your earliest convenience.

Should you have any questions or concerns, please do not hesitate to contact me.

Suanne C. Lee
Purchasing /Property Control Supervisor

I would prefer not to use or have otherwise refused to use a Monroe County School Board standard form contract. I also agree to comply with F.S. §119.0701.

Contractor or Authorized Designee, Sign then Print

Company Name

RFQ 2016621 – Architect/Engineer

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 2016621 – Architect/Engineer

Form W-9
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

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.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is 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 chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

RFQ 2016621 – Architect/Engineer

**Monroe County School District
Vendor Information Sheet**

Vendor Name: _____

Federal EIN/SSN: _____

Primary Address: _____

Payment Address: _____

Contact Name: _____

Phone: _____ ext. _____

Fax: _____

E-Mail: _____

STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR MONROE COUNTY SCHOOL DISTRICT, FLORIDA.



WILLIAM P. HORN ARCHITECT, P.A

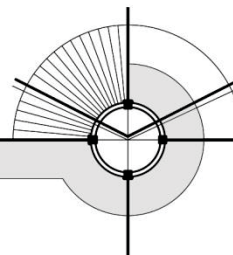
915 Eaton Street
Key West, FL 33040
(305) 296-8302
William Horn (contact)
wphorn@aol.com

In Association with

PEREZ ENGINEERING & DEVELOPMENT, INC., Civil Engineer
ATLANTIC ENGINEERING SERVICES, Structural Engineer
INNOVATIVE ENGINEERING GROUP, MEP Engineers
LANDWISE DESIGN INC., Landscaping
TRIFECTA CONSTRUCTION SOLUTIONS, Sustainability Consultant

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302



WILLIAMPHORNARCHITECTPA.COM

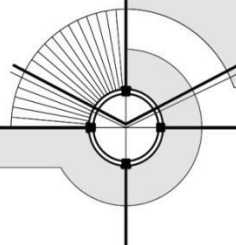
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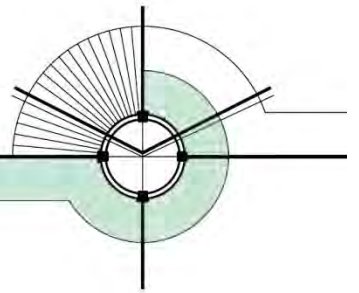
WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

WILLIAMPHORNARCHITECTPA.COM



1. RFQ PACKAGE



Monroe County School District

REQUEST FOR QUALIFICATIONS

RFQ 2016621

Architect/Engineer



Members of the Board

District # 1

BOBBY HIGSMITH

District # 2

ANDY GRIFFITHS
Chairman

District # 3

ED DAVIDSON

District # 4

JOHN R. DICK
Vice-Chair

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 2016621

SOLICITATION TITLE: **Architect/Engineer**

SUBMISSION DUE: MAY 10, 2016 9:00 a.m.

SUBMITTED BY: WILLIAM P. HOW ARCHITECT, P.A.
(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. You should periodically check the Web site to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.

RFQ 2016621 – Architect/Engineer

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RFQ 2016621 – Architect/Engineer

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on MAY 10, 2016 at 9:00 a.m. the School Board of Monroe County (the “School District” or “School Board”) will open sealed proposals for the following:

RFQ 2016621

Architect/Engineer

Specifications and proposal documents may be requested from Demand Star by calling 1-800-711-1712 or by going to the website www.demandstar.com . The public record documents are available on the district web site at 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 Suanne Lee – Purchasing Supervisor, Suanne.Lee@KeysSchools.com

All proposals must be received by the Purchasing Department on or before MAY 10, 2016 at 9:00 a.m. . No waivers shall be allowed for proposals which have not been submitted to the Purchasing Department by the deadline date. One (1) original , three (3) 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. (1997).

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.

Released in Key West, Florida, April 9, 2016

RFQ 2016621 – Architect/Engineer

District School Board of Monroe County
Purchasing Department

PROPOSAL FORM

RFQ 2016621 - Architect/Engineer

BID DUE /BID OPENING DATE/TIME: MAY 10, 2016 9:00 a.m.

RETURN ONE (1) SIGNED ORIGINAL, THREE (3)
COPIES AND ONE (1) ELECTRONIC COPY (PDF FORMAT)
OF THE PROPOSAL FORM. 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.

WILLIAM P. HORN ARCHITECT, P.A.
NAME OF COMPANY

915 EATON ST., K84 WEST, FL.
ADDRESS OF COMPANY

WILLIAM P. HORN
PRINT NAME OF AUTHORIZED SIGNATURE

WPHORN@AOL.COM
EMAIL ADDRESS

305-296-8302 -
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 46 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 RFP 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 4-18-16

Name of Proposer's Authorized Representative WILLIAM P. HORN Title of Proposer's Authorized Representative OWNER / PRINCIPAL

Scope of Work

I. GENERAL INFORMATION

The School Board of Monroe County, Florida will select qualified firms, under provisions of Florida Statutes, to provide architectural/engineering services for various capital improvement projects for the 2016 through 2019 fiscal years. 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.

We will make two selections. The first will be for projects within the area from the 7 mile bridge up through Key Largo. The second will be for the area from the 7 mile bridge down through Key West. Projects will be smaller projects typically with a construction budget of under \$3M. If you wish for your firm to be considered for both areas please note that in your proposal.

Projects in the upper and middle Florida Keys may include but not be limited to the following:

1. Tavernier Administrative Annex ~mm90
2. Grounds Equipment Storage Shelter~mm90
3. Field Light Electrical Room and Improvements ~mm90
4. Parent Drop Off loop improvements ~mm105
5. Other small projects requiring plans and specifications for the bid process.

Projects in the lower keys and Key West may include but not be limited to the following:

1. Reynolds School Renovation – Key West
2. Relocation of electrical panels and feeds - TRMS
3. Building demolition – various
4. Interior renovations - various
5. Other small projects requiring plans and specifications for the bid process.

Similar and additional projects within the geographic areas may be added if determined necessary by the district administration. Projects will not include any school replacement projects over \$3M that will have individual firms selected on a project by project basis.

II. PROJECT INFORMATION

The project consists of the development of plans and specifications required for various capital improvement and maintenance projects in accordance with applicable Florida code and statutes. Periodic on site review of work will be required for quality assurance. Work inspection and code enforcement will be through the District's Building Department.

III. SELECTION CRITERIA

The Ranking Committee will review all complete proposals and then rank the firms lowest to highest (scale of 1-10). The evaluation of the respondents will be based upon the Engineer Statement of Qualifications, and respondents are requested to provide, as a minimum, the

RFQ 2016621 – Architect/Engineer

information listed under each criterion. Failure to provide adequate information on any criterion may result in rejection of the proposal as non-responsive. If the number one spot is unanimous then the committee can make the motion to rank without formal interview at which time the matrix below would be used. 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 enclosed matrix will be used to evaluate the proposals. At the conclusion of the bid ranking the committee will make a recommendation which will be submitted to the Monroe County School Board for approval.

A firm will be selected for each of the two areas described above. The committee may select the same firm for both areas.

Team Experience – 20 point max
Architectural Experience – 20 point max
School Experience – 20 point max
Experience in Monroe County – 20 points
References – 5 point max
Financial Stability – 5 point max
Lead Time – 5 point max
Quality Control – 5 point max

IV. ENGINEER STATEMENT OF QUALIFICATIONS

1. 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. 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 five (5) years (or if the solicitation is for a sheltered market, no less than one (1) year with documented proof of similar responsibilities and experience). No associations will be considered. Two firms may not apply jointly unless they have formed a joint venture. 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.
- C. DEBARMENT: Pursuant to School Board Policy, Contractor Debarment Procedures, debarred contractors are excluded from conducting business with the Board as agents,

RFQ 2016621 – Architect/Engineer

representatives, partners and associates of other contractors, subcontractors or individual sureties.

- D. **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.
- E. **CONVICTIONS:** Pursuant to Chapter 287.133(2)(a) of the Florida Statutes, 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid 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 the 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.
- F. **BACKGROUND CHECKS/FINGERPRINTING:** 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.

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

RFQ 2016621 – Architect/Engineer

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.

SECTION V – PROPOSAL REQUIREMENTS

- A. **FORMAT:** Documents should be typed, not written, in English. Submit one original (unbound) and three copies (bound) as well as one electronic copy on disk or jump drive (include in bid package DO NOT EMAIL).
- Each numbered item listed under Section 5 of this document should be a tabbed section labeled accordingly.
 - Number each side of each page used consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc.
 - 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 statement of qualifications, labeling each sample clearly.
 - **Financials do not count as pages as they should be provided in a separate sealed envelope clearly marked as CONFIDENTIAL.**
 - When examples or references are requested do not list more than the number requested.
 - RFQ responses shall be signed by a principal of the proposing entity.
- B. **INFORMATION/DOCUMENTS REQUIRED WITHIN RESPONSE**
1. **RFP PACKAGE (with all required signatures)**
 2. **DISCRIPTION OF RESPONDENT** Include a narrative description of the firm (or team or firms) to include at a minimum:

RFQ 2016621 – Architect/Engineer

- a) Firm name and address of proposed office in charge
- b) Primary contact name, phone and email address
- c) The respondents area of architectural specialization
- d) Firm history
- e) Honors and awards

3. FINANCIAL STABILITY

- a. For how many years has your firm has been providing Design Engineering services?_____
- b. What is the firm's form of business (e.g. proprietorship, partnership, and corporation)?
- c. Provide bank references.
- d. Provide the latest financial statement (**NOTE: must be submitted in separate sealed envelope.**)
- e. Provide any other information the applicant may wish to supply to verify financial responsibility.

4. EXPERIENCE (can be on letterhead or spreadsheet and attached)

- a. List three projects for which your firm has provided/is providing Design Engineering services which are most closely related to these projects. In determining which projects are most closely related, consider: relative size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most closely related project listed first.
- b. For each of the listed projects, provide the following information: construction cost, current phase of development, estimated (or past) completion date, design type (e.g. light, sound, electric), location, owner's contact person and telephone number.
- c. For each of the listed projects, describe 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.
- d. For each of the listed projects, describe problems encountered with construction methods or materials, and describe how the problems were resolved.

RFQ 2016621 – Architect/Engineer

- e. For each of the listed projects, describe the methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, quality, change orders and construction schedule. Provide examples of any reporting/monitoring systems used. (Note: Follow Instruction Paragraph A when submitting these examples.)
- f. For each of the listed projects, describe the way your firm overseen quality control during the construction phase. Provide specific examples of how these techniques were used.

5. APPLICANT'S PERSONNEL (provide this information on a separate sheet)

- a. List total number of firm's personnel by skill group (e.g. Electrical Engineer, Sound Engineer, etc).
- b. Name all key personnel that will be part of the Engineer team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.)
- c. For each project listed in response to Question No. 4, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects.
- d. If the team as a whole provided design services for any of the projects listed in response to Question No. 4, so indicate.

6. APPLICANT'S CONSULTANTS (provide this information on a separate sheet)

Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant in the past five years. The responding firm is with whom the School Board would contract and all other firms shown as team members would be consultants to the responding firm

7. For a project listed in response to Question No. 4, describe the methods by which your firm gave prompt response and fast turnaround to the owner both in design and site support on a small fast paced project.

8. For a project listed in response to Question No. 4, describe problems encountered with contractor substituted construction methods or materials, and describe how the problem was resolved.

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9. For a project listed in response to Question No. 4, describe 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.

10. REFERENCES - Provide at least 3 business references you have worked within the past 5 years. Include:

- Name of firm
- Contact name
- Phone number
- Name of project you worked on
- Date of that project.

a. List any specific project experience with MCSD.

11. What is the lead-time required by your firm for meeting the owner at a job site located in Monroe County for pre-design review or construction inspection? For a project listed in response to Question No. 4, describe one example of your timely response to a construction site in Monroe County to meet with the owner. If lead times are different provide one for the upper keys and one for the lower keys.

12. Is applicant knowledgeable and proficient in complying with State Requirements for Educational Facilities (SREF)? _____ Yes _____ No

a. List training/seminars proposed team members have attended, or other supporting documentation.

13. Of your firm's volume of work performed in Florida, what percent is to design Monroe County Florida? ____%

a. Provide list of projects done in Monroe County Florida within the past 3 years.

14. Is the applicant a joint venture? _____ Yes _____ No

If so, 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. (The joint venture agreement should be numbered within the 80-page submittal.)

ACKNOWLEDGEMENT

Do you make the following acknowledgements/certifications? If so, sign on the line provided below (on the following page) and have your signature notarized.

- a. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
 - i) All information of a factual nature is certified to be true and accurate.
 - ii) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- b. It is acknowledged that:
 - i) If any information provided by the applicant is found to be, in the opinion of the Ranking Committee or the Selection Committee, substantially unreliable, this application may be rejected.
 - ii) The Ranking Committee or the Selection Committee may reject all applicants and may stop the selection process at any time.
 - iii) The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.
- c. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgements and certifications for and on behalf of the applicant.
- d. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.

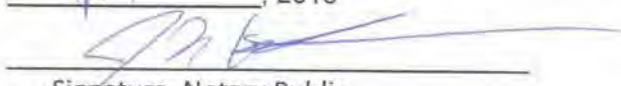
For and on behalf of the Applicant

 (seal)

9/25/16

Sworn to and subscribed to me,
a Notary Public, this 25 day of
April, 2016

(Seal)


Signature, Notary Public



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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 2016621		
DATE:	TIME:	ACTION:
April 9, 2016	8:00 AM ET	Release Solicitation
Apr 9,13,16,20,2016	Publication	Notice of Solicitation /Bid Opening
April 25 , 2016	5:00 PM ET	Last day for submission of written questions to MCSD
April 26, 2016	5:00 PM ET	Last day for MCSD to post answers to questions
May 10, 2016	9:00 AM ET – complete	Proposals Due/Bid Opening (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
May 16, 2016	9:00 AM – complete	Short List Interviews (if applicable) MCSD, 241 Trumbo Road, Key West, FL 33040)
May 17, 2016	5:00 PM ET	Notice of Intent
May 18 - June 3, 2016	-	Negotiations
June 3, 2016	5:00 PM ET	Recommendation to Award
June 28, 2016	5:00 PM ET	Board Meeting (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)

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C. SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed envelopes bearing on the outside the label provided on page 1 of this solicitation package. This includes: name of the Proposer and RFQ 2016621 - Architect/Engineer - . 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. Proposals must be delivered 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

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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.

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.

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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.

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

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- k) **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.

- l) **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 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 Suanne.Lee@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 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 respondents responsibility to check 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 Qualifications, 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 Qualifications, 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

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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 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**. 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

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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 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 RFP 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.

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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 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 Qualifications. 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

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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. 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. 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.

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 **"blends 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

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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

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 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

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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.

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

ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____


ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____

Date: 5-9-16



Applicant's Signature

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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: _____

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

WILLIAM P. HORN

Printed Name

Date

4-18-16

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 §29.110(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 18th day of APRIL, 2016.

By [Signature]
Authorized Signature/Contractor

WILLIAM P. HORN
Typed Name/Title

WILLIAM P. HORN ARCHITECT, P.A.
Contractor's Firm Name

915 EATON STREET
Street Address

KRY WEST, FL. 33040
City/State/Zip Code

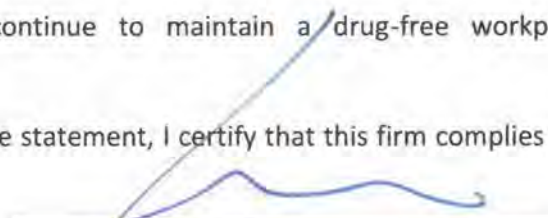
305-296-8302
Area Code/Telephone Number

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

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NON-COLLUSION AFFIDAVIT

I, WILLIAM P. HORN of the City of KEN WEST according to law on my oath, and under penalty of perjury, depose and say that;

1) I am WILLIAM P. HORN, OWNER, the bidder making the proposal for the project described as follows:

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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]
Signature of Authorized Representative

9/25/16
Date

STATE OF FL

COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, the undersigned authority, William Horn, who, FL DL being personally known, FL DL or having produced FL DL as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 25 day of April, 20 16.

[Signature]
NOTARY PUBLIC

05/13/2017
My Commission Expires:



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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."

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RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')
(REV. 4/13)

THE SCHOOL DISTRICT OF MONROE COUNTY

BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, WILLIAM P. HORN, of the City/Township/Parrish of KEY WEST, 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: WILLIAM P. HORN ARCHITECT, P.A. and
Nature of services presently being offered to School District: ARCHITECTURAL & ENGINEERING SERVICES FOR RFQ 2016621

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: {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}

BOBBY HIGGINS - DID HOUSE PLANS FOR HIM OVER TEN YEARS AGO BUT HE SOLD THE PROPERTY.

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.

4/25/16
Date

[Signature]
(Signature of Authorized Representative)

STATE OF FL
COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, the undersigned authority, William Horn who, being personally known, or having produced FL as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 25 day of April, 20 16.

[Signature]
NOTARY PUBLIC

08/13/2017
My commission expires:



DRUG FREE WORKPLACE FORM

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

WILLIAM P. HORN ARCHITECT, P.A.

(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

4-18-16
Date

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THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

Contract for Goods & Services

This Contract entered into on the date last written below, by and between: _____
_____ (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:

REQUEST FOR BIDS AND BID INCORPORATED HEREIN

The terms and specifications of the Request for Bids (Enter Bid Number) issued by the Monroe County School District on (Bid Release Date) and the terms of the proposal submitted by (Enter Awarding Vendor’s Name) are herein incorporated by reference as if fully set forth herein, made part of this Contract and are attached hereto as *Exhibits “__” and “__”* respectively. 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.

1. TERM

The term of this Contract shall be from:

_____, _____ to _____, _____.

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.

2. CONTRACTOR'S SERVICES

Contractor agrees to provide the following goods/services:

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If documentation of the specific goods/services is attached, said documentation is labeled as *Exhibit “_____”* 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 \$_____ to the following goods/services outlines in the scope of work / proposal attached. 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 there is a specific payment arrangement please notated within this section.

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 “_____”*:

___ **General Liability Insurance**

Amount: _____

___ **Professional Liability Insurance**

Amount: _____

___ **Vehicle Liability Insurance**

Amount: _____

___ **Workers Compensation Insurance**

Amount: _____

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.

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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, MCSB 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 (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.

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.

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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.

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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

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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. THIRD-PARTY BILLING AND PAYMENT

To the extent applicable with regard to the services provided in this Contract, the Contractor shall cooperate with School Board representatives to determine the eligibility of a referred student for third-party benefits and to bill cooperatively the third-party for services provided to the referred student. Should the third-party decline to pay for billed services, or should the third-party only make partial payment for billed services, Contractor shall provide appropriate documentation to School Board and will assist the School Board in any administrative or appeals process.

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regarding eligibility or payment as may be requested by the School Board. Contractor shall not be entitled to bill nor accept third-party payment without authorization of the School Board and Contractor agrees that School Board shall not be obligated to make any payment that exceeds the rate referred to in the paragraph governing Compensation. The Contractor shall provide service documentation in accordance with professional standards and School Board criteria as requested.

16. 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 public agency in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and 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.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

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.

17. 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.

18. 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

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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.

20. 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.

21. COUNTERPARTS

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

22. 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.

23. CAPTIONS

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

24. ENTIRE CONTRACT

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

25. 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:
Monroe County School District
Purchasing Department
241 Trumbo Road

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Key West, FL 33040

With a copy to:

Monroe County School District Counsel:
Vernis & Bowling of the Florida Keys, P.A.
81990 Overseas Hwy, 3rd Floor
Islamorada, FL 33036

Contractor:

IN WITNESS WHEREOF, the parties have executed this Contract on this _____ day of

_____, _____.

SIGNATURE OF MCSD CHAIRPERSON OF THE BOARD

DATE

SIGNATURE OF MCSD SUPERINTENDENT

DATE

SIGNATURE OF CONTRACTOR/REPRESENTATIVE

DATE

PRINT NAME AND TITLE

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CONTRACTOR REFUSAL TO SIGN MCSD CONTRACT

Dear Vendor:

Please be advised that pursuant to the policies and procedures of The School Board of Monroe County, Florida, all contracts between companies and/or contractors and the School District are to be documented using standard form contracts of the School Board. It is our understanding; however, that (you have/your company has) prefers and/or otherwise refused to utilize a standard form contract for goods or services.

Furthermore, Florida Statute §119.0701 requires that all contracts entered into by the Board contain the following requirements:

FLORIDA PUBLIC RECORDS LAW

Pursuant to Florida Statute 119.0701, contractor agrees to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.*
 - (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and 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.*
 - (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.*
- 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.*

Kindly acknowledge your preference to not utilize a School Board of Monroe County standard form contract by signing below, and agree to comply with F.S. §119.0701 as indicated above. Please return a signed copy of this letter to the School Board of Monroe County at your earliest convenience.

Should you have any questions or concerns, please do not hesitate to contact me.

Suanne C. Lee
Purchasing /Property Control Supervisor

I would prefer not to use or have otherwise refused to use a Monroe County School Board standard form contract. I also agree to comply with F.S. §119.0701.

Contractor or Authorized Designee, Sign then Print

Company Name

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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.

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Form W-9 (Rev. December 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) William P. Horn		
Business name/disregarded entity name, if different from above William P. Horn Architect, P.A.		
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C, S, partnership) ▶ <input type="checkbox"/> Exempt person <input type="checkbox"/> Other (see instructions) ▶		
Address, number, street, and apt. or suite no. 915 Eaton St.		
City, state, and ZIP code KCH WEST, FL. 33040		
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 the "Name" line to avoid backup withholding. For individuals, this is 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. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Social security number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>		Employer identification number <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px; display: flex; align-items: center;"> 65 - 0562195 </div>
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). 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 4.		
Sign Here Signature of U.S. person ▶ Date ▶ 4-19-16		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 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.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien. • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States. • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		

Cat No. 10531X

Form W-9 (Rev. 12-2011)

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Monroe County School District
Vendor Information Sheet

Vendor Name: WILLIAM P. HORN ARCHITECT, P.A.

Federal EIN/SSN: #65-0562195

Primary Address: 915 EATON STREET
KCY WEST, FL. 33040

Payment Address: SAME

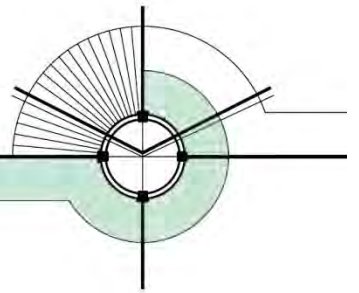
Contact Name: WILLIAM P. HORN

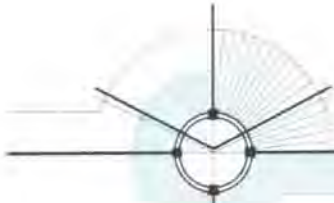
Phone: 305-296-8302 ext. _____

Fax: -

E-Mail: WPHORN@AOL.COM

2. DESCRIPTION OF RESPONDENT





May 06, 2016

Monroe County School District, Florida

241 Trumbo Road

Key West, Florida 33040

Re: R.F.Q. 2016621 to provide Architect/Engineering services for various Capital Improvements Projects for the 2016 through 2019 Fiscal Years.

William P. Horn Architect, P.A., Key West, Florida, is pleased to respond to your request for proposal. We are confident this association will bring to these projects an extremely well qualified team that will efficiently and expeditiously provide the professional services that these small projects demand. We have enjoyed working successfully with you in the past and look forward to being able to work with you in the future.

William P. Horn Architect, P.A., is a Monroe County based firm that has been in business since 1993. William Horn has been practicing architecture in Monroe County since 1988. We have created a team of architects and engineers that have all worked together for the last ten to twenty years and have successfully completed hundreds of projects in Monroe County. This team specializes in projects of the size and scope that you are requesting services for. Our team is just the right size for these types of projects (not too big and not too small) and we are a local team that is available on a moments notice.

William P. Horn Architect, P.A. is proud of the record of clients that repeatedly use our services after first working with us. Seventy five percent of our clients are repeat clients. Many local developers, including Old Town Key West Development (Ed Swift), Steve Strunk and numerous government agencies such as Monroe County, the Housing Authority of the City of Key West and the City of Key West use our services time and time again on all range and sizes of projects. I think that one of the main reasons that they come back to us is that we do what we say we will do and we are easy to work with on a daily basis. When a time schedule is agreed to, it is completed on time, in budget, and of a high quality of design and construction. We also provide our clients with complete Architectural and Engineering Services. We work on all sizes and types of projects, large and small, new construction, renovation or restoration, commercial, institutional or residential.

We are working presently with numerous Monroe County government agencies. We presently have an annual contract with Monroe County and the City of Key West for small projects similar to the projects you have. We are also working with the Mosquito Control Board on their new facility in Big Coppitt and with the City of Marathon on their new City Hall.

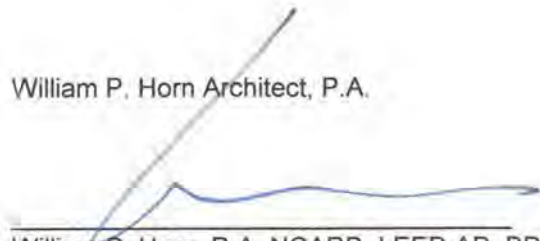
We previously worked with the Housing Authority of the City of Key West on numerous projects and had an annual contract with the Monroe County School District for many years. We have been the School District's architect on small capital improvement projects and hope to continue this service.

We have enjoyed working with the Monroe County School District staff in the past and look forward to working with all of you again. We specifically liked how all of the staff worked as a team and had a very clear direction for all of the work. We want to be a part of that team. The firm has had recent work loads successfully completed, and has current work loads all on schedule. The projected work load is such that we can make a full and immediate commitment as a resource to provide design services for your projects. The team, as we have in the past, is more than willing to meet all time and budget requirements that are required.

We would like to be considered for both upper and lower keys projects. With our office location in Key West the lower keys projects would be our preference if we were only selected for one location.

Your review of this proposal is appreciated and we look forward to working with all of the Monroe County School District members and staff on the success of these projects.

William P. Horn Architect, P.A.



William P. Horn, R.A. NCARB, LEED AP, BD & C
Principal

WILLIAM P. HORN ARCHITECT, P.A Firm Profile:

The proposed office in charge, William Horn Architect, P.A., is located at 915 Eaton Street, Key West, Florida 33040.

Contact name: William Horn
 Phone: 305-2968302
 E-mail: wphorn@aol.com
 www.williamphornarchitectpa.com

The firm area of architectural specialization is small to medium size projects within Monroe County.

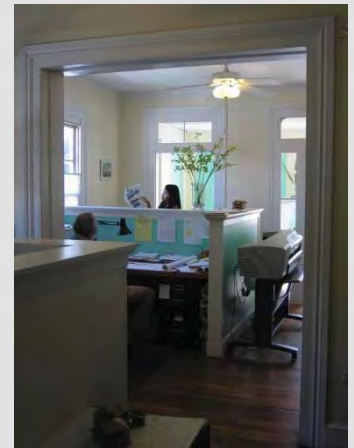
William P. Horn, Architect P.A. is a full service architectural firm that has been in business since 1993. We have successfully completed hundreds of projects throughout the Florida Keys. The firm has worked on many types of projects including commercial, governmental, residential, multi-family housing, affordable housing, master planning, sustainable and historic projects. The firm started out in 1993 as just two people, Bill Horn and his wife Alma and now is one the largest firms in Monroe County. The firm presently consists of seven people.

William (Bill) Horn is the principal owner of the firm and has been working on projects within Monroe County and Key West since 1988. He is a registered architect in Florida, a LEED AP, BD&C and member of the NCARB. He has previously worked in New York and Philadelphia. Bill went to the University of Pennsylvania, Graduate School of Fine Arts to get his Master Degree in Architecture, 1988 and went to Clemson University, College of Architecture to get his Bachelor of Science Degree in Design, 1982. He is presently a member of the Key West Chamber of Commerce, Sunrise Rotary Club, US Green Building Council (National) and the past Chair of the Keys Branch of the US Green Building Council (South Florida). Bill was past president of Old Island Restoration Foundation and past chairman of the Historic Architectural Review Commission in Key West, Florida.

Frank Herdliska is an architect who has moved back to the Florida Keys in 2011 and is again working with the firm. He had worked for the firm for 12 years and then moved back to his home town of New Orleans after Hurricane Katrina devastated the city. After being there for 5 years he and his wife realized the Florida Keys is where they want to live. Frank is a registered architect in Louisiana. He is past secretary and member of the USGBC, keys branch.



Office- Exterior



Office- Interior

Services Provided :

- Site Analysis
- Site Planning
- Master Planning
- Historic Board approval process
- Planning Board approval process
- Park Projects
- Commercial Projects
- Governmental Projects
- Residential Projects
- New Construction
- Restoration/Renovation
- Preservation
- Sustainable Design

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

WILLIAMPHORNARCHITECTPA.COM

Evelia Medina has been with the firm since 2002. She is originally from Venezuela and is a registered architect in that country and received her Architectural Degree from the University Simon Bolivar, Caracas, Venezuela. She was a principal partner in her architectural firm prior to moving to Key West. Evelia is a LEED AP, BD&C.

Kristen Argalas is an Architectural Project Coordinator who recently joined the firm in 2016. She received a Bachelor's Degree in Interior Design, Master's Degree in Architecture, and a Master's Degree of Art in Architecture at Florida International University in Miami, Florida. Kristen brings to the firm over six years of experience in Architecture and is a LEED AP BD+C. She is presently a member of the U.S. Green Building Council and is the South Florida-Keys Branch Secretary.

Elena Khranovskaya is an Architectural Design Intern who joined the firm in 2014. She has a Master of Fine Arts Degree in Interior Design from Federal University located in Moscow, Russia. She brings to the firm expertise in 3-dimensional computer rendering using both 3D Studio Max and Building Information Modeling (Revit) systems.

Joanna Walczak is an Interior Design Intern who joined in 2015. She has a Bachelor of Fine Arts Degree in Interior Design from the Japanese Academy of Information Technology in Warsaw, Poland, Bachelor of Economics and Management (Poland) and Bachelor of Business in Marketing (Ireland). Her previous work experience includes work in Stockholm, Sweden prior to moving to Key West.

Alma Horn has been with the firm since it started in 1993. She has a number of rolls, including drafting, payroll and book keeping. She has an interior design degree from Mexico, her home country.

William P. Horn, Architect P.A. provides full services for our clients, from initial site and design studies to final construction documents and specifications, bidding and construction administration. The firm provides architectural services for a variety of project types, from government work to developer projects to custom residential project.

William P. Horn, Architect P.A. presently has an annual contract with the City of Key West and Monroe County for architectural services. We have successfully completed five fire stations for Monroe County. We have also worked with The Key West Housing Authority on numerous projects in the past and we have just completed a 44 unit affordable housing project, Roosevelt Sands Housing Project. We have successfully completed numerous commercial projects such as the Hardrock Café in Key West, renovating the Old Strand Theatre into a Walgreens in Key West, a Chilis Restaurant in Newtown, Key West and the Strunk Lumber /Manley DeBour lumberyard in Key West.

William P. Horn, Architect P.A. has designed and successfully completed numerous residential projects within Monroe County and Key West. We provide services for new single family or multi-family residences and for renovations/additions to existing houses. We have five new residences built on Sunset Key, two residences built in Shark Key, three built in Key Haven and five built in Key West. We have successfully built multi-unit housing projects such as the 55 unit housing project (Coral Hammock) and the 104 unit affordable housing project (Meridian West) in Stock Island Florida. In Key West we have completed a 96 unit affordable housing project (Roosevelt Gardens) and a 44 unit affordable housing project (Roosevelt Sands) for the Key West Housing Authority.

Our goal is to provide solutions to our clients needs and be of services to them through the entire process. We strive to create unique solutions to each project that respond to the specific site parameters and to the individual needs of the clients.



North Key Largo Fire Station



Higgs Beach Park Master Plan



Conch Key Fire Station



Key West Chamber Of Commerce



Grassy Key Fire Station

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

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William P. Horn Architect, P.A. Services Provided

William P. Horn Architect, P.A., and most of the teams engineers have worked successfully in Monroe County for the last 22 years. We know that we can meet and exceed your needs for this new contract. Our knowledge of working on projects in Monroe County, our desire to create a unique and responsive project, and our commitment to doing projects only in Monroe County will make this relationship a success.

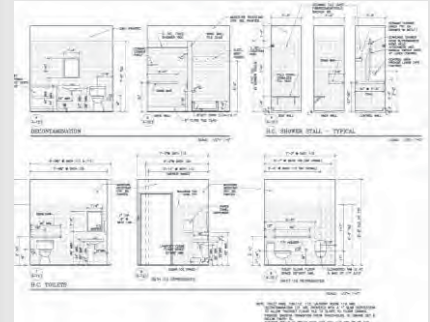
William P. Horn Architect, P.A., approaches all projects by first listening to what the clients needs are. We pride ourselves in listening to the clients needs first, then applying our knowledge and experience to help provide the client what they want. The team integrates extensive site visits, code research and initial cost budgeting into the early stages of projects. We are proud of the variety of designs that have been produced from our office that prove that we listen to the clients needs and produce a design that is unique to each project and place. Complete and accurate construction documents have been continuously praised by owners and contractors as complete, thorough, and easy to read.

Our services approach to each project in summary

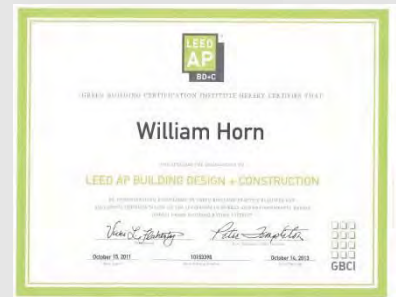
- Surveying the existing site conditions, documenting existing systems and buildings and condition of each system and building, final survey.
- Programming & planning assistance to get program established for the project. Meet with staff to find their needs and observe existing operations for input into program. Possible site visits to similar facilities.
- Code research & analysis.
- Design services to develop solution options for review and approval. 3-dimensional renderings and/or models can be made for presentation.
- Preliminary L.E.E.D., F.G.B.C. or other rating system coordination if required.
- Preliminary cost estimates to establish an initial budget.
- Preliminary approvals if required such as planning board approvals, historic board approvals, FEMA variances or other variances.
- Design development, which includes meeting with planner & building department staff and fire department to get initial input prior to developing final direction.



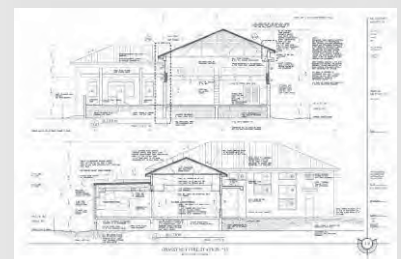
PUBLIC WORKSHOPS



ADA CODE REVIEW



LEED CREDENTIAL



CONSTRUCTION DOCUMENTS



CONSTRUCTION SUPERVISION

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- Developing all mechanical, plumbing, electrical and structural systems. This phase basically makes sure the chosen design is possible to achieve.
- L.E.E.D or F.G.B.C. Registration and submittal requirements.
- Construction Documents: includes preparing all of drawings and specifications necessary to obtain a building permit and bid to contractors for construction. Work includes all designing, drawing and specifying all structural, plumbing, electrical, air conditioning and kitchen systems, ADA compliance, building walls, ceilings, doors, windows & all finishes. Drawings and specifications will be signed & sealed by Florida registered engineers & architects.
- Final cost estimates.
- Possible phasing plan (so you can continue to operate during construction, if required).
- Permit applications & submittals for all required permits for each job.
- Bidding to contractors for costs of construction, analyzing bids and making recommendations to the board for approval.
- Construction supervision services, including shop drawing reviews, site visits, reports, approvals & final closeout.
- L.E.E.D. or F.G.B.C. submittals for certification.

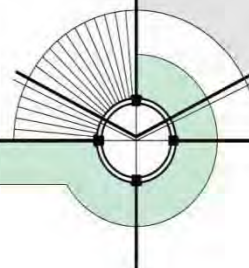
In all of the phases of each project each team member will provide their expertise in the following areas:

- Planning services.
- Architectural services
- ADA and code compliance
- Structural engineering
- Electrical engineering
- Mechanical (a/c and plumbing) engineering
- Fire protection
- Civil engineering
- Landscape design
- Cost estimating
- Sustainability Consulting Services

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GOVERNMENTAL PROJECTS SUMMARY

WILLIAM P. HORN ARCHITECT, P.A. has worked with numerous government agencies on a variety of projects. The following list is a summary of local government agency's we are working with or have worked with.

MONROE COUNTY

- Key West Airport Fire Rescue Station.
- National Weather Station office relocation at airport.
- North Key Largo Fire Station.
- Big Pine Key Fire Station.
- Conch Key Fire Station.
- Stock Island Fire Station.
- Bernstein Park.
- Annual contract for architectural services from 1998-2003 and 2009 to present
 - West Martello Towers
new restroom facility for the West Martello Towers.
 - Government Center 63rd Street-roof Repairs:
Work included providing a new 4-ply built up flat roof in its entirety on an existing masonry building, spalling repairs, painting of exterior & interior, and minor hung ceiling revisions.
 - Marathon Library
Work included major concrete spalling repairs, stucco work, and exterior painting.
 - Islamorada Library
Work included a new metal roof over the original metal structure to the rear of the original library, and flashing into adjacent buildings.
 - Marathon Courthouse Roof
Work includes re-roofing existing building.
 - Marathon Animal Shelter Roof
Work includes re-roofing existing building.
 - Higgs Beach Park-Master plan
 - Provide Master plan for 19 acre Beach/Park.
 - Phase one Playground and Volleyball courts.
 - Fitness trail.
 - Lester Building
 - New roofing
 - Crawl Key Fire Training Facility
New 5,000 S.F. one story building.
 - Ellis Building
Work includes renovations to the interior.



Stock Island Fire Station



Higgs Beach Park-Master plan



North Key Largo Fire Station



Crawl Key Fire Training Facility



Conch Key Fire Station

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KEY WEST HOUSING AUTHORITY

- New 44 Unit Affordable Housing Project in Bahama Village, Roosevelt Sands Housing Project
- New 96 Unit Affordable Project in New Town, Roosevelt Gardens Housing Project
- New 18 Unit Affordable Housing Project in Stock Island, Palm Duplex
- Two story office addition, Kennedy Drive, Key West, Fl.
- Renovations to a historic 5 unit housing project, 629 Caroline Street, Key West, Fl.

CITY OF MARATHON

- New 5,000 S.F. Fire Station, Grassy Key, Florida
- Master Plan for Boot Key Harbor Marina, Marathon, Fl.
- New 14,000 S.F. City Hall, Marathon.

CITY OF KEY WEST

- Caroline Street Corridor Roadway improvements
- Bight Retail Shop, Margaret Street Plaza, Key West, Fl.
- Annual contract for architectural services from 2012 to 2017:
 - New Dock Masters Office and transient restroom facility.
 - Police Department Building window Replacement and new roof.
 - Historic Seaport Common Area enhancement plan.
 - Historic Seaport Restroom renovations
 - Building 103 (Truman Annex), existing building analysis.
 - Ice House Building, structural repair analysis and roof replacement/ spalling repair.
 - Mallory Square restroom, renovations/ plumbing replacement.
 - Martin Luther King Community Center roof replacement, solar system design.

MOSQUITO CONTROL DISTRICT OF THE FLORIDA KEYS

- New Office and Garage/Storage Facility in Big Coppitt Key, Florida.



Roosevelt Sands Housing



Grassy Key Fire Station



Camp Sawyer Scout Reservation



Mosquito Control



Bight Retail Shop, Key West



Caroline Street Corridor

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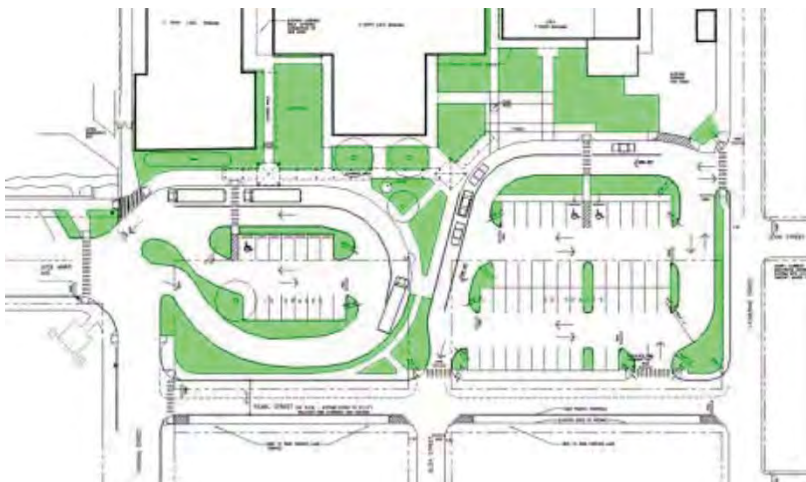
MONROE COUNTY SCHOOL DISTRICT

- Annual contract for architectural services from 2002 to 2010.

Worked on a variety of projects, including classroom and office modifications, handicap compliance, restroom facilities, historic structure reports, window replacements, covered walkways, parking lot layouts and ball field design and layouts.

Previous work includes work on:

- Poinciana Elementary School – new soccer fields and pavilion.
- Sugarloaf Elementary School – New athletic fields.
- Rex Weech Field - New restroom building.
- Poinciana Elementary School – Entry covered walkway.
- Key West High School - Renovations and additions to weight room building.
- Harris School - Historic Structures Report
- H.O.B. Middle School - Parking lot re-design and covered walkways
- Glynn Archer Elementary School - Courtyard re-design.
- Gerald Adams Elementary School - Covered walkway addition.
- Sugarloaf Elementary School - Toilet revisions & covered walkway addition.
- Plantation Key - Maintenance Facility concept design.
- Marathon High School - Parking/drive re-design study.
- Switlik Elementary School - Toilet revisions & media room renovation.
- May Sands, Reynolds and Glynn Archer Schools - Door and window replacement



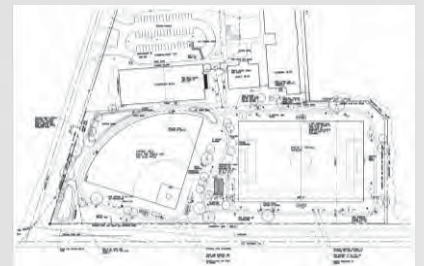
H.O.B. entry/drop off and parking



Rex Weech Field Restroom and Concessions



Poinciana Elementary School Entry Revisions



Sugarloaf Elementary School-Site Improvements



May Sands School Window/Door Replacements



Sugarloaf Elementary School New Athletic fields

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Project Scope :
Design build team of William P. Horn architect, PA. and JMW Construction corp. was awarded contract to design / build new restroom facility next to Poinciana soccer fields & Rex Weech field. Optional concession wing will not be built in phase one work.

Start Date : 2013
Completion Date: 2014

Rex Weech Field Restroom and Concessions Facility

Poinciana Elementary School
Key West, FL

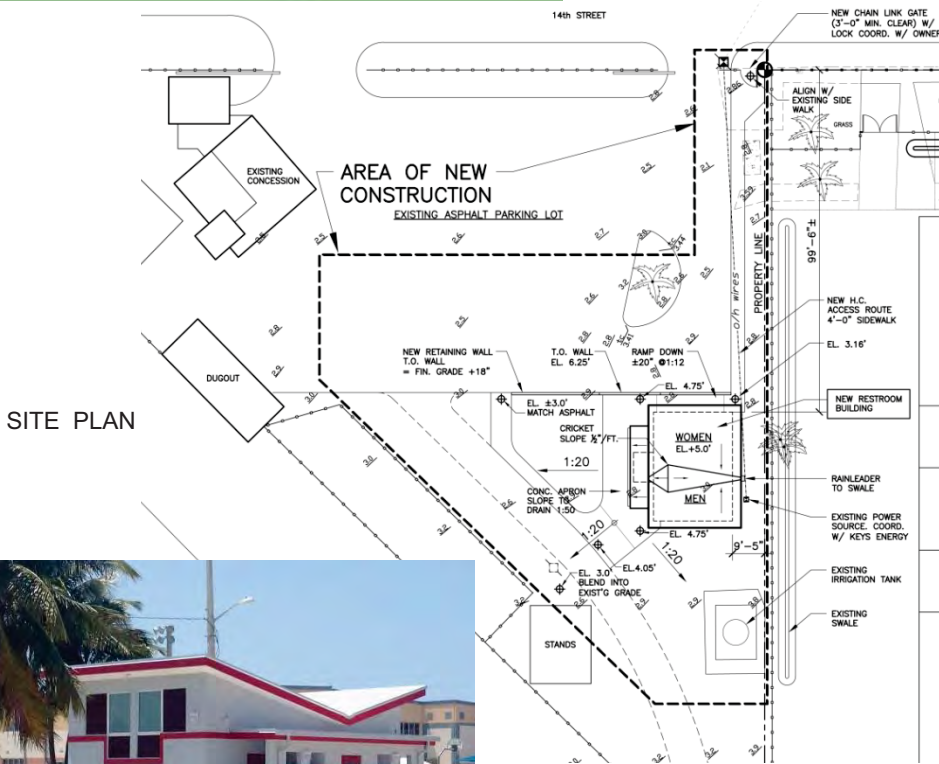
Client :
Monroe County School Board

Contact :
Len Rhodus, Building Official
241 Trumbo Road
Key West, FL. 33040
Phone:305-797-0263

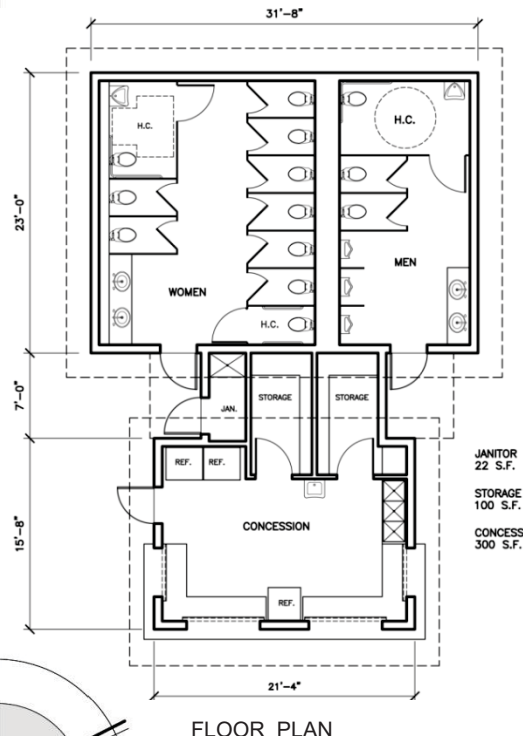
Key Personnel :
Principal Architect:
William P. Horn, R.A.
Project Architect:
Frank Herdlska, R.A.

Intern Architect:
Evelia Medina
MEP Engineer :
Sudhir Gupta, P.E.
Civil Engineer:
Allen Perez, P.E.

Scope of Services: Complete architectural/Engineering (Design, Construction Documents, Bidding and Construction Supervision).



SITE PLAN



FLOOR PLAN

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SUGARLOAF ELEMENTARY SCHOOL

Site Improvements, Athletic fields,
Restroom Addition
Sugarloaf, FL



Site Improvements, Athletic fields, Restroom Addition

Client :
Monroe County School Board

Project Scope :

Work included master plan for athletic fields, football / soccer fields, softball field, fitness trail, covered pavilion & restroom addition

Project date : 2007

Contact :
Len Rhodus, Building Official
241 Trumbo Road
Key West, FL 33040
Phone: 305-797-0263

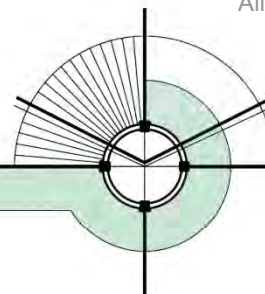


Key Personnel :
Principal Architect:
William P. Horn, R.A.
Project Architect:
Frank Herdliska, R.A.
Structural Engineer:
Thomas Timmins, P.E.
MEP Engineer:
Sudhir Gupta, P.E.
Civil Engineer:
Allen Perez, P.E.

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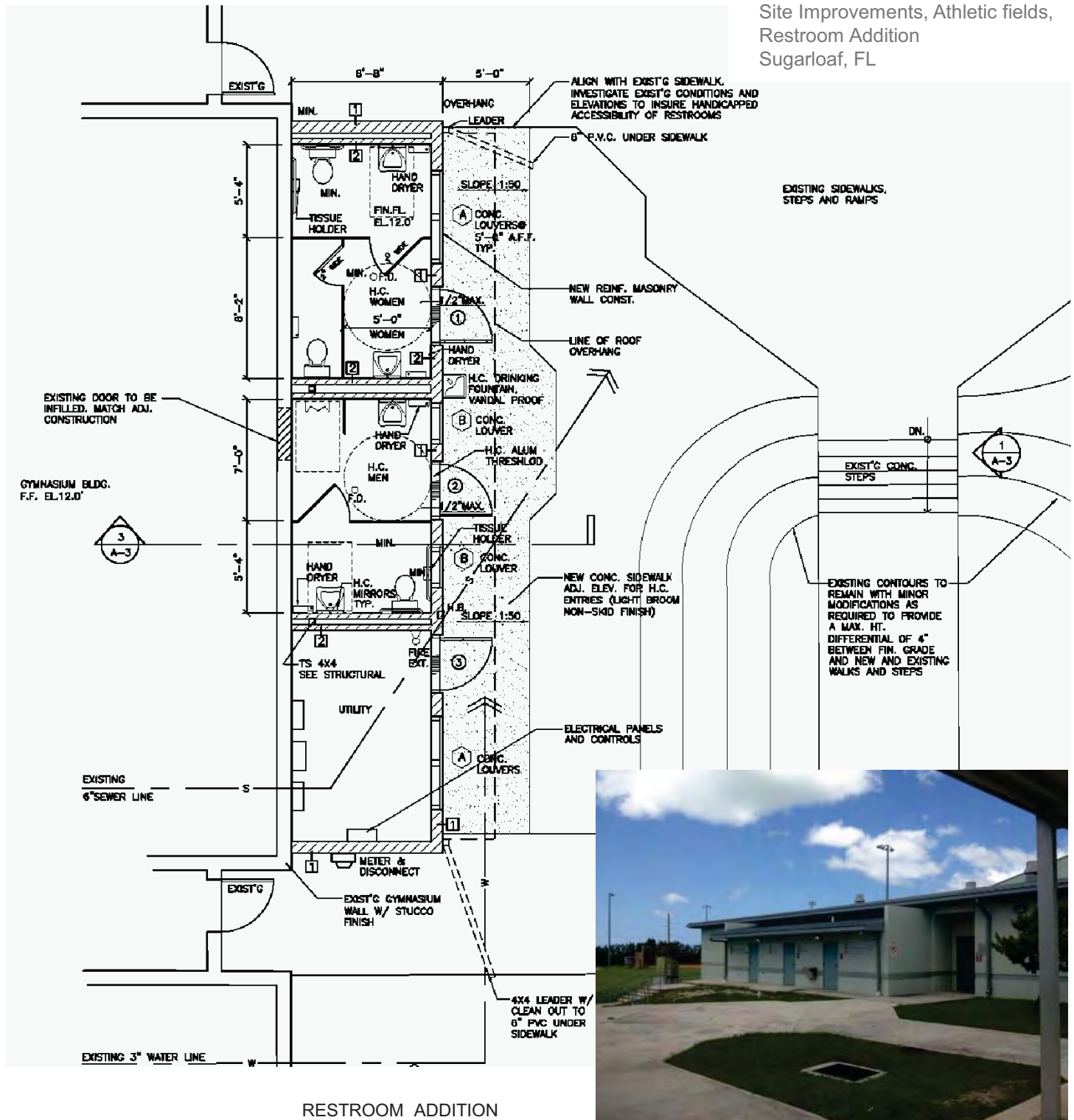
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SUGARLOAF ELEMENTARY SCHOOL

Site Improvements, Athletic fields,
Restroom Addition
Sugarloaf, FL



RESTROOM ADDITION

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POINCIANA ELEMENTARY SCHOOL

New Soccer Fields
Key West, FL

Client :

Monroe County School Board

Project date: 2010

Contact :

Len Rhodus, Building Official
241 Trumbo Road
Key West, FL 33040
Phone:305-797-0263

Key Personnel :

Principal Architect:
William P. Horn, R.A.

Project Architect:
Frank Herdlska, R.A.

Intern Architect:
Evelia Medina

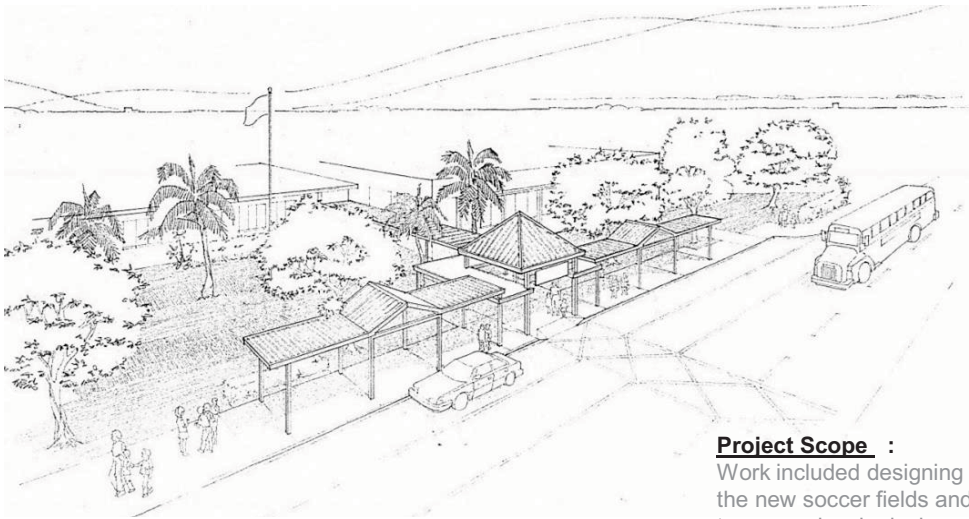
Civil Engineer :
Allen Perez, P.E.

Project Scope :

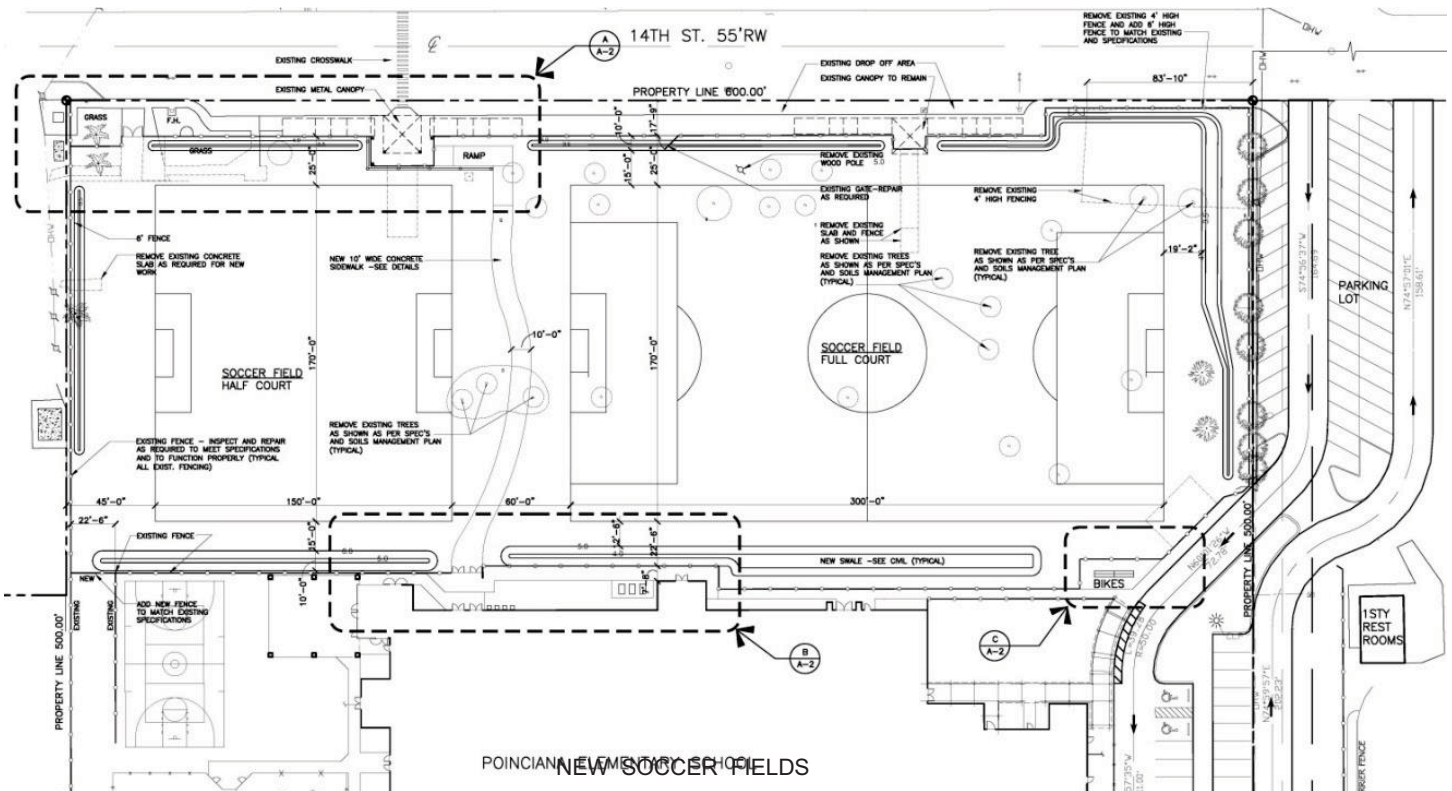
Work included designing
the new soccer fields and
team previously designed
covered shade pavilions.

Scope of Services:

Architectural + engineering
design + construction
documents, bidding,
construction supervision.



PREVIOUS ENTRY CANOPY PROJECT



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FRONT ELEVATION OF BUILDING

Project Scope

Main scope of work was to create new covered walkways & drop off areas in front of the school and revise grades to eliminate flooding. Work also included site access and parking with bus circulations.

HORACE O'BRYANT MIDDLE SCHOOL

1105 LEON STREET,
KEY WEST, FL. 33040

Client

Monroe County School Board

Contact

Len Rhodus, Building Official
241 Trumbo Road
Key West, Fl. 33040
Phone: 305-797-0263

Start Date:

Completion Date: 2004

Key Personnel :

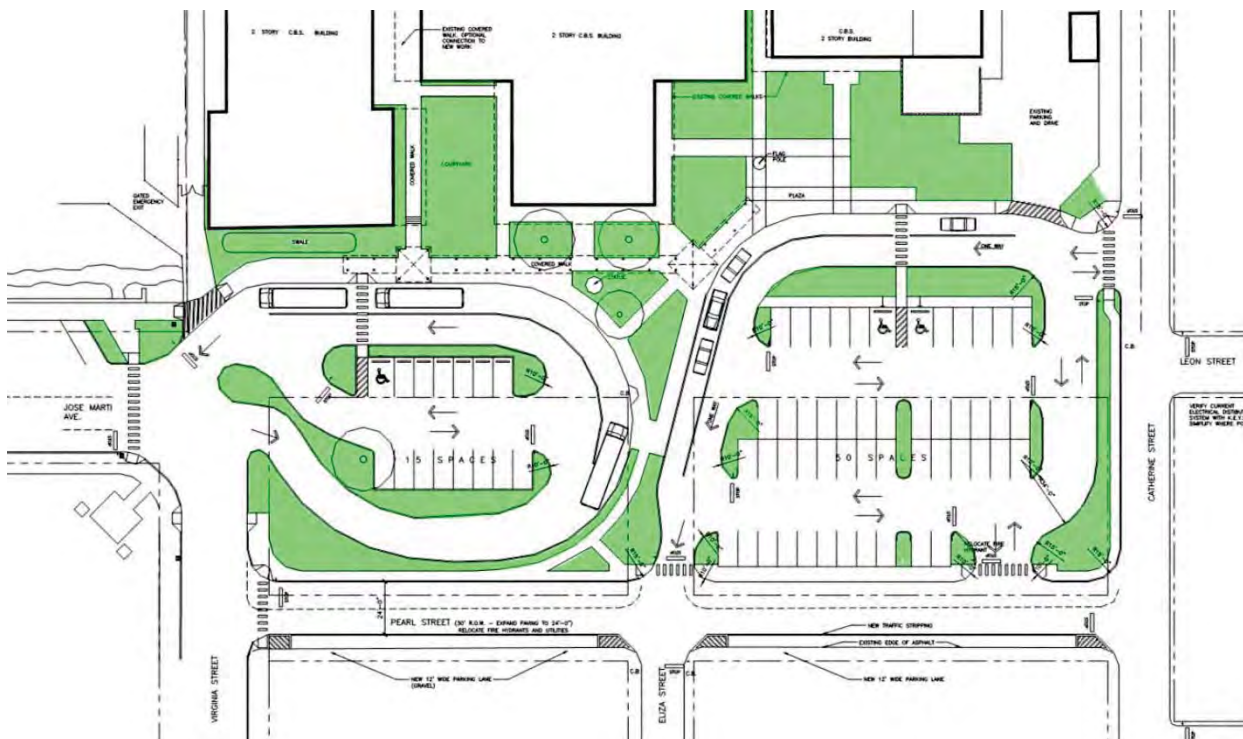
Principal Architect:
William P. Horn, R.A.

Project Architect:
Frank Herdliska, R.A.

Structural Engineer :
Paul Semmes, P.E.

Civil Engineer :
Allen Perez, P.E.

Scope of Services: Complete architectural/Engineering (Design, Construction Documents, Bidding and Construction Supervision).



Horace O'Bryant Middle School
Partial Site Plan

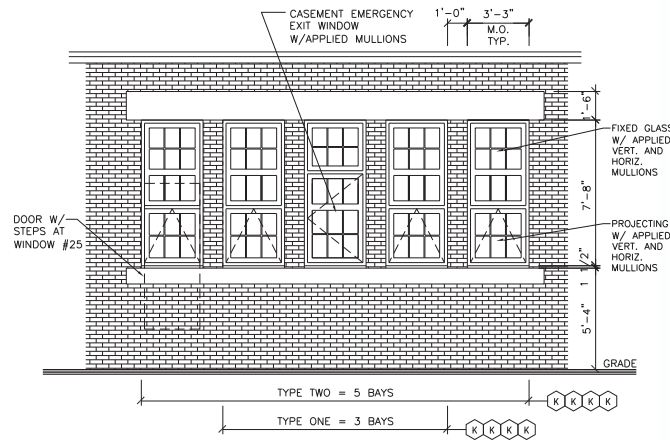
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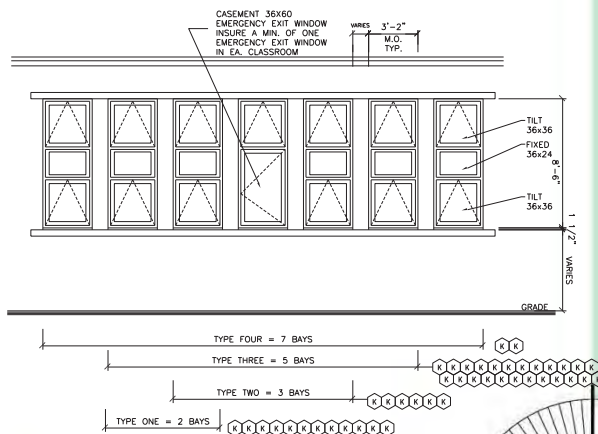
REYNOLDS SCHOOL



TYPICAL BAY WINDOW DETAIL



GLYNN ARCHER SCHOOL



BAY WINDOW DETAIL

MAY SANDS, REYNOLD AND GLYNN ARCHER SCHOOLS WINDOW/DOOR REPLACEMENT

KEY WEST, FL. 33040

Client

Monroe County School Board

Contact

Len Rhodus, Building Official
241 Trumbo Road
Key West, FL. 33040
Phone: 305-797-0263

Start Date: 2004

Completion Date: 2004

Key Personnel :

Principal Architect:

William P. Horn, R.A.

Project Architect:

Frank Herdlika, R.A.

Structural Engineer :

Garland Wilson, P.E.

Scope of Services: Complete architectural/Engineering (Design, Construction Documents, Bidding and Construction Supervision).

Project Scope

Work involved removing existing non-historic aluminum awning windows and replacing them with new pre-finished aluminum 150 mph storm proof windows, fixed and operable, with vertical intermediate mullions to match the appearance of the original windows.



MAY SANDS SCHOOL

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Bill Horn has been repeatedly recognized by The Historic Florida Keys Foundation for the high quality of his design work in Key West's Old Town. The following is a partial list of awards presented to William P. Horn Architect, P.A.

Rehabilitation of 805-807 Truman Avenue, Key West, Florida

- Award of Excellence, 2008, The Historic Florida Keys Foundation

Rehabilitation of 800 Simonton Street, Key West, Florida

- Award of Excellence, 2008, The Historic Florida Keys Foundation

New Construction at 201 Virginia Street, Key West, Florida

- Award of Excellence, 2006, The Historic Florida Keys Foundation

Rehabilitation / New Construction of 120 Simonton Street, Key West, Florida

- Award of Excellence, 2003, The Historic Florida Keys Foundation

Rehabilitation of 829 Simonton Street, Key West, Florida

- Award of Excellence, 2003, The Historic Florida Keys Foundation

Rehabilitation of 314 Duval Street, Key West, Florida

- Award of Excellence, 2002, The Historic Florida Keys Foundation

Facade Rehabilitation of the Lewinsky Building, Key West, Florida

- Award of Excellence, 1999, The Historic Florida Keys Foundation

New Construction at 201 Simonton Street, Key West, Florida

- Award of Excellence, 1999 The Historic Florida Keys Foundation

New Construction at 724 Eaton Street, Key West, Florida

- Award of Excellence, 1997 The Historic Florida Keys Foundation

New Construction at 1101 Eaton Street, Key West, Florida

- Award of Excellence, 2002 The Historic Florida Keys Foundation

Rehabilitation of 907 Frances Street, Key West, Florida

- Award of Excellence, 2002, The Historic Florida Keys Foundation

Rehabilitation of 723 Catherine Street, Key West, Florida

- Award of Excellence, 1997, The Historic Florida Keys Foundation

Rehabilitation of 1205 -1207 Olivia Street, Key West, Florida

- Award of Excellence, 1996, The Historic Florida Keys Foundation

New Construction at 611 Truman Ave, Key West, Florida

- Award of Excellence, 2010 The Historic Florida Keys Foundation



Simonton Row, 120 Simonton St.



Lewinsky Building, 536 Duval St.



Handprint Annex, 201 Simonton St.



Struck ACE Hardware, 1101 Eaton St.



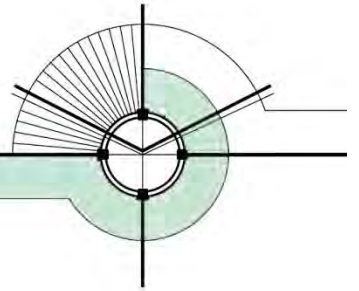
Truman Hotel, 611 Truman Avenue

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3. FINANCIAL STABILITY



- A. FOR HOW MANY YEARS HAS YOUR FIRM HAS BEEN PROVIDING DESIGN ENGINEERING SERVICES?

WILLIAM P. HORN ARCHITECT, P.A. HAS BEEN OPERATING UNDER ITS PRESENT NAME FOR 22 YEARS. THE FIRST TWO YEARS (1993 AND 1994) THE NAME WAS WILLIAM P. HORN ARCHITECT.

- B. WHAT IS THE FIRM'S FORM OF BUSINESS (E.G. PROPRIETORSHIP, PARTNERSHIP, AND CORPORATION)?

WILLIAM P. HORN ARCHITECT, P.A. IS SOLELY OWNED BY WILLIAM P. HORN AND IS A CORPORATION.

- C. PROVIDE BANK REFERENCES.

1. CAPITAL BANK
KATHY HOUTZ, BRANCH MANAGER
305-292-5114
3618 N. ROOSEVELT BLVD.
KEY WEST, FL. 33040
BUSINESS CHECKING ACCOUNT, COMMERCIAL OFFICE LOAN.
2. YOU MAY CALL MY FINANCIAL ADVISOR /ACCOUNTANT FOR THE LAST FIFTEEN YEARS.

ELLIOTT KOSTICK, 954-792-4477
KOSTICK & COMPANY, PA.
7390 N.W. 5TH STREET, SUITE 1
PLANTATION, FL 33317
3. KEYS FEDERALCREDIT UNION. PH.: (305) 294-6622
3022 NORTH ROOSEVELT BLVD., KEY WEST, FL.
RESIDENCE LOAN.

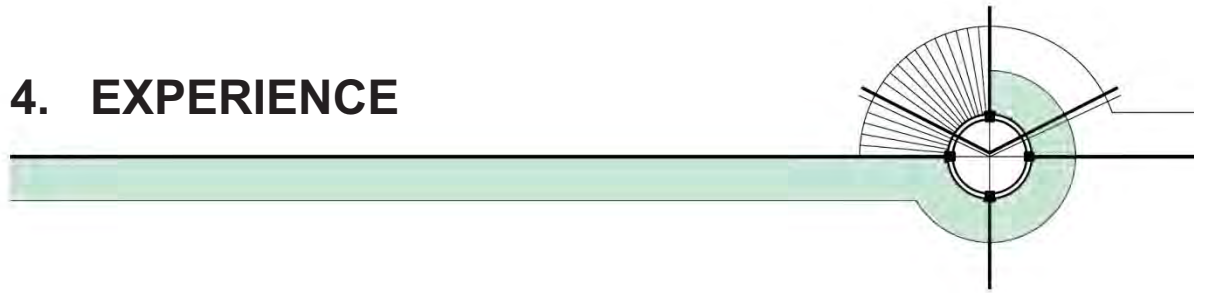
- D. PROVIDE THE LATEST FINANCIAL STATEMENT (NOTE: MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPE.)**

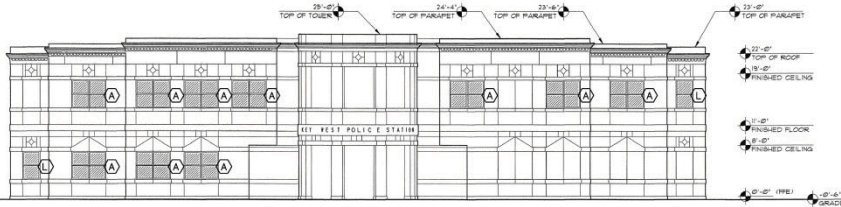
PLEASE SEE SEPARATELY ATTACHED FINANCIAL STATEMENTS FOR WILLIAM P. HORN ARCHITECT, P.A. (2013, 2014, 2015)

- E. PROVIDE ANY OTHER INFORMATION THE APPLICANT MAY WISH TO SUPPLY TO VERIFY FINANCIAL RESPONSIBILITY.**

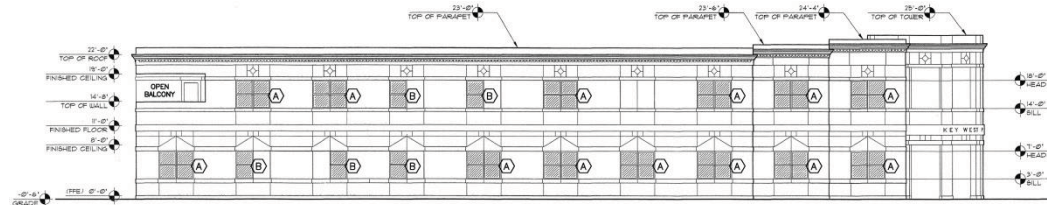
PLEASE LET ME KNOW IF YOU NEED ANY MORE INFORMATION.

4. EXPERIENCE

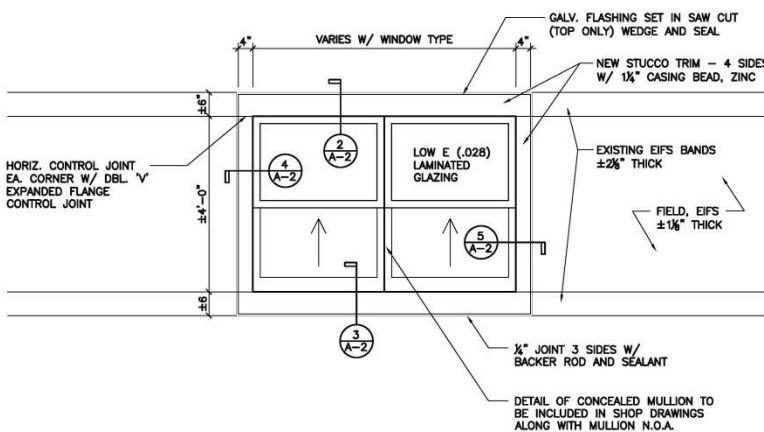




1 FRONT ELEVATION (NORTH WEST)
SCALE : 1/8" = 1'-0"



2 SIDE ELEVATION (NORTH EAST)
SCALE : 1/8" = 1'-0"



5 WINDOW ELEVATION
SCALE : 1/2" = 1'-0"

Key West Police Station

1600 N. ROOSEVELT BLVD.
KEY WEST, FL. 33040



Client

City of Key West

Contact

Janeth Muccino
Project Manager
3140 Flagler Avenue
Key West, FL. 33040
Phone (305) 294-4234

Start Date: November, 2012

Completion Date: May 2014

Construction Costs:

Window replacement: \$287,902.00

Roof replacement: \$194,437.00

Key Personnel :

Principal Architect:
William P. Horn, R.A.

Project Architect:
Frank Herdliska, R.A.

Structural Engineer :
Garland Wilson, P.E.

MEP Engineer:
Sudhir Gupta P.E.

Scope of Services: Complete architectural/Engineering (Design, Construction Documents, Bidding and Construction Supervision).

Project Scope

Replaced all exterior windows to prevent water intrusion.

Phase Two, New Roof replacement.

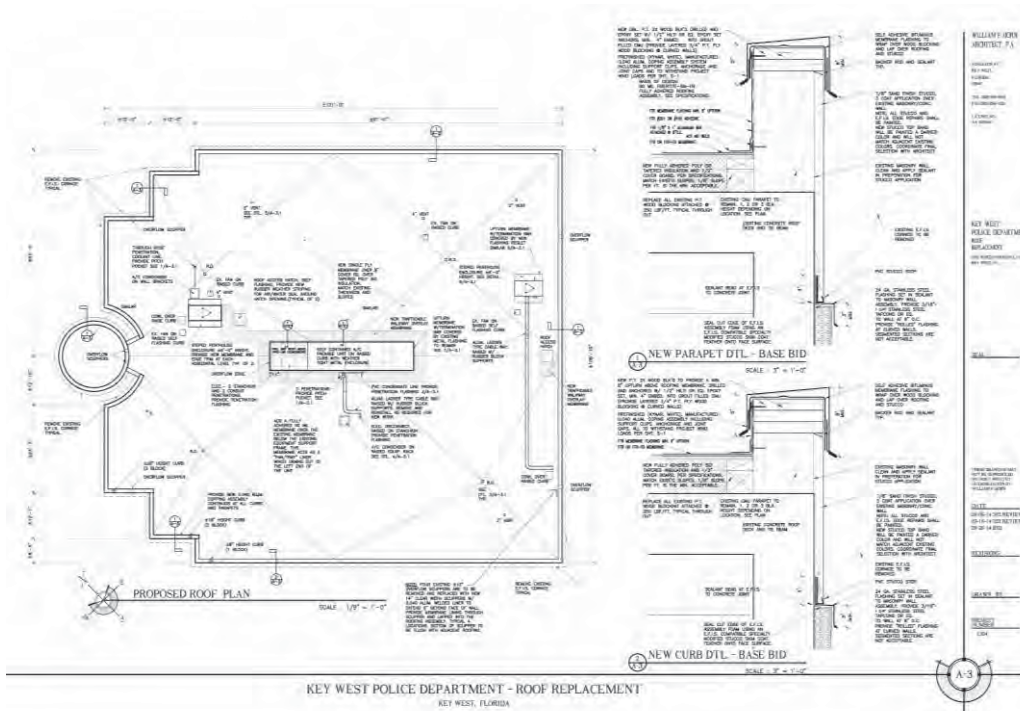
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Key West Police Station

1600 N. ROOSEVELT BLVD.
KEY WEST, FL. 33040



POLICE STATION ROOF PLAN AND DETAILS

CONFLICTS:

During the window submittal process the contractor submitted a different way of flashing the windows, insisting it was a better way to complete the project and that our design would not work as well. We could see through the contractors reasoning and saw that he was trying to save costs and that his submittal was inferior to our design. After numerous meetings with the owner and contractor we were able to convince the owner and contractor that our design was better (based on industry standards) and the initial test window installed past the water intrusion test that we did to assure water tightness prior to installing all the windows.

CONSTRUCTION:

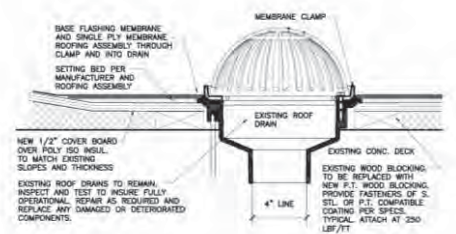
The contractor submitted an alternate solution to cover an existing one foot long ledge detail for the roofing project. He said it would be a cleaner solution and you can get a warranty from the manufacturer for his product. We looked into the submittal and determined the contractor alternate solution was better and it did not cost any more. We approved the submittal.

MONITORING:

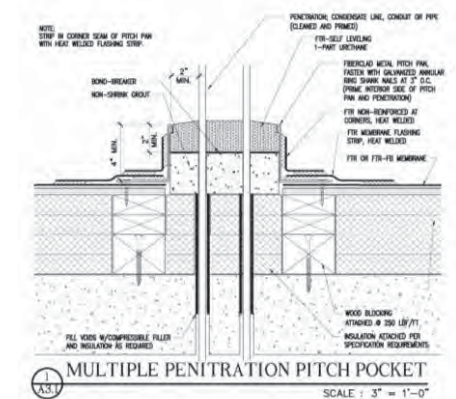
Construction costs monitoring was done by creating an accurate budget based on previous projects to assure we are within the owners budget (which we were on both phases). Quality monitoring was maintained during the submittal process (as describe above).

QUALITY CONTROL:

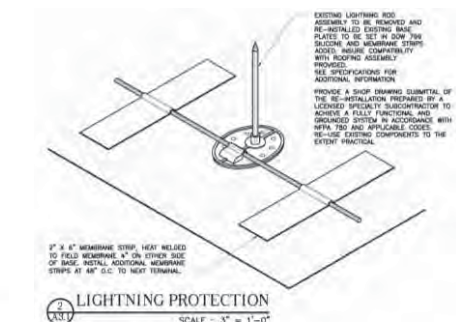
Quality control was maintained during construction by having a quality set of documents, rigorous submittal review process and numerous site visits during construction (being a local firm allows for numerous and quick site visits).



ROOF DRAIN DTL. SCALE: 3" = 1'-0"



MULTIPLE PENITRATION PITCH POCKET SCALE: 3" = 1'-0"

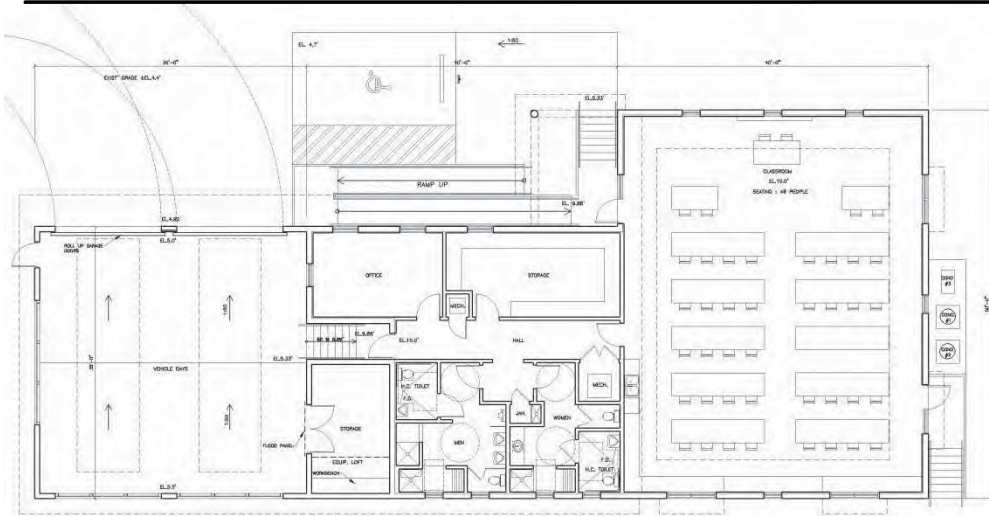


LIGHTNING PROTECTION SCALE: 3" = 1'-0"

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Training Facility Floor Plan

Crawl Key Fire Training Academy

Monroe County, FL.

Client
Monroe County

Contact

Johnnie Yongue, Project Manager
Public Work and Engineering.
1100 Simonton St.
Key West, FL 33040
Phone: (305) 292 4429

Scope of Services:

Complete architectural/Engineering
(Design, Construction Documents,
Bidding and Construction Supervision).



Project Scope

New 4,625 S.F. one story Fire
Training Facility and Garage for
Monroe County.
Project is designed to be FGBC
Certified.

Start Date : 2014

Completion Date: 2016
(in construction phase)

Construction Cost: \$1,818,835.00

Key Personnel

Principal Architect:
William P. Horn, R.A.

Project Architect:
Frank Herdliska, R.A.

Intern Architect:
Elena Khranovskaya

Civil Engineer :
Allen Perez, P.E.

MEP Engineer:
Sudhir Gupta P.E

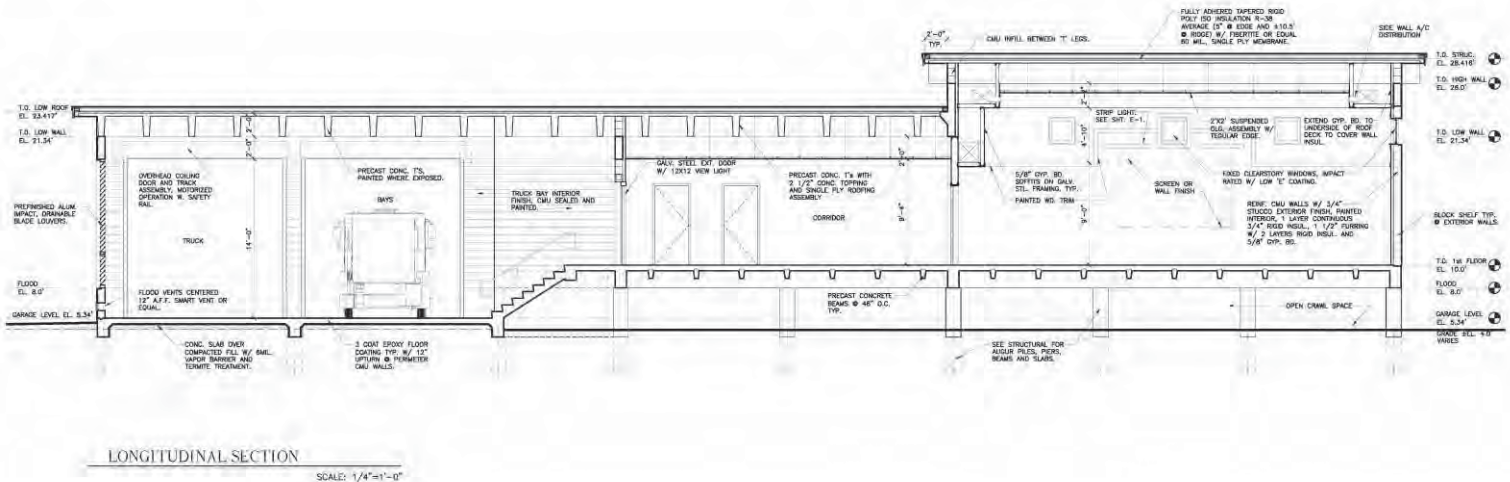
Structural Engineer:
Tom Timmins P.E.

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915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

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Crawl Key Fire Training Academy Monroe County, FL.



CONFLICTS:

When we were establishing the construction budget with the County and the Fire department was sure the costs per square foot for the project would be at \$200/S.F. We had a \$2,000,000 maximum construction cost limit (project is under our annual contract with that limit). We discussed how it would cost at least \$375/S.F. We had to resolve this conflict before we could determine how big the building could be. We were able to convince the Fire department it could be \$375/S.F. based on real costs from our recent projects completed in Monroe County. The project ended up coming in at \$375/S.F.

CONSTRUCTION:

During the window and storefront submittal process the contractor submitted numerous manufacturer substitutions for review and approval. We had to point out in our reviews all the deficiencies of their substitutions, including warranty issues, glass shading heat gain coefficient issues and wind load design pressure issues. The contractor kept submitting confusing and problematic submittals but we stood our ground and the contractor ended up going to a better supplier and they met all of project requirements.

MONITORING:

We monitor construction costs by designing the appropriate building based on the construction budget. With this project we kept the design basic to get within the budget. With the project being near the water we needed to maintain a high quality of the building shell by using mostly concrete. Any change orders to date have only been for owner additional work.

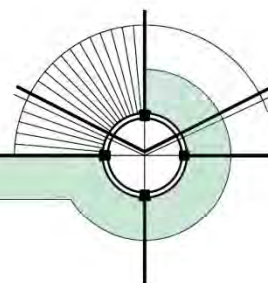
QUALITY CONTROL:

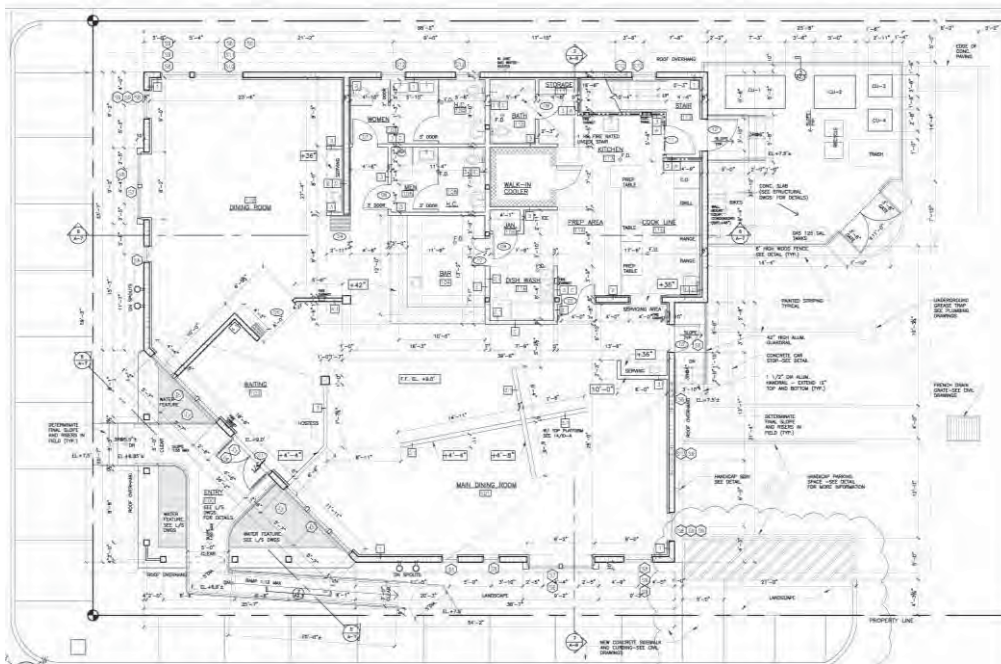
We maintain quality control by first creating a quality set of construction drawings and specifications and then relying on them during the shop drawings submittal process and during construction to maintain quality in the project.

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1st. Floor Plan



Rendering



Rendering

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

Seven Fish Restaurant Key West, FL



Client

Noreen and Robert Pollman

Contact

Noreen and Robert Pollman, Owners
628 William St. Rear
Key West, FL. 33040
(920) 333 0192

Project Started: 2014

Project Completed: 2016

(in construction phase)

Construction Costs: \$1,875,320.00

Scope of Services:

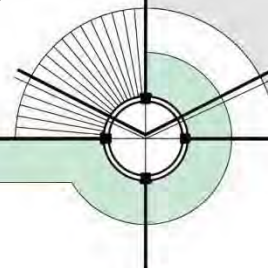
Complete Architectural/Engineering (Design, Construction Documents, Bidding and Construction Supervision).

Key Personnel:

Principal Architect: William P. Horn, R.A.
Project Architect: Frank Herdliska, R.A.
Intern Architect: Elena Khranovskaya
Structural Engineer: Serge Mashtakov
MEP Engineer: Sudhir Gupta, P.E.
Civil Engineer: Richard Milelli, P.E.
Landscape Architect: Craig Reynolds

Project Scope:

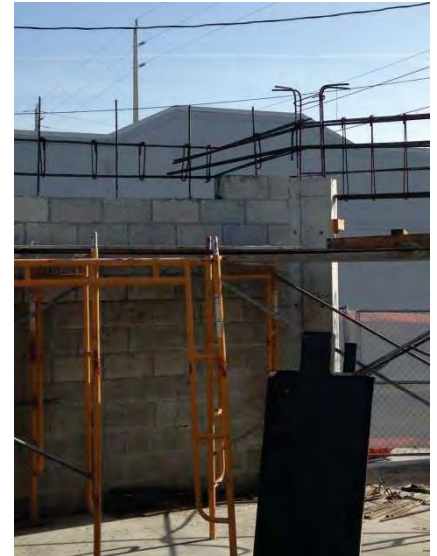
Design of new 5,500 S.F. two story restaurant building on Truman Ave. in Key West.



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Seven Fish Restaurant Key West, FL



CONFLICTS:

The landscape architect hired by the owner did not provide enough area in the rear service yard for the reflecting pool pumps in his initial design. When shop drawings were developed he needed much more room for the pumps and filters. We helped find room for the pumps by quickly redesigning the service yard and by placing the gas tanks underground and fine tuning all clearances and were able to get the space for the pumps and filters.

CONSTRUCTION:

During construction of the roof (which is a bit complicated for this project) the contractor struggled to figure out how to get all the heights and angles to work. The general contractor didn't lay out all the heights and relied on his concrete and steel subs to figure it out and some beams and walls were slightly off. We worked with the contractor and provided lay out drawings for him to complete the roof properly.

MONITORING:

When the owner wanted to trim costs on the project we worked with the contractor to value engineer numerous items in order to reduce costs. All of the value engineering options maintained quality.

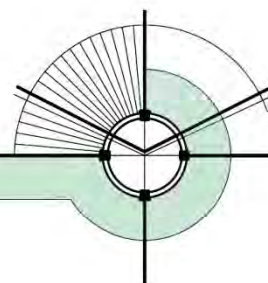
QUALITY CONTROL:

Quality control has been maintained through construction similar to the other projects and on this project by having a good working relationship (and numerous meetings) with the owners and contractor to address construction difficulties due the unique roof design and to address numerous owner revisions during construction.

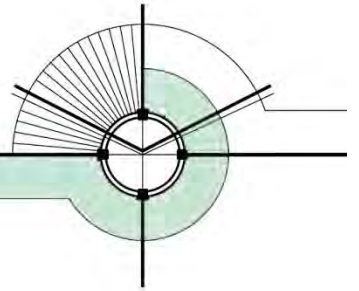
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5. APPLICANT'S PERSONNEL



A. LIST TOTAL NUMBER OF FIRM'S PERSONNEL BY SKILL GROUP (E.G. ELECTRICAL ENGINEER, SOUND ENGINEER, ETC).

ARCHITECTURAL:

7 TOTAL STAFF MEMBERS (2 ARCHITECTS, 4 INTERN ARCHITECTS, 1 ADMINISTRATIVE/DRAFTING)

CIVIL ENGINEERING:

5 TOTAL STAFF MEMBERS (2 ENGINEERS, 1 PROJECT ENGINEER, 1 SENIOR DESIGNER, 1 CONSTRUCTION INSPECTOR)

STRUCTURAL ENGINEERING

12 TOTAL STAFF MEMBERS (2 ENGINEERS, 3 PROJECT ENGINEERS, 2 STRUCTURAL DESIGNERS, 4 BIM TECHNICIANS, 1 SUPPORT STAFF)

M.E.P. ENGINEERING

6 PERSONS (4 ENGINEERS, 1 DRAFTSPERSON, 1 ADMINISTRATIVE)

LANDSCAPE ARCHITECT:

2 PERSONS (1 LANDSCAPE ARCHITECT, 1 DRAFTSPERSON)

SUSTAINABILITY CONSULTANT

1 PROFESSIONAL CONSULTANT

B. NAME ALL KEY PERSONNEL THAT WILL BE PART OF THE ENGINEER TEAM FOR THIS PROJECT AND PROVIDE THEIR CITIES OF RESIDENCE. DESCRIBE IN DETAIL THE EXPERIENCE AND EXPERTISE OF EACH TEAM MEMBER. (NOTE: KEY PERSONNEL MUST BE COMMITTED TO THIS PROJECT FOR ITS DURATION UNLESS EXCUSED BY THE OWNER. THIS REQUIREMENT IS NON-NEGOTIABLE.)

LIST OF PROPOSED KEY STAFF POSITIONS THAT WILL WORK ON THIS CONTRACT:

		<u>CITY OF RESIDENCE</u>
PRINCIPAL ARCHITECT:	WILLIAM P. HORN, RA	KEY HAVEN, FL.
PROJECT ARCHITECT:	FRANK HERDLISKA, RA	SUGARLOAF, FL.
INTERN ARCHITECT:	EVELIA MEDINA	KEY WEST, FL.
INTERN ARCHITECT:	KRISTEN ARGALAS	KEY WEST, FL.
INTERN ARCHITECT:	ELENA KHRANOVSKAYA	KEY WEST, FL.
INTERN ARCHITECT:	JOANNA WALCZAK	KEY WEST, FL.
ADMINISTRATIVE/DRAFTING:	ALMA HORN	KEY HAVEN, FL.
CIVIL ENGINEER:	ALLEN PEREZ, P.E.	KEY HAVEN, FL.
PROJECT ENGINEER:	BRANDON O'FLYNN, PSM, E.I.	KEY HAVEN, FL.
RESIDENT INSPECTOR:	MICHAEL PEARSON	KEY WEST, FL.
STRUCTURAL ENGINEER:	MARK J. KEISTER, P.E.	JACKSONVILLE, FL.
M.E.P. ENGINEER:	SUDHIR GUPTA, P.E.	MIAMI, FL.
LANDSCAPE ARCHITECT:	LADD ROBERTS, RLA	JACKSONVILLE, FL.
SUSTAINABILITY CONSULTANT:	JENNIFER LANGUAGELL	FORT MYERS, FL.

THE FOLLOWING KEY PERSONNEL RESUME'S OF WILLIAM P. HORN ARCHITECT, PA.
DESCRIBE THE EXPERIENCE AND EXPERTISE OF EACH TEAM MEMBER.

REGISTRATION

STATE OF FLORIDA: No. 13537
 N.C.A.R.B. (National Council of Architectural Registration Boards) No. 52247
 L.E.E.D. AP (Accredited Professional), BD+C.

EDUCATION

THE UNIVERSITY OF PENNSYLVANIA, Graduate School of Fine Arts
 Master of Architecture - 1988
 CLEMSON UNIVERSITY, College of Architecture
 Bachelor of Science in Architecture – 1982

ASSOCIATIONS

U.S. GREEN BUILDING COUNCIL – National Member
 USGBC – South Florida Chapter, Keys Branch
 HARC- HISTORIC ARCHITECTURAL REVIEW BOARD- Past Chairman (three years)
 OLD ISLAND RESTORATION FOUNDATION – Past President, Member
 LEADERSHIP MONROE COUNTY (Class 1)
 SUNRISE ROTARY CLUB - Member
 KEY WEST CHAMBER OF COMMERCE - Member
 NATIONAL COUNCIL OF ARCHITECTURE REGISTRATION BOARD – MEMBER
 MONTESSORI CHILDRENS SCHOOL – PAST VICE PRESIDENT, BOARD MEMBER

■ **Higgs Beach Master Plan
 And Visitors Center**

Key West, FL.
 Designed master plan
 for a 19 acre site
 on the Atlantic Ocean

■ **Roosevelt Sands
 Affordable Housing**

Bahama Village, Key West, FL.
 New 44 Unit
 Affordable Housing Project
 All Units Energy Star Certified

■ **Camp Sawyer Boy Scout Camp**

West Summerland Key, FL.
 Designed Master Plan For Site
 New Toilet/Shower Building
 Registered to be
 LEED Silver Certified

■ **Monroe County Fire Station
 No.8**

Stock Island, FL.
 New 8,350 S.F. 2-Story Building

■ **Bernstein Park**

Total Renovation to Park and New
 Community Center
 Stock Island, FL.
 Client: Monroe County

■ **Sugarloaf Elementary school**

Key West, FL.
 Athletic fields master plan, covered pavilion
 and restroom addition
 Client: Monroe County School Board

■ **Key West Chamber of Commerce**

Key West, FL.
 New Office Renovation within
 Historical "Old City Hall"

■ **Crawl Key Fire Training Academy
 New 5,000 S.F. Fire Training Academy**

Crawl Key, FL.
 Client: Monroe County

■ **Grassy Key Fire Station**

Grassy Key, FL.
 New 5,000 S.F. Fire Station Building
 Client: City of Marathon

■ **Dockmaster**

Garrison Bight, Key West, FL.
 Client: City of Key West

■ **Horace O'Bryant Middle School**

Key West, FL.
 Design new covered walkways & drop off
 areas & site access and parking
 Client: Monroe County School Board

■ **Rex Weech Field restroom and
 Concessions Facility**

Key West, FL.
 Design new restroom facility next to
 Poinciana soccer fields
 Client: Monroe County School Board

■ **Poinciana Elementary school**

Key West, FL.
 Covered pavilions and new soccer fields
 Client: Monroe County School Board

William P. Horn, PA Lead AP



EXPERIENCE

1993 - PRESENT

WILLIAM P. HORN ARCHITECT, P.A.

Principal
 Key West, Florida 33040

1988 – 1993

GONALEZ ARCHITECTS**Project Manager**

Key West, Florida 33040
 Educational, Commercial,
 Affordable Housing.
 Residential and Planning

1986 - 1987

**BOWER LEWIS
 THROWER/ARCHITECTS**

Designer
 Philadelphia, Pennsylvania
 Institutional, commercial
 and residential projects.

1983 - 1986

**HAROLD E. GEBHARD, AIA.
 Project Architect**

Williston Park, New York
 Large scale renovations,
 commercial and residential
 projects.

1985 - 1986

**KELLER/SANGRIN ASSOCIATES/
 ARCHITECTS**

Designer/draftsperson
 Massapequa, New York
 Custom residential projects

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

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Frank I. Herdliska, RA.



REGISTRATION

State of Louisiana: No. 2178

EDUCATION

The University of Southwestern Louisiana
Bachelor of Architecture - 1973.

ASSOCIATIONS

Vieux Carr'e Property Owners, Assoc.
New Orleans, La.
USGBC – South Florida Chapter, Keys Branch - Secretary

EXPERIENCE

2011– PRESENT

WILLIAM P. HORN ARCHITECT, P.A.

Key West, Florida 33040
Project Architect

2006 - 2011

MATHERS BRIERRE ARCHITECTS

New Orleans, LA.
Project Architect
Large scale
commercial and residential

1994 - 2006

WILLIAM P. HORN ARCHITECT, P.A.

Key West, FL.
Project Architect

1989- 1993

GONZALEZ ARCHITECTS

Key West, Florida
Project Architect
Educational, Commercial
Residential
and Planning Projects

1981- 1986

MATHERS BRIERRE ARCHITECTS

New Orleans, LA.
Project Architect
Large scale
commercial and residential

1974 - 1979

KESSELS - DIBOLL - KESSELS.

Designer/Draftsperson
New Orleans, Louisiana

■ Monroe County Fire Station

No.8

Stock Island, FL.
New 8,350 S.F. 2-Story Building

■ Wallgreen's

Key West, FL.
Renovated the old Strand
Theater into a retail store
with affordable housing units

■ Strunk Ace Hardware & Manley Deboer lumber Yard

Key West, FL.
New 72,000 S.F. Building Complex

■ Horace O'Bryant Middle School

Key West, FL.
Design new covered walkways & drop
off areas & site access and parking
Client: Monroe County School Board

■ Rex Weech Field restroom and Concessions Facility

Key West, FL.
Design new restroom facility next to
Poinciana soccer fields
Client: Monroe County School Board

■ Big Pine Fire Station

Big Pine, FL.
New 9,000 S.F. Fire Station
Client: Monroe County

■ Dockmaster

Garrison Bight, Key West, FL.
Client: City of Key West

■ Sugarloaf Elementary school

Key West, FL.
Athletic fields master plan, covered pavilion
and restroom addition
Client: Monroe County School Board

■ Lewinsky Building Renovation

Key West, FL.
Major renovation to existing historic
structure

■ Niles Sales & Service Renovation

Key West, FL.
Renovation to an existing 34,500 S.F.
car dealership

■ Waterfront Brewery

Key West Bight, FL.
Renovation of
Previous Waterfront Market
into a 18,500 S.F.
Brewery and Restaurant

■ Marathon City Hall

Marathon, FL.
New 15,000 S.F. City Hall
Client: City of Marathon

■ Grassy Key Fire Station

Grassy Key, FL.
New 5,000 S.F. Fire Station Building
Client: City of Marathon

■ May Sands, Reynolds and Glynn Archer Schools

Key West, FL.
Window & Door replacement
Client: Monroe County School Board

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Evelia Medina, BD+C. Leed AP



REGISTRATION

Partnership Venezuelans Engineer: 85.245
L.E.E.D. AP (Accredited Professional), BD+C.

EDUCATION

Universidad Simon Bolivar., Caracas, Venezuela.
Architect Graduate – 1992.

Courses , Training and Formation
Autocad 2013, Autocad 3d & Render course,
Revit Architecture course,

ASSOCIATIONS

USGBC-South Florida Chapter, Keys Branch - Member

EXPERIENCE

2002 – PRESENT

WILLIAM P. HORN ARCHITECT, P.A.

Key West, Florida 33040
Architectural Office Manager
Residential, Commercial
and Governmental projects

1996 – 2001

MARAGALL & ASOCIADOS

Caracas, Venezuela
Architect
Project and Design of
Residential/Commercial Units

1994 - 1996

La Casa del Closet

Caracas, Venezuela
Architect –Designer
Design of closets & furniture
Installation supervision

1995 - 1999

SCR Remodelaciones

Caracas, Venezuela
Own Firm
Remodeling Projects,
Stores design

1992 - 1995

PROYECTOS ALIAS ARQUITECTURA

Caracas, Venezuela
Own Firm
Project development
Remodeling projects

■ Higgs Beach Master Plan And Visitors Center

Key West, FL.
Designed master plan
for a 19 acre site
on the Atlantic Ocean

■ Camp Sawyer Boy Scout Camp

West Summerland Key, FL.
Designed Master Plan For Site
New Toilet/Shower Building
Registered to be
LEED Silver Certified

■ Poinciana Elementary school

Key West, FL.
Design new soccer fields
Client: Monroe County School Board

■ Roosevelt Sands Affordable Housing

Bahama Village, Key West, FL.
New 44 Unit
Affordable Housing Project
All Units Energy Star Certified

■ Grassy Key Fire Station

Grassy Key, FL.
New 5,000 S.F. Fire Station Building
Client: City of Marathon

■ Key West Chamber of Commerce

Key West, FL.
New Office Renovation within
Historical "Old City Hall"

■ May Sands, Reynolds and Glynn Archer Schools

Key West, FL.
Window & Door replacement
Client: Monroe County School Board

■ Rex Weech Field restroom and Concessions Facility

Key West, FL.
Design new restroom facility next to
Poinciana soccer fields
Client: Monroe County School Board

■ Bernstein Park Total Renovation to Park and New Community Center

Stock Island, FL.
Client: Monroe County

■ Monroe County Fire Station No.8

Stock Island, FL.
New 8,350 S.F. 2-Story Building

■ Dockmaster

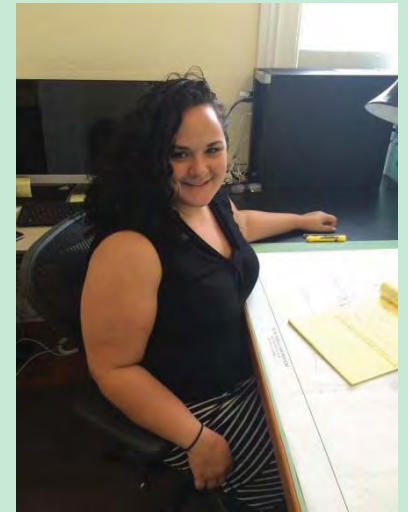
Garrison Bight, Key West, FL.
Client: City of Key West

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Kristen Argalas, BD+C LEED AP



REGISTRATION

L.E.E.D. AP (Accredited Professional), BD+C.

EDUCATION

Florida International University
Master of Art in Architecture
2013

Florida International University
Master of Architecture
2012

Florida International University
Bachelor of Interior Design
2008

Revit, AutoCAD, Maya, Sketch-Up

ASSOCIATIONS

USGBC-South Florida Chapter, Keys Branch – Chapter Secretary - Member

EXPERIENCE

2016 – PRESENT

WILLIAM P. HORN ARCHITECT, P.A.

Key West, Florida 33040
Architect
Residential, Commercial, Hospitality
and Planning

2013 – 2016

K2M Design

Key West, Florida 33040
Project Coordinator
Residential, Commercial, Hospitality
and Governmental projects

2012 - 2014

A+G Design Group

Miami, Florida 33040
Interior Design/Design Consultant
Residential, Museum and Institutional
Design

2006-2008

Swanke Hayden Connell Architects

Architecture and Interior Design Intern
Healthcare and Corporate Design

■ **Nissan Showroom**
New 4,531 S.F. Nissan Showroom
and Sitework

Key West, FL.
Client: Niles Sales + Service

■ **Seven Fish Restaurant**
New 5,500 S.F. Restaurant

Key West, FL.
Client: Bob & Noreen Pollman

■ **Crawl Key Fire Training Academy**
New 5,000 S.F. Fire Training
Academy

Crawl Key, FL.
Client: Monroe County

■ **The Pelican Hotel**

Key Largo, FL.
New 35 unit hotel

■ **Monroe County Admin. & Detention**
Center

Stock Island, FL.
Client: Monroe County

■ **Ocean Key Resort**
Commercial Renovation

Key West, FL.
Client: Johan Amneus

■ **Ellis Building**

Plantation Key, FL.
Interior Renovations

■ **City of Key West Historic Seaport**
Restroom Renovations

Key West, FL.
Renovations to two existing restroom
buildings

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Elena Khranovskaya



EDUCATION

Junior Art School, Lermontov city of Stavropol, Russia
Associate Degree
2006

Southern Federal University, Moscow, Russia
Master of Fine Arts in Interior Design
2012

College Courses: 3Studio Max, AutoCAD
Additional: Revit, Vray, ArchiCAD, Coral draw,
Adobe Photoshop, SketchUp

ASSOCIATIONS

International Federation of Artist – Member in Russia

EXPERIENCE

2014– PRESENT

WILLIAM P. HORN ARCHITECT, P.A.

Interior Designer
Key West, Florida
Residential, Commercial
and Governmental projects

2013-2014

Freelance designer

Performing drawing and design tasks.
Planning. Landscaping.
Graphic design. Art tasks

2010-2013

Kermit Inc.

Key West, Florida
Sales, updating shops, decorating
Interior design, graphic and
advertising work

2009-2010

The Weiler Engineering Corporation

Marathon, Florida
Preparing plans and elevations
Modeling, renderings and
documentation profiling

2008-2009

Studio design projects "SFERA"

Russia
Commercial and residential projects
Interior design
Preparing of work documents

■ **Bernstein Park**
Total Renovation to Park and New
Community Center
Stock Island, FL.
Client: Monroe County

■ **Mosquito Control Facility**
New Office Building, Maintenance
Building + Sitework
Big Coppit Key, FL.
Client: Mosquito Control Board

■ **Crawl Key Fire Training Academy**
New 5,000 S.F. Fire Training
Academy
Crawl Key, FL.
Client: Monroe County

■ **Nissan Showroom**
New 4,531 S.F. Nissan Showroom
+ Sitework
Key West, FL.
Client: Niles Sales + Service

■ **Seven Fish Restaurant**
New 5,500 S.F. Restaurant
Key West, FL.
Client: Bob & Noreen Pollman

■ **Two Ocean Inn**
New 17 Unit Boutique Hotel
Key West, FL.
Client: Soni Family

■ **Key West Police Department**
New Windows, Doors + Roof System
Key West, FL.
Client: City of Key West

■ **Affordable Housing Project**
– 2700 Flagler Ave.
New 37 Units of Affordable Housing
Key West, FL.
Client: Catholic Charities

■ **The Pelican Hotel**
Key Largo, FL.
New 35 unit hotel

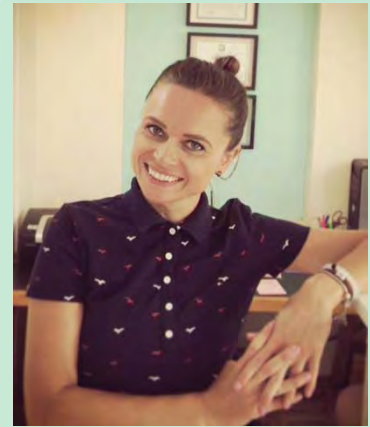
■ **Ellis Building**
Plantation Key, FL.
Interior Renovations

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915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

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Joanna Walczak



EDUCATION

Polish-Japanese Academy Of Information Technology, Warsaw, Poland
Bachelor of Fine Arts in Interior Design
2008-2012

Letterkenny Institute of Technology, Ireland
Bachelor of Business in Marketing
2006-2007

Lazarski University, Warsaw, Poland
Bachelor of Economics and Management in International Trade
2004-2007

College Courses: ArchiCAD, Artlantis Studio, Adobe Photoshop,
Adobe Illustrator, Adobe InDesign
Additional: AutoCAD

EXPERIENCE

2015– PRESENT

WILLIAM P. HORN ARCHITECT, P.A.

Interior Designer
Key West, Florida 33040
Residential, Commercial
and Governmental projects

2013

LIVING DESIGN CONSULTING GROUP AB

Project Manager-Procurement
Stockholm, Sweden
Hospitality and Residential projects
Purchase orders & invoicing
Revising BOQ and budgets
Changing and completing FF&E
specification sheets

2012-2013

ARCHIPLANER

Interior Designer
Warsaw, Poland
Residential Projects
Drawing plans, selection of vendors
and materials, meetings with client

- **Bernstein Park**
Total Renovation to Park and New Community Center
Stock Island, FL.
Client: Monroe County
- **Mosquito Control Facility**
New Office Building, Maintenance Building + Sitework
Big Coppit Key, FL.
Client: Mosquito Control Board
- **Crawl Key Fire Training Academy**
New 5,000 S.F. Fire Training Academy
Crawl Key, FL.
Client: Monroe County
- **Nissan Showroom**
New 4,531 S.F. Nissan Showroom + Sitework
Key West, FL.
Client: Niles Sales + Service
- **Seven Fish Restaurant**
New 5,500 S.F. Restaurant
Key West, FL.
Client: Bob & Noreen Pollman
- **Two Ocean Inn**
New 17 Unit Boutique Hotel
Key West, FL.
Client: Soni Family
- **Key West Police Department**
New Windows, Doors + Roof System
Key West, FL.
Client: City of Key West
- **Affordable Housing Project**
– 2700 Flagler Ave.
New 37 Units of Affordable Housing
Key West, FL.
Client: Catholic Charities
- Serbinski Residence**
616 Eaton Street
Renovation of historic house with addition and New residence in rear of the property.
Key West, FL.
Client: Serbinski Family
- Kosloske Residence**
New residence with water view.
Key Haven, FL.
Client: Kosloske Family
- 725 Duval Street**
New residential units in existing commercial building
Key West, FL.
Client: Joseph Cohen

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

WILLIAMPHORNARCHITECTPA.COM

Alma Horn



EDUCATION

Universidad Autonoma de Ciudad Juarez, Chih., Mexico
Interior Designer 1978

■ **Higgs Beach Master Plan
And Visitors Center**

Key West, FL.
Designed master plan
for a 19 acre site
on the Atlantic Ocean

■ **Camp Sawyer Boy Scout Camp**

West Summerland Key, FL.
Designed Master Plan For Site
New Toilet/Shower Building
Registered to be
LEED Silver Certified

■ **Southern Cross Hotel
Renovation and additions**

Key West, FL.
Major renovation/additions
to create a 38 unit boutique hotel

■ **Roosevelt Sands
Affordable Housing**

Bahama Village, Key West, FL.
New 44 Unit
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■ **Niles Sales & Service Renovation**

Key West, FL.
Renovation to an existing 34,500 s.f.
car dealership

■ **Strunk Ace Hardware &
manley deboer lumber Yard**

Key West, FL.
New 72,000 s.f. Building Complex

■ **American Caribbean Offices**

Marathon, FL.
New Real Estate Offices,
4,000 s.f.

■ **Truman Hotel**

Key West, FL.
Mayor Renovation to 3 Existing Buildings
and addition of new
3-story building (38 unit Hotel)

EXPERIENCE**1993 – PRESENT****WILLIAM P. HORN ARCHITECT, P.A.**

Key West, Florida 33040
Administration/Drafting

1989 -1990**Gonzalez Architects**

Key West, Florida
Drafting

1981 – 1982**Odette's Fixture & Display**

El Paso, Texas
Drafting, Furniture Design.

1979 – 1981**Coloso, S.A.**

Cd. Juarez, Chih., Mexico
Window Display

1978 - 1979**Javier Sandoval, Architect**

Cd. Juarez, Chih., Mexico
Drafting

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

WILLIAMPHORNARCHITECTPA.COM

C. FOR EACH PROJECT LISTED IN RESPONSE TO QUESTION No. 4, LIST THE MEMBERS OF THE PROPOSED TEAM FOR THIS PROJECT WHO WORKED ON EACH LISTED PROJECT AND DESCRIBE THEIR ROLES IN THOSE PROJECTS.

1. KEY WEST POLICE STATION

KEY PERSONNEL :

PRINCIPAL ARCHITECT: WILLIAM P. HORN, R.A.
PROJECT ARCHITECT: FRANK HERDLISKA, R.A.
INTERN ARCHITECT: ELENA KHRANOVSKAYA
MEP ENGINEER: SUDHIR GUPTA, P.E.

2. CRAWL KEY FIRE TRAINING ACADEMY

KEY PERSONNEL:

PRINCIPAL ARCHITECT: WILLIAM P. HORN, R.A.
PROJECT ARCHITECT: FRANK HERDLISKA, R.A.
INTERN ARCHITECT: ELENA KHRANOVSKAYA
CIVIL ENGINEER: ALLEN PEREZ, P.E.
MEP ENGINEER: SUDHIR GUPTA, P.E.
SUSTAINABILITY CONSULTANT: JENNIFER LANGUELL

3. SEVEN FISH RESTAURANT

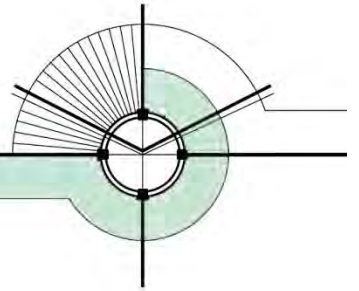
KEY PERSONNEL:

PRINCIPAL ARCHITECT: WILLIAM P. HORN, R.A.
PROJECT ARCHITECT: FRANK HERDLISKA, R.A.
INTERN ARCHITECTS: ELENA KHRANOVSKAYA
KRISTEN ARGALAS
MEP ENGINEER: SUDHIR GUPTA, P.E.

D. IF THE TEAM AS A WHOLE PROVIDED DESIGN SERVICES FOR ANY OF THE PROJECTS LISTED IN RESPONSE TO QUESTION No. 4, SO INDICATE.

THE TEAM AS A WHOLE PROVIDED DESIGN SERVICES FOR CRAWL KEY FIRE TRAINING ACADEMY EXCEPT FOR THE STRUCTURAL ENGINEER.

6. APPLICANT'S CONSULTANTS



TEAM PROFILE AND HISTORY

Perez Engineering & Development, Inc., is a local professional civil engineering firm and will provide Civil Engineering Services. They have been in business in Key West since 1999. They 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. Their performance on past and current contracts confirms their ability to meet both schedule and budget requirements with a strong emphasis on quality.

Perez Engineering & Development, Inc. has a fairly diversified amount of professional experience which encompasses the design and preparation of construction documents, permitting, and construction services for a variety of roadway and land development projects. Their 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.

Perez Engineering has worked with us on all of our listed projects (except the Seven Fish Restaurant and Marathon City Hall) within the last five years.

Innovative Engineering Group is a M.E.P. engineering firm who has done all of our mechanical, electrical, plumbing and fire sprinkler work since we started our company. The firm is based in Miami, Florida. They are very familiar with our local environment and regulations and have successfully produced numerous projects throughout South Florida. Sudhir Gupta, PE, LEED AP is the owner of the firm and he has an extensive experience in HVAC and Mechanical systems.

Innovative Engineering Group has worked with us on all of our listed projects within the last five years (except Marathon City Hall).



Higgs Beach Park Master Plan



Stock Island Fire Station



Dock Master/Transient Restroom Facility, Key West



Crawl Key Fire Training Facility



Seven Fish Restaurant

WILLIAM P. HORN ARCHITECT, PA.

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Atlantic Engineering Services, is a Structural Engineer firm, located in Jacksonville, Florida. Mark Keister, P.E. has worked with us on several projects within Monroe County and has been working in AES since 1986. Mark is very experienced with the structural wind load requirements in our area and is an expert on concrete repair work.

Our previous structural engineers have retired or are close to retiring and we are now working with AES on new projects. **Atlantic Engineering Services** has worked with us on two of our annual contract projects for the City of Key West (Building 103 existing conditions project and Ice House existing conditions project and spalling repair and roof replacement project). He is also working with us on a New Nissan Showroom Building for Niles Sales and Service.

Trifecta Construction Solutions is a Ft. Myers, Florida based sustainability Engineering Consulting firm. They have been in business for over 16 years. The firm provides sustainability consulting for a variety of rating systems, including LEED Certification, Florida Green Building Coalition or Energy Star Ratings and Certifications. Dr. Jennifer Languell, the owner of the firm, is a nationally recognized leader in educating construction industries and developing sustainable projects. She is presently working with us on Florida Green Building Coalition Certifications for Stock Island Fire Station, Bernstein Park Community Center, Crawl Key Fire Training Facility and on a new Dock Master Office Building for the City of Key West.

Landwise Design, Inc. Is a Jacksonville, Florida based landscape architectural firm that has worked successfully on numerous projects within Monroe County. Ladd Roberts, the principal landscape architect of the firm provided landscape services for the redevelopment and master planning of Higgs Beach Park for Monroe County, Bernstein Park for Monroe County, Nissan showroom in Key West and 725 Duval street renovations.



Roosevelt Sands Affordable Housing



Mosquito Control Building



Nissan Showroom



Bernstein Park Building



Camp Sawyer Boy Scout Camp

WILLIAM P. HORN ARCHITECT, PA.

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WILLIAMPHORNARCHITECTPA.COM

April 2014

Company Profile

Perez Engineering & Development, Inc.

Special points of interest:

- We worked on the Higgs Beach Master Plan.
- We are based in Key West.
- We have worked with and are familiar with County Staff.
- We have extensive local roadway experience.
- FDOT Group 3.1—Minor Highway Design Certified
- FDOT Group 10.1—Construction Engineering Inspection Certified



Municipal Clients:

- City of Key West
- Monroe County
- Monroe County School District
- Florida Keys Aqueduct Authority
- NAS Key West



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Introduction

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 fourteen (14) 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.



April 2014

Company Profile

Perez Engineering & Development, Inc.

Regulatory Approvals:

- South Florida Water Management District
- Florida Department of Transportation
- Florida Department of Environmental Protection
- Army Corps of Engineers



Key Factors to your success:

- Commitment of Principal in Charge
- Local Experience on Relevant Projects
- Proven Performance in Monroe County
- Team Education and Expertise



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Professional Services

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.

The following is a brief summary of some of our professional services:

- ◆ Roadway Design
- ◆ Site plan development
- ◆ Design of storm water management systems
- ◆ Design of potable water systems
- ◆ Design of gravity and vacuum sanitary sewer systems
- ◆ Structural Engineering Services
- ◆ Preparation of construction drawings and details
- ◆ Preparation of construction specifications and contract documents
- ◆ Construction cost estimates
- ◆ Value engineering and QA/QC reviews
- ◆ Construction Phase Inspection Services

Regulatory Approval and Coordination

In most design applications for facilities in Florida, permitting plays a major role. We are committed to a streamlined permitting approach to ensure adherence to the project schedule and budget. We investigate opportunities for co-location and combining permits upfront to reduce overall work efforts. Our clients benefit from reduced Agency review time, good Agency working relationships, and an overall reduced cost in consulting services. We have extensive experience in permitting through the Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), U.S. Army Corps of Engineers (ACOE), Environmental Protection Agency (EPA), various water management districts, and other related state and federal agencies.



April 2014

Allen E. Perez, P.E.

President

Special points of interest:

- Mr. Perez worked on the Higgs Beach Master Plan.
- Mr. Perez has worked with and is familiar with County Staff.
- Mr. Perez has extensive local roadway experience.



Mr. Perez has worked with the following Municipal Clients:

- City of Key West
- Monroe County
- Monroe County School District
- Florida Keys Aqueduct Authority
- NAS Key West



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Education

Bachelor of Science in Civil Engineering
University of South Florida, 1992

Master of Science in Civil Engineering
University of South Florida, 1995

Years of Experience

22

Registration/License

Professional Engineer: Florida #51468

Mr. Perez has more than twenty-two (22) years of experience in roadway design, sanitary sewer systems, stormwater systems, potable water systems, , and general civil engineering services. His experience includes the management and technical preparation of master plans, construction documents, permit submittals, and construction services for a wide variety of development activity. Mr. Perez has been providing professional engineering services, from his Key West office, for projects throughout the Florida Keys for over fourteen (14) years.

Higgs Beach Park Master Plan. We worked as a sub consultant to William P. Horn Architect, P.A. to provide a master plan for a 19 acre beach/park. The master plan includes numerous amenities, visitor center, roadways, parking lots, stormwater management system, dog parks, and play courts/fields. Mr. Perez was responsible for assisting with site layout and the preparation of a conceptual level drainage plan and calculations.

United Street Milling & Paving – FDOT/City of Key West LAP Project (FM 426183-1). This project includes roadway repairs, roadway milling, resurfacing, and new ADA compliant sidewalk improvements. Design of this project began in May 2009, awarded for construction in April 2010 and construction of the project was complete by November 2010. Perez Engineering & Development, Inc. is the prime consultant for this project. Mr. Perez was responsible for coordination with the City of Key West. Mr. Perez was also the project manager who was in responsible charge of the project engineers.



April 2014

Allen E. Perez, P.E. President

Mr. Perez has experience with the following agencies:

- South Florida Water Management District
- Florida Department of Transportation
- Florida Department of Environmental Protections
- Army Corps of Engineers



Key Factors to your success:

- Commitment of Principal in Charge
- Local Experience on Relevant Projects
- Proven Performance in Monroe County



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Glynn Archer Drive/14th Street Roadway Construction – FDOT/City of Key West LAP Project (FM 420042-1-52-01). This project includes roadway reconstruction, stormwater improvements, new sidewalks, bike lanes, and on-street parking. Design of this project began in June 2010 and the project is currently in the final design phase. The Corradino Group, Inc. is the prime consultant for this project. Mr. Perez is the design team's local representative who is responsible for coordination with the City of Key West. Mr. Perez is also responsible for the design of the stormwater management system, and utility coordination/relocates for the entire project.

Atlantic Blvd. Enhancements – FDOT/City of Key West LAP Project. The objective of this project is to enhance vehicular, bicycle, and pedestrian access and includes roadway improvements, shared use path improvements, drainage improvements, and on-street parking. Design of this project began in March 2010 and the project is currently under construction. The Corradino Group, Inc. is the prime consultant for this project. Mr. Perez is the design team's local representative who is responsible for coordination with the City of Key West. Mr. Perez is also responsible for the design of the stormwater management system, and utility coordination/relocates for the entire project.

Flagler Avenue Improvements – FDOT/City of Key West LAP Project (FM 4213-78-1 & 4213-78-2). This project included roadway reconstruction, minor realignment, stormwater facilities, sidewalks, and on-street parking. Design of this project began in November 2008, awarded for construction in May 2009 and construction of the project is complete. Perez Engineering & Development, Inc. is the prime consultant for this project. Mr. Perez was responsible for coordination with the City of Key West. Mr. Perez was also the project manager who was in responsible charge of the project engineers.

Gerald Adams/College Road Sidewalk Enhancement – FDOT/City of Key West LAP Project (FM 425851-1). This project is part of the Safe Routes to School Program and includes new sidewalks on both sides of the street, stormwater improvement, wetland mitigation, and Environmental Resource Permitting. Design of this project began in July 2010 and the project is currently in the permitting phase. The Corradino Group, Inc. is the prime consultant for this project. Mr. Perez is the design team's local representative who is responsible for coordination with the City of Key West. Mr. Perez is also responsible for the drainage improvements and Environmental Resource Permitting through SFWMD.



April 2014

Allen E. Perez, P.E. *President*



Caroline Street Improvements. 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.

Community redevelopment investment in area businesses can be further sustained by providing a safe, clean, attractive and inviting corridor on Caroline Street and Trumbo Road. The historic nature of the area can be enhanced by making the area more walkable, calming traffic, improving road drainage, enhancing connectivity and parking throughout the area, and landscaping. A solid foundation is necessary to support the vision for the economic future of the area.

This project seeks to address many concepts listed in the Community Redevelopment Plan:

- ◆ Improve Infrastructure
- ◆ Recognition of Unique Community Characteristics
- ◆ Stimulate Public and Private Participation
- ◆ Address Parking and Traffic Congestion
- ◆ Innovative Development and Use of Open Space
- ◆ Promote Sustainable Community Redevelopment
- ◆ Support Community Redevelopment
- ◆ Emphasize a Safe and Clean Environment

Fort Street Parking Lot: The City is looking to construct a new parking lot along Fort Street adjacent to the Navy's Truman Annex property. The parking lot is proposed to be located at the foot of Olivia Street and shall provide approximately 60 parking spaces for cars and provide moped/bike parking as well. The main objective of this parking lot is to mitigate for lost on-street parking spaces within the neighborhood. The construction of the parking lot shall include landscaping and site lighting. This scope includes the services of a licensed landscape architect and a licensed electrical engineer for the preparation of landscape and site lighting plans.

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April 2014

Paul R. Semmes, P.E.

Senior Engineer

Special points of interest:

- Mr. Semmes has provided professional engineering services in Monroe County for over 13 years.
- Mr. Semmes is a certified general contractor.
- Mr. Semmes is LEED AP Certified.



Mr. Semmes has worked with the following Municipal Clients:

- City of Key West
- Florida Keys Community College
- Monroe County School District
- Florida Department of Environmental Protection
- NAS Key West



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Education

Bachelor of Science in Civil Engineering
Virginia Tech University, 1986

Years of Experience

27

Registration/License

Professional Engineer: Florida #44137
Professional Engineer – FL, GA, AL, MS, NC, VA
Certified General Contractor – FL
LEED AP Certified, Green Building Certification Institute

Mr. Semmes has more than twenty seven (27) years of experience designing and managing the construction of buildings, structures and related facilities. This work includes specialized experience inspecting, evaluating and designing buildings in coastal zones that are prone to hurricane events. Mr. Semmes has also provided management and supervision for design and construction projects, Engineering design services for the planning, design and construction of projects, managed the preparation of Construction Drawings and Specifications, and provided other Engineer inspections, analyses and reports

Mr. Semmes has experience in providing Structural Engineering services for a variety of private and public sector clients. The following is a summary of some of his current and past public sector continuing services contracts:

- ♦ City of Key West
- ♦ Monroe County School District
- ♦ Florida Keys Aqueduct Authority
- ♦ Florida Keys Community College
- ♦ St. Mary Star of the Sea Catholic Church
- ♦ Hyatt Resort



April 2014

Paul R. Semmes, P.E.

Senior Engineer



- ◆ Dion's Oil Company
- ◆ Key West International Airport
- ◆ Monroe County Sheriff's Department
- ◆ FDEP, Division of Recreation and Parks
- ◆ US Navy, NAVFAC Southern Division
- ◆ Housing Authority of the City of Key West
- ◆ US Navy, Public Works Department

Mr. Semmes is also active in the following organizations:

- ◆ National Society of Professional Engineers (NSPE)
- ◆ Florida Engineering Society (FES)
- ◆ American Society of Civil Engineers (ASCE)
- ◆ National Academy of Forensic Engineers (NAFE), Correspondent
- ◆ National Academy of Building Inspection Engineers (NABIE)
- ◆ International Code Congress (ICC)
- ◆ Green Building Certification Institute (GBCI)
- ◆ National Council of Examiners for Engineering and Surveying (NCEES)

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April 2014

Brandon O'Flynn, PSM, E.I.

Project Engineer

Special points of interest:

- Mr. O'Flynn has extensive roadway layout experience
- Mr. O'Flynn has worked on various Monroe County projects over the course of more than a decade
- Mr. O'Flynn has extensive experience in providing professional surveying services in the State of Florida



Mr. O'Flynn has worked with the following Clients:

- City of Key West
- Monroe County, Florida
- Keys Energy Services
- Florida Keys Aqueduct Authority
- NAS Key West
- JIATF South



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Education

Bachelor of Science in Civil Engineering
Structural Engineering
University of South Florida, 2010

Years of Experience

14

Registration/License

Professional Surveyor & Mapper: Florida #6932
Engineer Intern: Florida #1100015254

Mr. O'Flynn has more than fourteen (14) years of experience in roadway layout, construction layout, boundary & topographical surveying, boundary law, GIS mapping, and FEMA floodplain management. Mr. O'Flynn also has extensive experience in providing site analysis, structural design, preparing engineering reports and other structural/civil engineering related services. His experience includes the management and technical preparation of construction as-builts, construction documents, boundary & topographical surveys, ALTA/ACSM surveys, FEMA flood elevation certificates, and GIS services for a wide variety of clients in both the public and private sector.



April 2014

Brandon O'Flynn, PSM, E.I. Project Engineer

Mr. O'Flynn has experience with the following agencies:

- Florida Department of Transportation
- Naval Facilities Engineering Command
- Army Corps of Engineers
- Department of Homeland Security
- Federal Emergency Management Agency (FEMA)



Key Factors to your success:

- Local Field Experience on Relevant Projects
- Proven Performance in Monroe County and the State of Florida



Caroline Street Improvements —City of Key West. The corridor involved in this project has become run-down and Caroline Street has seen little infrastructure maintenance since it's construction. The road, sidewalks, stormwater, landscaping, and lighting are in need of rehabilitation or re-construction.

This project seeks to address many concepts listed in the Community Redevelopment Plan:

- ◆ Improve Infrastructure
- ◆ Stimulate Public and Private Participation
- ◆ Address Parking and Traffic Congestion
- ◆ Promote Sustainable Community Redevelopment
- ◆ Support Community Redevelopment

Roadway Design Surveying Services —FDOT. This project included providing high tolerance as-built surveying services over a 5 mile corridor from Stock Island to Big Coppitt Key in Monroe County, Florida. Services included roadway location, utility location, and providing extensive existing elevations which aid FDOT in maintaining their roadway and infrastructure.

Key West International Airport—Monroe County. This project included runway modifications, a new terminal building, new baggage circulation systems, new hangers as well as a complete remodel of the existing terminal. Mr. O'Flynn was in responsible charge of the construction layout, alignments, and as-built surveying services related to this project.

Key West Steamplant Condominiums. This four story condominium project was a substantial part of the ongoing waterfront rehabilitation of downtown Key West. Mr. O'Flynn provided surveying services which included high tolerance grid layout over multiple floors, roadway layout, utility coordination, as-built construction services, and FEMA floodplain coordination.

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April 2014

Michael Pearson

Resident Inspector

Special points of interest:

- Mr. Pearson is a certified general contractor.
- Mr. Pearson has been working in Monroe County for more than 15 years.



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Education

Port Charlotte High School, 1981
Port Charlotte, FL.

Years of Experience

31

Mr. Pearson has more than thirty-one (31) years of experience in the construction industry. Mr. Pearson is a licensed general contractor and has been providing construction services throughout the Florida Keys for more than 15 years. Mr. Pearson is responsible for managing construction phase services at our firm.

George Street Stormwater Emergency Outfall: The project proposes improvements to the City of Key West, Florida drainage system to reduce flooding and pre-treat stormwater runoff. The project consists of the installation of pumps and a vortex unit to be built in the road at the North end of Ashby Street closest to HOB Middle School, emergency generator with concrete platform, associated electrical, storm pipe outfall to the Jose Marti pond, and all related work and appurtenances. Construction Administration Services will be provided for 390 work days (18 months) for the construction of the project. Our scope of work consists of Construction Administration Services for the construction of the project.

Our services include but are not limited to:

- ◆ Monitor performance of the Contractor.
- ◆ Determine test sites/locations, coordinate and supervise testing.
- ◆ Resolve minor construction problems.
- ◆ Maintain project records; materials installed and/or stored.
- ◆ Review and approve requests for payment to the Contractor.
- ◆ Maintain a project diary on a daily basis.



MARK J. KEISTER, P.E.

Position Principal in Charge

Education Bachelor of Science, Engineering
Duke University, 1981
Master of Science in Civil Engineering
Georgia Institute of Technology, 1983

Professional Registrations Licensed Professional Engineer in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia and Wisconsin.

Professional Memberships American Concrete Institute
American Institute of Steel Construction
American Society of Civil Engineers
Coalition of American Structural Engineers
Concrete Reinforcing Steel Institute
Construction Specifications Institute
Florida Engineering Society
Florida Institute of Consulting Engineers
Florida Structural Engineers Association
National Society of Professional Engineers
Post Tensioning Institute
Society of Marketing Professional Services
Structural Engineering Certification Board

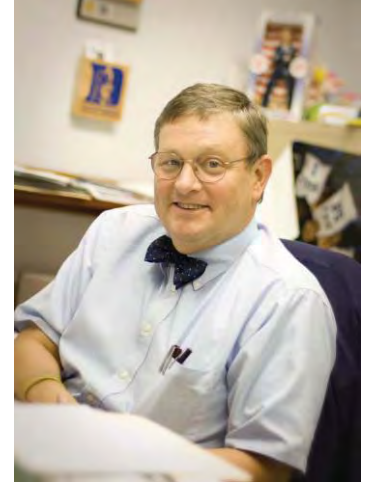
Professional Certifications Mr. Keister is licensed as a Special Inspector in Florida and is NCEES certified.

Experience

Mr. Keister began his career as a structural engineer in 1983 in Atlanta, Georgia. Since then he has been providing consulting structural engineering service and expertise to architects and owners throughout the southeast. His projects include apartment complexes, educational facilities, dormitories, laboratories, hotels, churches, extended nursing care facilities, office buildings, and hospitals, theaters, manufacturing plants and parking garages. He has a great deal of experience evaluating existing structures, and in rehabilitation and repair of these structures. He is well known for his expertise in reinforced concrete structures due to his vast experience on both new and existing structures.

Short Listing of Relevant Projects

US General Services Administration (GSA) A/E Services – Variety of Military Projects
Storm Survivability Study, 909 Haines Street; Jacksonville, Florida
Littoral Warfare Systems Facility, Naval Support Activity; Panama City, Florida
Entry Control Facilities, United States Marine Corps Facility, Blount Island Marine Terminal; Jacksonville, Florida
Florida Army, National Guard Hurricane Assessments; Starke, Daytona Beach, and Palatka, Florida
Company Ops Facility Readiness Module; Fort Eustis, Virginia
Base Logistics Facility – Steel Review; Hurlburt Field, Florida





bringing architectural
visions to life



UNF Student Union \$50 Million Construction

1 UNF DRIVE, JACKSONVILLE FL 32224

The Student Union building at the University of North Florida forms the core of the campus, providing access to a wide range of services, programs and activities to students, faculty and visitors. The facility consists of two 3-story buildings totaling 157,000 square feet which include office spaces, large and small meeting rooms, food service areas, a bookstore, and a state-of-the-art theater. The separate buildings are connected by an elevated walkway on the upper levels.

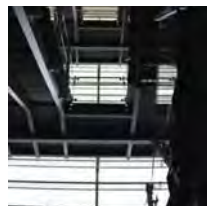
A composite steel superstructure supports the upper floors and roof, augmented by load bearing precast concrete panels or cast-in-place concrete shear walls to resist lateral loads. The roof structure consists of metal deck on open-web steel joists with lightweight insulating concrete. The superstructure bears on conventional shallow foundations. A majority of the buildings' cladding is curtain-wall or architectural precast concrete panels, with some exterior wall built with light gauge steel stud framing.

The Student Union is LEED Certified and the building is rated as number 4 of the top 100 buildings in Florida.



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bringing architectural
visions to life



Thomas G. Carpenter Library \$23 Million Construction

UNIVERSITY OF NORTH FLORIDA, 1 UNF DRIVE, JACKSONVILLE FL 32224

Named after Dr. Carpenter, a long-time UNF advocate of having a strong library as a cornerstone of the educational process, the University of North Florida Library addition is a 4-story, cast in-place concrete frame adding approximately 80,000 square feet to the original 120,000 square foot structure originally completed in 1980. The floors are of pan-formed concrete construction with a live load capacity of 150 pounds and 250 pounds per square foot in general social areas and in special zones for compact shelving respectively.

The lateral load resisting system consists of concrete masonry unit walls. There is a large exterior fourth floor terrace overlooking the campus and a small lake, covered with an expansive steel framed canopy. The entrance features a curtain wall system and high canopy with a 2-story open space in the interior.

The major foci of the expansion were the creation of added library archive space, the development of increased student workspace for both private study and small group interaction, and the opening of the building's interior to the campus environment for light and to "de-pressurize" what had become an overly full facility. The project also included user amenities such as a coffee shop off the first level lobby and wireless Internet access throughout.



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INNOVATIVE ENGINEERING GROUP, INC.

2500N.W. 79nd Avenue, Suite 240

Doral, Florida 33122

Mechanical and HVAC Engineer

Sudhir Gupta, P.E. , L.E.E.D. AP

Since 1967, Sudhir Gupta has been teaching or practicing mechanical engineering. He has extensive experience in HVAC & mechanical systems in hospitals, airports, schools & correctional facilities. He has recently passed the L.E.E.D test for new construction and large renovation projects and is now an accredited professional. Since creating Innovative Engineering Group, Inc. in 1993 the firm has been providing engineering services for numerous types of projects including hospitals, hotels, office buildings & retail, residential, educational correctional and other governmental and commercial projects.

Professional Experience:

1990-1991	Wolfberg, Alvarez and Associates-Miami,Fl.
1986-1990	McDowell, Helmick & Associates-Miami,Fl.
1982-1986	Dalla-Rizza & Associates-Miami,Fl.
1981-1982	Michael Fried & Associates-Miami,Fl.
1979-1981	Smith, Korach, Hayet-Miami,Fl.
1976-1979	Powers Co. LTD-Iran
1971-1976	SCI LTD-India
1967-1971	GVT Engineering College-India

Sudhir Gupta received his B.S. in mechanical engineering from Jiwaji University-India (1967). He has been registered in Florida since 1981 & is a member of American Society of Heating, Refrigeration & Air Conditioning Engineers & American Society of Plumbing

Projects: Project references upon request

INNOVATIVE ENGINEERING

5532 N.W. 72nd Ave.

Miami, Florida 33166

Electrical Engineer

Claudio Jofre, P.E.

Claudio Jofre has been involved in electrical engineering since 1953. His design and construction management experience includes electrical installations for residential, commercial, industrial and institutional projects, over head and underground high and low voltage power lines, transformer vaults, main switch gear, power and lighting, motors and controllers automation, fire alarm and security systems, telephones, television, energy management systems, standby and uninterrupted power systems among projects he has worked on are:

Miami Beach Convention Center, Miami, Fl.

Brickell Key, Claughton Island – A 22 story Condominium.

Florida Department of Transportation, Miami, Fl.- Palmetto Expressway new street lighting.

Homestead Air Force Base, Homestead, Fl. – Primary underground network.

Presidential Circle, Hollywood, FL. – Two 7 story office towers and atrium.

Professional Experience:

McDowell-Helmick Associates, Inc. – Miami, Fl.

1983-1989

Wilbur Smith and Associates – Miami, Fl.

1981-1983

Florida Engineering Services – Miami, Fl.

1980-1981

Aerocast, Inc. – Miami, Fl.

1979-1980

Claudio Jofre received his B.S. degree in Electrical Engineering from Santa Maria Technical University of Chile (1953) and is a registered engineer in the state of Florida.

INNOVATIVE ENGINEERING
5532 N.W. 72nd Ave.
Miami, Florida 33166

Plumbing and Fire Protection Engineer

Lorenzo Triana, P.E.

Since 1966, Lorenzo Triana has been involved in various phases of mechanical engineering. For the last 12 years he has dedicated his time to design of plumbing & fire protection. Notable among projects he has worked on are:

Veteran Administration Hospital – West Palm Beach, FL. – a 400 bed facility and design of all hydraulics and sanitary systems, medical gases and fire sprinkler system for the building.

Pea Body Hotel – Orlando, FL.; plumbing & fire protection for the 900 room, 28 story hotel.

Sawgrass Mill Mall – Ft. Lauderdale, FL.; plumbing & fire protection for the world's largest shopping center.

Miami Arena – Miami, FL.; plumbing & fire protection for a 15,000 seat completely closed stadium.

Vizcata Art Museum – Miami, FL.; plumbing & fire protection for the renovation of a historic site.

Renovation of Water Treatment Plant – Punta Gorda, FL. – Design of plumbing and instrumentation works.

Professional Experience:

Wolfberg Alvarez & Associates – Miami, FL.	1989-1991
Lagomasino Vital Associates – Miami, FL.	1986-1989
Dalla Rizza & Associates – Miami, FL. 1983-1986	
Wolfberg Alvarez & Associates – Miami,	1980-1981

Lorenzo Triana received his B.S. in mechanical engineering from Santa Clara Central University of Cuba (1966) and has been registered in Florida since 1988.



education University of North Florida
Bachelors of History, 1991

University of Florida
Masters of Landscape Architecture, 1997

profile **Over 18 years experience delivering**

- Recreation Planning
- Landscape Architecture
- Public Facilitation and Consensus Building
- Project Management (Sub-Consultant Coordination)
- Excellent Client-Consultant Coordination
- Alert Attention to Detail

experience **Landwise Design, Inc. [2004-Present]**
Landwise Design is currently marketing in Northeast Florida, the Florida Keys and Coastal Florida. Mr. Roberts's vast design experience, leadership coordinating various design disciplines, attention to detail and overarching understanding of the design and construction process empower him to make Landwise Design, Inc. the right company for your project challenges.

HDR Engineering [2002-2004]

HDR Engineering purchased Landers-Atkins Planners to establish a planning and landscape architecture division within their Jacksonville office. Building upon an already extensive client base, this merger provided a broader scope of work to our planning department; including FDOT, the Better Jacksonville Plan and parks and recreation work throughout multiple counties.

Responsibilities included the project management of nearly six hundred thousand dollars worth [design fees] of annual parks and recreation projects, plus FDOT, commercial and private projects.

Landers-Atkins Planners [1997-2002]

Landers-Atkins Planners was a medium sized land planning and landscape architecture firm in northeast, Florida. Mr. Roberts was hired in 1997 and brought with him a backlog of established clients and projects to the firm. He quickly rose to project manager, facilitating residential, commercial, private and municipal projects.

projects **Project references available upon request.**



Trifecta Construction Solutions
Jennifer Languell, Ph.D, founder
Company Profile

Overview of green building and sustainability

Sustainable development, green building, and energy conservation require a comprehensive systems approach when addressing the regulatory and consumer demands associated with the existing infrastructure and future growth. There is no single solution to creating a sustainable conservation plan because each situation and environment is unique. With more than 16 years of experience, Trifecta Construction Solutions, headed by president Dr. Jennifer Languell, has helped clients from across the country identify the sustainability goals that correspond to their business, project or regional needs, and successfully implement programs that deliver on-time and on-budget results.

Company Background

Trifecta Construction Solutions, founded in 2003, is a certified woman-owned business through the State of Florida's Office of Supplier Diversity. The Trifecta name represents the three key elements of sustainability: economics, environment, and community. Trifecta Construction Solutions works to facilitate a future for a healthy environment through responsible business practices that remain true to the principles of sustainability.

Mission Statement

As environmental policy and growing consumer demand raise expectations for energy efficiency, resource conservation and healthier building environments, Dr. Languell strives to combine intelligent business solutions with everyday operations. It is her mission to educate consumers, builders and contractors about ways to create high performance, sustainable projects that balance investment with financial return. Trifecta Construction Solutions works with governments, organizations and companies, builders and developers, large national public companies and small community groups to provide them with an educational foundation that will lead to sustainable practices.

About Jennifer Languell, Ph.D

Dr. Jennifer Languell is a nationally recognized leader in educating construction industries about the benefits of green building and sustainable development. She has worked as a part of the development team on high performance, single-family housing, affordable high-rise residences, commercial projects and some of the largest and most sustainable land developments in the world. Dr. Languell most recently collaborated on building Florida's first affordable high-rise residence, which received Florida Green Building Coalition certification and won a national green building award. She has also worked with governments and municipalities that are



moving toward sustainable and fiscally prudent operating and management practices. She frequently appears at national and international conferences, speaking to professionals and consumers in their own language about the environmental and cost benefits of building “green.” She holds a bachelor degree in Materials Science and Engineering, a master’s degree in Civil Engineering and Construction Management, and a Ph.D. in Civil Engineering and Sustainable Construction.

Dr. Languell serves in leadership roles with many non-profit organizations that are involved with green building and sustainability. She is the Immediate Past President/Vice President of the Florida Green Building Coalition, a LEED Accredited Professional for the USGBC, a Class 1 Certified Energy Rater, a NAHB Verifier and Certified Green Professional, and a Certifying Agent with the Florida Green Building Coalition. During her career, she has certified over five million square feet of buildings and 30,000 acres of land developments using programs such as LEED, FGBC and Green Globes.

Dr. Languell also works with universities to develop sustainable engineering curriculum and professional certificates that include core classes such as: Green Engineering Design and Sustainability, Industrial Ecology and Life Cycle Cost Analysis, and Materials and Sustainability. These programs are designed to assist engineering students and professionals in expanding their skill sets to incorporate sustainable practices into their engineering disciplines. She has partnered with the City of Tallahassee, the Army Corps of Engineers and many others to analyze the life cycle and quantify sustainability.

Awards and Recognitions

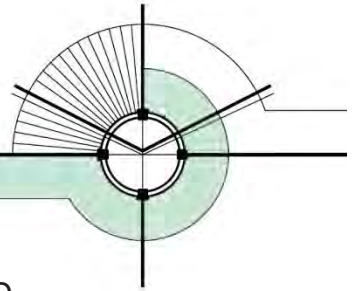
For her work, Dr. Languell has received numerous awards from government and industry organizations. *Gulfshore Business Magazine* selected her as one of Southwest Florida’s 29 most influential women in 2012. In 2011, Dr. Languell became the first person to receive the National Association of Home Builders’ Green Advocate of the Year award twice since its inception in 1997. She is also the recipient of the 2010 Florida Green Building Coalition’s Volunteer of the Year award, the Governor’s Points of Light award, Small Business Award Council for Sustainable Florida and the Urban Land Institute’s Pathfinder award.

Dr. Languell is an award-winning author, and her knowledge and leadership in the area of sustainability have made her an expert source in *BusinessWeek*, *CNN Headline News*, *HGTV* and *CNBC*. Dr. Languell was also selected as a technical advisor and star for the Discovery Channel’s environmental series *Discovery Project Earth*.

7. LISTED PROJECTS DESCRIPTION

ITEMS #7- #9

(PROMPT RESPONSE, PROBLEMS ENCOUNTERED,
CONFLICT PREVENTION)



7. FOR A PROJECT LISTED IN RESPONSE TO QUESTION No. 4, DESCRIBE THE METHODS BY WHICH YOUR FIRM GAVE PROMPT RESPONSE AND FAST TURNAROUND TO THE OWNER BOTH IN DESIGN AND SITE SUPPORT ON A SMALL FAST PACED PROJECT.

FOR THE KEY WEST POLICE STATION RE-ROOFING PROJECT WE NEEDED TO GET THE PROJECT COMPLETED QUICKLY IN ORDER TO GET THE ROOF FINISHED PRIOR TO THE UPCOMING HURRICANE SEASON. WE PROVIDED THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS WITHIN A MONTH AND WERE AVAILABLE FOR IMMEDIATE ON SITE CONSTRUCTION MEETINGS AND INSPECTIONS DURING CONSTRUCTION.

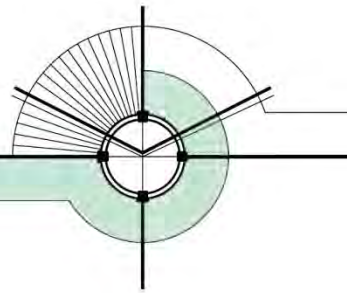
8. FOR A PROJECT LISTED IN RESPONSE TO QUESTION No. 4, DESCRIBE PROBLEMS ENCOUNTERED WITH CONTRACTOR SUBSTITUTED CONSTRUCTION METHODS OR MATERIALS, AND DESCRIBE HOW THE PROBLEM WAS RESOLVED.

FOR CRAWL KEY FIRE TRAINING ACADEMY, DURING THE WINDOW AND STOREFRONT SUBMITTAL PROCESS, THE CONTRACTOR SUBMITTED NUMEROUS MANUFACTURER SUBSTITUTIONS FOR REVIEW AND APPROVAL. WE HAD TO POINT OUT IN OUR REVIEWS ALL THE DEFICIENCIES OF THEIR SUBSTITUTIONS, INCLUDING WARRANTY ISSUES, GLASS SHADING HEAT GAIN COEFFICIENT ISSUES AND WIND LOAD DESIGN PRESSURE ISSUES. THE CONTRACTOR KEPT SUBMITTING CONFUSING AND PROBLEMATIC SUBMITTALS BUT WE STOOD OUR GROUND AND THE CONTRACTOR ENDED UP GOING TO A BETTER SUPPLIER AND THEY MET ALL OF PROJECT REQUIREMENTS.

9. FOR A PROJECT LISTED IN RESPONSE TO QUESTION No. 4, DESCRIBE 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.

FOR THE KEY WEST POLICE STATION, DURING THE WINDOW SUBMITTAL PROCESS, THE CONTRACTOR SUBMITTED A DIFFERENT WAY OF FLASHING THE WINDOWS, INSISTING IT WAS A BETTER WAY TO COMPLETE THE PROJECT AND THAT OUR DESIGN WOULD NOT WORK AS WELL. WE COULD SEE THROUGH THE CONTRACTORS REASONING AND SAW THAT HE WAS TRYING TO SAVE COSTS AND THAT HIS SUBMITTAL WAS INFERIOR TO OUR DESIGN. AFTER NUMEROUS MEETINGS WITH THE OWNER AND CONTRACTOR WE WERE ABLE TO CONVINCE THE OWNER AND CONTRACTOR THAT OUR DESIGN WAS BETTER (BASED ON INDUSTRY STANDARDS) AND THE INITIAL TEST WINDOW INSTALLED PAST THE WATER INTRUSION TEST.

10. REFERENCES



REFERENCES

FLORIDA GOVERNMENT WORK

REFERENCES OF FLORIDA GOVERNMENT WORK

MONROE COUNTY

Commissioner Heather Carruthers
530 Whitehead St.
Key West, Florida 33040
(305)292-3430

MONROE COUNTY

Kevin Wilson, Division Director, Public Works and Engineering
1100 Simonton St.
Key West, Florida 33040
(305) 727-1547

North Key Largo Fire Station, completed 2007. Big Pine Key Fire Station completed 2009, Conch Key Fire Station, completed 2012, Key West Airport Fire Station, completed 1998, National Weather Service Office relocation, completed 1999, Stock Island Fire Station, completed 2014.

We have been providing Monroe County complete architectural and engineering services under an annual contract (1998-2003, 2009 to present) for projects with construction cost below 2 million dollars, including Higgs beach Master Plan.

CITY OF KEY WEST

Annual contract for projects under two million dollars construction costs. (2012-2017)

Doug Bradshaw, Director Port and Marine Services
(305) 809-3792
Key West, Fl. 33040

Please see list of projects in section #2.

KEY WEST HOUSING AUTHORITY

Manuel Castillo, Executive Director
1400 Kennedy Drive
Key West, Florida
(305) 296-5621

96 unit affordable housing project Roosevelt Gardens, Key West, Fl.
(Completed 2000).

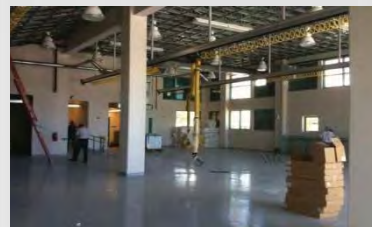
New 44 Unit affordable Housing Project, Bahama Village, Key West, Fl.
(completed 2012)

18 Unit affordable Housing Project, Palm Duplex, Stock Island, Fl.
(Completed 2002)

Two story addition, Kennedy Drive offices, Key West, Fl. (Completed 1996)



North Key Largo Fire Station



Big Pine Fire Station



Dock Master Building



Roosevelt Sands Affordable Housing



Higgs Beach Master Plan

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

WILLIAMPHORNARCHITECTPA.COM

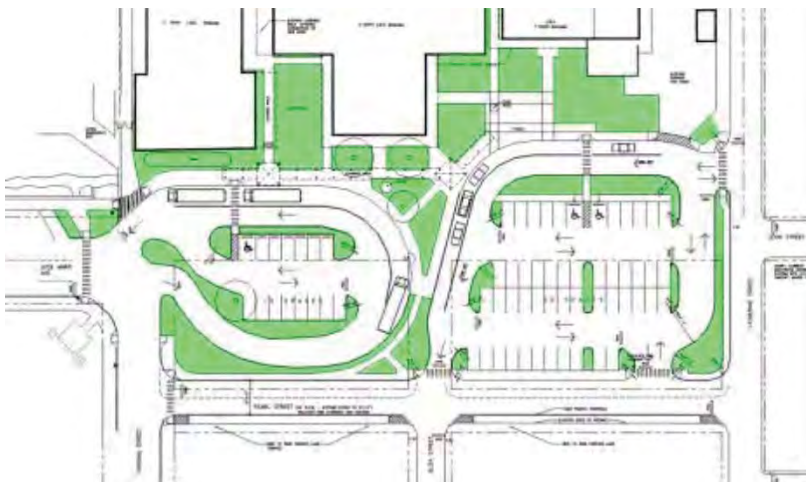
MONROE COUNTY SCHOOL BOARD

- Annual contract for architectural services from 2002 to 2010.

Worked on a variety of projects, including classroom and office modifications, handicap compliance, restroom facilities, historic structure reports, window replacements, covered walkways, parking lot layouts and ball field design and layouts.

Previous work includes work on:

- Poinciana Elementary School – new soccer fields and pavilion.
- Sugarloaf Elementary School – New athletic fields.
- Rex Weech Field - New restroom building.
- Poinciana Elementary School – Entry covered walkway.
- Key West High School - Renovations and additions to weight room building.
- Harris School - Historic Structures Report
- H.O.B. Middle School - Parking lot re-design and covered walkways
- Glynn Archer Elementary School - Courtyard re-design.
- Gerald Adams Elementary School - Covered walkway addition.
- Sugarloaf Elementary School - Toilet revisions & covered walkway addition.
- Plantation Key - Maintenance Facility concept design.
- Marathon High School - Parking/drive re-design study.
- Switlik Elementary School - Toilet revisions & media room renovation.
- May Sands, Reynolds and Glynn Archer Schools - Door and window replacement



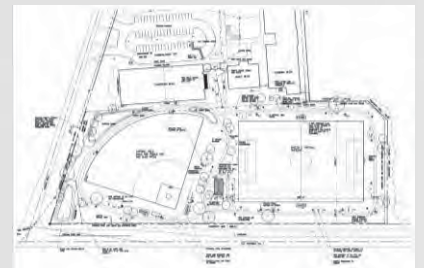
H.O.B. entry/drop off and parking



Rex Weech Field Restroom and Concessions



Poinciana Elementary School Entry Revisions



Sugarloaf Elementary School-Site Improvements



May Sands School Window/Door Replacements



Sugarloaf Elementary School New Athletic fields

WILLIAM P. HORN ARCHITECT, PA.

915 EATON ST., KEY WEST, FL. 33040 TEL. 305-296-8302

WILLIAMPHORNARCHITECTPA.COM



FLORIDA KEYS

MOSQUITO CONTROL DISTRICT

Executive Director
Michael S. Doyle

5224 College Road
Key West, FL 33040

Telephone: (305) 292-7190
FAX: (305) 292-7199

www.keysmosquito.org

Board of Commissioners

Phil Goodman, Chairman
Steve Smith, Vice Chairman
Tom McDonald, Secretary/Treasurer
Jill Cranney-Gage
William Shaw

April 1, 2016

Re: William Horn, Architect

To Whom It May Concern:

This letter is to serve as a reference for William Horn, Architect. The Florida Keys Mosquito Control District has used the architectural services of Mr. Horn and his firm since 2013. He has worked as our architect for our ongoing construction of a Lower Keys Operational Facility, estimated as a \$4 million project. We have found his firm to be knowledgeable in all areas of code compliance as well as LEED/Florida Green Building requirements. He has done an excellent job in providing plans and any changes necessary throughout the project and is working very well with both our Construction Advisor and Construction Manager.

I would highly recommend William Horn, Architect for architectural services.

Please feel free to contact me at (305)292-7190 ext.124 should you have any questions.

Sincerely,

Andrea L. Leal
Operations Director
Florida Keys Mosquito Control District
aleal@keysmosquito.org



THE CITY OF KEY WEST

P.O. BOX 1409
KEY WEST, FL 33041-1409

March 31, 2016

Subject: Reference Letter
City of Key West Projects
Key West, Florida

To whom it may concern:

William P. Horn Architect, PA has provided architectural services for the City of Key West for several years. Mr. Horn and staff have demonstrated a high level of professional knowledge, integrity, and client service, which has met or exceeded our expectations. The firm played an integral part in the success of hitting all milestones established by the City of Key West.

It has been a pleasure working with William P. Horn Architect, PA in its capacity as our Architect of record for many projects. The firm showed the staffing, qualifications, and dedication we demand when partnering on design contracts. William P. Horn Architect, PA has been professional, reliable, and responsive and we would highly recommend that they be considered for any project they may undertake.

Please feel free to contact me if I can provide any additional information regarding the performance of William P. Horn Architect, PA.

Sincerely,

A handwritten signature in blue ink, appearing to read "Karen Olson", is written over the word "Sincerely,".

Karen Olson
Deputy Port & Marine Services Director
305-809-3803
201 William Street
Key West, FL 33040

Key to the Caribbean – Average yearly temperature 77° F.

SEVEN FISH
PT FISH LLC
LADY SAVANNAH LLC
921 TRUMAN AVE
KEY WEST, FL 33040

MEMBERS
ROBERT POLLMAN
NOREN POLLMAN
620 WILLIAM ST REAR
KEY WEST, FL 33040

April 1, 2016


RE: William P. Horn Architect, P.A.

To Whom It May Concern,

William P. Horn has acted as Architect of Record on our first commercial "from ground up" project in Key West. Mr. Horn and his firm have supported our restaurant project in a creative, efficient and helpful manner from inception. He has consistently exhibited a professional diligent focus to our project and all of its nuances.

As business or professional needs arise we will certainly turn to Mr. Horn and his staff for future assistance. If you have any questions regarding the above please contact either myself or Bob Pollman (920)333-0192.

Sincerely,



Noren Pollman
LLC Member



City Of Key West
Planning Department
3140 Flagler Avenue
Key West, Florida 33040

March 28, 2016

To whom it may concern

RE: ARCHITECT WILLIAM P. HORN

Dear Sirs:

Please let this letter serve as my recommendation and reference for Architect William P. Horn. I have been the Historic Preservation Planner of the City of Key West for the past seven and a half years and I can attest about the integrity and professionalism of architect Horn. Architect Horn has not only be applicant for hundreds of projects that I have reviewed and recommended to the HARC Commission but has also been retained by the city as a consultant for projects in and outside the historic district.

I met Bill in September of 2008 and since then I have admired his sensibility and pride of his profession, his understanding of ordinances, guidelines and his respect to the context where his designs are proposed. Bill is a unique architect; he is capable to produce top architectural design projects with complete and accurate constructions plans that meet both, the clients' expectations as well as actual local government regulations. Architect Horn is always accessible to work with, he is a truthful professional and possess high ethics values. I highly recommend architect Horn for any type of architectural services.

Please do not hesitate to contact me for any further references.

Sincerely:

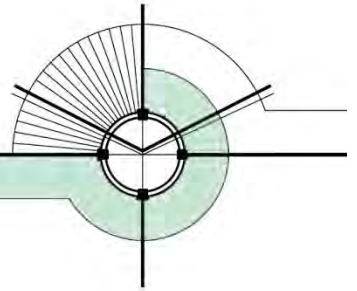
Enid Torregrosa- Silva, MSHP
Historic Preservation Planner
City Of Key West
3140 Flagler Avenue
Key West, Florida 33040

305.809.3973

etorregrosa@cityofkeywest-fl.gov

11. QUESTION RESPONSES

ITEMS #11- #14



11. WHAT IS THE LEAD-TIME REQUIRED BY YOUR FIRM FOR MEETING THE OWNER AT A JOB SITE LOCATED IN MONROE COUNTY FOR PRE-DESIGN REVIEW OR CONSTRUCTION INSPECTION? FOR A PROJECT LISTED IN RESPONSE TO QUESTION No. 4, DESCRIBE ONE EXAMPLE OF YOUR TIMELY RESPONSE TO A CONSTRUCTION SITE IN MONROE COUNTY TO MEET WITH THE OWNER. IF LEAD TIMES ARE DIFFERENT PROVIDE ONE FOR THE UPPER KEYS AND ONE FOR THE LOWER KEYS.

SINCE WE ARE A LOCAL FIRM OUR LEAD TIME CAN BE IMMEDIATE AND WOULD DEPEND ON HOW FAR THE SITE IS FROM OUR OFFICE IN KEY WEST. IT IS ALWAYS NICE TO COORDINATE A MEETING IN ADVANCE BUT IF NEEDED WE CAN MEET IMMEDIATELY. FOR THE KEY WEST POLICE STATION ROOFING PROJECT WE NEEDED TO BE IMMEDIATELY AVAILABLE DURING THE ENTIRE CONSTRUCTION SO THE ROOFER COULD GET THE BUILDING RE-ROOFED PRIOR TO THE HURRICANE SEASON STARTING.

12. IS APPLICANT KNOWLEDGEABLE AND PROFICIENT IN COMPLYING WITH STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (SREF)? X Yes No

A. LIST TRAINING/SEMINARS PROPOSED TEAM MEMBERS HAVE ATTENDED, OR OTHER SUPPORTING DOCUMENTATION.

THE TEAM HAS WORK ON A VARIETY OF PROJECTS FOR THE SCHOOL BOARD IN THE PAST AND OUR ENGINEERS HAVE WORKED ON NUMEROUS SCHOOL PROJECTS IN OTHER COUNTIES AS WELL.

WE HAVE ALL COMPLETED MANY HOURS OF CONTINUING EDUCATION IN ORDER TO MAINTAIN OUR STATE LICENSES AND ARE WILLING TO TAKE ANY ADDITIONAL TRAINING THAT THE SCHOOL BOARD WANTS.

13. OF YOUR FIRM'S VOLUME OF WORK PERFORMED IN FLORIDA, WHAT PERCENT IS TO DESIGN MONROE COUNTY FLORIDA? 100 %

A. PROVIDE LIST OF PROJECTS DONE IN MONROE COUNTY FLORIDA WITHIN THE PAST 3 YEARS.

2013

- 119 KEY HAVEN ROAD – RENOVATIONS, KEY HAVEN
- KEY WEST POLICE DEPARTMENT – WINDOWS AND DOORS REPLACEMENT
- CRANE POINT – ZIP LINE CONCEPT SKETCHES, MARATHON
- THOMSON FISH HOUSE – EXISTING CONDITION DRAWINGS, KEY WEST
- REX WEECH FIELD RESTROOM FACILITY-SCHOOL BOARD, KEY WEST
- END OF THE ROAD – RETAIL STORE RENOVATION, KEY WEST
- MARATHON CITY HALL – NEW BUILDING, MARATHON
- 725 DUVAL STREET - RENOVATIONS, KEY WEST
- 407 FRONT – RESTAURANT/RETAIL RENOVATION, KEY WEST
- SKOWRON RESIDENCE – NEW RESIDENCE, SUMMERLAND KEY
- HOUSING UNITS- 2800 FLAGLER AVENUE, KEY WEST
- 903 EATON STREET – NEW RESIDENCE, KEY WEST

- **BERNSTEIN PARK – PARK RENOVATIONS AND COMMUNITY CENTER, STOCK ISLAND**
- **SUGARLOAF FIRE STATION – STRUCTURAL ANALYSIS**
- **2700 FLAGLER AVENUE – AFFORDABLE HOUSING, KEY WEST**
- **TWO OCEAN INN – NEW HOTEL, KEY WEST**

2014

- **MOSQUITO CONTROL – NEW FACILITY, BIG COPPITT**
- **STRUNK RESIDENCE – NEW RESIDENCE, KEY WEST**
- **SEVEN FISH - NEW RESTAURANT, KEY WEST**
- **THE SAINTS HOTEL – RENOVATIONS, KEY WEST**
- **BUILDING 103 – EXISTING CONDITIONS REPORT, KEY WEST**
- **BIGHT RESTROOM RENOVATIONS, KEY WEST**
- **BO'S FISH WAGON – NEW ROOF, KEY WEST**
- **CRAWL KEY FIRE TRAINING BUILDING – NEW BUILDING, CRAWL KEY**
- **SILVER PALMS – HOTEL RENOVATIONS, KEY WEST**
- **BRADSHAW RESIDENCE ADDITIONS - 1107 WINDSOR LANE, KEY WEST**
- **ENCHANTED ISLAND – NEW RESIDENCE, KEY HAVEN**
- **PARKER RESIDENCE RENOVATIONS - 153 KEY HAVEN ROAD**
- **ROCKLAND KEY PUBLIC WORKS – SITE PLAN ANALYSIS**
- **HIGGS BEACH- FITNESS TRAIL, KEY WEST**
- **5312 THIRD AVENUE – NEW HOUSING, STOCK ISLAND**
- **RESTAURANT – BIG COPPITT KEY**
- **PUBLIC RESTROOM – HISTORIC SEAPORT - RENOVATIONS, KEY WEST**
- **616 EATON STREET – NEW RESIDENCE, KEY WEST**
- **ICE HOUSE EXISTING CONDITIONS REPORT - 631 GREENE STREET, KEY WEST**

2015

- **MURRY NELSON GENERATOR PAD, KEY LARGO**
- **SHERIFF COMPLEX – LIGHTING & PLUMBING ENERGY ANALYSIS, STOCK ISLAND**
- **NISSAN SHOWROOM, KEY WEST**
- **KEY LARGO PARK – HOUSE RENOVATIONS, KEY LARGO**
- **MALLORY SQUARE RESTROOM RENOVATIONS, KEY WEST**
- **423 DUVAL STREET - RENOVATIONS, KEY WEST**
- **THE PELICAN HOTEL – NEW HOTEL, KEY LARGO**
- **63RD MARATHON GOV. ANNEX BUILDING – SPALLING REPAIRS, MARATHON**
- **1018 WHITE STREET – RENOVATIONS AND ADDITION, KEY WEST**
- **808 WHITEHEAD STREET – ADDITION AND RENOVATIONS, KEY WEST**
- **KOSLOSKE RESIDENCE – NEW RESIDENCE, KEY HAVEN**
- **HENDERSON BUILDING – NEW BUILDING, BIG PINE KEY**
- **HARRY HARRIS PARK SHED – NEW SHED, KEY LARGO**
- **OCEAN KEY RESORT – STAIR RENOVATIONS, KEY WEST**
- **ELLIS BUILDING RENOVATIONS - ISLAMORADA**
- **BUILDING 21 – HOTEL CONVERSION STUDY, KEY WEST**

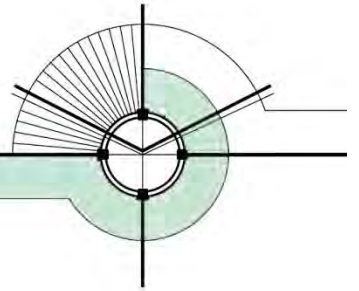
2016

- MLK ROOF – NEW ROOF AND SOLAR HOT WATER SYSTEM, KEY WEST
- HIGHGATE HOTEL RESTAURANT, KEY WEST
- 24 NORTH GENERAL STORE & BAR RENOVATIONS, KEY WEST
- HISTORIC SEAPORT FISH HOUSE RESTROOM IMPROVEMENTS, KEY WEST

14. IS THE APPLICANT A JOINT VENTURE? _____ Yes X No

IF SO, 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. (THE JOINT VENTURE AGREEMENT SHOULD BE NUMBERED WITHIN THE 80-PAGE SUBMITTAL.)

15. LICENSES & INSURANCES



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

LICENSE NUMBER	
AR0013537	

The ARCHITECT
Named below IS LICENSED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2017



HORN, WILLIAM P
915 EATON STREET
KEY WEST FL 33040



ISSUED: 02/01/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1502010001190

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

LICENSE NUMBER	
AA0003040	

The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2017



WILLIAM P HORN ARCHITECT PA
915 EATON ST
KEY WEST FL 33040



ISSUED: 02/01/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1502010001312

**2015 / 2016
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2016**

Business Name: WILLIAM P HORN ARCHITECT

RECEIPT# 46110-61429

Owner Name: WILLIAM P HORN

Mailing Address:

915 EATON ST
KEY WEST, FL 33040

Business Location: 915 EATON ST
KEY WEST, FL 33040

Business Phone: 305-296-8302

Business Type: PROFESSIONAL (PROFESSIONAL ARCHITECT)

0

STATE LICENSE: AR 0013537

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 112-14-00015530 09/04/2015 30.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT

P.O. Box 1129, Key West, FL 33041-1129

EXPIRES SEPTEMBER 30, 2016

Business Name: WILLIAM P HORN ARCHITECT

RECEIPT# 46110-61429

Owner Name: WILLIAM P HORN

Mailing Address:

915 EATON ST
KEY WEST, FL 33040

Business Location: 915 EATON ST
KEY WEST, FL 33040

Business Phone: 305-296-8302

Business Type: PROFESSIONAL (PROFESSIONAL ARCHITECT)

0

STATE LICENSE: AR 0013537

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 112-14-00015530 09/04/2015 30.00

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name HORN, WILLIAM CtlNbr:0003377
Location Addr 915 EATON ST
Lic NBR/Class 16-00006982 SERVICE - PROFESSIONAL
Issue Date: September 08, 2015 Expiration Date: September 30, 2016
License Fee \$325.00
Add. Charges \$0.00
Penalty \$0.00
Total \$325.00
Comments: ARCHITECT

This document must be prominently displayed.

HORN, WILLIAM P

HORN, WILLIAM
915 EATON ST

KEY WEST FL 33040

ACORD™

Client#: 1049512

WILLIP4

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2016

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).

PRODUCER USI Insurance Services, LLC 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607		CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500 E-MAIL ADDRESS: FAX (A/C, No):	
INSURED William P. Horn, Architect, P.A. 915 Eaton Street Key West, FL 33040		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Wesco Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		NAIC # 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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		ARA125557400	08/20/2015	08/20/2016	\$2,000,000 per claim \$2,000,000 annl aggr.

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

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

RE: Annual Contract for Architectural Services

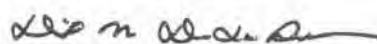
CERTIFICATE HOLDER

CANCELLATION

Monroe County School Board
 PO Box 1788
 Key West, FL 33041-1788

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





CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

04/20/16

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.

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PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller		305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNW-1	FAX (A/C, No):
INSURED William P Horn Architect PA Bill Horn 915 Eaton St. Key West, FL 33040	INSURER(S) AFFORDING COVERAGE INSURER A: First Community Insurance Co. INSURER B: Retail First Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:			NAIC # 13990

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			090004962995811	09/21/15	09/21/16	EACH OCCURRENCE \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Business Owners						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS						\$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			520-40146	01/01/16	01/01/17	WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
architect

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
Norman Fuller



CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

04/20/16

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PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller		305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNWI1	FAX (A/C, No):
INSURED William Horn 151 Key Haven Rd. Key West, FL 33040	INSURER(S) AFFORDING COVERAGE			NAIC #
			INSURER A: Progressive	
			INSURER B:	
			INSURER C:	
			INSURER D:	
			INSURER E:	
			INSURER F:	

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

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
A	AUTOMOBILE LIABILITY		02158316-9	05/29/16	05/29/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N	N / A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

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
Norman Fuller

State of Florida

Board of Professional Engineers

Attests that

Perez Engineering & Development, Inc.



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2017

Audit No: 228201701268

CA Lic. No:

8579

State of Florida

Board of Professional Engineers

Attests that

Allen Emil Perez Jr., P.E.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201711224



51468



State of Florida
Board of Professional Engineers
2639 North Monroe Street, Suite B-112
Tallahassee, FL 32303-5268

Brandon Gregory O'Flynn
PO BOX 5827
KEY WEST, FL 33045

State of Florida

Board of Professional Engineers

Attests that

Brandon Gregory O'Flynn, P.E.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201735048



NOTICE

Pursuant to a change in Rule 61G15-22.006, F.A.C, FBPE no longer requires that continuing education be reported by the provider. Instead licensees will be subject to a random audit no more than every four (4) years. If you are selected for the random audit, you must provide verification of one (1) hour of Florida Laws & Rules, one (1) hour of Professional Ethics, and sixteen (16) hours of Area of Practice, all taken prior to February 28th, 2017. (See change to 471.017, F.S.) Any CE hours taken after February 28th, 2017 will result in a \$100 delinquent fee and your license being placed in a delinquent status until the additional fee is paid.

State of Florida

Board of Professional Engineers

Attests that

Brandon Gregory O'Flynn, P.E.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017

Audit No: 228201735048 I



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

P.E. Lic. No:

80520

State of Florida

Department of State

I certify from the records of this office that ATLANTIC ENGINEERING SERVICES OF JACKSONVILLE is a Fictitious Name registered with the Department of State on February 23, 1999.

The Registration Number of this Fictitious Name is G99054900081.

I further certify that said Fictitious Name Registration is active.

I further certify that said Fictitious Name Registration filed a renewal on December 18, 2014, and expires on December 31, 2019.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the
Nineteenth day of December, 2014*

Ken DeFries
Secretary of State



Authentication ID: 900267586999-121914-G99054900081

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

<https://efile.sunbiz.org/certauthver.html>

State of Florida

Department of State

I certify from the records of this office that H.W. KEISTER ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on January 9, 1973.

The document number of this corporation is 416284.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on February 8, 2016, 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 Eighth day of February, 2016*



Ken Reifner
Secretary of State

Tracking Number: CC1966819363

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

Board of Professional Engineers

Attests that

H.W. Keister Associates, Inc.

d/b/a: ATLANTIC ENGINEERING SERVICES OF JACKSONVILLE



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2017

CA Lic. No:

Audit No: 228201702720 D

791

State of Florida

Board of Professional Engineers

Attests that

Mark Jeffrey Keister, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017

P.E. / SI Lic. No:

Audit No: 228201714409 SI

37435 714

SPECIAL INSPECTOR

State of Florida

Board of Professional Engineers

Attests that

Innovative Engineering Group Inc



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2017

Audit No: 228201700095

CA Lic. No:

6717

State of Florida

Board of Professional Engineers

Attests that

Sudhir Kumar Gupta , P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017

Audit No: 228201700282

P.E. Lic. No:

29189

State of Florida

Department of State

I certify from the records of this office that LANDWISE DESIGN, INC is a corporation organized under the laws of the State of Florida, filed on August 2, 2004, effective July 30, 2004.

The document number of this corporation is P04000112416.

I further certify that said corporation has paid all fees due this office through December 31, 2015, that its most recent annual report/uniform business report was filed on April 22, 2015, 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 Twenty-second day of April,
2015*



Ken Diefen
Secretary of State

Tracking Number: CC1494985641

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 BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF LANDSCAPE ARCHITECTURE
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

(850) 487-1395

**ROBERTS, LADD B
4073 SAN JUAN AVENUE
JACKSONVILLE FL 32210**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

LA6666692

ISSUED: 09/17/2015

**REGISTERED LANDSCAPE ARCHITECT
ROBERTS, LADD B
QUALIFIED PROFESSIONAL MANGROVE
TRIMMER**

**HAS REGISTERED under the provisions of Ch.481 FS.
Expiration date - NOV 30, 2017 L1509170001490**

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE**

LICENSE NUMBER

LA6666692

**The LANDSCAPE ARCHITECT
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2017**

QUALIFIED PROFESSIONAL MANGROVE TRIMMER

**ROBERTS, LADD B
4073 SAN JUAN AVENUE
JACKSONVILLE FL 32210**



ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2016

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PRODUCER USI Insurance Services, LLC 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607	CONTACT NAME:		
	PHONE (A/C, No, Ext): 813 321-7500	FAX (A/C, No):	
INSURED William P. Horn, Architect, P.A. 915 Eaton Street Key West, FL 33040	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Wesco Insurance Company		25011
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			ARA125557400	08/20/2015	08/20/2016	\$2,000,000 per claim \$2,000,000 annl aggr.

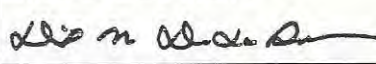
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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

RE: Annual Contract for Architectural Services

CERTIFICATE HOLDER

CANCELLATION

Monroe County School Board PO Box 1788 Key West, FL 33041-1788	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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CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

04/20/16

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).

PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller		305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNWI1	FAX (A/C, No):
INSURED William Horn 151 Key Haven Rd. Key West, FL 33040		INSURER(S) AFFORDING COVERAGE INSURER A: Progressive INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		02158316-9	05/29/16	05/29/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

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
Norman Fuller

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CERTIFICATE OF LIABILITY INSURANCE

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DATE (MM/DD/YYYY)

04/20/16

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PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller		305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNW-1	FAX (A/C, No):
INSURED William P Horn Architect PA Bill Horn 915 Eaton St. Key West, FL 33040		INSURER(S) AFFORDING COVERAGE INSURER A: First Community Insurance Co. INSURER B: Retail First Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 13990

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			090004962995811	09/21/15	09/21/16	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Business Owners						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
							\$
							\$
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A	520-40146	01/01/16	01/01/17	WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
architect

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
Norman Fuller

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CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

04/13/17

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PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller		305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNWI1	FAX (A/C, No):
INSURED William & Alma Horn 151 Key Haven Rd. Key West, FL 33040		INSURER(S) AFFORDING COVERAGE INSURER A: Progressive INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			02158316-5	05/29/16	05/29/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				WC STATUS-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

MONSCHO

Monroe County School Board
241 Trumbo Rd.
Key West, FL 33040

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AUTHORIZED REPRESENTATIVE
Norman Fuller

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CERTIFICATE OF LIABILITY INSURANCE

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INSURED William P Horn Architect PA Bill Horn 915 Eaton St. Key West, FL 33040		INSURER(S) AFFORDING COVERAGE INSURER A: First Community Insurance Co. INSURER B: Retail First Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X	090004962995812	09/21/16	09/21/17	EACH OCCURRENCE	\$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> Business Owners					PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG	\$ 1,000,000
							\$
							\$
							\$
							\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO					BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS					BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS						\$
	NON-OWNED AUTOS						\$
							\$
							\$
							\$
							\$
	UMBRELLA LIAB					EACH OCCURRENCE	\$
	EXCESS LIAB					AGGREGATE	\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
							\$
							\$
							\$
							\$
							\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	520-40146	01/01/17	01/01/18	WC STATUTORY LIMITS	OTH-ER
	E.L. EACH ACCIDENT					\$ 1,000,000	
	E.L. DISEASE - EA EMPLOYEE					\$ 1,000,000	
	E.L. DISEASE - POLICY LIMIT					\$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
architect

CERTIFICATE HOLDER**CANCELLATION**

MONSCHO

Monroe County School Board
241 Trumbo Rd.
Key West, FL 33040

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AUTHORIZED REPRESENTATIVE
Norman Fuller

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ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

4/13/2017

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PRODUCER USI Insurance Services, LLC 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607	CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500 FAX (A/C, No): E-MAIL ADDRESS:																					
INSURED William P. Horn, Architect, P.A. 915 Eaton Street Key West, FL 33040	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td colspan="2">INSURER A : Wesco Insurance Company</td><td>25011</td></tr> <tr> <td colspan="2">INSURER B :</td><td></td></tr> <tr> <td colspan="2">INSURER C :</td><td></td></tr> <tr> <td colspan="2">INSURER D :</td><td></td></tr> <tr> <td colspan="2">INSURER E :</td><td></td></tr> <tr> <td colspan="2">INSURER F :</td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : Wesco Insurance Company		25011	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A : Wesco Insurance Company		25011																				
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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
A	Professional Liability			ARA125557401	08/20/2016	08/20/2017	\$2,000,000 per claim \$2,000,000 annl aggr.

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

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

RE: Annual Contract for Architectural Services

CERTIFICATE HOLDER**CANCELLATION**

Monroe County School Board
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



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ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2018

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PRODUCER USI Insurance Services, LLC 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607	CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500 FAX (A/C, No): E-MAIL ADDRESS: <table border="1"> <tr> <th data-bbox="803 446 1404 478">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1404 446 1546 478">NAIC #</th> </tr> <tr> <td data-bbox="803 478 1404 510">INSURER A : Wesco Insurance Company</td> <td data-bbox="1404 478 1546 510">25011</td> </tr> <tr> <td data-bbox="803 510 1404 542">INSURER B :</td> <td data-bbox="1404 510 1546 542"></td> </tr> <tr> <td data-bbox="803 542 1404 574">INSURER C :</td> <td data-bbox="1404 542 1546 574"></td> </tr> <tr> <td data-bbox="803 574 1404 606">INSURER D :</td> <td data-bbox="1404 574 1546 606"></td> </tr> <tr> <td data-bbox="803 606 1404 638">INSURER E :</td> <td data-bbox="1404 606 1546 638"></td> </tr> <tr> <td data-bbox="803 638 1404 661">INSURER F :</td> <td data-bbox="1404 638 1546 661"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Wesco Insurance Company	25011	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER A : Wesco Insurance Company	25011														
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INSURER E :															
INSURER F :															
INSURED William P. Horn, Architect, P.A. 915 Eaton Street Key West, FL 33040															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<table border="1"> <tr> <th>PER STATUTE</th> <th>OTH-ER</th> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
PER STATUTE	OTH-ER														
E.L. EACH ACCIDENT	\$														
E.L. DISEASE - EA EMPLOYEE	\$														
E.L. DISEASE - POLICY LIMIT	\$														
A	Professional Liability			ARA1255574-02	08/20/2017	08/20/2018	\$2,000,000 per Claim \$2,000,000 Annl Aggr.								

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

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

CERTIFICATE HOLDER

CANCELLATION

Monroe County School Board
 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

[Signature]



CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

03/21/18

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).

PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller	305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNW-1	FAX (A/C, No):
INSURED William P Horn Architect PA Bill Horn 915 Eaton St. Key West, FL 33040	INSURER(S) AFFORDING COVERAGE INSURER A : Retail First Insurance Company INSURER B : First Community Insurance Co. INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # 13990

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 SUBR INSR YWR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY	X	090004962995813	09/21/17	09/21/18	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Business Owners					PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY					CSL \$ 2,000,000
	<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR					\$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
	DEDUCTIBLE					AGGREGATE \$
	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N N/A	520-40146	01/01/18	01/01/19	WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$ 1,000,000					
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000					
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					
	If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
architect

CERTIFICATE HOLDER**CANCELLATION**

MONSCHO Monroe County School Board 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 Norman Fuller
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CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

03/21/18

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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).

PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller	305-294-6677 305-292-4641	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HORNWI1	FAX (A/C, No):
INSURED William Horn 151 Key Haven Rd. Key West, FL 33040	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Progressive	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		02158316-6	05/29/17	05/29/18	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION****MONSCHO**Monroe County School Board
241 Trumbo Rd.
Key West, FL 33040

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AUTHORIZED REPRESENTATIVE
Norman Fuller

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