



Request for Proposal

RFP 20-953 Technical Consultant for the County Administration Building

Alachua County Procurement, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville, FL 32601-6983

March 4, 2020



Eric D. Swanson, CRE
Senior Vice President
Project Management & Development Services
132 NW 76th Drive
Gainesville, FL 32607
eric.swanson@avisonyoung.com | 305.216.2110



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March 4, 2020

Mr. Larry Sapp, CPM, CPPB
Procurement Manager
Alachua County Procurement
3rd Floor
County Administration Building
12 SE 1st Street
Gainesville, FL 32601-6983

Subject: **Request for Proposals 20-953**
Technical Consultant for the County Administration Building

Dear Mr. Sapp:

The firm of Avison Young is extremely interested in working with Alachua County to help create an opportunity for the County to improve its administrative facilities as well as help generate more economic development in the area.

Public-Private-Partnerships, or P3's are viable methods to create neighborhood-scale developments that enhance the quality of the environment where people want to live, work and play. Trying to reconcile the public side and the private side of the development is challenging because public and private view risk and reward very differently. Our firm is a different type of professional advisory firm in that we don't have an extensive background in public consulting but have participated on the private side of these P3's as participants/owners. Our knowledge of the industry is steeped in the practical and realistic side of P3's as well as the academic or consulting components. We know that we can help Alachua County put a realistic program together and bring a transaction to fruition.

It is important that you put an adviser in place that can realistically help make a transaction get done. It is certainly not helpful to run a creative process that does not get executed. To that end, please accept our response to RFP 20-953. We look forward to the potential opportunity to help make Alachua County an even better place to live, work and play.

Sincerely,

Avison Young – Florida, LLC

A handwritten signature in blue ink, appearing to read "Eric Swanson".

Eric D. Swanson
Project Manager

A handwritten signature in black ink, appearing to read "Nick Banks".

Nick Banks
Principal & Managing Director – Gainesville

Project Understanding and Approach

It is a fact that in order for the government to keep public facilities and infrastructure safe and effective in the United States, more creative financing techniques are needed. This is true for federal structures as well as county, municipal, medical and educational facilities.

Principals within the Avison Young organization have recognized this fact and have participated on the private side of Public-Private-Partnerships, or P3's for the last several years. We have worked on projects at the Miami International Airport, participated on a private team that bid for a project in Dania Beach, and currently are building the International Logistics Center in Port Everglades Seaport in Hollywood, Florida.

Through these business endeavors, we have learned a great deal that would assist the public in creating P3 opportunities in the marketplace. Understanding both the private and public risk tolerance and financing structures is critical in making these challenging projects work. We have added CMR Partners to our team because of their experience in both the public and private arena's as well. CMR successfully represented the Yonkers Public School District in an advisory capacity, the Montreal CHUM Hospital in the largest P3 Hospital project in North America, and program manager for the Mexico City Airport. CMR have also participated in the private team component in bidding on P3 opportunities in Pompano Beach. We believe our team of Avison Young and CMR is uniquely qualified to help Alachua County successfully transform their County Administrative Building.

Throughout this proposal we describe the quality of our professionals, the organization of our team, our proposed schedule and our proposed fee structure. Our appendices are complete and our proposal brief and designed to drive home the point that we have a professional staff that understands more than just the academic issues of P3 structures, that our team will devote the time and resources necessary to structure a project that can get done.

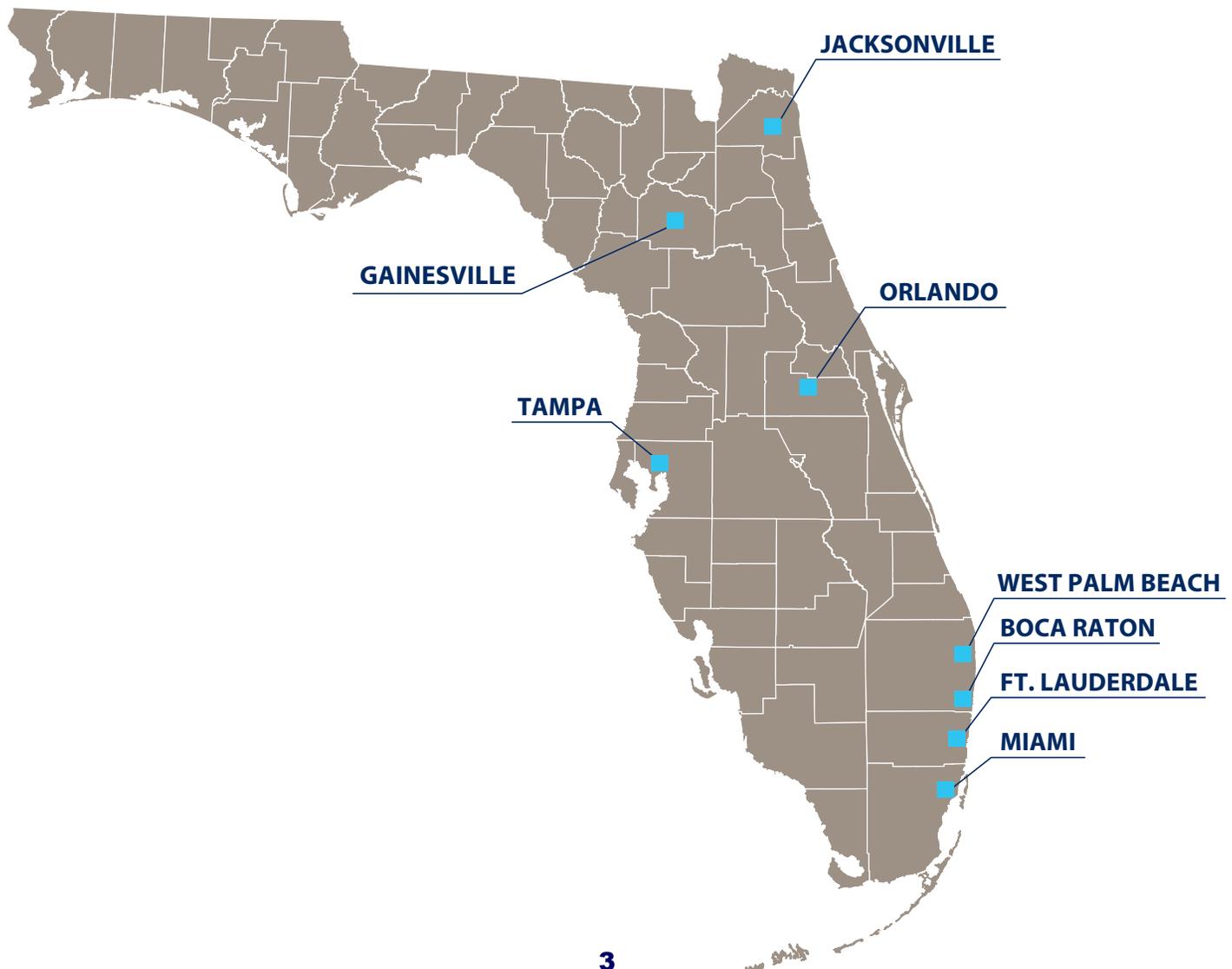
Critical components of our proposal:

- It is a significant challenge to get the work done necessary to have "...a developer on board by November..." To accomplish that, Alachua County staff and elected officials must move quickly, be decisive, and allow their chosen advisor access to information and people. Further, there is not enough time to handle a Request for Qualifications, only a Request for Proposal.
- Avison Young will immediately review material and interview appropriate county personnel to effectively verify the program of 300,000 sf county administrative needs. It is critical to understand how this program was put together and what it consists of in order to effectively go the private sector and structure a transaction that will work.
- Simultaneous to this program management, Avison Young will meet with Alachua County financial staff to understand the financial goals and objectives of the county in structuring a financial transaction.

- ☑ Our team of Nick Banks, Rick Cain and Keith Crutcher reside in Alachua County and know the real estate market more completely than any others in the market. With their exceptional understanding of available land, buildings, values and access to developers, Avison Young will reach out to the private markets to understand possible deal structures that might be available to the county.

- ☑ Only with this program management, financial understanding, and market knowledge will Avison Young then prepare a recommendation to Alachua County for a transaction. We enter this arrangement with no preconceived notions of what a real estate structure would look like and will utilize our P3 market knowledge to suggest the structure that will work for Alachua County.

Avison Young Florida Region



Consultant's Qualifications and Staff

The project executive for the project and primary liaison will be Eric D. Swanson, CRE, supported by a staff that includes the talents of several professionals that are detailed herein. Our approach to advising our clients is to put the best personnel in the room. Overall project leadership is handled by Mr. Swanson, financial organization and options is best handled by George Vail, design and space programming by Howard McLean, and current real estate market analysis is handled by Nick Banks. Mr. Banks will also serve as the alternate liaison in the project. Because the Avison Young approach is more “team” oriented, our capacity is expansive. We will commit the time and resources needed to make this project a success.

Mr. Swanson is an industry veteran of over 30 years in the real estate development industry, a member of the prestigious Counselors of Real Estate® and is the former Vice Chair of International District Councils within the Urban Land Institute, an institute that specializes in the education of Public-Private-Partnerships. Mr. Swanson leads a team within Avison Young – Florida referred to as Project Management and Development Advisory Services. This division includes professionals that provide advisory services, manage renovation and improvement projects, manage ground-up development projects and currently a P3 project in Port Everglades, Hollywood, FL.

Avison Young is owned by a broad base of principals that work within the company. This unique private ownership structure of principal-led management creates an incentive for internal collaboration and aligns our solutions with client's objectives. We create intelligent solutions that deliver a better client experience and better results. Avison Young was founded in 1978 in Canada and continues to be revered as one of Canada's “best managed companies.” In 2008 with only 11 offices, Avison Young expanded into the USA, including adding offices in Florida in 2012. In the last decade, Avison Young has added another 97 offices worldwide (including our office in Gainesville, Florida). Still a privately held company, Avison Young now includes 5,000 real estate professionals with 108 offices worldwide.

Avison Young started its first office in the state of Florida in 2012 and have grown to 8 offices throughout the state with over 200 members of our professional team. Our Florida operation expanded in January 2019 with the acquisition of Front Street Properties, headquartered in Gainesville, FL. Mr. Nick Banks has led this office since its founding, and currently is Managing Director of Northern Florida for Avison Young. In the event Mr. Swanson is unavailable, Mr. Banks will be the alternate liaison.

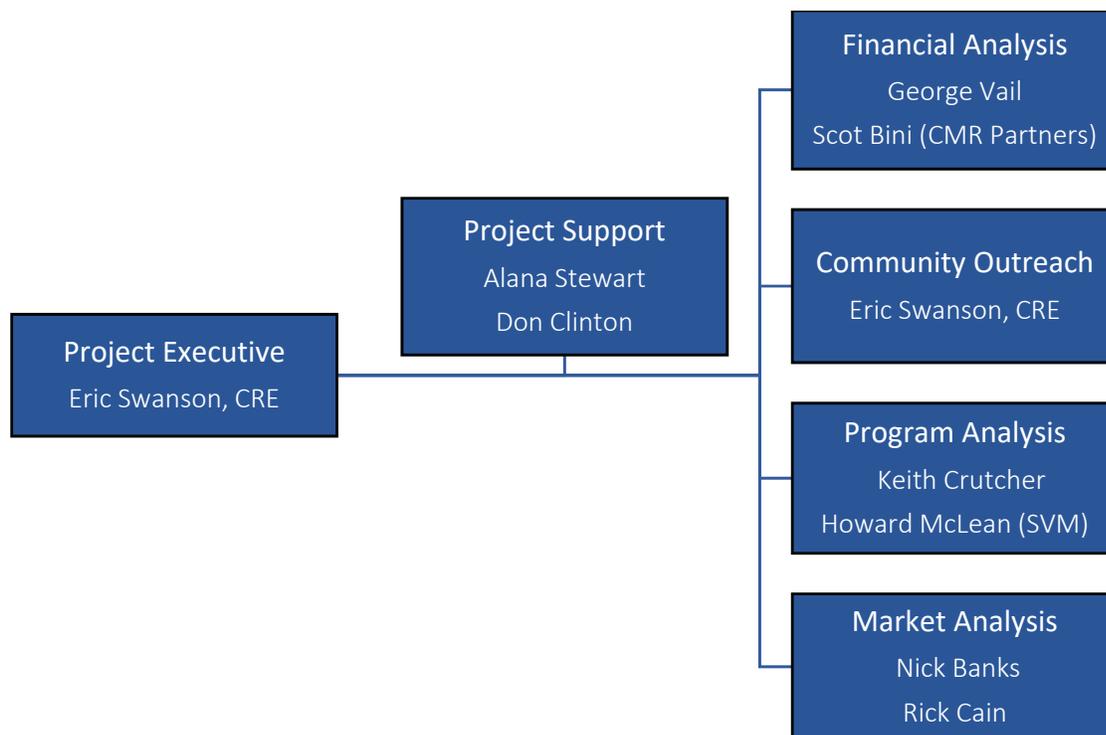
SVM Design in Gainesville will be providing program management assistance to our team. SVM's work will be led by Mr. Howard J. McLean, Jr., AIA, LEED AP, who has completed thousands of projects in North Florida and surrounding areas that include governmental office buildings, public safety buildings, offices, health care, multi-family housing, and industrial and retail projects. SVM is a qualified SBE contractor and is one of only two contemplated subcontractors planned at this time for the project.

Mr. Scot Bini is the president of CMR Partners and will assist our team in providing comprehensive program management services and P3 experience. CMR is an alliance partner with Avison Young and provides years of experience, an abundance of resources and a proven track record. Mr. Bini will provide guidance and assistance in program management and P3 financial structuring.

Ability of Consultant’s Professional Personnel

As described previously, the Avison Young approach is very team oriented, led by Mr. Swanson. The team is organized visually in the following chart.

Figure 1 - Organizational Chart



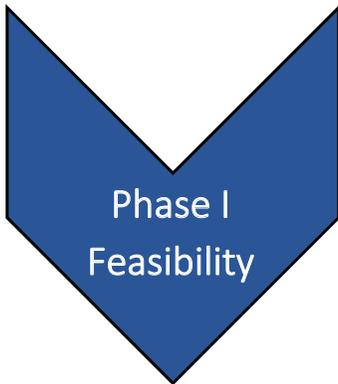
Ability to Meet Time and Budget Requirements

Avison Young has an office located in Gainesville and will be available to the project whenever the need presents itself and is appropriate. Mr. Banks, Mr. Crutcher and Mr. Cain all work within Alachua County. The balance of the professionals included in the Avison Young team are located in South Florida but travel regularly and often throughout the state of Florida, including Gainesville. As project executive, Mr. Swanson will be available to the client as often as needed for the project to be successful.

ESTIMATED
SCHEDULE

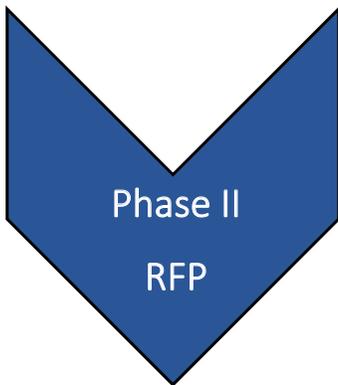
Activity

Est'd Time Duration



- Internal Needs Analysis (Program Management)
- Department Interviews - Dep't relationships - Shared services
- Internal Financial Analysis - needs of the County
- Existing land & building analysis
- Potential Site Analysis
- P3 Education/Outreach Internally and Community
- Procurement Methodology/Options
- Approval from Commission to proceed with RFP

2 months
(April 1st – May 31st)



- Assist in Developing Procurement Documents including RFP
- Assist in Managing RFP Process
- Liaison with Development Community to develop RFP
- Community Outreach
- Provide assistance in evaluating bids, assist evaluation committee
- Assist in developing recommendation for the Commission

4 ½ months
(June 1st – Oct 15th)



- Assist in Negotiating with Development Community
- Assist in Procurement Documentation - P3 documents
- Represent Alachua County in entitlement process
- Provide construction progress review and represent Alachua in Potential Changes
- Progress review through Certificate of Occupancy

1 month + construction
(Oct 15th – Nov 15th)

All phases noted above will require continuous outreach to internal staff as well as the broader community. Our advice is that some of the outreach will be done through surveys and not just from community meetings and charettes. We will advise you the cost of the survey work when appropriate. Further, the schedule noted above is estimated only, and requires very quick decision-making on all public staff and commission and quick turn-around time of information. Alachua County will need to be prepared to make P3 commitments and to the process in order for this schedule to be completed in this time frame.



Fee Schedule

Phase	Avison Young Monthly Fee	Maximum Fee
Phase I – Feasibility	\$25,991 per month <i>(prorated as needed for partial months)</i>	\$70,000 from contract execution up to Commission voting on pursuit of RFP
Phase II – RFP Development	\$17,944 per month <i>(prorated as needed for partial months)</i>	\$92,000 to assist in developing RFP through the Commission vote to award
Phase III - Construction	\$9,979 per month <i>(assumes twice per month project related meetings and prorated as needed for partial months)</i>	\$240,000 to negotiate procurement documents with Developer(s) and monitor construction process through Certificate of Occupancy
Move Management and Furniture, Fixture & Equipment procurement	TBD	To Be Determined based on scope of the actual requirement
Brokerage Services	N/A	Market rate fees shall be earned in the event the County chooses to lease or acquire space in buildings not owned by the County, and/or the County chooses to lease or sell any of the existing facilities owned by the County





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Brokerage Services

In the event Alachua County chooses to lease or acquire space from facilities not owned by the county, Avison Young will represent the county in that regard. Fee's associated with that transaction shall be paid by the owner/landlord of the facilities directly to Avison Young at published market rates. The transaction will be transparent to the county but will not impact the county financially. Should the county elect to list any county owned properties for sale or lease to the public, Avison Young will represent the county in that regard. Fee's associated with those transactions would be paid by the county at published market rates, but only paid in the event a transaction actually occurs.

Hourly Rates

Avison Young does not typically perform services on an hourly basis. The monthly fees as reflected above are meant to be all-inclusive for the entire Avison Young team of professionals, and the risk of some weeks or months being extraordinarily busy are at Avison Young's risk. This clearly assumes that all parties to the technical consultant contract behave and perform in good faith. However, should there be a need for hourly expenses, our hourly fees are as follows, through 2021:

<input checked="" type="checkbox"/> Project Executive	\$225 per hour
<input checked="" type="checkbox"/> Project Professionals	\$180 per hour
<input checked="" type="checkbox"/> Project Support Staff	\$125 per hour

Reimbursement of Fees

It is common in P3 transactions that all or a portion of the fees paid to the advisor of the public entity be reimbursed by the private entity within the transaction. This is clearly dependent upon the nature of the transaction and the desire of the public entity. This is an avenue that we can explore with the county as we structure the options around the potential P3 transaction.

Expenses

The monthly fees as reflected above include any and all local travel to service the scope of work as defined in this proposal. Should there be a requirement to travel to another location to view a site, a project, to negotiate an agreement or for any other reason as requested by the client, normal travel expenses shall be reimbursed to the technical consultant.

Customary reimbursable expenses including, but not limited to specific survey charges, special delivery or shipping charges, postage, and reproduction expense, shall be invoiced at cost without any markup fee. Invoices are due upon receipt.

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Eric D. Swanson, CRE
Senior Vice President
Project Management &
Development Services

Eric Swanson is an over 30-year executive experienced in the development and construction of real estate assets in South Florida, as well as projects in California, Colorado, Ohio, and New Jersey. Mr. Swanson has had the privilege of holding executive positions with Koger Properties, Codina Group, LandBank, the Broe Group and Flagler Development. His primary expertise is in land, office and industrial development. However, his portfolio also includes multi-family residential, retail, and most recently, Public Private Partnerships.

Aside from his direct real estate experience, Mr. Swanson has been privileged to lead an oil and gas exploration company, manage environmental projects, create a rock-mining joint venture, developed ranching and hunting programs in New Mexico, and has led local, state and national constituencies within the Urban Land Institute (“ULI”).

Mr. Swanson’s leadership within the real estate industry has been shaped by the ULI Code of Ethics: Respect for the land, the profession, the consumer, the public, for equality of opportunity, others in the land use and development profession, for the larger environment, for future generations, and most importantly, respect for personal integrity. His leadership has earned him the prestigious designation within the Counselors of Real Estate®.



Nick Banks
Principal, Managing Director
Gainesville

Nick Banks is responsible for overseeing the Avison Young’s activities in North Florida. Nick is the global leader of Avison Young’s Retail Affinity Group and also a member of the company’s U.S. Executive Committee.

Nick is a graduate of the University of Florida with a degree in finance and a concentration in real estate and is actively involved in several community and professional organizations. Nick serves as an advisory board member of the University of Florida Bergstrom Center for Real Estate Studies, where he is also a member of the executive board. In 2018 Nick became a member of the national board of directors for the University of Florida Foundation where he serves on several committees. Nick is an active member of the International Council of Shopping Centers (ICSC), where he has been a frequent panelist, and he was also the founding co-chair of the Gainesville committee for the North Florida chapter of Urban Land Institute (ULI). He recently served as the board chair for the United Way of North Central Florida and is a former member of the board of directors of the Gainesville Area Chamber of Commerce, where he served as a member of the executive board and as a member of the Business Development Committee. He is a graduate of Leadership Gainesville, which is a year-long leadership program hosted by the Chamber.



Keith Crutcher
Vice President
Consulting & Advisory
Asset Management
Investment Sales

Keith joins the Avison Young team with over 25 years of diversified commercial real estate experience throughout the southeastern United States. Prior to joining Avison Young, Keith was a principal and managing director of Front Street Management Group (FSMG). FSMG began in 2015 managing three properties totaling approximately 100,000 square feet (sf). During the next three years, Front Street’s portfolio grew to 25 properties with over 1 million square feet of space. Keith is now focusing on asset management, investment sales, and consulting at Avison Young.

Prior to joining Front Street, Keith was the owner and president of Gainesville Real Estate Management Company (GREMCO). GREMCO was the general partner and property management company for 15 multifamily properties totaling 1,200 units and over 30,000 sf of commercial space. Keith was responsible for the acquisition, capital structure, asset management, and disposition for the entire portfolio, which had an aggregate value in excess of \$70 million. GREMCO employed 40 team members under Keith’s direct leadership.

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Rick Cain, CCIM
Senior Vice President
Landlord and Tenant
Representation, Office

Rick has an extensive background in commercial real estate, representing a vast array of clients and facilitating multi-million-dollar transactions. Some of his bigger assignments include Celebration Pointe, Tioga Town Center, Progress Park, and the Innovation District. He has also represented a number of high-profile tenants including SharpSpring, Axogen, Northwestern Mutual Insurance, TIAA, Tower Hill Insurance, Vystar Credit Union, the City of Gainesville and the University of Florida. In addition, he holds both the CCIM and SIOR designations. A CCIM designee is a recognized expert in the disciplines of commercial and investment real estate and SIOR is a professional achievement for highly qualified commercial real estate practitioners with a strong transactional history.

Rick is a former multi-unit owner and operator of well-known national franchise restaurant and bar concepts. His entrepreneurial experience in retail ownership and operation provide him with an understanding of the specific needs of tenants, business owners, and investors. This background and his commercial real estate experience provide exceptional insight and value to his clients.



George Vail
Principal
Capital Markets Group
Mortgage Services

George Vail joined the Capital Markets Debt and Equity practice as Principal of Avison Young in April 2017. George is responsible for arranging debt and equity real estate solutions to both private and institutional real estate investors and owners throughout the Southeast United States. Mr. Vail has more than 20 years of real estate experience of delivering thoughtful and creative real estate investment banking solutions for his clients. Mr. Vail has an extensive experience in financing and selling an array of various asset types which include performing and non-performing loans, apartments, office, retail, industrial, hospitality, residential condominiums, marinas and land.

Prior to joining Avison Young, George spent 5 years at Ackman-Ziff in Miami, Florida as a Managing Director where we focused on real estate banking of all property types and the previous 6 years at HFF where he focused on multi-housing investment sales.

After graduating Duke University with honors, Mr. Vail began his career in real estate in 1997 at Crow Holdings in Dallas, Texas where he was a Financial Analyst focusing on underwriting and acquiring various property types



Scot Bini, REFP, LEED GA, CCM
President/Partner
CMR Partners

Scot Bini has over 32 years of experience in the Program & Construction Management industry, specializing in large (\$500M-\$1B+) capital programs in the education, healthcare, commercial, aviation, and retail sectors. Scot is President and Partner at CMR Partners offering expert guidance and program management for commercial and institutional construction projects across the United States.

Education

Columbia University - Columbia Business School
Emerging Leader Development Program

Harvard University Graduate School of Design
Construction Management Certificate

New York University
Construction Management

University of North Carolina at Charlotte
BFA, Architecture

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Alana Stewart
Project Coordinator
Project Management and
Development Services

Alana Stewart completed her Master of Science in Real Estate Development (MSRED) from Nova Southeastern University in 2019 after completing a stellar undergraduate curriculum at the University of Pittsburgh. Her skills and knowledge in the real estate industry includes financial modeling & analysis, land use planning & project design, construction principles and geographical information systems.

Prior to joining the Project Management and Development Services division of Avison Young, Alana's background included brokerage experience with Coldwell Banker and marketing, data collection and market research/analysis in industrial brokerage with Avison Young.

As Project Coordinator, Alana's responsibilities include facilitation of entitlements, analysis of project information, managing third party consultants and subcontractors, and management of projects and development operations.



Donald J. Clinton, CPM
Vice President
Capital Markets Group
Consulting & Advisory
Property Management

Don Clinton has 37 years of commercial real estate experience in the South Florida market. At Avison Young he will use his asset and property management skills to maximize the performance and overall value of assets while positioning them for eventual sale.

Prior to joining Avison Young, Don was President and founder of Clinton Real Estate Group. Formed in 2001, this full-service commercial real estate firm offered asset management, brokerage, property management, construction management, redevelopment and consulting services to a client list of some of the most prominent pension fund advisors, REITS, insurance companies, national developers, financial institutions, international investors, private owners of investment properties and private residential owners.

During the last thirty-seven years, Don's reputation for integrity, quality, personalized service and diligent performance in creating value has attracted clients to hire his firm to handle some of their more troubled portfolio holdings. In total, he has directed the management and leasing of office, retail, industrial and residential properties consisting of 12.75 million square feet with a value of over \$2.8 billion.



Howard J. McLean, Jr.
AIA, LEED AP
President/Architect
SVM Architects

Howard is a Florida-registered architect with more than 25 years of experience designing public and commercial buildings as well as multi-family. Inclusion of sustainable, low maintenance materials, and energy efficient design strategies combined with an efficient, functional approach has been integral with these projects. His Florida-based designs in these residential and public buildings reflect the climate and context of the community in which they are built while responding to the internal functional demands of each building type and occupant.

Mr. McLean's academic and professional background is extensive. With both a Bachelor and Master of Architecture degree from the University of Florida, Howard is dedicated to making North Florida a better and more sustainable place to live and work. Past projects include UF Health Family Medicine-Main in Gainesville, the City Hall in Alachua and the Putnam County Governmental Complex in Palatka, Florida.

Appendix

Exhibits

EXHIBIT A – Signature and Acknowledgement of Addendum Form

EXHIBIT B – Small Business Enterprise (SBE) Program Participation Form

EXHIBIT C – Certified Small Business Enterprise Points Request Form For RFP's

EXHIBIT D – Alachua County Government Minimum Wage (GMW) Form

EXHIBIT E – Volume of Previous Work Summary

EXHIBIT F – Proposed Subcontractors (Non-Small Business Enterprise) Form

EXHIBIT G – Drug Free Workplace

EXHIBIT H – Public Record Declaration or Claim of Exemption

EXHIBIT I – Type "B" Insurance Requirements

EXHIBIT J – Corporate Resolution Granting Signing Authority and Authority to Conduct Business

EXHIBIT K – Sample Agreement for Professional Services

EXHIBIT L – Professional Services Evaluation Handbook

Skinner Vignola McLean, Inc. - Alachua County Small Business Certification

Avison Young - Equal Employment Opportunity

References

SIGNATURE AND ACKNOWLEDGEMENT OF ADDENDUM FORM

RFP: **20-953 Technical Consultant for the County Administration Building**

PROPOSAL OPENING DATE: **2:00 pm, Wednesday, March 4, 2020**

PLACE OF RFP OPENING: **Alachua County Procurement, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville, Florida 32601-6983**

Local Based Firms per Section 1.14, Check One Below	
✓	I certify that my business is located in Alachua County and meets the criteria for location points as specified in Section 1.14.
	I am not a local based firm in Alachua County.

Acknowledge Receipt of Addendum(s) (if applicable circle):

#1 Yes No #2 Yes No #3 Yes No #4 Yes No

Proposer: Eric D. Swanson Company: Avison Young - Florida, LLC

Address: 132 NW 76th Drive, Gainesville, FL 32607

Authorized Signature:  Title: Managing Director

Clearly Print Name: Stephen P. Rowley

Phone: 954.938.1807 Fax: 954.938.1812 Date: March 4, 2020

Email Address: pike.rowley@avisonyoung.com

**SMALL BUSINESS ENTERPRISE (SBE) PROGRAM PARTICIPATION
FORM**

RFP: 20-953 TECHNICAL CONSULTANT FOR THE COUNTY ADMINISTRATION BUILDING

OPTION 1

I certify that our Company is an **Alachua County Certified Small Business Enterprise (SBE)** registered prior to the Bid opening.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 2.*)

OPTION 2

I certify that our Company **will perform ALL work** and that no subcontractors will be utilized for this bid.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 3.*)

RFP: 20-953 TECHNICAL CONSULTANT FOR THE COUNTY ADMINISTRATION BUILDING

OPTION 3

SBE Participation. I certify that our Company has contacted the Alachua County's Certified SBEs listed below. I state that the following information regarding SBE Subcontractors is true and correct to the best of my knowledge and belief.

Alachua County has adopted a 15% SBE participation goal and policies which encourage participation of Small Business Enterprises (SBE) in the provision of labor, time, supplies, services or construction items of any kind materials.

SBEs are located in the Alachua County Small Business Enterprise Directory.

Subcontractor (any business entity holding a subcontract with the prime vendor) services are defined as, "a contract with another business entity that obtains labor, time, supplies, services or construction items of any kind."

Vendors submitting bids under this solicitation are to identify the intended SBE subcontractors. These SBEs have agreed to perform the work for the total dollar value and percentage of the bid set forth below.

If SBE subcontractors are not utilized and listed below or if option 1 or 2 was not chosen, you should proceed to Option 4 and document your Good Faith Effort.

SBE Name of Contractor: Skinner Vignola McLean, Inc.

Address: 1628 NW 6th Street, Gainesville, FL 32609

Scope of Work to be Performed: Spatial Program Management

Total \$ Value: \$ 11,000 % of Total BID/RFP: 15.7 %

SBE Name of Contractor:

Address:

Scope of Work to be Performed:

Total \$ Value: \$ % of Total BID/RFP: %

SBE Name of Contractor:

Address:

Scope of Work to be Performed:

Total \$ Value: \$ % of Total BID/RFP: %

SBE Name of Contractor:

Address:

Scope of Work to be Performed:

Total \$ Value: \$ % of Total BID/RFP: %

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OPTION 4

SBE Good Faith Effort. To be considered responsive all Vendors **should have** SBE Participation or demonstrate a good faith effort to utilize SBE subcontractors. **If option 1, 2 or 3 was not chosen the Vendor should complete the section below substantiating compliance with good faith effort requirements.**

In accordance with Section 22.36, of the Alachua County Procurement Code, I have solicited and received responses from the following Alachua County certified SBE companies. (The SBE vendor's response should be recorded in the section below.)

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

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Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

RFP: 20-953 TECHNICAL CONSULTANT FOR THE COUNTY ADMINISTRATION BUILDING

I as the undersigned Vendor certify that I have completed one of the option(s) below (*Circle One*):

OPTION 1 OPTION 2 OPTION 3 OPTION 4

If you are unable to certify that, you have completed to the best of your knowledge and belief **OPTION 1, OPTION 2, OPTION 3 or OPTION 4, CALL (48 hours prior to bid opening) Procurement at 352.374.5202, for direction.**

Vendor Name: Avison Young - Florida, LLC Date March 4, 2020

Signature  Title Managing Director

Printed Name: Stephen P. Rowley Title Managing Director

EXHIBIT C

CERTIFIED SMALL BUSINESS ENTERPRISE POINTS REQUEST FORM FOR RFP's

The Technical Qualifications Evaluation phase of the Professional Services Evaluation Process assesses whether a Consultant is a certified Small Business Enterprise (SBEs) and provides for the allotting of points where the Consultant includes in their submittal a request for points allowed for Alachua County's Certified SBEs' participation in accordance with the options listed below and the necessary documentation to substantiate such is provided.

CERTIFIED SMALL BUSINESS ENTERPRISE (SBEs)- REQUEST FOR POINTS 15 POINT MAXIMUM																																											
Points for Certified Small Participation is to be awarded using one of the options below:	Points Allowed	Points Requested	Points Assigned																																								
Fifteen (15) points are awarded to the Consultant if the Consultant is a certified small business (per Alachua County's current SBE registry at the time set for receipt of submittals) and at least 51% of the job will be performed by the Consultant.	15 pts																																										
<p>Eight (8) to thirteen (13) points are awarded if the Consultant commits to a significantly higher certified Small participation than the goal, based on the breakdown indicated below:</p> <p>Percentage of Certified Small Participation:</p> <table border="0"> <tr> <td style="text-align: center;">at least</td> <td style="text-align: center;">but less than</td> <td style="text-align: center;">Points</td> <td style="text-align: center;">to be</td> <td></td> </tr> <tr> <td style="text-align: center;">Awarded</td> <td></td> <td></td> <td></td> <td style="text-align: center;">8 pts - 13 pts</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">30%</td> <td style="text-align: center;">8</td> <td style="text-align: center;">Points</td> <td></td> </tr> <tr> <td style="text-align: center;">30%</td> <td style="text-align: center;">35%</td> <td style="text-align: center;">9</td> <td style="text-align: center;">Points</td> <td></td> </tr> <tr> <td style="text-align: center;">35%</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">10</td> <td style="text-align: center;">Points</td> <td></td> </tr> <tr> <td style="text-align: center;">40%</td> <td style="text-align: center;">45%</td> <td style="text-align: center;">11</td> <td style="text-align: center;">Points</td> <td></td> </tr> <tr> <td style="text-align: center;">45%</td> <td style="text-align: center;">50%</td> <td style="text-align: center;">12</td> <td style="text-align: center;">Points</td> <td></td> </tr> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">51%</td> <td style="text-align: center;">13</td> <td style="text-align: center;">Points</td> <td></td> </tr> </table>	at least	but less than	Points	to be		Awarded				8 pts - 13 pts	25%	30%	8	Points		30%	35%	9	Points		35%	40%	10	Points		40%	45%	11	Points		45%	50%	12	Points		50%	51%	13	Points				
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40%	45%	11	Points																																								
45%	50%	12	Points																																								
50%	51%	13	Points																																								
Five (5) points are awarded to a Consultant who has committed to meet the percentage participation goal of 15% as established by the Board of County Commissioners and the Consultant has listed the certified small business(es) and clearly stated the work and percentages of the job that those business(es) will perform.	5 pts	5																																									

**ALACHUA COUNTY GOVERNMENT MINIMUM WAGE (GMW)
FORM**

RFP 20-953 TECHNICAL CONSULTANT FOR THE COUNTY ADMINISTRATION BUILDING

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Bid/RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance ("Wage Ordinance").

Please mark the appropriate box below that applies to how you pay your employees:

- Employees involved with Alachua County projects are paid a minimum of **\$14.00 hourly** and are provided health benefits?
- Employees involved with Alachua County projects are paid a minimum of **\$16.17 hourly but are not provided** health benefits?

Bidder: Eric D. Swanson Company: Avison Young - Florida, LLC

Address: 132 NW 76th Drive, Gainesville, FL 32607

Authorized Signature:  Title: Managing Director

Clearly Print Name: Stephen P. Rowley

Phone: 954.938.1807 Fax: 954.938.1812 Date: March 4, 2020

Email Address: pike.rowley@avisonyoung.com

VOLUME OF PREVIOUS WORK SUMMARY

Volume of previous work will be determined by the actual fees rendered to the consultant by Alachua County. These fees are based on actual payments made to the consultant and are retrieved from the County’s electronic accounting system. Only a portion of these fees 9 (Adjusted fee) will be considered based on the fiscal year payments and the factor listed below (see chart below).

SAMPLE

PERIOD	ACTUAL FEE	FACTOR	ADJUSTED FEE
Current and last year (Oct 1 – Sept 30)	\$ 100,000.00	X 1.0	\$ 100,000.00
Second year past (Oct 1 – Sept 30)	\$ 100,000.00	X .08	\$ 80,000.00
Third year past (Oct 1 - Sept 30)	\$ 100,000.00	X .06	\$ 60,000.00
TOTAL ADJUSTED FEE CONSIDERED			\$ 240,000.00

VOLUME OF PREVIOUS WORK - POINTS EARNED

The volume of previous work points earned are based on the adjusted fee (see chart below).

POINTS	ADJUSTED FEE (AF) *	YOUR REQUESTED AF POINTS
5	AF < 50,000**	_____ 5 _____ points
4	50,000 < AF < 100,000	
3	100,000 < AF < 200,000	
2	200,000 < AF < 300,000	
1	300,000 < AF < 400,000	
0	AF > 400,000	

**Adjusted Fee for Skinner Vignola McLean, Inc. Architects 10/01/2018 - 09/30/19: \$36,172.70

Proposed Subcontractors (Non-Small Business Enterprise) Form

RFP: 20-953 TECHNICAL CONSULTANT FOR THE COUNTY ADMINISTRATION BUILDING

This form is for all **Non-Small Business Enterprise subcontractors** being utilized on this project that **are not included on Exhibit C.**

Name of Contractor: CMR Partners

Address: 6535 Shiloh Rd Suite 800, Alpharetta, GA 30005

Scope of Work to be Performed: Financial Structuring

Total \$ Value: \$ 8,147 % of Total BID/RFP: 11.6 %

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

If additional space is required for your subcontractor listing, make copies of this Exhibit F and submit with you bid package.

DRUG FREE WORKPLACE

Section 22.09 Competitive Sealed Bidding of the Alachua County Procurement Code states that in the evaluation of proposals, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace, secondly, to certified Small Business Enterprise (SBE) bidders.

The undersigned vendor in accordance with Florida Statute 287.087 and Section 22.09 of the Alachua County Procurement Code hereby certifies that

Avison Young - Florida, LLC
Name of Business

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Bidder's Signature

March 4, 2020
Date

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida ‘public records’ are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Bidder’s Signature:  Date: March 4, 2020

--- **OR** ---

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification. i.e. trade secret):

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Bidder’s Signature: _____ Date: _____

TYPE “B” INSURANCE REQUIREMENTS
“Professional or Consulting Services”

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

I. AUTOMOBILE LIABILITY.

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

II. WORKERS COMPENSATION AND EMPLOYER’S LIABILITY.

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

III. PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O).

Professional (E&O) Liability must be afforded for not less than \$1,000,000 each claim, \$1,000,000 policy aggregate

IV. OTHER INSURANCE PROVISIONS.

- A The policies are to contain, or be endorsed to contain, the following provisions:
- B Commercial General Liability and Automobile Liability Coverages
 - 1 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
 - 2 The Contractor’s insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor’s insurance and shall be non-contributory.
- C All Coverages
 - 1 The Contractor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a “claims made” or “per occurrence” form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contact is renewed) or prior.

V. **SUBCONTRACTORS**

Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners

The Certificate of Insurance must contain the following:

Department Contact: **Larry Sapp**
Department: **Budget and Fiscal Services**
Dept. Contact Phone: **352.374.5202**
Dept. Contact Email: **lsapp@alachuacounty.us**
Bid: **20-953 Technical Consultant for the County Administration Building**

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY
AND AUTHORITY TO CONDUCT BUSINESS**

The Board of Directors (“Directors”) of _____, a
(insert name of company)
_____ corporation (the “Corporation”), at a duly and properly
(insert state of incorporation)

held meeting on the _____ day of _____, 20____, did hereby consent to, adopt,
ratify, confirm and approve the following recitals and resolutions:

WHEREAS, the Corporation is a duly formed, validly existing corporation in good standing under
the laws of the State of _____ and is authorized to do business in the State of
Florida; and

WHEREAS, the Corporation desires to grant certain persons the authority to execute and enter into
contracts and conduct business on behalf of the Corporation.

NOW, THEREFORE, BE IT RESOLVED, that any of the following officers and employees of the
Corporation listed below are hereby authorized and empowered, acting along, to sign, execute and
deliver any and all contracts and documents on behalf of the Corporation, and to do and take such
other actions, including but not limited to the approval and execution of contracts, purchase orders,
amendments, change orders, invoices, and applications for payment, as in his or her judgment may be
necessary, appropriate or desirable, in connection with or related to any bids, proposals, or contracts
to, for or with to Alachua County, a charter county and political subdivision of the State of Florida:

NAME

TITLE

NAME

TITLE

BE IT RESOLVED THAT, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Procurement Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Procurement Manager of Alachua County, establishing the authority for the changes.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this _____ day of _____, 20____, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

(Corporate Seal) Secretary of the Corporation

By: _____

(Print Secretary's Name)

EXHIBIT K

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is entered into this ____ day of _____, 20__ between Alachua County, charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as "County" and _____ doing business at _____ hereinafter referred to as "Professional" (collectively hereinafter County and Professional referred to as "Parties")

WITNESSETH

WHEREAS, the County issued Bid or RFP # _____ seeking qualified Professionals to furnish _____, in Alachua County, Florida, for the benefit of _____; and

WHEREAS, after evaluating and considering all timely responses to Bid or RFP # _____, the County identified the Professional as the top ranked firm; and

WHEREAS, the County desires to employ the Professional to provide the services described in Bid or RFP # _____ and the Professional desires to provide such services to the County in accordance with the terms and conditions set forth herein; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

1. **Term.** This Agreement is effective on the date executed by both parties and continues until the _____ day of _____, 20__ unless earlier terminated as provided herein. This Agreement may be amended at the option of the County for ____ additional ____ year terms at the terms and conditions contained in this Agreement.

The County's performance and obligation to pay under this Agreement is contingent upon a specific annual appropriation by the Board of County Commissioners. The parties hereto understand that this Agreement is not a commitment of future appropriations.

2. **Representations.** By executing this Agreement, the Professional makes the following express representations to the County:
 - a. The Professional is professionally qualified to act as the professional for the Project

and is licensed to practice _____ by all public entities having jurisdiction over the Professional and the Project;

b. The Professional shall maintain all necessary licenses, permits or other authorizations necessary to act as professional for the Project until the Professional's duties hereunder have been fully satisfied;

c. The Professional has become familiar with the Project site and the local conditions under which the Project is to be designed, constructed, and operated;

d. The Professional shall prepare all deliverables required by this Agreement including, but not limited to, all contract plans and specifications, in such a manner that they shall be accurate, coordinated, and adequate for the purposes intended and shall be in conformity and comply with all applicable law, codes and regulations;

e. The Professional represents that the deliverables prepared by the Professional are adequate and sufficient to accomplish the purposes of the project and meet the requirements of all applicable federal, state and local codes and regulations.

f. The Professional acknowledges that the County's review of the deliverables in no way diminishes the Professionals representations pertaining to the deliverables.

3. **Duties of the Professional.** The Professional shall have and perform the following duties, obligations, and responsibilities to the County as outlined in **Exhibit "1."**

4. **Duties of the County.** The County shall have and perform the following duties, obligations, and responsibilities to the Professional as outlined in **Exhibit "2."**

5. **Method of Payment.** For its assumption and performance of the duties, obligations, and responsibilities set forth herein, the Professional shall be paid in accordance with this section.

a. The Professional shall be paid for those services required by this Agreement not to exceed the sum of _____ allocated in the following manner:

b. Reimbursable expenses, if approved in writing in advance, will be paid by the County to the Professional for the following services or costs outlined below. The Professional will invoice for reimbursable services or costs on a monthly basis. Amounts invoiced for reimbursement shall include back-up documentation.

(1) Expenses for travel when traveling in connection with provision of services under this Agreement in accordance with the provisions of §112.061(7) and (8), Florida Statutes, or their successor and with the prior approval of the County.

(2) Actual expense of reproductions, postage and handling of drawings and specifications postage-actual cost;

(3) If authorized in writing in advance by the County's representative, the cost of other expenditures made in the interest of the work effort.

OR:

5.1 No additional reimbursable expense will be paid under this Agreement.

c. If the Professional's duties, obligations, and responsibilities are materially changed through no fault of the Professional after execution of this Agreement, additional compensation shall be paid as provided in **Exhibit "1."**

d. As a condition precedent for any payment, the Professional shall submit monthly, unless otherwise agreed in writing by the County, an invoice to the County requesting payment for services properly rendered and expenses due. The Professional's invoice shall describe with reasonable particularity each service rendered, the date thereof, *[the time expended, if billed by hour,]* and the person(s) rendering such service. The Professional's invoice shall be accompanied by such documentation or data in support of expenses for which payment is sought as the County may require. If payment is requested for services rendered by Professional, the invoice shall additionally reflect the allocations as provided and shall state the percentage of completion as to each such allocation. Each invoice shall constitute the Professional's representation to the County that the services indicated in the invoice have reached the level stated, have served a public purpose, have been properly and timely performed as required herein, that the expenses included in the invoice have been reasonably incurred in accordance with this Agreement, that all obligations of the Professional covered by prior invoices have been paid in full, and that the amount requested is currently due and owing, there being no reason known to the Professional that payment of any portion thereof should be withheld. Submission of the Professional's invoice for final payment shall further constitute the Professional's representation to the County that, upon receipt by the Professional of the amount invoiced, all obligations of the Professional to others, including its consultants, incurred in connection with the Project, will be paid in full. The Professional shall submit invoices to the County at the following address:

Dept Director

Dept: _____

Address

Gainesville, Florida, _____

e. In the event that the County becomes credibly informed that any representations of the Professional relating to payment are wholly or partially inaccurate, the County may withhold payment of sums then or in the future otherwise due to the Professional until the inaccuracy, and the cause thereof, is corrected to the County's reasonable satisfaction.

f. The County shall make payment to the Professional, of all sums properly invoiced under the provisions of this paragraph, in accordance with the provisions of Chapter 218,

Part VII (Local Government Prompt Payment Act), Florida Statutes. Payments shall be made to the following address:

Company
Address
City/State/Zip
ATTN:

IF SERVICES PROVIDED BY CONTRACTOR ARE EXEMPT UNDER THE ALACHUA COUNTY MINIMUM WAGE ORDINANCE, DELETE PARAGRAPH 6 BELOW

6. **Alachua County Minimum Wage:**

- a. Services rendered through this Agreement are considered covered services under Chapter 22, Article III, of the Alachua County Code of Ordinances (“Wage Ordinance”), which establishes a government minimum wage for certain contractors and subcontractors providing selected services to Alachua County government.
- b. Current required Alachua County Government Minimum Wage is \$13.50 per hour when health benefits are provided at the equivalent value of \$2.10 per hour and \$15.60 when health benefits are not provided (collectively, the “Minimum Wage”).
- c. The County may amend the applicable Minimum Wage on or before October 1st of each year.
- d. The Contractor must provide certification, **Exhibit ___**, to the County that it pays each of its employees the Alachua County Government Minimum Wage, as well as ensuring that it will require the same of its subcontractors throughout the duration of the Agreement
- e. The Contractor shall prominently display a copy of the Wage Ordinance where it is easily seen by covered employees and supply to covered employees upon request. Additionally, the Contractor is responsible to make any person submitting a bid for a subcontract for covered services aware of the requirement
- f. Failure to comply with the provisions of the Wage Ordinance will be deemed a breach of contract and authorize the County to withhold payment of funds in accordance with Chapter 218, Florida Statutes.
- g. The Contractor will include the necessary provisions in subcontracts to ensure compliance. However, the County shall not be deemed a necessary, or indispensable, party in any litigation between the contractor and subcontractor

7. **Personnel.**

- a. The Professional will assign only qualified personnel to perform any service concerning this Agreement. At the time of execution of this Agreement, the parties anticipate the following parties will perform those functions indicated:

NAME

[list]

FUNCTION

[list]

- b. So long as the individuals named above remain actively employed or able to be retained by the Professional, they shall perform the functions indicated next to their names. The _____ (manager) may authorize changes to this list in writing.

8. **Notice.** Except as otherwise provided in this Agreement any notice of default or termination from either party to the other party must be in writing and sent by certified mail, return receipt requested, or by personal delivery with receipt. All notices shall be deemed delivered two (2) business days after mailing, unless deliver is by personal delivery in which case delivery shall be deemed to occur upon actual receipt by the other party. For purposes of all notices, Contractor's and County representative are:

County:
Title
Dept
PO Box
Gainesville, FL

Professional:
Company
Address
City/State/Zip
Attn: _____

A copy of any notice, request or approval to the County must also be sent to:

Jesse. K. Irby II
Clerk of the Court
12 SE 1st Street
Gainesville, FL 32602
Attn: Finance and Accounting

And to

Procurement Division
12 SE 1st Street
Gainesville, Florida 32601
Attn: Contracts

9. **Default and Termination.**

- a. The failure of the Professional to comply with any provision of this Agreement will place the Professional in default. Prior to terminating the Agreement, the County will notify the Professional in writing. This notification will make specific reference to the provision which gave rise to the default. The County will give the Professional seven (7) days to cure the default. The _____ Manager is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time the County Manager is authorized to provide final termination notice on behalf of the County to the Professional.
- b. The County may also terminate the Agreement without cause by providing written notice to the Professional. The County Manager is authorized to provide written notice of termination on behalf of the County. Upon such notice, Professional will immediately discontinue all services affected (unless the notice directs otherwise); and, deliver to the County all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Professional in performing this Agreement, whether completed or in process. In the event of such termination for convenience, Professional recovery against County shall be limited to that portion of the Agreement amount earned through the date of termination, but Professional shall not be entitled to any other or further recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the work not performed.
- c. If funds to finance this Agreement become unavailable, the County may terminate the Agreement with no less than twenty-four hours' notice in writing to the Professional. The County will be the final authority as to the availability of funds. The County will pay the Professional for all work completed prior to any notice of termination.

10. **Project Records.**

a. **General Provisions:**

- i. Any document submitted to the County may be a public record and is open for inspection or copying by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency per §119.011(12), Florida Statutes. Any document is subject to inspection and copying unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law.
- ii. In accordance with §119.0701, Florida Statutes, the Professional or Contractor (referred hereinafter in all of the "Project Records" section collectively as "Professional"), *when acting on behalf of the County*, as provided under 119.011(2), Florida Statutes, shall keep and maintain public records as required by law and retain them as provided by the General Record Schedule established by the

Department of State. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law. Additionally, the Professional or Contractor shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

- iii. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Professional does not transfer the records to the County.

b. Confidential Information:

- i. During the term of this Agreement or license, the Professional may claim that some or all of Professional's information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as confidential and proprietary by Professional in accordance with §812.081, Florida Statutes, or other law, and is exempt from disclosure under the Public Record Act. Professional shall clearly identify and mark Confidential Information as "Confidential Information" or "CI" and the County shall use reasonable efforts to maintain the confidentiality of the information properly identified by the Professional as "Confidential Information" or "CI."
- ii. The County shall promptly notify the Professional in writing of any request received by the County for disclosure of Professional's Confidential Information and the Professional may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. Professional shall protect, defend, indemnify, and hold the County, its officers, employees and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of Confidential Information. Professional shall investigate, handle, respond to, and defend, using counsel chosen by the County, at Professional's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. Professional shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion of this Agreement or license, the provisions of this paragraph shall continue to survive. Professional releases County from claims or damages related to disclosure by County.
- c. **Project Completion:** Upon completion of, or in the event this Agreement is terminated, the Professional, *when acting on behalf of the County* as provided under §119.011(2), Florida Statutes, shall transfer, at no cost, to the County all public records in possession of the Professional or keep and maintain public records required by the County to perform

the service. If the Professional transfers all public records to the County upon completion or termination of the agreement, it must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Professional keeps and maintains public records upon the completion or termination of the agreement all applicable requirements for retaining public records shall be met. All records stored electronically shall be provided to the County, upon request from the Counties custodian of public records, in a format that is compatible with the information technology systems of the County.

- d. **Compliance:** The Contractor may be subject to penalties under §119.10, Florida Statutes, if the Contractor fails to provide the public records to the County within a reasonable time.

IF THE PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY REPRESENTATIVE

11. **Ownership of Deliverables.** All project deliverables and documents are the sole property of the County and may be used by the County for any purpose.
12. **Insurance.** The Professional will procure and maintain insurance throughout the entire term of this Agreement of the types and in the minimum amounts detailed in **Exhibit "3."** A copy of a current Certificate of Insurance (COI) showing coverage of the type and in the amounts required is attached hereto as **Exhibit "3-A"**.
13. **Permits.** The Professional will obtain and pay for all necessary permits, permit application fees, licenses or any fees required.
14. **Laws & Regulations.** The Professional will comply with all laws, ordinances, regulations, and building code requirements applicable to the work required by this Agreement. The Professional is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the work outlined in this Agreement. If the Professional is not familiar with state and local laws, ordinances, code rules and regulations, the Professional remains liable for any violation and all subsequent damages or fines.
15. **Indemnification**
 - a. The Professional agrees to protect, defend, indemnify, and hold the County and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this

Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to personal injury, death, damage to property (including destruction) defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. The Professional further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if their (claims, etc.) are groundless, false, or fraudulent. Professional agrees that indemnification of the County shall extend to any and all work performed by the Professional, its sub-Professionals, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Professional's insurance coverage. This indemnification provision shall survive the termination of the Agreement between the County and the Professional.

b. Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions or limitation of liability of §768.28, Florida Statutes.

OR: IF FOR ARCHITECTURAL. ENGINEERING OR SURVEYING AND MAPPING SERVICES

14.1 The Professional agrees to indemnify and hold harmless the County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Professional and other persons employed or utilized by the Design Professional in the performance of the Agreement. Professional agrees that indemnification of the County shall extend to any and all work performed by the Professional, its subcontractors, employees, agents, servants or assigns.

c. Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions or limitation of liability of §768.28, Florida Statutes.

16. **Standard of Care.** The services of the Professional shall be performed with the skill and care which would be exercised by a qualified professional performing similar services at the time and place such services are performed. If the failure to meet these standards results in deficiencies in the substandard architectural or engineering design, the Professional shall furnish, at his own cost and expense, the redesign necessary to correct such deficiencies, and shall be responsible for any and all consequential damages arising from those deficiencies.

17. **Assignment of Interest.** Neither party will assign or transfer any interest in this Agreement

without prior written consent of the other party.

18. **Successors and Assigns.** The County and Professional each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this Agreement.
19. **Independent Professional or Consultant.** In the performance of this Agreement, the Professional is acting in the capacity of an independent Professional or Consultant and not as an agent, employee, partner, joint venturer, or associate of the County. The Professional is solely responsible for the means, method, technique, sequence, and procedure utilized by the Professional in the full performance of the Agreement.
20. **Collusion.** By signing this Agreement, the Professional declares that this Agreement is made without any previous understanding, Agreement, or connections with any persons, professionals or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud.
21. **Conflict of Interest.** The Professional warrants that neither it nor any of its employees have any financial or personal interest that conflicts with the execution of this Agreement. The Professional shall notify the County of any conflict of interest due to any other clients, contracts, or property interests.
22. **Prohibition Against Contingent Fees.** As required by §287.055(6), Florida Statutes, the Professional warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Professional to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Professional any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.
23. **Third Party Beneficiaries.** This Agreement does not create any relationship with, or any rights in favor of, any third party.
24. **Severability.** If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect
25. **Non Waiver.** The failure of any party to exercise any right in this Agreement shall not be considered a waiver of such right.
26. **Governing Law and Venue.** The laws of the State of Florida shall govern this Agreement and the duties and obligations stated within this Agreement. Sole and exclusive venue for all actions arising under this Agreement shall be in Alachua County.

27. **Attachments**. All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.
28. **Amendments**. The parties may amend this Agreement only by mutual written agreement of the parties.
29. **Captions and Section Headings**. Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.
30. **Counterparts**. This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via fax or email with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Amendment shall constitute valid and sufficient delivery in order to complete execution and delivery of this Amendment and bind the parties to the terms hereof.
31. **Construction**. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this Agreement.
32. **Entire Agreement**. This Agreement constitutes the entire Agreement and supersedes all prior written or oral agreements, understandings, or representations.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year first above-written.

ALACHUA COUNTY, FLORIDA

By: _____

_____, Chair
Board of County Commissioners

Date: _____

**IF CONTRACT IS LESS THAN \$50,000 CAN
SIGNED BY COUNTY MANAGER**

BE

ATTEST:

APPROVED AS TO FORM

J.K. "Jess" Irby, Esq., Clerk

Alachua County Attorney's
Office

(SEAL)

**IF SIGNED BY COUNTY MANAGER
CLERK DOES NOT ATTEST AND
SIGNATURE BLOCK IS REMOVED**

PROFESSIONAL

ATTEST (By Corporate Officer)

By: _____

Print: _____

Title: _____

By: _____

Print: _____

Title: _____

Date: _____

**IF THE CONTRACTOR IS NOT A NATURAL PERSON, PLEASE PROVIDE A
CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE
RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS ON
BEHALF OF YOUR ORGANIZATION. IF ARE A NATURAL PERSON, THEN YOUR
SIGNATURE MUST BE NOTARIZED.**

EXHIBIT 1: Scope of Services

EXHIBIT 2: Duties of the County

EXHIBIT 2-A: Method of Additional Compensation

EXHIBIT 3: Insurance Requirements

EXHIBIT 3-A: Certificate of Insurance

EXHIBIT 4: Certification of Meeting Alachua County Wage Ordinance

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Agreement are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance (“Wage Ordinance”).

Corporate Name:
Address
City/State/Zip
Phone Number
Point of Contact _____

Project Description:

CONTRACTOR

ATTEST (By Corporate Officer)
By: _____
Print: _____
Title: _____

By: _____
Print: _____
Title: _____
Date: _____

MUST BE ATTESTED (WITNESSED) BY A DESIGNATED OFFICER OF THE CORPORATION. IF NOT INCORPORATED, THEN SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION



**PROFESSIONAL SERVICES
EVALUATION HANDBOOK**

INSTRUCTIONS AND PROCEDURES

Be prepared to come to the selection committee meeting with your **score sheets filled in with pencil**; this will allow you to modify your score as a result of the collective findings, and during the Selection Committee meeting. Every selection committee member must come to the meeting having read all of the submittals and filled (completed) in the score sheets; anyone coming unprepared will removed from the committee or cause the meeting to be re-scheduled. You must submit a score for each evaluation criteria category for all firms.

SCORING –All members must agree before a score of zero (0) can be given; this means the contractor was non- responsive in his answer (not just fair or poor). **You must justify with a written comment any score and explain how the contractor did or did not meet minimum expectations**; use the table on the score sheet as your guide.

1. There must be no contact regarding this project between Committee Members, vendors submitting proposals for this project or anyone representing the vendors. If you are contacted by any of the vendors or someone on the behalf of a vendor submitting for this solicitation, immediately refer them to the Alachua County Procurement Services. Under no circumstances should you have any contact with a firm submitting proposals for this project as that could disqualify the vendor or be perceived as providing material information outside of public notification which is a **second degree felony**.
2. Complete the CONFLICT OF INTEREST statements included and bring it with you. All Committee Members are required to complete, discuss if applicable, this statement to ensure there is no conflict of interest for this solicitation.
3. The Committee Chair should perform reference checks on all firms, and provide the results at the public RFP Evaluation meeting.
4. This is a legally noticed public meeting; if you cannot attend, please notify me immediately. **All members must be prepared and present before we can begin.**
5. If there is a conflict, or if you have any questions regarding this process, please contact me.

TECHNICAL QUALIFICATIONS EVALUATION

This section considers information submitted in the area of technical qualifications and the evaluators' knowledge of the entity. A total of 100 points is obtainable. The Technical Qualifications Evaluation Form shall be completed in accordance with the following guidelines:

A. Ability of Professional Personnel = 50 points maximum

1. Do the resumes of the key staff support the firm's Competency in doing this type of work? Key staff includes the Project Manager, and other project team professionals.
2. Has the firm done this type of work in the past?
3. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?

Based on #1, #2 and #3 questions above, award points as follows:

21-30 points - Exceptional Experience
11-20 points - Average Experience
0-10 points - Minimal Experience

4. Has the company or key staff recently done this type of work for the County, the State, or for local government in the past?
 - a. If the work was acceptable, award up to ten (10) points.
 - b. If the firm has not done this type of work, award zero (0) points.
 - c. If the work was unacceptable, deduct up to ten (10) points and note why.
5. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
 - a. If the answer is yes, award from one (1) to ten (10) points and note reasons.
 - b. If the answer is no, award zero (0) points.

B. Capability to Meet Time and Budget Requirements = 20 Points maximum

1. Does the level of key staffing and their percentage of involvement, the use of subcontractors (if any), office location, and/or information contained in the transmittal letter indicate that the firm will, or will not, meet time and budget requirements?
2. To your knowledge, has the firm met or had trouble meeting time and budget requirements on similar projects?
3. Have proof of insurability and other measures of financial stability been provided?
4. Are time schedules reasonable?
5. Current Workload

This factor is designed to determine how busy a firm is by comparing all Florida work against Florida personnel.

- C. **Location = 10 points**
Points Provided by Procurement.

- D. **Small Business Enterprise Participation (SBE) - 15 Point Maximum**
Points Provided by Procurement.

- E. **Volume of Previous Work (VOW) awarded by the County = 5 Points**
Points Provided by Procurement.

WRITTEN PROPOSAL EVALUATION

This stage considers information submitted in the proposal outlining the firm's approach based on its understanding of the scope of work. A total of 100 points is obtainable. The Written Evaluation Form shall be completed in accordance with the following procedure:

A. Understanding Of Project = 25 points maximum

1. Did the proposal indicate a thorough understanding of the project?
2. Is the appropriate emphasis placed on the various work tasks?

B. Project Approach = 25 points maximum

1. Did the firm develop a workable approach to the project?
2. Does the proposal specifically address the County's needs or is it "generic" in content?

C. Project Manager = 10 points maximum

1. Does the project manager have experience with projects comparable in size and scope?
2. Does the Project Manager have a stable job history? Has he/she been with the firm long, or have there been frequent job changes?

D. Project Team = 20 points maximum

1. Was a project team identified?
2. Is the team makeup appropriate for the project?
3. Do the team members have experience with comparable projects?
4. Are there any sub-contracted firms involved? Will this enhance the project team?
5. Are the hours assigned to the various team members for each task appropriate?

E. Project Schedule: = 10 points.

- 1) Is the proposed schedule reasonable based on quantity of personnel assigned to the project?
- 2) Are individual tasks staged properly and in proper sequence?

F. Proposal Organization = 10 points maximum

1. Was proposal organization per the RFP?
2. Was all required paperwork submitted and completed appropriately?
3. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

TECHNICAL PROPOSAL QUALIFICATIONS EVALUATION

PROJECT:

DATE: ____ / ____ / 2020

FIRM NAME:

EVALUATOR: _____

TECHNICAL QUALIFICATIONS (100 Points Total)	POINT VALUE	POINTS AWARDED	COMMENTS
Ability	50		
Capability of Meeting Time and Budget	20		
Small Business Participation (SBE)	15	0	<i>Points assigned by Purchasing</i>
Location (Alachua County)	10	0	<i>Points assigned by Purchasing</i>
Volume of Previous Work (VOW)	5	0	<i>Points assigned by Purchasing</i>
TOTAL	100		

WRITTEN PROPOSAL EVALUATION

PROJECT:

DATE: ____ / ____ / 2020

FIRM NAME:

EVALUATOR: _____

WRITTEN PROPOSAL (100 Points Total)	POINT VALUE	POINTS AWARDED	COMMENTS
Project Understanding	25		
Project Approach	25		
Project Manager	10		
Project Team	20		
Project Schedule	10		
Proposal Organization	10		
TOTAL	100		

**ALACHUA COUNTY PURCHASING DIVISION
PROFESSIONAL SERVICES EVALUATOR'S
DISCLOSURE STATEMENT**

This is to certify that, I, _____, as a member of the evaluation team evaluating proposals submitted in response to RFP, *have/do not have (circle one)* actual or potential conflicts of interest with any of the responsive proposes.

Should any conflict become known to me during the evaluation process, the information shall be reported to the Purchasing Division and the Attorney's Office for review and determination regarding my status as an evaluator in this process.

Signed: _____

Date: _____

Print Name: _____

Title: _____

Witnessed by: _____

Witness Print Name: _____



**Alachua County Board of
County Commissioners
Equal Opportunity Office**

SKINNER VIGNOLA MCLEAN, INC.

is Certified as a Small Business
Enterprise Under the Provisions of
Section 22, Alachua County Ordinance 06-28
from June 13, 2019 to June 13, 2020

Jacqueline Chung

Jacqueline Chung
Equal Opportunity
Manager

[Signature]

Chair
Alachua County Board of
County Commissioners



AVISON YOUNG

**AVISON
YOUNG**

Intelligent
Real Estate Solutions

partnership.
performance.

EQUAL EMPLOYMENT OPPORTUNITY UNITED STATES

JULY 2011

Section 5 - Equal Employment Opportunity

Avison Young prides itself on the diversity of its employees. It is an enthusiastic equal opportunity employer and is firmly committed to complying with all applicable federal, state and local equal employment opportunity laws. No employee or applicant for employment will be discriminated against. The Company is committed by corporate policy to recruit, employ, and promote without regard to race, color, religion, gender, national origin, ancestry, political belief or activity, age, pregnancy, childbirth, medical conditions, military service, veteran status, marital status, sexual orientation, gender identification, victims of domestic or sexual violence, disability (including present or past history of mental disability, mental retardation, learning disability, or physical disability), or any other characteristic protected by applicable federal, state, or local law to all qualified employees. The Company believes that it is vital to the successful conduct of business to promote economic, social, and educational equality for all. As detailed below, this policy also bans discriminatory harassment.

Equal employment opportunity applies to all personnel actions and terms and conditions of employment, including recruiting, hiring, compensation, benefits, promotions, training, transfers, terminations, layoffs, opportunities for training, and all other conditions and privileges of employment in accordance with applicable laws. The Company will make reasonable accommodation for otherwise qualified employees and prospective employees with a qualified disability or with needs related to religious observance or practices, unless doing so would result in an undue hardship. What constitutes a reasonable accommodation depends on the circumstances and will be addressed by the Company on a case-by-case basis.

Management is primarily responsible for seeing that Avison Young's equal employment opportunity policies are implemented, but all member of the staff share in the responsibility of assuring that by their personal actions the policies are effectively and uniformly applied to everyone. Any employee that Avison Young has determined to have been engaged in discriminatory practices will be subject to disciplinary action, up to and including discharge.

Port Everglades International Logistics Center

Broward County, Hollywood, Florida

Mr. Jorge Hernandez

Division Director - Port Everglades Department Business Administration

1850 Eller Drive

Suite 603

Fort Lauderdale, FL 33316-4201

(954) 468-3501

jorhernandez@broward.org

Key Staff: Eric D. Swanson, CRE

Yonkers Public Schools

Yonkers, NY

Bernard Pierorazio - Retired Superintendent

One Larkin Center

Yonkers, NY 10701

(914) 376-8000

bpierorazio@juno.com

Key Staff: Scot Bini – CMR Partners

Mexico City Airport

Grupo Aeroportuario de la Ciudad de México

Mark Ballard - Senior VP at AECOM

Former Project Executive at Mexico City Airport

Chantilly, Virginia

Ballardmark129@gmail.com

Key Staff: Scot Bini – CMR Partners

City of Newberry

Newberry, Florida

Mike New - City Manager

25440 W. Newberry Road

Newberry, FL 32669

Mike.new@ci.newberry.fl.us

(352) 472-2161 x 6

Key Staff: Howard J. McLean, Jr., AIA, LEED AP

Alachua City Hall and Police Station

Alachua, FL

Clovis Watson, Jr. - Former City Manager

State House of Representatives

Tallahassee, FL 32301

(202) 224-3121

Key Staff: Howard J. McLean, Jr., AIA, LEED AP

**AVISON
YOUNG**

Avison Young – Florida, LLC
132 NW 76th Drive
Gainesville, FL 32607

**AVISON
YOUNG**

Alachua County Procurement, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville, Florida 32601-6983

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