

THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien

Council Members

Chris Sapp

Andy Williams

Bill Martini

Tony Davit

Mandy David

Agenda

Agenda

October 25, 2021

6:00 PM

****SPECIAL CALLED MEETING****

WINDERMERE TOWN HALL

520 MAIN STREET

WINDERMERE, FL 34786

JOIN ZOOM MEETING

[HTTPS://US06WEB.ZOOM.US/J/88402912918?](https://us06web.zoom.us/j/88402912918?pwd=RXZIRLPJDMMXEGV3A1NPCWDWDGDUDZ09)

PWD=RXZIRLPJDMMXEGV3A1NPCWDWDGDUDZ09

MEETING ID: 884 0291 2918

PASSCODE: 129373

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

- **The meeting is called to order by the Mayor**
- **Flag salute**
- **Invocation**

1. OPEN FORUM / PUBLIC COMMENT (3 Minute Limit)

2. SPECIAL PRESENTATION / PROCLAMATIONS / AWARDS

3. TIMED ITEMS AND PUBLIC HEARING

4. CONSENT ITEMS

5. NEW BUSINESS

- a. Minutes
- b. Resolutions / Ordinances for Approval / First Reading
- c. Contracts & Agreements
- d. Financial
 - i. Purchase of Windermere Police Department Vehicle 47 \$34,200 (Vehicle) & \$11,221.20 (Lights & Equipment) (Attachments - Staff Recommends Approval)

- e. Other Items for Consideration
 - i. Rotary Club of Windermere, Inc.; RFP #2021-01 Owner's Representative Services for Healthy West Orange Pavilion. (Attachments - Rotary Club of Windermere, Inc. Recommends ZHA)

6. MAYOR & COUNCIL LIAISON REPORTS

- a. Mayor O'Brien
- b. Council Member Williams
- c. Council Member Sapp
- d. Council Member Martini
- e. Council Member David
- f. Council Member Davit

7. STAFF REPORTS

- a. Town Manager Robert Smith
- b. Town Attorney Heather Ramos
- c. Police Chief Dave Ogden
- d. Public Works Director Tonya Elliott-Moore
- e. Town Clerk Dorothy Burkhalter

8. ADJOURN



EXECUTIVE SUMMARY

SUBJECT: Purchase of Windermere Police Department Vehicle 47
REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only) **DATE OF MEETING:** 10/25/21
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: \$45,421.20
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** 001-5210-000-9657
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

Included in the budget for FY 21-22, the Council approved the purchase of a 2021 Ford Interceptor. The Town is in a strong enough financial position to purchase the vehicle outright in lieu of financing. The quotes included are per Florida State Approved Contracts and have been competitively bid.

Staff Recommends Approval



TOWN OF WINDERMERE

REQUISITION FORM

DATE: 10/01/2021

To: Brannen Motor Company
1000 2nd Street
Unadilla, GA 31091
(800)999-9606

V 47

PO 10260

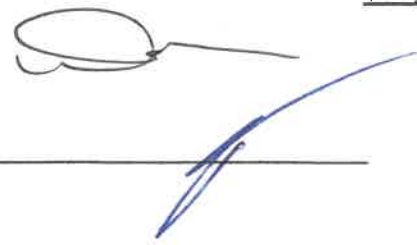
Quantity	Description	Account #	Unit Price	Total Price	✓
01	2021 Ford Interceptor 3.3L V6 SUV	001-5210-000-9657	34,200.00	34,200.00	
TOTAL COST OF VEHICLE					
\$ 45,421.00					

Total → \$34,200.00

Charge to Department: POLICE

Used for: Job Service

Requested by: SGT. JAYSON BONK

Approved by: _____


FLEET - COMMERCIAL - GOVERNMENT SALES



THE ORIGINAL
BRANZEN MOTOR COMPANY



"YOUR EMERGENCY VEHICLE HEADQUARTERS FOR OVER 25 YEARS"

1000 Second Street
I-75 @ Exit# 122
PO Box 746
Unadilla GA, 31791

Toll Free 1-800-999-9606
Local (478) 627-3221
Fax: (478) 627-9550
Email: jamey@branzenmotors.com

Fleet Proposal

2021 FORD INTERCEPTOR 3.3L V6	
3.3L V6 engine, 10-speed auto, All Wheel Drive	
Power windows, locks, mirrors, tilt & cruise	
Automatic LED headlamps (High/Low beam) with wig-wags	
Pre-drilled headlamps for corner strobe installation	
Front & Rear A/C and Heat	
Remote keyless entry with 4 key fobs	
Bluetooth Connectivity and rearview camera in center stack	
Class III trailer hitch (5,000 lb. tow capacity & 2 recovery hooks)	
SOS Post-Crash Alert System	
255/60R18 All Season tires & black steel wheels/chrome centers	
Driver's side LED spotlight from factory	
Total= \$34,200.00	

Bobby Reed *Fleet Manager*

Jamey Reed *Asst. Fleet Manager*





TOWN OF WINDERMERE

REQUISITION FORM

RECEIVED
OCT 05 2021

DATE: 10/01/2021

To: HG2
477 N Semoran Blvd
Orlando, FL 32807

PO 10261

Quantity	Description	Account #	Unit Price	Total Price	✓
01	V47 Emergency Lighting & Equipment	001-5210-000-9657	\$11,221.20	\$11,221.20	
	New 2021 Ford Interceptor SUV				

Total → \$11,221.20

Charge to Department: POLICE

Used for: Job Service

Requested by: SGT. JAYSON BONK

Approved by: _____



HG2 Emergency Lighting
 477 N Semoran Blvd
 Orlando, FL 32807

Date	Estimate No.
09/27/21	3074

407-426-7700
 sales@hg2lighting.com

407-426-7700
 www.hg2lighting.com

Name/Address
Windermere Police Dept Jayson Bonk 620 Main Street Windermere, FL 34786

Ship To

Project	P.O. No.	Terms	Due Date	REP
			05/01/17	

Item	Description	Quantity	Cost	Total
HG2PUMP	FSA HG2 Premium Unmarked Package Front Visor, Rear Visor, Side Runners, Front & Rear Crossfire, 4 Strobes in Headlight and Taillight, Siren & Light Contorller, Speaker	1	3,099.00	3,099.00
Front Visor	Front Visor Blue/Red	1	0.00	0.00
Rear Visor	Rear Visor Blue/Red with Back Fire Lights & Dome Light	1	0.00	0.00
HG22PC68BR	Blue/Red 68' Side Runner Kit with Controller	1	0.00	0.00
Misc	Blue/Red Tag Lights	2	0.00	0.00
295SLSA6	Whelen 295SLSA6 Light & Siren Controller	1	0.00	0.00
SA315P	Whelen 100 Watt Speaker	1	0.00	0.00
SAK1	Whelen Universal Speaker Bracket	1	0.00	0.00
VTX609B	Whelen Vertex Strobe Blue Passenger Side Taillight	1	0.00	0.00
VTX609R	Whelen Vertex Strobe Red Driver Side Taillight	1	0.00	0.00
IONB	Whelen Ion Light Head Blue Passenger Side Headlight	1	0.00	0.00
IONR	Whelen Ion Light Head Red Driver Side Headlight	1	0.00	0.00
MBFX11JJ	Whelen Ion Mirror Beam Blue/Red Split	1	232.20	232.20
HG2QTRINTSU	Blue/Red Side Cargo Window Lights Ford	1	359.00	359.00
V-BR	Interceptor SUV			
QK0494ITU12	Full Cage with Seat and Rear Cargo Barrier	1	2,200.00	2,200.00
BK2019ITU12	Push Bumper with 4 Lights Forward 2 Lights Side	1	750.00	750.00
Misc	Console for Explorer	1	550.00	550.00
7170-0148	Gamber Johnson Pedestal Mount Laptop Stand	1	415.00	415.00
7160-0250	Gamber Johnson Notepad V Universal Cradle	1	189.00	189.00
GK10271USSC	Setina Single Weapon Mount Partion Mount	1	199.00	199.00
A				

Thank You For Your Business!	Total
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Estimate



HG2 Emergency Lighting
 477 N Semoran Blvd
 Orlando, FL 32807

Date	Estimate No.
09/27/21	3074

407-426-7700
 sales@hg2lighting.com

407-426-7700
 www.hg2lighting.com

Name/Address
Windermere Police Dept Jayson Bonk 620 Main Street Windermere, FL 34786

Ship To

Project	P.O. No.	Terms	Due Date	REP
			05/01/17	

Item	Description	Quantity	Cost	Total
Labor	Labor/Installation	1	1,200.00	1,200.00
Graphics-Labor	Graphics Package Windermere PD	1	750.00	750.00
Tint-2DR	Window Tint 2 Windows 30%	1	129.00	129.00
ALARM	Alarm System with Remote Start	1	599.00	599.00
Misc	Vehicle Delivery	1	550.00	550.00
	Sales Tax		0.00%	0.00
Thank You For Your Business!			Total	\$11,221.20



Busbin Law Firm

October 19, 2021

Robert Smith
Town of Windermere
614 Main Street
Windermere, FL 34786

RE: Recommendation for Owner's Representative/Project Manager for Rotary Club of Windermere Pavilion Project


Mr. Smith,

On October 18, 2021, the Board of the Rotary Club of Windermere, Inc. met and review the recommendation of the selection committee for the Owner's Representative/Project Manager for Rotary Club of Windermere Pavilion Project. Pursuant to the agreed upon selection criteria, the Request for Qualification was listed on Demandstar, the Town of Windermere's Facebook page, and the Town of Windermere's website. Only one response was received, that response was from ZHA Inc.

The selection committee, who also consulted with John Fitzgibbon, presented ZHA Inc. to the board for approval based upon proposal submitted and a prior interview conducted on August 12, 2021.

The Board voted and approved the selection of ZHA, Inc. to be present to the Town Council of Windermere for approval to engage in contract negotiation.

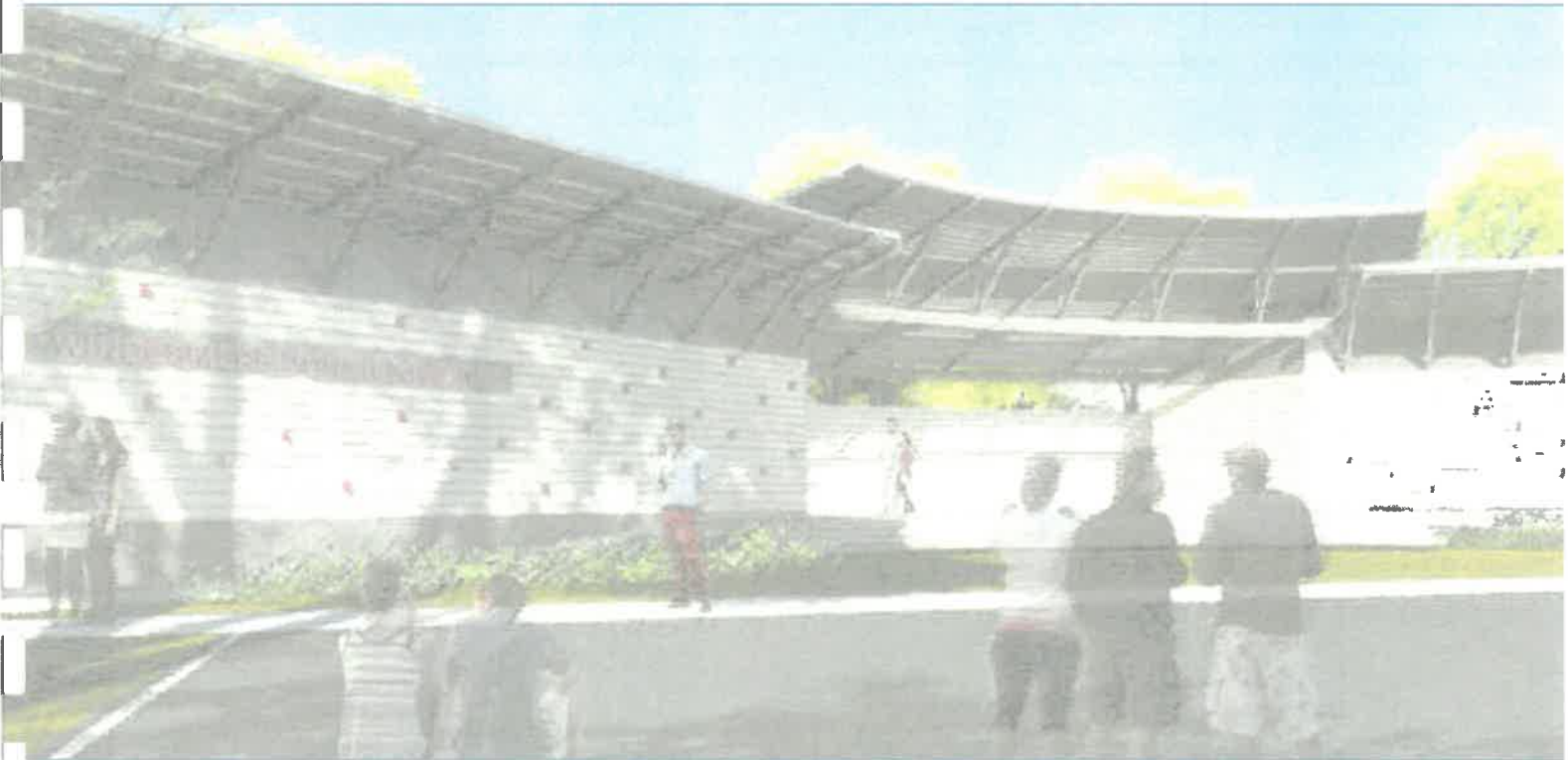
Sincerely,



Bradley J. Busbin, Esq., CFP®
Attorney for the Rotary Club of Windermere, Inc.
Busbin Law Firm, PA
2295 S. Hiwassee Rd., Ste. 207
Orlando, FL 32835
Brad@BusbinLaw.com
Phone: (407) 955-4595

Request For Qualifications RFQ #2021-01

Owner's Representative Services for Healthy West Orange Pavilion



ZHA

Submittal Date: October 8, 2021

Prepared for:
The Rotary Club of Windermere, Inc.
501 Forest Street
Windermere, Florida 34786



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A. TITLE PAGE

RFQ Subject and Number

Owner's Representative Services for Health West Orange Pavilion

RFQ #2021-01

Proposer

ZHA Incorporated

601 N. Magnolia Ave, Suite 100

Orlando, FL 32801

P: (407) 902-2560

F: (407) 422-7413

Point of Contact

Andrew L. Brooks, P.E.

Executive Vice President

601 N. Magnolia Ave, Suite 100

Orlando, FL 32801

E: Andy.Brooks@zha-fl.com

Date of Submittal

October 8, 2021

B. LETTER OF TRANSMITTAL

October 8, 2021

The Rotary Club of Windermere, Inc.
501 Forest St
Windermere, FL 34786

RE: RFQ 2021-01
Owner's Representative Services for Healthy West Orange Pavilion

ZHA is pleased to have the opportunity to present our qualifications to provide Owner's Representative Services. ZHA is an Orlando based Owner's Representative firm specializing in assisting owners in conceptualizing and implementing their capital projects since our inception in 1983. We understand the design and construction process, and specifically the Orange County market.

Type of Business and State of Formation

ZHA is a privately held Florida Subchapter S Corporation.

Headquarters and Office Locations

ZHA Corporate Office
601 N. Magnolia Ave, Suite 100
Orlando, FL 32801

ECP Airport Project Office
5206 Johnny Reaver Rd
Panama City, FL 32409

Binding Authority for the Firm

Frederick J. Mellin Jr.
President/CEO
(407) 902-2550 | Rick.Mellin@zha-fl.com


Andrew L. Brooks, P.E.
Executive Vice President/Treasurer
(407) 902-2560 | Andy.Brooks@zha-fl.com

Staff Performing Services

Andrew L. Brooks, Sr. Project Manager
Micah Nordquist, Construction Observation
Darrel Brostrom, Design Management/Review

As you review our qualifications, we trust you will recognize that we are well qualified to provide owner's representative services and ready to assist you in successfully completing this community project.

Sincerely,


Andrew L. Brooks, P.E.
Executive Vice President/Treasurer



C. QUALIFICATIONS

1. Proposer Organization Description

ZHA is an Owner's Representative firm specializing in assisting owners in conceptualizing and implementing their capital projects. Since our inception on August 5, 1983, our only focus has been to represent owners.

ZHA has considerable experience performing Owner's Representative Services on all types and sizes of projects throughout Central Florida. During our 38-year history, we have worked on many of the high-profile projects that are economic generators to our community and are part of the infrastructure that makes this community what it is. We represented Orlando International Airport for over twenty years managing projects' scope, cost, quality and schedule requirements from inception through construction. As part of the program management team for the Orange County Public School's \$500 million renovations and repairs program, we managed the construction of large and small projects. We have regularly represented the cities of Inverness, Lake Mary, Winter Garden, Winter Park, Casselberry, Stuart and Cocoa as their Owner's Representative. As a long-term planning consultant for NASA, we developed their first 50-year Master Plan and created Area Development Plans to organize the 160,000+ acre site to be attractive and responsive to commercial aerospace development. We also developed a comprehensive Capital Improvement Planning tool to better organize their project development and funding process. This tool was ultimately rolled out to all 11 NASA facilities around the country. We represent Osceola County as their Owner's Representative on multiple capital projects, including the recently constructed Center for Neovation that is a collaborative partnership of government and private industry to bring high-tech, high-pay jobs to the region and The OC (NeoCity office building) that provides adjacent office space for the high-tech firms that utilize the Center.

ZHA's philosophy is to represent our owner's interests above all else. We believe it is necessary to stay ahead of issues to allow for thoughtful and informed decision-making that does not negatively impact a project's scope, cost or schedule. As an owner's representative we understand that the owner's operating objectives take precedence in determining the appropriate design or construction solutions for a project. We understand that owners, design professionals, contractors and tenants may have different interpretations of what is being communicated and we strive to make sure each is understanding the other. We believe that communicating expectations early and often leads to better relationships and final products.


ZHA has a staff of 12 people that are key to the firm's success. This staff is comprised of individuals skilled in planning, development, architecture, engineering, and construction. With the extensively diverse experience of our staff, ZHA offers clients expertise on a variety of issues. We use this diversity to look at solutions for our owners from different perspectives, recognizing it is the owner's operational goals and requirements that take precedence in shaping the physical solution to be designed and constructed.

More information about our services and project experience is available on our website: www.zhaintl.com.

C. QUALIFICATIONS




Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES




BROOKS, ANDREW LEE
9217 HONEY HILL CT.
WINDERMERE FL 347868120

LICENSE NUMBER: PE42922

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES




BROSTROM, DARREL
ZHA INCORPORATED
1301 SUZANNE WAY
LONGWOOD FL 32779

LICENSE NUMBER: AR0014124

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com



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C. QUALIFICATIONS

2. Previous Experience

The OC – NeoCity Office Building

The NeoCity office building project (The OC) is a class B+ office building located in Kissimmee, Florida, adjacent to the Center for Neovation. The project is part of the 500-acre NeoCity master plan that is focused on becoming the most significant and comprehensive global center for smart sensor, photonics, and nanotechnology research and development. Key project features include a 250-space parking lot, a food court, an engaging landscaped courtyard connecting to the adjacent cleanroom facility, and a sleek skin design including curtainwall glazing systems and decorative metal screens. This technology-themed facility was conceived to attract tenants interested in research and manufacturing efforts planned for NeoCity.

Features

- Four-story
- 100,000 square feet
- 250 parking spaces
- Tilt-panel construction
- Composite deck
- Light gauge metal framing

Project Team

- **Client** Osceola County Government
- **Architect** SchenkelSchultz Architecture
- **Contractor** Moss Construction

Project Cost: \$26.1 million

Project/Construction Start: April 2018

Completion Date: March 2020



The development of NeoCity is the key to create an economic generator for high-tech job growth in Osceola County. Following the opening of the Center for Neovation as the technological center piece of NeoCity, the County recognized the need to have office space available to support companies that utilize this core facility.

During the design process, ZHA helped shape the project program and budget, and negotiated the contracts to keep the project moving forward. As the Owner's Representative for Osceola County, ZHA provided coordination with various agencies, scheduling, cost estimating, performance specifications, technical reports, plan reviews, fee negotiations assistance, contract reviews, design management, construction overview, project overview, staff augmentation and other general consulting services requested by the County.

C. QUALIFICATIONS

Center for Neovation

The Center for Neovation is a public and private entities collaborative project developed to create high-skill, high-pay jobs in Osceola County and the Central Florida community. The facility is a nanotechnology incubator for the advancement of manufacturing processes for smart sensor technology. This first phase of a 500-acre campus, owned by Osceola County, is a research and manufacturing facility to house both class 100 and class 10000 cleanrooms and includes a separate 3,224 SF RO/AWN building. Facility specifications include:

- Class 100 Cleanroom - 26,527 SF with 26,469 SF subfab plus 26,527 SF interstitial space above
- Class 10000 Cleanroom - 9,790 SF on elevated slab
- Six HPM rooms totaling 3,743 SF

Features

- 109,000-square-foot research and manufacturing facility
- State-of-art semiconductor R&D facility with focus on next generation smart sensors
- Waffle slab floor system
- Extensive Mechanical, Electrical & Plumbing support space
- Office and Laboratory (wet and dry) space

Project Team

- **Client** Osceola County Government
- **Architect** HOK
- **Cleanroom Architect** Abbie Gregg, Inc.
- **Contractor** Skanska



Project Cost: \$80 million

Project/Construction Start: December 2015

Completion Date: September 2017



SkyWater Florida will operate and utilize this state-of-the-art 200 mm semiconductor manufacturing facility to rapidly address emerging commercial and government agency needs for U.S.-sourced electronics. As the Owner's Representative for Osceola County, ZHA was authorized to manage all of the activities for the County, design-builder, and the private industry partners to ensure the facility is completed with the defined budget.

C. QUALIFICATIONS

City of Ocoee New City Hall

The new City of Ocoee City Hall is a design-build, green-field project that will provide a three-story, 46,500-square-foot government facility designed to centralize the City services in one location.

Features

- 46,500 square feet design-build government facility
- Three-story building
- Multiple city services centralized into one facility

Project Team

- **Client** City of Ocoee, Florida
- **Architect** HKS Architects
- **Contractor** Wharton-Smith, Inc.

Project Cost: \$21.5+ million

Project/Construction Start: January 2019

Completion Date: March 2022 (est.)

As the Owner's Representative for the City, ZHA is providing complete project design and construction management services.



C. QUALIFICATIONS

Osceola Heritage Park - Arena Concession Stands Upgrade

The project included renovation and upgrade of four concession stands in an operational Arena. Upgrades included new menu boards and exterior modifications to provide unique themes for each concession stand. The Silver Spurs Arena is one of many venues that reside on the 200+ acre Osceola Heritage Park entertainment complex.

Features

- Four specialized concession stands
- Four unique types of façades to attract customers

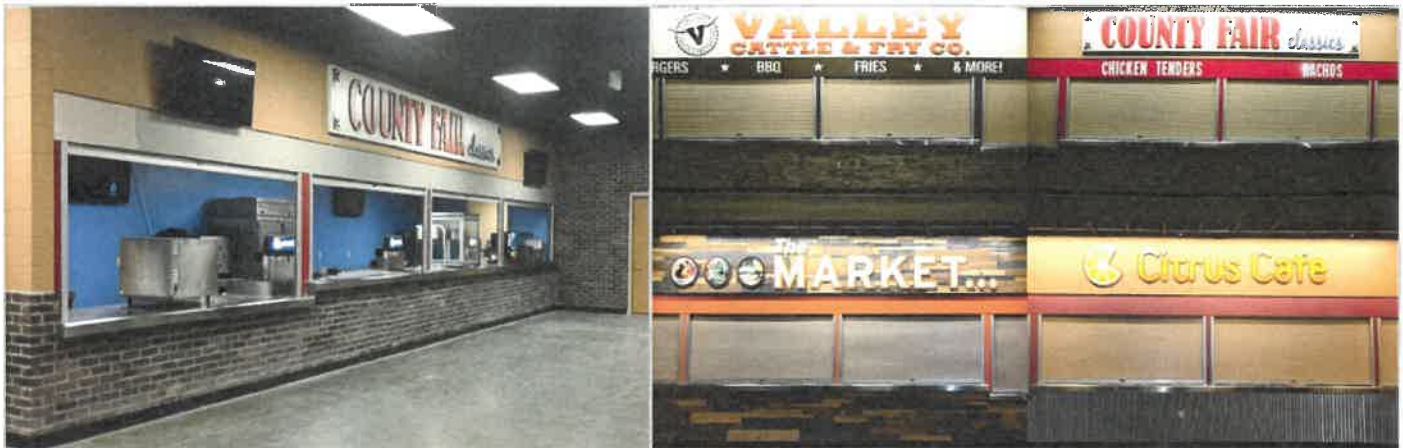
Project Team

- **Client** Osceola County, Florida and ASM Global (Arena Management firm)
- **Architect** FHR – KMF Architects, a Joint Venture
- **Contractor** Clancy & Theys Construction Company

Project Cost: \$490,000

Project/Construction Start: October 2014

Completion Date: March 2015



OHP is owned by Osceola County and managed by a private company who's responsible for attracting and staging events, shows and exhibits to generate tourism traffic in the County and to maintain the facilities. ZHA works an extension of staff for the County in developing identified capital projects that are integral to the marketability of the OHP. As the Owner's Representative for Osceola County, ZHA provides complete project design and construction management services. Tasks include development of project scopes, budgets, schedules, and conceptual plans, as well as oversight of design and construction to ensure the design criteria is met and the construction scope, cost and quality are achieved.

C. QUALIFICATIONS

Osceola Heritage Park - Heritage Club

The Heritage Club project included renovation and upgrade of an unfinished back-of-house storage area into a finished meeting space. The upgrade provided a high-end Club for VIP events complete with dining facilities, a bar, and fifteen televisions.

Features

- Meeting and dining area
- Full-service bar
- Fifteen televisions capable of broadcast TV or presentations
- State of art sound system
- Preparation kitchen for food service

Project Team

- **Client** Osceola County, Florida and ASM Global (Arena Management firm)
- **Architect** FHR – KMF Architects, a Joint Venture
- **Contractor** Clancy & Theys Construction Company

Project Cost: \$800,000

Project/Construction Start: January 2013

Completion Date: August 2013



OHP is owned by Osceola County and managed by a private company who's responsible for attracting and staging events, shows and exhibits to generate tourism traffic in the County and to maintain the facilities. ZHA works an extension of staff for the County in developing identified capital projects that are integral to the marketability of the OHP. As the Owner's Representative for Osceola County, ZHA provides complete project design and construction management services. Tasks include development of project scopes, budgets, schedules, and conceptual plans, as well as oversight of design and construction to ensure the design criteria is met and the construction scope, cost and quality are achieved.

C. QUALIFICATIONS

3. References

Osceola County Government

Frank Raymond

Asset & Construction Management Director

1 Courthouse Square, Suite 3100

Kissimmee, FL 34741

P: (407) 742-0662

E: frank.raymond@osceola.org

Project(s): The OC – NeoCity Office Building; Center for Neovation

City of Ocoee, Florida

Jamie Croteau

Utilities Director

1800 A. D. Mims Road

Ocoee, FL 34761

P: (407) 905-3159

E: jcroteau@ocoe.org

Project(s): New City of Ocoee City Hall

ASM Global – Orlando Heritage Park

Robb Larson

General Manager

1875 Silver Spur Lane

Kissimmee, FL 34744

P: (321) 697-3320

E: rjlarson@ohpark.com

Project(s): Arena Concession Stands Upgrades; Heritage Club

C. QUALIFICATIONS

4. Key Personnel

Andrew L. Brooks, PE, LEED AP

Sr. Project Manager

YEARS EXPERIENCE

29 years at ZHA | 14 years at other firms

REGISTRATION/ CERTIFICATION

Professional Engineer: Florida #42922, Michigan #6201032018; LEED Accredited Professional

EDUCATION

Master of Science, Civil Engineering, University of Florida; Bachelor of Science, Civil Engineering, University of Florida

PROFESSIONAL AFFILIATIONS

Professional Member, Construction Specifications Institute

EXPERIENCE SUMMARY

With more than 43 years of engineering, construction, and management experience, Mr. Brooks has supervised all facets of large multidisciplinary, fast-paced, diverse projects, including project planning, programming, design, construction, occupancy, and contract administration. Mr. Brooks has a proven track record of successfully managing, coordinating, and communicating with all members of the project team, focusing on meeting the expectations of owners by completing projects on time, within budget, and without claims. Mr. Brooks' experience, beginning with programming and project controls, coupled with his field experience of managing construction projects, equips him with unique credentials and the ability to oversee and successfully complete capital improvement projects.

RELEVANT PROJECTS

New City Hall, City of Ocoee, FL — Owner's Representative/Sr. Project Manager | Provide professional construction management services for the design and construction of the new city hall. The city hall design-build project is a 46,500-square-foot, 3-story building that will centralize multiple city services into one facility. Project value: \$21.5+ million

Continuing Construction Project Management Contract, Osceola County, FL — Owner's Representative/Project Executive | Provide overall project management for various capital projects including municipal buildings, parking facilities, health facilities, and roadway projects. To date, ZHA has managed more than 40 individual capital projects totaling approximately \$40 million in value.

C. QUALIFICATIONS

Andrew L. Brooks, PE, LEED AP

Resume continued

Continuing Project Management Services, Seminole County, FL — On-site Owner's Representative/Project Executive | ZHA successfully completed the following projects for Seminole County.

- On-call OAR/Project Management – Provided design and construction oversight for various capital projects including fire stations, parks, and other municipal facilities.
- \$43 million Criminal Justice Center, CM-at-Risk – A new courthouse project that included 10 courtrooms, judges' chambers, offices for the public defender, state's attorney, clerk of the court, and other court related facilities all with the latest technology and infrastructure for future technology.
- \$4.2 million Juvenile Justice Center, Design-Build – An expansion and renovation project that provided a 20,000-square-foot expansion to an existing 10,000-square-foot facility, adding two new courtrooms and support spaces, and allowing consolidation of court operations which were previously displaced due to space constraints.

Orlando Orange County Expressway Authority, Administration and Operations Center, Orlando, FL — Owner's Representative | Provided full-time, on-site project coordination as an extension of the owner's staff for the construction of a \$28 million agency headquarters building.

Lake-Sumter State College, FL — Owner's Representative/Project Executive

- \$3 million Softball Complex – The project provided three recreational fields, one stadium field on a raised grade, and a concession stand and press box facility with restrooms. Provided oversight and project management during design and construction of the project.
- \$18 million Joint Use Library (Planning and Design)

C. QUALIFICATIONS

Micah Z. Nordquist, PMP

Construction Observation

YEARS EXPERIENCE

2 years at ZHA | 14 years at other firms

REGISTRATION/ CERTIFICATION

Project Management Professional (PMP), the Project Management Institute; Master's Certificate in Project Management, Villanova University

EDUCATION

Bachelor of Science, Engineering, U.S. Military Academy at West Point

PROFESSIONAL AFFILIATIONS

Central Florida's West Point Alumni Society, Member

EXPERIENCE SUMMARY

Mr. Nordquist has more than 15 years of experience in commercial and residential construction projects. He has provided project management, programming and facilities assessment services for aviation, education, governmental, healthcare and public use facilities. Mr. Nordquist began his construction career during his time in the military and continued to provide project management and construction management services to public and private sector clients after his military service. He has earned a Project Management Professional designation from the Project Management Institute and is currently pursuing Florida General Contractor's licensing.

RELEVANT PROJECTS

Washington Square Activity Center, Titusville, FL — Owner's Representative/Project Manager | Provide professional services for the construction of a 6,000-square-foot multiuse center as part of an assisted living facility for individuals with special needs. The center will also have a garden and green space and parking. Project construction: \$2.5 million

New City Hall, City of Ocoee, FL — Owner's Representative/Construction Observation | Provide professional construction management services for the design and construction of the new city hall. The city hall design-build project is a 46,500-square-foot, 3-story building that will centralize multiple city services into one facility. Project value: \$21.5+ million

Continuing Construction Project Management Contract, Osceola County, FL — Owner's Representative/Assistant Project Manager | Provide overall project management for various capital projects including municipal buildings, parking facilities, health facilities, and roadway projects. Total construction value to date: \$40 million (over 40 individual capital projects)

C. QUALIFICATIONS

Darrel J. Brostrom, AIA, LEED AP

Design Management/Review

YEARS EXPERIENCE

7 years at ZHA | 35 years at other firms

REGISTRATION/ CERTIFICATION

Registered Architect – Florida #AR0014124; NCARB Certified

EDUCATION

Master of Business Administration, University of Nebraska; Bachelor of Science, Construction Engineering, Iowa State University; Bachelor of Architecture, Iowa State University

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA) Member

EXPERIENCE SUMMARY

Mr. Brostrom has over 42 years of experience providing project planning, management, design, construction administration, and building evaluation services to various government agencies and private clients. These include asset development, management and the analysis of over 500 structures for factors such as current conditions, damage, life expectancy, energy audits, ADA code upgrades, and adaptability to alternate uses. His experience is based on a well-rounded background of education and training in Design, Construction and Management. He was selected to be a Peer Reviewer by the American Institute of Architects and American Consulting Engineers Council to evaluate the professional practices and procedures of their members.

RELEVANT PROJECTS

Lockheed Martin F-35 Lightning II Program — Project Executive | On a global level, provide owner's representative services, planning and design conceptualization and relationship development, design management to provide technical facilities knowledge and support to help create curriculums and resulting facilities for the educational facilities where pilots and maintainers will learn to operate and maintain this advanced platform. To date we have worked on over two dozen training and simulation centers, the sizes of and component make up of each facility differs based on the student throughput and added functionality desired by each military service or government. Permanent facilities generally begin at 40,000 GSF and a few exceed 225,000 GSF. Projects encompass locations in 10 states and 10 nations with more to be added in 2022.

C. QUALIFICATIONS

Darrel J. Brostrom, AIA, LEED AP

Resume continued

The OC—NeoCity Office Building, Osceola County, FL — Sr. Project Manager | Provide owner's representative services and construction oversight of a four-story, 100,000-square-foot office building located in Kissimmee, Florida, adjacent to the "Center for Neovation". The project is part of the 500-acre NeoCity master plan that is focused on becoming the most significant and comprehensive global center for smart sensor, photonics, and nanotechnology research and development. Key project features include a, an engaging landscaped courtyard connecting to the adjacent laboratory/cleanroom facility, a food court and a sleek skin design including curtainwall glazing systems and decorative metal screens.

The Center for Neovation (Florida Advanced Manufacturing Research Center) - Osceola County, FL — Sr. Project Manager | Provide owner's representative services and construction oversight of a two-story, 109,000-sf secure semiconductor smart sensor nanotechnology research/manufacturing facility on approximately 10 acres in Osceola County. The project is a high-tech facility with build-out of Class 100 and Class 10000 clean rooms, laboratories, offices, utility and building support areas, and site development.

Lockheed Martin's Missile and Fire Control Division, United States — Project Executive | Prepare Contracts, Scopes of Work and assist with the selection of Design and Construction teams for the modifications and expansion of Lockheed Martin's Missile and Fire Control Division. Establish task order system. Contract term: 10 years

C. QUALIFICATIONS

5. Conflict of Interest

Neither the firm nor its affiliates, nor anyone associated with them, have any potential conflict of interest due to any other clients, contracts, or property interests in this solicitation or the resulting project.

6. Legal

On December 7, 2018, the City of Panama City alleged that work performed by ZHA, pursuant to a contractual agreement with the City, and additional work required therefrom by other contracting entities, resulted in unforeseen costs and expenses by the City of Panama City for which the City intends to recoup from ZHA and potential additional entities. ZHA's position is the unforeseen costs were previously identified and proposed efforts to mitigate the costs were ignored by the City. The City has requested to schedule depositions and a list of potential individuals have been identified. No depositions have been scheduled.

C. QUALIFICATIONS

7. Scope of Services - Project Approach

Core Business

ZHA's core business is Owner's Representative services.

ZHA's sole function, since its inception in 1983, has been to represent Owners in the development of their capital projects, from inception through operations. While we have done so around the world, most of our assignments have been in Central Florida – helping to create many of the most notable projects in our community. Many of these projects have been economic drivers for the region. Functioning as an Owner's Representative (OR) exclusively, we have developed a keen understanding of the owner's obligations, the importance of the role of an OR and what it takes to create successful projects.

ZHA's primary responsibility as an OR is to always protect the interests of the Rotary Club of Windermere by managing the project's scope, schedule, and budget, and maximizing the quality of the final product.

Detailed Services

ZHA is very experienced in managing the various contracts and disciplines required for the development of comprehensive projects and has assisted cities, counties, school districts, hospitals, airports, and private developers in completing all types of projects under various delivery methods. Based on this collective knowledge, we have outlined the specific services that will be provided through the duration of the project.

The specific services proposed are as follows:

Program, Planning and Budget Verification

Understanding the program scope, budget and schedule is critical to setting and maintaining expectations throughout the project. During this initial phase of the Project, ZHA will:

- Confirm the overall development program objectives and requirements;
- Evaluate Owner's program, budget, and schedule;
- Review and understand the Rotary and Town of Windermere requirements;
- Assist in establishing design guidelines;
- Identify issues that may impact the project's schedule, cost, scope, or quality; and
- Assist the Owner in evaluating and selecting the most appropriate design and construction delivery method.

Design

ZHA's tasks will likely include:

- Act as Owner's Representative role during design.
- Write Project-Specific Requests for Qualifications for designer or design-builder selection.

C. QUALIFICATIONS

- Assist with evaluation of qualifications of proposals.
- Participate in interviews.
- Assist in negotiating contract terms, fees, and costs.
- Convey Program requirements to design or design-builder team.
- Provide review of design documents during progression of design phase to advise the Rotary on conformance with:
 - Project scope,
 - Project budget,
 - Construction phasing,
 - Coordination, and
 - Constructability.
- Identify value engineering opportunities. This will include providing the Rotary with clear, concise information regarding all qualitative impacts caused by the proposed VE item, plus any cost increases in other portions of the work resultant of same, prior to any decision on acceptance.
- Consult with the Project Architect or Design-Builder regarding the Project design.
- Assist the Rotary in evaluating contract changes, modifications, and change orders submitted, if any.
- Review and make design recommendations to accommodate project phasing.
- Review and make site planning recommendations for future developments.
- Review all submissions for conformance with the deliverable requirements.
- Review and make recommendations regarding the Life-cycle cost analysis of building systems.
- Review and recommend payment of Designer's invoices based on progress and overall accomplishment.
- Interface, at the direction of and in conjunction with the Rotary, with user groups, local government / business associations, etc. as requested, informing the parties of plans and progress of project activities. This will include working with the Town of Windermere and the Rotary by preparing documents necessary to host two (2) workshops for the residents to voice their opinions and concerns about the look and size of the proposed pavilion.

Construction

Depending on the project, construction phase tasks will likely include:

- Serve as the Owner's Representative on behalf of the Rotary to communicate with the Contractor and Architect, and report to the Rotary on matters concerning the Project.

C. QUALIFICATIONS

- Consult with the Rotary on conflicts between the Town, Architect, and Contractor that arise during construction.
- Write Project-Specific Requests for Qualifications for contractor selection or Invitation to Bid for contractor bidding.
- Assist with evaluation of qualifications of contractor proposals or bids.
- Participate in contractor interviews.
- Assist with presentation for Board recommendation of approval.
- Assist in negotiation of contract(s) for Contractor or Design-build firm, including contract terms, fees, and costs.
- Review and make recommendations to the Contractor's:
 - Construction bid packaging to facilitate an effective construction process,
 - Proposed construction sequencing schedule,
 - Proposed suppliers and subcontractors,
 - Proposed staging and safety plan,
 - Qualifications and assumptions, and
 - Alternatives.
- Review and make recommendations on Contractor's proposed Schedule of Values breakdown.
- Review and make recommendations regarding Contractor's Maintenance of Traffic program.
- Develop preconstruction conference checklists and participate in conference.
- Assist in securing building and environmental permits and approvals for construction. This includes State of Florida, and Federal permits as specifically required for the project.
- Monitor permitting process.
- Assist in determining, as required, the extent of hazardous materials within job site, and perimeter, and development of actions to be taken regarding disposal.
- Provide on-site construction oversight, including 2-4 site visits to the Project site per month or as needed, with one at or near the time that each request for disbursement of funds is received, to evaluate the progress of the Project and confirm conformance and compliance with the construction drawings and specifications submitted, and to meet with the Contractor, Architect, and the Town at the Project Site to discuss the status of the Contractor's work.
- After each site visit, ZHA will prepare an email report which will include:
 - an estimate of the percentage of overall completion of the Project with comments on the request for disbursement of construction funds for each draw period,

C. QUALIFICATIONS

- a comparison of construction advancement to the Contractors construction progress schedule,
- a list of any construction deficiencies,
- photographic documentation of the work as it progresses and any specific deficiencies and provide recommendations for corrections, and
- a list and update of any change orders.
- Monitor the construction work for compliance with the contract and construction documents.
- Participate in regular Job Coordination Meeting (JCM's).
- Assist in reviewing daily quality control inspection reports to ensure all tests required by the plans, specifications and codes are performed. This will also include:
 - Assembling a list and schedule of all testing and consulting that is the Rotary's or Town's responsibility, independent of the Contractor, and
 - Proposing any additional testing and/or consulting deemed prudent.
- Assist in determining if the Contractor has contacted, with sufficient forewarning, all affected utilities to:
 - Arrange for inspection,
 - Arrange for acceptance of construction work, and
 - Coordinate utility outages, closures, changeovers, disconnects and reconnects, etc.
- Assist in determining that all building code inspections are conducted in a timely and efficient manner.
- Monitor the processing of shop drawings to ensure that:
 - it follows the schedule submitted by the Contractor, and
 - the Architect/Engineer reviews the shop drawings in a timely manner.
- Recommend to the Rotary issuance of Notice of Non-Conformance to correct non-conforming and/or defective work.
- Recommend rejection of all construction work or materials that do not comply with the contract requirements.
- Recommend to the Rotary to order corrective actions in writing if the Contractor fails to promptly remove, correct, or replace rejected construction work or materials.
- Analyze construction progress and compare each project's progress to the Contractor's proposed invoice and make recommendation of payment to the Contractor.
- Review pay requests for work by the Contractor and make recommendations to the Rotary for approval of payment or partial payment.
- Review and approve materials and equipment that are under an allowance to avoid delays in work.

C. QUALIFICATIONS

- Monitor Contractor's material testing.
- Review and recommend actions to the Rotary on proposed design and construction changes, including assessing impact, if any, on project budget and/or schedule.
- Provide cost estimates and/or reconciled cost estimates provided by the Contractor, as directed by the Rotary.
- Review change orders requested by the Rotary or prepared by the Contractor or Architect and present to the Rotary for discussion and approval. Also provide comment on the general impact the change orders may have on the Project schedule and Project cost. Provide recommendations during construction for potential changes to the Work.
- Monitor Contractor buy-out and contingency utilization.
- Comment on the type and quantity of materials stored on-site.
- Support Owner Direct Purchase Program (ODP), if implemented.
- Review Contractor monthly progress report.
- Generate and distribute Owner's Representative report on overall project status and coordination with utility providers.
- Coordinate the interests of Owner and Tenant in FF&E funding, spending, scheduling and installation.
- Schedule Owner and Tenant activities in start-up and follow up with review of associated results and reporting.
- Interface, at the direction of and in conjunction with the Rotary, user groups, local government / business associations, etc. as required informing participants of upcoming construction activities.
- Maintain records, photographs, files, and reports pertaining to the history of the project, including but not limited to, correspondence and documentation related to:
 - Contracts
 - Subcontracts
 - Consultants
 - Testing
 - Shop Drawings
 - Budget and Cost data
 - Daily reports
 - Owner Direct Purchase
 - Plans and specifications
 - Modifications, including but not limited to RFC's, RFI's, ASI's, CAR's
 - All records, photographs and documents will be turned over, in digital format, upon Project Completion as directed by the Rotary or the Town's staff.

C. QUALIFICATIONS

Close-Out Phase

During this phase of the Project ZHA will:

- Clarify with the Contractor the expected level of completion prior to:
 - Pre-final inspection,
 - Final inspection,
 - Substantial Completion and
 - Final acceptance.
- Advise when the work has achieved substantial completion and conduct a substantial completion inspection with Rotary, Town, Architect, and Contractor.
- Assist with Contractor's preparation of a punch list and determine an estimate of the dollar amount of the work necessary to complete the punch list in order that the estimated cost of punch list work may be withheld from funding until all punch list items are satisfactorily completed.
- Assist the Rotary, Town, Architect, and Contractor in the preparation and review of punch lists, pre-final and final inspections, and monitor performance of the punch list work.
- Monitor FF&E installation.
- Receive, review, and transmit:
 - As-built documents,
 - Record drawings,
 - Operation and Maintenance Manuals, and
 - Warranties.
- Coordinate turnover of the Project, including final inspection by the Building Official.
- Coordinate Final Inspection and Final Acceptance.
- Advise when the work has achieved final completion and conduct a final completion inspection with Rotary, Town, Architect, and Contractor. Advise Rotary and Town on Project close out documentation.
- Monitor and assist in the schedule of tenant equipment move-in.
- Provide other services as deemed appropriate by the Rotary.

Project Approach

Our approach is very straightforward:

- Understand the owner's objectives
- Assemble a team that is best suited for the program
- Communicate the program expectations consistently to all participants
- Provide technical expertise to accomplish all required program services

C. QUALIFICATIONS

- Execute the services effectively and efficiently
- Manage the overall project budget and schedule

Understand the owner's objectives

The Rotary Club of Windermere, Inc. is leading the project to construct the new Healthy West Orange Pavilion in the Town of Windermere. The Project will include an outdoor covered stage, retractable projection screen with lighting and sound, restrooms, and a concession stand with an equipped kitchen. The selected site has an existing community building which will be demolished in preparation for the new construction. Other work on the site will include a new septic drainfield and tank, landscaping, a possible redesign of the parking area, and repaving and refurbishing of basketball courts may be necessary. The Project will also be surrounded by a pocket park.

As the owner's representative, ZHA will endeavor to clearly understand the project's objectives and the physical and financial requirements of those objectives. We have extensive experience in managing projects in Central Florida, we understand the relationships of the various professionals involved and the responsibilities of the Owner to provide directions and decisions at different junctures throughout the project's design and construction. Our goal is to provide high level, hands-on support to help guide and manage the process of creating a community venue that will support the Town in meeting the goals of Healthy West Orange.

Communicate the program expectations consistently to all participants

We believe that a critical component of a successful project and a critical role for the OR is to facilitate clear, concise, and timely communication between all parties associated with the project. Communication is critical –critical from inception through completion of the project – and critical that it be clear, concise, and timely between all parties. This includes the communication of the project's objectives and requirements to all partners, stakeholders, designers, and contractors for timely input and decision making. ZHA will facilitate and coordinate this communication by establishing clear lines of communication and authority, holding regular coordination meetings, and other means at our disposal.

ZHA will be available for and participate in meetings and conferences with the Rotary, Town, Architect, and/or Contractor as needed or as requested by the Rotary or Town or the Town's representatives. In addition, ZHA will prepare reports for the District, Town and Rotary as required (e.g., at 50% completion and final completion).

ZHA has successfully managed hundreds of projects, of all types and complexities, for owners in Central Florida. We understand the contractual obligations and relationships that exist between the various parties and under all the different design and construction delivery methods available. The primary obligations of the Rotary are to set the program and budget, and make timely decisions regarding program implementation. ZHA will focus on anticipating issues and decision requirements, and providing the information for the Rotary to evaluate and make decisions with knowledge of any impacts to the project scope, budget, or schedule.

C. QUALIFICATIONS

Provide technical expertise to accomplish all required program services

ZHA is comprised of developers, architects, engineers, contractors, and other project development specialists skilled in managing design and construction projects. We have managed projects ranging from aviation to aerospace, public assembly to cultural access, education to government facilities, and hospitals and cleanroom research and development facilities.

Our full-time staff understands what it takes to manage these types of projects on behalf of our owners. For this project, we propose a Project Manager who has more than 43 years of engineering, construction, and management experience.

Our technical expertise is always focused on what should be done to achieve the owner's objectives and what issues need to be considered in making decisions regarding the program implementation.

Execute the services effectively and efficiently

At ZHA, we are proud of our attention to detail – and our hands-on approach to addressing issues that may have an impact on the project's scope, schedule and/or cost. We couple this attention to detail with an ability to provide solutions to issues that arise during a project's development – knowing when to utilize traditional methods and when to challenge commonly accepted approaches to develop the best solutions for our clients.

Constant and consistent attention to detail is critical because we believe the project environment is cumulative in nature; every task is dependent on the quality of the tasks preceding it. Invalid assumptions during the planning process will have a profound effect on the design process. Incomplete or ill-defined design documents will affect the project's cost and quality. Uncoordinated permitting will affect the construction schedule and cost. Poor workmanship and non-conforming work will affect the maintainability and the ultimate life of the asset. These deficiencies in project quality are controllable with proper foresight and experienced oversight. ZHA will provide the proper foresight and experienced oversight.

Manage the Overall Project Budget and Schedule

Monitoring the overall project's budget and schedule is critical to the project's success. With a focus on the Rotary's requirements, the project's phased approach, and the critical importance of maintaining the project budget and schedule, ZHA's Project Manager will be responsible for ZHA's Project Controls. He, along with project controls support staff, will provide a consistent critical evaluation of the project's budget and schedule from the beginning to the end. They will have intimate knowledge of how the project is structured and performing. The Project Controls staff will assist in generating the Owner's Project Budget (OPB) and Owner's Project Schedule (OPS) and evaluating the Design documents for appropriate scope definition and the Contractor's budget and schedule, as well as proposed construction changes. The Project Manager will meet with Rotary to review the OPB and OPS, along with the project budget and schedule. Having different people review and evaluate the budgets and schedules promotes buy-in and provides superior quality control over both.

C. QUALIFICATIONS

Additionally, the information generated from these tiered reviews will be used to effectively communicate the project status and issues on levels appropriate to the audience being communicated to.

Project Budget

ZHA has provided overall budget oversight and cost estimating services to a wide array of owners, focusing our expertise on each project's estimated cost and budget requirements as well as any funding restrictions that may accompany any grant funding. ZHA will use our expertise to develop and maintain an overall Owner's Project Budget (OPB), the project's total costs not just Contractor's cost. The OPB will include design, permitting, testing and inspections, FFE, offsite utilities, impact or connection fees and the project contingency. We will identify potential issues that could adversely impact the project's costs and use our expertise to make recommendations to ensure the delivery of a project that meets the Rotary's scope and budget objectives.

ZHA is successful in overseeing projects that were completed within their budgets because of our 38 years of experience developing and managing budgets for our owners. Our success is founded upon our ability to provide personnel and a team experienced in the Central Florida marketplace and with the anticipated facility types. We have been and continue to be involved with current projects throughout Central Florida and we maintain a detailed database of project cost information from our hundreds of projects throughout the region.

Putting together an accurate budget requires that all soft cost components of the budget be accounted for, including but not limited to the cost of testing, permits, furniture, fixtures, and equipment (FF&E), inspections, building commissioning, equipment delivery and installation and other costs that will be reasonably incurred during the completion and occupancy of this facility. ZHA and our team have years of experience quantifying these soft costs.

Following are some specific budget control activities that will be performed:

- Establish a detailed overall Owner's Project Budget (OPB).
- Review and monitor the OPB and recommend actions to maintain established budget throughout the project duration.
- Prepare and/or reconcile independent cost estimates for budgeting purposes.
- Prepare and/or reconcile independent cost estimates for facility systems and components for value engineering purposes.
- Prepare and/or reconcile cost estimates and assist in negotiations with construction proposals.
- Review and make recommendations regarding proposed project changes and change orders.
- Reconcile the final project costs and oversee, if required, the completion of an independent audit of appropriate contracts.

C. QUALIFICATIONS

Project Schedule

ZHA will use our expertise to develop and maintain an overall Owner's Project Schedule (OPS); the project's total schedule of activities and milestones, not just design and construction schedules. The OPS will identify and track the status of the other contracts and services related to the completion of the permitting, infrastructure, building pad and off-site utilities. We will identify potential issues that could adversely impact the project's schedule and use our expertise to make recommendations to ensure the delivery of a project that meets the Rotary's schedule objectives.

ZHA will aggressively monitor the design professional's compliance with the design schedule and deliverable completion. We will monitor the contractor's construction schedule and evaluate their ability to meet the completion milestones that have been contracted. We will monitor and make recommendations, if required, regarding the adequacy of the job site staffing to maintain the agreed upon schedules. ZHA will also monitor and review all responses to Request for Clarification (RFC's), responses to Request For Information (RFI's), as well as any other supplemental instructions to identify potential impacts to the project's cost and/or schedule and/or scope.

Following are some specific schedule control activities that will be performed:

- Monitor and update overall Owner's Project Schedule (OPS) recognizing time is of the essence to deliver an operating facility.
- Monitor and update OPS milestones for major decisions, reviews, and delivery of services outside of the design and construction contracts.
- Review and monitor the design schedule to ensure adequate progress is being achieved to attain each project's objectives.
- Review and make recommendations regarding construction packaging and phasing for purposes of bidding to facilitate an effective construction process.
- Review and make recommendations, as appropriate, to the contractor's proposed construction sequencing schedule.
- Review and monitor the construction schedule for on-time completion of each project's milestone dates.
- Notifying designer or contractor of any milestone shown as not being completed in compliance with each project's requirements and requesting immediate corrective action.

Why ZHA?

There are companies capable of providing the requested services, but few, if any, are as qualified as ZHA to deliver the requested services and ensure the Healthy West Orange Pavilion is successfully developed to meet the Rotary's goals and objectives.

C. QUALIFICATIONS

What sets us apart from everyone else?

- ★ Owner's Representation is the only thing ZHA has done in our 38 years of existence. **We know what it takes to faithfully represent our Owners' interests.**
- ★ ZHA has successfully completed many of the highest profile, economic generators in the Central Florida region. **Our public leaders trust us to guide their projects to successful completion.**
- ★ Our philosophy of utilizing highly skilled people in the appropriate lead positions and supplementing with technical expertise as needed is extremely cost efficient. **We get more done with fewer people at less cost.**
- ★ Our Project Approach is focused on understanding the owner's objectives, developing a team and a plan to meet those objectives, and implementing the plan competently. **This approach has proven to be effective time and time again, so our clients hire us time and time again.**
- ★ We have worked for Orange County and throughout Central Florida. **Our local knowledge and strong community relationships are deeply rooted.**

So why ZHA? ZHA will deliver what you want—a Healthy West Orange Pavilion!

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

RESPONSE TO: RFQ 2021-01 Owner's Representative Services for Healthy West Orange Pavilion
THE ROTARY CLUB OF WINDERMERE INC
501 FOREST ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: Andrew L. Brooks, P.E.

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

ZHA Incorporated TELEPHONE 407-902-2560
601 N. Magnolia Ave, Suite 100 FAX: 407-422-7413
Orlando, Florida 32801 DATE 09/28/2021

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; and
(b) I am not a member or an employee of the Town or a member of the Rotary Club of Windermere, Inc.

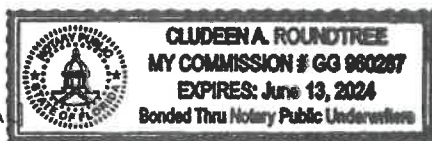
Andrew L. Brooks
Signature of Proposer

Paul Brostrom
Witness

STATE OF FLORIDA
COUNTY OF ORANGE

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or
online notarization, this 28 day of September, 2021, by Andrew L. Brooks, P.E., as
Executive Vice President of ZHA Incorporated, a Florida Corporation, on behalf thereof, who
 is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]



Cludeen A Roundtree
Notary Public Signature
Print Notary Name: CLUDEEN A ROUNDTREE
My commission expires: JUNE 13, 2024

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR
HEALTHY WEST ORANGE PAVILION

HOLD HARMLESS AGREEMENT

I Andrew L. Brooks, P.E. (Proposer) agrees to indemnify and hold harmless the Rotary Club of Windermere Inc and the Town of Windermere, Florida, and any of its respective employees and agents 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 Proposer and other persons employed or utilized by the Proposer in the performance of the contract contemplated by this RFQ.

In the event the completion of the Project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall be responsible to reimburse the Town for all increased expenses resulting from such delay.

Andrew L. Brooks

Signature of Proposer

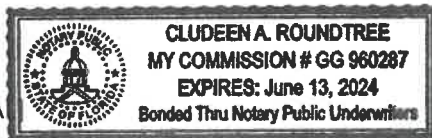
David Brostrom

Witness

STATE OF FLORIDA
COUNTY OF ORANGE

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this 28 day of September, 2021, by Andrew L. Brooks, P.E., as Executive Vice President of ZHA Incorporated, a Florida Corporation, on behalf thereof, who is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]



Cludeen A Roundtree

Notary Public Signature

Print Notary Name: CLUDEEN A ROUNDTREE

My commission expires: JUNE 13, 2024

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

NON-COLLUSION AFFIDAVIT

I Andrew L. Brooks, P.E. (Proposer) of the firm of ZHA Incorporated (Proposer Firm Name) responded to the RFQ for Owner's Representative Services for Healthy West Orange Pavilion for The Rotary Club of Windermere Inc. Our response has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition.

The Statements contained within this affidavit are true and correct, and made with full knowledge that The Rotary Club of Windermere Inc relies upon the truth of the statements contained in this affidavit in awarding contracts for said Services.

Andrew L. Brooks

Signature of Proposer

Samuel Broderson

Witness

STATE OF FLORIDA
COUNTY OF ORANGE

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this 28 day of September, 2021, by Andrew L. Brooks, P.E., as Executive Vice President of ZHA Incorporated, a Florida Corporation, on behalf thereof, who is personally known to me, or produced _____ as identification.



Gludene A. Roundtree

Notary Public Signature

Print Notary Name: GLUDEEN A ROUNDTREE

My commission expires: JUNE 13, 2024

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

DRUG FREE WORKPLACE CERTIFICATION

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place 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.



Signature of Proposer



Witness



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2021

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

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

PRODUCER
Sihle Insurance Group, Inc.
1021 Douglas Ave.
Altamonte Springs FL 32714

CONTACT NAME: Certificate Dept.
PHONE (A/C No. Ext): 407-869-0962 **FAX (A/C No):** 407-774-0936
E-MAIL ADDRESS: Certificates@sihle.com

INSURED
ZHA Incorporated
601 N Magnolia Ave #100
Orlando FL 32801

ZHAINCO-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Continental Casualty Company	20443
INSURER B: Technology Insurance Company	42376
INSURER C: Landmark American Insurance Company	33138
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1133923634

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			6045383187	9/5/2021	9/5/2022	EACH OCCURRENCE	\$ 2,000,000
		CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
								MED EXP (Any one person)	\$ 10,000
								PERSONAL & ADV INJURY	\$ 2,000,000
								GENERAL AGGREGATE	\$ 4,000,000
								PRODUCTS - COMP/OP AGG	\$ 4,000,000
									\$
		GEN'L AGGREGATE LIMIT APPLIES PER:							
		POLICY <input checked="" type="checkbox"/>	PROJECT <input checked="" type="checkbox"/>	LOC <input type="checkbox"/>					
		OTHER:							
A		AUTOMOBILE LIABILITY			6045383187	9/5/2021	9/5/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		ANY AUTO						BODILY INJURY (Per person)	\$
		OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
		HIRED AUTOS ONLY	<input checked="" type="checkbox"/>	SCHEDULED AUTOS NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident)	\$
									\$
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	6045382704	9/5/2021	9/5/2022	EACH OCCURRENCE	\$ 4,000,000
		EXCESS LIAB		CLAIMS-MADE				AGGREGATE	\$ 4,000,000
		DED <input checked="" type="checkbox"/>	RETENTION \$ 10,000						\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3959599	4/1/2021	4/1/2022	<input checked="" type="checkbox"/> PER STATUTE	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N	N/A			OTH-ER	
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C		Professional Liability			LHR785562	11/2/2020	11/2/2021	Each Claim Aggregate	\$1,000,000 \$1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

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

AUTHORIZED REPRESENTATIVE

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RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR
HEALTHY WEST ORANGE PAVILION



THE ROTARY CLUB OF WINDERMERE, INC.

REQUEST FOR QUALIFICATIONS

RFQ: #2021-01

**OWNER'S REPRESENTATIVE SERVICES FOR
HEALTHY WEST ORANGE PAVILION**

RESPONSES ARE DUE BY 2:00 PM EST OCTOBER 8, 2021

MAIL OR DELIVER RESPONSES TO:

The Rotary Club of Windermere, Inc
501 Forest St.
Windermere, FL 34786
Phone: (407) 876-2563, Fax (407) 876-0103

RFQ 2021- 01 OWNER’S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

1. OVERVIEW

Services Requested. The Rotary Club of Windermere Inc. (“Rotary”), a 501c3 Organization is issuing a Request for Qualifications (RFQ) from qualified firms or individuals (“Proposer”) to act as the owner representative for the Rotary for the new Healthy West Orange Pavilion project (“Project”) to be located in the Town of Windermere (“Town”). The owner representative services to be provided to the Rotary are described below in Section 5 (the “Services”).

CCNA. The Rotary will select the qualified Proposer in accordance with Section 287.055 of the Florida Statutes, the Consultants’ Competitive Negotiation Act (the “CCNA”). RFQ responses shall be evaluated by the Rotary. Three or more Proposers, deemed as best qualified using the factors set forth in Section 287.055, Florida Statutes, shall be selected by a committee of at least three appointees for discussions and/or presentations, ranking, and subsequent negotiations for a contract with the highest ranked Proposer.

Project Description. The Project includes a covered stage furnished with a retractable projection screen and appropriate lighting and sound equipment, men's and women's restrooms (a minimum of three stalls in each plus a urinal in the men's restroom), two family restrooms, and concession stand with an equipped kitchen in downtown Windermere at the corner of Forest Street and Fifth Avenue where the existing community building stands. The Project will include the demolition of the existing community building, installation of new septic drainfield and tank, repaving and refurbishing of basketball courts if necessary, appropriate landscaping, and potentially redesigning the parking area. Behind the pavilion will be additional parking and beside and around the pavilion will be a pocket park with exercise stations. The new pavilion will be named the "Healthy West Orange Pavilion" and will support the Town in meeting the goals of Healthy West Orange by providing a central location for health and wellness programs to be offered to residents of West Orange County. The Healthy West Orange logo and/or name will be prominently and permanently placed on the pavilion and pocket park locations and signage will be included recognizing the West Orange Healthcare District as the benefactor and funder for the pavilion.

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

2. SUBMISSION REQUIREMENTS:

Submittal Instructions: The response must be submitted on 8-1/2" X 11" paper, 12-point font, numbered, with headings, sections, and sub-sections that directly correlate/address specifically all required submittal information in their respective order identified below. Interested Proposers must submit three (3) bound copies, one (1) unbound original, and one (1) electronic copy (CD: PDF Format) of their qualifications prior to 5pm Eastern Standard Time, by the date set forth in Section 3, to the attention of **The Rotary Club of Windermere Inc, 501 Forest St. Windermere, FL 34786**. Qualification documents received after this date and time will not be considered.

Please include in your response:

A. Title Page: Identify the RFQ subject, RFQ #, name of Proposer, Proposer's address, phone and facsimile number, primary point of contact, primary point of contact's title, mailing address, e-mail address for receipt of notifications, and date of submittal.

B. Letter of Transmittal: Include the following:

- Type of business (sole proprietorship, partnership, limited liability company, corporation, etc.); and
- State of formation;
- If the Proposer is a certified minority business
- Headquarters location and if any offices are located in the State of Florida
- Include the names and contact information of the persons who will be authorized to bind the Proposer
- Include the name(s) of the person(s) that will be performing the Services; and
- Be signed by a representative who is authorized to contractually bind the Proposer and include the title.

C. Qualifications: State the experience and qualifications of the Proposer.

1. Proposer Organization Description: Give a brief history of the organizational structure of the Proposer, including the organization's date of inception. Indicate number of employees, and identify if the Proposer has a minority, women, and/or service-disabled veteran business status. Provide a web address for the Proposer. Provide copies of the Proposer's licenses, if any.

2. Previous Experience: Provide current/past experience within the last 10 years of the Proposer in successfully overseeing projects of similar size scope and complexity or larger. In order to submit a response to this RFQ, Proposers must be experienced in overseeing, managing, supervising or acting as an owner's representative for at least one (1) public or institutional project with a construction budget of at least \$1,000,000.00.

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

- 3. References:** Provide at least three (3) references, including contact names and phone numbers, for projects of similar scope and complexity overseen in the last 10 years.
- 4. Key Personnel:** Provide biographies/resumes of the proposed individual that will act as the owner representative for this Project. The biography shall include their position, years of experience, tenure with the Proposer and similar projects.
- 5. Conflict of Interest:** Indicate any conflicts or potential conflicts of interest with the Town or the Rotary Club of Windermere, Inc.
- 6. Legal:** Provide a list, along with brief explanations, of all lawsuits by and against the Proposer over the past five (5) years, and the result of each lawsuit and if not resolved, the current status.
- 7. Scope of Services:** Each response should address a description of the Proposer's approach to the Services set forth in Section 5.

All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Robert Smith, Town Manager, 501 Forest St. Windermere, FL 34786, by email rsmith@town.windermere.fl.us. Any addenda to this RFQ shall be made on the Town of Windermere (www.town.windermere.fl.us) web site. It is the sole responsibility of those submitting an RFQ to check the web site for addendums. These questions are due by the date set forth in Section 3.

The Rotary reserves the right to reject any and all proposals, to waive informalities in any or all qualification documents, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the Rotary. The Rotary reserves the right to reject any and all qualification documents received, to solicit new qualification documents, or take any other such actions that may be deemed to be in the best interest of the Rotary. MBE/WBE/DBE businesses are encouraged to participate. The Rotary strictly enforces open and fair competition. The Rotary may reject any response not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all responses in whole or in part when the cancellation or rejection is in the best interest of the Rotary and at no cost to the Rotary.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ we recognize that the information may not be complete in every detail and that all Services may not be expressly mentioned in this RFQ. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the Rotary.

RFQ 2021- 01 OWNER’S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

3. Calendar of Events

All times listed in the calendar of events is Eastern Daylight Time

Request for Qualifications Advertised	September 17, 2021
Technical Questions Due to the Rotary (written)	September 24, 2021
Responses to Questions Due from the Rotary	September 28, 2021
Proposals Due to the Rotary	October 8, 2021 by 2:00 p.m. EST
Short List Presentations (optional) or Discussions with top-three ranked Proposers	October 2021
Contract Negotiated with Rotary	October 2021
Board (Rotary & Town of Windermere) Approval of Negotiated Contract	October 2021

- The Rotary reserves the right to alter scheduled dates if necessary

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

4. Additional Instructions to Proposers

4.01 Disqualification of Proposers

- A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this RFQ must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work
- B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form in every detail and submit it with your response will result in immediate disqualification of your response.
- D. **CONFLICT OF INTEREST:** Any Proposer who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.
- E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for qualifications, or any other competitive solicitation between:
 - 1. Any person or person's representative seeking an award from such competitive solicitation; and
 - 2. Any Rotary Members or any Town staff/contractor authorized to act on behalf of the Board to award a particular contract (Selection Committee Member, etc.)

For the purpose of this section, a person's representative shall include but not limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, oral presentations before selection committees, contract negotiations, presentations made to the Rotary or Town Council if requested, and protest hearings.

The provisions of this section shall terminate at time of award of grant writing services, rejects all bids, or otherwise takes action which ends the solicitation process.

4.02 EXAMINATION OF RFQ DOCUMENTS

Each Proposer shall carefully examine the RFQ and other documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the Services to be performed under the awarded contract. Ignorance on the part of the Proposer in no way relieves the Proposer of the obligations and responsibilities assumed under the contract.

Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Proposer shall notify the Town Manager in writing prior to the Response Question Due Date.

4.03 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Proposer as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before the deadline set forth in Section 3 will be given consideration. Any changes or interruption will be made in writing in the form of an addendum and, if used, will be posted on the Town Web Site www.town.windermere.fl.us. Each Proposer shall acknowledge receipt of any addenda in their proposal. If the acknowledgement is not included, the response to the RFQ will constitute acknowledgment. It is the responsibility of all Proposers to verify all addenda prior to submitting a response to the RFQ.

4.04 GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the Services including grant award terms for all grants to which a Proposer may apply on behalf of the Rotary.

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

4.05 SIGNATURE OF PROPOSER

The Proposer must sign the response forms in the space provided for the signature. If the Proposer is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Proposer shall state in the response the name and address of each person interested therein.

4.06 COST OF PROPOSAL

The Rotary assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting Proposer.

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

5. Scope of Services

5.01 Services will include the following to the extent approved by the Rotary

- Consult with the Project Architect regarding the Project design.
- Assist in negotiation of contract(s) for Architect and Contractor or Design-build firm.
- Monitor permitting process.
- Make 2-4 site visits to the Project site per month or as needed, with one at or near the time that each request for disbursement of funds is received, to evaluate the progress of the Project and confirm conformance and compliance with the construction drawings and specifications submitted, and to meet with the Contractor, Architect, and the Town at the Project Site to discuss the status of the Contractor's work.
- After each site visit, prepare an email report which will include an estimate of the percentage of overall completion of the Project with comments on the request for disbursement of construction funds for each draw period; a comparison of construction advancement to the Contractor's construction progress schedule; a list of any construction deficiencies; photographic documentation of the work as it progresses and any specific deficiencies and provide recommendations for corrections; and a list and update of any change orders.
- Serve as the representative on behalf of the Rotary, communicate with the Contractor and Architect, and report to the Rotary matters concerning the Project.
- Review change orders requested by the Rotary or prepared by the Contractor or Architect and present to the Rotary for discussion and approval; also comment on the general impact the change orders may have on the Project time schedule and Project cost. Provide recommendations during construction for potential changes to the Work.
- Review pay requests for work by the Contractor and make recommendations to the Rotary for approval of payment or partial payment.
- Be available for and participate in conferences with Rotary, Town, Architect, and/or Contractor as needed or requested by the Rotary or Town or Town's representatives.
- Comment on the type and quantity of materials stored on-site.
- Advise when the work has achieved substantial completion and conduct a substantial completion inspection with Rotary, Town, Architect, and Contractor. Assist with Contractor's preparation of a punch list and determine an estimate of the dollar amount of the work necessary to complete the punch list in order that the estimated cost of punch list work may be withheld from funding until all punch list items are satisfactorily completed.
- Advise when the work has achieved final completion and conduct a final completion inspection with Rotary, Town, Architect, and Contractor. Advise Rotary and Town on Project close out documentation.

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

- Consult with Rotary on conflicts between Town, Architect, and Contractor that arise during construction.

5.02 Required Insurance

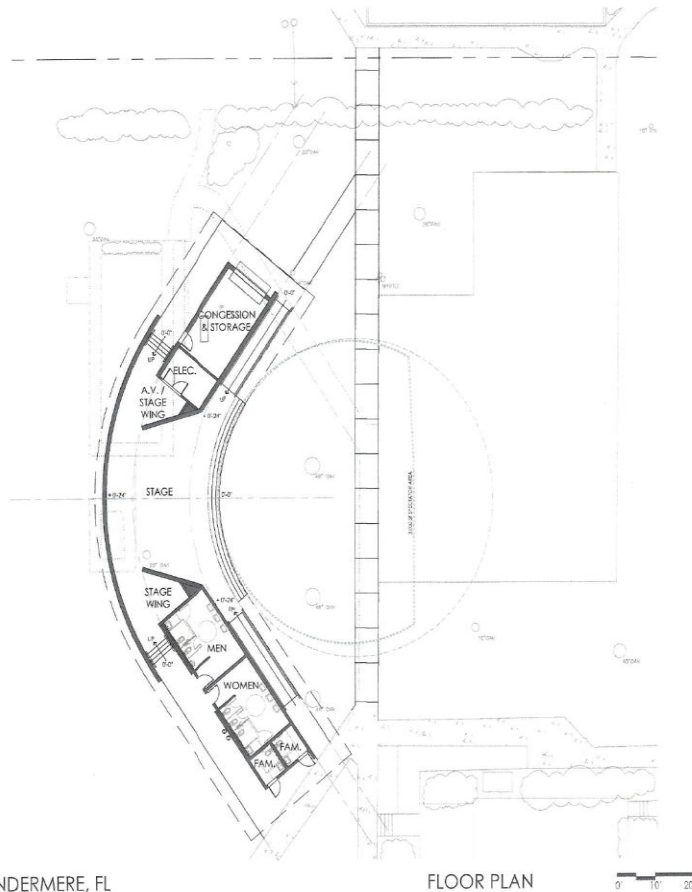
- The Town shall be named as additional insured on all policies. The Proposer is required to maintain a minimum coverage of General Liability Insurance in the amount of \$1,000,000 (with a deductible permitted not in excess of \$50,000) will be required for this Project. Insurance carriers providing coverage required must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better. Additionally, Proposer is required to maintain any coverage required by federal and state workers' compensation laws.

5.03 Project Duration Schedule

- Design and Permitting – 1-3 Months
- Procurement & Preconstruction - 1-3 months
- Construction - 4-6 Months

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

5.04 Project Concepts: (Available at www.town.windermere.fl.us or rsmith@town.windermere.fl.us)



RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION



3D VIEW - OPTION 2

Hunton
Brady
ARCHITECTS

WINDERMERE PAVILION | WINDERMERE, FL

10.20.19

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

**RESPONSE TO: RFQ 2021-01 Owner's Representative Services for Healthy West Orange Pavilion
THE ROTARY CLUB OF WINDERMERE INC
501 FOREST ST. WINDERMERE, FL 34786**

I acknowledge receipt of any/all Addenda: _____

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

TELEPHONE _____

FAX: _____

DATE _____

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; and (b) I am not a member or an employee of the Town or a member of the Rotary Club of Windermere, Inc.

Signature of Proposer

Witness

STATE OF FLORIDA
COUNTY OF _____

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2021, by _____, as _____ of _____, a _____, on behalf thereof, who is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature
Print Notary Name: _____
My commission expires: _____

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR
HEALTHY WEST ORANGE PAVILION

HOLD HARMLESS AGREEMENT

I _____ (Proposer) agrees to indemnify and hold harmless the Rotary Club of Windermere Inc and the Town of Windermere, Florida, and any of its respective employees and agents 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 Proposer and other persons employed or utilized by the Proposer in the performance of the contract contemplated by this RFQ.

In the event the completion of the Project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall be responsible to reimburse the Town for all increased expenses resulting from such delay.

Signature of Proposer

Witness

STATE OF FLORIDA
COUNTY OF _____

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2021, by _____, as _____ of _____, a _____, on behalf thereof, who is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature
Print Notary Name: _____
My commission expires: _____

RFQ 2021- 01 OWNER’S REPRESENTATIVE SERVICES FOR
HEALTHY WEST ORANGE PAVILION

NON-COLLUSION AFFIDAVIT

I _____ (Proposer) of the firm of _____ (Proposer Firm Name) responded to the RFQ for Owner’s Representative Services for Healthy West Orange Pavilion for The Rotary Club of Windermere Inc. Our response has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition.

The Statements contained within this affidavit are true and correct, and made with full knowledge that The Rotary Club of Windermere Inc relies upon the truth of the statements contained in this affidavit in awarding contracts for said Services.

Signature of Proposer

Witness

STATE OF FLORIDA
COUNTY OF _____

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2021, by _____, as _____ of _____, a _____, on behalf thereof, who is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature
Print Notary Name: _____
My commission expires: _____

RFQ 2021- 01 OWNER'S REPRESENTATIVE SERVICES FOR HEALTHY WEST ORANGE PAVILION

DRUG FREE WORKPLACE CERTIFICATION

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place 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.

Signature of Proposer

Witness