



Statement of Qualifications
Cooper City, Florida | RFQ #2024-1-PW
Continuing Professional Consulting Services



January 21, 2025



Building Relationships Based on Trust and Results



TAB 1

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TAB 2 | LETTER OF INTEREST

Tedra Allen, City Clerk
City of Cooper City
9090 SW 50th Place
Cooper City, FL 33328

RE: Continuing Professional Consulting Services, RFQ # 2024-1-PW

K2M Design, Inc., is privileged to offer our qualifications for continuing contracts in coastal communities to Cooper City's Continuing Professional Consulting Services.

K2M Design is a full-service Architectural, Engineering and Interior Design firm with Facility Engineering and Specialty Services divisions. Founded 23 years ago and incorporated in Key West, we now have well over 100 employees in offices throughout Florida, the Midwest and Southeast. Thanks to a significant investment in technical infrastructure during the pandemic, K2Mers work seamlessly with each other and our colleagues in real time, enabling us to tailor each team and scale resources to each task based on expertise while ensuring we have "boots on the ground" in the areas where we work. K2M offers:

Ongoing Services Contract Proficiency. We are successful with IDIQ contracts because we hold them with public agencies and utilities throughout all our offices. In Florida, we have continuing services contracts with local governments in Monroe County, the City of Sanibel, The Villages, Naval Air Station Key West, Levy County, Florida Department of Corrections and others. We understand task-order assignments and administrative requirements and we respect timelines and budgets, knowing that taxpayers are the ultimate clients.

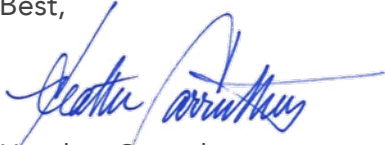
Resilient Design Expertise. From city halls to hotels, fire stations to soccer fields, historic renovations to routine repairs, we have designed facilities built to withstand Florida's harsh environment since our founding. Ensuring our structures exceed 180 MPH wind loads, meet FEMA requirements and comply with varied local regulations as well as the FBC is part of our DNA. We embark on each project committed to improving its longevity and minimizing its long-term operational expense.

Disaster Recovery Experience. With K2M Design's innovative and nimble team of experts strategically located throughout the country as well as in Florida, we understand storm recovery, restoration and rebuilding. K2M has provided temporary and permanent recovery services for hundreds of clients throughout the State for two decades. We understand our unique climate, stringent building codes, and State and Federal regulations. Along with our colleagues at Ovid Solutions, we also can help you access needed funding not only for disaster recovery, but also for projects that can mitigate damage before it occurs. While we always hope severe storms will pass by, we can assure you that we will be there if they don't.

K2M was founded with the mission of Building Relationships Based on Trust and Results. To that end, we affirm that the content of this submittal is true and accurate. We are eager to execute the Professional Services Agreement included with the RFQ and will meet the insurance requirements requested. **As outlined in Exhibit A, K2M would like to be considered for the following: Architecture - Community Centers, Fire Stations, Other Municipal Buildings, Site Plans, and Structural; Mechanical, Electrical, Plumbing (MEP) - Mechanical, HVAC Systems, Plumbing, Electrical, Lighting/Photometric, Fountains.**

Our dedicated team is bringing Cooper City exceptional skill, experience, expertise and commitment to exceed your expectations and serve the community for decades. We promise you are making the right choice in partnering with the K2M Team, and pledge to be an accessible, open and effective partner. Thank you in advance for your confidence in us.

Best,



Heather Carruthers

Director of Business Development, Southeast Region

1150 Virginia Street Key West, FL 33040

330.307.5841 | hcarruthers@k2mdesign.com

Exhibit A
Services to be Considered
Architecture

Discipline: Architecture

- Y Yes, my firm would like to be considered for services within the above-referenced discipline that are marked below with an “X”, or otherwise listed.**
- Y No, my firm would not like to be considered for services within the above-referenced discipline.**

NOTE: Check only those services your firm will provide as a prime consultant. Do not include outside or sub-consultants.

CONSIDER MY FIRM FOR THE SERVICES MARKED BELOW WITH AN “X”.

[illegible]

Exhibit A
Services to be Considered
Mechanical, Electrical, Plumbing (MEP)

Discipline: Mechanical, Electrical, and Plumbing

- Y Yes, my firm would like to be considered for services within the above-referenced discipline that are marked below with an “X”, or otherwise listed.**
- Y No, my firm would not like to be considered for services within the above-referenced discipline.**

NOTE: Check only those services your firm will provide as a prime consultant. Do not include outside or sub-consultants.

CONSIDER MY FIRM FOR THE SERVICES MARKED BELOW WITH AN “X”.

[illegible]

TAB 3 | QUALIFICATIONS OF THE FIRM



AT A GLANCE

Founded: 9/1/2001

Headquartered in:
Key West, FL

Professional Services

- Master Planning
- Programming
- Architecture
- Interior Design
- MEP/ FP & Structural Engineering
- Energy Engineering
- Assessment Services

100+ Professionals

- 28 Architects/Designers
- 16 Design Engineers
- 10 Interior Designers
- 09 Project Managers
- 17 Facility Engineers
- 13 Specialty Engineers

61 Licensed/Certified Professionals

85 miles from K2M Key Largo





We create your vision — not ours. With K2M Design's innovative and nimble team of experts strategically located throughout the country, we lead large and small-scale projects with local purpose and connection. Solving problems is our passion, and for more than two decades, K2M's award-winning work has exemplified our founding mission: Building Relationships Based on Trust and Results. Together, we strive to improve how assets function, systems operate, and our interactions with space. We do this in partnership with you and our empowered team working collaboratively in architecture, engineering, interior design, master planning, and facility assessment.

K2M has completed thousands of projects in Florida in the civic, institutional, hospitality, educational and residential sectors over the past 23 years. K2M is recognized for developing the unique character of each project and creating innovative design solutions that respect our clients' sensibilities and budgets. We practice Principal Oversight on all our projects to ensure the company's leadership are engaged in the entirety of your project.

As a fully integrated multi-discipline design practice, we create innovative architectural and engineering solutions that exceed our client's expectations. We develop systems that improve the built environment by creating healthier, more energy-efficient, and structurally sound buildings. Our team creates solutions that address safety, maintainability, health and wellbeing of building occupants, sustainability, and future growth all while hitting cost and schedule targets - providing value to our clients. By fusing innovative technologies with tried-and-true best practices, the buildings we design and restore today are more sustainable, resilient, flexible and efficient than ever before.

Our primary expertise is in the management and execution of institutional and government-based projects, with a special focus on helping institutions think smarter. K2M has vast experience in managing and delivering task order based projects for governmental and institutional bodies.

K2M Design
1150 Virginia Street
Key West, FL 33040

K2M Firm Contact:
Heather Carruthers
305.307.5841
hcarruthers@k2mdesign.com

www.k2mdesign.com

State of Florida

Department of State

I certify from the records of this office that K2M DESIGN, INC. is a corporation organized under the laws of the State of Florida, filed on March 28, 2005.


The document number of this corporation is P05000048146.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 9, 2024, 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 May, 2024*




Secretary of State

Tracking Number: 8590278595CU

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

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

TAB 4 | PROJECT TEAM/MANAGER'S EXPERIENCE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1		6	
2		7	
3		8	
4		9	
5		10	



Devon Ayers RA, SREF, CPTED

Senior Project Manager

Devon brings considerable experience to the Florida Keys based team. He is responsible for the management of deliverables along with the development of our Revit based new construction projects. Devon provides proactive communication and project architecture to various clients including institutional, residential, commercial, and hospitality markets. He has undergone over 40 hours of project management training improving on his effectiveness as a project team leader, focusing his attention on client communication, contractor coordination, resource management and budget adherence.

CREDENTIALS

Registered Architect

PSMJ A/E/C Project
Management Boot Camp

Kent State University
Master of Architecture
Bachelor of Science
Architecture

12 YEARS EXPERIENCE

RELEVANT PROJECTS

City of Marathon, Marathon, FL
Continuing Service Contract | Multiple Renovation/Addition Projects

Monroe County Emergency Operations Center, Marathon, FL
FEMA standards | Command, Communication, Safe Room | 24.5K GSF

College of the Florida Keys Upper Keys Campus, Key Largo, FL
New College Campus | 2-Story / 38,000 SF

FDEP John Pennekamp Coral Reef State Park, Key Largo, FL
Redesign and Planning for New Interpretive Center at State Park

Frederick Douglass Community Center, Key West, FL
New Construction | 10,000 SF | Conception/Design/Construction Admin | \$5M



Scott Maloney, AIA, LEED AP

Principal / Architect of Record

Scott's day-to-day focus on relationship building, project leadership, and visioning provides him the opportunity to actively demonstrate the level of service our clients have come to rely on. A key aspect of his interest and talent is in the programming, planning and design approach when assisting clients on the physical operations of their facilities. This program-driven approach is carried through the entire project to ensure the final product meets the agency's specific operational needs for years to come.

RELEVANT PROJECTS

Monroe County Emergency Operations Center, Marathon, FL
FEMA standards | Command, Communication, Safe Room | 24.5K GSF

College of the Florida Keys Upper Keys Campus, Key Largo, FL
New College Campus | 2-Story / 38,000 SF

City of Marathon, Marathon, FL
Continuing Service Contract | Multiple Renovation/Addition Projects

NASA Worldwide, Worldwide
Continuing Service Contract | Assessments and Renovations of facilities

Casa Marina Resort, Key West, FL
Historic Renovation & New Construction | \$80M

CREDENTIALS

Registered in Florida,
48 Additional States & DC

LEED Accredited
Professional

Kent State University
Bachelor of Science
Architecture

27 YEARS EXPERIENCE



Steve Grasley, PE

Engineer of Record

Steve is a highly experienced technical executive with a broad background in design engineering and corporate general management, including expatriate assignments in the Asia-Pacific regions. In the past twenty years, Steve has been involved in development for commercial, residential, government, institutional and large-scale projects throughout the Caribbean, Florida and elsewhere in the United States. Prior to K2M, Steve worked in senior leadership and engineering capacities (including Manager, Director and Vice President) for large corporations.

CREDENTIALS

Registered in
45 States & DC
Syracuse University
Master of Electrical
Engineering

Rensselaer Polytechnic
Institute
Master of Mechanical
Engineering (Hon)

44 YEARS EXPERIENCE

RELEVANT PROJECTS

College of the Florida Keys Upper Keys Campus, Key Largo, FL
New College Campus | 2-Story, 38,000 SF | \$20M

Cedar Lake Public Safety Center, Cedar Lake, IN
Joint Fire and Police Headquarters | Planning and Design | 20,400 SF

Florida Keys Electric Cooperative Dining and Training, Marathon, FL
Emergency Capabilities | 200+ Wind Design | Support of 200 Lineman

Lake Correctional Facility, Clermont, FL
Medical Facility | Planning and Design | 175,000 SF

Marathon City Hall, Marathon, FL
Engineering Design and Planning | 180+ MPH Wind Design



Heather Carruthers

Director / Principal-in-Charge

Heather is a respected business and community leader with a diverse background in marketing, hospitality, government and real estate, and served as a Monroe County Commissioner and Mayor prior to joining K2M. Throughout her career, she has spearheaded innovations that have moved organizations and projects forward successfully. Heather understands public projects and budgeting, and her experience as a County leader around Hurricane Irma and during the pandemic have given her valuable insight into emergency operations, disaster response, and State and Federal funding requirements and procedures.

CREDENTIALS

Wells College
Bachelor of Arts

Monroe County Local
Mitigation Strategy
Working Group

Licensed Realtor

PSMJ Project Management
Boot Camp

43 YEARS EXPERIENCE

RELEVANT PROJECTS

Casa Marina Resort, Key West, FL
Historic Renovation & New Construction | \$80M

Frederick Douglass Community Center, Key West, FL
New Construction | 10,000 SF | Conception/Design/Coordination | \$5 M

FDEP Pennekamp Coral Reef State Park, Key Largo, FL
Redesign and Planning for New Interpretive Center at State Park

City of Marathon, Marathon, FL
CSA Contract | 7 Mile Bridge & 33rd Street Corridor | \$5M in Projects

College of the Florida Keys Upper Keys Campus, Key Largo, FL
New College Campus | 2-Story, 38,000 SF | \$20M



Meghann Gregory, AIA, NCARB, WELL AP

Architect

As a highly motivated architect, Meghann brings extensive design expertise in historic preservation, adaptive reuse, site planning, and project administration. Her diverse background includes deep technical understanding of design, construction documentation, specification writing and BIM capabilities. Meghann is an award-winning planner and designer, translating these accolades to creative design solutions for institutional, commercial, healthcare and public use projects. Meghann hones her design skills and management approach by serving on boards and committees focusing on professional development and community outreach.

CREDENTIALS

Registered Architect

University of Tennessee
Master of Architecture

17 YEARS EXPERIENCE

RELEVANT PROJECTS

Casa Marina Resort, Key West, FL
Historic Renovation & New Construction | \$80M

FDEP Pennekamp Coral Reef State Park, Key Largo, FL
Redesign and Planning for New Interpretive Center at State Park

Frederick Douglass Community Center, Key West, FL
New Construction | 10,000 SF | Conception/Design/Coordination | \$5 M

Mecklenburg County CRCs, Charlotte, NC
Planning | Programming | New Construction | 3 Sites | \$150M per site

Sandpiper Gulf Resort, Fort Myers Beach, FL
Code Analysis



Cristina von Essen, RA

Architect

Cristina brings a unique perspective in architectural design to the K2M team. Her career spans several countries, giving her many cultural experiences to weave into her design solutions. Cristina is passionate about sustainable design, applying cost effective techniques to solutions developed by the architectural and engineering teams at K2M. Cristina is licensed in the United States and is also a registered architect in Puerto Rico, where she worked on historic restoration projects including for the Iglesia San José, the oldest church in the Americas.

RELEVANT PROJECTS

MarineLab - Marine Resources Deveopment Foundation, Key Largo, FL
Architecture/Engineering/Construction Administration | \$7 M

FDEP Pennekamp Coral Reef State Park, Key Largo, FL
New Interpretive Center at State Park | Site and Civil Coordination

College of the Florida Keys Upper Keys Campus, Key Largo, FL
New College Campus | 2-Story, 38,000 SF | \$20 M

Key West Housing Authority, Key West, FL
Renovations and Improvements | Multiple Locations in Key West, Vary by Size

Frederick Douglass Community Center, Key West, FL
New Construction | 10,000 SF | Conception/Design/Coordination | \$5 M

CREDENTIALS

Registered Architect

Nottingham University
Master of Science
Renewable Energy &
Architecture

8 YEARS EXPERIENCE



Eddie Blanco, PE

Structural Engineer

Eddie, Cape Coral native, is responsible for the coordination, administration, and design of multiple projects. He has experience and knowledge in all phases of engineering design and construction for renovation and new construction projects. Eddie is a strong team communicator with the ability to understand and propose practical solutions to client problems. He leads all structural and spalling repair projects in the Keys and works with the full MEP team to identify solutions for Keys projects. Eddie is detailed in his field visits and is able to interpret design and engineering solutions for a successful outcome.

CREDENTIALS

Professional Engineer

University of Florida
Bachelor of Science
Civil Engineering

Santa Fe College
Associate of Arts
Engineering

6 YEARS EXPERIENCE

RELEVANT PROJECTS

NASA Deferred Maintenance Assessments, Worldwide
Assessments Documenting Condition Across Platform | 50 M SF Worldwide

NASA FY23 Energy Audit, 4 NASA Locations
ASHRAE Level II Energy and Water Audit | 127 total buildings | 4.1M GSF

College of the Florida Keys, Key West, FL
Assessments and Renovations to Education Facilities | Multiple Buildings

Florida Coastal Spalling Florida
Assessment and Remediation of Coastal Spalling Issues - Multiple Projects

Florida Department of Transportation, State of Florida
Construction, Engineering and Inspection for Various Operations within FDOT

K2M DISCIPLINE LEADERS



Bonnie Kyle, AIA, NCARB | 22 Years Experience
QA/QC Director of Architecture

Bonnie is a registered architect in Ohio and NCARB certified with more than 20 years of experience in the field. She is known for her strong leadership skills and has held senior roles such as senior design lead and vice president of implementation. Bonnie is passionate about creating immersive experiences for clients that are both award-winning and scalable globally. She is a visionary and creative leader with a proven track record of overseeing projects, managing client relations, and developing high-performing teams. Her expertise spans strategy, design, implementation, and thought leadership, and she is known for consistently delivering innovative solutions that redefine physical spaces. Bonnie's integrated and transparent approach to project delivery has garnered her a strong reputation within the industry.

- Registered Architect in Ohio | Louisiana Tech University, Bachelor of Architecture



Corrie Malkowski, PE | 21 Years Experience
QA/QC Director of Engineering

Corrie is a registered professional engineer equipped with extensive experience in design, project management, and leadership. With a diverse engineering background and a wealth of project experience, she thrives on collaborating with others and possesses exceptional communication skills to effectively convey project intent. Adept at managing contractors, budgets, and timelines, Corrie exhibits strong organizational skills that enable her to efficiently handle complex projects. She has a remarkable ability to comprehend new concepts and ideas, allowing her to adapt and innovate in new environments.

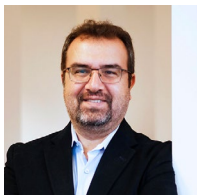
- Professional Engineer in 2 States | University of Akron, Bachelor of Science in Civil Engineering



Mark Wutz, PE, CEM, LEED AP, CDSM, CPMP, CPM | 30 Years Experience
QA/QC MEP/FP

Mark has significant experience in assessing, designing, and commissioning mechanical and plumbing systems, both as a consulting engineer and as a contractor. He has extensive knowledge in overall mechanical and plumbing system design, commissioning and troubleshooting, construction supervision, construction cost estimating, indoor air quality evaluation, life cycle cost analysis, HVAC controls, as well as identifying and implementing energy optimization strategies. Mark serves as the company's lead engineer overseeing our most complicated projects as well as assuring the quality control on every mechanical, electrical, plumbing (MEP), and fire protection (FP) project requires.

- Professional Engineer in 15 States | SUNY at Buffalo, Bachelor of Science in Industrial Engineering



Reza Motarjem, NCIDQ | 26 Years Experience
QA/QC Senior Structural Engineer

Reza's vast experience designing for municipal/civic facilities makes him a true asset to the team. His in-depth knowledge of design codes and standards ensures each building is smartly designed. Reza is effective at coordinating across disciplines to connect a project's architectural and structural details. Reza works in concert with the team to ensure each design responds to the unique needs of public facilities. Reza is astute in multiple structural systems including concrete, steel, precast, and load-bearing masonry. Additionally, he guides the team in concrete restoration work (historic repairs, spalling, and other degradation). Reza is the lead QC reviewer for all complex structural designs.

- Professional Engineer | University of Tabriz, Master of Science, Structural Engineering
Bachelor of Science, Civil Engineering

TAB 5 | APPROACH TO HANDLING OF POTENTIAL PROJECTS

Successful Continuing Services Agreements are all about partnerships – relationships built on trust, open communication, responsiveness and a clear understanding of client needs. With dozens of Continuing Services contracts in our portfolio, K2M has developed a disciplined approach to task assignment delivery.

Once the Continuing Services Agreement is signed, the projects undertaken can vary widely, from studies to repairs to renovations and additions, involving different disciplines, scopes, budgets and timing constraints. Regardless of the size or specifics of the individual task, any government project is ultimately funded by taxpayers, and must benefit the community that government serves. K2M understands the importance of efficiency, transparency and excellence in work with civic entities, and our experience with governments of all sizes proves that out.

We begin by listening carefully to develop a clear understanding of the project scope, ensuring expectations are clearly set in advance and met upon completion. Our project leadership team collaborates with you to establish your goals for the work. We confirm the scope during the proposal and task assignment process and commence work once we receive your written approval of the scope and proposal fee.

To maximize efficiency and minimize costs, we “right-size” our approach to each task and monitor costs as the project progresses. Based on the defined scope, we engage the appropriate team members to execute the work. While our approach is flexible and assignment-specific, the following elements remain consistent:

- Careful attention to client direction
- Dedicated, primary point of contact from K2M
- Clearly defined scope of work, roles, schedule, and communication plan at project kick-off
- Robust QA/QC led by discipline leaders
- Regular scheduled project updates

K2M sets the management pace early in the relationship by establishing quality controls over the design team management, contractual obligations, schedule, administrative requirements, reporting



Plan (CP) at the start of each engagement.

nents and budget. We routinely start with a formal kick-off meeting to review and coordinate the schedule, communication protocols and project requirements, creating a Project Management Plan (PMP) and a Communication Plan (CP) at the start of each engagement.

COMMUNICATION ELEMENT	DELIVERY METHOD	TIMING	DISTRIBUTION
SOW Confirmation	Email, Video, Telephone	Prior to Contracting and Kick-off	Key Stakeholders
Data Requests	Email, Video, Telephone	As Required	Key Stakeholders and Facilities
Meeting Agenda	Email	2 days after Each Meeting	Key Stakeholders
Meeting Minutes	Email	2 Days After Each Meeting	Key Stakeholders
Informal Communications	Email, Video, Telephone	Instantly	Not Required
Presentations	Video/In Person	As Needed	Key Stakeholders

We request that you designate a dedicated contact person to serve as a key decision-maker for the project. This individual will collaborate closely with our team, receiving regular updates and addressing any issues that could impact the project’s timeline, budget, or other critical aspects.

We recognize that challenges can arise in any project. At K2M, we embrace the philosophy of “Bad News Fast.” We don’t shy away from obstacles but address them promptly, developing solutions and mobilizing the necessary resources to stay on track. Our nimble and connected team is experienced in finding creative solutions to difficult problems. Through

thorough planning, anticipating potential hiccups, quick responses, and clear, frequent communication, we have built long-lasting relationships with local, state, and federal governments.

Central to K2M's culture is a robust infrastructure that includes detailed planning, milestone quality control reviews, schedule and cost performance measures, risk management, and effective communication both internally and externally. This rigorous approach provides the City with visibility and oversight needed to confidently achieve project goals. As the City's partner, we implement an effective, schedule-driven management plan designed for success.

Qualities and Capabilities

Operationally-driven analyses and planning are essential in providing top-notch services. Our approach does not simply look at design solutions from the physical standpoint, but rather the long-term operation which we know is at far greater cost than the initial construction. Evaluating sustainability, determining energy efficiencies, and understanding all proposed uses and requirements at the beginning will result in smartly developed projects.

Quality Control

K2M's system of quality control and assurance encompasses a project's architectural and engineering components and reasonable assurance of complying with applicable local, state, and federal codes and ordinances, as well as all contractual requirements. Our Internal Control Process is based on proven strategies that have been successfully employed on other Continuing Service Contracts and will meet Cooper City's goals, mission, and requirements for each project. Throughout the design, some of the proven quality control tools and procedures we use to coordinate with the design team to help reach key decisions quickly include:

- assigning the proper team members to each task order
- using BIM as a tool to facilitate coordination
- proper execution of work plans
- using functional and accessible web-based information sharing tools (including our CMAP software)

Most importantly, at each project milestone the work receives an intra-disciplinary quality control check that enables the next phase to flow smoothly.



Every stage is a building block, one proceeding the other and it is crucial that each milestone is reached with the highest success.

Coordination with Subconsultants

For this contract K2M is not proposing any sub-consultants. However, if a task order requires additional services not provided by the team, we will engage trusted partners to provide professional services that complement the team. Partnering is a project approach designed to allow the design and construction process to be performed within an environment of mutual trust, commitment to shared goals, and open communication among the client, architect/engineer, construction manager, general contractor (if applicable), and subcontractors.

Ability to Meet Schedules

The K2M team embraces project scheduling and work plan development as the foundation for a successful project. We will work with Cooper City to create responsive and effective work plans that will identify key deliverables, decisions, and milestone progress points for team members.

From the beginning of each project, milestone dates will be established by all participants. This will enable the project schedule to be met and allow work to be conducted in an orderly manner. Operational schedules will then be maintained, depending on the project complexity, including:

- 90-day quickstart graphic schedule
- Weekly calendar schedule reviews
- Progress report schedule reviews
- Phase percent complete report

In addition, we may schedule regular meetings with

you, either virtual or in-person, to communicate status, issues for decision, and action item responsibilities. In over 4,000 projects, our buttoned-up approach has meant **we have met or beat client schedules 94% of the time.**

Following the completion of the design phases we work hand in hand with the Construction Manager (if utilized) to review the construction schedule, identify any problems, and to assist in the development of a detailed short-range timeline that helps set weekly goals of accomplishment to maintain the scheduled course. Should we encounter a delay during our review, we will work with the contractor to develop a recovery schedule as required to maintain contractual requirements for completion.

Methodology to Accomplish Major Projects

The process begins with proven best practices and tailors them to individual project goals and mission priorities using our proven, structured approach. At K2M we understand the importance of meeting all the criteria that govern each task order we complete. For each individual task order, we have found that it is most efficient to have a single point of contact from the client side to work closely with the K2M project manager.

We develop conceptual design solutions shortly after commencing the project for the stakeholders to review, selecting our direction with an understanding of the programmatic requirements, operational needs, and preferred look and feel of the design. Once that direction is set, we incorporate the standards and guidelines into the work (building codes, standards, sustainability, required design phases and documents). We then test our designs

for quality, consistency, accuracy, constructability, schedule and of course, budget. We leverage senior staff to provide the QC review and estimate the work if a consulting estimator is not part of our team. These checks and balances assure that we are meeting or exceeding the design intent at every step of the way.

We make this happen by finalizing the scope of work together with our project manager and your stakeholders to ensure all elements of the work are considered. This is typically done by visiting the existing site/space with and talking through the scope. We gather all existing documentation on file, review it, ask questions if there are conflicts in the scope of work, and prepare a proposal for your acceptance. Taking the time to set the right foundation for a project is critical for success. Our process has been honed for over 20 years, allowing us to become highly efficient, accurate in our scope, and able to execute on budget and on schedule every time.

Facility Concepts / Schematic Design

Next, we will finalize the programmatic requirements (affirmed from the Scope of Work (SOW)). We will quickly start developing three-dimensional concepts – testing program requirements, reviewing spatial relationships, operations, and access to natural light. The structural engineers will investigate strategies including options for foundations, floor loading and floodplain / wind requirements. The mechanical, electrical and plumbing engineers will develop various options available, along with code implications, for energy usage and reduction strategies for your review to determine applicability.

These concepts will be presented to you with impacts on cost and operations. Then a preferred scheme, which may be a combination of elements from the preliminary concepts, will be developed. This deliverable will typically include a detailed cost estimate, schematic level drawings and preliminary specifications including descriptions and diagrammatic plans of engineering systems.

Design Development

Upon approval of the Schematic Design, the team will begin Design Development. All visible areas



of the project will be defined during this phase including exterior and interior elevations; finishes, furniture and equipment; floor and ceiling plans and cross sections as applicable. Building systems will be further defined. This phase further develops the design and incorporates all engineering disciplines to establish the final scope and details of the work. The Design Development phase works to achieve a cost-effective and viable solution that answers the needs of the mission by defining in detail all aspects of the project.

Construction Documents

Based on the approval of the Design Development Documents, and on the authorization of any adjustments in the project requirements and the budget for the cost of the work, the team shall prepare Construction Documents for approval. The Construction Documents shall illustrate and describe the development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The team shall update the estimate for the cost of the work as well.

Permitting and Bidding

We take a pro-active approach to securing permit approvals with applicable agencies and jurisdictions, meeting with the appropriate staff early in the project. This assures that all concerns and requirements are met and scheduling parameters can be established for approvals that will not disrupt the delivery of each project. K2M can assist the County with bidding projects by distributing bid documents to prospective bidders, organizing pre-bid conferences, preparing responses to questions and providing clarifications, organizing and conducting bid openings, analyzing bids and helping to make a recommendation.

Construction Administration

During construction, we will provide on-site Construction Administration services as required and requested for each task. Each week we hold meetings to discuss the project, meet with key trades, review challenges, and solve problems to keep the work moving forward. We also communicate via telephone and email to ensure the project is



moving forward expeditiously. We will provide comprehensive Construction Administration services such as reviewing shop drawings and samples, processing change orders, reviewing Certificates for Payments, and reviewing the construction schedule. K2M records the progress of projects and provides written reports to the County on a regular basis. We will also conduct inspections to ensure the work complies with the requirements of the Contract Documents.

Sustainability

With years of experience conceiving sustainable buildings in some of the nation's most environmentally sensitive and challenging environments, sustainability is an integral component of K2M's culture and design processes. The resilient buildings we create contribute to the business success of our clients and to the health and wellness of their people. Our LEED and WELL-accredited staff work closely with clients and constructors from project start-up to construction completion to establish your sustainability goals and successful implementation. The K2M team recognizes our tremendous opportunity and responsibility for positively contributing to sustainable design awareness, proficiency, and innovation.

To us, sustainability is about reducing negative impacts on the environment and improving building performance. Throughout the course of the design and construction process, we carefully craft solutions that minimize environmental footprint, enhance performance of all users, and produce healthier interior environments that prioritize the biophilic principles of daylight, natural ventilation, and connection to nature.

Workload

Successfully executing a project depends on the available staff resources and the expertise required for each task. K2M evaluates and manages resources based on areas of expertise (e.g., Architecture, Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, etc.) and individual experience when assembling project teams. When a team requires specific resources or expert knowledge, those resources are provided at the right time to ensure successful project execution.

With 100+ design professionals in our organization, managing the right resources at the right time is a key competitive advantage for K2M. This is achieved through a series of internal management meetings and the use of proprietary resourcing tools developed in-house. Project managers work in concert with team leaders to ensure resource requirements are met. At the start of each phase, task-level activities are identified by the K2M project manager and team members. K2M then develops and reviews the associated project resourcing plan with stakeholders to ensure complete visibility and successful execution of the project.

Technology

K2M's annual increased investment in technology is one of our strongest advantages in today's competitive marketplace. Technological innovations ensure our systems are safe and sound, offering predictable reliability. These advanced systems are housed in a secure datacenter backed up to Microsoft Azure services, providing peace of mind that your data is always in good hands. K2M's cloud-based technology also supports our digital strategy of 24/7 remote access, giving staff flexibility while opening doors of opportunity for strategic recruitment. Our technology is the power behind K2M's ability to quickly adapt to changing circumstances, while seemingly never missing a beat.

We leverage new technologies to augment our design approach, making us more responsive, having a positive impact on communities, the user, infrastructure and environment. Taken together this comprehensive and reliable technology package gives us a marketplace advantage and proves the solution. Our software includes:

- **Design Software:** Autodesk Revit, AutoCAD, 3DS max, Code Search 2015, Navisworks, Openings Studio, Redspec, Revu, Rhino, SpecsIntact, Spexx,
- **Engineering Software:** CFS designer, ComCheck, Design Master Photometrics, Enercalc, ProjectWise, SAP2000, Structural Enterprise Suite, Trace 700, Trace 3D Plus, Visual Lighting Software
- **Connection Software:** Teams, Zoom, Bluebeam
- **Graphics Software:** Acrobat Pro and Creative Cloud Products, Diamond System Building, Sketchup, Enscape, Twinmotion
- **Facilities Condition Assessment Software:** K2MFacility
- **Business Software:** Our Project Management Software, CMAP, unites CRM + Project Management + Reporting into one easy to use platform. It's our single source for project and practice information, more reliable project management, and greater visibility into the work by all team members.

Familiarity with Local Area

K2M Design has a rich history of servicing clients throughout Florida and across the US. We have worked in multiple coastal areas in the Sunshine State, including for seaside properties on Fort Myer's Beach in the aftermath of Hurricane Ian. We understand our unique climate and environment. Design and construction techniques exist to survive both daily impacts from Florida's sun and varied temperatures and major storm events, and K2M has the Engineering and Architectural experience to deliver those robust designs to the County. For decades we have designed structures with the ability to endure Florida's sunny and salty environment and withstand 180 MPH winds and storm surge. Structures that K2M designed prior to Hurricane Irma demonstrated strength and resilience during that major storm with little or no damage while nearby structures were completely destroyed. Further, we have a deep familiarity with federal, state and local regulations, codes, planning conventions and even funding mechanisms from our years of work here. Whether interacting with FEMA, FDOT, Water Management Districts or local Historic Review Committees, our experience helps ensure your experience is a pleasant one. We look forward to bringing this expertise to Cooper City.

TAB 6 | REFERENCES

Client: The City of Key West

Address: 1300 White Street Key West, FL 33040

Phone: 305.809.3963

Description of Work: Master Service Agreement (MSA); Frederick Douglass Community Center (New Multi-use Facility)

Project Completion Year: Ongoing; Early 2025

Construction Cost (estimate and actual): \$7M | On Budget

Client: The City of Marathon

Address: 9805 Overseas Highway, Marathon, FL 33050

Phone: 305.289.4130

Description of Work: Master Service Agreement (MSA); 7-Mile Marina

Project Completion Year: 2025 est.

Construction Cost (estimate and actual): \$4.8M | \$

Client: The College of the Florida Keys

Address: 106040 Overseas Highway Key Largo, FL 33037

Phone: 305.809.3184

Description of Work: New Upper Keys Campus

Project Completion Year: 2021

Construction Cost (estimate and actual): \$17.5M | \$16,985,082

Client Name: Park Hotels & Resorts - Carl Mayfield

Address: 1500 Reynolds St, Key West, FL 33040

Phone: 571.302.5760

Description of Work: Casa Marina Resort

Project Completion Year: 2024

Construction Cost (estimate and actual): \$80M | \$

Client Name: Florida Keys Electric Co-Op

Address: 3421 Overseas Hwy, Marathon, FL 33050

Phone: 305.852.2431

Description of Work: 4,200 SF dining/training facility addition to existing structure.

Project Completion Year: 2021

Construction Cost (estimate and actual): \$3M | \$3M

TAB 7 | ATTACHED FORMS

City of Cooper City
RFQ #2024-1-PW, Continuing Professional Consulting Services

PROPOSAL CERTIFICATION FORM

I hereby declare that I have carefully examined this RFQ, and any other documents made a part of this RFQ.

I hereby propose to furnish the services specified in this RFQ. I agree that my Statement of Qualifications will remain firm for a period of 180 days in order to allow the City adequate time to evaluate the Statement of Qualifications.

I certify that all information contained in this Statement of Qualifications is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Statement of Qualifications on behalf of the firm.


Authorized Signature

Scott Maloney, President
Printed Name & Title

K2M Design, Inc.
Company Name

501 E. Kennedy Blvd., Suite 1400
Company Address

Tampa, FL 33602
City, State, Zip Code

December 3, 2025
Date

216.375.6539
Phone Number

smaloney@k2mdesign.com
Email Address

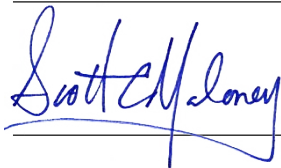
NON-COLLUSION AFFIDAVIT

By submission of this affidavit, the Proposer certifies that this price is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any City of Cooper City officer or employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the Proposer’s business who is in a position to influence this procurement. Any City of Cooper City officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Cooper City Code of Ordinances.

NAME

RELATIONSHIP



Signature

STATE: _____	
COUNTY: _____	
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by: _____	
	<i>Name of Person Making Statement</i>
(NOTARY SEAL)	_____ <i>Signature of Notary Public</i>
	_____ <i>Name of Notary Public (Typed, Printed, Stamped)</i>
Personally Known: _____	OR Identification Produced: _____
Type of Identification Produced: _____	

**SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF Florida COUNTY Monroe

Before me, the undersigned authority, personally appeared, who, being by me first duly sworn, made the following statement:

Name of Proposer K2M Design, Inc.

Business address 1150 Virginia Street Key West, FL 33040

I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that “convicted” or “conviction” is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

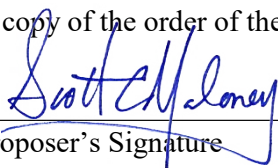
I understand that “affiliate” is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) and entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

Please mark the appropriate paragraph below:

 X Neither the proposer, contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the proposer or contractor nor any affiliate of the proposer or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

_____ There has been a conviction of a public entity crime by the proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the proposer or contractor who is active in the management of the proposer or contractor or an affiliate of the proposer or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____.

A copy of the order of the Division of Administrative Hearings is attached to this statement.



Proposer's Signature

STATE: _____	
COUNTY: _____	
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by: _____	
(NOTARY SEAL)	_____ <i>Name of Person Making Statement</i>
	_____ <i>Signature of Notary Public</i>
	_____ <i>Name of Notary Public (Typed, Printed, Stamped)</i>
Personally Known: _____ OR Identification Produced: _____	
Type of Identification Produced: _____	

DOMESTIC PARTNERSHIP CERTIFICATION FORM

THIS FORM **MUST** BE COMPLETED AND SUBMITTED AT TIME OF SUBMITTAL
FOR PROPOSER TO BE DEEMED RESPONSIVE

The Proposer, by virtue of the signature below, certifies that it is aware of the requirements of Section 2-197.1 of the City of Cooper City's Code of Ordinances, "Requirement for city contractors to provide equal benefits to domestic partners", and certifies the following:

Please check only one below

- ☐ 1. The Proposer currently complies with the requirements of Section 2-197.1 of the City of Cooper City's Code of Ordinances and provides benefits to domestic partners of its employees and the partners' dependents on the same basis as it provides benefits to employees' spouses and the spouses' dependents
- ☐ 2. The Proposer will comply with the requirements of Section 2-197.1 of the City of Cooper City's Code of Ordinances at time of contract award and provide benefits to domestic partners of its employees and the partners' dependents on the same basis as it provides benefits to employees' spouses and the spouses' dependents
- ☐ 3. The Proposer will not comply with the requirements of Section 2-197.1 of the City of Cooper City's Code of Ordinances at time of award
- ☐ 4. The Proposer does not need to comply with the requirements of Section 2-197.1 of the City of Cooper City's Code of Ordinances at time of award because the following exemption applies:

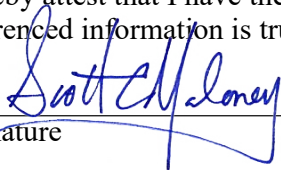
Please check only one below

- ☐ The Proposer's price bid for the initial contract term is \$100,000 or less
- ☐ The Proposer employs less than twenty-five (25) employees
- ☐ The Proposer does not provide benefits to employees' spouses or spouse's dependents
- ☐ The Proposer is a religious organization, association, society, or non-profit charitable or educational institution
- ☐ The Proposer is a government entity
- ☐ The Proposer cannot comply with the requirements of Section 2-197.1 of the City of Cooper City's Code of Ordinances because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation _____.
(Attach explanation of its applicability)

DOMESTIC PARTNERSHIP CERTIFICATION FORM (continued)

I, Scott Maloney, President of K2M Design, Inc.
(Name) (Title) (Proposer)

Hereby attest that I have the authority to sign this notarized certification and certify that the above-referenced information is true, complete, and correct.


Signature

Scott Maloney
Print Name

STATE: _____ COUNTY: _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by: _____

Name of Person Making Statement

(NOTARY SEAL)

Signature of Notary Public

Name of Notary Public (Typed, Printed, Stamped)

Personally Known: _____ OR Identification Produced: _____

Type of Identification Produced: _____

SCRUTINIZED COMPANIES CERTIFICATION
(PURSUANT TO FLORIDA STATUTE § 287.135)

I, Scott Maloney, President, on behalf of K2M Design, Inc.,
Print Name and Title Company Name

certify that K2M Design, Inc. does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

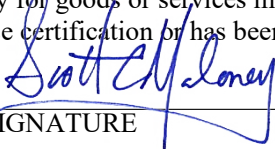
Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Company of the City's determination concerning the false certification. The Company shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Company does not demonstrate that the City's determination of false certification was made in error, then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., or is engaged in a boycott of Israel; and,
- 2) Contracting with companies for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Company, I hereby certify that the company identified above in the section entitled "Company Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List; the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and is not engaged in business operations in Syria. I understand that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on any of aforementioned lists.

* SIGNATURE



Scott Maloney, President

PRINT NAME & TITLE

* Individual must have the authority to bind the Company.

Form must be executed and returned with attached proposal to be considered.

E-VERIFY FORM

Definitions:

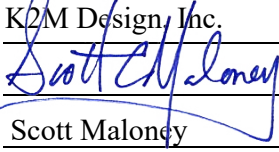
“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors, and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-consultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name:	K2M Design, Inc.
Authorized Signature:	
Print Name:	Scott Maloney
Title:	President
Date:	December 3, 2024

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract 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 of the City of Cooper City.

Furthermore, all Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Proposer’s 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 evaluation team members and other 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.

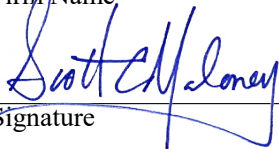
Please check one of the following statements and attach additional documentation if necessary:

 X To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other cities, counties, contracts, or property interest for this Proposal.

 The undersigned firm, by attachment to this form, submits information that may be a potential conflict of interest due to any other cities, counties, contracts, or property interest for this Proposal.

Acknowledged by:

K2M Design, Inc.

Firm Name


Signature

Scott Maloney, President

Name and Title (Print or Type)

December 3, 2024

Date



Addendum #1 - CLARIFICATIONS
(Issued Monday, November 25, 2024)

RFQ 2024-1-PW, Continuing Professional Consulting Services (CCNA)

This addendum is issued to make the following change(s)/correction(s)/clarification(s) to:

Question 1: There appear to be multiple dates listed in the RFQ regarding the submission deadline. Could you please clarify the final and correct deadline?

Answer 1: The correct Due Date is Friday December 13, 2024 at 3pm

Acknowledgment of Addendum #1

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by:		Company:	K2M Design, Inc.
Print Name:	Heather Carruthers	Date:	November 25, 2024



Addendum #2 - CLARIFICATIONS
(Issued Tuesday, December 3, 2024)


RFQ 2024-1-PW, Continuing Professional Consulting Services (CCNA)

This addendum is issued to make the following change(s)/correction(s)/clarification(s) to:

Due to the holidays, the due date for the submission of this proposal has been extended to Monday, January 6, 2024 at 3:00pm.


Acknowledgment of Addendum #2

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by:		Company:	K2M Design, Inc.
Print Name:	Heather Carruthers	Date:	December 3, 2024

Acknowledgment of Addendum #3

*Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.*

Acknowledged by: 
Print Name: Heather Carruthers

Company: K2M Design, Inc.
Date: December 11, 2024



Addendum #4

(Issued Thursday, December 12, 2024)


RFQ 2024-1-PW, Continuing Professional Consulting Services (CCNA)

This addendum is issued to make the following change(s)/correction(s)/clarification(s) to:

The due date for the submission of questions for this proposal has been extended to Monday, December 16, 2024 at 3:00pm.

Acknowledgment of Addendum #4

*Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.*

Acknowledged by:		Company:	K2M Design, Inc.
Print Name:	Heather Carruthers	Date:	12.13.2024

City of Cooper City, Florida
RFQ 2024-1-PW,
Continuing Professional Consulting Services (CCNA)
Addendum #5

are currently unable to see an option to submit on DemandStar. Will this feature be enabled to accept e-submissions?

Answer 32: DemandStar has been updated to allow for electronic submissions. The method of submittal is at the discretion of the Proposer.

Acknowledgment of Addendum #5

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by:		Company:	K2M Design, Inc.
Print Name:	Heather Carruthers	Date:	12.19.2024

Question 17: In the References TAB, can one project cover more than one service? For example, one project covering both Civil and Landscape Architecture

Answer 17: Yes, just ensure that reference highlights each discipline in which it will cover.

Question 18: Addendum #5 Response 4. Kept due date of December 13? and by the City Clerk's Office, City of Cooper City, 9090 SW 50th Place, Cooper City, Florida until 3:00 PM, Friday, December 13, 2024.

Answer 18: Section A. of Addendum No. 6 extended the Proposal Due Date to Monday, January 20, 2025 at 3:00 PM EST.

*Question 19: On page 2 of 4, You have Tab 4 listed as Project Team/Manager's experience and then you have another Tab 4 of Approach to Handling the Potential Projects?
TAB 4: Project Team/Manager's Experience (Form - Exhibit B) Proposers
TAB 4: Approach to Handling of Potential Projects*

Answer 19: The TABs have been updated. Please see Section A. of Addendum No. 6.

Question 20: On Page 2 of 4, you request licenses in Tab 3 and also in the first Tab 4. Where would you like the licenses placed?

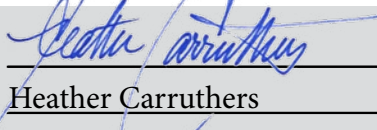
Answer 20: The TABs have been updated. Please see Section A. of Addendum No. 6.

*Question 21: Answer 6 states Exhibit B has been replaced with SF-330s. However, in your first Tab 4, you request Exhibit B Page 2 of 4 (really 2 of 8). Do you want Exhibit B or not and if not what do you want under Tab 4. Project Team?
TAB 4: Project Team/Manager's Experience (Form - Exhibit B) Proposers must list the members of the project team per discipline. Provide a list of the personnel to be used on each project.*

Answer 21: The TABs have been updated. Please see Section A. of Addendum No. 6. Project team shall be input on SF 330.

Acknowledgment of Addendum #6

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by:		Company:	K2M Design, Inc.
Print Name:	Heather Carruthers	Date:	01.02.2025

B. QUESTION AND ANSWERS:

The following questions were received during the Question-and-Answer period.

Question 1: Would you like us to include the signed addendums under the forms section?

Answer 1: The signed addendums should be included in Tab 7.

Question 2: On Page 2, Tab 3 includes Exhibit A and then Tab 6 includes Exhibit A – Do you want this in both places?

Answer 2: Exhibit A has been removed from Tab 3. Please see Section A. of Addendum No. 7.

Question 3: Due date is January 21, 2025 – on Question 18 it refers to January 20? Please confirm Question 18: Addendum #5 Response 4. Kept due date of December 13? and by the City Clerk's Office, City of Cooper City, 9090 SW 50th Place, Cooper City, Florida until 3:00 PM, Friday, December 13, 2024.

Answer 3: Proposal due date is Tuesday, January 21, 2025 at 3:00 PM EST.

Question 4. Since Exhibit A is to be included in Tab 6, shouldn't "Exhibit A" be deleted from the title of Tab 3?

Answer 4: Exhibit A has been removed from Tab 3. Please see Section A. of Addendum No. 7.

Acknowledgment of Addendum #7

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by: 

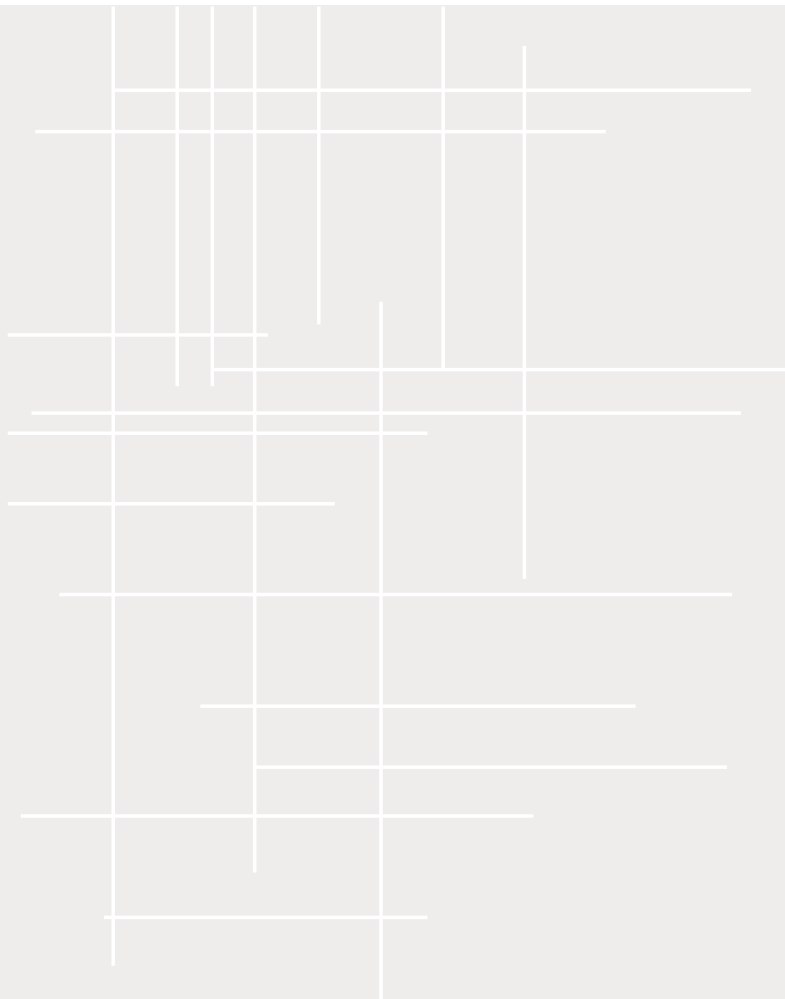
Print Name:

Heather Carruthers

Company: K2M Design, Inc.

Date:

01.03.2025



www.k2mdesign.com | 855.866.4K2M

BUILDING RELATIONSHIPS BASED ON TRUST AND RESULTS