



CITY OF DELRAY BEACH

100 NW 1st AVENUE, DELRAY BEACH, FL 33444

BID No. 2014-08

ARCHITECTURAL COMPLIANCE REVIEW FOR PROPERTIES IN THE BEACH OVERLAY DISTRICT

MAYOR	- CARY D. GLICKSTEIN
VICE MAYOR	- SHELLY PETROLIA
DEPUTY VICE MAYOR	- JORDANA JARJURA
COMMISSIONER	- AL JACQUET
COMMISSIONER	- ADAM FRANKEL
CITY MANAGER	- LOUIE CHAPMAN, JR.

Purchasing Division ♦ Finance Department ♦ (561) 243-7161/7163 ♦ Fax (561) 243-7166



Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08



Beach Property Owners

Design Manual

North Beach & Seagate Neighborhoods
Delray Beach, FL



Revised March 15, 2005



ORIGINAL

NOVEMBER 5, 2013

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

November 5, 2013



Ms Patsy Nadal
Purchasing Manager
100 NW 1st Avenue
Delray Beach, FL 33444

City of Delray Beach
Request for Qualifications

Architectural Compliance Review For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Dear Ms. Nadal

The City of Delray Beach adopted specific design guidelines based on a study that addressed the adverse effect that the current development trends were having on the character of the neighborhood in and around the ocean front properties.

The initial study and the development of the subsequent Owners Design Manual, addressed the existing development trends such as the demolition of existing dwellings, and the construction of newer homes or additions to existing homes that are much larger than, and inconsistent with, the existing Neighborhood Character.

On March 15, 2005, a formal Beach Property Owners Design Manual for the North Beach and Seagate Overlay District was adopted. These two residential neighborhoods, located within the Beach Property Area, were selected based on their location, lot sizes, property values, neighborhood character and their current state of development.

The North Beach Neighborhood has approximately 274 lots ranging from lots under 10,000 square foot to lots over 60,000 square feet and is located just south of George Bush Boulevard and North of Atlantic Avenue. The Seagate Neighborhood has approximately 164 lots ranging from 10,000 square feet to over 80,000 square feet and is located between Atlantic Avenue and Linton Boulevard.

This Design Manual is intended to serve as a guide for preserving the unique residential character of the North Beach and Seagate Neighborhoods. The Design Manual is to be used in tandem with the City of Delray Beach Land Development Regulations and the Comprehensive Plan. The Manual is designed to meet the needs of a variety of users: property owners, architects, building contractors, and landscape contractors, as well as city officials and staff, and the general public.

The City of Delray Beach has developed a specific process and protocol that the property owner must follow in order to build a new structure, remodel or expand an existing dwelling.

A completed application, checklist, building plans and the required fees will be accepted at the City of Delray Beach Planning and Zoning Department. This package will be evaluated by an independent design review consultant retained by the City of Delray Beach.

Alexis Knight Architects, Inc. (**Alexis Knight Architects**) is pleased to submit our qualifications for the Architectural Services to be offered under a non-exclusive continuing services contract with the City of Delray Beach. These services shall include those required to assist the in processing, reviewing and approving the application packages submitted by the property Owners.

Our architectural staff has extensive experience in providing "Peer Review" services and is readily available to fully support the requirements of this contract.

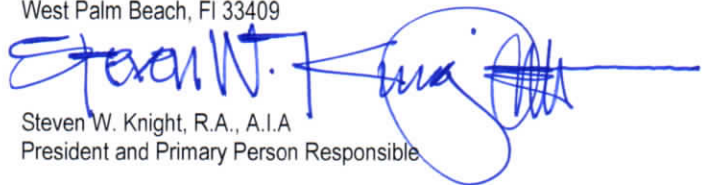
Alexis Knight Architects grants The City of Delray Beach and its representatives authorization to contact any previous client for purposes of ascertaining an independent evaluation of our past experience and performance.

We look forward to working with The City of Delray Beach and want you to know that The **Alexis Knight Architectural** Team ...*is the right team for this Continuing Contract!!!*

Sincerely,

Alexis Knight Architects, Inc.

Fed. Tax ID No. 90-0730530
1763 North Florida Mango Road, Suite 4
West Palm Beach, FL 33409



Steven W. Knight, R.A., A.I.A.
President and Primary Person Responsible

CITY OF DELRAY BEACH

INVITATION TO BID

Bid No. 2014-08

**Architectural Compliance Review for Properties in the
Beach Overlay Districts**

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**CITY OF DELRAY BEACH
REQUEST FOR PROPOSAL
ARCHITECTURAL COMPLIANCE REVIEW
FOR PROPERTIES IN THE BEACH OVERLAY DISTRICTS
RFP No. 2014-08**

The purpose of this RFP is to enlist architectural services on a continuing contract basis "as needed" for the City of Delray. RFP packages shall be submitted to the office of the Purchasing Manager, 100 NW 1st Avenue, Delray Beach, Florida, 33444, no later than **10:00 A.M. EST on Tuesday, November 05, 2013.** No responses will be accepted after that time.

RFP packages shall include one unbound (1) original and three (3) copies in sealed envelopes/packages addressed to the Purchasing Manager, City of Delray Beach, and marked "**SEALED RFP# 2014-08 FOR ARCHITECTURAL COMPLIANCE REVIEW**".

The Selection Committee will evaluate all proposals received and select the respondents considered best qualified to serve the City's interest for this assignment.

At the time of RFP submission, respondents must be properly certified/licensed in the State of Florida for the purpose of providing the specified services.

Requests for Proposal (RFP) Packages may be obtained from www.demandstar.com (800-711-1712) or the City of Delray Beach, Purchasing Department, 100 NW 1st Avenue, Delray Beach, FL 33444 in person or by email request to nadal@mydelraybeach.com.

All questions and requests for additional information in connection with this Request for Proposal shall be directed in writing via email or fax only to Patsy Nadal, Purchasing Manager. Fax number (561) 243-7166. Email nadal@mydelraybeach.com.

AWARD: The City reserves the right to waive minor variations to specifications, informalities, irregularities and technicalities in any bids, to reject any and all bids in whole or in part, with or without cause, and/or to accept bids that in its judgment will be for the best interest of the City, as further stated in Paragraph 16 of General Conditions.

All service/work performed shall be in accordance with the Contract Documents pertaining thereto, which may be examined at the office of the Purchasing Division, 100 N.W. 1st Avenue Delray Beach, Florida, 33444. Call Purchasing at 561-243-7161/7163 for information.

****The City of Delray Beach, Florida reserves the right to accept and/or reject any and all proposals, to waive informalities, to re-advertise and to award the Contract in its best interest.**

1. **PURPOSE:** The City of Delray Beach is interested in entering into an agreement with a one (1) architectural planning and design firm to assist in determination of compliance with the Beach Property Owners Design Manual in association with review and approval of development applications located within the Ocean, Seagate and North Beach Overlay Districts.

Florida law requires the City of Delray Beach to make a determination of a consultant's qualification to perform architectural work prior to their employment. The information submitted in response to this Request for Proposal (RFP) will be used by the City to make this determination.

2. **SCOPE OF WORK:** The City of Delray Beach, Florida (City) is seeking bids from qualified individuals or firms, hereinafter referred to as the Bidder, to provide review of architectural plans for single family homes for compliance with the Beach Property Owners Design Manual for the Ocean, North Beach and Seagate Overlay Districts which was adopted on March 15, 2005. A Consulting Agreement between the City and the Bidder will be initiated to provide review services for single-family development within these districts for compliance with the design manual at a cost per each review, rather than an hourly rate. Previous design firm review time ranged between approximately eight (8) to fifteen (15) hours. The contract period is effective from on/or about November 2013 through September 30, 2014.

3. **RENEWAL:** The City Commission or their designee (i.e. City Manager) may renew the contract, at the same terms, conditions, and prices, for **TWO (2)** consecutive term(s) of **ONE (1)** year subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.

4. **THE SUBMITTAL PACKAGE:** The RFP is designed to provide the necessary information about your firm. Each submittal must include the attached checklist labeled "Exhibit A". This checklist must appear immediately after the cover letter. To ensure that all submittals can be evaluated on an equitable basis, the RFP requires each respondent to provide the requested information in a prescribed format and organization that excludes supplemental materials.

Any supplemental information included with the response must appear **after** the required materials and tabbed "Additional RFP Information", or under separate cover. The submittal package should be organized as listed below with one tab for each item.

The submittal package must be organized in the following manner:

1. Cover Letter (Please address firm's resources, personnel availability and commitment in cover letter.)
2. Check List (Exhibit A)
3. Firm/Team organizational chart which includes:
 - a. Individuals Name and Position
 - b. Name of Firm
 - c. Clear designation of one person who will be the main contact for the respondentFirm description. (Include Exhibit B)
4. "Key Staffing" (Name, Title and years with firm only. **Do not include a resume here.** All resumes, if included, should be included under "Additional RFP Information" tab.)
5. Proof of insurance

One (1) unbound original, three (3) copies and a CD or thumb drive of the RFP must be received in the office of the Purchasing Department, City Hall, 100 NW 1st Avenue, Delray Beach, FL 33444, no later than by **10:00 A.M. EST time on 05 Nov 2013**, at which time a list of respondents will be made public. In accordance with the American with Disabilities Act (ADA) this document may be requested in an alternate format.

5. **EVALUATION AND SCORING:** The selection process consists of evaluation and scoring by the Selection Committee. Each category will be scored and when the scores awarded for all categories are totaled, the scores will be tabulated and added to achieve the Total Points awarded to each firm. Qualifications and pricing criteria will be used to rank each firm 1,2,3,4, etc. The ranking of each firm will be tabulated from each Committee Member and combined with other Committee Members to determine the total score for the firm.

EVALUATION CATEGORIES	POINTS POSSIBLE
1) Firm's personnel qualifications	30
2) Firm experience in south Florida	25
3) Firm's governmental experience	20
4) Pricing per review	15
5) Firm's resources, personnel availability and commitment	10
GRAND TOTAL OF POINTS	100 POINTS

Failure to respond to all the items listed above will result in a lower overall score and may hinder your chances of being selected.

The Scoring Criteria is made up of the categories above that collectively represent a Grand Total Point Value of 100 points, as described herein. The points indicated below as "Points Possible" are the maximum that can be allocated for each category.

Firm's Personnel Qualifications: The firm shall name the actual person/persons assigned to the City and other key staff to be assigned, describe their ability and experience and indicate the function of each individual within the organization and their proposed role.

Firm Experience: The firm will be expected to demonstrate its experience with similar tasks as listed in "Scope of Services". Particular attention should be given to assignments completed with other local government agencies.

Firm's Governmental Experience: The firm shall detail experience with other governmental agencies.

Firm's Approach to Project Management: The firm shall detail approach to be utilized in managing projects including, but not limited to, coordination with other governmental agencies and coordination with other utility companies.

Firm's Resources, Personnel Availability and Commitment: The firm shall demonstrate a commitment to completing assignments on time. Firm must also demonstrate flexibility.

If you have any questions concerning the Proposal Package or these instructions, please submit your questions in writing by email or fax only to Patsy Nadal, Purchasing Manager. Fax number (561) 243-7166. Email nadal@mydelraybeach.com.

Based on final rankings resulting from the above described process, the Selection Committee will make a recommendation to the City Commission for the award of the contract.

6. **DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

7. **NON-DISCRIMINATION:** The Bidder shall not discriminate against employees or applicants for employment because of race, creed, color, religion, sex, age, handicapped status, disabilities, or national origin. The Bidder will endeavor to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, religion, sex, age, handicapped status, disabilities, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. These provisions apply to all subcontractors and it is the responsibility of the subcontractors to be in compliance.

8. **BID PROTEST: PROTEST OF AWARD / PROTEST BOND:** Parties that are not actual bidders, proposers or responders, including, but not limited to, subcontractors, material and labor suppliers, manufacturers and their representatives, shall not have standing to protest or appeal any determination made.

After the notice of intent to award and agreement is posted, any actual bidder, proposer or responder who is aggrieved in connection with the pending award of the agreement or any element of the process leading to the award of the agreement may file a protest with the Purchasing Manager by close of business on the third business day after posting (excluding the day of notification) or any right to protest is forfeited. It shall be the sole responsibility of such bidder, proposer or responder to verify the operating hours of City Hall.

Notice of Intent to Reject all Bids, Proposals or Responses is subject to the protest procedure

Any bidder, proposers or responders filing a protest shall simultaneously provide a Protest Bond to the City in the amount of five percent (5%) of the Protester's bid, proposal, or response amount or the amount of fifteen thousand dollars (\$15,000.), whichever is less. If the protest is decided, in the protester's favor the entire protest bond is returned. If the protest is not decided in the protester's favor the protest shall be forfeited to the City. The protest bond shall be in the form of a cashier's check.

Ord.No.291-13, Sec.36.04

Protest shall be addressed to:
City of Delray Beach
Purchasing Manager
100 NW 1st Ave
Delray Beach, FL 33444

9. **INSPECTOR GENERAL:**

Contractor is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract, and may demand and obtain records and testimony from Contractor and its subcontractors and lower tier subcontractors. Contractor understands and agrees that in addition to all other remedies and consequences provided by law, the failure of Contractor or its subcontractor or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the City to be a material breach of this Agreement justifying its termination.

10. **PUBLIC RECORDS REQUEST:** Contractor shall comply with all public records laws in accordance with Chapter 119, Fla. Stat. In accordance with state law, Contractor agrees to:
- a) Keep and maintain all records that ordinarily and necessarily would be required by the City.
 - b) Provide the public with access to public records on the same terms and conditions that the City would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.
 - c) Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.
 - d) Meet all requirements for retaining public records and transfer, at no cost, to the City all records in possession of the Contractor at the termination of the contract and destroy any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City. All records shall be transferred to the City prior to final payment being made to the Contractor.
 - e) If Contractor does not comply with this section, the City shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.
11. **FORCE MAJEURE:** No party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of any party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of any party be deemed Force

Section 8.....Drug Free Workplace

DRUG FREE WORKPLACE CERTIFICATION

RFP No. 2014-08

If identical tie bids exist, preference will be given to the vendors who submit a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

IDENTICAL TIE BIDS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

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

- 1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm imposes a sanction on or requires 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) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Consultant's Name Alexis Knight Architects, Inc Signature



Section 8.....Cone of Silence

CONE OF SILENCE
RFP No. 2014-08

The Palm Beach County Lobbyist Registration Ordinance (Sections 2-351 through 2-357 of the Palm Beach County Code of Ordinances) is applicable in the City of Delray Beach. Section 2-355 of the Palm Beach County Lobbyist Registration Ordinance includes a "Cone of Silence" provision that limits communication during the City's procurement process in regard to this RFP, which provides as follows:

Sec. 2-355. Cone of silence.

(a) Cone of silence means a prohibition on any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- (1) Any person or person's representative seeking an award from such competitive solicitation; and
- (2) Any county commissioner or commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a particular contract.

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

(c) The cone of silence shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The cone of silence applies to any person or person's representative who responds to a particular request for proposal, request for qualification, bid, or any other competitive solicitation, and shall remain in effect until such response is either rejected by the county or municipality as applicable or withdrawn by the person or person's representative. Each request for proposal, request for qualification, bid or any other competitive solicitation shall provide notice of cone of silence requirements and refer to this article.

(d) The provisions of this article shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting, presentations made to the board or local municipal governing body as applicable, and protest hearings. Further, the cone of silence shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence at any time with any employee, county commissioner, member of a local municipal governing body, mayor or chief executive officer that is not a member of the local municipal governing body, or advisory board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

(e) The cone of silence shall not apply to any purchases made in an amount less than the competitive bid threshold set forth in the county purchasing ordinance (County Code, chapter 2, article III, division 2, part A, section 2-51 et seq.) or municipal ordinance as applicable.

(f) The cone of silence shall terminate at the time the board, local municipal governing body, or a county or municipal department authorized to act on behalf of the board or local municipal governing body as applicable, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

(g) Any contract entered into in violation of the cone of silence provisions in this section shall render the transaction voidable.

Alexis Knight Architects, Inc.
Consultant's Name


Signature

Nov. 5, 2013
Date

Section 2.....Exhibit A: Consultant Checklist

**EXHIBIT A
CONSULTANT CHECKLIST**

Note:

- 1) This Exhibit must be included in RFP immediately after the cover letter.
- 2) RFP Package must be put together in order of this checklist.
- 3) Any supplemental materials must appear after those listed below and tabbed "Additional RFP Information"

- Cover letter
- Copy of this Check List (Exhibit A)
- Firm/Team Organizational Chart
- Firm's Description(s) (Include Exhibit B)
- Key Staffing (Name, Title and years with firm only. **Do not include a resume here.**
All resumes, if included, should be included under "Additional RFP Information" tab.)
- Approach to Project Management

Section 4.....Exhibit B: Acknowledgement Of Business Type and Insurance

EXHIBIT B

ACKNOWLEDGEMENT OF BUSINESS TYPE AND INSURANCE

1. SUBMITTING FIRM NAME: Alexis Knight Architects, Inc.
2. TYPE OF FIRM: Architectural
CORPORATION INDIVIDUAL _____ OTHER _____
3. IF CORPORATION, COMPLETE THE FOLLOWING:
 - A. Date Incorporated: May 15, 2011
 - B. State Incorporated: Florida
 - C. Date Authorized in Florida: May 15, 2011
 - D. President: Steven W. Knight, R.A., A.I.A.
 - E. Vice President: N.A.
- IF PARTNERSHIP, COMPLETE THE FOLLOWING:
 - A. Date organized:
 - B. Type: General _____ Limited _____
 - C. Name of Partners _____
5. SECRETARY OF STATE'S CHARTER NUMBER P11000046625
(See attached copy in Section 8)
6. FLORIDA STATE BOARD OF PROFESSIONAL (ARCHITECTURAL) REGISTRATION
NUMBER AR0015312 (DATE: October 3, 1995 Attach Copy)
7. FEDERAL EMPLOYERS IDENTIFICATION NUMBER 90-0730530
8. PROFESSIONAL LIABILITY INSURANCE? YES NO
IF YES, ANSWER THE FOLLOWING:
(See attached copy in Section 8)
 - A. Policy Number: EO000014790-01
 - B. Company Name: Legacy: RLI Insurance Company
 - C. Amount: \$1,000,000.00 Each Claim; \$1,000,000.00 Aggregate
 - D. Expiration Date: September 9, 2014

INSURANCE

Without limiting any of the other obligations or liabilities of the CONSULTANT, the CONSULTANT shall, at his own expense, provide and maintain in force, until all of its services to be performed under this AGREEMENT have been completed and accepted by the CITY (or for such duration as it otherwise specified hereinafter), the following insurance:

1. Worker's Compensation Insurance to apply to all of the CONSULTANT'S employees in compliance with the "Worker's Compensation Law" of the State of Florida and all applicable Federal Laws.
 - a. Employer's Liability with limits of \$100,000 per person, \$500,000 per occurrence and \$100,000 per each disease.
2. Comprehensive General Liability with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements other than ISO Endorsement GL 21 06 (Engineers, Architects, or Surveyors Professional Liability exclusion), as Filed by the Insurance Services Office.
 - a. Independent Contractors
 - b. CONSULTANTS shall maintain in force until AGREEMENT has terminated and all services are completed.
 - c. Contractual Coverage applicable to this specific AGREEMENT.
 - e. Personal Injury Coverage with minimum limits of coverage equal to those required for Bodily Injury Liability.
3. Business Automobile Liability with minimum limits of three hundred thousand dollars (\$300,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:
 - a. Owned Vehicles
 - b. Hired and Non-Owned Vehicles
 - c. Employers' Non-Ownership
4. If the initial insurance policies required by this AGREEMENT expire prior to the completion of the services, renewal Certificates of Insurance of policies shall be furnished to the CITY thirty (30) days prior to the date of their expiration
5. The CONSULTANT'S insurance, including that applicable to the CITY as an Additional Insured, shall apply on a primary basis.

Section 7.....Schedule of Pricing

SCHEDULE OF PRICING

Fee per review of "major renovation" or "new structure"

\$ 1,150.00 per review

Consultant shall only be paid upon the completion of its review.

Consultant's Name: Alexis Knight Architects, Inc.

Date: November 5, 2013

**STANDARD FORM OF AGREEMENT
BETWEEN CITY AND CONSULTANT**

THIS AGREEMENT made this 29th day of April, 2024, by and between the **CITY OF DELRAY BEACH** (hereinafter called **CITY**) and **ALEXIS KNIGHT ARCHITECTS, INC.** hereinafter called **CONSULTANT**).

WITNESSETH:

The **CITY** and the **CONSULTANT** in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. The undersigned **CONSULTANT** hereby represents that he has carefully examined all Contract documents, and will perform the contractual requirements pursuant to all covenants and conditions.

2. The **CONSULTANT**, as evidenced by the execution of this contract, acknowledges that it has examined the characteristics of the job requirements. The **CONSULTANT** further acknowledges that the bid price includes all costs and expenses required for the satisfactory completion of the contracts requirements.

3. The contract between the **CITY** and the **CONSULTANT** include the following documents which are attached hereto and incorporated herein by reference of the following:

CONTRACT DOCUMENTS	PAGE NUMBERS
Invitation to Bid	1
General Conditions, Instructions and Information	2 - 5
Drug Free Workplace Certification	6
Cone of Silence	7
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Exhibit B	9
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Schedule of Pricing	11
Standard Form of Agreement	12 - 19
Corporate Acknowledgement	20
Certificate (If Corporation)	21
Bid Signature Form	22
Statement No Submittal	23
Vendor Additional Information (Certifications and ETC.)	

Addenda numbers __0__ to __0__, inclusive, and any modifications, including Change Orders, duly delivered after execution of this Agreement.

4. The term of this contract shall commence on or before April 1st, 2014 and shall expire one year later. This agreement may be terminated by either party by giving thirty (30) day written notice.

5. All notices, requests, demands, and other given if personally delivered or mailed, certified mail, return receipt requested, to the following addresses:

As to City: City of Delray Beach, FL
100 NW 1st Avenue
Delray Beach, FL 33444

As to CONSULTANT: Alexis Knight Architect, Inc.
100 NE 6th Street Suite 102
Boynton Beach, Florida, 33435

6. **WHEREAS**, the **Consultant** is engaged to perform the specific tasks contained herein.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree as follows:

Recitals. That recitals set forth above are hereby incorporated, as if fully set forth herein.

Performance. The **Consultant** shall perform all services with the highest level of professional skill and competence and shall complete all services in an efficient and timely manner and as required by this Agreement. Due to the time certain deadlines, services will not begin until the **Consultant** receives a complete application as defined in Appendix B by items A through D on Pages B-1 and B-2 of the Beach Property Owners Design Manual dated March 15, 2005.

Duties. Consultant's duties are as follows:

- a) **Consultant** shall perform standard architectural review services as follows:
1. Verification of lot/addresses pertinent to study area and specific districts;
 2. Review of certified and sealed architectural plans and calculations;
 3. Review of certified and sealed landscape plans and point calculations;
 4. Review project for compliance with all Design Manual Regulations;
 5. Review project for compliance with all Design Manual Guidelines and point thresholds;
 6. Verify completed application checklist;
 7. Coordination with Planning Department and/or applicant on issues pertaining to project;
 8. Preparation of written notification and recommendations of all non-conforming regulations or Design Guidelines where applicable;
 9. Preparation of written "letter of compliance" for completed applications that meet all the Regulations, Design Guidelines Thresholds, and Overall Design Intent for buildings, landscape and site plan issues as outlined in the Beach Property Owners Design Manual;
 10. Review of recommended revisions (revisions **must** be provided within the designated thirty (30) day time frame);
 11. Coordination of correspondence material with appropriate departments, boards and/or applicant;
 12. Review of minor changes mandated by permitting.
- b) Additional services may be agreed upon, in writing, from time to time.

7. The term of this contract shall commence on or before April 1st, 2014 and shall expire one year later. This agreement may be terminated by either party by giving thirty (30) day written notice.

8. **Compensation.** During the term of this agreement, the **Consultant** shall be paid a fee in the amount of **\$1,150.00** per review of "major renovation" or "new structure" projects. **Consultant** shall only be paid this amount upon the completion of its review.

If the review involves repeated alterations to the plans whether based on comments by **Consultant** or from changes made by the applicant, the **Consultant** shall submit a written authorization for additional fees to the **City** for approval prior to performing services. Any plan alterations submitted past the allotted thirty (30) days from the date the review comments were initially issued will be considered a new application to which a new fee will be applied.

If this agreement is terminated, the **City** shall only be responsible to compensate **Consultant** for fees billed up to the date of termination.

9. **Relationship of the Parties.** The parties intend that the **Consultant**, in performing services specified in this agreement, shall act as an independent CONSULTANT and shall not be deemed an agent, legal representative, joint venturer, partner, employee or servant of the City of Delray Beach for any purpose. **Consultant** shall have sole control of the work and the manner which it is performed. **Consultant** shall be free to contract for similar services to be performed for other entities or persons while under contract with the **City**. **Consultant** is not entitled to participate in any pension plans or other benefits provided by the **City**.

10. **Compliance with Law.** **Consultant** shall comply with all applicable laws, rules and regulations, including, but not limited to applicable worker's compensation, employer liability, Fair Labor Standards Act, and other federal, state, county and municipal laws, ordinances, rules and regulations, as may be applicable.

11. **Taxes.** **Consultant** shall be responsible for all federal, state or local taxes of any kind which **Consultant** now or hereafter shall be liable for or required to pay either on its own behalf on behalf of his employees or on behalf of the **City** or otherwise, and shall pay all penalties and interest thereon.

12. **Indemnification.** In consideration of ten dollars (\$10.00) and other valuable consideration, the **CONSULTANT** shall defend, indemnify and save harmless the **CITY**, its officers, agents and employees, from or on account of any liabilities, damages, losses and costs received or sustained by any person or persons by or in consequence of any negligence (excluding the sole negligence of the **CITY**), recklessness or intentional wrongful misconduct of the **CONSULTANT** and any persons employed or utilized by the **CONSULTANT** in the performance of this Project. **CONSULTANT** agrees that negligent, reckless or intentional wrongful misconduct includes, but is not limited to, use of any improper materials or liabilities, damages, losses or costs caused by or on account of the use of any improper materials. **CONSULTANT** agrees that negligent, reckless or intentional wrongful misconduct also includes but is not limited to the violation of any Federal, State, County or City laws, by-laws, ordinances or regulations by the **CONSULTANT**, his subCONSULTANTS, agents, servants or employees. **CONSULTANT** further agrees to defend, indemnify and save harmless the **CITY** from all such claims and fees, and from any and all suits and actions of every name and description that may be brought against the **CITY** on account of any claims, fees, royalties, or costs for any invention or patent, and from any and all suits and actions that may be brought against the **CITY** for the infringement of any and all patents or patent rights claimed by any person, firm, or corporation.

The indemnification provided above shall obligate the **CONSULTANT** to defend at his own expense or to provide for such defense, at the **CITY'S** option, any and all claims or liability and all suits and actions of every name and description that may be brought against the **CITY** which may result from the operations and activities under this Contract whether the construction operations be performed by the **CONSULTANT**, his subCONSULTANT or by anyone directly or indirectly employed by either. This indemnification includes all costs and fees including attorney's fees and costs at trial and appellate levels. The **CITY** will pay to the **CONSULTANT** the specific consideration of ten dollars and other good and valuable consideration as specific

consideration for the indemnification provided herein. Furthermore, the **CONSULTANT** acknowledges that the bid price includes said consideration for the indemnification provision.

13. The contract documents constitute the entire agreement between the **CITY** and the **CONSULTANT** and may only be altered, amended or repealed by a duly executed written instrument.

14. **Governing Law; Venue**. This agreement shall be governed by the laws of the State of Florida and venue shall be in Palm Beach County, Florida.

15. **Non-Exclusive**. The provision of the services provided for herein is non-exclusive. The **City** may retain additional entities or persons to perform the same or similar work, if in its sole discretion the **City** desires to do so.

16. **Entire Agreement; Modifications**. This agreement constitutes the entire agreement between the parties, and supersedes all previous discussions or previous writings between the parties. No waiver, alteration, or modification of any of the provisions of this agreement shall be binding, unless in writing and duly executed by the parties.

17. **PUBLIC RECORDS LAWS: CONSULTANT** shall comply with all public records laws in accordance with Chapter 119, Fla. Stat. In accordance with state law, **CONSULTANT** agrees to:

a) Keep and maintain all records that ordinarily and necessarily would be required by the City.

b) Provide the public with access to public records on the same terms and conditions that the City would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.

c) Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.

d) Meet all requirements for retaining public records and transfer, at no cost, to the City all records in possession of the **CONSULTANT** at the termination of the contract and destroy

any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City. All records shall be transferred to the City prior to final payment t being made to the **CONSULTANT**.

e) If **CONSULTANT** does not comply with this section, the City shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.

18. **INSPECTOR GENERAL:** CONSULTANT is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract, and may demand and obtain records and testimony from CONSULTANT and its subCONSULTANTS and lower tier subCONSULTANTS. CONSULTANT understands and agrees that in addition to all other remedies and consequences provided by law, the failure of CONSULTANT or its subCONSULTANTS or lower tier subCONSULTANTS to fully cooperate with the Inspector General when requested maybe deemed by the City to be a material breach of this Agreement justifying its termination.

19. **FORCE MAJEURE:** No party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of any party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of any party be deemed Force Majeure.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

ATTEST:

CITY OF DELRAY BEACH, FLORIDA

Donald D. Nelson
City Clerk

By: *Louie Chapman, Jr.*
Louie Chapman, Jr., City Manager

Approved as to form:

Terrell Ryle
Interim
City Attorney 4/22/14

WITNESS:

[Signature]

Rex Sucaldito

(Print or type name and title)

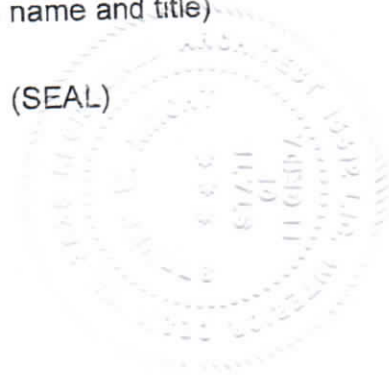
CONSULTANT:

BY: *[Signature]*

Steven W. Knight

(Print or type name and title)

(SEAL)



CORPORATE ACKNOWLEDGMENT

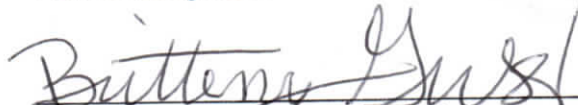
STATE OF Florida

COUNTY of Palm Beach

The foregoing instrument was acknowledged before me this 21~~17th~~ day of April, 2014, by Steven W. Knight (name of officer or agent, title of officer or agent), of Alexis Knight Architect, Inc. (state or place of incorporation) corporation, on behalf of the corporation.

He/She is (personally known to me) (or has produced identification) and has used his/her Florida Drivers License (type of identification) as identification.


Signature of Person Taking Acknowledgment


Name of Acknowledger Typed, Printed or Stamped



CERTIFICATE

(If Corporation)

STATE OF FLORIDA)
) SS
COUNTY OF PALM BEACH)
_____)

I HEREBY CERTIFY that a meeting of the Board of Directors of Alexis Knight Architect, Inc
_____, a corporation under the laws of the State of

Florida _____ held on April 7th, 2014, the following resolution was
duly passed and adopted:

"RESOLVED", that Steven W. Knight, as President
President of the corporation, he/she is hereby authorized to execute the Agreement
dated April 17th, 2014, between the City of Delray Beach, Florida and this
corporation, and that his execution thereof, attested by the Secretary of the Corporation and
with corporate seal affixed, shall be the official act and deed of this corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official
seal of the corporation this 17th day of April, 2014.

Hebin Alexis Knight
(Secretary)



Section 7.....Bid Signature Form

**CITY OF DELRAY
BID SIGNATURE FORM
RFP No. 2014-08**

PLEASE AFFIX SIGNATURE WHERE INDICATED
(FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF YOUR PROPOSAL)

The undersigned bidder certifies that this bid package is submitted in accordance with the specification in its entirety and with full understanding of the conditions governing this bid.

Alexis Knight Architect, Inc.

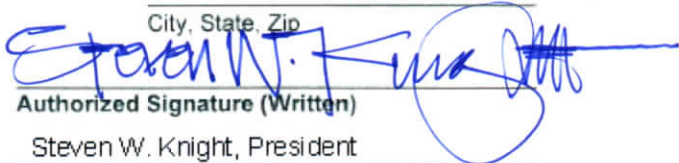
*Name of Bidder (Firm Name as Registered with their State of origin)

Business Address: 1763 N. Florida Mango Road, Suite 4
Street Address (P.O. Box Address is not permitted)
West Palm Beach, Florida
City, State, Zip

Mailing Address: Check if Same as Business Address above

Street Address

City, State, Zip


Authorized Signature (Written)
Steven W. Knight, President

Print Name and Title of Person Signing this Form

November 5, 2013 561 697 2600
Date Telephone / Fax No.

Email Address of Authorized Signee: SKnight@AKArchitectsinc.com

VENDOR SERVICE REPRESENTATIVE CONTACT

CONTACT NAME: _____

TELEPHONE: (_____) _____

EMAIL ADDRESS: _____

CITY OF DELRAY
STATEMENT OF NO SUBMITTAL
RFP No. 2014-08

If you are not bidding on this service/commodity, please complete and return this form to: City of Delray Beach Purchasing Department, 100 NW 1st Avenue, Delray Beach, Florida 33444.

Failure to respond may result in deletion of vendor's name from the qualified bidder's list for the City of Delray Beach.

VENDOR NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

Minority Owned Business: Black Hispanic Woman Other _____

We, the undersigned have declined to bid on RFP No. 2014-08 due to the following reason(s):

Please Check below:

- Specifications too "tight", i.e., geared toward brand or manufacturer only (explain below)
- Insufficient time to respond to the Invitation to Bid
- We do not offer this product or an equivalent
- Our product schedule would not permit us to perform
- Unable to meet specifications
- Unable to meet bond requirements
- Specifications unclear (explain below)
- Other (specify below)

Remarks/Other: _____

Section 3

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Firm/Team Organizational Chart

Individuals Names and Position
Name of Firm
Contact Person



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 3.....Organizational Chart

The Client:

The City of Delray Beach



The Team:

Architectural Compliance Review

Prime Contract Holder



Alexis Knight Architects, Inc.

1763 North Florida Mango Road, Suite 4

West Palm Beach, FL 33409

Contact: Steven W. Knight, R.A., A.I.A.

Phone: 561 697 2600

BMC CONSULTING, LLC

BMC CONSULTING, LLC.

Mechanical, Plumbing and Electrical

Wellington, FL 33414

Contact : Mr. Ciarlariello, P.E.

Phone: 561 644 1329



Keith & Associates, Inc.

Civil Engineering

301 East Atlantic Boulevard

Pompano Beach, FL 33060

Phone: 954 788 3400



Structural Engineering:

Alan Gerwig & Associates, Inc.

Building Structural

12798 W. Forest Hill Blvd. Suite 204

Wellington, FL 33414

Contact: Alan Gerwig

Phone: 561 792 9000



Keith & Associates, Inc.

Landscape Architecture

301 East Atlantic Boulevard

Pompano Beach, FL 33060

Phone: 954 788 3400

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 3.....The Project Team: Individual's Names
and Position

Introduction of the Architectural Team.....



Alexis Knight Architects is an aggressive architectural firm located here in South Florida. With over thirty-five years of national architectural design experience, Steven W. Knight R.A., A.I.A. owns and operates the **Alexis Knight Architectural** firm here in Florida. For the last 18 years Mr. Knight has provided services to a variety of Florida Clients.

The Alexis Knight Architectural Team has a deep resume which includes many public and private Clients. These Clients and the project types offered under this CCNA require a "no nonsense" approach and methodologies based on specific project requirements that are as sophisticated as any other discreet project type..

Alexis Knight Architects has the design expertise that would be reinforced by the technical "know-how" Architectural Compliance Review" services for The City of Delray Beach. We work closely with City staff to provide a comprehensive analysis and review of the submittal applications and documents.

Steven W. Knight has been working with local clients on projects such as those to be offered under this contract. **Alexis Knight Architects** has established programs for the design of and construction of many Commercial Residential Renovation Projects. Over the years Steven W. Knight R.A. has worked with South Florida clients such as The City of West Palm Beach and other Public Sector Clients providing architectural services. We welcome you to contact any of our references included in this proposal.

Alexis Knight Architects will serve as the Architect of Record and work directly with design team to complete the tasks required under our agreement.

Alexis Knight Architects represents and provides the management strength necessary to direct the project team and enable each phase of the design project to proceed seamlessly from the initial project development and programming, through the final project delivery.

Staffing:

Steven W. Knight, R.A., A.I.A.

Owner

Architectural Project Manager

Annielyn N. Bactol, A.I.A., Designer

Associate

C. Arturo Afanador, AIA

Architectural Designer

The Alexis Knight Architectural Team has a deep resume which includes many public and private Clients. These Clients and the project types offered under this CCNA require a "no nonsense" approach and methodologies based on specific project requirements that are as sophisticated as any other discreet project type.

Section 3.....The Project Team: Consultants



Keith & Associates, Inc.
Landscape Architecture

In 2012, Keith and Associates expanded our menu of professional services to include Landscape Architecture and Design. Our Landscape Architecture Department specializes in the creative fusion of architecture, landscape architecture and the environment. The ability to offer in-house landscape architecture design capabilities provides for a more comprehensive unified team. Our team has provided innovative designs for institutional and commercial projects, residential and mixed-use developments, streetscape and roadway beautification, active and passive parks, plazas and various urban redevelopments. Whether it is in meeting the code of landscape ordinances with creativity, or in creating spectacular lush destinations, we bring experience, knowledge, fresh energy and innovation to each project. Our approach of guiding and assisting clients make smart, long-term decisions that result in greater value for them, their projects, their clients and our community as a whole. Regardless of the scope of the project, we pay special attention to architectural and landscape detail and welcome every opportunity to improve our environment.

DBE -- SBE -- M/WBE -- CBE Certifications

Keith & Associates, Inc. is certified as a Disadvantaged Business Enterprise, a Small Business Enterprise, a Woman Business Enterprise and a County Business Enterprise with various public agencies.



Keith & Associates, Inc.
Civil Engineering:

Keith and Associates has extensive experience in providing professional services required for the development or redevelopment of land including the permitting, design, coordination and construction of roadway / parking area(s), stormwater, potable water, utility, and wastewater systems. Recognizing and expecting that each development or redevelopment project has its own unique site issues, Keith and Associates, Inc. performs a thorough investigation into these issues in order to avoid planning, design, coordination, and construction issues. Our engineers have the knowledge and expertise to meet the needs of a wide variety of general civil engineering issues.

Keith and Associates staff has provided comprehensive planning and engineering services in various disciplines involving many government agencies, institutions, and municipalities. We have had the honor and privilege of serving as one of the City of Pompano Beach's Civil Engineering consultants for the past eight years on a continuing service basis. Our ability to work with municipalities, government agencies, and other consultants while providing close coordination with the client will result in projects being completed on time and within budget. Keith and Associates, Inc. has found great success utilizing a team approach that has lead to effectively identifying problems and defining solutions.

COMMUNITY INVOLVEMENT:

Keith and Associates recognizes that among the many contributing factors to a successful project, community involvement and consensus building are critical elements and we try to incorporate them into every major project. Our community involvement program has been extremely successful in establishing lines of communication among the affected parties so everyone has an opportunity to contribute towards the development of the project. We have facilitated charettes for numerous projects to gain awareness of community preferences and concerns on upcoming developments. On a number of sensitive construction projects K&A established a community hotline manned by our project engineers to assist in resolving community construction related concerns in a timely and effective manner.

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 3.....The Project Team: Consultants

BMC CONSULTING, LLC

Mechanical, Plumbing and Electrical Engineering

BMC Consulting's founder Bruce M. Ciarlariello, P.E., CMR, LEED AP+, CxA, CQM and his associates have over 40years of experience in the field of engineering. BMCConsulting, LLC prides itself with offering full service Mechanical, Electrical, Plumbing & Fire Protection engineering services specializing in the areas of Commissioning, Indoor Air Quality and Sustainable Design practices.

The leadership at BMC Consulting has been providing exceptional cost effective engineering solutions for the Federal Government, Local Government Agencies and Private Sector clients. With over 30 years of combined full-time field experience, BMC Consulting's engineers and designers have the technical expertise to make your project successful. Our in-depth code knowledge provides our clients with the highest level of comfort knowing they will be served with professionalism and exceptional guidance to support a successful project from the beginning to the end. BMC Consulting believes that developing strong relationships with clients, stakeholders, partners and employees produces professional satisfaction and ultimately business success!

SBE Certifications

BMC Consulting, Inc. is certified as a Small Business Enterprise and a County Business Enterprise with various public agencies.



Alan Gerwig & Associates, Inc.
Structural Engineering

Alan Gerwig & Associates, Inc. is a full service engineering firm that provides professional engineering services to the private and public sectors. These services include all aspects of civil and structural engineering required to serve our clients' needs. Since 1998 AGA has assisted its clients in successfully developing sites, expanding utility infrastructures, improving transportation facilities and improving and expanding existing manufacturing facilities.

AGA's professional services revolve around our core disciplines of civil and structural engineering and include overall project management, due diligence studies, land development, transportation structures, building design, environmental structures, and industrial facility design. In addition to these core services, the associated full service project management, permitting and inspections services are available as well.

AGA's commitment to the environment is not new. Good engineering has always considered sustainability in the process. Alan Gerwig, P.E., Patrick Lear, P.E. and Curt Campbell, P.E., LEED Green Associate have received LEED professional accreditation based on an understanding of green building practices, sustainable building design, and the LEED rating system. We are a member of the U. S. Green Building Council (USGBC).

SBE Certifications

Alan Gerwig & Associates, Inc. is certified as a Small Business Enterprise and a County Business Enterprise with various public agencies.

Section 4

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Firm's Description

Exhibit B - Acknowledgement of Business Type and Insurance
Firm's Experience
Firm's Availability and Commitment



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 4..... Firm's Description

Alexis Knight Architects is a professional architectural firm, specializing in the development and design of building projects for South Florida municipalities.. Our local Clients include Palm Beach County, Martin County, Indian River County, and other local municipalities such as the Village of Wellington, Village of Royal Palm Beach and the City of Lake Worth.

Firm Experience:

Alexis Knight Architects has served as the Peer Review firm for many government and private clients here in South Florida. We have successfully prepared project critiques and reviewed building design projects for Broward College, Martin County and selected corporate clients, Steven W. Knight was the Peer Review Architect for Broward College from 2001 to 2008,. We currently have an annual, on call contact with Martin County. Under this agreement, **Alexis Knight Architects** serves as the Peer Review Architect for all new building projects in Martin County.

These projects were required to comply with specific guidelines established by the not only the client, but very stringent State requirements.

For the last ten years, **Alexis Knight Architects** has worked with area building agencies, housing authorities and other agencies responsible for developing renovation projects that were required to follow specific guidelines for the purposes of conforming to mandated design criteria, based on zoning requires and funding source requirements under federal and state appropriations and grants.

Firm Experience With Governmental Agencies:

Our experience extends beyond design of new buildings. In order to meet the stringent alteration requirements established by our clients and other governmental approval agencies, many of the projects that were prepared or reviewed by our Architects were require to comply with the following regulations and code requirements:

- FBC 2010 (Florida Building Code)
- UFAS (Uniform Federal Accessibility Standards),
- FHAG (Fair Housing Accessibility Guidelines)
- ADA (Americans with Disabilities Act)
- ADAAG (Americans with Disabilities Act Architectural Guidelines),

Alexis Knight Architects has worked closely with the following agencies:

- The West Palm Beach Housing Authority
- The Neighborhood Renaissance, Inc.
- Palm Beach County Department of Economic Sustainability
- The Florida Department of Health
- Martin County



Alexis Knight Architects has maintained its strong commitment to serving clients and providing top-quality design services. Our West Palm Beach office has architects and a team of consulting engineers. Our team is experienced with the program and design requirements for a commission such as this one.

City Of Delray Beach
Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Tab 4.....Statement of Local Availability

November 5, 2013

Statement of Local Availability and Degree of Accessibility to the City of Delray Beach Relative to this Project.

Client:

City of Delray Beach
Ms Patsy Nadal
Purchasing Manager
100 NW 1st Avenue
Delray Beach, FL 33444

Project Location:

Properties in the Beach Overlay Districts

RE:

City Of Delray Beach
Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Request for Proposal No. 2014-08

Dear Ms Patsy Nadal

On October 17, 2013 **Alexis Knight Architects** formally invited each of the design consultants presented in this proposal for professional services. Each of the team members acknowledged the understanding of the client and project location as defined in this proposal. Each representative stated that a full commitment would be made to support this project, in what ever capacity would be required to complete their portion of the work.

Sincerely,
Alexis Knight Architects



Steven W. Knight, R.A., A.I.A.
President

Section 5

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Key Staffing



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

Section 5.....Key Staffing



Alexis Knight Architects, Inc.

In terms of personnel and staffing, Alexis Knight Architects represents and provides the management strength necessary to direct the project team and enable each phase of the design project to proceed seamlessly from the initial project development and programming, through the final project delivery. The project team will consist of the project design consultants and the City of Delray Beach. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, Alexis Knight Architects will determine the appropriate mix of individuals for each of the specific project phases.

Architectural Design:

Alexis Knight Architects, Inc.
1763 N. Florida Mango Road, Suite 4
West Palm Beach, FL 33409
Contact: Steven W. Knight @ 561 697 2600

Steven W. Knight, R.A., A.I.A.	Project Manager - Main contact and project architect and designer responsible for the overall management and assessment of all projects.
Annielyn N. Bactol, Int. Assoc. A.I.A. LEED®AP	Assistant Project Manager Three (3) years Responsibilities include production, technical and report assistance.
Arturo Affanador	Design Manager Three (3) years Responsibilities include production and technical assistance

The Alexis Knight Architectural Team will provide the following services:

- Assessment of the Submittal Packages
- Review Construction Plans
- Provide Written Comments Pertaining to the Documents

Alexis Knight Architects will oversee the overall project and perform the key project relations, programming and the architectural building design tasks. The City of Delray Beach will be retaining the services of a highly qualified architectural, engineering design team to implement and complete a variety of projects under this agreement.

Alexis Knight Architects will serve as the Architectural Review Compliance coordinator and work directly with The City of Delray Beach to complete the task required under this agreement. The project team also includes the premier engineering consulting firm of BMC Consulting, LLC, Inc. to review the building mechanical, plumbing and electrical systems, the consulting firm of Keith & Associates Inc. to review the building site.

Section 6

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Firm's Approach to Project Management



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 6.....Approach to the Project Management

Alexis Knight Architects is an aggressive architectural firm located here in South Florida. With over thirty-five years of national architectural design experience, Steven W. Knight R.A., A.I.A. owns and operates the **Alexis Knight Architects** architectural design firm here in Florida. For the last 17 years Mr. Knight has provided services to a variety of Florida Municipal Clients.

Steven W. Knight has been working with private clients, local city, county and other municipal clients on projects such as those to be offered under this contract. **Alexis Knight Architects** has established procedures and methodologies for the review of construction drawings for residential project similar to those identified in the Request for Qualifications. The **Alexis Knight Architects** architectural and planning team has worked with South Florida Public Sector clients such as Palm Beach County, Martin County, The City of West Palm Beach and the Town of Palm Beach, providing architectural services. We welcome you to contact any of our references included in this proposal.

Understanding of the Architectural Compliance Review Projects

The **Alexis Knight Architectural** Team has a deep resume which includes many public and private Clients. These Clients and the project types offered under this "On-Call" contract require a "no nonsense" approach and methodologies based on specific project requirements that are as sophisticated as any other discreet project type. These public and community projects include masterplanning, programming, studies and designs for a variety of municipal projects.

Alexis Knight Architects will spearhead the overall compliance review process and perform the key project management and the architectural site and building design review tasks. The project manager representing the **Alexis Knight Architects** has successfully provided peer review services for other very similar projects such as site planning and building design for the West Palm Beach Housing Authority and Palm Beach County.

Alexis Knight Architects has worked with a variety of regulatory and permitting agencies to obtain the appropriate site and project reviews and approvals including various planning and zoning agencies and Palm Beach County DES/HCD and other land use authorities. Often involved in the initial programming and conceptual design of projects, our architects work with associated site planners and civil engineers to obtain initial site approvals and/or zoning changes.

Alexis Knight Architects is familiar with national and state building codes, as well as local Beach Property Owners Design Manual governing the design and construction of new building projects located in the North Beach and Seagate Overlay Districts. Our architects have ongoing working relationships with a number of building departments in various counties and municipalities throughout Florida.



The project team will consist of the project design consultants and The City of Delray Beach. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, Mr. Knight will determine the appropriate mix of individuals for each application.

The Project Manager will have a "hands-on" role during every aspect plan review process. The management function of the building project will represent the ingredient necessary to blend the talents of each design consultant and team member.

Section 7

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Proposed Fee for Services

Bid Form
Schedule of Pricing



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

Section 8

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Additional RFP Information

Acknowledgement of Corporation
Drug Free Workplace Certificate
Cone of Silence
Resumes
Proof of Insurance
Professional and Corporate Licenses and Registrations
Small Business Enterprise Program



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 7.....Resumes



Steven W. Knight, RA, AIA, NCARB

Mr. Knight is an architect with over 35 years of experience in production, design and management of various building projects. Levels of responsibility not only include production of design but building programming and site master planning. Mr. Knight has extensive experience in the public and private sectors including commercial, educational, healthcare and public works projects.

EDUCATION

- Bachelor of Architecture
Kansas State University, Kansas

PROFESSIONAL REGISTRATIONS

Registered Architect/Florida
Registered Architect/Illinois
Registered Architect/Missouri
Registered Architect/North Carolina
Registered Interior Designer/Florida

PROFESSIONAL AFFILIATIONS

- American Institute of Architects
- National Council of Architectural Registration Boards
- Member of the USGBC
- Palm Beach State College, Career Consultants Network

PROFESSIONAL EXPERIENCE:

Alexis Knight Architect, Inc.

Position - President
West Palm Beach, Florida
561 697 2600
09/13/2010 – Current

February 1995 – August 2010
Director of Architecture/Project Manager:

Hanson Professional Services Inc.
1601 Belvedere Road Suite 303S
West Palm Beach, Florida 33406
561 471 9370

July 1994 – February 1995

Project Manager:
Austin Group Architects
200 South 10th Street
Austin, Texas
210 631 7405

June 1991 – July 1994

Project Architect/Project Manager:
HBE Corporation Hospital Design Inc.
11330 Olive Street
St. Louis, Missouri 63141
314 567 9000

March 1983 – May 1991

Project and Office Manager:
John Lark and Associates, Architects
11 West Moody Ave.
314 968 2888

June 1979 – March 1993

Staff Architect:
Gornet and Shearman, Architects and Engineers
9909 Clayton Road
St. Louis, Missouri 63124

June 1978 – December 1979

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

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REPRESENTATIVE PROJECTS INCLUDE:

- **Building 72 Remodeling, Broward College, Pembroke Pines, FL.** Project manager and architect for the remodeling of Building 72 on the South Campus of Broward College.
- **The City of Tamarac, FL.** Architect the site development, project programming and design of a new 22,000square Fire Station, 10,000 square foot Public Services Building and renovations to the existing Utility Services Building
- **Pleasant City Building Renovations, West Palm Beach, FL.** Architect for reporting, design and construction Phase services
- **Twin Lakes Building Renovations, West Palm Beach, FL.** Architect for reporting, design and construction Phase services
- **Colony Oaks Building Renovations, West Palm Beach FL.** Architect for reporting, design and construction Phase services
- **Palm Beach County Sheriffs Office Administrative Complex and Vehicle Maintenance Facility Planning and Design, West Palm Beach, FL.** Project manager for design of the new building.
- **Indian River County Public Works And School District Vehicle Maintenance Facility Planning and Design, Vero Beach, FL.** Planning, design and construction documents for a new facility.
- **South Road Medical Office Building, Wellington, FL.** Project Manager and Architect for schematic design phase and construction documentation for two (2) new 14,000 SF medical office buildings.
- **Department of Health Public Health Facility, St. Lucie County, Port St. Lucie, Fla.** Project manager and architect responsible for the architectural design of a new \$2.5 million 20,000-square-foot facility.
- **Warren Library, Palm Beach Atlantic University, West Palm Beach, FL.** Coordinated the Architectural Design for a 79,500 SF "Library of the Future".
- **Broward College Student Affairs Center, Davie, Fla.** Project manager responsible for master planning, programming and full design services for a \$9 million 65,000 square-foot addition and renovation.

Additional Project Experience

- *Project Programming*
- *Master Planning*
- *Project Design*
- *Presentation*
- *Public Speaking*
- *Permitting Services*
- *Bidding Assistance*
- *Project Development*
- *Community Services*
- *Construction Administration*
- *Property Assessment Reporting*

Section 7.....Resumes



C. Arturo Afanador, AIA

EDUCATION

Pontificia Universidad Javeriana - Bogota,
Colombia – Management of Construction
Projects -1994

Colegio Superior de Telecomunicaciones -
Bogota, Colombia – Broadcasting - Production
of Radio &TV - 1985

Universidad Nacional de Colombia, Bogota,
Colombia - Bachelors degree in Architecture -
1980.

PROFESSIONAL REGISTRATIONS

Registered Architect
Bogotá, Columbia

Mr. Afanador has over 30 years of experience in production, design and management of various building projects. Levels of responsibility not only include production of design but building programming and site master planning of project in South Florida and in other countries. Mr. Afanador has extensive experience in the public and private sectors including commercial, residential, hospitality and public projects.

PROFESSIONAL EXPERIENCE:

Alexis Knight Architects, Inc.
Position - Design Manager
West Palm Beach, Florida
561 697 2600
09/13/2011 – Current

July 2002 - August 2011
Project Manager
The Sun Group, Inc
Jupiter, FL

June 1999 – July 2002
Job Captain:
Bilkey LLinax Design
Palm Beach Gardens, FL

1985 -1999
Owner
Afanador Architects
Bogotá, Columbia

1981 - 1985
Project and Office Manager:
Aldana, Parra, Deeb
Bogotá, Columbia

1978 - 1984
Staff Architect:
Proda LTDA
Bogotá, Columbia

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Section 7.....Resumes

Additional Project Experience

- Project Programming
- Master Planning
- Project Design
- Permitting Services
- Bidding Assistance
- Project Development
- Construction Administration
- Property Assessment Reporting

C. Arturo Afanador

- **Coco Retail Center, Port St. Lucie, FL** Architect for the programming, interior design, design and construction administration services.
- **Frenchman's Creek Fitness Center, Palm Beach Gardens, FL** Architect for the programming, interior design, design and construction administration services.
- **Grand Hyatt, Shanghai, China.** Architectural job captain, project designer and construction administrator
- **Kunlun Hotel, Beijing, China.** Architectural job captain, project designer and construction administrator
- **Sheraton Park Tower, London.** Architectural job captain, project designer and construction administrator
- **Grand Hyatt, Hong Kong.** Architectural job captain, project designer and construction administrator
- **Edificio Calle 100, Bogota, Columbia** - Architectural job captain, project designer and construction administrator
- **Edificio Coquibacoa, Bogota, Columbia.** Architectural job captain, project designer and construction administrator

Section 7.....Resumes



Annielyn N. Bactol, AIA Int'l Assoc., LEED AP

EDUCATION

- **Bachelor of Science in Architecture and Interior Design**
University of Santo Tomas, Manila
Phillippines.
1990-1992

PROFESSIONAL REGISTRATION AND CERTIFICATIONS

- LEED AP BD+C

PROFESSIONAL AFFILIATIONS

- American Institute of Architects
 - AIA #30445555
- USGBC
- Green Building Council Institute
 - GBCI # 10051369

Mrs. Bactol has over 15 years of professional experience and practice in Architecture and Interior Design. As an international architect, Annie has been instrumental in project assessment and reporting assistance.

Diversified project experience also includes project assistance with ADA assessment reporting, as well as site and environmental analysis, coordination of engineering systems, research of code compliance for municipal buildings.

PROFESSIONAL EXPERIENCE:

Alexis Knight Architects, Inc.
Position - Assistant Project Manager
West Palm Beach, Florida
561 697 2600
10/13/2011 – Current

April 2005 – September 2008
Project Coordinator:
Hanson Professional Services Inc.
1601 Belvedere Road Suite 303S
West Palm Beach, Florida 33406
561 471 9370

January 2003 – April 2005
Project Coordinator::
Bilkey-Llinas Design International

City Of Delray Beach

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Request for Proposal No. 2014-08



YEARS EXPERIENCE: 15
With BMC Since 2011

EDUCATION:

Bachelor of Science,
Mechanical
Engineering/2000
Florida Atlantic University

REGISTRATION:

Professional Engineer:
Florida # 62977

CERTIFICATIONS:

CMR: Certified Microbial
Remediator with the Indoor
Air Quality Council

CxA: Commissioning
Authority with ACG

LEED AP: US Green
Building Council

Bruce M. Ciarlariello, P.E., CMR, LEED AP, CxA

Principal-in-Charge

INDOOR AIR QUALITY - BUILDING FORENSICS

Confidential Caribbean Resort. Responsible for a team of five demolition workers. Witnessed the removal of drywall from various areas for approximately 150 rooms during a 36-day period. Responsible for making decisions regarding the amount of drywall to be removed based on an established protocol. Performed inspections on drywall once removed and collected samples of various areas to send to lab. Additionally, scanned the building envelope for thermal breaks and performed water pressure testing to establish areas of water entry.

Hampton-Inn, Dadeland, Miami, Florida. Lead Mechanical Engineer assisting project manager for the design and placement of new exhaust fans to be located within the bathrooms of 131 hotel rooms such that the building was positively pressurized. Project entailed a field visits to observe the building envelope with infrared camera and verifying building pressure with micro-manometer. Performed a roof top equipment inspection of the make up air unit to obtain all electrical data and serial number. Tasks also involved verifying location of the rooftop exhaust fans. Provided construction administration to verify corrective measures were implemented per the construction documents and specifications.

Hospitality Facility, Confidential Client, Hawaii. Performed on-site inspections for water cooled chilled water system, various mechanical systems, and electrical systems. Project involved moisture readings on drywall. Assisted lead mechanical design engineer with design concepts based upon field conditions. Field Engineer Manager for one tower on site and Exhaust System Designer for Lagoon Tower. Performed on-site coordination with the mechanical contractor, and on-site mechanical equipment inspections and observations. Performed moisture intrusion calculations related to the building envelope.

Marriott Hotel, Palm Beach Gardens, Florida; January 2003 to May 2006. Lead Mechanical Designer/Engineer for HVAC improvements for an 11-story hotel. Project involved control sequence modifications that provided active humidity control within the hotel lobby and reception areas. Performed load calculations to determine unit sizing for corridor units. Provided drywall removal inspection in guestrooms to determine limits of drywall demolition for contaminated areas. Inspected of various areas for code compliance, and observed of exterior building envelope for areas of possible infiltration. Performed building envelope observations with infrared camera to locate thermal breaks and work with architect to prepare solution.

City Of Delray Beach

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Alan Gerwig & Associates, Inc.
Civil & Structural Engineers
(561)792-9000
www.aga-engineering.com



EDUCATION

- BSCE, Civil Engineering
Lafayette College, 1977

PROFESSIONAL REGISTRATION AND CERTIFICATIONS

- PE

Alan Gerwig, P.E., S.I.

As Structural Engineer, Alan will oversee the structural design and will coordinate with the Project Team. Alan is an excellent communicator, project manager, and designer.

PROJECT EXPERIENCE INCLUDES

- o Davis Landings Affordable Housing Project, PBC, FL
- o PBSC General Classroom Building, Lake Worth, FL
- o Lake Worth Utility Building Evaluation, Lake Worth, FL
- o PBC Fire Station No. 32, Lake Worth, FL
- o Village of Royal Palm Beach Public Safety Facility, FL
- o Town of Palm Beach Stormwater Pump Stations

PROFESSIONAL EXPERIENCE:

Alan Gerwig & Associates
Position - President
Wellington, Florida
Current

City Of Delray Beach

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EDUCATION

- Bachelors of Architecture Degree, UACA, Costa Rica 1998
- Post-Graduate degree in Architecture, UACA, CR 2010
- Master of Landscape Architecture, Florida International University 2006

PROFESSIONAL REGISTRATION AND CERTIFICATIONS

- FL Registered Landscape Architect LA# 6667045
- Registered Architect in Costa Rica # A-22062

PROFESSIONAL AFFILIATIONS

- American Institute of Architect
- American Society of Landscape Architects
- International Society of Arboriculture
- Federated Institute of Architects and Engineers (CR)

Derick Langel, RLA, ISA Certified Arborist

Derick Langel has over 15 years of local and international experience in Architecture and Landscape Architecture Projects. Since 1995, Mr. Langel's has conceptualized, hand sketched and CAD drafted construction documents in the public and private sector. He has been involved with projects ranging from schematics to construction management in metric and imperial units throughout Florida, Puerto Rico, Anguilla, Turks and Caicos and Bahamas Islands, Costa Rica, Panama, Colombia, Brazil and Argentina. These projects have included Residential, High-rise, Commercial, Governmental, Institutional and Hospitality Architecture and Landscape Architecture construction documents that encompassed tree survey/removal/disposition plans, hard surface layouts, grading plans, planting plans, lighting plans as well as irrigation plans. Successful designs include swimming pools, fountains, water features, parks, plazas, project entry features, waterways and greenways.

Mr. Langel has been a key element to presenting grant use documentation and renderings for Cities to obtain Federal funding for FDOT complying streetscapes and parks. His 3D rendering techniques with PhotoShop refining and other graphic software skills enhances chances for our clients to secure community, private and governmental support and funding.

Mr. Langel's input is key in site inventory and analysis for our clients; coordinating with our Survey Department the location and species of trees and determining the dollar value of such trees; which is paramount in the process of elaborating tree disposition plans followed by landscape plans that show existing trees and vegetation that meets city requirements savings our clients' money.

Mr. Langel's ability to blend Architecture with Landscape Architecture and the environment with his array of experience that ranges from Hotel intimate gardens to Master planning is an absolute asset for the Keith and Associates family and our clients. He is an expert in AutoCAD, AutoCAD Revit, Sketchup, Photoshop, Adobe Suite, and Land F/X. Mr. Langel is currently involved in master plans for parks, tree disposition, landscape and irrigation plans for local airports, multi-residential developments and commercial properties.

PROFESSIONAL EXPERIENCE:


Keith & Associates, Inc.
Position - Director of Landscape Architecture
Pompano Beach, Florida
954 788 3400
Current

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

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 <p>KEITH & ASSOCIATES, INC. consulting engineers</p> <p>EDUCATION</p> <ul style="list-style-type: none"> o A.S., Architecture and Engineering Design, Catonsville Community College, Catonsville, MD, 1988 <p>PROFESSIONAL REGISTRATION AND CERTIFICATIONS</p> <ul style="list-style-type: none"> o State of Florida, Certified General Contractor # 1516581 <p>PROFESSIONAL AFFILIATIONS</p> <ul style="list-style-type: none"> o South Florida Water Management District Regulatory Peer Review Forum (Participant) o Advent Lutheran Church (Church Council former Deacon Chair) 	<p><u>Traci R. Scheppske, CGC, CM-BIM, LEED AP</u></p> <p>Traci Scheppske has more than 27 years of Owners Rep, Project Management and Design experience with land development firms. As Senior Engineering Manager she has provided complete project services overseeing all aspects of the Engineering design, permitting and construction for multiple projects for both commercial and residential developments. Her responsibilities include engineering design, and complete project management for land development projects with emphasis on site development, water distribution, sanitary sewer, drainage and roadway design. In addition to cost estimating, quantity take-offs, and bid evaluations she has extensive experience with project scheduling and coordination for design and construction. She regularly coordinates efforts for utility service/relocation with FPL, Bellsouth/AT&T Cable, gas etc., as well as, various disciplines such as Planning, Surveying, Architectural, Landscaping, and Construction. Her work has included all aspects of project management, design, and permitting and construction coordination for projects extending from Palm Beach County to the Florida Keys.</p> <p>PROFESSIONAL EXPERIENCE:</p> <p>Keith & Associates, Inc. Position - Vice President Pompano Beach, Florida 954 788 3400 Current</p> <p>PROJECT EXPERIENCE</p> <p>731 Hammondville Road (Martin Luther King Boulevard) Parking Lot, Pompano Beach, FL: The City of Pompano Beach is currently in the process of resurfacing the existing parking lot adjacent to the City's Community Redevelopment Agency (CRA) property. Keith and Associates is responsible for Civil Engineering Design, Surveying and Platting services for the following unified site comprised of the following land parcels: 731 Hammondville Road (Martin Luther King Boulevard); Raywood Park; and the unimproved NW 7th Terrace right-of-way.</p> <p>Pompano Beach Downtown Connectivity Plan, Phase 1 & 2: (Phase 1) Keith and Associates is responsible for performing an area wide study of the Northwest CRA existing infrastructure to create an underground utilities atlas map as well as to analyze the existing roadway infrastructure for suitability, connectivity and circulation. K&A prepared an assessment of the existing facilities and provided recommendations on suitability of the CRA's proposed land use. (Phase 2) Based on the approved Connectivity Plan as provided by the Pompano Beach CRA, the proposed improvements are to include pedestrian friendly streetscape with landscape/hardscape beautification features along MLK Blvd and in the Old Pompano Downtown; including special pavement materials, pedestrian lighting and roadway, streetscape furnishings, utility adjustments and drainage and roadway improvements.</p>
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City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

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Section 8.....Certificates of Insurance

		CERTIFICATE OF LIABILITY INSURANCE			ALEXXNI-01 TODONNELL DATE (MM/DD/YYYY) 10/17/2013			
		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).								
PRODUCER Legacy Insurance Solutions, LLC 3500 Financial Plaza 4th Floor Tallahassee, FL 32312-9399			CONTACT NAME: Tina O'Donnell PHONE (AC. No. Ext.): (850) 894-2333 E-MAIL ADDRESS: todonnell@legacyinsllc.com		FAX (AC. No.): (850) 894-3129			
INSURED Alexis Knight Architects, Inc. 1763 N. Florida Mango Rd, Ste 4 West Palm Beach, FL 33409-5283			INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Company		NAIC # 13056			
			INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR. LTR.	TYPE OF INSURANCE	ADDL. RISK	RRISK	VEH2	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC							EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$							EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below							WC STATUTORY LIMITS <input type="checkbox"/> DTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab				RDP0012147	3/20/2013	3/20/2014	Aggregate Limit 1,000,000
A	Professional Liab				RDP0012147	3/20/2013	3/20/2014	Each Occurrence 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)								
CERTIFICATE HOLDER				CANCELLATION				
For Insurance 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				

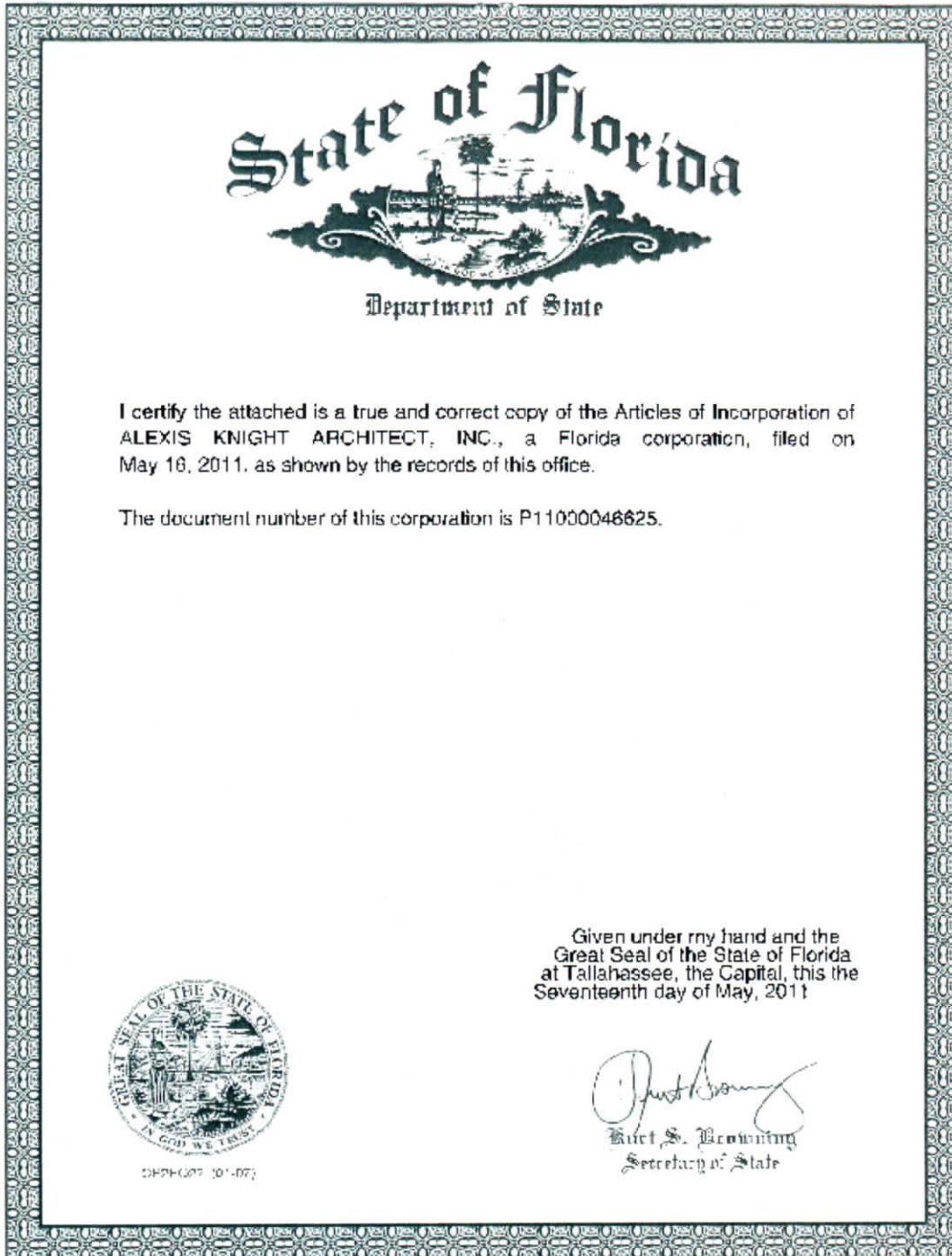
City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

Request for Proposal No. 2014-08

Section 8.....Professional and Corporate Licenses and Registrations



City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

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Section 8.....Professional and Corporate Licenses and Registrations

**THE FLORIDA STATE BOARD OF
ARCHITECTURE &
INTERIOR DESIGN**


HEREBY CERTIFIES THAT


STEVEN W. KNIGHT


HAS SATISFACTORILY SHOWN TO THE BOARD OF ARCHITECTURE AND INTERIOR DESIGN THE COMPETENCY AND FITNESS TO PRACTICE ARCHITECTURE: NOW THEREFORE BY VIRTUE OF THE POWERS VESTED IN IT BY THE STATE OF FLORIDA, THE BOARD OF ARCHITECTURE AND INTERIOR DESIGN ISSUES THIS CERTIFICATE TO PRACTICE ARCHITECTURE IN THE STATE OF FLORIDA AS PROVIDED IN THE STATUTES TO REGULATE THE PRACTICE OF ARCHITECTURE AND INTERIOR DESIGN SUBJECT TO THE REVOCATION POWERS VESTED IN THE BOARD.


AR 0015312 October 3, 1995
REGISTRATION NUMBER INITIAL REGISTRATION


IN TESTIMONY WHEREOF WITNESS OUR SIGNATURES AND
SEAL OF THE BOARD THIS 8
DAY OF November 19 96


BOARD CHAIRMAN


GOVERNOR




VICE-CHAIRMAN


SECRETARY

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

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Section 8.....Professional and Corporate Licenses and Registrations



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

BOARD OF ARCHITECTURE & INTERIOR DESIGN
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0763

(850) 487-1395

ALEXIS KNIGHT ARCHITECT, INC
1763 NORTH FLORIDA MANGO ROAD, ST 4
WEST PALM BEACH FL 33409

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

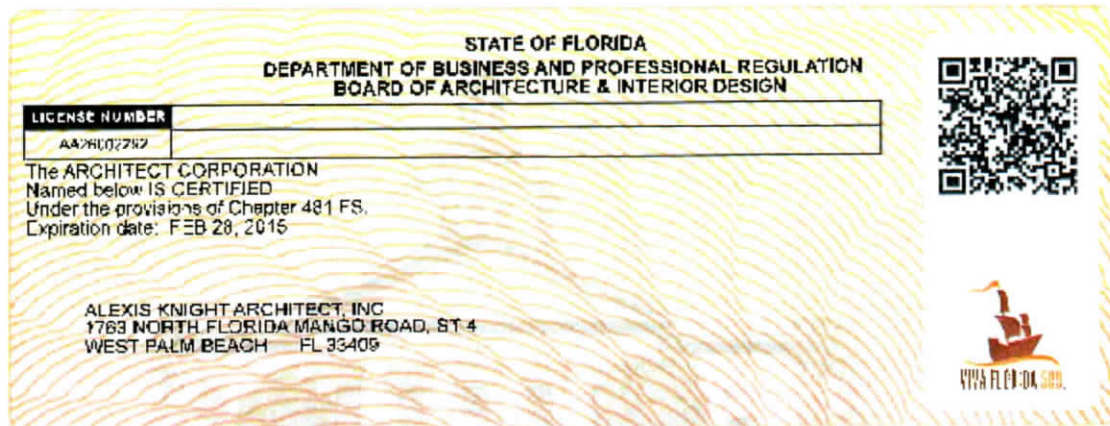
Every day we work to improve the way we do business in order to serve you better. For information about our services, please log only www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you. subscribe to department newsletters and learn more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

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



The Department of State is leading the commemoration of Florida's 50th anniversary in 2013. For more information, please go to www.VivaFlorida.org.

DETACH HERE



RICK SCOTT
GOVERNOR

ISSUED: 02/26/2013 SEQ# L130229000939
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

City Of Delray Beach

Architectural Compliance Review

For Properties in the Beach Overlay Districts

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Section 8.....Professional and Corporate Licenses and Registrations



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

**BOARD OF ARCHITECTURE & INTERIOR DESIGN
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

(850) 487-1395

KNIGHT, STEVEN W
1783 N.FLORIDA MANGO STE4
WEST PALM BEACH FL 33409

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

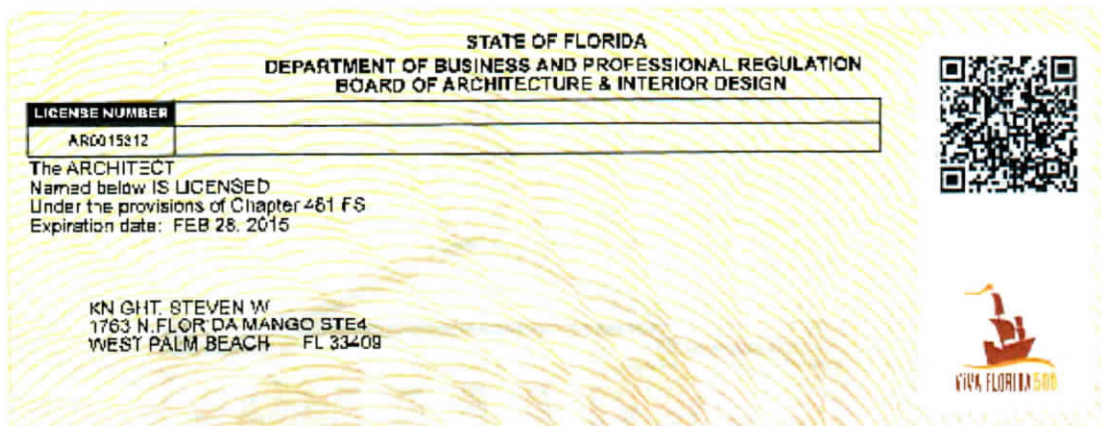
Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more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

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



The Department of State is leading the commemoration of Florida's 500th anniversary in 2013. For more information, please go to www.VivaFlorida.org.

DETACH HERE



LICENSE NUMBER

AR0015312

The ARCHITECT
Named below IS LICENSED
Under the provisions of Chapter 461 FS
Expiration date: FEB 28, 2015

KNIGHT, STEVEN W
1783 N.FLORIDA MANGO STE4
WEST PALM BEACH FL 33409



RICK SCOTT
GOVERNOR

ISSUED: 01/09/2013 SEQ# L1531093091157
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

SMALL BUSINESS CERTIFICATION

The City of West Palm Beach's Small Business Program

Certifies that

ALEXIS KNIGHT ARCHITECT, INC.

Has met the necessary requirements for certification as a Small Business under the Small Business Program as prescribed by the City of West Palm Beach's Ordinance Number 3366-00.

The following List of Services and/or Product are covered under this certification:

- ****
- Architect Services, Professional
 - Architectural Services, Professional
- ****

Issued by the City of West Palm Beach on December 7, 2012 and expires on December 31, 2015

Certificate Number: 1043874


Althea Pemsel, MA, C.P.M.
Procurement Official



September 2, 2011

**Department of Engineering
and Public Works**

P.O. Box 21229

West Palm Beach, FL 33416-1229

(561) 684-4000

FAX: (561) 684-4050

www.pbcgov.com

Alexis Knight Architect, Inc.
Attn: Steven W. Knight, President
1763 North Florida Mango Road, Suite 4
West Palm Beach, Florida 33458

RE: CONSULTANT CERTIFICATION WITH PALM BEACH COUNTY

Dear Mr. Knight,

Enclosed please find your approved certification with Palm Beach County. You will be receiving Notices of Required Professional Services (RFP's) as the County requires services in your areas of expertise.

Qualification data must be updated, when conditions are altered to either increase or reduce the Consultants capabilities, and/or when requested by the Department.

You are required to report changes of address and any significant changes to your manpower, capabilities, or work category qualifications, and provide us with copies of license renewals (corporate/professional).

Should you have any questions please contact me at (561) 684-4149.

Sincerely,


David L. Young, P.E.
Special Projects Manager

DLY:jch

Enclosure

Certification File – Consultant No. 1270

"An Equal Opportunity
Affirmative Action Employer"

F:\ROADWAY\CCNA\Certification\FIRMS\Alexis Knight Architect, Inc_1270\09_02_2011_New Firm docx

**Palm Beach County
Office of Small Business Assistance**

Certifies That

Alexis Knight Architect, Inc.

VENDOR # **VC0000137219**

is a Small Business Enterprise as prescribed by section 2-80.21 – 2-80.35 of the Palm Beach County Code for a three year period from October 22, 2012 to October 21, 2015.

The following Services and/or Products are covered under this certification:

**Architectural Consulting
Architectural Services, Professional
Planning, Site (Installation and Project)
Space Planning, Interior Design**

Palm Beach County Board of County Commissioners

Karen T. Marcus, Chair
Shelley Vana, Vice Chair
Paulette Burdick
Steven L. Abrams
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

County Administrator

Robert Weisman
Deputy County Administrator
Verdenia C. Baker



Allen Gray, Manager



10/22/2012

**Palm Beach County
Office of Small Business Assistance**

Certifies That

BMC Consulting, LLC

VENDOR # **VC0000133958**

is a Small Business Enterprise as prescribed by section 2-80.21 – 2-80.35 of the Palm Beach County Code for a three year period from August 9, 1011 to August 8, 2014.

The following Services and/or Products are covered under this certification:

**Energy Conservation Services and Audits
Fire Protection Engineering
Mechanical Engineering Services
Pollution Control Engineering**

Palm Beach County Board of County Commissioners

Karen T. Marcus, Chair
Shelley Vana, Vice Chair
Paulette Burdick
Steven L. Abrams
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

County Administrator

Robert Weisman
Deputy County Administrator
Verdenia C. Baker


Allen Gray, Manager



08/09/2011



American Council for Accredited Certification

hereby certifies that

Bruce M. Ciarlariello

has met all the specific standards and qualifications of the re-certification process,
including continued professional development, and is hereby re-certified as a

CMR

Council-certified
Microbial Remediator

This certificate expires October 31, 2012.

Charles F. Wiles

Charles F. Wiles, Executive Director

0610013

Certificate Number

This certificate remains the property of the American Council for Accredited Certification.

**Palm Beach County
Office of Small Business Assistance**

Certifies That

Alan Gerwig & Associates, Inc

VENDOR # **ALAN0012**

is a Small Business Enterprise as prescribed by Section 2-80.21– 2-80.35 of the Palm Beach County Code for a three year period from December 28, 2012 to December 27, 2015.

The following Services and/or Products are covered under this certification:

**Civil Engineering Services
Engineering Consulting Services
Structural Engineering Services**

Palm Beach County Board of County Commissioners

Steven L. Abrams, Chairman
Priscilla A. Taylor, Vice Chair
Val R. Valeche
Paulette Burdick
Shelley Vana
Mary Lou Berger
Jess R. Santamaria

County Administrator

Robert Weisman

Deputy County Administrator

Verdenia C. Baker


Allen Gray, Manager
December 13, 2012





State of Florida
*Minority, Women &
Service-Disabled Veteran*
Business Certification

Keith and Associates, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes for a period from:

05/02/2012 to 05/02/2014

John P Miles, Secretary

Florida Department of Management Services
Office of Supplier Diversity



Office of Economic and
Small Business Development

Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-6010 • TTY 954-357-5664

This Certificate is Awarded to:

KEITH AND ASSOCIATES, INC.

As set forth in the Business Opportunity Act of 2004
and/or the County Business Enterprise Act of 2009, the
certification requirements have been met for:

County Business Enterprise

BC - CBE - Certificate Expires: 9/21/2013


Small Business Development Manager

The Office of Economic and Small Business Development must be notified within 30 days of any material changes in the business which may affect ownership and control.
Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.

A service of the Broward County Board of County Commissioners
www.broward.org/smallbusiness



Certificate Number: 07-D0007

Issue Date: 02/22/2007

**Small Business
Development Division**

Governmental Center Annex
115 S. Andrews Avenue, Room A640 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-6010

This Certificate is Awarded to: KEITH AND ASSOCIATES, INC.

The requirements have been met for certification for: Disadvantaged Business Enterprise

As set forth in the Business Opportunity Act of 2004. The Small Business Development Division must be notified within 30 days of any material changes in the business which may affect ownership and control. Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.

A handwritten signature in black ink, appearing to read "Maria Young", is written over a horizontal line.

File #07-D0007 BC-DBE - ANNIVERSARY DATE - Annually on February 13th

Small Business Development Division

Broward County Board of County Commissioners
Josephus Eggleston, Jr. • Sue Gunzburger • Kristin D. Jacobs • Ken Keechl • Ilene Lieberman • Stacy Ritter • John E. Rodstrom, Jr.
Diana Wasserman-Rubin • Lois Wexler
www.broward.org/smallbusiness

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ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056



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Section 1

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Cover Letter



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056

Section 2

City Of Delray Beach

Architectural Compliance Review
For Properties in the Beach Overlay Districts
Request for Proposal No. 2014-08

Check List

Exhibit A - Consultants Checklist



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 13.0056