COPY

April 23, 2014

RFQ No. 14-002:
Architectural Services

K2M DESIGN

Request for Qualifications

RFQ 14-002 – Architectural Services

QUALIFICATIONS PACKAGE

Submitted to:

City Clerk
City of Key West, Florida
3126 Flagler Avenue
Key West, Florida 33040

Submitted by:

Contact: Scott C. Maloney, President
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Key West, Florida 33040
tel 1.305.292.7722 | smaloney@k2mdesign.com

April 23, 2014

City Clerk
City of Key West, Florida
3126 Flager Avenue
Key West, FL 33040

RE: Request for Qualifications for Architectural Services

Dear City Clerk:

K2M Design has evolved. For the past 25 years we've provided architecture and design services to the Key West community. On the anniversary of our evolution, the firm's leadership has transitioned to Scott C. Maloney, President and Anthony Sarno, Director, Key West office. This evolution has been planned for our organization and purposefully executed to provide long term continuity at K2M in Key West.

Mr. Maloney has worked in Key West since 2003 and completed well over 100 projects for commercial, hospitality, and governmental clients. His most significant role of late was leading the Monroe County Space Planning project which involved creating a master plan for the County's facilities for the next 25 years as well as a condition assessment of over 120 buildings owned and leased by the County. In addition to his executive leadership, he serves as the lead Principal in Charge of the Continuing Service A/E contracts administered in our Key West office.

To this end, he will be actively involved in the work executed under this contract as the Principal in Charge and as lead Quality Control Manager ensuring a high level of diligence is provided by our team throughout the course of each project. Mr. Sarno will serve as the lead project manager and execute the work under the direction of Mr. Maloney.

Mr. Sarno is a registered architect in Florida and has worked under the direct leadership of Mr. Maloney since joining the firm in 2006, initially in the Cleveland, Ohio office and more recently in Key West since his move in 2009. Since becoming a resident and recent homeowner, Mr. Sarno's dedication to the City of Key West has and will continue to grow as he endeavors to be a part of the positive change and growth of his adopted home town.

K2M is truly committed to Key West. We're dedicated to the long term health and success of this office while growing our team and service offering as a one stop shop for the City. With everything Key West has to offer – diversity, uniqueness, architecture, and opportunity this is truly our home. It is with great honor that we would be selected for this continuing contract opportunity with the City and shaping the built environment. We look forward to the next 25 years and growing our relationship with the City based on Trust and Results. Thank you for your consideration.

Best Regards,

Scott C. Maloney, AIA, LEED AP BD+C
President

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SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE

Firm Introduction

K2M Design, Inc. (K2M) is a high-growth entrepreneurial firm headquartered in Key West, Florida with additional offices in Cleveland, Ohio, Charlotte, North Carolina, and Baltimore, Maryland. Our firm has been located in Key West for over 20 years and is the largest architectural firm in the Keys with a staff of 42 professionals. We are proud to have a team of extremely talented, dedicated and hard working professionals who are committed to the City of Key West and to the continued growth and success of our client and partner relationships.

Mission

K2M is a recognized design firm dedicated to developing the unique character of each project and creating innovative design solutions that respect our clients' sensibilities and budgets. Our service mission is to provide a quality project in a cost effective, timely fashion while **building relationships based on trust and results.** It is this steadfast focus that has made our company a successful practice. We have and always will serve our clients promptly and with great care. Most importantly, we practice Principal Oversight on all of our projects, which means one of our principals is involved in the design and assembly of each project and many times serve as the primary point of contact.

History

Our firm has a long history with the City of Key West. Our corporate headquarters, located on Whitehead Street serve as a testament to the commitment our firm has with the City and community. Mr. Maloney, and his team in Key West, truly understands the contextual requirements and history of the Keys. Along with fellow employees within the Key West Office, K2M plays an active and longstanding role within the community. Our long term commitment to the City and continuous involvement within the community stand to the testament stated by Scott C. Maloney, Owner, "the K2M team will endeavor to serve the City to its greatest ability for the duration of this contract. We know that when our two organizations are collaborating for the betterment of any project, from start to finish, that project will be successful. It's this partnership throughout the entire evolution of the job that makes each project successful."

"Our Clients Say it Best"

At K2M Design, we are very fortunate to have completed over 1,500 projects in our company history, over 250 of them in Key West alone. To this we are very humbled to report that over 97% of our clients provide us repeat business and / or referrals. It is the success of our client relationships that makes our firm as strong as it is today. To foster this type of relationship we establish an active partnership that benefits all participants. Only a win-win partnership can accomplish the program goals on time and to the satisfaction of all key stakeholders.

"I really enjoy working with the K2M team and their Project Manager. Their work is always top notch and they are mindful to keep projects on time and within budget. I would certainly recommend K2M to any potential client."

Jerry Barnett,
Former Director of Facilities, Monroe County Florida

"For the past 9 years we have worked with K2M and once again they were the clear choice for this massive undertaking. They were efficient, effective, and communicative in delivering the results we needed."

Kevin Wilson,
Project Manager, Monroe County Florida

"K2M Design is highly responsive, quality work is consistently provided, prompt delivery, and they are always responsive to our customer's needs. It is great having a proactive, accessible design/build project partner in K2M."

Ken Bygler,
Project Manager (GSA, Air Force, NAVY Mini MACC)

"Please accept this expression of my deep appreciation to the members of the Sixteenth Judicial Circuit's Court Accessibility Team for their persistent, meticulous, and hard-working efforts…I recognize the tremendous workload associated with this project, and I am grateful for the energy and resources devoted to this important endeavor. "

R. Fred Lewis,
Chief Justice, Supreme Court of Florida

Culture

We are guided by our Core Values that put our client's interests first.

- Be Good: We are growing an organization principled in integrity, resolute in culture, and prideful in our ability to foster trust.
- Go Forward: We have a fierce determination to organize for the future and create change through constant improvement in what we do.
- Nurture Relationships: Each person we interact with, in every engagement we undertake, is an opportunity to serve as trusted advisors. It's the positivity of our interactions that build partnerships with our clients, our consultants, our people, and our community.
- Learn and Lead: As a team, sharing our knowledge and experience and learning from one another, we are capable of great things. We are constantly evolving thru our continued education practices and real world experience. We lead engagements for the benefit of all that focus on the results sought by our clients.

The people are the heart and soul of our company and know how to deliver results to you! Culture is our Core. Open lines of communication, our partnering approach, core values, and mission all focus on the relationship and partnership with our clients and team. It's our passion.

Competitive Advantages

We are committed to the successful completion of every project and look forward to working with you in the near future. You might ask the question, why work with K2M, what differentiates us from the rest?

- Culture: Principled in integrity, and resolute in culture. Our team prides itself on our unwavering commitments to our clients, our team, and trusted partners
- Responsive with Solutions: Every engagement we undertake is an opportunity to serve as a trusted advisor. We take pride in the quality of product produced for each and every client. The team is diligent in providing solutions to everyday problems while adhering to schedule and budget.
- Fearless, Driven, Tenacious: We have a fierce determination to look towards the future, resulting in constant improvement in what we do. Led by experienced leaders, pushing the team to new heights, focused on doing things right.

Great leadership begins with the collaboration of core strengths within our company. Architecture, Design and Operations come together to shape the future of K2M Design. Our team is committed to exceeding our clients' expectations, design excellence, and making our firm a great place to work. This group of forward thinkers ensures our company will continue to excel and grow, always looking towards the future.

Technology

K2M Design is at the cusp of computer software and processing power due to the continuous reinvestment in technology. Having invested just over $200,000 in new technology we are literally operating with the best possible equipment in our industry. Our state-of-the-art computer systems enable all of our offices to work seamlessly with each other through an integrated server, video conferencing, and in-house messaging. This has proven to be invaluable to our project teams by enabling them to utilize the expertise of our staff no matter where they are located.

All of our equipment and software are of the latest processing speeds and editions. Some of the specialized software utilized by our staff include Photoshop, Microsoft Professional Suite of Products,

Adobe Suite of Products, Sketchup, Microsoft Project, AutoCAD, Revit, Quickbooks, ACT database, Access database, OCE plotterware, Cannon plotter, infrared scanning devices, thermography, several rendering programs, laser measuring devices, skype, gotomeeting, and others. This technology allows us to communicate with all of the design professionals and project team members quickly and effectively no matter what operating systems they have.

We currently have Dell workstations and laptops with the latest technologies. Our office is also equipped with Dell Servers, UPS system, redundant backup systems in each office, tertiary 1-terabite backup glyphs, DVD archiving, FTP sites, and web development. Laptop computers and tablets are also available for project team members while working remotely.

Permitting

For our team **Permitting Assistance** typically begins at the completion of the Schematic Design phase and lasts thru the completion of Contract Documents. Depending on the type of project and location within City limits the level of involvement of Permitting Assistance will vary. Planning, Zoning, HARC, Tree Commission, Building Department, Fire Department DCA, FDEP, ACOE, SFWMD, and the like will be managed by our team throughout the course of the project. We have done this on over 250 projects ranging from small sidewalk modifications to $40 million + developments.

Firm Services

Comprehensive Listing of Services Provided by the K2M TEAM

Our TEAM is comprised of Registered Architects, Interior Designers, Asset Management Specialists, Roof Specialists, LEED Accredited Professionals, Construction Administrators, Cost Estimators, CAD Technicians, Graphics, and Administrative Staff. We work in a variety of delivery methods including traditional design-bid-build, fast track, and design/build methods. In addition to quality, functional design and facility condition assessments we provide the following services:

Predesign Services

- Data collection
- Site studies and analysis
- Preliminary design
- Rendering services

Facility and User Programming

- Feasibility assessment
- Facility master planning
- Building assessment analysis
- Space consolidation planning

Architectural

- Concept design
- Design development
- Engineering design
- Code analysis
- Specification writing

Roof Design & Engineering Capabilities

- Structural roof evaluations
- Performance engineering of roofing projects, including wind uplift calculations
- Project inspection and post evaluations

Bidding and Construction Administration

- Bid documentation and permitting
- Pre-bid conference
- Bid negotiation and contract award
- Request for information, payment application reviews, change order reviews, field clarifications and onsite inspections
- Construction oversight through occupancy

Owner Representation

- Contract and information management
- Quality control
- Cost control
- Schedule control

Schedule and Budget Strategies

- Team review/coordination meetings
- Milestone delivery dates for all project deliverables
- Cost estimates and owner approvals
- Construction schedule planning and maintenance
- Budget analyses control

Engineering Planning

- Master Planning & Site Evaluation
- Facility Programming & Feasibility Studies
- Schedule and Cost Analyses
- Building Assessment
- Life Cycle Costing

Mechanical Engineering

- Heating Ventilation & Air Conditioning
- Refrigeration Systems
- Energy Management Systems
- Central Energy Plants
- Heat Recovery
- Pipelines & Fuel Systems
- Indoor Air Quality

Electrical Engineering

- Systems Studies and Analyses
- Power Generation and Cogeneration
- Standby, Emergency Power & UPS
- Communication Systems
- Lighting System Design
- Grounding Systems

Plumbing and Fire Protection

- Compressed Air Piping
- Fire Protection
- Code Analyses

Structural Engineering

- Structural & Foundation Design
- Building Inspection

Specialized Architectural Services

In order to represent our deep experience with all components of this Request for Qualifications we have crafted this outline describing our background relative to the *relevant scope of work requirements for this RFQ.* We have also prepared a matrix which illustrates these components against the examples of Project Experience. This is a sample of our experience based upon the projects included within Past Work Experience section.

Design of Buildings, including Residential, Commercial or Government

The K2M Team has designed dozens of residential projects in Key West including both single family and multi-family residences. In addition to our company headquarters at 1001 Whitehead, we have designed multiple commercial spaces including the Ven-a-Care offices in Key West, 313 Margaret Street office conversion, multiple designs for First State Bank along with a plethora of commercial spaces across the United States. Our governmental design experience includes (5) projects with the City, over 25 projects with Monroe County as their continuing service architect, (4) projects Key West International Airport, Marathon Airport, and the City of Marathon. Our team has also completed multiple projects at NAVY KW, and over a hundred more across the globe.

Design of Community Centers

K2M understands that the design of community centers is crucial to unifying a neighborhood and providing a public gathering place. The design must be functional and provide the community with the essential facilities to provide optimal uses for community members. With this design principal in mind, our team uses durable and low maintenance products to aid the longevity of the centers we design. Our team has designed several Community Centers in the area including Big Pine Key Park Community Center, Tavernier Meeting Hall, Banana Bay, and at KWHA Roosevelt Gardens. We are also in the early stages of developing facilities at the Truman Waterfront Redevelopment.

Preparation of Plans for Modification or Rehabilitation of Existing Structures

Over 90% of K2M's commissions have been the renovation / repurposing of existing facilities that no longer fulfill the needs and expectations of those who use them or otherwise require renovation due to age or deteriorating conditions. Our team is built of design professionals that understand the constraints of older buildings and are skilled at finding innovative approaches that breathe new life to these buildings through infrastructure upgrades, structural improvements, building envelope integrity, interiors, life safety systems, engineering, and specialty systems that allow many more years of productive service. Recent rehabilitation projects include Coral City Elks Lodge, Fairfield Inn Key West, Marathon Customs Terminal, and Hawks Cay Resort.

Historic Preservation and Restoration

The entire K2M Design team has a solid understanding of the importance and process involved with Historic Preservation and Restoration in Key West, especially in the Historic District. Over the past ten years we have received a dozen awards for historic preservation and appropriateness in Old Town. Projects including our

corporate headquarters at 1001 Whitehead Street, Little White House, Key West Steam Plant, East Martello, and Tavernier Meeting Hall are all representative examples of our preservation / restoration strengths.

Design of Parking Garages

K2M has worked on a few parking garages during our history including the City of Key West garage at Angela Street, WaterStreet Condominium expansion, Bank of America – Charlotte (study), and The Waterford Hotel at Legacy Village (study). Traditionally we consult with parking garage specialists and structural engineering firms to support this portion of our work. The specialists would layout the design, develop the parking systems, and engineering the building. Our team creates the look and feel of the garage consistent with the neighborhood fabric where it is being developed. We would propose to do the same should a parking garage opportunity

Design of park structures including restroom facilities, gazebos, shelters, etc.

K2M has been very fortunate to contribute our design services to a multitude of parks throughout the Florida Keys. We have designed picnic areas, Chiki huts, small watercraft launches, gazebos, shelters, restroom facilities, skate parks, concession stands, basketball courts, handball courts, and soccer fields. Locations include Nelson English / Willy Ward Park, Big Pine Key, and Truman Waterfront Redevelopment, Higg's Beach.

Design of historic or cultural displays

Our work with historic and cultural displays focuses on two key areas within the community – museums and waterfront. K2M Design has completed projects at the Little White House, Pirate Soul Museum, Butterfly Museum, Fort East Martello, and the Key West Art & Historical Society museum system.

Design of buildings in accordance with section 255.2572(2) Florida Statue (Green Buildings/Construction)

The K2M Team is committed to the effective use of materials, conservation of energy, and the promotion of sustainability through a cost conscience approach to the design and construction of every project. From the initial planning stages of site selection and material analysis to "greening" building interiors, we work diligently to provide critical information and effective solutions at each stage. Representative examples include multiple projects at MacDill AFB, NAVY KW, Key West Fire Station #2, KWIA, and the City of Marathon, Florida City Hall.

Design of public plazas and event venues

Public spaces offer a unique opportunity for people to gather, socialize, learn, and enjoy the beauty of Key West. Our team works diligently to understand the historical context / community input / needs / goals surrounding a space or venue. Solutions are then created that best respond to the overall goals of the setting. Representative project examples include, AIDS Memorial at the White Street Pier, and Truman Waterfront concept.

Evaluate environmental impacts of proposed projects and prepare the appropriate local, state, and federal permit applications

Depending on the type of project and location within City, the level of involvement of Permitting Assistance will vary. Planning, Zoning, HARC, Tree Commission, Building Department, Fire Department

DCA, FDEP, FDOT, ACOE, SFWMD, and other agencies as appropriate will be managed by our team throughout the course of the project. Typically working in conjunction with our consulting team members at Solaria, we will assemble the required applications for approval by the authority having jurisdiction. Our team has provided Permitting Assistance on over 250 projects, both large and small.

Conduct public awareness and input strategies

As a regular part of the K2M design process on public projects, we routinely conduct or participate in public meetings and input strategies. Many times the input of key stakeholders in the community impact the design and development of the public spaces we create. Representative projects include City Administration Building, Big Pine Key Park, FKAA Thomas Street, and the Truman Waterfront Redevelopment. We have created innovative online surveys, presented at public forums, hosted committees, and conducted public workshops.

Preparation of reports, schedules, cost estimates, green construction certifications, maintenance schedules and manuals and other information needed or requested by the City in considering development and maintenance strategies of the design

Planning, budgeting and forecasting are vital processes for almost all organizations. Understanding past performance and translating that insight into strategic goals, which align with the City is key to maximizing the value of the public dollar expenditure. We align the strategic goals to our budget forecasts to make sure the monies are being spent as wisely as possible, including equipment expenditures, capital improvements to our physical assets, technology upgrades, and training. Our conditions assessors can establish deferred maintenance schedules based on prioritization scales established by the City. We do this for multiple federal, state, and local agencies across the country. Taken together, a total picture is established, relative to considerations during design and operational best practices post construction.

Bidding period services

The K2M Team develops contact documents ready for distribution to prospective bidders. Our team regularly conducts preconstruction meetings in association with CMs, client staff, and key officials. These meetings provide a forum for all interested contractors to get clarification on any questions they might have. At the completion of the bid phase, the K2M team reviews the bids, makes a recommendation, and assists the client in awarding a contract for construction. We provide these services to a multitude of clients including Ohio Facilities Construction Commission, Adjutant General's Office, Department of Corrections, Cuyahoga County, Key West, and Monroe County.

Contract/construction administration, inspection/oversight and closeout

We provide comprehensive construction administration services such as reviewing shop drawings and samples, process change orders, conduct field visits, reviewing Certificates for Payments, and reviewing the construction schedule. Upon completion of the project we will assist the City to close out the construction phase by assembling Operations and Maintenance manuals, final payment applications, completing "punch lists", and contractual closeout. Finally, follow-ups are performed with the City during the warranty period to assure materials and equipment is functioning as designed.

Management Approach

K2M Design is a management-oriented firm and establishes early in the project controls over design, schedule, and budget. The success of the projects completed under this contract is dependent upon the development of a straightforward plan and implementing processes to manage and control each project's design, cost-estimating, and administrative elements. Using a partnering approach that engages all participants will ensure that the final products meet the objectives and achieve the goals of the City of Key West. Clear lines of communication and responsibility, within the project TEAM as well as coordination with other groups, will be critical to a successful project. Formally scheduled communication channels, such as regular and frequent meetings, are the foundations of the partnering system. Only a mutually beneficial partnership can accomplish the project goals on time and within budget. This partnering approach must be a formal process with a firm commitment to thorough and timely communication that focuses the needed expertise on specific issues.

As part of our services for the City of Key West, K2M shall supervise and direct the work competently and efficiently, devoting the proper attention thereto and applying our skills and expertise as necessary to perform the work in accordance with the contract documents. As required, our firm shall maintain records pertaining to this contract for three (3) years after the termination of the contract. Furthermore, K2M shall maintain all books, records, and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied.

Project Management Plan (PMP). This plan will define the management strategy and methods to be used on the project and will include accountability, program organization, consultant management, City goal setting, and deliverable management. The PMP also identifies milestones, required tasks, key personnel, staff loading per task and schedules. Key Elements of our Management Plan include:

- **Accountability** - A consistent, reliable point of contact is maintained between key stakeholders at the City and the K2M Team. This ensures that information is distributed through the proper channels, goals and priorities are adhered to, the schedule is clearly understood and maintained, and project-related discussions are accurately documented.
- **Organization** - The Project Manager serves as the coordinator between outside consultants and in-house disciplines to ensure that cross discipline coordination is performed. We develop, very early in the project, process controls to organize and efficiently manage all Team members. These controls include detailed contractual obligations, Team conference calls, consultant expectations, scheduled quality review submission requirements, daily communication among Team members, and deliverable schedules.
- **Goal Setting** – understanding and clearly defining the Cities goals for the projects scope of services. Goals will be specific, measurable, attainable, and realistic, with a timely focus on schedule, budget, deliverable, and value.
- **Deliverable Management** - The Project Manager and QA/QC Team are responsible for making sure that deliverables are complete, are in the correct format, consistent with defined expectations, and delivered on time.

Communication Plan (CP). The Communication Plan addresses interaction between K2M Team members and City stakeholders and will be created after the initial K2M Team kick-off meeting. The CP defines, outlines, and describes the tools (meetings, reviews, schedules, reports, etc.) the Team will use to communicate with its Team members and the City stakeholders. Regularly scheduled conference calls / meetings will address progress reporting, schedules, issues, and open items. The K2M Team will work closely with City stakeholders to address concerns related to specific program goals through regular meetings, telephone calls and exchange of written information (i.e., meeting minutes, open issues lists, and reports).

The K2M Way: Project Management / Client Engagement Guide

We believe so strongly in quality assurance and client service that our company has written a comprehensive document called "The K2M Way" which consists of policies, procedures, guidelines, specific roles and responsibilities and tools for completing client projects at K2M Design. By following "The Way" we consistently meet the highest quality standards, and provide excellent client service. We believe that the quality of our work begins with each of our employees, is reinforced by The K2M Way processes executed by our Project Managers and encompasses the entire life cycle of a project. The Way emphasizes doing the right things, not just doing things right. It focuses on the business relationship, not just getting the work done.

The purpose of "The K2M Way" is to provide policies, procedures, processes, guidelines, and tools for managing K2M Projects. Using the methodology and materials in this guide will help ensure that our work continues to meet high quality standards, that we provide excellent client service, and that we optimize efficiencies. These policies, procedures, and guidelines are applicable to all projects performed by K2M personnel and help shape the interaction with all team members and our clients.

Risk Management Plan (RMP). Risk includes any occurrence that could cause delays, increase costs, reduce the quality of data, or cause disruption of services. The RMP will identify risks, probabilities (high, medium, low) of materializing, the potential impact on project success, and mitigation strategies to reduce risk before they occur. All risks will be fully discussed with stakeholders. The RMP will be updated as risks are identified during the project.

The K2M Team's approach to risk management will be based on four key activities:

- **Identification**. Potential risks are identified and documented. Areas of risk can be identified by any K2M Team member or City stakeholder. Identified risks will be communicated to the Project Manager.
- **Assessment**. Each risk is assessed to determine its probability (high, medium, low) of becoming "real" and its potential impact on the project's success (high, medium, low).
- **Mitigation**. For each risk, mitigation strategies will be developed and documented. Specific Team members will be assigned specific actions and tracked to completion. Throughout the risk mitigation activity, the K2M Team will communicate risks and corrective action plans to the City and other stakeholders.
- **Tracking**. Each risk is monitored throughout the program. The project's manager is responsible for ensuring that related action items are completed and reported at regular intervals.

Quality Control

K2M Design's quality assurance program is incorporated into all project milestones. Each milestone of the project receives an intra-disciplinary quality control check (redi-check) that enables the forthcoming phase to flow smoothly. Every state is a building block, one proceeding the other and it is crucial that each milestone is reached with the highest success. Additionally, our President and Principal in Charge

– Scott Maloney, reviews scope control once a program is established to ensure the project scope and budget modifications are well documented. K2M Design's system of quality control and assurance encompasses a projects architectural and engineering components and reasonable assurance of complying with applicable local, state, and federal codes and ordinances, as well as the owner's program.

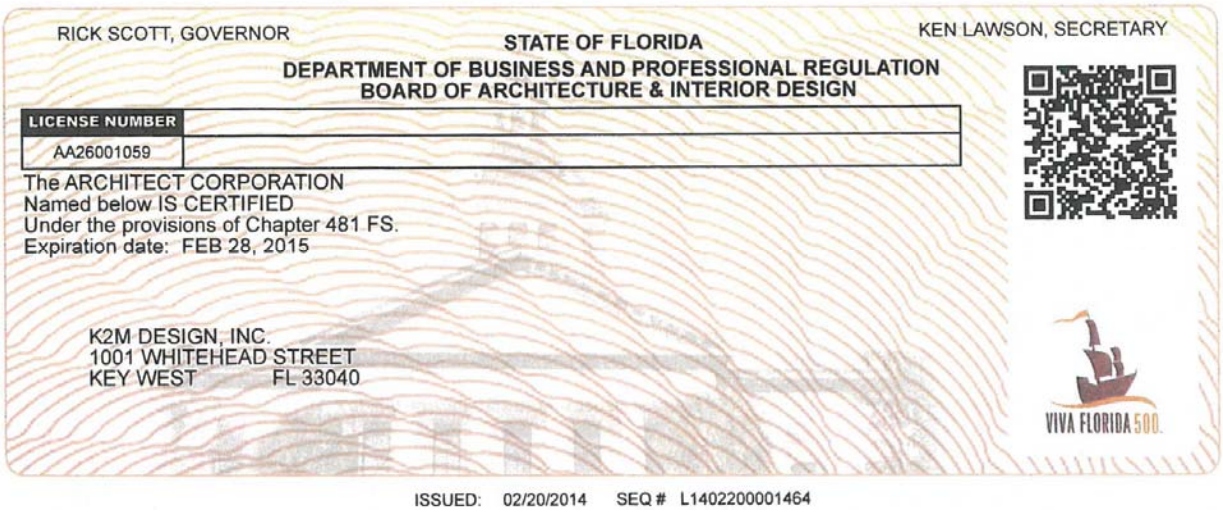
The nature and extent of our quality control system depends on a number of factors, such as its size of the project, the nature of its work, renovation or new construction, and construction cost. Thus, the quality control system will vary as will the need for, and extent of, the scope of the work. For smaller projects we complete reviews at 50% and 90% complete using a small projects quality control process created by our office. On larger projects, the K2M Way, enhances the level of diligence required not just on the project documents, but also in the relationship with all parties. We utilize a Redi-Check process at multiple stages throughout a project to ensure the greatest coordination of all disciplines.

Equal Employment Opportunity Policy

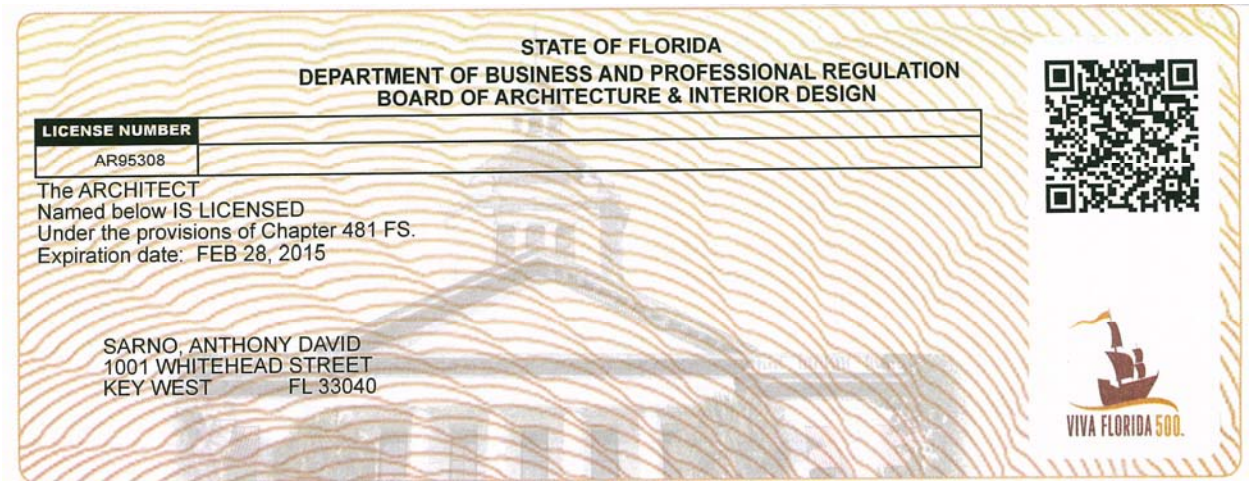
K2M provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related) or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. Specifically, K2M complies with Key West City Ordinance Sec. 2-799 Requirements for City Contractors to Provide Equal Benefits for Domestic Partners, by extending equal benefits to Married employees and those with Domestic Partnerships.

Current Florida Licenses

Florida Business License


RICK SCOTT, GOVERNOR
STATE OF FLORIDA
KEN LAWSON, SECRETARY
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN
LICENSE NUMBER
AA26001059
The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2015
K2M DESIGN, INC.
1001 WHITEHEAD STREET
KEY WEST FL 33040
VIVA FLORIDA 500.
ISSUED: 02/20/2014 SEQ # L1402200001464

Florida Professional Licenses

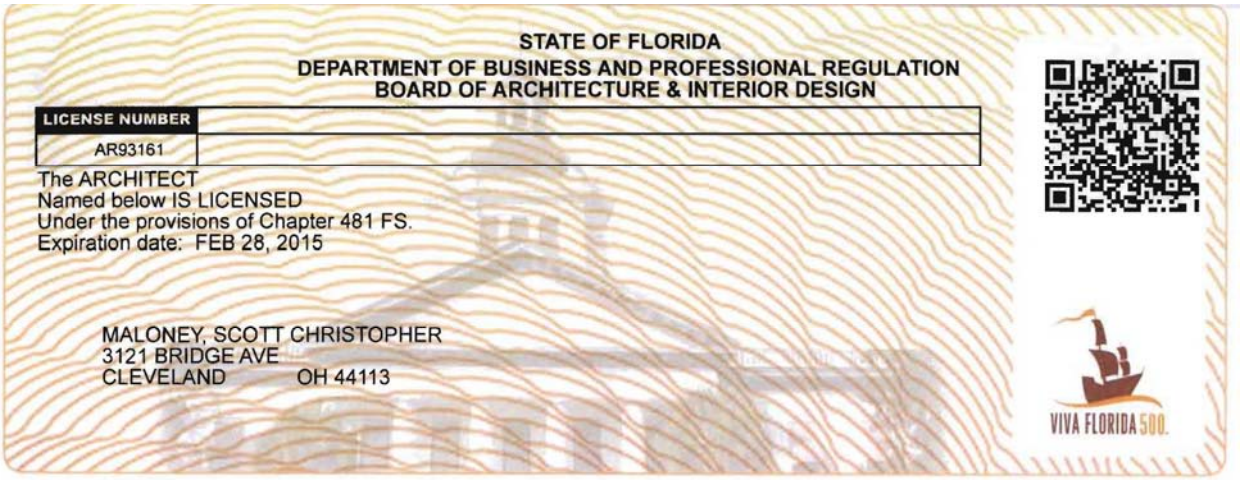

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER
AR95308

The ARCHITECT
Named below IS LICENSED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2015

SARNO, ANTHONY DAVID
1001 WHITEHEAD STREET
KEY WEST FL 33040

VIVA FLORIDA 500.


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

LICENSE NUMBER
AR93161

The ARCHITECT
Named below IS LICENSED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2015

MALONEY, SCOTT CHRISTOPHER
3121 BRIDGE AVE
CLEVELAND OH 44113

VIVA FLORIDA 500.

Insurance Statement

The firm carries insurance with Hudson Insurance Company through the Oswald Companies, Inc. We will carry professional liability insurance (including errors and omissions) in an amount noted below and shall deliver Certificates of Insurance from a carrier acceptable to the Owner specifying such limits. All our coverages meet or exceed the requirements of the RFQ.

Current insured amounts are as follows:

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER
The James B. Oswald Company
1100 Superior Avenue, Suite 1500
Cleveland OH 44114

CONTACT NAME: Patricia Cholewa
PHONE (A/C, No, Ext): 216-839-2807 FAX (A/C, No): 216-839-2815
E-MAIL ADDRESS: PCholewa@oswaldcompanies.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Casualty Ins. Co.	29424
INSURER B : Hudson Specialty Insurance Co.	25054
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
K2M Design, Inc.
1001 Whitehead St., Suite 101
Key West FL 33040-7522
MBIK2-1

COVERAGES — CERTIFICATE NUMBER: 1025995392 — REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Al Primary & X Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC	Y	Y	45SBAIO7008	9/14/2013	9/14/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X Al Primary	Y	Y	45SBAIO7008	9/14/2013	9/14/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$1,000,000 $ $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	Y	Y	45SBAIO7008	9/14/2013	9/14/2014	EACH OCCURRENCE AGGREGATE Excludes Professional	$2,000,000 $2,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	45SBAIO7008	9/14/2013	9/14/2014	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	OH-STOP GAP $1,000,000 $1,000,000 $1,000,000
B	Professional Liability Claims Made Retro Date: 9/1/2001	N	Y	AEE7204506	4/13/2013	6/12/2014	Each Claim Aggregate	$5,000,000 $5,000,000

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

Additional Insured and Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.

CERTIFICATE HOLDER

Specimen - FL
For Purposes of Evidencing
Coverage Only FL 33040-7522

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Patricia A Cholewa

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PROFESSIONAL QUALIFICATIONS

Firm Staff

The Project Team, as shown in the attached resumes, is comprised of Registered Architects, Licensed Interior Designers, LEED Accredited Professionals, Construction Administrators, Project Managers, Cost Estimators, and Quality Assurance Managers several with specialty Assessment (Building, Infrastructure, Roof, and ADA) Specialties. Our team is highly experienced in designing, renovating, and expanding public and municipal facilities. We provide strong project leadership, practiced with governmental agencies, and have the willingness to learn and understand our clients' needs. The average number of years of experience on our team is nearly 15 years.

Please refer to the organizational chart following for a detailed team structure and to the resumes supplied for detailed experience of specific individuals who will be dedicated to the City of Key West. The table below summarizes the proposed project team, their registrations/designations and number of years of experience.

Employee Name	Job Function	Registrations	Years Experience	Other Certifications
Directors				
Scott C. Maloney, AIA, NCARB, LEED-AP	President	Registered Architect	19	LEED-AP BD+C
Eric Eberhardt	Director of Retail		25	
Geoff Varga, AIA, NCARB	Dir. of Architecture	Registered Architect	35	
Anthony Sarno, RA, NCARB	Director, Key West	Registered Architect	11	
Kelli Schaffran, NCIDQ, LEED-AP	Director of Interior Design	Licensed Florida, NCIDQ	20	LEED-AP
Denise McKenzie	Dir. Of Administration		30	
Thomas Elwood	Dir. of Asset Management		25	GC License
Architecture				
Phillip Badalamenti	Sr. Architect	Registered Architect	18	
Chris Widdowson	Project Manager		20	LEED AP
Steven Meyer, AIA, NCARB, LEED AP	Sr. Project Manager	Registered Architect	26	LEED AP
Keith Jones	Project Manager		13	
Project Coordinators				
Tara Pesta, LEED-AP	Project Coordinator		10	LEED-AP BD+C
Don Losh, LEED-AP	Project Coordinator		9	LEED-AP BD+C
Scott Ross, LEED-AP	Project Coordinator		8	LEED-AP BD+C
Kyle Johns, LEED-AP	Project Coordinator		7	LEED-AP BD+C
Brian Avery, LEED AP	Project Coordinator		9	
Cameronn Selby	Project Coordinator		7	
Melanie Stern, LEED AP	Project Coordinator		14	LEED-AP
Ryan Miller	Project Coordinator		16	
Planners				
Ben Kaplan	Planner		9	
Jason Johnson	Planner		5	
Drafters				
Craig Pennington	Sr. Drafter		27	
Tanya Oldja, LEED-AP	Drafter		9	LEED-AP BD+C
Jenelle Rundo	Drafter		2.5	LEED GA
Brian Thoma	Drafter		1	
Aileen Garrido	Drafter		1	
Shannon Sheller, LEED AP	Drafter		3	LEED AP
Tim Connolly	Drafter		6	

Kristen Argalas	Drafter		5	
Construction Administration				
Stephen Elferdink	Construction / Assessments		40	FL Class A GC License
Interns				
Architecture and Interior Design	Co-op programs with universities/colleges we have 2 interns per quarter			
Interior Design				
Kelly Cook, NCIDQ	Sr. Interior Designer	NCIDQ	11	
Valene Tabone, NCIDQ, LEED-AP	Sr. Interior Designer	NCIDQ	9	**LEED-AP**
Marta Johns, NCIDQ, LEED-AP	Sr. Interior Designer	NCIDQ	7	**LEED-AP ID+C**
Aubrey Frederick	Jr. Interior Designer		1.5	
Rachel Maher	Jr. Interior Designer		1.5	
Charlie Olivo	Jr. Interior Designer		.5	
Administrative				
Renee Washburn	Admin. Assistant		15	
Debbie Andrews	Acct. Specialist		30	
Drema Herron	Acct. Specialist		28	
Kim Eberhardt	Admin. Assistant		10	
Marketing				
Stephanie Cieszkowski	Marketing Manager		16	
Tara Mercio	Business Development Manager		18	

Consultant Information

SOLARIA Design & Consulting, Co., is a Marathon headquartered professional firm providing Architecture, Engineering & Planning services. The company has offices in Marathon and Key West. SOLARIA was established in late 2008 and incorporated in 2009 by the merging of three established firms with a core business focus of providing sustainability integrated with superb design. With the experience and direction of Steven Grasley, professional engineer, the company melds award winning design with 21st century technology.

SOLARIA
ARCHITECTURE
ENGINEERING
PLANNING

The company portfolio contains 30 years of successfully completed private and public projects in The Keys, throughout Florida, in Michigan, Massachusetts, the Bahamas, Honduras and other locations. Our work encompasses small to moderate size commercial projects, government redevelopment, the full spectrum of residential projects, a broad range of engineering consulting, and construction administration and project management on various types of projects.

The recent projects at SOLARIA focus on innovative designs that provide projects with a long and energy efficient lifecycle. Some of SOLARIA's projects are totally independent of the utility grids by designing for ultimate efficiency, producing and reusing all water required, and generating the balance of power needed with solar and wind systems. SOLARIA's principals are forward thinkers and have been implementing green designs since well before it was the trend it is today. Our project philosophy at SOLARIA has been to establish balance through design by applying sustainable construction methods and systems to achieve true value. With this focus from the start of a project, we are able to develop a project that embodies excellent design, is maintainable in the long term, and ultimately a project that has the lowest life cycle cost achievable while providing the full functionality required. The rationale of going green because it's the right thing to do has evolved; now it makes total financial sense to do it.

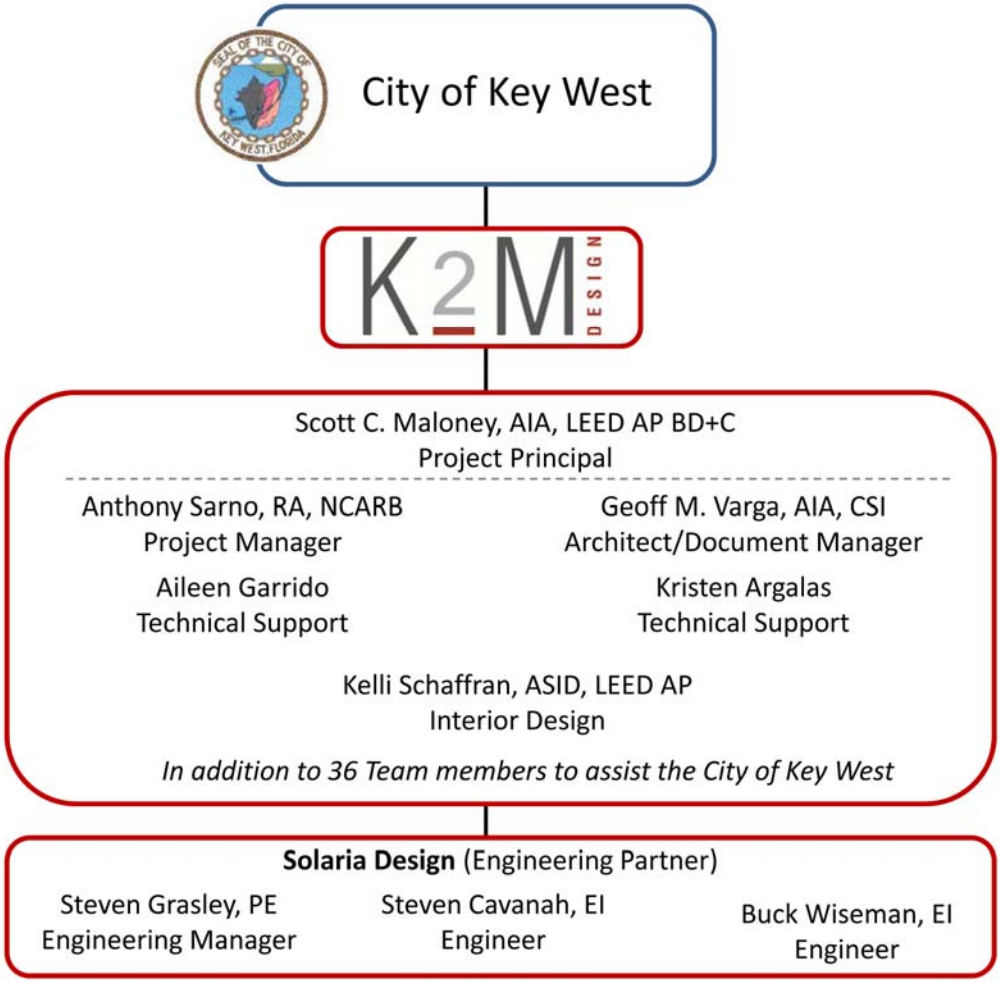
Firm Capacity

The K2M Design Team shares a common approach to client relationships and staffing of projects. The demands of a client are fluid and need to be reacted to as the needs change over the course of a project. The ability to react is dependent on additional resources that are available on staff. Additionally, we are very cognizant to not accept work that would stretch our staff beyond an efficiency rate of about 85%.

Name of Firm	Labor Hours of Available Resources	Projected Labor Hours by Month starting April 2014											
		1	2	3	4	5	6	7	8	9	10	11	12
K2M Design	6900 / month	500	1000	1800	1800	2600	3000	3200	3700	4200	4200	4500	4500

Organizational Chart

The City of Key West will be provided a single point of contact on projects which will be the Project Principal or Project Manager depending on the size / scope of the services required. Having a single, consistent point of contact throughout the project provides consistency for the City and our design team. Below is the proposed organization chart for this RFQ response.



Scott C. Maloney, AIA, NCARB, LEED AP
Project Principal

Scott C. Maloney, President of K2M Design, is a LEED® Accredited Professional with a Bachelor Degree in Architecture and nearly 20 years of focused experience in institutional planning and architecture, facility conditions assessments, and project management experience.

Mr. Maloney will serve as the Principal in Charge for the City of Key West. He will be the primary contracting authority and main point of contact for the City. Mr. Maloney will focus his vast talents for this contract on the leadership of the design team and lead quality control. He is an expert at implementation, control, and as an overall design team leader.

Mr. Maloney has a broad-range of design experience in a multitude of industries, including, government, institutional, commercial, office, hospitality and residential, with a special interest in federal contracting and institutional projects. Mr. Maloney spearheads our Continuing Service Contract work representing many public agencies throughout the United States. His fortes include master planning and feasibility studies, facility conditions assessments, programming and preliminary design services, and client relationships for complex projects.

A key aspect of his interest and talent is in the planning and design approaches when assisting clients in redefining properties. He has developed a keen ability for sensible and viable design solutions. As an effective communicator, he has developed the ability to convey complex solutions in a clear and simple way in order to provide detailed explanations to project specifics and to gain consensus and approval of projects.

EDUCATION

Kent State University, Bachelor of Science
Kent State University, Bachelor of Architecture

REGISTRATIONS

Registered Architect in 47 states including FL
National Council of Architectural Registration Boards (NCARB)
LEED® Accredited Professional with the US Green Building Council

HIGHLIGHTED PROJECT EXPERIENCE

Institutional

FKAA Central Warehouse
Key West Housing Authority Community Center
Keys Federal Credit Union HQ Facility

Government

City Administration Complex
Big Pine Key Park Redevelopment
Higgs Beach Pier Reconstruction
Veteran's Park Design and Reconstruction
Joe London Fire Training Facility Renovation
Key West International Airport – PV Study
KWIA – Custom Terminal Renovation
Monroe County Detention Center
Monroe County Library - Key West Branch
Monroe County Jail - Crime Lab Renovation
Department of Juvenile Justice Expansion
Monroe County Public Works Facility

Continuing Service Contracts

Monroe County Continuing Services Contract
Navy IDIQ MINI MACC Key West
MacDill AFB IDIQ
GSA Florida IDIQ
NASA IDIQ
Federal Bureau of Prisons
Ohio Facilities Construction Commission

Residential Developments

Atlantic Drive Homes
Bahama Market Village Homes
Key West Steam Plant & Railway Housing
Southpointe Atlantic Condos & Townhomes

Anthony Sarno, RA, NCARB
Project Manager

Mr. Sarno is dedicated to producing high design projects on time and within budget. His strength is in his ability to manage large-scale projects, including both renovations and new construction. He also works on small office build-outs for corporate clients and various projects for local and state government entities. In addition to his design work, he is highly experienced at completing existing conditions surveys and report writing for compliance with current building codes and ADA guidelines.

As the Project Manager, Mr. Sarno will implement the design direction established by Mr. Maloney and our consultants. He will work with the City and project stakeholders to establish the project schedule, program, key considerations, and an understanding of all interested parties. He will be responsible for creating full project packages including drawings and specifications, supervising the preparation of architectural plans, and reviewing completed plans and estimates. He is also responsible for administering construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans.

Mr. Sarno leads the project team to implement design ideas and prepares projects for construction. In addition, he continues to investigate green building issues in order to become increasingly conscious of the best ways to combine the built and natural environments.

As a resident of Key West, Mr. Sarno plays an active role in the community. He is involved with the Lighting Taskforce Committee, which works directly with the City Council and City Administration dealing with street lighting issues. His design and involvement with the Key West AIDS Memorial has made a lasting impact on visitors and residents throughout the community.

EDUCATION

Kent State University, Bachelor of Science
Kent State University, Bachelor of Architecture

REGISTRATIONS

Registered Architect in OH, FL
National Council of Architectural Registration Boards

HIGHLIGHTED PROJECT EXPERIENCE

Government
Key West City Administration Complex
Key West Fire Station
Key West Bight Master Plan
Key West International Airport Customs Terminal
Monroe County Public Works Facility
Monroe County Continuing Services Contract
Veteran's Park Design and Reconstruction
Monroe County Library, Key West Branch
Monroe County Plantation Key Fuel Facility
Monroe County Key Largo Fuel Facility
Monroe County Courthouse, Marathon
Nelson / Ward Park
Joe London Fire Training Facility Renovation
Whitehead Street Jail Renovations
Monroe County Jail Renovations
Big Pine Key Park Redevelopment
Park Enhancement Nelson English / Willie Ward
Monroe Country ADA Assessments
County-Wide Facilities & County Court System Facilities
Truman Waterfront Redevelopment
MacDill AFB
NAVY KW

Commercial
Keys Federal Credit Union (Stock Island)
First State Bank Branches
St. James First Missionary Baptist Church

Hospitality
Southernmost Hotel Collection

Residential
Key West Steam Plant Condominiums
Habitat for Humanity

Geoffrey M. Varga, AIA, CSI
Architect/Document Manager

Geoffrey M. Varga oversees K2M Design's Architecture Division. With more than 35 years of architectural design, planning and project management experience, Mr. Varga's experience encompasses all aspects of administration, conceptual project planning, architectural and engineering design, development and construction with a focus in institutional and municipal project types.

As an Architect and Document Manager, Mr. Varga will dedicate himself to the City of Key West by providing oversight and architectural support to the K2M team. Mr. Varga's experience will contribute additional team leadership and technical support, along with proactive communication to the team leaders and City.

As a key member of our leadership team, Mr. Varga has a proven ability to understand and focus a client's needs and requirements, translating these into the management of a responsive, cohesive project team that is directed toward achieving the goals of the City of Key West. His project experience has been built within the context of conceptual planning, design, project management and owner representation for new construction, renovation, adaptive re-use and planning.

Mr. Varga brings a collection of experiences to our project team and serves as a true extension of their organization. Throughout the planning, design and construction process, he is the principal advocate on behalf of the owner and ensures a timely flow of information, decision making, responsiveness, and the overall satisfaction of the client.

EDUCATION

University of Detroit, School of Architecture,
Bachelor of Architecture

PROFESSIONAL AFFILIATIONS AND REGISTRATIONS

Registered Architect in Ohio, Michigan, Pennsylvania, and Florida
National Council of Architectural Registration Boards (NCARB)
Construction Specification Institute (CSI)

HIGHLIGHTED PROJECT EXPERIENCE

INSTITUTIONAL EXPERIENCE

- City of Fremont – Waste Water Treatment Plant
- Northeast Ohio Regional Sewer District – Bratenahl Pump Station
- NASA – Maintenance, Vehicle Storage, and Salt Storage Buildings
- NASA – Building 60
- Cleveland Metropolitan School District
  - Orchard School of Science
  - Dunbar K-8 School
  - George W. Carver K-8 School
- Cleveland Metropolitan Housing Authority – Carver Park Estates
  - IDIQ Contract
- City of Cleveland – Neighborhood Design Guidelines
- Cleveland Public Library East Wing Building
- Lake Ridge Academy
  - Art & Music Building
  - Betcher Convocation Center
- Mentor Senior High School
  - Fine Arts Center
- Youngstown City School District
  - New Rayon Middle School
- Warrensville Heights City Schools
- Eaton Corporation – Interior Space Planning
- Chester Commons
- Ralph Tyler Companies Headquarters
- Ameritrust Operations Center
- Red Cross Regional Headquarters Building
- Cleveland Yacht Club
- University Hospitals
  - W.O. Walker Building Renovations
  - Management Services Center Building
  - Mather Pavilion Exit Study
- Baptist Henry Ford Hospital Facility
- William Beaumont Hospital
- United States Federal Courthouse
- Tuscarawas County Public Library
- Capstone Limited, Chester Commons
- Ohio Department of Transportation
  - Warrensville Heights Maintenance Facility
  - Columbiana Maintenance Facility

Kelli Schaffran, ASID, NCIDQ, LEED AP
Director of Interior Design

Ms. Schaffran, Director of our Interior Design division, has nearly 20 years of experience and has led our interiors division for the past 8 years. She believes that strong client and team communications are the backbone of a successful project. She works closely with clients to identify their aesthetic, functional, and budgetary requirements.

Ms. Schaffran adds her extensive talents to the team by supervision and coordination of all Interior Design features needed by the City of Key West. Her expansive design experience within environments such as Key West will provide the City with creative and budget sensitive designs.

Ms. Schaffran's strong communication skills allow her to translate the client's needs and objectives into a successful project. She is proficient at coordinating with all the key consultants on a project team, throughout the design and installation process, to ensure an efficient project flow.

Ms. Schaffran is responsible for the supervision and coordination of the interior design staff, establishing and monitoring project timelines, design project reviews, and project development for the company. She serves as the primary point of contact for clients. Ms. Schaffran is accomplished in the many specialties of Interior Design including expertise in government, hospitality, corporate, and residential design. She works closely with our government clients to allocate best value design to meet their project budgets.

EDUCATION
Kent State University, Bachelor of Arts in Interior Design

REGISTRATIONS / AFFILIATIONS
NCIDQ Certified #014642
Florida Licensed Interior Designer #ID5006
LEED® Accredited Professional with the US Green Building Council
Professional Member ASID

HIGHLIGHTED PROJECT EXPERIENCE

Government
Key West City Administration Complex
Monroe County Public Works Facility
Monroe County Continuing Services Contract
Big Pine Key Park Redevelopment
NASA
GSA Florida
MacDill AFB
NAVY KW
Marathon City Hall

Commercial
DDR Corp Headquarters
BrandMuscle
Northwestern Mutual
First State Bank Branches
Keys Federal Credit Union

Education
Cleveland State University
Cuyahoga Community College
University of Akron

Hospitality
Captiva Villas at The Pink Shell Resort
Doubletree Ocean Point Beach Resort & Club
Doubletree Melbourne Beach
Banana Bay Redevelopment
Melbourne Beach Hilton Hotel
White Sand Villas at The Pink Shell Resort
Hyatt Regency
Hotel 71
Cleveland Airport Marriott
West Palm Beach Marriott

Aileen Garrido
Architectural Technical Support

Ms. Garrido is an Architectural Project Coordinator and for K2M Design, Inc. She is responsible for the production of AutoCAD drawings, compiling sets of drawings, and working with the architecture and engineering teams on a variety of project types. She focuses on the translation of architectural sketches and field measurements into finished drawings for the permit process. As a well-rounded practitioner, Ms. Garrido is able to utilize her strengths in planning, code analysis, architecture, report writing, detailing, permitting, project coordination, and client communication.

As the part of the Technical Support Team, Ms. Garrido will assist the Project Manager, Anthony Sarno, to prepare technical documents for the project. Ms. Garrido will bring her knowledge of local environment and organization to ensure all project requirements exceed the City's goals.

Ms. Garrido provides strong project management and assessment experience coupled with a great depth of understanding with multiple project and construction types. This translates in to projects focused on the client's wants and needs applying a successful solution to satisfy both budget and expectations.

Aileen has a well-rounded background in all stages of Architectural design services from programming, schematic design, design development, construction documents and construction administration.

EDUCATION
Florida International University, Bachelor in Architecture and Arts
Florida International University, Masters of Architecture

HIGHLIGHTED PROJECT EXPERIENCE

GOVERNMENT & INSTITUTIONAL EXPERIENCE
Monroe County Continuing Services Contract
Monroe ADA Assessments
Marathon City Hall
Marathon Sewer Connection
Key West Fire Station
Key West International Airport Customs Terminal
Marathon Customs Terminal
NASA
GSA Florida
MacDill AFB
NAVY KW

PRIVATE CLIENTS
Private Residences throughout Keys
Coral City Elks Lodge
Rum Barrel Restaurant
Southernmost Hotel Collection
Key West Steam Plant
Fairfield Inn – Key West
Matthews Crossing
Habitat for Humanity
Coconut Grove
Paradise Inn
Key West Seaport Hotel
Oceanside Marina
First State Bank
Key West Yacht Club

Kristen Argalas, LEED GA
Architectural Technical Support

Ms. Argalas has nearly 5 years of architectural experience in a wide variety of capacities. She joined K2M Design to serve as an architectural designer and to provide technical support in the Key West office, bringing with her an understanding of the local environment and responsibilities necessary to design within the Florida Keys.

As the part of the Technical Support Team, Ms. Aragalas will play a vital role by contributing to the contract documentation of projects. Ms. Argalas will bring her diverse architectural and art based educational background to the team. She will provide CAD support and design insight to projects, while her creative influence will bring a fresh perspective to cultural projects within the City and community.

Ms. Argalas provides creative and technical insight to the project team. Utilizing her technical skills as an architectural designer and artist, Kristen is able to craft functional and beautiful solutions to everyday problems. Her experience and education will be a strong asset to this team, translating historic and aesthetic qualities to all projects the team undertakes.

As with the entire technical team, Kristen has a well-rounded background in all stages of Architectural design services from programming, schematic design, design development, construction documents and construction administration. As part of the teaching staff of Florida International University, Ms. Argalas has excellent communication skills. Her ability to provide practical understanding to projects and technical data make her a valuable part of this team.

HIGHLIGHTED PROJECT EXPERIENCE

GOVERNMENT & INSTITUTIONAL EXPERIENCE
Monroe County Continuing Services Contract
Monroe ADA Assessments
Marathon City Hall
Marathon Sewer Connection
Key West Fire Station
Key West International Airport Customs Terminal
Marathon Customs Terminal
NASA
GSA Florida
MacDill AFB
NAVY KW

PRIVATE CLIENTS
Private Residences throughout Keys
Coral City Elks Lodge
Southernmost Hotel Collection
Key West Steam Plant
Fairfield Inn – Key West
Matthews Crossing
Habitat for Humanity
Coconut Grove
Paradise Inn
Key West Seaport Hotel
Oceanside Marina

EDUCATION
Florida International University, Bachelor in Interior Design
Florida International University, Masters of Architecture
Florida International University, Masters in Art and Architecture

REGISTRATIONS
LEED® Green Associate with the US Green Building Council
Alpha Rho Chi - National Board Member
(Professional Architecture Fraternity)

Steven Grasley, PE
Engineering Manager, Solaria

Mr. Grasley is an experienced technical executive from the top DOW 30 companies with over 30 years of broad engineering experience including all aspects of engineering for architecture, to engineering for manufacturing systems, to advanced product development engineering for aerospace systems including avionics & controls, robotics, radar and communication systems. He has a proven track record of international business management and multifunctional leadership. He is a knowledgeable, high energy team leader with infectious enthusiasm and the ability to simplify and solve complex problems for the client.

Mr. Grasley will use his engineering expertise and work closely with the Project Manager to develop engineering solutions that exceeds expectations. He will work with the project team to make sure all schedule, program, and key considerations are upheld during the design and construction phases. Mr. Grasley will serve as the Engineer of Record for the project.

Mr. Grasley will also lead the project team for engineering. His focus will be on project sustainability in achieving the desired function with the highest degree of maintainability and lowest life cycle cost for each project. Mr. Grasley is a recognized leader in sustainable design including advanced structures, potable rainwater harvesting, cisterns, solar hot water, geothermal air conditioning, advanced multi-split air conditioning, and solar photovoltaic systems. Mr. Grasley has designed over 100 solar system installations around Florida, Bahamas, New Jersey, Pennsylvania, and Michigan, including the vast majority of the solar systems installed in Monroe County.

EDUCATION

Wharton School of Business, MBA Studies
Renssallaer Polytechnic Institute, MS Mechanical Engineering (hon)
Syracuse University, MS Electrical Engineering
Marquette University, BS Electrical Engineering

REGISTRATIONS

Professional Engineer in Florida

HIGHLIGHTED PROJECT EXPERIENCE

GOVERNMENT & INSTITUTIONAL EXPERIENCE

Department of Homeland Security – Marathon
Marathon City Park Fitness Walk
State of Michigan Continuing Services
USS Ingram – Key West

PRIVATE CLIENTS

Marine Bank Branch Expansion
- Key West Simonton
- Marathon Affordable Housing and Operations Center
- Key Largo Branch
- Marco Island Branch
- Punta Gorda Branch

Chappy's Restaurant – Marathon
Centennial Bank – Islamorada Branch
Keys Lake Villas – HUD Workforce Housing
Point of View Resort
BB&T Builiding
Southernmost Hotel
Dolphin Research Center
Habitat for Humanity – Islamorada
Private Residences
Ballast Key

SUSTAINABLE PROJECTS

Pigeon Key Solar – Marathon, FL
Palmer Trinity School Solar Pavilion
Traverse City - City Parking Garage

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers (ASCE)
American Society of Mechanical Engineers
American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)
Florida Engineering Society (FES)
Institute of Electrical and Electronics Engineers
Malcolm Baldridge Examiner

Steven Cavanah, EI
Staff Engineer, Solaria

Steven Cavanah has been at SOLARIA since its inception in 2009; initially as an intern and now as a staff engineer. His responsibilities include engineering design, permitting coordination and construction support. While at SOLARIA, he has been involved in a wide array of projects including residential, commercial and civic, with both new construction and renovation work.

As a staff engineer, Mr. Cavanah will be involved in all phases of work undertaken for the City of Key West. His responsibilities will further include structural and MEP design work (including energy code compliance) for all projects. He will coordinate with the lead architect and lead engineer to produce concise and correct documentation.

Mr. Cavanah has experience and knowledge from all phases of development including planning, design development, permitting and construction support. His major contributions include structural, mechanical, plumbing, storm water, energy and site design work. In addition to his emphasis in structural and mechanical design, Mr. Cavanah is involved in applying the green designs that SOLARIA is known for. His knowledge base of sustainable designs includes advanced construction methods, solar hot water, advanced HVAC systems, rainwater harvesting, advanced waste treatment and solar photovoltaic systems.

As a second generation Conch, Mr. Cavanah has close ties to the local community. He is a graduate of Marathon High School where both he and his wife Emily volunteer for the MHS Athletic Department. In addition, he serves as an Assistant Scoutmaster with the local Boy Scouts of America Troop 901. In his spare time, Mr. Cavanah tutors local high school students in math and physics and is an executive member of the local Monroe Marauder Civilian Emergency Response Team (CERT).

EDUCATION
University of Miami, Coral Gables, FL – BS, Mechanical Engineering

REGISTRATIONS
Engineer Intern, Florida

HIGHLIGHTED PROJECT EXPERIENCE

GOVERNMENT & INSTITUTIONAL EXPERIENCE
Dept Homeland Security, Marathon

PRIVATE CLIENTS
Tom Thumb Store #230, Marathon
Marathon Veterinary Hospital, Marathon
Jolly Roger Park Pool, Marathon
Key RV Park Utilities, Marathon
Dolphin Research Center, Marathon
Keys Lake Villas, Key Largo
Point of View Resort, Key Largo
BB&T Building, Kennedy Blvd, Key West
Numerous Private Residences in the Keys

SUSTAINABILITY PROJECTS
Pigeon Key Solar, Marathon
Off Shore Island Residence, Howell Key
Palmer Trinity School Solar Pavilion, Miami
City Parking Solar, Traverse City, MI

PROFESSIONAL ASSOCIATIONS
American Society of Mechanical Engineers
Boy Scouts of America, Assistant Scoutmaster, Troop 901, Marathon, FL

Buck Wiseman, EI
Staff Engineer, Solaria

Buck Wiseman is a Registered Engineer Intern (EIT) with over 4 years of experience in all phases of underground utility design, mechanical, electrical, and plumbing design for commercial and residential structures, commercial pool design, and solar photovoltaic installation design.

As a staff engineer at Solaria, Mr. Wiseman will aid in developing the MEP (Mechanical, Electrical, and Plumbing) building systems for the City of Key West. He will have primary responsibilities for the drafting of all engineering related design items including Structural and MEP. He will coordinate with architects, the lead engineer, and other disciplines.

Mr. Wiseman has been a project manager and design engineer with responsibilities for the coordination, administration, and design of multiple projects. He has experience and knowledge in all phases of engineering design and construction for many project types including: Residential, Commercial, Civic, Renovation, and New Construction. He is proficient in his knowledge of electrical and plumbing design, and also has extensive knowledge of mechanical and structural systems. Underground site utility layout is one of his strongest areas. In addition to conventional site and structure engineering, Mr. Wiseman has extensive knowledge in green development, including designs for solar photovoltaics, solar hot water, advanced HVAC, rainwater harvesting, and advanced waste treatment. He also has prolific experience of contributing to teams, performing site visits, client interaction, and permitting.

Mr. Wiseman has a close relationship to the local community. He is a second generation graduate of Coral Shores High School and spent the first 18 years of his life in the Upper Keys. Upon graduating from Coral Shores, he spent the next 4 years in the rigorous #2 nationally ranked Aerospace Engineering program at Georgia Tech in Atlanta. He returned to the Florida Keys in order to begin his career and further his training in a variety of engineering disciplines.

EDUCATION
Georgia Institute of Technology, Atlanta, GA
BS, Aerospace Engineering

REGISTRATIONS
Engineer Intern, Florida

HIGHLIGHTED PROJECT EXPERIENCE

GOVERNMENT & INSTITUTIONAL EXPERIENCE
Dept. Homeland Security, Marathon FL
Marathon City Park Fitness Trail

PRIVATE CLIENTS
Point of View RV Park, Key Largo FL
Keys Lake Villas, Key Largo FL
BB&T Building, Key West FL
Tom Thumb Store #230, Marathon FL
Overseas 102 Building, Key Largo, FL
Angler's Cove, Layton, FL
Cintas Warehouse, Miramar FL
Private Residences throughout Keys & So. Fla., conventional and fully off-grid

SUSTAINABILITY PROJECTS
Habitat for Humanity SFR, Islamorada FL
Old Town Parking Garage, Traverse City, MI
Deer Run B & B, Big Pine Key FL
Pigeon Key Solar, Marathon FL
Palmer Trinity School Solar Pavilion, Miami FL
Off Shore Island Residence, Howell Key FL
WWTP Solar, Peshawbestown, MI
Numerous residential solar projects around South Florida

PROFESSIONAL ASSOCIATIONS
American Society of Mechanical Engineers
Boy Scouts of America, Assistant Scoutmaster, Troop 901, Marathon, FL

PAST WORK EXPERIENCE

The project team provides a broad variety of consulting services to cover any and all needs of the City of Key West. Such services include but are not limited to architectural and engineering pre-design and design services, master planning and space planning, programming, property evaluation and site selection, environmental assessments, reporting and remediation, producing design-bid-build RFP's, historical preservation and restoration, construction administration, owner representation and/or lender interests in the construction phase, scheduling and cost estimating and construction management. The following page is a sample list of projects demonstrating our experience with similar projects.

Please take a moment to view the attached project matrix for the complete scope of our services and vast work history.

Project Name, Client and Contract Type

Relevant Project Requirements

Project Name	Agency	Location	Client	Design of Buildings Both Residential, Commercial or Government	Design of Community Centers	Preparation of Plans for Modification or Rehabilitation of Existing Buildings	Historic Preservation and Restoration	Design of Park Structures Including Restroom Facilities, Gazebos, Shelters, etc.	Design of Historic or Cultural Displays	Design of Buildings in Accordance with Section 255.2575(2)	Design of Public Plazas and Event Venues	Evaluate Environmental Impacts of Proposed Projects and Prepare Permits	Conduct Public Awareness and Input Strategies	Preparation of Reports, Schedules, Cost Estimates, Certifications, Schedules and Manuals	Contract Construction Oversight and Closeout
One, Two, and Three Story Multi-Use Office and Retail Buildings															
General Electric	General Electric	Penn	John Craynon	X		X	X					X		X	X
Exolution Capital Partners	Evolution	Ohio	Michael Brit	X		X						X		X	X
BrandMuscle	BrandMuscle	Ohio	Kathy Heflin	X		X						X	X	X	X
Northwestern Mutual	Northwestern Mutual	Ohio	John Ertz	X		X	X						X	X	X
Sequoia Financial, Cohen & Company	Cohen & Company	Ohio	Nevin Nussbaum	X		X						X		X	X
Ven-A-Care	Ven-A-Care	Florida	Luis Cobo	X		X								X	X
Lewis Overseas Market	Lewis Property Investors	Florida	Sandra Jarrett	X				X						X	X
419 Southard Street (unbuilt)	HTA Properties	Florida	Ed Swift	X									X	X	
Hospice of the Western Reserve	Hospice of WR	Ohio	Kathy Gatto	X	X	X	X		X			X	X	X	X
Colliers County Sheriffs Office	Colliers County	Florida	Skip Camp	X		X	X			X		X	X	X	X
Keys Federal Credit Union	KFCU	Florida	Todd German	X		X	X			X		X	X	X	X
Community Centers															
Roman Catholic Diocese of Charlotte	RCDC	NC	Anthony Morlando	X	X	X					X	X		X	X
Coral City Elks Lodge	Coral City Elks	Florida	Ken Sullivan	X	X	X				X		X		X	X
M atthews Crossing Clubhouse	Matthews Crossing	Florida	Steve Grasley	X	X	X				X		X		X	X
Big Pine Key Park	Monroe County	Florida	Jerry Barnett	X	X	X	X	X	X	X	X	X	X	X	X
Key West Housing Authority	KWHA	Florida	Manuel Castillo	X	X	X		X		X	X	X	X	X	X
Tavernier Meeting Hall	Monroe County	Florida	Jerry Barnett	X	X	X	X		X	X	X	X	X	X	X
Marathon Harbor Resort and Marina	Boykin Management	Florida	Bob Boykin	X	X			X	X	X	X	X	X	X	X
Moose Lodge	Moose	Florida	Ken Bygler	X	X	X				X	X	X	X	X	X
Seabreeze	Concorde Properties	Florida	Joe Wieselberg	X	X					X	X	X	X	X	
Recreational Facilities															
NASA Fitness Center	NASA	Ohio	James Doglio	X		X						X	X	X	X
Truman Waterfront Redevelopment	City of Key West	Florida	Jim Scholl		X	X	X	X	X	X	X	X	X	X	X
Fitworks Fitness Centers	Fitworks	Ohio	Pat Petrecca	X		X		X				X		X	X
GTMO Fitness Center (unbuilt)	Prime Projects	Cuba	Simon Wood	X		X		X				X	X	X	
Southermost Hotel	Southernmost Collection	Florida	Matthew Babich	X		X	X	X		X	X	X	X	X	X
Event Plazas and Other Venues															
NASA Glenn Entrance Design	NASA	Ohio	James Doglio					X	X		X	X	X	X	X
AIDS Memorial	Friends of AIDS Memorial	Florida	Jon Allen						X		X	X	X	X	X
Key West Bight	City of Key West	Florida	Mark Finigan			X	X	X	X	X	X	X	X	X	
Higgs Beach Pier	Monroe County	Florida	Jerry Barnett					X				X		X	X
Veterans Park	Monroe County	Florida	David Koppel								X	X		X	X
Historic Preservation and Restoration															
Little White House	Little White House	Florida	Bob Wolz	X		X	X		X	X		X	X	X	X
Golden Collum Federal Courthouse	GSA	Florida	Ken Bygler	X		X	X			X		X	X	X	X
White Street Jail	Monroe County	Florida	Jerry Barnett			X	X					X	X	X	
Key West Steam Plant	HTA Properties	Florida	Ed Swift			X	X			X		X	X	X	X
Transportation/Multimodal Centers															
Key West Customs Renovation	Monroe County	Florida	Peter Horton	X		X				X		X	X	X	X
Air Traffic Control Tower	MacDill AFB	Florida	Ken Bygler	X		X				X			X	X	X
Key West Bight	City of Key West	Florida	Mark Finigan			X	X	X	X	X	X	X	X	X	
RTA W. 117th Street Station	GCRTA	Ohio	Mike Shipper	X								X	X	X	X
Historic Markers															
AIDS Memorial	Friends of AIDS Memorial	Florida	Jon Allen								X	X	X	X	X
NASA Lewis Field Historic Preservation	NASA	Ohio	James Doglio			X	X		X					X	
Fire Station 3	City of Key West	Florida	Alex Vega	X		X	X				X	X	X	X	X
Butterfly Museum	Sam Trophia	Florida	Sam Trophia			X	X					X	X	X	X
Banana Bay Marathon	Banana Bay	Florida	Bob Boykin	X								X		X	X
Multi-Family Residential or Mix Use															
The Whitney	Obligo	Florida	Rasheena Wilson	X		X				X		X		X	X
Bridgeview Apartments	Landmark Management	Ohio	Dan Ross	X		X	X					X		X	X
Key West Steam Plant	HTA Properties	Florida	Ed Swift	X		X	X			X		X	X	X	X
Railway Housing	HTA Properties	Florida	Ed Swift	X		X	X			X		X	X	X	X
Lewis Overseas Market (Storage/Housing)	Lewis Property Investors	Florida	Sandra Jarrett	X								X		X	
420 Southard	HTA Properties	Florida	Ed Swift	X										X	
829 Simonton	McPherson	Florida	Ben McPherson	X		X	X							X	X
1001 Whitehead	mbi | k2m	Florida	Michael Ingram	X		X				X		X	X	X	X
Cayo Hueso	HTA Properties	Florida	Ed Swift									X		X	
Defensible/Safe Space Design															
Golden Collum Federal Courthouse	GSA	Florida	Ken Bygler	X		X	X			X		X		X	X
United States NAVY	NAVY	Florida	Ken Bygler	X		X				X		X		X	X
GTMO	Prime Projects	Cuba	Simon Wood	X		X						X		X	
NASA Hangar Security	NASA	Ohio	Tony Doglio			X								X	
Quantico - DD1391s	Baltimore C.O.E.	Virginia	Vicki Locklear	X										X	
Public Restroom Facilities															
Angela Street	City of Key West	Florida	Mark Finigan					X		X		X	X	X	X
Big Pine Key Park	Monroe County	Florida	Jerry Barnett	X	X	X		X	X	X	X	X	X	X	X
Truman Annex	City of Key West	Florida	Jim Scholl	X		X	X		X	X		X	X	X	
RTA W. 117th Street Station	GCRTA	Ohio	Mike Shipper			X						X	X	X	X
Institutional Residential and Non-Residential Buildings															
GSA USMC Cell Block Renovations	GSA	Florida	Ken Bygler	X		X				X				X	X
Hospice of the Western Reserve	Hospice of WR	Ohio	Kathy Gatto	X		X	X						X	X	X
Ohio Department of Rehabilitation and Corrections	ODRC	Ohio	John McCready	X		X						X		X	X
Ohio Department of Youth Services	ODYS	Ohio	Vince Corcoran	X		X						X		X	X
Community Based Correction Facility	Cuyahoga County	Ohio	Barb Shergalis	X								X	X	X	X
Seneca County	Seneca County	Ohio	Judge Jay Meyer	X		X						X	X	X	X
Multi County Juvenile Correction System	MCJAS	Ohio	David Vanderwall	X		X						X	X	X	X
Utility, Transportation Buildings, and Other Public Buildings															
Marathon Customs Terminal	Monroe County	Florida	David Hill	X		X						X		X	X
Fire Station #2	City of Key West	Florida	City Manager	X								X		X	X
ODOT Columbiana Maintenance Facility	ODOT	Ohio	John McCready	X		X						X		X	X
ODOT Warrensville Maintenance Facility	ODOT	Ohio	John McCready	X		X						X		X	X
Monroe County Rockland Key Public Works Building	Monroe County	Florida	Jerry Barnett	X		X				X		X	X	X	X
MacDill AFB	Air Force	Florida	Ken Bygler	X								X		X	X
NAVY KY	NAVY	Florida	Vicki Marino	X								X		X	X
Key West International Airport, Customs Terminal	Monroe County	Florida	Peter Horton	X		X				X		X	X	X	X
Ecological and Environmental Design in Accordance with 255.2575(2)															
NASA	NASA	Worldwide	Pete Aitcheson	X								X		X	X
NAVY	NAVY	Florida	Ken Bygler	X								X		X	X
MacDill AFB	Air Force	Florida	Ken Bygler	X								X		X	X
Cuyahoga County CBCF	Cuyahoga County	Ohio	Barb Shergalis	X								X	X	X	X
Cuyahoga County Jail	Cuyahoga County	Ohio	Jay Ross	X		X						X	X	X	X
3121 Bridge (Green Standards)	R2N, LLC	Ohio	Scott C. Maloney				X					X	X	X	X

Representative Projects

City of Key West Fire Station #2
Key West, Florida

K2M Design completed the design of a new Fire Station and Administration Complex on a 1.44 acre site in the Historic Old Town District of Key West, Florida. The two-story 7,200 square foot Fire Station has been designed to blend in the historical context of the adjoining neighborhood. The original project also included a two-story 28,000 square foot Administration Building to house 11 of the City's Departments, and an adjacent 4 level Parking Garage. The City has since decided on an alternative location for the Administration Building. **The building was designed with sustainability in mind, aspiring to LEED Silver Certification.**

CONTACT INFORMATION

Client: City of Key West
Client Rep: Mr. Terrence Justice
Address: 1340 Flagler Ave
Key West, FL 33040
Phone: 305.809.3943
Key Personnel: Scott C. Maloney
Design Fee: $ 175,700
Construction Cost: $ Current Negotiation
Contractor: DL Porter
Contract Amount: $ Current Negotiation
Contractors Rep: Gary Loer
Address: 6574 Palmer Park Circle
Sarasota, Florida 34238

The first step in the process was a complete assessment of the existing fire station and city hall facility located on the site. The team surveyed the entire project site and provided a report of findings. Following the assessment and working hand in hand with the fire department we completed a full building programming exercise to determine the extent of services that will be offered in the new facility. Space planning and site master planning designs were developed and implemented. Interior programmatic functions include:

- Ground Floor:
  - Fully conditioned 3-bay vehicle parking area with exhaust recovery
  - Equipment laundry room for washing of emergency gear
  - Secure locker storage
- Second Floor:
  - 6 private bedrooms with bunks, designed for single occupancy with dual occupancy during emergencies
  - Office for Chief
  - Kitchen with commercial appliances and storage for each shift
  - Living and dining area adjacent an exterior balcony
  - Two bathroom facilities with showers, including one ADA
  - Residential laundry facility
  - Exercise room
  - Large storage area designed for future training room expansion

The design also included a public plaza at the corner of Angela and Simonton Streets leading to an arcade that wraps three sides of the Fire Station Building with the main entrance at Simonton Street. The arcade provides sheltered waiting area for pedestrians of various means of public transportation.

Design Criteria - Sustainability, low maintenance, durability, emergency operation, exposure category D – 200 MPH design, contextual design, minimizing variances, under 25-feet high, public use bathrooms and multi-modal facility, public parking, park-like component to address adjacent residential use, buffering neighboring uses, on budget, phased construction to maintain current fire department operations.

Environmental Issues – deteriorating concrete structures, asbestos in existing building, poor soil conditions, containment system design for hazardous materials to be stored in building, and pervious/impervious surface areas.

Big Pine Key Park Community Center
Monroe County, Florida

K2M, as part of the Continuing Services contract with Monroe County K2M performed peer review services of construction documents prepared for the Redevelopment. Our office reviewed the civil engineering drawings prepared by the County for coordination and constructability. We also evaluated the site and building(s) design for compliance with the Florida Building Code and ADA guidelines. Additionally we provided comments regarding the overall site design, functional relationships, and budget. A report detailing our findings was prepared for the County. Park functions included 300-car parking lot, baseball, basketball, handball, soccer field, waterfront connection, skate park, playgrounds, fitness course, and community center.

The second part of the project for our office was the design of a $1.5 million, 2-story, 4000 square foot community center building, which is the centerpiece of the park project. The building is a concrete structure with a cast in place columns and floor slabs along with masonry bearing walls on the first floor only. The second floor is traditionally framed wood construction with siding. The building was designed to be as maintenance free as possible and durable to withstand both the public and mother nature. Program elements include a large meeting room, park office, press box, toilet rooms, rental office, concessions stand, maintenance garage, and building support spaces. Services performed on the project include architecture, structural, mechanical, plumbing, and electrical engineering, project management, and site / civil coordination.

Relevance: The Big Pine Key Park project helps to illustrate K2M's experience with park and community centers. Showing the firms ability to design and implement various recreational and community centers that are vital assets to the community.

CONTACT INFORMATION

Client: Monroe County Board of County Commissioners
Client Rep: Mr. Jerry Barnett
Address: 1100 Simonton Street, Key West, FL
Phone: 305.292.4416
Key Personnel: Scott C. Maloney
Design Fee: $125,000
Construction Cost: $7 million
Contractor: Pedro Falcon
Contract Amount: $7 million
Contractors Rep: Ken Bygler, PM
Address: Avenue D, Big Pine Key, Florida

Little White House
Key West, Florida

The Harry S. Truman Little White House in Key West, Fl. was built in 1890 as the first officer's quarters on the naval station. The wooden duplex contained Quarters A for the base commandant and Quarters B for the paymaster. The house was built on the waterfront of the harbor of Key West. In the beginning of the 20th century, the home was converted into a single family dwelling to house the base commandant and additional land was filled in front of the house. In 1991, it opened as a state historic site and museum.

In 2005, K2M Design was hired to perform minor renovations to the mechanical and electrical systems. Exterior renovations were also performed to repair the historic structure which was damaged during the 2005 hurricane season. Subsequent to these renovations our firm completely overhauled the mechanical system and emergency generators for the entire property. The new mechanical system was designed to seamlessly fit within the historical context and maximize the preservation of the home and interiors itself. This work was funded thru a grant with the TDC and Monroe County in 2008.

Our office does work on this site periodically as needed by the museum and the "operator" Historic Tours of America.

Relevance: Little White House work displays the various services, small and large, our firm is able to deliver on a consistent and reliable basis. K2M understands and is sensitive to the historic significance of this structure, along with many on the Island.

CONTACT INFORMATION

Client: Historic Tours of America
Client Rep: Mr. Ed Swift
Address: 201 Front Street #224
Key West, FL 33040
Phone: 305.294.4142
Key Personnel: Anthony Sarno
Design Fee: $varies by project
Construction Cost: $varies by project
Contractor: various
Contract Amount: $varies by project
Contractors Rep: various
Address: NA

IDIQ & Design/Build MACC, MacDill Air Force Base
Florida

K2M Design has been privileged to work at MacDill Air Force Base in Key West in association with Pedro Falcon Electrical Contractors, Inc. The team was awarded an Indefinite Delivery/Indefinite Quantity (IDIQ) and design-build construction contract in support of the 6th Contracting Squadron mission at MacDill AFB and Avon Park Range, Florida. The task order limits range from $2,000 to $5,000,000 total budget.

Work to be performed under the Multiple Award Construction Contract (MACC) at MacDill will include facility upgrades, utility work, airfield pavement, roads, roofs and other assorted repair and maintenance projects. Individual task order work will consist of multiple disciplines in general construction categories and execute a broad range of maintenance, repair, minor and/or new construction.

Our Design/Build Team was selected because we gave the Air Force great confidence in our team's ability to meet the requirements for the 100% design and construction expertise on infrastructure renovation, repair, new construction, roads, and/or airfield work.

CONTACT INFORMATION

Client: US Air Force/PFEC
Client Rep: Ken Bygler
Address: 6th Contracting Squadron
2606 Brown Pelican Ave.
MacDill AFB, Florida 33621
Phone: 305.872.2200
Key Personnel: Scott C. Maloney
Design Fee: $100,000 total
Construction Cost: Varies
Contractor: PFEC
Contract Amount: varies by project
Contractors Rep: varies by project
Address: Big Pine, Key West, and Miami Florida

The work involves all design, documents, coordination, engineering, and the full complement of tools, equipment, labor, transportation, and supervision to renovate buildings on the base governed under the MACC project provisions. Project design and construction schedules vary by project. At the most a 120-Day design schedule has been provided by the Customer. All projects have been completed within schedule expectations. These projects have ranged from office building renovations, to driveway aprons, to fire range improvements. A listing of projects we have completed is below:

- Control Tower
- CNS Medical Loading Zone Roof
- B1078
- Wounded Warrior Upgrades
- Building 46 & 47
- Repair VAQ 372, Building 372
- Renovation of MARCENT Facilities
- Building 535 & 1102
- Renovation of SOCOM Rooms 1220 & 1229
- Fire Suppression System

Relevance: This contract signifies that our team possesses sufficient technical expertise and resources, and is able to plan, organize, and use those resources in a coordinated and timely fashion to achieve the technical and budgetary goals of the project.

Key West AIDS Memorial
Key West, Florida

The first phase of the Key West AIDS Memorial was dedicated on World AIDS Day, December 1, in 1997. It is a series of granite "tablets" embedded in the concrete at the entrance to the White Street Pier, with the names of those lost to the AIDS epidemic inscribed on their surface.

A second phase of the project, recently completed after recieving grant funding from the Tourist Development Council for construciton, is a series of cascading granite tablets adjacent the current memorial at Higgs Beach. These tablets will permit additional names to be inscribed and memorilzed.

K2M Design, in conjunction with the Friends of the AIDS Memorial, provided the design and construciton documents for both phases of the project, with construciton administration services provided for phase one. Considerations during design included maintaing saftey and secirity for 24 hour access throughout the year and ADA accessibility to all areas of the Memorial.

CONTACT INFORMATION

Client: Friends of the Key West AIDS Memorial
Client Rep: Jon Allen
Address: PO Box 188, Key West
Phone: 305.294.4142
Key Personnel: Anthony Sarno
Design Fee: $5,000 (Pro bono)
Construction Cost: $ NA
Contractor: DL Porter
Contract Amount: $159,000.00
Contractors Rep: Marshall White
Address: 6574 Palmer Park Circle
Sarasota, Florida 34238

Relevance: Our commitment and responsibility with the Key West AIDS Memorial was to maximize the public and private donation moneys available while responding to the cultural issues and needs of the community. The adaption of an existing pedestrian plaza into a destination for locals and visitors alike shows our firms ability to repurpose existing public areas into a space the community can be proud of.

Key West Steam Plant
Key West, Florida

The Key West Steam Plant project is a $28 million conversion of the waterfront 1950's era industrial art deco designed steam plant into nineteen luxury condominiums providing for a truly unique living space on the island of Key West. The creative integration of living units within the ongoing redevelopment of the historic seaport produces a one of a kind living environment that takes advantage of wonderful water and city views offering the conveniences of Key West's historic commercial district.

K2M Design provided architectural services from design through construction documents. We also provided project coordination with engineering disciplines, precast manufacturers, and contractors. Our combined forces produced a wonderful rehabilitated structure that is reminiscent of Key West architecture. Special services for the project include extensive existing conditions documentation, exterior and interior design services for custom units, coordination with over 20 local, county, and state regulatory agencies.

We also provided expertise during the mitigation phase of the environmental abatements as well as value engineering services to reduce the costs of the project due to recent construction material escalations.

Relevance: The historic Key West Steam Plant shows versatility and creativity in re-use of a historic structure. K2M has ample experience in designing various structures for re-use including residential, commercial and mixed-use properties.

CONTACT INFORMATION

Client: HTA Properties
Client Rep: Ed Swift
Address: 201 Front Street, Key West
Phone: 305.294.4142
Key Personnel: Scott C. Maloney
Design Fee: $500,000
Construction Cost: $28 million
Contractor: Dooley Mack
Contract Amount: $28 million
Contractors Rep: Chuck Evans
Address: Lakewood, FL

General Services Administration
Florida

K2M design Architecture has been retained by the U.S. General Services Administration to renovate several facilities in Florida under the agencies strategic goals of Stewardship, Superior Workplaces, Best Value, and Innovation. K2M was instrumental in the projects by providing project management including scheduling, budgeting, bidding, quality control, construction administration, project close-out, and ADA Specialization. The following projects are samples of work recently completed by our firm.

CONTACT INFORMATION

Client: General Services Administration
Client Rep: Ken Bygler
Address: Big Pine Key, FL
Phone: 305.872.2200
Key Personnel: Scott C. Maloney
Design Fee: varies by project
Construction Cost: $800,000+
Contractor: Pedro Falcon
Contract Amount: $700,000+
Contractors Rep: Ken Bygler
Address: Big Pine Key, FL

Golden Collum Federal Building

Golden Collum Federal Building in Ocala, Florida is a high security courthouse operated by the GSA. K2M is part of a design / build team that has completed multiple projects in the building. We recently working to renovate the historic lobby area to enhance security, make accessible accommodations for visitors, construct support spaces for jurors, and provide break areas for staff affected by the renovations. This project went through the traditional phases of the GSA – conceptual, design development, pre-final, and final submissions all in less than 45 days. In addition, we have completed other partial lobby and courtroom renovations as well as security improvements geared around force protection.

NAVY Office - Timberlake Administrative Building

The project is a two-phase approach (design and construction) for the Navy Office Space, 9th Floor, Timberlake Federal Building, Tampa, Florida. The intent of this project is to modify approximately 11,000 square feet of project area on the ninth floor of the Timberlake Federal Building. The work consists of a demolition component and reconstruction component. The program for the NAVY includes waiting area, open office space, conference rooms, private offices, break room, building support, storage, and SIPRNet room. Full Architecture, Mechanical, Electrical, Plumbing, and Fire Protection Engineering services were provided.

USMC Cell Block Renovation – West Palm Beach

The project is a design / build for the renovation and modification of cell fronts, cell doors, cell frames, security and electronics/integration, and elevator upgrades within the West Palm Beach, Florida facility. The scope of work consists of existing conditions verifications and field coordination with subcontractors, creation of Construction Documents, Project Coordination and Record Drawings. The project will be designed in accordance with USMC Requirement and Specification for Special Purpose and Support Space Manual (publication 64). Architecture, Mechanical, Electrical, Plumbing, and Security Engineering services are being provided.

Monroe County Public Works Building and Continuing Architectural /Engineering Contract
Rockland Key/Monroe County, Florida

Monroe County Board of County Commissioners commissioned K2M Design to design a new 2-acre, 15,000 square feet, 2 story, Public Works Facility on Rockland Key for road and maintenance crews and as a hurricane shelter. The new facility includes a new vehicle and heavy equipment maintenance and repair shop with all associated repair equipment, welding shop, paint shop, overhead crane and lift systems.

Also included are a carpenter shop, sign shop, equipment and other material storage rooms. Administrative offices for Fleet Management and Facilities Maintenance are included on the first and second floors of the facility and total approximately 5,600 square feet. Administrative program areas include locker rooms, conference rooms, offices, and staff support spaces.

In addition to this facility, the project consists of one out building and other site features including on (600 square foot) paint booth, generator, truck wash station, fueling station, truck pump-out, drying area, and separated parking for various vehicles (personal and County owned). The entire site is surrounded by an 8”-0” high chain link fence. Of particular note is the site sharing between FKAA and Monroe County regarding the new sewage treatment plant.

K2M Design provided all Architectural, Engineering and Interior Design services for the entire project.

Design Criteria – multi-acre site designed to house Road and Maintenance crews for Monroe County Public Works. Designed to be a hurricane shelter, 4 service bays, paint booth, truck wash, external truck storage, outdoor storage, truck clean-out separation areas, 2500 square foot office area, 1500 square foot parts storage, equipment requirements, site circulation for large vehicles, small vehicle parking, ADA accessibility

Environmental Issues – poor soil conditions, flood zone, containment zones for truck washouts, fueling station containment, paint booth design, FKAA sewage treatment plant, storm water retention, hazardous chemical storage, external truck washing bay

CONTACT INFORMATION

Client: Monroe County Board of County Commissioners

Client Rep: Mr. Kevin Wilson, Director of Public Works

Phone: 305.453.8797

Construction Cost: $4.4 mil

Status: On Hold – Design and Permitting Complete

In Addition to our design of the Public Works Building our team has completed the following projects for Monroe County as part of our Continuing Services commitment:

- ADA Projects – Phase 1, 2, 3, and 4
- Comprehensive Space Planning Study
- ADA Compliance Assessment Report
- Key West International Airport Customs and Border Protection
- Marathon Airport Customs and Border Protection
- Higgs Beach Pier Reconstruction
- Veterans Park Design and Reconstruction
- Big Pine Key Park Development – Constructability Review
- Big Pine Key Park Community Building – New Construction
- Boca Chica Road Engineering
- Plantation Key Fuel Facility New Construction
- Key Largo Fueling Facility
- Sugarloaf Key Letter of Map Revision
- Palm Drive Bridge Repair
- Crime Lab Renovation
- Joe London Fire Training Stair Renovation
- Monroe County Sheriff's Office – Roof Replacement
- Key West Library – Roof Replacement
- Whitehead Street Jail Existing Conditions Review
- Marathon Courthouse Renovation and Expansion
- Tavernier Meeting Hall Renovation
- County Jail Cooling Tower Structure Replacement
- DJJ Expansion / Relocation
- Immigration Intake Center

Monroe County Space Planning and Facilities Assessment
Monroe County, Florida

Monroe County and the K2M team undertook a comprehensive strategic needs analysis and facilities assessment for both the short-term (5 year) and long-term (25 year). The comprehensive study develops a strategic plan that provides a framework for existing / leased / new buildings and government functions. The strategic plan considers consolidations and rearrangements to improve efficiencies and strive to enhance the County's capabilities and performance. Under this task the K2M team worked with the County to develop a comprehensive strategic needs analysis and facilities assessment. This comprehensive study developed a strategic plan that provides a framework for existing / leased / new buildings and government functions. The strategic plan considers consolidations and rearrangements to improve efficiencies and strive to enhance the County's capabilities and performance.

CONTACT INFORMATION

Client: Monroe County Board of County Commissioners
Client Rep: Mr. Kevin Wilson
Phone: 305.453.8797
Key Personnel: Scott C. Maloney
Fee: $220,000
Construction Cost: NA
Contractor: NA
Contract Amount: NA
Contractors Rep: NA
Address: NA

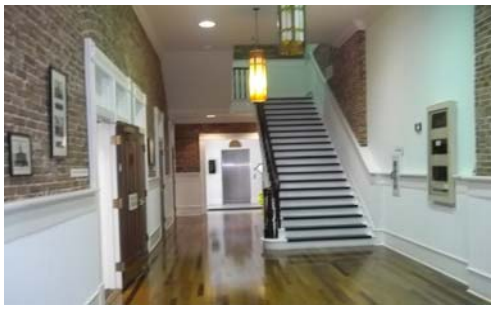
The team provided a 4 phase approach to this project.

- Phase 1 was the Needs Assessment, where the team confirmed the project goals, conditions, and priorities. We surveyed each department and agency and scheduled interviews with department heads included in the study, additionally space planning standards were identified and future space needs were established.

- Phase 2 consisted of the Facilities Evaluation. As part of the report the K2M team assessed over 130 facilities totaling over 700,000 square feet for the County including Parks, tourist destinations, administrative, service, commercial, and constitutional.

- Phase 3, Development Options, defined the Space Development Options and evaluated site options.

Phase 4 presented the Strategic Plan Recommendations and formulated the long range space needs for the master plan and developed the final report, cost estimates and implementation schedule for the County.



LOCATION

K2M Design, Inc. is located at 1001 Whitehead Street in Key West, Florida, in the heart of the Historic Downtown District. Being centrally located within the City and the City's administrative center, our team can react quickly to any needs the City may have and be at any site within a short period of time. We are familiar with the neighborhood and stakeholders throughout the community.

Our preferred engineering consultants, Solaria, are located in Marathon, Florida. We have worked with together on multiple projects in the Keys and Southern Florida. Through the use of the FTP site and the ability to electronically transfer information through the internet there will be immediate access to all data, drawings and updates for all participants in the project. We have initiated an effective use of the internet for public information.

LEED AND SUSTAINABLE DESIGN

K2M Design is committed to the effective use of materials, conservation of energy, and the promotion of sustainability through a cost conscience approach to the design and construction of every project. From the initial planning stages of site selection and material analysis to greening building interiors, we work diligently to provide critical information and effective solutions at each stage. This enables our clients to make choices that ultimately affect the economic viability of their project. We invite our clients to partner with us in a dedicated effort to be responsible stewards of the environment.

K2M Design LEED Professionals	
Marta Johns	LEED AP ID+C
Kyle Johns	LEED AP BD+C
Donald Losh	LEED AP BD+C
Scott Maloney	LEED AP BD+C
Tanya Oldja	LEED AP BD+C
Tara Pesta	LEED AP BD+C
Scott Ross	LEED AP BD+C
Chris Widdowson	LEED AP BD+C
Steven Meyer	LEED AP
Shannnon Sheller	LEED AP
Kelli Schaffran	LEED AP
Melanie Stern	LEED AP
Valene Tabone	LEED AP
Jenelle Rundo	LEED GA
Kristen Argalas	LEED GA

K2M is a member of the U.S. Green Building Council (USGBC) and more than 35% of our professional staff are Leadership in Energy & Environmental Design (LEED) Accredited Professionals. This gives us the capabilities to support our clients who choose to pursue LEED certification for their project. We understand to successfully accomplish a LEED project all members of the project (owner, design professionals, contractor) must recognize the importance of maintaining the project's LEED goals.

Corporate Commitment

Knowing that it is our duty to lead by example, K2M Design routinely educates and trains our team on the latest green building technologies, best practices, exam preparation, and our own corporate commitment to act responsibly. Over the past several years we have incorporated several internal processes, from building maintenance to recycling programs, which have enabled us to live up to our corporate commitment to sustainability.

Sustainable Design Services

- Prioritizing sustainable design issues, costs and savings
- Master planning for sustainable growth and environmental impact
- Sustainable site design: building orientation, daylighting studies, water management & conservation
- Basis of Design development
- Lifecycle cost analysis
- Energy efficient design
- Indoor air quality and work environment improvements
- Sustainable building material design, selection and specification
- Building construction waste and adaptable reuse design
- Utility / Incentive program investigation
- LEED program administration

A sampling of our LEED and sustainable experience includes the following:

- Cuyahoga County Community Based Corrections Facility - scheduled to receive registration as a LEED Silver building
- Cleveland Design Studio – LEED Silver
- City Administration Building in Key West - LEED Silver design (design phase submitted) – building is not constructed
- NASA Post Occupancy Evaluations for LEED Platinum Facilities – 4 Facilities in the United States
- NASA Agency-wide Post Occupancy Evaluation Handbook
- Bank of America – Parking Garage – LEED EBOM study
- Norman Noble, Inc. – 250,000 square feet – Energy Audit
- Norman Noble – Geothermal investigation for East Cleveland facility
- Over 50 Energy Star Rated roofs since 2009.
- GSA Portland – Gus Solomon Federal Courthouse – Energy Star and Photovoltaics
- GSA Portland – Bonneville Power Administration Building – Energy Star and Green Roof
- All of our Federal work is completed under the USGBC LEED guidelines for projects over 2,500 square feet or uses the Federal Green Standards that were issued in 2010. This includes over a dozen projects since 2009 including those at the NAVY, MacDill AFB, and NASA.

LEED NC
silver certified

APPENDIX

Anti-Kickback Affidavit

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 employees 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: _____

Sworn and subscribed before me this

17 day of April, 2014.

Renee Washburn
NOTARY PUBLIC, State of Florida at Large

NOTARIAL SEAL STATE OF OHIO

RENEE WASHBURN
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
June 15, 2014

My Commission Expires: June 15, 2014

Public Entities Crimes Certification

SWORN STATEMENT UNDER SECTION 287.133(3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Bid or Contract No. 14-002 for General Architectural Services

2. This sworn statement is submitted by K2M Design, Inc.
(Name of entity submitting sworn statement)

whose business address is 1001 Whitehead Street, Key West, Florida 33040

and (if applicable) its Federal Employer Identification Number (FEIN) is 65-1246327 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

3. My name is Scott C. Maloney and my relationship to
(Please print name of individual signing)

the entity named above is President.

4. 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 with 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, material misrepresentation.

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

6. 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 t 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 controlling interest in another person, or a pooling of equipment or 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.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or 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.

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

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

___There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

___The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

___The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

_____
(Signature)

4/17/14
(Date)

STATE OF Ohio

COUNTY OF Cuyahoga

Scott maloney
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Renee Washburn who, after first being sworn by me, affixed his/her signature in the
(Name of individual signing)

space provided above on this 17 day of april, 2014

My commission expires: June 15, 2014
NOTARY PUBLIC

RENEE WASHBURN
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
June 15, 2014

ADDENDUM NO. 1
RFQ – 14-002

To All Bidders:

The following change is hereby made a part of RFQ 14-002 – Architecture Services, as fully and as completely as if the same were fully set forth therein:

Sub-consultants need not provide an Anti-Kickback Affidavit or PEC Certification.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 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

K2M Design, Inc.
Name of Business