

# Architectural Compliance Review

For Properties in the Beach Overlay Districts  
City of Delray Beach  
Request for Qualifications No. 2017-054



May 9, 2017

**ALEXIS KNIGHT ARCHITECTS**

**AKA** Project No. 17.0029P



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# Architectural Compliance Review

For Properties in the Beach Overlay Districts

City of Delray Beach

Request for Qualifications No. 2017-054



## Chapter 1

### Letter of Intent and Form A

MAY 9, 2017

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 17.0029P

# ALEXIS KNIGHT ARCHITECTS

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Sustainable Design + Innovative Solutions

May 9, 2017



**RFQ# 2017-054 Committee**

c/o Ms. Theresa Webb, CPPO, CPPB, CPSM, C.P.M.  
Chief Purchasing Officer  
Purchasing Department  
100 NW 1st Avenue  
Delray Beach, FL 33444

**RE: City of Delray Beach**

**Architectural Compliance Review Services for Properties in the Beach Overlay Districts  
Request for Qualifications (RFQ# 2017-054)**

To the Committee:

Since April 29, 2014, **Alexis Knight Architects, Inc.** has been reviewing the development applications submitted for new projects located within the Ocean, Seagate and North Beach Overlay districts. Our firm has developed a specific process and methodology for reviewing the plans and application packages issued for these new residential projects. After reviewing over 30 applications and residential building designs for compliance, we have developed a thorough understanding of the requirements of the Beach Property Owners Design Manual (BPODM).

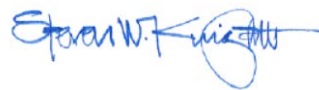
**Alexis Knight Architects** has worked with head planner, Mr. Timothy Stillings and site planner, Mr. Michael Vinci to identify portions of the BPODM that need refinement and further interpretation

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.

In an effort to continue working with **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 in processing, reviewing and approving the application packages submitted by the property Owners.

We look forward to continuing our working relationship with The City of Delray Beach.

Sincerely,  
**Alexis Knight Architects, Inc.**

A handwritten signature in blue ink, appearing to read "Steven W. Knight".

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



## City of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

### Chapter 1

#### Form A - Proposal Submittal Signature Page

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name: Alexis Knight Architects Inc

Street Address: 100 NE 6th Street, Suite 102 Boynton Beach, FL 33435

Mailing Address (if different from Street Address):

Telephone Number(s): 561-374-9242

Fax Number(s): NA

Email Address: sknight@akarchitectsinc.com

Federal Identification Number: 90-07300530

Acknowledged by:

Alexis Knight Architects Inc.

Firm Name



May 9, 2017

Signature

Date

Steven W. Knight – Principal Architect/Owner

Printed Name and Title

By signing this document, the Proposer agrees to all terms and conditions of this RFQ which includes the Sample Agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOS

## City of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

### Chapter 1

#### Form A - Signature Authority

Indicate below Proposer's type of organization and provide the required documentation as applicable to demonstrate that the executor of Proposer's Proposal is duly authorized to execute on behalf of, and as the official act of, Proposer.

#### Form A - Signature Authority

Indicate below Proposer's type of organization and provide the required documentation as applicable to demonstrate that the executor of Proposer's Proposal is duly authorized to execute on behalf of, and as the official act of, Proposer.

Select	Type of Organization	Officer Who Signed Proposal Submittal Signature Page	Required Authorizing Documentation
<input type="checkbox"/>	Corporation	President, Vice President, or Chief Executive Officer	None
<input checked="" type="checkbox"/>	Corporation	Director, Manager, or other title	Corporate resolution
<input type="checkbox"/>	Limited Liability Company (LLC) – Member-Managed	Member	Articles of Organization or Operating Agreement
<input type="checkbox"/>	Limited Liability Company (LLC) – Manager-Managed	Manager	Articles of Organization or Operating Agreement
<input type="checkbox"/>	Limited Partnership	General Partner	Document demonstrating the legal authority to bind the Limited Partnership
<input type="checkbox"/>	Partnership	Partner	None
		CEO, Director, Manager or other title	Authorizing documentation
<input type="checkbox"/>	Individual	Individual	None

☐ Documentation is not required.

☐ The required authorizing documentation is included with Proposal

# Architectural Compliance Review

For Properties in the Beach Overlay Districts

City of Delray Beach

Request for Qualifications No. 2017-054



## Chapter 2

### Statement of Organization

W-9

MAY 9, 2017

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 17.0029P

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## Chapter 2

## Statement of Organization

### Statement of Organization

#### A. Legal Contracting Name

Alexis Knight Architects, Inc. (AKA)

#### B. State of Organization or Incorporation

On October 1, 2010 Alexis Knight Architects, under Identification Number 27-3581834, Document Number L05000104818, became a legal registered LLC, in the Statue of Florida.

On May 16, 2011, Alexis Knight Architects, Inc., under Identification Number 90-07300530, Corporation Number P11000046625, became a legal registered "S" Corporation in the State of Florida.

Alexis Knight Architects, Inc. is currently in good standing with, and continues to satisfy the requirements of the Florida Business Act, Section 607.0701(1).

Alexis Knight Architects, Inc. is currently a registered and licensed Architectural Business in the State of Florida. License Number AA26002292.

#### C. Ownership of Structure of Proposer's Company

On May 16, 2011, Alexis Knight Architects, Inc., under Identification Number 90-07300530, Corporation Number P11000046625, became a legal registered "S" Corporation in the State of Florida.

#### D. Completed W-9

Please see attached completed W-9.

#### E. Contact Information

Office Address: 100 NE 6<sup>th</sup> Street, Suite 102  
Boynton Beach, FL 33435  
Telephone Number: 561 374 9242  
Email Address: [sknight@akarchitectsinc.com](mailto:sknight@akarchitectsinc.com)  
Web Page Address: <http://akarchitectsinc.com>

#### F. Years in Business

Alexis Knight Architects, Inc. has been in the business since 2010 and is in good standing for seven (7) years in offering Architectural services.



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## Chapter 2

## Statement of Organization

### G. List of Officers, Owner and/or Partners

**Steven W. Knight – President/Owner**  
100 NE 6<sup>th</sup> Street, Suite 102  
Boynton Beach, FL 33435  
Contact Nos. – 561.374.9242

**Robyn Alexis Knight – Vice President**  
100 NE 6<sup>th</sup> Street, Suite 102  
Boynton Beach, FL 33435  
Contact Nos. – 561.374.9242

### H. Contact Information of the Proposer's Primary Representative

Name: **Steven W. Knight**  
Mailing Address: 100 NE 6<sup>th</sup> Street, Suite 102  
Boynton Beach, FL 33435  
Contact Nos.: 561.374.9242

### I. Contact Information of the Proposer's Secondary Representative

Name: **Rex Sucaldito**  
Mailing Address: 100 NE 6<sup>th</sup> Street, Suite 102  
Boynton Beach, FL 33435  
Contact Nos.: 561.374.9242

### J. Pending Litigation

There are **NO** circumstances or current disciplinary actions underway or pending against **Alexis Knight Architects**, or any partners or employees of the firm by any State regulatory bodies, professional organizations or Public / Private Clients in the past five (5) years which is related to the services sought in this RFQ and that proposer provides in the regular course of business

### K. Ownership Changes to Proposer's Organization

There have been **NO** material changes in the business operations of the firm.

<p><b>Form W-9</b> (Rev. October 2007) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p>	<p>Give form to the requester. Do not send to the IRS.</p>				
<p>Name (as shown on your income tax return) <b>Steven W. Knight</b></p>						
<p>Business name, if different from above <b>Alexis Knight Architect, Inc.</b></p>						
<p>Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership  <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) <input type="checkbox"/> Exempt payee  <input type="checkbox"/> Other (see instructions) ▶</p>						
<p>Address (number, street, and apt. or suite no.) <b>100 NE 6th Street, Suite 102</b></p>		<p>Requester's name and address (optional)</p>				
<p>City, state, and ZIP code <b>Boynton Beach, FL 33435</b></p>						
<p>List account number(s) here (optional)</p>						
<p><b>Part I Taxpayer Identification Number (TIN)</b></p>						
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p>						
<p><b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">or</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"><b>90 0730530</b></td> </tr> </table>	Social security number	or	Employer identification number	<b>90 0730530</b>
Social security number						
or						
Employer identification number						
<b>90 0730530</b>						
<p><b>Part II Certification</b></p>						
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. citizen or other U.S. person (defined below).</li> </ol>						
<p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.</p>						
<p><b>Sign Here</b></p>	<p>Signature of U.S. person </p>	<p>Date ▶ <b>May 9, 2017</b></p>				
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Purpose of Form</b></p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> <li>Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).</li> <li>Certify that you are not subject to backup withholding, or</li> <li>Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.</li> </ol> <p><b>Note.</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p>						
<p><b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none"> <li>An individual who is a U.S. citizen or U.S. resident alien,</li> <li>A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,</li> <li>An estate (other than a foreign estate), or</li> <li>A domestic trust (as defined in Regulations section 301.7701-7).</li> </ul> <p><b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p> <p>The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:</p> <ul style="list-style-type: none"> <li>The U.S. owner of a disregarded entity and not the entity,</li> </ul>						

# Architectural Compliance Review

For Properties in the Beach Overlay Districts

City of Delray Beach

Request for Qualifications No. 2017-054



## Chapter 3

## Qualifications

- Professional and Corporate Licenses and Registrations

MAY 9, 2017

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 17.0029P

## *State of Florida Department of State*

I certify from the records of this office that ALEXIS KNIGHT ARCHITECT, INC. is a corporation organized under the laws of the State of Florida, filed on May 16, 2011.

The document number of this corporation is P11000046625.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on January 20, 2016, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twentieth day of January,  
2016*



*Ken Detjen*  
**Secretary of State**

Tracking Number: CR1882095644

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



## Chapter 3

## Professional and Corporate Licenses and Registrations



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

BOARD OF ARCHITECTURE & INTERIOR DESIGN  
 2601 BLAIR STONE ROAD  
 TALLAHASSEE FL 32399-0783

(850) 487-1395

ALEXIS KNIGHT ARCHITECT, INC  
 100 NE COTH STREET, SUITE 102  
 BOYNTON BEACH FL 33435

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 onto [www.myfloridalicense.com](http://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.

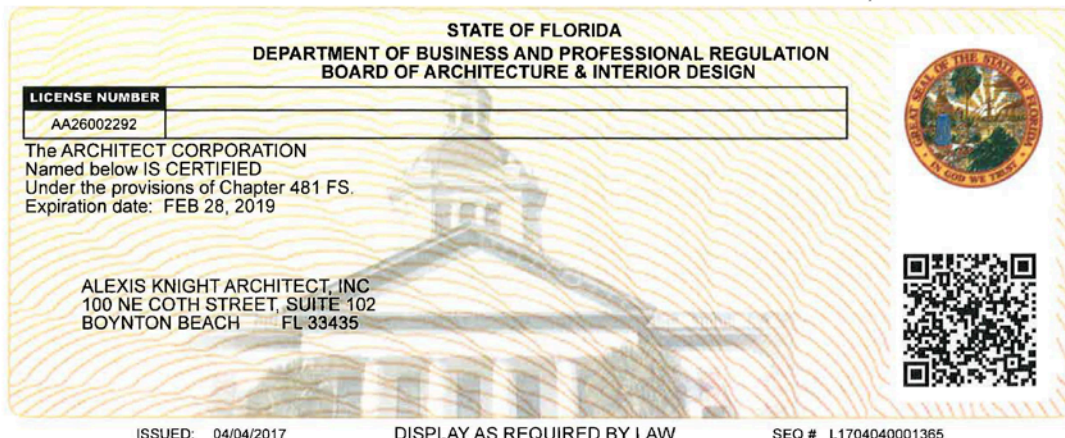
Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

RICK SCOTT, GOVERNOR

MATILDE MILLER, INTERIM SECRETARY



ISSUED: 04/04/2017

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SEQ # L1704040001365





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

**BOARD OF ARCHITECTURE & INTERIOR DESIGN**  
 2601 BLAIR STONE ROAD  
 TALLAHASSEE FL 32399-0783

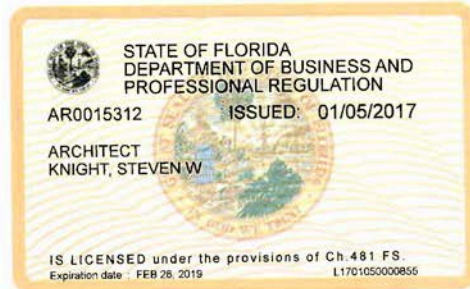
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KNIGHT, STEVEN W  
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 BOYNTON BEACH FL 33435

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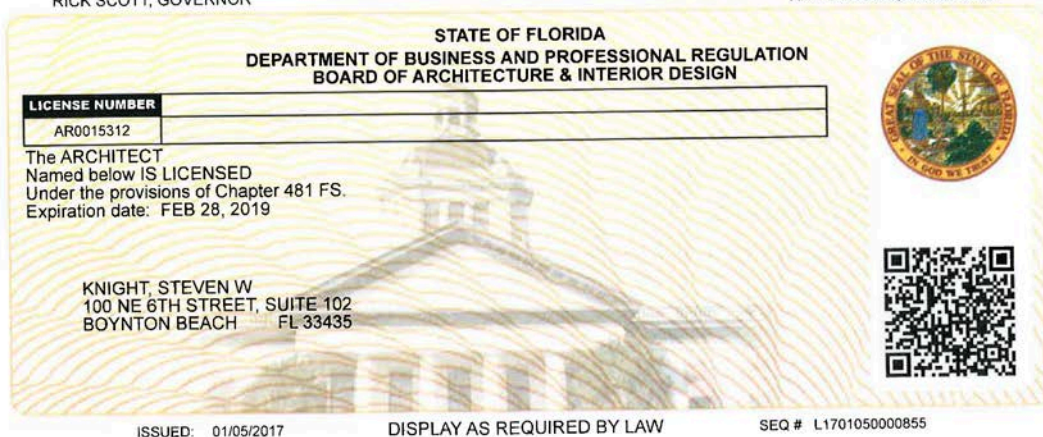
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RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY



ISSUED: 01/05/2017

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

BOARD OF ARCHITECTURE & INTERIOR DESIGN  
 2601 BLAIR STONE ROAD  
 TALLAHASSEE FL 32399-0783

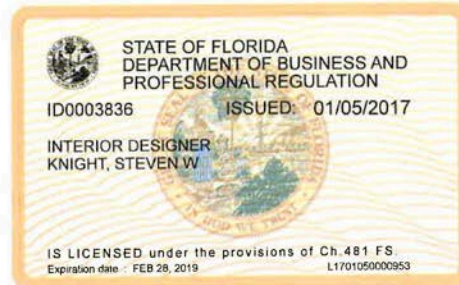
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RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

<b>LICENSE NUMBER</b>	
ID0003836	

The INTERIOR DESIGNER  
 Named below IS LICENSED  
 Under the provisions of Chapter 481 FS.  
 Expiration date: FEB 28, 2019

KNIGHT, STEVEN W  
 100 NE 6TH STREET, SUITE 102  
 BOYNTON BEACH FL 33435

ISSUED: 01/05/2017
DISPLAY AS REQUIRED BY LAW
SEQ # L1701050000953

# Architectural Compliance Review

For Properties in the Beach Overlay Districts

City of Delray Beach

Request for Qualifications No. 2017-054



## Chapter 4

### Proposal Requirements Information

- Section A – Experience, Background, Reference, Feedback
  - Section B – Similar Completed Projects
- Section C – Approach to Project Management
- Section D – Organizational Structure

MAY 9, 2017

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 17.0029P



## City of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

### Chapter 4 Section A

### Experience, Background, Reference, Feedback

**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 (AKA)** 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, and under this agreement, **AKA** served as the Peer Review Architect for all new building projects.

These projects were required to comply with specific guidelines established by our client, and with 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 rigid alteration requirements established by our clients and other governmental approval agencies, many of the projects that were prepared or reviewed by our Architects were involve complying 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 City of Delray Beach Planning and Zoning Department
- Palm Beach County Planning and Zoning Department
- Palm Beach County Department of Economic Sustainability

**Alexis Knight Architects** has maintained its strong commitment to serving clients and providing top-quality plan review and peer review services



## City Of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts

### Chapter 4 Section A

### Experience, Background, Reference, Feedback

Clients and Contact Information	Project Name, Address & Scope of Services
<p>Mr. Michael Vinci Planner The City of Delray Beach</p> <p>Planning and Zoning Department City of Delray Beach 100 NW 1<sup>st</sup> Avenue Delray Beach, FL 33444 vinci@mydelraybeach.com</p>	<p>Since April 29, 2014, Alexis Knight Architects, Inc. has been reviewing the development applications submitted for new projects located within the Ocean, Seagate and North Beach Overlay districts. After reviewing over 30 applications and residential building designs for compliance, we have developed a thorough understanding of the requirements of the Beach Property Owners Design Manual (BPODM).</p>
<p>Mr. Michael O'Dell The Village of Wellington Telephone 561.753.2532 Director of Operations 12300 Forest Hill Boulevard Wellington, FL 33414 <a href="mailto:modell@wellingtonfl.gov">Email: modell@wellingtonfl.gov</a></p>	<p>Alexis Knight Architects prepared a Needs Analysis Narrative and Building Program for the new Public Works Facility. AKArchitects has worked carefully with the Public Work staff and Village Representative to assist in providing the technical reporting services necessary to complete the Needs Analysis for the new Public Works Facility.</p>
<p>Vivek Galav, P.E. Project Manager The City of West Palm Beach Engineering and Public Works Department 401 Clematis Street, 4<sup>th</sup> Floor West Palm Beach, FL 33402 Tel: 561-233-0266</p>	<p>The City of West Palm Beach commissioned Alexis Knight Architects, Inc to prepare a Building Assessment and Analysis Report for the existing West Palm Beach Municipal Golf Course Clubhouse Building. Alexis Knight Architects has assembled the Project Team consisting of the Engenuity Group, Alan Gerwig &amp; Associates and Beacon Consulting.</p>
<p>Michael Hamilton, A.I.A. Project Manager Broward College 3501 SW Davie Road Davie, FL 33314 Tel: 954-201-6972 <a href="mailto:mhamilton@broward.edu">mhamilton@broward.edu</a></p>	<p>Building 72 Building Renovations South Campus - Pembroke Pines, FL Programming, Design and Construction Student Affairs Building Central Campus Davie, FL Programming, Design and Construction Phase Services</p>
<p>Jim Barnes Assistant Village Manager Village of Wellington 12794 W. Forest Hill Blvd. Suite 23 Wellington, FL 33414(561) 753-2504 <a href="mailto:jbarnes@wellingtonfl.gov">jbarnes@wellingtonfl.gov</a></p>	<p>Steven W. Knight prepared the Design Build Criteria Package for the new Village of Wellington Town Hall Project. The document established the project program for design, the basis of design and methodology for the delivery of the \$10,340,000.00 building project.</p>



Architectural Compliance Review  
The City of Delray Beach  
Beach Property Owners Design Manual (BPODM) Review Services

Since April 29, 2014, Alexis Knight Architects, Inc. has been reviewing the development applications submitted for new projects located within the Ocean, Seagate and North Beach Overlay districts. Our firm has developed a specific process and methodology for reviewing the plans and application packages issued for these new residential projects. After reviewing over 30 applications and residential building designs for compliance, we have developed a thorough understanding of the requirements of the Beach Property Owners Design Manual (BPODM).

Alexis Knight Architects has worked with Planning, Zoning and Building Director, Mr. Timothy Stillings and planner, Mr. Michael Vinci to identify portions of the BPODM that need refinement and further interpretation.

Architectural Peer Review  
Broward College

From 2006 through 2009, Steven W. Knight, Architect provide plan and peer review services for the facilities Department of Broward College. Mr. Knight reviewed plans for the multiple Broward College campuses for discreet building projects throughout Broward County.

Architectural Peer Review  
Nova Southeastern University  
Puerto Rico Student Education Center (SEC) Program

Alexis Knight Architects, Inc provided the peer review services for the Tenant Fit-Out for the Student Education Center (SEC) Program for Nova Southeastern University located in San Juan, Puerto Rico. The Tenant Fit-Out drawings, released for bids and dated December 19, 2012, have been prepared by ACAI Associates, Inc. As discussed during our meeting on February 18, 2013, Leo A. Daly retained the services of AKA, Inc. to provide a Peer Review of the architectural drawings for the above mentioned project

This Peer Review will result in the identification of areas that may not comply with the intent of the 2011 Puerto Rico Building Code (based on the IBC - International Building Code 2009) and define materials or product characteristics that may require additional information. The comments provided by AKA will be offered as "Code Required" or "Recommendations".

AKA provided a deliverable that illustrated the areas in question and related comments. These deliverables will include PDF's files with red marks, identifying each area of concern and the subsequent comment notations. Red marks and notations shown on the PDF versions of the drawings only.

## City of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

### Chapter 4 Section C

### Approach to the Project Management

**Alexis Knight Architects (AKA)** 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. **AKA** has established procedures and methodologies for the review of construction drawings for residential project similar to those identified in the Request for Qualifications (RFQ). **AKA** architectural and planning team has worked with South Florida Public Sector clients such as Broward College, Nova Southeastern University, The Village of Wellington 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 master planning, 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 **AKA** 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** 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.

## Chapter 4 Section D

## Organizational Structure

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 requires a “no nonsense” approach and methodologies based on specific project requirements that are as sophisticated as any other discreet project type.

Alexis Knight **Architects (AKA)** has a history of developing creative and economical solutions in order to comply with code requirements and specific budgets. We know that while their assessment, design and construction must be economical, they also must be very durable, efficient and as maintenance-free as possible. **AKA** has the design expertise that would be reinforced by the technical “know-how” and project delivery.

### Assigned (AKA) Key Personnel

Name of individual	Role / Responsibility
Alexis Knight <b>Architects</b> 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.
Alexis Knight <b>Architects</b> Rex Sucaldito, BS. Arch LEED®AP	Assistant Project Manager - Responsibilities include production, technical and report assistance.
Alexis Knight <b>Architects</b> Annielyn N. Bactol, Int. Assoc. A.I.A. LEED®AP	Assistant Project Manager - Responsibilities include production, technical and report assistance.
Alexis Knight <b>Architects</b> Connor Peede, BA	Intern Architect - Responsibilities include production, technical and report assistance.



## EDUCATION

- Bachelor of Architecture  
Kansas State University, Kansas  
1979

## PROFESSIONAL REGISTRATIONS

Registered Architect/Florida  
Registered Architect/Missouri  
Registered Architect/Louisiana  
Registered Interior Designer/Florida

## PROFESSIONAL AFFILIATIONS

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

## **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.

### 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:**

**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 10<sup>th</sup> 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

#### **Architectural Intern:**

**Gornet and Shearman, Architects and Engineers**  
9909 Clayton Road  
St. Louis, Missouri 63124

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## Chapter 4 Section D

## Organizational Structure

### 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.
- **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.
- **Palm Beach County Sheriff's 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.

### 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*





Mr. Sucaldito has over 10 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. Sucaldito has extensive experience in the public and private sectors including commercial, residential, hospitality and public projects.

- ### PROFESSIONAL EXPERIENCE:

Alexis Knight Architects, Inc.  
Position - Assistant Project Manager/Designer  
Boynton Beach, Florida  
561 374 9242  
09/13/2013 – Current

- July 2008 - August 2011  
Design Consultant  
**Unisource Consulting Group Inc.**  
Chicago, IL

2007-2008  
Junior Project Manager and Designer  
**JMWA Architects**  
Boca Raton, FL

TRCP Office  
Stuart, FL

Historic Building Renovation/Addition  
Architectural Designer

2005-2007  
Project Manager  
**CH2Mhill**  
West Palm Beach, FL

**Florida ANG Facility**      **Air National Guard Hangar Renovation**  
 Jacksonville, FL      Architectural Designer

2004-2005  
Architectural Designer  
**Schwab Twitty & Hanser Architects**  
West Palm Beach, FL

**PBCC Training Center**  
Lake Worth, FL

**Technical Laboratory and Training Facility**  
Architectural Designer

FAU Humanity Bldg.  
Boca Raton, FL

Performing Arts Theater/ Cultural Training Lab  
Architectural Designer

## Chapter 4 Section D

## Organizational Structure



### EDUCATION

- **Bachelor of Science in Architecture and Interior Design**  
 University of Santo Tomas, Manila  
 Philippines.  
 1980-1985
- **Master of Science in Urban Planning**  
 University of the Philippines, Manila  
 Philippines.  
 1990-1992
- **Master in Business Administration**  
 University of Phoenix  
 Arizona  
 2011-2013

### PROFESSIONAL REGISTRATION AND CERTIFICATIONS

- LEED AP
- Philippine Registered Architect  
 License No. 8975
- United Architects of the Philippines,  
 Member #12000

### PROFESSIONAL AFFILIATIONS

- American Institute of Architects (AIA)
- US Green Building Council (USGBC)
- National Architectural Accrediting Board (NAAB)
- United Architects of the Philippines (UAP)

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

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**  
**561 374 9242**  
**10/13/2010 – Current**

- **Jonathan Landings Office Building, Fla.** Project Coordinator-responsible for project coordination for a 2,490 SF Office Building in Jupiter, FL
- **Neighborhood Renaissance Apartment, FL** Architectural Designer-Responsible for the design and coordination of the project for Design City approval.
- **DYNO Nobel Maintenance and Office Building Extension, LA** Project Coordinator and Architectural Designer for the extension of Maintenance, Warehouse, and Office Building.

February 2005 – September 2008

Project Coordinator:

**Hanson Professional Services Inc.**

1601 Belvedere Road Suite 303S

West Palm Beach, Florida 33406

561 471 9370

- **Broward College Student Affairs Center, Davie, Fla.** Project Coordinator responsible for master planning, programming and full design services for a \$9 million 65,000 square-foot addition and renovation.
- **Palm Beach County Sheriff's Office Administrative Complex and Vehicle Maintenance Facility Planning and Design, West Palm Beach, FL.** Project Coordinator
- **South Road Medical Office Building, Wellington, FL.** Project Coordinator and Architectural Designer for schematic design phase and construction documentation for two (2) new 14,000 SF medical office buildings.



## EDUCATION

- Bachelor's Degree in Architecture  
Florida Atlantic University

## AWARDS

- Golden Key International Honor  
Society Member
- CPTED Practitioner Seminar  
Certificate
- LEED Accredited Professional (AP)  
United States Green Building  
Council (USGBC)

## Connor Peede, B.Arch.

Mr. Peede has 1 year of experience in production of various building projects. Mr. Peede has experience in the public and private sectors including commercial, residential, hospitality and public projects.

## PROFESSIONAL EXPERIENCE:

01/13/2016 – Current

**Alexis Knight Architects, Inc.**

Position – Architectural Drafting

Boynton Beach, Florida

561 374 9242

01/13/2016 – Current

## List of Notable Projects:

- **GMP Manufacturing and Processing Warehouse**  
Opa Locka FL.
- **City Hall Building Assessment Report**  
Town of South Palm Beach, FL.
- **PSBusiness Park's Boca Commerce**  
Boca Raton, FL.
- **Casa Costa Retail Store**  
Boynton Beach, FL

May 2012 – January 2016

**Empirical Builders Construction/ Gast Construction Group, Inc.**

Position – Carpenter

West Palm Beach, FL

## List of Notable Projects:

- Palm Beach Zoo new exhibit construction/ maintenance work; West Palm Beach, FL.
- Boca Physical Therapy Office interior remodel; Boca Raton, FL.
- City Hall interior/exterior renovations; Town of South Palm Beach, FL.

# Architectural Compliance Review

For Properties in the Beach Overlay Districts

City of Delray Beach

Request for Qualifications No. 2017-054



## Chapter 5

### Forms and Attachments

- Form B – Public Entity Crimes
- Form C – Drug Free Workplace
- Form D – Conflict of Interest Disclosure
- Form E – Acknowledgement of Addenda

MAY 9, 2017

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 17.0029P

## Form B - Public Entity Crimes

### NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Alexis Knight Architects Inc.

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Firm Name



May 9, 2017

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Signature

Date

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Steven W. Knight – Principal Architect/Owner

Printed Name and Title



**City of Delray Beach**  
**Architectural Compliance Review Services**For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054**Form C - Drug-Free Workplace**

In the event a tie exists at the conclusion of evaluations, preference will be given to the supplier(s) who certifies it has a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

TIE: Whenever two or more proposals are equal with respect to scoring for the evaluation criteria (e.g., price, experience, quality, service) are received for the procurement of commodities or contractual services, a proposal received from a supplier that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing a tie will be followed if none of the tied suppliers have submitted this Form C and/or 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.

Acknowledged by:

Alexis Knight Architects Inc.

Firm Name



May 9, 2017

Signature

Date

Steven W. Knight - Principal Architect/Owner

Printed Name and Title

## City of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

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### Form D - Conflict of Interest Disclosure

The award of the agreement is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal, the name of any officer, director, or agent who is also an employee or relative of an employee of the City of Delray Beach.

Furthermore, all Proposers must disclose the name of any City employee or relative(s) of a City employee who owns, directly or indirectly, an interest in the Proposers firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this RFQ.

Acknowledged by:

Alexis Knight Architects Inc.

---

Firm Name



May 9, 2017

Signature

Date

Steven W. Knight – Principal Architect/Owner

Printed Name and Title

**City of Delray Beach**  
**Architectural Compliance Review Services**For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

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**Form E - Acknowledgment of Addenda**

The Proposer hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this RFQ. It is the sole responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. Failure to submit acknowledgement of each addendum issued may result in the Proposer being deemed non-responsive.

ADDENDA NUMBER	ADDENDA DATE



Principal Architect/Owner

Signature of Proposer's Agent

Title

Steven W. Knight

May 9, 2017

Printed Name

Date

# Architectural Compliance Review

For Properties in the Beach Overlay Districts

City of Delray Beach

Request for Qualifications No. 2017-054



## Chapter 6

### Evidence of Insurance

MAY 9, 2017

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 17.0029P

## City Of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

### Chapter 6

### Evidence of Insurance

		<b>ALEXKNI-01 CHOLZWORTH</b> DATE (MM/DD/YYYY) <b>9/28/2016</b>			
<b>CERTIFICATE OF LIABILITY INSURANCE</b>					
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.					
<b>IMPORTANT:</b> 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).					
<b>PRODUCER</b> Legacy Insurance Solutions, LLC 1410 Piedmont Drive East 2nd Floor Tallahassee, FL 32308-7942		<b>CONTACT NAME:</b> Carol Holzworth <b>PHONE (A/C, No, Ext):</b> (850) 894-2333 <b>E-MAIL ADDRESS:</b> cholzworth@legacyinsllc.com <b>FAX (A/C, No):</b> (850) 894-3129			
<b>INSURED</b>  Alexis Knight Architects, Inc. 100 NE 6th Street, Suite 102 Boynton Beach, FL 33435		<b>INSURER(S) AFFORDING COVERAGE</b>			
		<b>INSURER A:</b> RLI Insurance Company			
		<b>INSURER B:</b>			
		<b>INSURER C:</b>			
		<b>INSURER D:</b>			
		<b>INSURER E:</b>			
<b>INSURER F:</b>		<b>NAIC #</b> 13066			
<b>COVERAGES</b>					
<b>CERTIFICATE NUMBER:</b>					
<b>REVISION NUMBER:</b>					
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 SUBR INSD WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/ AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS				EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liabili		RDP0026348	09/20/2016 09/20/2017	Aggregate 1,000,000
A	Professional Liabili		RDP0026348	09/20/2016 09/20/2017	Occurrence 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
<b>CERTIFICATE HOLDER</b>  For Information Purpose Only			<b>CANCELLATION</b>  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 		

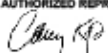


## City Of Delray Beach Architectural Compliance Review Services

For Properties in the Beach Overlay Districts  
Request for Qualifications No. 2017-054

### Chapter 6

### Evidence of Insurance

ACORD <sup>®</sup>		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 8/25/2015			
<p>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.</p> <p>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).</p>							
<b>PRODUCER</b> Keyes Coverage Insurance 5900 Hiatus Road Tamarac FL 33321			<b>CONTACT NAME</b> Suzie B. <b>PHONE (A/C No. Ext.)</b> 954-724-7000 <b>FAX (A/C No.)</b> <b>E-MAIL ADDRESS:</b> suzieb@keyescor.com				
<b>INSURED</b> 12012 Alexis Knight Architects, Inc. & Alexis Knight Architects, LLC 100 NE 6th Street Suite 102 Boynton Beach FL 33435			<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Twin City Fire Insurance Co <b>NAIC #</b> 235 <b>INSURER B:</b> Hartford Casualty Insurance Co <b>29424</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>				
<b>COVERAGES</b> <b>CERTIFICATE NUMBER: 817423488</b> <b>REVISION NUMBER:</b>							
<p>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.</p>							
INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	21SBMZ15734	9/20/2015	9/20/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		21SBMZ15734	9/20/2015	9/20/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			21SBMZ15734	9/20/2015	9/20/2015	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 Follow Form \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	21WECZT0586	12/3/2014	12/3/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>Certificate holder is included as an additional insured when required by written contract                      30 days notice of cancellation-10 days for non-payment of premium                      Certificate holder is listed as additional insured for GL when required by written contract.</p>							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
<p>***For Proposal Purposes Only***</p>				<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>			
				<p>AUTHORIZED REPRESENTATIVE</p> 			

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ACORD 25 (2014/01)

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