



ADA Transition Plan

City of Key West

July 2, 2014

Submitted to:

Sue Snider
City of Key West
3126 Flagler Avenue
Key West, FL 33040

Submitted by:



ENGINEERING PEACE OF MIND

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June 25, 2014

Sue Snider
Purchasing Agent
City of Key West
3126 Flagler Avenue
Key West, FL 33040

RE: PROPOSAL FOR ADA TRANSITION PLAN

Dear Ms. Snider:

EMG is pleased to provide the enclosed proposal in response to the City of Key West’s RFP to provide *ADA Transition Plan Services*.

Established in 1986, Clampett Industries LLC d/b/a EMG (EMG) is a **Limited Liability Company** employing more than **325 team members** with extensive experience providing accessibility services to State and Municipal Government clients similar to the City of Key West. We are **headquartered in Baltimore, Maryland, with remote locations nationwide including Florida**.

EMG is highly qualified for this work due to the following factors:

- **EMG is familiar with and able to comply with applicable Federal and Florida General Laws pertaining to ADA Assessment Services; and all other applicable Florida regulations.**
- Our ADA team has performed similar **Accessibility Evaluation services** throughout the nation, including:
 - Arlington County Parks/Recreation, VA
 - Arlington County, VA
 - Montgomery County, MD
 - City of Americus, GA
 - Maryland National Capital Parks and Planning Commission, MD
 - Cook County, IL
 - Cuyahoga County, OH
 - City of Erie, PA
 - City of Casa Grande, AZ
 - Toledo Metro Parks, OH
 - Orange County Harbors, Beaches, and Parks, CA
- **3rd Party Certifier** - EMG’s ADA plans have been used to certify accessibility code conformance under Voluntary Compliance Agreements (VCAs) issued by the U.S. Department of Justice (DOJ) and, when necessary, provide rebuttals and alternative solutions.
- EMG is proposing **ADA AssetCALC™** as the Application Reporting System to collect, organize, and create reports from the Accessibility Audits. This platform can serve as a **live Transition Plan**.

EMG has read and will comply will all terms and conditions of this RFP and all addenda issued by the City.

Continued on the next page...

The logo for EMG, consisting of the letters "EMG" in white, serif font, centered within a dark green square.

EMG is committed to, and consistently demonstrates the highest quality services, continual improvement, and client satisfaction. We appreciate the opportunity to propose on this project and look forward to working with the City. I may be reached directly at 800-733-0660, ext. 6683 or via email at jfox@emgcorp.com to further discuss our qualifications.

Sincerely,

A handwritten signature in blue ink, appearing to read "J Fox", with a stylized, cursive script.

Jeffrey Fox – *Vice President*

B. Qualifications of the Firm

Founded in 1986, EMG is a professional service Architectural, Engineering, Energy, and Environmental consulting firm. Our staff of more than 325 registered architects, professional engineers, certified energy managers, certified energy auditors, multi-family building analysts, and environmental professionals provide comprehensive environmental, architectural, and engineering due diligence services. EMG is headquartered in Hunt Valley, Maryland and has a national presence with team members located in 40 states.

EMG's services include accessibility assessments, energy audits, facility condition assessments, physical needs assessments, construction monitoring, and green physical condition assessments. EMG services also include comprehensive mold, asbestos and lead paint surveys, and remediation. We perform thousands of assessments annually for local, state and federal government entities, park districts, housing authorities, higher education, and K-12 facilities, as well as for the commercial banking industry.

EMG has conducted accessibility inspections on millions of square feet of buildings and thousands of acres of park land and has developed a proven and efficient methodology for the performance of identifying non-compliant accessibility issues and providing consultative services to assist in rendering an opinion of the remedial action needed to bring the items into full compliance. EMG is focused on the performance of accessibility compliance services, and we have developed our staff to include only experienced credentialed building code specialists, architects, and engineers of every discipline.

EMG's internal Information Technology group supports the development of field data collection programs and client database applications. We deliver web-based software solutions to our clients using EMG's software platform, ADA AssetCALC™, which we are proposing to the City of Key West. ADA AssetCALC™ is a non-proprietary SQL based platform that will allow the City of Key West Springs to rank and prioritize capital budgets across their portfolio, and create reports from assessment collected in the field.

EMG is financially sound, having operated for 27 years, with average revenues of \$25.3 MM over the past five years. With the depth and resources to complete this project, EMG is committed to providing quality services, and consistently demonstrates our corporate commitment to quality, continual improvement, and client satisfaction.

EMG is fully staffed to manage any size project load, including simultaneous multiple site monitoring and development projects. Our field staff can provide a commitment of time suitable to the needs of the proposed City of Key West ADA program with the support of the management team in Florida and the expertise of our nationwide staff.

C. Proposed Staffing and Project Organization

Proposed Project Staff

KEY PERSONNEL	PROJECT ROLE	YRS EXP	ADA EXP	FLORIDA EXPERIENCE	PARKS/REC EXP
Jeffrey Fox	Project Executive	26	●	●	●
Edward Beeghly	Program Manager	19	●	●	●
Bill Champion, PE, CEM	QA/QC Manager	19	●	●	●
Tracy Trisko, RLA, ASLA	Assessment Team	40	●	●	●
R. Lawrence Hamrick	Assessment Team	43	●	●	●
Jill Orlov, RA	Assessment Team	23	●	●	●
Gregory Jones, RA	Assessment Team	33	●	●	●
Robert Weiss, RA, LEED AP, AIA	Assessment Team	40	●	●	●
Matthew Cocking	Assessment Team	4	●	●	●

Jeffrey Fox – Project Executive

Mr. Fox will oversee all contractual aspects of the project and will be available to meet with the City of Key West for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with the EMG’s Program Manager and Assessment Team to assure that the City’s needs are being met, and that the project is adequately staffed, running smoothly, and on schedule. Mr. Fox will serve as the lead person who can respond to the City’s questions.

Edward Beeghly – Program Manager

During the entire contract, the City of Key West will have a main point of contact in **Program Manager, Edward Beeghly**. Mr. Beeghly will manage the project kick-off, on-site assessments, and reporting process. Mr. Beeghly has more than 19 years of industry experience. He has managed project teams conducting ADA Assessment, Transition Plan, Plan Review, and Training Services for various Government clients. Along with Mr. Beeghly, the City will have access to Project Executive, Jeffrey Fox; Quality Assurance Manager, Bill Champion, PE, CEM; and the entire Assessment Team throughout the duration of the project.

Bill Champion, PE, CEM – Quality Assurance Manager

Mr. Champion will provide oversight to the project, assuring technical, process, and content quality. He will manage all technical personnel, which will allow for quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project.

ADA Assessment Team

The Team will observe, measure, record, and describe deficiencies observed through the Self-Assessment process, interview staff, and formulate recommendations to remedy deficiencies. They will coordinate logistics and document collection, develop the assessment report, and participate in the program review process and public survey.

Resumes for the proposed EMG Project Team can be found in the following pages of this proposal.

Jeffrey Fox

Project Executive

Education

Bachelor of Science, Mechanical Engineering, University of Maryland at Baltimore County, 1992.

Project Experience

City of Erie; Erie, PA

Mr. Fox oversaw this ADA assessment and transition plan project. EMG completed an ADA review and assessment of existing parks and building conditions, site improvements, and mechanical systems. EMG's final report assisted the City of Erie in developing a facility priority plan.

Arlington County Department of Parks & Recreation; Arlington, VA

As Project Manager, Mr. Fox assisted in the evaluation and assessment of life cycle cost and management needs of recreation facilities within the Arlington County Department of Parks & Recreation. EMG also completed an ADA/504 assessment to ensure compliance with DOJ standards and County accessibility goals. Our team of code specialists reviewed all County buildings and noted all deficiencies, solutions to the deficiencies, and the respective costs to rectify the deficiencies. Our assessment included the ADA review, field measurements, and cost estimates for deficiencies.

Montgomery Parks, M-NCPPC; Montgomery County, MD

Mr. Fox is the Project Executive for this ADA Assessment on more than 400 parks. The project scope for Montgomery Parks includes ADA Assessments, Programmatic Assessments, Transition Plans, Inventory Collection, and a customized Database which links to an existing CMMS work order system and a public access GIS mapping of parks. Now in its second year, this project has run ahead of schedule and on budget.

Montgomery County Department of Public Works; Gaithersburg, MD

As Project Manager, Mr. Fox and the EMG team performed ADA assessments of facilities throughout Montgomery County. This assessment included evaluating the facilities and identifying cost effective solutions for all deficiencies. The assessment covered more than 3.5 million SF of facilities in Montgomery County, including schools, libraries, courthouses, and community centers.

San Bernardino County; San Bernardino, CA

Mr. Fox was the Project Executive for this multi-year Facility Condition Assessment project for San Bernardino County, California. The first year of the project included the assessment of 176 buildings and 1.9 million SF of County-owned and/or operated buildings, while Years 2-3 included an additional 4 million SF. EMG also completed an ADA review and an assessment of existing building conditions, site improvements, and mechanical systems. EMG's final report assisted the County in developing a maintenance priority plan for its facilities.

Bill Champion, PE, CEM

Quality Assurance Manager

Education

Master of Business Administration, University of Rochester, 2001.

Master of Science, Mechanical Engineering, State University of New York at Buffalo, 1998.

Bachelor of Science, Mechanical Engineering, State University of New York at Buffalo, 1994.

Licenses/Certifications

Professional Engineer, New York, #087867, Maryland, #40120, Washington DC, #PE906172

Project Management Professional, Project Management Institute, #50241

Certified Energy Manager, # 16649

Project Experience

Orange County Harbors and Parks; Santa Ana, CA

Facility Condition Assessment and ADA Assessment. Mr. Champion oversaw the quality assurance of the assessments of the County's park system. EMG provided an ADA assessment, capital facilities depreciation, reinvestment, renewal, and adaptation study for facilities at 23 locations throughout Orange County. Mr. Champion oversaw the technical components of the assessment, including the use of AssetCALC™, EMG's capital management software platform, to capture the results of the study.

Arlington County; Arlington, VA

ADA Review, Capital Planning, & Facility Assessment; 3 Million SF. Mr. Champion supervised teams of code specialists, architects, and engineers in conducting the services for County buildings. The ADA review included noting all accessibility deficiencies along with descriptions, cost estimations, and photographs of each deficiency.

Atlanta Housing Authority; Atlanta, GA

ADA Assessments; 790 units. Mr. Champion was responsible for the quality assurance for this open-ended contract. EMG was retained for this project to identify all UFAS non-compliant accessible features deficiencies and viable solutions. The assessment included housing units, and all general site and common areas. Mr. Champion managed the Team and technical review of deliverables.

City of Charlottesville Schools; Charlottesville, VA

FCA and ADA Survey; 10 school buildings. Mr. Champion was responsible for the quality assurance on this project and provided general oversight of this project. EMG's ADA measurements, photos, and deficiency descriptions gave the client the information needed to bring their schools into compliance with ADA requirements.

Edward Beeghly

Program Manager

Education/Certifications

Master of Engineering, Project Management, University of Maryland at College Park, 2010.

Bachelor of Science, Civil Engineering, Ohio Northern University, 1995.

Project Experience

Housing Authority of the City of Atlanta; Atlanta, GA

Mr. Beeghly is serving as the Program Manager for this ongoing ADA and Section 504 Assessment with the Housing Authority of the City of Atlanta (AHA), expected to conclude in October 2009. Mr. Beeghly is managing the EMG team, as well as providing technical oversight and facilitating communication between EMG and the AHA. EMG is providing the AHA with design solutions to bring each facility in compliance with UFAS and HUD Section 504 standards, along with cost estimates for the upgrades.

Arlington County Department of Parks and Recreation; Arlington, VA

Facility Condition Assessment/Accessibility Assessment; 68 buildings, 3 million SF (Park/Rec, offices, libraries, courthouses, fire stations, detention, DOT, maintenance). Mr. Beeghly led the team during this assessment of all buildings including the recreation facilities. Physical components of the buildings were all assessed and replacement costs of deficiencies and future capital needs were determined to assist in managing maintenance and capital planning. An ADA/504 assessment and benchmarking were completed to ensure compliance with DOJ standards and County accessibility goals. The assessment included ADA review, field measurements, and cost estimates for deficiencies.

Montgomery County Department of Public Works; Gaithersburg, MD

As Program Manager, Mr. Beeghly supervised EMG's ADA compliance assessment associated with Montgomery County's VCA with the Department of Justice. This assessment included evaluating the facilities and identifying cost effective solutions for all deficiencies. The assessment covered more than 3.5 million SF of facilities in Montgomery County, including schools, libraries, courthouses, and community centers.

Cuyahoga Metropolitan Housing Authority; Cleveland, OH

EMG was retained by the Cuyahoga Metropolitan Housing Authority to certify correction measures made to address all UFAS, FHA, and ADAAG non-compliant accessible features and deficiencies. EMG was hired to conduct accessibility reviews for more than 9,000 apartment units. As the Program Manager for this ongoing ADA and Section 504 Assessment, Mr. Beeghly is managing the EMG team in observing and certifying non-compliant features.

City of Erie; Erie, PA

Mr. Beeghly managed this ADA assessment and transition plan project where our team completed an ADA review and assessment of existing parks and building conditions, site improvements, and mechanical systems. EMG's final report assisted the City of Erie in developing a facility priority plan.

Tracy Trisko, RLA, ASLA

Assessment Team

Education

Master of Business Administration, Southern Illinois University, 1986.

Bachelor of Arts, Environmental Design/Landscape Architecture, University of California, Berkeley, 1973.

Licenses/Certifications

Registered Landscape Architect, Maryland (#595).

ADA Project Experience

Arlington County Department of Parks, Recreation and Cultural Resources; Arlington, VA

Physical Needs Assessments and ADA Assessments; 192 parks. Ms. Trisko completed assessments within the County park system. She reviewed the condition of all site work, building structures and systems within individual parks, and developed results in Client-approved park-specific reports. Utilizing AssetCALC™, EMG's property assessment and management software, Ms. Trisko established facility data used for capital budgeting and maintenance scheduling decisions. She co-authored a benchmark study comparing Arlington County's park system with other similar County and municipal park systems, nationwide. Her work was critical to EMG's successful completion of several project phases on schedule and within the original contract budget.

Maryland National Capital Park and Planning Commission; Riverdale, MD

Site Evaluations, 20-Year Capital Plans, and ADA Assessments. Ms. Trisko completed assessments and compiled asset management facility data using AssetCALC™ for individual park facilities within the Prince Georges County Park System, a part of the MNCPPC.

City of Erie; Erie, PA

ADA Assessment and Transition Plan. Ms. Trisko completed the assessment and transition plan project including an ADA review and assessment of existing parks and building conditions, site improvements, and mechanical systems. EMG's final report assisted the Client in developing a facility priority plan. Ms. Trisko compiled public surveys and assisted in drafting the narrative of the Transition Plan.

Montgomery County; Gaithersburg, MD

ADA Compliance Assessment; 3.5 Million SF (theaters, schools, libraries, courthouses). Ms. Trisko evaluated the facilities and conducted interviews with the Property Manager and Maintenance Staff. Her findings included information on existing building conditions, site improvements, mechanical and electrical systems, and code and accessibility information.

R. Lawrence Hamrick

Assessment Team

Education

Bachelor of Business Administration, Georgia College, 1975.

Project Experience

Montgomery County; Gaithersburg, MD

ADA Compliance Assessment; 3.5 Million SF (theaters, libraries, courthouses). During his evaluation of the facilities, Mr. Hamrick conducted interviews with the Property Manager and Maintenance Staff. His findings included information on existing building conditions, site improvements, mechanical and electrical systems, and code and accessibility information.

Arlington County; Arlington, VA

ADA Review and Facility Condition Assessment; 3 Million SF. Mr. Hamrick's knowledge of structural and mechanical building elements was crucial to the level of detail required for this assessment. His report was clear and concise, yet thorough. He provided the information that was essential to the Client's needs.

Atlanta Housing Authority; Atlanta, GA

ADA and Section 504 Assessments; 13,000 units. Mr. Hamrick conducted on-site and specification reviews of designated UFAS units and all common areas. The assessment would determine if UFAS units have been constructed in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973/UFAS Regulations, and where applicable, the ADA Accessibility Guidelines and the Fair Housing Act Accessibility Guidelines.

City of Americus; Americus, GA

Capital Facilities Plan/ADA Assessments/Facility Condition Assessments. EMG assisted in developing a capital facilities plan for major rehabilitation projects. Mr. Hamrick performed the assessments and completed the deliverables.

Department of Community Affairs; Atlanta, GA

Construction Monitoring Assessments. The assessments consisted of three site visits to confirm that the work had started, is on schedule, and was completed by the year-end deadline. Work was reviewed for quality and industry standards requirements. For the past three years, UFAS, ADA and FHA accessibility requirements have been a part of the assessment, with the required observations becoming more stringent.

Jill Orlov, RA

Assessment Team

Education

Master of Science, Architecture, University of Pennsylvania, 1995.

Bachelor of Science, Architecture, University of Virginia, 1991.

License

Registered Architect, Maryland (#13740)

Project Experience

Arlington County; Arlington, VA

Ms. Orlov conducted a Facility Condition Assessment and Accessibility Assessment for this 68-building, 3 million GSF project with Arlington County. The assessment included several government buildings: libraries, Parks & Recreation centers, offices, courthouses, fire stations/academies, detention facilities, Department of Transportation facilities, and maintenance facilities. As Project Manager, she assessed all physical components of the buildings and determined replacement costs of deficiencies and future capital needs.

Government Transit Building; Charlottesville, VA

Ms. Orlov performed a property condition assessment on this 2000 SF public service building located in Charlottesville. This included observations of the facility and systems, interview with property staff and research of municipal records. This project was a part of a large portfolio of projects EMG completed for the client.

Montgomery County Department of Public Works; Gaithersburg, MD

Ms. Orlov performed an ADA audit on over 3.5 million square feet of facilities throughout Montgomery County. *This assessment included evaluating the facilities and identifying cost effective solutions for all deficiencies. The assessment covered more than 3.5 million SF of facilities in Montgomery County, including schools, libraries, courthouses, and community centers.*

Housing Authority of the City of Atlanta; Atlanta, GA

Ms. Orlov is a Project Manager for this ongoing ADA and Section 504 Assessment with the Housing Authority of the City of Atlanta (AHA), expected to conclude in October 2009. She worked with a team of code specialists to identify all UFAS non-compliant accessible features deficiencies and viable solutions at more than 40 facilities including multi-family housing, community centers, and office towers. The EMG team is identifying each deficiency, providing solutions, and monitoring the deficiencies as they are being corrected.

Ann Arbor Housing Commission; Ann Arbor, MI

The Ann Arbor Housing Commission and the City of Ann Arbor selected EMG to conduct an Energy Audit and Physical Needs Assessment for 361 housing units at 17 locations. The EMG team conducted site inspections and identified estimated repair/rehab needs for the PNA, and the team performed an Energy Audit of all energy and water-using equipment. As Technical Report Reviewer, Ms. Orlov provided a final review of EMG's conclusions and recommendations for the Housing Commission.

Greg Jones, RA

Assessment Team

Education

Bachelor of Architecture, Virginia Polytechnic Institute and State University, 1981.

License

Registered Architect, State of Florida (#AR0012185)

Project Experience

Hillsborough County Department of Procurement Services; Tampa, FL

As a Project Manager for this project, Mr. Jones was responsible for collecting Energy Audit data for Hillsborough County. The energy audits were conducted on several types of buildings for Hillsborough, including a waste water treatment plant, correctional facility, resource recovery building, animal services building, office space, and storage warehouses.

Town of Plymouth; Plymouth, MA

The Town of Plymouth contracted EMG to conduct a facility condition assessment of 15 buildings, comprising of 1.2 Million square feet. The engineering review and lifecycle analysis assisted the Town District in the development of an infrastructure management plan. Mr. Jones was part of the field assessment team who conducted the condition assessments.

Massachusetts Department of Energy; Boston, MA

Mr. Jones was the Project Manager for an Energy Audit project performed for the Massachusetts Department of Energy Resources (DOER). This project included the Energy Audit of more than 60 Boston facilities, including schools, fire stations, town halls, and libraries. EMG provided the DOER with detailed descriptions of the recommended Energy Conservation Measures and identified more than \$1.4 Million in ECMs addressable within a 10-year payback.

Bureau of Indian Affairs; Nationwide

Mr. Jones is part of the field assessment team for this project, which includes creation of a detailed tablet PC-based field data collection platform. The goals of the program is to field verify existing conditions of more than 27 million square feet of BIA-owned real estate asset in 16 states. This detailed analysis allows BIA staff to make short/long-term decisions regarding building disposition, rehabilitation, and new construction needs.

Robert Weiss, RA, AIA, LEED AP

Assessment Team

Education

Master of Science, Urban & Regional Planning, Florida State University, 1981

Bachelor of Architecture, University of Florida, 1974.

Licenses / Certifications

Registered Architect, Florida (#9648)

Registered Architect, New Jersey (# 10426)

NCARB Registered

Certified LEED AP

Project Experience

Mecklenburg County; Charlotte, NC

EMG was selected by Mecklenburg County to perform Facility Condition Assessments for buildings in the County's portfolio. EMG assessed courthouses, community centers, medical clinics, and offices. As Project Manager, Mr. Weiss observed and described building systems and components, identified physical deficiencies, and formulated recommendations to remedy the deficiencies.

Housing Authority of the City of Pittsburgh; Pittsburgh, PA

Mr. Weiss was a Project Manager for this Physical Needs Assessment for the Housing Authority of the City of Pittsburgh (HACP). The HACP owns and manages 6,114 housing units within 20 communities and scattered site locations. Mr. Weiss provided the HACP with information on the condition of the properties, the immediate repair needs, the expected replacement and maintenance needs over a 20-year time period, and an itemized estimated cost by work item.

Various Public Clients, Federal agencies USDOE, USACOE, USN, USEPA, NRC, NOAA, and the State of Florida

Mr. Weiss served as the Project Director/Project Manager on various assignments for governmental agencies. Projects included large controversial developments (e.g., DOE's low-level nuclear waste repository program), conducting investigations for hazardous for sensitive and large toxic waste sites in the US (e.g., REM III - EPA Superfund Program) and directing other sensitive environmental licensing or investigative programs. Services included EIS's, comprehensive environmental and engineering studies, RI/FS's and managing public hearings/community outreach programs). Mr. Weiss has served as an expert witness before Congressional Hearings, Public Service Commission hearings, various public hearings

Matthew Cocking

Assessment Team

Education

Bachelor of Science, Mechanical Engineering, Florida A&M University, 2010.

Project Experience

Washington County Redevelopment and Housing Authority; Woodbury, MN

Physical Needs Assessment and Energy Audit; 56 multi-family buildings. Mr. Cocking served on the team that completed the assessments and energy audits and completed report deliverables.

Vineland Housing Authority; Vineland, NJ

Green Physical Needs Assessment and Energy Audit. Mr. Cocking completed the assessments and audits of 601 housing units and provided deliverables to the client within the scheduled time and within budget.

Maryland National Capital Park and Planning Commission; Upper Marlboro, MD

ADA Transition Plan. Mr. Cocking completed the ADA assessments and transition plan for the client on time and within budget.

Arlington County; Arlington, VA

Mr. Cocking conducted a Facility Condition Assessment and Accessibility Assessment for this 68-building, 3 million GSF project with Arlington County. As Project Manager, he assessed all physical components of the buildings and determined replacement costs of deficiencies and future capital needs.

City of Keene; Keene, NH

Mr. Cocking was part of the assessment team who conducted assessments of all physical components of the City's buildings and determined replacement costs of deficiencies and future capital needs.

State of Vermont; VT

EMG was hired by the state of Vermont to conduct Facility Condition Assessments on the State's 285 buildings encompassing 3.5 million square feet. Mr. Cocking served as one of the Project Managers who assessed all physical components of the buildings and determined replacement costs of deficiencies and future capital needs. All reports were delivered on time and within budget.

D. Work Approach

Project Approach

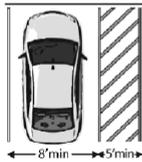
EMG will conduct a Kick-Off Meeting with City of Key West Staff to evaluate the general accessibility of the facility and review available construction documents. This will enable our Project Team to become knowledgeable of each facility's overall and specific accessibility issues.

EMG will conduct a walk-through survey of each facility to observe and identify physical accessibility deficiencies, and formulate recommendations to remedy physical barriers. We will meet with a representative with specific knowledge of the facility to gain an understanding of overall features, programs, public use patterns, and relevant historical data (construction, additions, renovations). Exterior features of the property are subject to observation (parking lots, sidewalks, trails, access ramps, interior areas accessible to the public). EMG will provide an **ADA assessment** based on the walk-through survey, interviews with City of Key West representatives and maintenance contractors, and prior experience assessing similar properties. We will measure all applicable features using a digital level, measuring tape, and/or pressure gage. The 2010 ADAAG Checklist for Buildings and Facilities will be used to compare Title II provisions of the Americans with Disabilities Act (ADA) against existing property improvements. We will identify and prioritize existing improvements not in accordance with the 2010 ADA requirements in the order of preference as set by the DOJ: physical access to the property; access to areas of commerce or public accommodation; access to public restrooms; and removal of remaining barriers.

Please see below following page, for a sample checklist:

ADA Checklist for Readily Achievable Barrier Removal

Priority 1 – Approach & Entrance

Priority 1 – Approach & Entrance		Comments	Possible Solutions												
1.1	Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? If yes, location of route:	<input type="checkbox"/> Yes <input type="checkbox"/> No Photo #:	<ul style="list-style-type: none"> Add a ramp Regrade to 1:20 maximum slope Add a lift if site constraints prevent other solutions 												
Parking (2010 Standards – 208 & 502) Note: Accessible parking spaces should be identified by size, access aisle and signage.															
1.2	If parking is provided for the public, are an adequate number of accessible spaces provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No Total #: _____ Accessible #: _____ Photo #: _____	<table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td>100+ see 2010 Standards 208.2</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Reconfigure by repainting lines 	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2	
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
1.3	Of the accessible spaces, is at least one a van accessible space?*	<input type="checkbox"/> Yes <input type="checkbox"/> No Photo #:	*For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space. * If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines												
1.4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 	• Reconfigure by repainting lines Two spaces can share an access aisle (check state requirements; some states, such as Connecticut, require an access aisle for												

Priority 1 – Approach & Entrance

EMG will assess exterior areas and interior common areas that are defined as areas of public accommodation as well as employee areas. EMG will identify existing conditions that are not in accordance with ADA requirements, including the elements specified below (if applicable):

- Space allowance/ranges
- Accessible routes, vestibules, corridors
- Protruding object
- Ground/floor surfaces
- Parking and passenger loading zones
- Curb ramps
- Ramps (size, distance, slope, rails, finish)
- Stairs
- Elevators (visual, audible)
- Platform lifts (wheelchair lifts)
- Windows
- Doors (width, size, operation)
- Hardware
- Interior finishes, floors, base, and walls
- Work surfaces
- Entrances and exits
- Drinking fountains and water coolers
- Water closets
- Toilet stalls
- Urinals
- Lavatories and mirrors
- Bathtubs
- Shower stalls
- Toilet rooms
- Bathrooms, bathing facilities, shower rooms
- Dressing/fitting rooms
- Sinks
- Storage
- Handrails, grab bars, and tub/shower seats
- Controls and operating mechanisms
- Alarms (visual, audible)
- Detectable warnings
- Signage (Braille, visual)
- Telephones
- Switches and outlets
- Fixed or built-in seating and tables
- Assembly areas (recreational, libraries, auditoriums, dining)
- Parking adequacy
- Sidewalks and paths
- Playgrounds, play areas
- Pools/aquatic facilities
- Recreational assets

EMG will provide an estimate for all items of work necessary to bring each site into compliance. All estimates are to be based upon current year costs without escalation. Sample assessments can be found on the following page:

	Bayview Park
ID	AX2608
Assembly	Portable Restroom
Type	Portable Restroom-Unisex
ADAAG Ref #	213.2; 402.2
Detail	An ADA portable restroom is not provided.
Area	General Site
Location Detail	Along Cherry Street parking lot
Observed	5/26/2011 by BAHamrick
Resolution	<p>Provide a Unisex ADA restroom complying with 603. Toilet rooms shall be located on an accessible route. Where multiple single user portable toilets are clustered at a single location, no more than 5% of the toilet units shall be required to comply with 603. Portable toilets units shall be identified by the International Symbol of Accessibility complying with 703.7.2.1. Inform the contract service provided to replace one of the existing standard restrooms with an accessible unisex portable restroom. No change in rental cost is presumed.</p>
Site Conditions	Portable restrooms are provided; however none are accessible.
Quantity	1 EA
Unit Cost	\$0.00
Total Cost	\$0
Priority	3
	
<hr/>	

	Baldwin Park
ID	AX2468
Assembly	Playground
Type	Accessible Route-Path of Travel
ADAAG Ref #	206.2.17.1;1008.2.4.1
Detail	At least one accessible route 60" wide within the play area has not been provided.
Area	Playground
Location Detail	Playground
Observed	6/14/2011 by ttrisko
Resolution	Provide an accessible 60" wide route within the play area. The accessible route shall connect ground and 50% of elevated level play components required to be on an accessible route, including entrance and exit points of the play components. One section of the elevated route has a passageway of 14 1/2" width, and therefore cannot be included in the accessible elevated route. The elevated route shall be at a grade that allows the transfer steps to be 8" maximum, and the transfer platform to be minimum 11" and 18" maximum from the ground surface.
Site Conditions	The play structure and swing set are located on a fibar surface which is uneven. The level of the ground surface has not been maintained. One section of the elevated route has a passageway of 14 1/2" width.
Quantity	800 SF
Unit Cost	\$25.00
Total Cost	\$20,000
Priority	4
	

Cost Estimating

EMG uses the RS Means model for the basis of cost estimating. EMG **maintains and updates** our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that, in most cases, is more current than published RS Means' models. In addition to these cost database updates, EMG will use existing estimates and recent capital project costs to confirm cost data for the City of Key West.

Deliverables

Narrative Report

EMG will provide a narrative ADA analysis of each deficiency observed and recorded, and will define the location, photograph, recorded measurements, deficiency description, applicable ADAAG reference, viable corrective action, priority, and planning level cost of repair. Deficiencies will be identified and presented by facility. Each report will include an executive summary, including a planning level summary cost table identifying the estimated cost to correct each facility. Cost tables similar to the ones detailed in Figure 1, below, will be provided for each facility. A color digital photo log that corresponds to the cost table will include photos of all deficiencies identified.

Figure 1:

NO.	Priority	Deficiency	Description	Location / GPS Coordinate	Solution	ADAAG Reference	Quantity	Unit Cost	Cost
1	1	Curb Ramp	Running slope is 11% which exceeds req. 8.33%	N4055.43 W07403.35	Replace Ramp	4.8.2	1	\$1,200.00	\$1,200.00
2	1	Sidewalk	Gross slope is 4% which exceeds req. 2%.	N4055.43 W07403.35	Replace Sidewalk	4.3.7	50 ft	\$50.00	\$2,500.00

EMG will provide an electronic draft report for review. A final report will be provided after all City of Key West Staff comments have been addressed. The final copy will include all text, tables, digital photos, field notes, and supporting documentation.

ADA AssetCALC™ Software

ADA AssetCALC™ is a non-proprietary, web-based system that allows users to query information regarding specific items or across the entire asset portfolio. This streamlines the Capital Planning and Transition Planning process by compiling funding requirements for deficiencies and creating budget models based on project priority, life cycle maintenance, and repair requirements. Seat Licenses and on-going hosting agreements are not required with AssetCALC™.

EMG will utilize ADA **AssetCALC™** to track physical accessibility needs associated with the Capital Plan/Transition Plan. ADA AssetCALC™ contains capital project priorities and can be coordinated with priority accessibility projects. ADA AssetCALC™ will provide the City of Key West with a consolidated database of capital projects. Capabilities of ADA AssetCALC™ include, but are not limited to:

- Microsoft.net web-enabled software
- Customizable fields, groupings, and reporting
- Progress reports and tracking of the corrective measure progress

- Capital budget planning
- Cost database
- Corrective action work completed/progress complete

Prior to populating the database, EMG will work with the City of Key West to establish required attributes and data points associated with each asset. This will include a discussion of relative priority of the asset. The first step in populating the database is to create an asset inventory. This will include all City of Key West assets and will be grouped in a hierarchy based on site location, asset group, and function.

AssetCALC™ features include:

- Location Hierarchy (up to four levels)
- Deficiency Classifications
- Deficiency Priority Codes
- Reporting: Standard reports have deficiencies grouped by priority, location, replacement year, and deficiency classification. A cost summary is also included.
- Searching: Individual deficiencies can be searched by location, deficiency classification, and priority.
- Deficiency management: Addition of new deficiencies and reprioritization and reclassification of existing deficiencies.
- Proprietary EMG Cost Database (with adjustable inflation assumptions)
- Deficiency Tracking: Work completed process provides the ability to track progress of the Transition Plan over time.

AssetCALC™ includes many features applicable to asset managers and budget officials, including:

- Rank and Prioritization of Capital Improvement Projects
- Reports (by building, priority, system, or dollar deficiency amount)
- Innovative Search Screen: Allows deficiency classifications, reporting, and management.
- Capital Budget Planning
- Priority Codes
- Standardized Cost Database
- Searching Ability (property names, age, cost, deficiency status/priority)

AssetCALC™ Screenshots

Please refer to the sample screen shots below and on the following pages.

AssetCALC™ Log-in Screen

Locations Cost Tables Reports & Graphs My Account Help

AssetCALC.Net Powered by EMG Go to EMG's Sharepoint Site

Username OR Email:
 Password:
 Remember me next time.
[I forgot my password...](#)

Not an AssetCALC.Net user?
 You may want to try [a demo of our product!](#)

Welcome to AssetCALC.Net
 We're psyched you're here!

AssetCALC.Net : The latest version of Asset Management and Budgeting software from EMG.
 For more information, contact our [sales team](#).

Login and security settings can be customized to allow users to update completed projects, or can be limited at the user level to view/run management reports only.

Username OR Email:
 Password:
 Remember me next time.
[I forgot my password...](#)

Not an AssetCALC.Net user?
 You may want to try [a demo of our product!](#)

AssetCALC™ Property List

Areas Cost Tables Reports & Graphs Search My Account Admin Help

AssetCALC.Net Powered by EMG Erie - ADAAG
 Switch client...

Area List [Add new Areas](#)

6700 Adephi Road	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Baldwin Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Barbara Nitkiewicz Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Bayview Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Brabender Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Burton Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
C. Francis Haggerty Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Chautauqua Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Chesnut Street Boat Launch	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
City Hall	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Cranch Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Downing Golf Course Clubhouse	Buildings (4)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Erie Wastewater Treatment Plant	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Firefighters Historical Museum	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos
Frontier Park	Buildings (0)	Accessibility Survey	Observations	Work Screen	Documents	Photos

Summary view, allows user to quickly view property list and access summary reports or detailed observation.

AssetCALC™ Summary Report

- Any/All -
- Any/All -
6700 Adelphi Road
Baldwin Park
Barbara Nitkiewicz Park
Bayview Park
Brabender Park
Burton Park
C. Francis Haggerty Park
Chautauqua Park
Chesnut Street Boat Launch
City Hall
Cranch Park
Downing Golf Course Clubhouse
Erie Wastewater Treatment Plant
Firefighters Historical Museum
Frontier Park
Glenwood Park
Gridley Park
Griswold Park
Hillside & Sunset Blvd. Park
J.C. Martin Golf Course Clubhouse
Kosciusko Park
McCarty Playground
Nate Levey / JayCee Park
Pebble Lake Playground
Perry Square Park-East and West
Roessler Park
Roger Young Park
Victory Park
Wallace Street Playground

- Any/All -

Erie - ADAAG		
Area	Number Of Observations	Total Cost
6700 Adelphi Road	22	\$123,826
Baldwin Park	22	\$35,650
Barbara Nitkiewicz Park	8	\$8,545
Bayview Park	26	\$71,604
Burton Park	27	\$59,070
Chesnut Street Boat Launch	1	\$1,290
City Hall	89	\$182,627
Clubhouse	24	\$23,330
Downing Golf Course Clubhouse	15	\$73,196
Erie Wastewater Treatment Plant	10	\$42,445
Firefighters Historical Museum	8	\$22,808
Frontier Park	43	\$104,546
Glenwood Park	62	\$102,128
Hillside & Sunset Blvd. Park	30	\$61,246
J.C. Martin Golf Course Clubhouse	17	\$53,180
McCarty Playground	10	\$15,804
Nate Levey / JayCee Park	11	\$21,115
Perry Square Park-East and West	23	\$28,745
Roger Young Park	48	\$125,018
Wallace Street Playground	13	\$20,184
	509	\$ 1176358

AssetCALC™ Accessibility Observations

Areas Cost Tables Reports & Graphs Search My Account Admin Help

Signed in as Dweitzel | Search Sign out



Switch Office...

Single building view,
summarizes costs and
line item detail

City Hall > Accessibility Observations

[Add New Observation](#) [Print All \(NEW\)](#) [Print All \(OLD\)](#) [Summary Report](#) Total Cost: \$182,627

	ID	Location	Type	Area	Resolution Text	Total Cost
Edit Delete	2776	Accessible parking at rear entrance	Parking Space-CAR	General Site	The slope of the parking space is more than 2% running/cross slope. more...	\$3,425
Edit Delete	2875	Basement Police Men's Locker Room Bathroom/Shower Room	Locker rooms	Common Area	The locker room is not accessible more...	\$2,425
Edit Delete	2876	Basement Police Men's Locker Room Bathroom/Shower Room	Bathrooms/Bathing Rooms/Shower Rooms-Standard roll-in shower stall	Common Area	An accessible shower is not provided more...	\$5,465
Edit Delete	2877	Basement Police Men's Locker Room Bathroom/Shower Room	Bathrooms/Bathing Rooms/Shower Rooms-Toilet stalls	Common Area	An accessible toilet stall is not provided. more...	\$6,635
Edit Delete	2878	Basement Police Men's Locker Room Bathroom/Shower Room	Bathrooms/Bathing Rooms/Shower Rooms-Urinals	Common Area	An accessible urinal is not provided more...	\$426
Edit Delete	2879	Basement Police Men's Locker Room Bathroom/Shower Room	Bathrooms/Bathing Rooms/Shower Rooms-Lavatories	Common Area	Knee clearance is not provided more...	\$250

Data Input Screen

Overview	Records	Reports	User Manual	Management
Item Detail Information				
Building : Sitework		Year Built: 1	Address: 761 Sydney Marcus Boulevard, NE , Atlanta	
Space : General (Marian Rd.)>>1sf			SF: 1	
Group Elements :	G20 Site Improvements	Reserve:	20	Local Factor: 1
Individual Elements :	G2030 Pedestrian Paving	Comments:	This amount is only listed once in the	
Sub Elements :	G203005 Exterior Steps & Ramps	Priority :	Readily Achievable	
Elements Description :	ADA-Install new curb cut (concrete sidewalk); EUL=21		Add Photo	
Sections:	3.2.1>>General Site	View Photo:	No Photos Uploaded.	
Categories :	Other	Location :	Front of building	
UFAS Ref# :	4.7.5			
Observation # :	9-10			
Item#: 2046	EUL: 50	Age: 50	RUL: 0	Quantity: 1
Replace Percent : 100	Funding Distribution		Cost Per Unit: 1561	ea
Current Replacements : 2007			Subtotal Cost : (QTY * Cost Per Unit): 1561	
Updated Replacements:			Total Cost: 1561	
(Subtotal * Local Factor)				

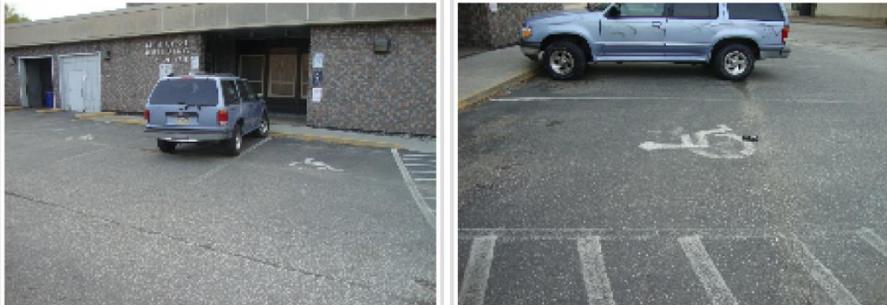
Work Completed/Verified Report

Marian Road - Sitework - General (Marian Rd.)										
Obs#	Observation	Location	UFAS Ref#	Qty	Unit	Unit Cost	Total	Reported Complete	Verified	Verification Comments
3-8	ADA - Parking stalls and access aisles require re-leveling to meet UFAS guideline	Front of building	4.7.5: 4.6	1	ea	\$3,998	\$3,998	<input type="checkbox"/>	<input type="checkbox"/>	
9-10	ADA-Install new curb cut (concrete sidewalk)	Front of building	4.7.5	1	ea	\$1,561	\$1,561	<input type="checkbox"/>	<input type="checkbox"/>	
1	ADA-Submit waiver to HUD for variance			1	ls	\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	
2	ADA-Submit waiver to HUD for variance	The concrete sidewalk is on the East front side of the property and runs straight up the hill to the exterior parking of the building.	4.3.8: 4.5.2: 4.3.2(1).	1	ls	\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	
12	Replace damaged concrete	The sidewalk is located off of the third floor solarium in the outside sitting area.	4.5.2	8	lf	\$496	\$3,968	<input type="checkbox"/>	<input type="checkbox"/>	
Sitework Percent Reported Complete/Verified:								0.00 %	0.00 %	
Sitework Total:							\$9,527			
Marian Road Percent Reported Complete/Verified:								0.00 %	0.00 %	
Marian Road Grand Total:							\$9,527			

AssetCALC™ Single Deficiency Detail

City Hall > Accessibility Observations

Save Cancel

Assembly:	Accessible Parking	
Type:	Parking Space-CAR	
ADAAG#:	502.4	
Detail:	The slope of the parking space is more than 2% running/cross slope.	
Area:	General Site	
Location:	Accessible parking at rear entrance	
Observed:	5/23/2011	by BAHamrick (use MM/DD/YYYY)
Resolution:	Remove and replace with a parking space that has no more than 2% slope in all directions. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 in all directions. Parking spaces and access aisles serving them shall be compliant. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted. EXCEPTION: Slopes not steeper than 1:48 shall be permitted.	
Site Conditions:	There are two accessible parking spaces provided (one on each side of a standard space). The left parking space has a running slope of 3.6% and should be relocated to where the standard space is; adjacent to the Van space and let the two spaces share an access aisle that leads to a curb ramp (where pedestraains cross) which would lead straight to the entrance.	
Quantity:	1	EA
Unit Cost: Total:	\$ 3,425.00	
Priority:	- 1 -	
Photos:		

E. Client References & Experience

Project Experience

EMG's services include Accessibility Compliance Assessments and Transition Plans and other Facility Assessments. EMG performs thousands of assessments annually for Government entities similar to the City of Key West. In addition, EMG has provided such services to housing authorities, educational institutions, and Federal government entities. EMG has developed a proven and efficient methodology for the performance of identifying non-compliant accessibility issues and providing consultative services to assist in rendering an opinion of the remedial action needed to bring items into full compliance. Please refer to the following chart showing our Specialized Services and years of experience.

EMG SPECIALIZED SERVICES	YEARS OF EXPERIENCE
Accessibility Services	19
Facility Condition Assessments	26
Energy Audits	13
Environmental Services	26

EMG has conducted accessibility inspections on millions of square feet of buildings and thousands of acres of park land and has developed a proven and efficient methodology for the performance of identifying non-compliant accessibility issues and providing consultative services to assist in rendering an opinion of the remedial action needed to bring the items(s) into full compliance. EMG is focused on the performance of accessibility compliance services, and we have developed our staff to include only experienced credentialed building code specialists, architects, and engineers of every discipline.

EMG has proven relevant experience with the codes and regulations applicable to the City of **Key West's** project. All of our experience working with government and municipal clients includes analysis of compliance with ADA and Section 504 compliance for accessibility. Overall, EMG's history of successful performance demonstrates a competency in the following code and regulatory areas:

- Local Building Codes
- ADA/504 Compliance
- Fair Housing
- HUD Housing Quality Standards
- BOCA (Certified Inspectors on staff)
- NFPA
- AHERA
- EPA Standards
- OSHA Codes and Regulations
- ASHRAE Standards - Indoor Air Quality

EMG has a reputation for excellent quality reports and assessments completed on-time and within budget. This is evident from the high percentage of repeat business we receive from our clients.

Similar Projects Completed in Florida Within the Last Year

EMG has completed the following assessments within the state of Florida over the past three years which included an ADA Checklist:

Release Date	Company	Site_Type	Site_City	Site_State	SF
11/21/12	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	8,930
11/21/12	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	8,930
11/26/12	Federal Deposit Insurance Corporation	Government/ Office	Lutz	FL	18,590
11/26/12	Federal Deposit Insurance Corporation	Government/ Office	Land O Lakes	FL	5,000
12/10/12	Environmental Data Resources, Inc.	Government/ Office	Destin	FL	-
12/10/12	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	2,284
12/10/12	Federal Deposit Insurance Corporation	Government/ Office	Lutz	FL	2,400
12/10/12	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	3,613
12/13/12	Environmental Data Resources, Inc.	Government/ Office	Fort Pierce	FL	-
12/14/12	Environmental Data Resources, Inc.	Government/ Office	Pensacola	FL	-
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/14/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/17/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/17/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/18/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/18/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	46,496
12/18/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/18/12	J.P. Morgan Chase Bank, N.A.	Government/ Office	Plantation	FL	79,942
12/19/12	Federal Deposit Insurance Corporation	Government/ Office	Land O' Lakes	FL	4,000
12/19/12	Federal Deposit Insurance Corporation	Government/ Office	Land O' Lakes	FL	2,000
12/19/12	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	2,284
12/19/12	Federal Deposit Insurance Corporation	Government/ Office	Lutz	FL	2,400
12/19/12	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	3,613
12/20/12	Environmental Data Resources, Inc.	Government/ Office	Sarasota	FL	-
01/03/13	Federal Deposit Insurance Corporation	Government/ Office	Land O' Lakes	FL	-
01/03/13	Federal Deposit Insurance Corporation	Government/ Office	Land O' Lakes	FL	2,000
01/07/13	Broadstone Net Lease Acquisitions, LLC	Government/ Office	Sarasota	FL	20,138
01/07/13	Broadstone Net Lease Acquisitions, LLC	Government/ Office	Sarasota	FL	20,138
01/07/13	Broadstone Net Lease Acquisitions, LLC	Government/ Office	Englewood	FL	5,086
01/07/13	Broadstone Net Lease Acquisitions, LLC	Government/ Office	Englewood	FL	5,086
01/22/13	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	8,930
01/23/13	Real Capital Solutions	Government/ Office	Melbourne	FL	82,140
02/01/13	Safra National Bank of New York	Government/ Office	Miami	FL	52,000
02/01/13	Safra National Bank of New York	Government/ Office	Miami	FL	52,000
02/05/13	Federal Deposit Insurance Corporation	Office - Multiple Types	St. Petersburg	FL	8,736
02/05/13	Federal Deposit Insurance Corporation	Office - Multiple Types	St. Petersburg	FL	8,736
02/07/13	Equity Office Properties	Government/ Office	Tampa	FL	-
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	50,651
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	50,651
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	50,651
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	15,713
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	15,713
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	15,713
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	11,871
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	11,871
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Jacksonville	FL	11,871
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Orlando	FL	26,298
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Orlando	FL	26,298
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Orlando	FL	26,298
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Brandon	FL	16,200
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Brandon	FL	16,200
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Brandon	FL	16,200
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Kissimmee	FL	16,500
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Kissimmee	FL	16,500
02/18/13	Harrison Street Real Estate Capital, LLC	Government/ Office	Kissimmee	FL	16,244
02/25/13	Real Capital Solutions	Government/ Office	Melbourne	FL	82,140
02/26/13	Safra National Bank of New York	Government/ Office	Miami	FL	62,888
02/26/13	Safra National Bank of New York	Government/ Office	Miami	FL	62,888
03/01/13	KPG Investments LLC	Government/ Office	West Palm Beach	FL	143,969
03/01/13	KPG Investments LLC	Government/ Office	West Palm Beach	FL	143,969
03/01/13	KPG Investments LLC	Government/ Office	West Palm Beach	FL	100,930

Release Date	Company	Site_Type	Site_City	Site_State	SF
03/01/13	KPG Investments LLC	Government/ Office	West Palm Beach	FL	100,930
03/04/13	Environmental Data Resources, Inc.	Government/ Office	Clearwater	FL	-
03/04/13	Federal Deposit Insurance Corporation	Government/ Office	Tampa	FL	8,930
03/04/13	Union Center National Bank	Educational - K-12	Palmetto	FL	35,500
03/07/13	Environmental Data Resources, Inc.	Government/ Office	Tampa	FL	-
03/14/13	Environmental Data Resources, Inc.	Government/ Office	Orlando	FL	-
04/04/13	Wells Fargo RETECHS	Golf course	Lynn Haven	FL	-
04/04/13	Wells Fargo RETECHS	Golf course	Lynn Haven	FL	-
04/08/13	GE Capital Real Estate	Golf Course	Sanibel Island	FL	19,150
04/12/13	Environmental Data Resources, Inc.	Government/ Office	Panama City	FL	-
04/22/13	Equity Office Properties	Government/ Office	Lake Mary	FL	-
04/22/13	Equity Office Properties	Government/ Office	Tampa	FL	-
05/08/13	GE Capital Real Estate	Government/ Office	Orlando	FL	106,506
05/22/13	Environmental Data Resources, Inc.	Government/ Office	Sarasota	FL	-
06/07/13	IP Capital Partners, LLC	Government/ Office	Boca Raton	FL	94,000
06/14/13	Mears Destination Services	Government/ Office	Orlando	FL	64,705
07/02/13	Kforce Services Corp.	Government/ Office	Tampa	FL	136,124
07/24/13	Ladder Capital Finance LLC	Government/ Office	St. Augustine	FL	45,645
07/24/13	Ladder Capital Finance LLC	Government/ Office	St. Augustine	FL	45,645
07/30/13	Nova Consulting Group, Inc.	Government/ Office	Bushnell	FL	12,394
07/30/13	Nova Consulting Group, Inc.	Government/ Office	Melbourne	FL	9,269
07/30/13	Nova Consulting Group, Inc.	Educational - K-12	Palm Coast	FL	64,035
08/06/13	Equity Office Properties	Government/ Office	Tampa	FL	-
08/07/13	Equity Office Properties	Government/ Office	Lake Mary	FL	-
08/15/13	Ladder Capital Finance LLC	Government/ Office	St. Augustine	FL	45,645
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	19,846
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	19,846
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	19,846
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	20,760
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	20,760
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	20,760
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	19,882
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	19,882
09/13/13	National Enterprises	Government/ Office	West Palm Beach	FL	19,882
09/18/13	BellSouth	Government/ Office	Delray Beach	FL	62,865
09/20/13	Behringer Harvard	Government/ Office	Tampa	FL	130,091
10/08/13	PRH Investments, LLC	Government/ Office	Miami	FL	302,270
10/09/13	Goldman Sachs & Co.	Government/ Office	Maitland	FL	133,607
10/09/13	Goldman Sachs & Co.	Government/ Office	Maitland	FL	133,607
10/12/13	Equity Office Properties	Government/ Office	Celebration	FL	80,439
10/15/13	IP Capital Partners, LLC	Government/ Office	Jacksonville	FL	494,437
10/15/13	IP Capital Partners, LLC	Government/ Office	Jacksonville	FL	494,437
10/15/13	IP Capital Partners, LLC	Government/ Office	Jacksonville	FL	494,437
10/16/13	MVP REIT	Government/ Office	Fort Lauderdale	FL	4,061
11/06/13	SilverCap Partners LLC	e - Multi-tenant - Central Business Di	Tampa	FL	295,761
11/06/13	SilverCap Partners LLC	e - Multi-tenant - Central Business Di	Tampa	FL	295,761
11/06/13	SilverCap Partners LLC	e - Multi-tenant - Central Business Di	Tampa	FL	295,761
11/07/13	Environmental Data Resources, Inc.	Government/ Office	Casselberry	FL	-
11/18/13	Goldman Sachs & Co.	Government/ Office	Tampa	FL	77,140
11/18/13	Goldman Sachs & Co.	Government/ Office	Tampa	FL	77,140
11/19/13	Environmental Data Resources, Inc.	Government/ Office	Fort Lauderdale	FL	-
12/11/13	Sabadell United Bank	Educational - K-12	Miami	FL	-
12/16/13	Magnifico Enterprises	Government/ Office	Jupiter	FL	18,400
02/21/14	BB&T Real Estate Funding	Government/ Office	Jacksonville	FL	241,277
03/10/14	PNC Bank, N.A.	Government/ Office	Palm Coast	FL	85,627
03/31/14	Environmental Data Resources, Inc.	Government/ Office	Tampa	FL	-
04/10/14	Macquarie Corporate and Asset Funding, Inc.	Government/ Office	Clearwater	FL	168,950
04/10/14	Macquarie Corporate and Asset Funding, Inc.	Government/ Office	Clearwater	FL	168,950

Similar Projects Completed Nationwide Within the Last 5 Years

<u>CLIENT</u>	<u>STATE</u>	<u>SERVICES</u>	<u>YEAR COMPLETED</u>
1. Maryland Nat'l Capital Park and Planning Commission	MD	ADA Assessment	Current
2. Montgomery County	MD	ADA Assessment	Current
3. Arlington County	VA	ADA Assessment	Current
4. Montgomery County Parks	MD	ADA Assessment	Current
5. Atlanta Housing Authority	GA	ADA Assessment	2013
6. City of Keene	NH	FCA with ADA	2013
7. Arlington County Parks and Recreation	VA	ADA Assessment	2013
8. Forest City Enterprises, Inc.	OH	ADA Assessment	2012
9. City of El Paso Housing Authority	TX	ADA Assessment	2012
10. City of Americus	GA	ADA Assessment	2012
11. City of Erie	PA	ADA Assessment	2011
13. City of Casa Grande	AZ	FCA with ADA	2010
14. City of Goleta	CA	FCA with ADA	2010
15. Cuyahoga County	OH	ADA Assessment	2009
16. Housing Authority of the County of Los Angeles	CA	PNA with ADA	2008
16. Orange County Harbors, Parks, & Beaches	CA	ADA Assessment	2007

Project profiles for some of these projects above as well as reference information can be found on the following pages.

City of Erie, PA

ADA Self Assessment & Transition Plan



EMG was selected by City of Erie to provide a self assessment of City-owned and maintained facilities including recreation facilities and government buildings. The goal of the assessment was to define their ADA deficiencies and develop a transition plan to bring the City of Erie into compliance with Federal ADA regulations.

An EMG team developed a methodology for collecting Parks & Recreation facility data addressing such concerns as non-compliance, condition, and future facility management and operational needs. The team compiled a comprehensive inventory of City buildings, existing parks, outdoor recreation facilities, trails, open space, amenities, and assets, noting such attributes as description, size, condition, code, and ADA compliance.

EMG provided a report detailing the findings at each facility, database of the findings, and recommended a transition plan to implement over the next 10 years. Each report and database included a detailed description of each deficiency. The report was organized to include a narrative description of the deficiencies, applicable guidelines, viable corrective action, location description, and color digital photos of all recorded deficiencies. EMG populated all data into AssetCALC™, a web-based system with features including the ability to rank and prioritize deficiencies, create reports by asset priority, assign date to corrective action, and view progress of completed work at any given time.

Market Segment

City Government
Parks and Recreation
Building Type
Administrative buildings
Recreation Facilities
Open Park Space

Service

ADA Self Assessment
Transition Plan
Project Elements

Size

18 Facilities (15 Parks)

Duration

Dec 2011-Sep 2011

Cost

\$49,800 (on budget)

Reference

Mas Sala
ADA Coordinator
City of Erie
Department of Economic and
Community Development
626 State Street
Erie, PA 16501
T: (814) 870-1469
E: msala@erie.pa.us

City of Americus, Georgia

Facility Condition Assessment and ADA Transition Plan

EMG provided professional services for the Georgia Department of Transportation required ADA Transition Plan in accord with the 2010 Guidelines of the American with Disabilities Act (ADA) to remain in compliance with all State of Georgia and Federal regulations.

The project included a Building Assessment, Policy and Procedures, Infrastructure Review, and Future Support components.

EMG evaluated the following City buildings and parks that provide public programs:

- Public Safety Building
- City Hall
- Customer Service Center
- Rees Park Building ED Center
- Rees Park

Organization
Government

Building Type
City Buildings

Service Provided
Facility Condition Assessment
ADA Transition Plan

Size
5 buildings; 68,558 SF plus park acreage

Timing
Aug – Oct 2012

Cost
\$18,000 (on budget)

Reference
Josh Roth
City of Americus
101 W. Lamar Street
Americus, GA 31709
T: (229) 924-4411
E: Josh.Roth@cityofamericus.net

Orange County Harbors, Beaches, and Parks, California

Capital Reserves, ADA Compliance Assessment, and Depreciation Study



The Orange County Harbors, Beaches and Parks engaged EMG to conduct a capital facilities depreciation, reinvestment, renewal, and adaptation study. The study was based upon Southern California industry standards, and provided appropriate maintenance schedules for facilities at 23 locations throughout Orange County.

A team of architects and engineers visited each identified harbor, beach, or park property to evaluate the general condition of building(s), outdoor facilities, playfields/ball fields, support buildings, and shelters, and reviewed available construction documents to familiarize themselves with the in-place construction systems, life safety, mechanical, electrical and plumbing systems, and general built environment. The EMG team performed a specific ADA assessment on county owned properties in order to prioritize accessibility concerns within the capital plan. We assessed marinas, maintenance buildings, sanitation and water systems, restrooms and showers, picnic shelters, bridges, play areas, and trails.

EMG completed the assessment into AssetCALC™, our capital asset management software. After this data was populated into AssetCALC™, the database grouped deficiencies into major priority categories. The database enabled the client to run searches and reports based on the requirement category, cost threshold, priority level, and system type.

We also provided a written analysis by property including a detailed description of each asset at each location. Each report was organized by building system and included a narrative description of all building systems and components followed by observations and a comments section. Each report included a detailed discussion of current, anticipated repairs, deficiencies and a discussion of any applicable options for repair or maintenance of building components. These deficiencies were summarized in a capital needs analysis table included in each report.

Organization

Government

Building Type

Parks

Recreation Facilities

Service Provided

Depreciation Study

ADA Assessment

Capital Improvement

Customized Database

Size

36 Sites

Timing

Jun – Nov 2007

Cost

\$237,380 (on budget)

Reference

Rena Krystle

Orange County

300 North Flower St.

Room 838

Santa Ana, CA 92703

Tel: (714) 834 - 5641

E: Rena.Krystle@rdmd.ocgov.com

Arlington County, Virginia

Facility Condition Assessments, ADA Review, and Database System



Arlington County contracted EMG in 2005 to perform comprehensive facility assessments throughout. The County also required capital planning, cost estimating, and database services. Arlington County was visited by the DOJ Compliance Unit and cited for non-compliance in public buildings. DOJ issued a consent order. EMG was engaged to return to the sites to complete an inspection and review accessibility. In 2008, EMG conducted an update of the facility assessment, and continues to provide capital planning consulting services through an open-end contract with the County.

EMG assessed all physical components of the buildings and replacement costs of deficiencies, and future capital needs were determined to assist in managing maintenance and capital planning. EMG created floor plans for the deficiency locations, verified existing equipment and components against previous reports, and updated records. Following the assessment, EMG did a thorough review of the consent order, inspected every building in the portfolio, and prepared a transition plan to bring the County into compliance. This plan compared violations with ADA requirements and provided estimates for repairing deficiencies for compliance with UFAS. EMG delivered a capital plan, negotiated an accessibility transition plan, and continues to manage capital project projections and work completed records through AssetCALC™ Software.

Market Segment

County Government

Building Type

Parks/Rec Centers; Libraries;
Courthouses; Corrections;
Fire Stations; DOT facilities;
Maintenance facilities

Service

Facility Assessments
Capital Planning
Customized Database ADA Review

Size

3 Million SF; 68 buildings

Duration

Jul 2008-Present

Cost

\$493,192 (on budget)

Reference

Allison Blanchard
Facilities Project Specialist
Arlington County
1400 North Uhle Street
Suite 403
Arlington, VA 22201
T: 703.228.3933
E: ablanchard@arlingtonva.us

Arlington County Department of Parks and Recreation, Virginia

Facility Condition Assessment and ADA Assessment



EMG provided an evaluation and assessment of lifecycle cost and management needs of recreation facilities owned and operated by the County. EMG assisted in evaluating facilities and developing a plan for compliance. In addition to ADA compliance, EMG prepared a life cycle assessment and capital plan that incorporated required upgrades for code compliance and modernization needs.

EMG developed a methodology for collecting Parks & Recreation facility data addressing future facility management and operational needs, LEED facility factors, and national playground standards. The team compiled a comprehensive inventory of existing parks, outdoor recreation facilities, trails, open space, amenities, and assets, noting description, size, condition, code, and ADA compliance. EMG evaluated the facility condition data to determine asset life cycle maintenance, replacement, and annual maintenance recommendations.

EMG provided a report including an analysis by property including a detailed description of each County asset. Our report was organized by building system and included a narrative description of all building systems and components, an observations and comments section, along with color digital photos of all major systems and components, and photos of all deficiencies identified (including ADA). EMG populated all data into AssetCALC™, a web-based system with features including the ability to rank and prioritize capital improvement projects, view complete deferred maintenance backlog, create reports by building priority, system, capital budget planning, and view year-by-year capital needs analysis.

Market Segment

County Government
Parks and Recreation

Building Type

Recreation Facilities
Open Park Space
Trails

Service

Facility Condition Assessment
ADA Assessment
Capital Improvement
Customized Database

Size

192 parks

Timing

Initial Assessment:
Dec 2006 - Jun 2007

Consulting:

Ongoing

Cost

\$741,328 (on budget)

Reference

Lisa Grandle
Arlington County Department of
Parks & Recreation
2100 Clarendon Blvd
Suite 414
Arlington, VA 22201
T: (703) 228-3332
E: Lgrand@arlingtonva.us

Montgomery County Department of Public Works, Maryland

ADA Compliance Assessment



EMG performed an ADA compliance assessment with a team of code assessors for 3.5 million SF of facilities in Montgomery County. EMG reviewed the DOJ report and created a working matrix, by building, to identify non-compliant issues. All deficiencies were assessed and non-compliant areas were documented, including accessible parking, curb ramps, entrances, and stairs. EMG also documented any issues identified by the DOJ where EMG did not concur with the findings.

EMG provided an ADA Property Survey Report, which included a summary of non-compliant ADA issues and cost estimates to address non-compliant issues. Deficiencies were prioritized into 3 categories: Immediate/Life Safety Repairs, In-House Repairs, and Outside Contractor/Existing Capital Improvement Plan.

As a result of our expertise and performance, the Montgomery County Schools requested that EMG take on additional tasks including plan review, accessibility training, and verification of corrected deficiencies. EMG continues to provide consulting to Montgomery County Schools.

Market Segment

Government

Building Type

Parking Garages; Police/Fire Stations;
Courts/Corrections; Emergency Shelters;
Community Centers; Libraries; Schools

Service

ADA Compliance Assessment

Size

3.5 million SF

Duration

Ongoing

Cost

\$500,000 (on budget)

Reference

Harold Adams
Montgomery County
Division of Operations, DPWT
101 Monroe Street, 9th Floor
Rockville, Maryland 20850
Tel: 240.777.6022
E: harold.adams@montgomerycountymd.gov

Maryland-National Capital Parks and Planning Commission

Infrastructure Inventory and Assessment of Park Components



EMG was selected by Maryland National Capital Park & Planning Commission (MNCPPC) to provide an accurate inventory and an assessment of the condition of various park facilities to allow the Division to maintain, repair, renovate and replace its facilities and assets in the most efficient and cost effective manner. The EMG team developed a methodology for collecting facility data, addressing such concerns as future facility management and operational needs, and LEED facility factor. The condition assessment and life cycle cost analysis of the Department’s inventory will assist in evaluating the infrastructure in the Park System. The team compiled a comprehensive inventory of existing parks, outdoor recreation facilities, trails, open space, amenities and assets, noting such attributes as description, size, condition, and code compliance. Our team also evaluated the facility condition data to be used to implement an ongoing process of identification and prioritization for replacement, renovation, and maintenance of all assets.

EMG’s report included an analysis by property and a detailed description of each asset. Our report was organized by building system and included a narrative description of all building systems and components, an observations and comments section, color digital photos of all major systems and components, and photos of all deficiencies identified. EMG also populated all data into AssetCALC™, our web-based SQL system that provides the ability to rank and prioritize capital improvement projects, view complete deferred maintenance backlog, create reports by building priority, system, capital budget planning, and view year-by-year capital need analysis.

Building Type

Parks/Rec Facilities
Aquatic Centers
Sports Complexes
Community Centers

Service Provided

Facility Condition
Assessment
ADA Assessment
Energy Audit
Capital Improvement
Customized Database

Size

746,000 SF

Timing

Feb 2009 – Current

Cost

\$1M (on budget)

G. Forms

CONE OF SILENCE AFFIDAVIT

STATE OF Maryland)

: SS

COUNTY OF Baltimore)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of EMG have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

Sworn and subscribed before me this

24th day of June, 2014.

Christine H. Mangu

NOTARY PUBLIC, State of Maryland at Large

My Commission Expires: 7-17-2017



Sec. 2-773. Cone of Silence

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS

COUNTY OF MONROE

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: _____



Jeffrey Fox, Vice President, EMG

sworn and prescribed before me this 24th day of June, 2014



NOTARY PUBLIC, State of ~~Florida~~ Maryland

My commission expires: 7-17-17



LOCAL VENDOR CERTIFICATION PURSUANT TO CKW ORDINANCE 09-22
SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the City, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the City for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the City or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the City at least 24 hours prior to the publication of the call for bids or request for proposals.

Not a local vendor pursuant to Ordinance 09-22 Section 2-798

Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name

Phone:

Current Local Address:

Fax:

(P.O Box numbers may not be used to establish status)

Length of time at this address

Signature of Authorized Representative

Date

STATE OF Maryland

COUNTY OF Baltimore

The foregoing instrument was acknowledged before me this 24th day of June 20¹⁴

By [Signature]
of EMG

(Name of officer or agent, title of officer or agent) Name of corporation
acknowledging)

or has produced drivers license as
identification

(type of identification)

[Signature]

Signature of Notary

Christine Mangum

Print, Type or Stamp Name

Return Completed form with
of Notary

Supporting documents to:

City of Key West Purchasing

Title or Rank



SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to City of Key West

by Jeffrey Fox, Vice President

(Print individual's name and title)

for EMG

(print name of entity submitting sworn statement)

whose business address is 222 Schulling Cir Suite 275 Hunt Valley, MD 21031

and (if applicable) its Federal Employer Identification Number (FEIN) is 02-0655997

(If the entity has no FEIN, include the Social security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime;
or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. the term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(SIGNATURE)

6/24/2014

(DATE)

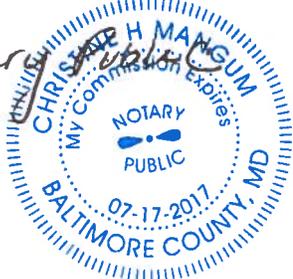
STATE OF Maryland

COUNTY OF Baltimore

PERSONALLY APPEARED BEFORE ME, the undersigned

authority Jeffrey Fox who, after first being sworn by me,
(name of individual)

affixed his/her signature in the space provided above on this 24th day of June, 2014

Christa Mangum, Notary Public




THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

ADDENDUM NO. 1
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14, as fully and as completely as if the same were fully set forth therein:

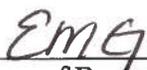
According to the RFP, there are two different dates for the pre-proposal meeting (pg. 2 and pg. 8). Please clarify the correct date, time and location. **The correct information is June 11, 2014 at 10:00 a.m. Location Old City Hall 510 Greene Street, Key West, FL 33040**

One more question, on page 6 it says to submit a single binder, but then it says 2 copies. We are assuming that you want 2 binders. Is that correct? **Yes, two binders are requested.**

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.



Signature



Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

ADDENDUM NO. 2 ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008-14 – ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

The following question was presented to the Code Department

1. Regarding the scope of service, would you confirm the RFP is only for site accessibility, or does it include assessment and remediation of building elements as well?

The final transition plan shall include ALL elements required to be ADA compliant.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature


Name of Business

ADDENDUM NO. 3
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14 ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

A non-mandatory pre-submission conference was held at Old City Hall 510 Greene St Key West, FL on 11 June 2014 10:00 am. In attendance were:

**Asst. City Manager, Sarah Spurlock
Planning Director, Don Craig
Code Director, Jim Young
ADA Coordinator, Peg Corbett**

Present for the meeting were prospective applicants for proposal:

**George Huddleston, PE, LEED AP Littlejohn – Orlando Florida
Ronald Reekes, Regional Manager Wendel – Richmond VA
L. Steven Hurley, Vice President DDAI – Marathon Florida**

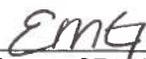
This meeting was recorded. If you would like a copy of the saved recording please contact the ADA Coordinator via email.

A request was made to do a walkthrough of a sampling of properties included in the RFP. The walkthrough is scheduled for the 18th of June 2014 beginning at 8:00 am.

**Key West Botanical Gardens
Mosquito Control
Southernmost Beach Cafe
Bayview Park
Hockey Skate Rink
Douglas Gym**

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature


Name of Business

ADDENDUM NO. 4
ADA Transition Plan

To All Proposers:

The following change is hereby made a part of RFP 008 – 14 ADA Transition Plan, as fully and as completely as if the same were fully set forth therein:

The following question was asked:

What is meant to be an inclusive city-wide ADA Transition Plan? Do all of the sidewalks within the city need to be assessed too?

SusanBoda
Marketing Coordinator

Sidewalks and Curb cuts are excluded from this RFP.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature


Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409

ADDENDUM NO. 5

ADA Transition Plan

To All Bidders:

The following information is provided in accordance with RFP 008-14 as fully and as completely as if the same were fully set forth therein:

Question:

EMG is preparing a proposal in response to the RFP for the ADA Transition Plan of the City's facilities. Can you provide a property list which contains square footages for the buildings and acreage for the parks? This would be helpful in determining our fee proposal.

Thank you,
Christine H. Mangum | Proposal & Marketing Coordinator
EMG | 222 Schilling Circle, Suite 275 | Hunt Valley, Maryland 21031

Answer:

The City did not provide that information since the City is unsure of what would be required for compliance for each building and park. Each park and building will probably have different requirements.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature


Name of Business



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

ADDENDUM NO. 6
ADA Transition Plan

To All Bidders:

The following information is provided in accordance with RFP 008-14 as fully and as completely as if the same were fully set forth therein:

Due to addendum number 5 not being published in a timely fashion the deadline for the submittal of the request for proposals for the ADA Transition Plan has been extended to July 2, 2014 at 3:00 p.m. The City Clerk will be returning all submitted proposal unopened on June 26, 2014 at the cost of the City.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature


Name of Business