

**STATEMENT OF QUALIFICATIONS: 2024-06**

**CDBG Architectural/Engineering  
Services for the City of Green  
Cove Springs for a FFY 2021  
CDBG Corona Virus Project**

**Prepared for the City of Green Cove Springs  
Submitted: Thursday, November 21, 2024 at 10 AM**

**Firm Information:**

Forefront Architecture and Engineering  
1230 Oakley Seaver Dr.  
Unit #100, Clermont, FL 34711  
p. 888.850.3323

**Contact Info:**

Lennard Davis, RA  
Vice President of Architecture  
c. 775.530.3240  
e. lennardd@ff-ae.com





1230 Oakley Seaver Dr  
Unit 100  
Clermont, FL 34711

ff-ae.com  
tel: 888.850.3323

**Thursday, November 21, 2024**

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043  
p. 904.297.7500

**RE: REQUEST FOR QUALIFICATIONS (RFQ) FOR CDBG ARCHITECTURAL/  
ENGINEERING SERVICES FOR THE CITY OF GREEN COVE SPRINGS FOR A FFY 2021  
CDBG CORONA VIRUS PROJECT**

Dear Selection Committee:

Forefront Architecture and Engineering (Forefront) is pleased to submit our proposal in response to the RFP 2024-06 for Architectural/Engineering Services for the Augusta Savage Arts and Community Center renovation project. **Forefront is uniquely positioned to deliver exceptional results, offering the following key advantages:**

 **FIRM'S PREVIOUS EXPERIENCE:** Forefront brings extensive experience delivering municipal and public sector projects, including those funded by Community Development Block Grants (CDBG). We are well-versed in the unique requirements of CDBG-funded initiatives, ensuring compliance with state and federal regulations. **Highlights of our relevant experience include:**

- Hawthorne Area Resource Center: Forefront designed and oversaw construction of a 14,000 SF food pantry facility, providing architectural, structural, and MEP services. The project included a 9,220 SF warehouse, community support offices, and large-capacity cold storage to serve the needs of low-to-moderate-income residents.
- Senior Activity Center (CDBG-CV): Delivered a facility tailored to senior health and wellness during the pandemic, emphasizing accessibility and community impact.
- City Hall Community Building Renovations (CDBG-CV): Comprehensive upgrades to a municipal facility, including ADA improvements and infrastructure modernization.

 **PROJECT MANAGEMENT TEAM:** This project will be spearheaded by our Project Executive and Lead Architect, Lennard Davis, RA, NCARB, alongside Project Manager, Khine Pwint, RA, NCARB. Lennard and Khine will work in unison to lead the Forefront team, ensuring the seamless execution of the project. Their combined leadership and vast experience in similar projects will be pivotal in meeting deadlines, upholding high-quality standards, and maximizing the City's budget. We emphasize open communication, trust-building, and collaborative partnerships. Our approach is meticulously structured to optimize resources and ensure the best use of the City's budget for this project.

**Name of Company**

Forefront Architecture and Engineering

**Contact Information**

1230 Oakley Seaver Dr  
Unit 100  
Clermont, FL 34711  
p: 888-850-FFAE (3323)  
f. 888.850.3321

**Years in Business**

10 years  
35 years (legacy firm)

**Full-Time Employees**

50+

**Statement of Understanding**

Forefront affirms our understanding of all procedures and criteria associated with the submittal requirements.

**Acknowledgment of Receipt**

Forefront acknowledges receipt of this Solicitation and understanding that all terms and conditions contained herein may be incorporated into a resulting contract.

**Authorized Representatives**

Lennard Davis, RA,  
p. 888-850-3323  
c: 775.530.3240  
lennardd@ff-ae.com

Chris Smith, PE  
p. 888-850-3323  
chriiss@ff-ae.com

## Why Forefront for the City of Green Cove Springs Services?

Our firm brings extensive experience, proven expertise, and a deep commitment to delivering high-quality, cost-effective architectural and engineering solutions tailored to municipal clients. Forefront currently has 50+ total employees based out of our Clermont and Fort Myers office. With a team of architects, engineers, project managers and designers, we have the foundation to lead your projects to both a successful and efficient completion.

Forefront consistently earns perfect scores for client satisfaction. This is a testament to our commitment to excellence and our ability to meet and exceed client expectations. Our ongoing contracts and repeat engagements with various municipalities are evidence of the trust and confidence our clients have in our services.

**Our comprehensive understanding of the project's scope and objectives positions us as an ideal partner to support the City of Green Cove Springs in achieving its project goals.**



**FAST-TRACK DESIGN SCHEDULE:** Forefront is adept at expediting project timelines without compromising quality. Forefront is prepared to meet the task order completion deadlines and meet project budgets.



**CLIENT SATISFACTION:** Our commitment to client satisfaction is evidenced by our perfect scorecard with Lake County, showcasing our ability to exceed expectations consistently. Forefront's client-centric approach involves clear communication, collaborative planning, and iterative feedback integration, ensuring that our projects not only meet but often surpass client requirements.



**PREVIOUS EXPERIENCE:** Our experience with municipal clients demonstrates our capability to deliver high-quality architectural and engineering services. Our recent award of the Haven on Vine project for the City of Kissimmee, which involves transforming a motel into affordable housing units, highlights our expertise in handling projects aimed at community development and public welfare.



**UNDERSTANDING:** While Forefront does not currently have a physical office in Green Cove Springs, our team is committed to quickly understanding the local conditions and working closely with City project staff to align with community needs. We will leverage our extensive Florida project experience to tailor solutions to the unique challenges of the region, including permitting, environmental factors, and community expectations.



**FAST-TRACK DESIGN SCHEDULE:** Forefront is prepared to meet task order completion deadlines. We will allocate resources to accelerate delivery, enhance quality control to minimize disruptions, and advocate for the City's financial interests. We are confident that our comprehensive understanding, substantial experience, and dedicated team will deliver a project that exceeds the City of Green Cove Springs' expectations.



**COMMITMENT TO MINORITY PARTNERSHIPS:** While Forefront is not considered a minority firm, we actively seek opportunities to partner with certified minority subcontractors. **For this contract with the City of Green Cove Springs, we have partnered with Cabral Engineering for MEP services. Cabral Engineering is MBE certified through the Florida Office of Supplier Diversity as a Hispanic American company.**

We extend our heartfelt gratitude for considering our proposal. We eagerly anticipate the opportunity to demonstrate our capabilities and contribute to the success of this project. Should you require further clarification or additional information, please do not hesitate to reach out to us directly.

Respectfully Submitted,

**Lennard Davis, RA**  
VP of Architecture, Project Executive  
888.850.3323 | lennardd@ff-ae.com

**Chris Smith, PE**  
VP of Engineering, Authorized Signatory  
888.850.3323 | chriss@ff-ae.com

# TAB 1

**Knowledge of State and Federal Regulations governing the CDBG program as well as other grant programs**



## Qualifications of the Firm

### Firm Background

Forefront is a multi-disciplinary firm with Architecture, Engineering, Code Specialists, Inspectors, and past Building Contractors. Our broad personnel expertise and experience allow us to serve our clients well and take a project from conception to turn-key with little to no problems or issues. We consider the client and end-user just as important as the design team. We work hard to find solutions to whatever problem is presented to us and we are transparent with our clients about our firm's limitations if they arise.

#### We are dedicated to:

- Maintaining project completion dates
- Minimizing additional construction costs due to the implementation of cost-effective advanced systems, methods and monitoring.
- Phased Construction Methods: Allows construction to begin before the full design is complete saving time.

### Experience Summary

Forefront's experience includes commercial design for public and private clients including county, and local governmental agencies. This experience is blended with design work covering all delivery methods from conventional competitive bidding and negotiated pricing, to design-build partnering. The firm is very knowledgeable with all applicable design codes/criteria both commercial and government.

**We know the framework for any successful project is directly related to having core leaders involved in the decision and management operations.** Our team represents dedicated and focused professionals ready to complement the total design effort necessary for the successful completion of projects under this contract

Our philosophy for engineering and design is based on our ability to **lower costs, control schedule, plus reduce adversity between the contractor and the design team.** Most importantly, we establish clear lines of communication between all parties to ensure a timely and smooth delivery. The core staff of our team is selected specifically to meet the needs of your project.

### Qualifications of the Team

Our team is comprised of both designers and engineers, giving us the unique ability to provide our clients with additional services. **Our unique ability to consistently provide top quality results and maintain 100% client satisfaction** is a direct reflection of the experts on our staff, the general contractor-firms we partner with, and our overall implementation of the Engineering and Design programs we also work under.



*Recent Client performance rating for Forefront on the EMS Fleet and Logistics Relocation building for Lake County, Florida.*

#### *Very Satisfied – Ivan Lespier Lake County Construction Project Manager*

- Ability to manage cost
- Ability to maintain project schedule
- Quality of workmanship
- Professionalism and ability to manage
- Close out process
- Ability to communicate with Client's staff
- Ability to resolve issues promptly
- Ability to follow protocol
- Ability to maintain proper documentation and invoice correctly
- Appropriate application of technology
- Overall Client satisfaction and comfort level in hiring vendor/individual again

**Team members are encouraged to work together to solve issues between design and construction, thereby saving time and money.** Contractor-directed change orders are minimized, if not completely eliminated by our constant communication. Our approach for all projects is centered around teamwork with heavy client involvement. This approach emphasizes true teamwork between team members and sub-consultants.



**We have been serving our clients for 27 years, and like the built environment we design, the quality, sustainability and strength of our foundation is integral to our longevity and purpose. Originally starting back in 1994, Lindemann, Bentzon, and Bojack gained a reputation as one of the most highly respected firms earning a solid notoriety for completing projects ahead of schedule and below budget. In 2014 Forefront arose from Lindemann, Bentzon, and Bojack and have continued on their legacy maintaining the old relationships while garnering new ones.**

Forefront understands that to holistically serve our clients, delivering innovative design solutions is not about the whole picture. We believe a firm must embody the core values of Flexibility, Ingenuity, Quality, and Integrity. However, without question, the most important factor in Forefront's success and longevity is the quality people that comprise the Forefront team. **As a multi services firm, developing our staff is integral to the cross utilization of resources and optimal efficiency and productivity of our team.**

### Capacity of the Firm

**Forefront currently has 50+ total employees based out of our Clermont and Fort Myers office. Our team has the current capacity and staffing to successfully manage this project.** With a team of architects, engineers, project managers and designers, we have the foundation to lead your projects to both a successful and efficient completion. To ensure that your project is our top priority, our team is strategically assigned projects based on their current workload as well as the complexity and duration of each project. This allows us to focus our efforts on you, so that you are fully supported at all times. Prior to COVID-19, Forefront had already implemented a complete transition to remote work capabilities.

The foundation of our operations and virtual team collaboration has allowed us to meet and, in several instances, exceed our recent project deadlines. **As we look forward, we have an extensive set of traditional resources and digital tools to help communicate, collaborate, and collectively move projects forward.**

### Full-Spectrum Services

Forefront offers a full spectrum of architectural services covering a diverse range of private and public sector experience. **The firm maintains on-going assignments for clients in the commercial and institutional marketplace as well as various Florida counties.** Because the firm is comprised of both architects and engineers, there is a full spectrum understanding of the building industry needs and objectives. **These professionals have a combined background of well over 100 years of construction and related exposure.** This depth of knowledge and experience brings together specialties in all facets of commercial, industrial, and residential projects.

### Our primary areas of expertise are as follows:

- Interior and Full Service Architecture
- Structural Engineering
- Value Engineering
- Technology Planning and Coordination
- Equipment Planning and Coordination
- Site Planning
- Recreational / Athletic Facility Planning
- Fire Protection and Life Safety Systems
- Project Master Planning
- Space Needs Programming & Space Planning
- Commercial Interior Design
- Mechanical, Electrical and Plumbing Engineering Services
- Conceptual Design and 2D/3D Graphics,
- Modeling and Animation
- Construction Drawings
- Contract Administration
- Construction Management
- Furniture Selection and Specification
- Consulting Corporate Finish Standards/Analysis
- Artwork, Framing and Accessories Retail Sales
- Professional Architectural Photography

**The ability to offer a wide range of professional services for the specialized focus allows our clients to have the comfort of a fluid design process with a single point for designer contact.**



# Regulations Governing CDBG Program



## CDBG-CV Program

Congress provided \$5 billion in the Coronavirus Aid, Relief, and Economic Security (CARES) Act for the CDBG program to states, metropolitan cities, urban counties, and insular areas to prevent, prepare for, and respond to Coronavirus. At least 70 percent of every grant must be expended for activities that benefit low- and moderate-income persons by providing housing, a permanent job, a public service, or access to new or significantly improved infrastructure. The remaining 30 percent may be used to eliminate slum or blighted conditions, or to address an urgent need for which the grantee certifies it has no other funding.

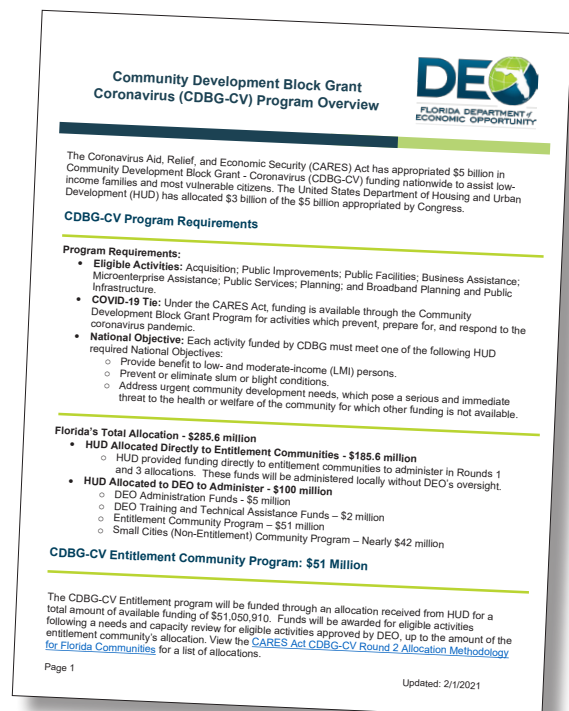
**Activities must benefit residents within the jurisdiction of the grantee or as permitted by the CARES Act.**

- Eligible activities include:
- Public Service Activities
- Housing-Related Activities
- **Public Improvements and Facilities**
- Activities to Acquire Real Property
- Economic Development Activities
- General Administrative and Planning Activities

Forefront Architecture and Engineering recognizes the critical importance of an in-depth understanding of the regulations and guidelines governing the CDBG Program and other grant programs. The CDBG Program is subject to a range of state and federal regulations that govern its implementation and administration.

**At Forefront, we recognize that navigating these regulations is not just a requirement but a critical aspect of responsible project management.** We bring to the table a comprehensive approach to compliance with these vital regulations, promoting transparency, accountability, and effective project execution.

**Housing and Community Development Act (HCDA):** The HCDA serves as the bedrock upon which the CDBG Program stands. It outlines the program's purpose and eligible activities. Our team is well-versed in the core principles of the HCDA and ensures that all project activities align with its objectives.







# Understanding of the Project



## Understanding of the Scope of Services

Forefront AE understands the scope of services required for the City of Green Cove Springs' renovation of the Augusta Savage Arts and Community Center to serve as a Coronavirus Testing and Vaccination Center under the FFY 2021 CDBG-CV program.

This project includes the rehabilitation of approximately 8,000 square feet of the cafetorium, located at the historic Dunbar High School site. Our team is fully prepared to address the unique technical and regulatory requirements of this important project. **Detailed Scope of Services:**

### Topographical Surveying:

- Conduct precise topographical surveys to ensure accurate site conditions are documented.
- Provide data necessary to inform design and construction processes.

### Testing:

- Coordinate and execute structural and material testing to verify the building's existing conditions.
- Ensure compliance with applicable safety and quality standards.

### Engineering Design:

- Develop a comprehensive design tailored to the needs of the Testing and Vaccination Center.
- Ensure designs meet both functional requirements and CDBG program standards.

### Permitting:

- Prepare and submit all necessary documentation for obtaining state and local permits.
- Liaise with authorities to expedite approval processes while maintaining full compliance with regulations.

### Bidding Assistance:

- Provide detailed bid documentation and specifications for contractor selection.
- Assist the City in evaluating bids to ensure contractor qualifications and cost-effectiveness.

### Construction Administration:

- Oversee construction activities to ensure adherence to design specifications and project timelines.
- Manage contractor communications and resolve any on-site challenges effectively.

### Resident Observation Services:

- Conduct regular on-site observations to ensure construction quality and compliance.
- Prepare progress reports to keep all stakeholders informed.

## Approach to Project Execution

Forefront AE will align all activities with the City's goals, CDBG regulations, and 2 CFR Part 200 requirements. Our team will maintain detailed records of all activities and ensure timely delivery of each project phase. We will leverage our expertise in municipal projects and experience with CDBG-funded initiatives to meet the City's high standards.

# TAB 2

## Experience with CDBG Funded Projects



## Experience with CDBG Projects

### Overview of Experience

Forefront AE has extensive experience delivering high-quality architectural and engineering solutions for projects funded by Community Development Block Grants (CDBG), including those under the CDBG-CV (Coronavirus) program. Our portfolio includes projects that enhance community infrastructure, address critical needs, and support public health and safety.

#### CDBG-CV Project Experience

##### Senior Activity Center - New Facility (CDBG-CV)

Forefront provided full architectural, structural, and engineering services for a new Senior Activity Center designed to meet the increased demand for safe, accessible spaces for seniors during the pandemic. Our design emphasized flexibility, compliance with public health guidelines, and accessibility.

##### City Hall Community Building Renovations/Improvements (CDBG-CV)

Forefront executed comprehensive renovations and improvements to a City Hall Community Building, ensuring it could serve as a multipurpose space for community use and pandemic-related activities. The project included updates to meet ADA standards, energy-efficient retrofits, and enhanced ventilation systems.

##### Hawthorne Area Resource Center (CDBG-CV)

Forefront was engaged to provide architectural, structural, and MEP services for the construction of a 14,000 SF single-story food pantry building. Our scope of work included construction design, preparation of design documents, and design administration, all delivered within a fee of \$163,700.

**FOREFRONT BENEFIT:** Forefront leverages state-of-the-art tools and processes to enhance project efficiency and quality. Our expertise in Building Information Modeling (BIM) streamlines collaboration, improves design accuracy, and optimizes construction administration.

### Commitment to Excellence in CDBG Projects

Forefront understands the complexities of CDBG-funded initiatives, including compliance with state and federal regulations, detailed documentation, and adherence to community priorities. Our team's proven expertise in managing projects from concept through construction administration ensures seamless delivery and maximizes the impact of grant funds for our clients.

Forefront's track record in CDBG projects demonstrates our dedication to designing facilities that not only meet technical and functional requirements but also provide lasting value to the communities they serve.

### Why Forefront Architecture & Engineering is the Right Fit for This Project

Forefront Architecture & Engineering is uniquely positioned to deliver the City of Green Cove Springs' renovation of the Augusta Savage Arts and Community Center with exceptional quality, efficiency, and compliance. With a proven track record in similar projects, Forefront offers the expertise, resources, and commitment necessary to make this initiative a success.

#### Proven CDBG Experience

Forefront has extensive experience working on CDBG-funded projects, including those under the CDBG-CV program.

#### Expertise in Municipal and Community Projects

Forefront specializes in municipal architectural and engineering services, having successfully completed projects for community centers, government buildings, and public infrastructure. We understand the nuances of delivering projects that balance functional efficiency, regulatory compliance, and budget constraints.

# 1. Senior Activity Center - New Facility (CDBG-CV)

City of Paxton, Walton County, FL

## Firm Name

Forefront Architecture  
and Engineering

## Client Name

City of Paxton, Walton  
County

## Client Reference

Judy D. Williams, CMC  
City Clerk, Project Manager  
21872 US-331  
Paxton, FL 32538  
p. 850.834.2489  
jwilliams@paxtonfl.net

## Dates of Service

Ongoing

## Project Cost

\$1.2M

## Scope of Work

Architectural Services  
Engineering Services  
MEP Services

## Key Personnel Assigned

Patricia Mugnol  
Todd Drennan  
Nunzie Burzo  
Khine Pwint  
Chris Smith  
Roberto Bonet  
Mike Vitale  
Paul Dalia  
James Bourez



**Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton.** The interior of the structure was designed to be sweeping in its approach to spatial organization. By utilizing an open concept design the spaces can be flexible in their use, except for medical spaces that will be enclosed for privacy and code requirements. As a design feature Forefront's design team developed several concepts for this building, some used a butterfly roof with clear story windows to allow for ample natural light within all the interior spaces. This concept was then altered to the rendering above with the roof spanning the entire building for ample light, The exterior materials were chosen to blend into the surrounding area to allow the structure to feel connected to its surrounding district. By utilizing softer tones of white and cream; allow for the guests to be in a more relaxed, less tense atmosphere prior to entering the space. More parking and site design to come after the CDBG-CV Grant is received. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV We are providing this assistance to Walton County and we are excited to help bring this to life to serve the residents and community within Walton County.





## 2. City Hall Community Building Renovations/Improvements (CDBG-CV)

City of Vernon, FL

### Firm Name

Forefront Architecture  
and Engineering

### Client Name

City of Vernon

### Client Reference

Candice Hodges  
City Clerk  
City of Vernon  
2808 Yellow Jacket Drive  
Vernon, FL 32462  
p. 850.535.2444  
clerk@vernonfl.com

### Dates of Service

Ongoing

### Project Cost

\$987,566

### Scope of Work

Architectural Services  
Engineering Services  
MEP Services

### Key Personnel Assigned

Lennard Davis  
Patricia Mugnol  
Todd Drennan  
Nunzie Burzo  
Khine Pwint  
Chris Smith  
Roberto Bonet  
Mike Vitale  
Paul Dalia  
James Bourez



**Our team at Forefront is currently engaged in the significant task of rehabilitating the community center in Vernon, Florida. Our design efforts are concentrated so that once completed, the center will be welcoming, safe, and accessible to all residents, with a particular emphasis on benefiting the low-to-moderate-income (LMI) community. This phase is crucial as we lay the groundwork for a transformation that will meet the community's needs and expectations, establishing a foundation for the detailed design and construction stages to follow.**

The renovation project is multifaceted, requiring a holistic approach to upgrade and revitalize the community center. Our responsibilities encompassed a range of critical improvements, including; Architectural redesigns to support efficient health service delivery, Structural modifications to enhance accessibility, including installations tailored for individuals with disabilities, Comprehensive updates to plumbing systems and fixtures, Extensive repairs and replacements, covering everything from the building's ceiling and flooring to fire safety systems and doors. Adhering to a detailed Project Budget and Activity Work Plan, Forefront meticulously executed each phase of the project, ensuring every task aligned with the overarching goal of community well-being. Our team will demonstrate diligence and precision in:

- Navigating regulatory requirements and securing necessary approvals.
- Engaging with minority and women-owned business enterprises to foster inclusive economic growth.
- Environmental compliance and promoting sustainable practices.
- Maintaining rigorous documentation and transparent communication with all stakeholders.

Forefront's approach is not only technical but also empathetic, focusing on creating a space that residents would find supportive and reassuring in times of health crises. Forefront's experience with the City of Vernon's community center renovation illustrates our capability and commitment to delivering impactful projects that serve public health and safety.

### 3. Hawthorne Area Resource Center & Food Pantry (CDBG-CV)

City of Hawthorne, FL

#### Firm Name

Forefront Architecture  
and Engineering

#### Client Name

City of Hawthorne

#### Client Reference

Robert Thompson  
City of Hawthorne  
6875 SE 221st Street  
Hawthorne, FL 32640  
p. 352.481.2432  
CityManager@  
cityofhawthorne.net

#### Dates of Service

Ongoing

#### Project Cost

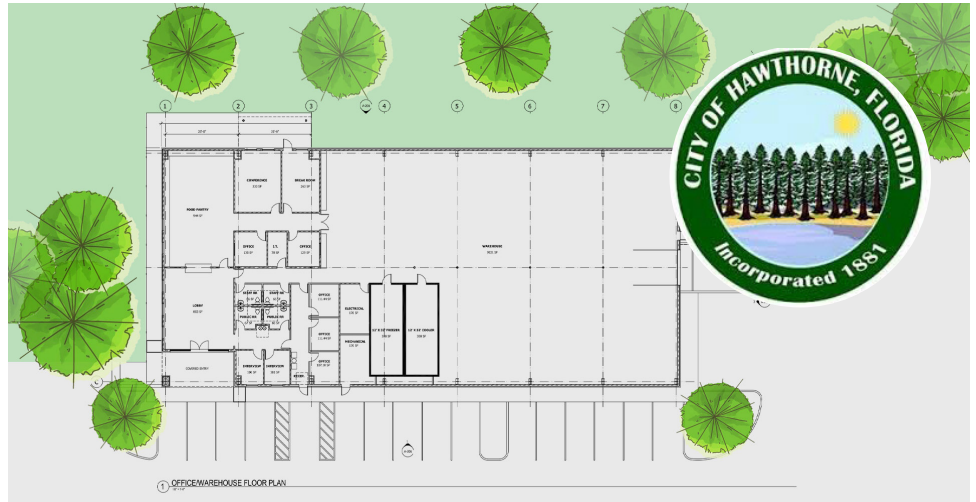
\$2.75M total project  
\$163,700 total design fee

#### Scope of Work

Architectural Services  
Engineering Services  
MEP Services

#### Key Personnel Assigned

Lennard Davis  
Nunzie Burzo  
Khine Pwint  
Chris Smith  
Roberto Bonet  
Mike Vitale



**Forefront Architecture & Engineering took on the pivotal role of designing and overseeing the construction of the new Hawthorne Area Resource Center, a 14,000 SF single-story food pantry facility. This project was a critical initiative aimed at addressing food insecurity and providing essential support services to the community, with a focus on benefiting low-to-moderate-income (LMI) residents.**

Our design team delivered a comprehensive solution tailored to the facility's multifaceted program requirements. The facility was thoughtfully planned to support efficient operations and provide a welcoming, functional space for both staff and community members. Work Scope and Program Highlights

- Construction Design and Documents: Complete architectural, structural, and MEP design from concept through design administration.
- Facility Features:
  - Welcoming lobby and reception area.
  - Dedicated food pantry space for community distribution.
  - Two offices and two interview rooms for private consultations.
  - IT/Electrical/Mechanical rooms to support facility operations.
  - Conference room and break room for staff collaboration and welfare.
  - Three offices for community support and counseling services.
  - Two large freezers (12'x32' each) for food storage.
  - 9,220 SF warehouse space with a loading dock to streamline logistics.
  - Male and female restrooms for staff and visitors.
  - Ample parking spaces for accessibility and convenience.

**Impact on the Community** — The Hawthorne Area Resource Center serves as a vital resource for the community, providing essential food supplies and support services in a welcoming and accessible environment. Forefront's empathetic and technical approach has ensured the facility will serve as a beacon of support and resilience for years to come.



# TAB 3

## Management and Staffing, organizational charts, resumes

# Management Approach

## Approach to Meeting the City's Requirements

### Availability of Personnel and Resources

Forefront is well-prepared to render and successfully complete the services specified. Our firm has a robust team of experienced professionals, including architects, engineers, project managers, and support staff, all of whom are readily available to dedicate their expertise to this project. **Our Project Manager, Lennard Davis, RA, NCARB, and Project Manager, Khine Pwint, RA, NCARB, will lead the team, ensuring that all necessary resources are allocated efficiently to meet the project timeline.** We have a proven track record of managing multiple projects concurrently without compromising on quality or deadlines, demonstrating our capability to handle fast-paced schedules effectively.

### We Have the Resources to Deliver

Our experienced team, bolstered by professionals with diverse skill sets, confirms that we can effectively allocate resources across various disciplines without compromising on quality or timeliness. This balance allows us to support to the City at all levels. Forefront's approach is supported by strategic planning that spans both short-term projects and long-term commitments.

**We are well-versed in forecasting potential fluctuations in workload, allowing us to proactively allocate resources and personnel to meet the demands of our diverse projects, including the City's.**

**Roberto Bonet's role as a Production Manager requires a keen understanding of project demands and available drafting talent.** With his 20 years of experience, he navigates the intricacies of workload management ensuring that every project receives the attention it deserves without overburdening the team. In selecting Forefront, the City can confidently anticipate not only our ability to meet current project demands but also our strategic approach to provide unwavering support in the face of evolving workload dynamics.

## Process Example Workflow



## Delivery and Communication Strategy Plan

Forefront will implement a structured delivery plan to ensure timely and budget-compliant completion of the project. **Our plan includes:**

- **Initial Kick-Off Meeting:** We will conduct a detailed kick-off meeting with the City to align on project objectives, deliverables, and timelines.
- **Detailed Scheduling:** Utilizing project management software, we will develop a comprehensive schedule outlining key milestones, deliverables, and deadlines.
- **Resource Allocation:** Our team will be assigned specific tasks based on their expertise to optimize productivity and efficiency.

## Communication Plan

- **Regular Updates:** We will provide bi-weekly progress reports to keep the City informed about the project status, upcoming milestones, and any potential issues.
- **Responsive Coordination:** Our team will maintain open lines of communication through regular meetings, emails, and a dedicated project management platform, ensuring quick responses to the City's requests.
- **Stakeholder Engagement:** Forefront will facilitate stakeholder meetings to gather feedback and incorporate it into the project workflow, ensuring all parties are aligned.

## Proactive Schedule Management

In addition to cost management, **Forefront prioritizes effective schedule management for timely project delivery and minimize potential delays.** Our project controls for schedule management are grounded in best practices and proactive strategies to optimize project timelines and mitigate schedule risks. **We develop detailed project schedules outlining critical milestones, deliverables, and dependencies for each phase of project.**

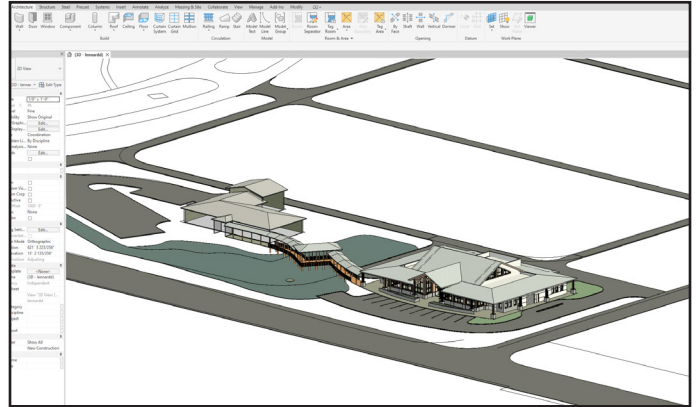
**Project Management Controls** — Forefront is committed to implementing project controls for cost and schedule management, for this project. By leveraging advanced tools, proactive strategies, and collaborative approaches, we strive to optimize project outcomes, minimize risks, and **exceed the expectations of our clients and the community served by the City of Kissimmee.**

**Cost Estimation and Monitoring** — We begin by conducting detailed cost estimations based on a comprehensive analysis of project requirements, scope, and market conditions. Throughout the project life cycle, we utilize advanced cost monitoring tools and techniques to track expenditures, identify variances, and address potential cost overruns proactively. **Our meticulous cost management processes enable us to maintain financial discipline and optimize resource allocation to maximize project value.**

- We will use cost-tracking software to monitor expenses in real-time, ensuring that the project remains within budget.
- **Schedule Adherence:** Our team will closely monitor the project timeline, adjusting resources as needed to stay on track and avoid delays.

## Innovative Approaches


Forefront leverages several innovative approaches to enhance project delivery:



▲ *Example of Revit model for Lake County, FL*

## Software and Programs (BIM)

AutoDesk is our go-to for crafting precise designs, while Adobe amps up our visual storytelling. Google Workspace keeps us all synced up, streamlining collaboration and idea sharing. And with Zoom, we stay connected, fostering clear communication with clients and team members alike, no matter the distance. These tools are more than just software; they're vital components of our process, helping us deliver top-tier results in every project we tackle.

We expect to design using AutoDesk Revit. Revit is more than a drafting and modeling program,  **Revit** it is a dynamic 'Building Information Management' (BIM) platform that can be used during construction and after construction completion to manage the building over its lifetime. **Forefront will leverage the advanced capabilities of AutoDesk Revit for precision, efficiency, and collaboration throughout the project's lifecycle. Our approach will utilize Revit's robust BIM tools to create a unified, detailed model which will serve as a central source of truth for all project stakeholders.**

**FOREFRONT BENEFIT:** With a decade of experience across diverse project types—including municipal, commercial, residential, and civic buildings—Forefront AE brings a wealth of knowledge to the table. Our team of licensed architects and engineers offers a full spectrum of design and engineering solutions, all tailored to meet the specific needs of Crystal River.



## Value Engineering

Forefront is committed to delivering cost-effective solutions without compromising quality or functionality. We engage in value engineering exercises to explore alternative design and construction approaches that achieve project objectives more efficiently while minimizing costs. **By systematically evaluating cost-benefit trade-offs and optimizing value across all project elements, we ensure that every dollar invested delivers maximum return on investment.**

## Quality Assurance/Quality Control (QA/QC)

This Quality Control Plan outlines the procedures and processes that Forefront will implement to provide the highest standards of quality throughout the duration of the Project. The plan is designed to uphold the integrity of our work, provide consistent oversight, and ensure that all services meet or exceed industry standards.



**Mike Vitale will assume the role of leading the Quality Control functions for this contract. He will be responsible for overseeing the implementation of**

**the Quality Control Plan, ensuring that all project deliverables adhere to the established quality standards, codes, regulations, and client requirements.**

## Quality Control Process



As we collaborate with the City under this Contract, we understand the significance of upholding the highest standards of quality throughout every project. To achieve this, we have implemented a comprehensive set of Quality Control Measures that encompass various stages of our work. **The project's design process will undergo rigorous scrutiny to ensure accuracy, compliance, and alignment with City objectives. This includes:**

- Peer reviews by experienced professionals and verification of documentation for consistency before submission.
- Quality audits, conducted by impartial personnel, will assess implementation of the Quality Control Plan, with corrective actions promptly taken for any deviations.

- Regular communication channels will maintain transparency
- Team members will undergo ongoing training to stay updated on industry standards.
- Document control measures will ensure accurate record-keeping, and a final verification process will precede the submission of deliverables to the City to confirm adherence to quality standards.

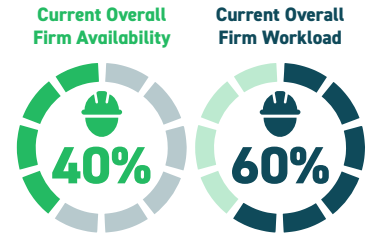


## Applying a Collaborative Approach

Forefront places a high value on collaborative partnerships, recognizing that successful projects stem from open communication, shared insights, and a unified vision. In undertaking this project, we are committed to fostering a close working relationship so that the end result aligns seamlessly with your needs and expectations. **Forefront will apply these principals through:**

- **Open Communication Channels:** Establishing open lines of communication is paramount to project success. Forefront will facilitate regular meetings, workshops, and status updates to keep staff informed and engaged at every stage
- **Transparent Decision-Making Process:** Our approach involves transparent decision-making processes, where key decisions are discussed collaboratively, and staff input is actively sought. This transparency extends to budget considerations, design choices, and any adjustments required during the course of the project.
- **Stakeholder Engagement:** Recognizing the importance of stakeholder involvement, Forefront will actively engage all identified stakeholders throughout the project and continuously evaluate the success of that engagement.
- **Responsive Project Management:** Our project management approach emphasizes responsiveness. Forefront will promptly address any concerns raised by staff, providing timely solutions and alternatives when needed. This agility ensures that the project stays on track and meets the established timelines.
- **Inclusive Decision-Making:** Forefront will actively involve project staff in key decision-making processes, including the selection of materials, technological solutions, and design aesthetics.
- **Continuous Feedback Loop:** Establishing a continuous feedback loop is integral to our collaborative approach. Regular check-ins and progress reviews will provide staff with opportunities to share feedback, enabling us to make adjustments as needed.

# Organizational Chart



Based on our recent workload assessments across the firm, **Forefront has an overall capacity availability of 40%**. This ample capacity ensures that we have the necessary resources to dedicate to the City's project requirements.

## CITY OF GREEN COVE SPRINGS

**Project Executive**

Lennard Davis, RA, NCARB

**Project Manager**

Khine Pwint, RA, NCARB

**Quality Control**

Mike Vitale, BCA

**Engineering Lead**

Chris Smith, PE

**Supporting Manager**

Bill Spencer

**Architectural Support**

Patricia Mugnol, NCARB

**Architectural Advisor**

Todd Drennan, RA, AIA NCARB

**Production Manager**

Roberto Bonet

**Cost Estimating**

Nunzie Burzo

General Project Workflow				
<b>Pre-Design Phase Services</b>	<b>Schematic Phase Services</b>	<b>Design Development Services</b>	<b>Construction Documentation</b>	<b>Construction Administration</b>
<b>Master Space Planning</b> Lennard Davis, RA Khine Pwint, RA  <b>Project Analysis</b> Patricia Mugnol  <b>Project Recommendations</b> Mike Vitale	<b>Programming &amp; Planning</b> Lennard Davis, RA Khine Pwint, RA, Patricia Mugnol  <b>Design Renderings</b> Ana De Modesti  <b>Field Inspections &amp; Investigations</b> Robert Godin	<b>Concept Design Verification</b> Lennard Davis, RA Khine Pwint, RA, Patricia Mugnol  <b>Final Designs</b> Lane Trawick	<b>Construction Documents</b> Lennard Davis, RA Roberto Bonet Chris Smith, PE  <b>Code Compliance</b> Mike Vitale	<b>Permit Management</b> Mike Vitale  <b>Bid Documentation</b> Patricia Mugnol  <b>Field Inspections &amp; Investigations</b> Robert Godin  <b>Bid Negotiation</b> Mike Vitale

**Engineering Services**

**Structural Engineering**  
Chris Smith, PE  
James Bourez, PE   
Paul Dalia, PE

**Engineering Support**  
Daniel Gomez  
Cristian Londono  
Michelle Alvarado

**Support Services and Technical Resource Pool**

**Production Manager & Senior CAD/Revit Technician**  
Roberto Bonet

**AutoCAD Technicians**  
10+

**MEP Engineering**  
Francisco Cabral, PE   
(Cabral Engineering)

**Administrative Support**  
3+

**Construction Cost Estimating/Scheduling**  
Nunzie Burzo

## Key Personnel Resumes / Staffing Approach

### Team Introduction

Our team is comprised of both designers and engineers, giving us the unique ability to provide our clients with additional services. Our unique ability to consistently provide top quality results and maintain 100% client satisfaction is a direct reflection of the experts on our staff, the general contractor-firms we partner with, and our overall implementation of the Engineering and Design programs we also work under.

We create a relationship between Owner, design members and the construction team. **Team members are encouraged to work together to solve issues between design and construction, thereby saving time and money.** Contractor-directed change orders are minimized, if not completely eliminated by our constant communication. Our approach for all projects is centered around teamwork with heavy client involvement. This approach emphasizes true teamwork between team members and sub-consultants.

To ensure that your project is our top priority, our team is strategically assigned projects based on their current workload as well as the complexity and duration of each project. **This allows us to focus our efforts on you, so that you are fully supported at all times.** Prior to COVID-19, Forefront had already implemented a complete transition to remote work capabilities.

### Key Personnel Assigned to the City

Our team brings their unique strengths and expertise to the City of Leesburg providing an exceptionally qualified and unmatched team, both creatively and technically. Combined, they bring over 100 years of experience and sought-after expertise with a strong engineering focus and a local team proficient in community-based architecture and the technical design requirements.

### Key Management Personnel

We are honored to introduce **Khine Pwint, an accomplished architect with over 22 years of professional experience**, who will be at the helm as the Project Manager and dedicated point of contact for the County's upcoming project. Khine's extensive and diverse career in architecture, her exceptional project management skills, and her unwavering commitment to excellence make her the ideal leader for this vital undertaking.



▲ **Project Executive, Lennard Davis, RA and Project Manager, Khine Pwint, RA, will be leading this contract for the City of Leesburg while delivering quality and efficiency.**

Throughout her career, Khine has consistently demonstrated her ability to turn architectural visions into tangible realities. Her impressive portfolio includes notable achievements, such as her involvement in the relocation and expansion of Lake County's EMS fleet and logistics services and the design of Lake County's new Supervisor of Elections building, which exemplifies her skill in managing complex and multifaceted projects. We are delighted to have Khine as an integral part of our team, and we are confident that her leadership will be instrumental in ensuring the success of the City's project.

**With her at the helm, you can rest assured that your project is in capable hands, and the community's well being is our top priority.**


























Khine will be supported by **Project Executive, Lennard Davis, RA**. Lennard Davis is a highly experienced architect with over 28 years of professional practice, and brings a long list of experience with multiple project types to the Forefront team. As both a United States Navy Veteran and an award-winning architect, Lennard combines an understanding of engineering principles, aesthetics, and functionality into projects while keeping a close eye on both schedules and budgets.



Key Personnel Assigned		Qualifications
	<b>LENNARD DAVIS, RA, NCARB   PROJECT EXECUTIVE</b>	
	 <b>28 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 28 years of professional practice in diverse sectors including healthcare, industrial, hospitality, educational, commercial, municipal, multi-family, and residential projects.</li> <li>▪ <b>Key Projects:</b> Lead Architect for the 40,000 sq ft Lake County Supervisor of Elections building, supporting architect for the Lee County Pine Island Commercial Marina and Paxton Senior Activity Center, and project architect for the Washoe County Regional Emergency Operations Center and Aztec Police Department expansion.</li> <li>▪ <b>Educational Background:</b> Holds a Masters and Bachelor of Architecture from the University of New Mexico, complemented by his technical training in the United States Navy Nuclear Power Program.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>60% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>Masters of Architecture, University of New Mexico</b></li> <li>✓ <b>Bachelor of Architecture, University of New Mexico</b></li> </ul>		
	<b>KHINE PWINT, RA, NCARB   PROJECT MANAGER</b>	
	 <b>22 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 22 years of professional practice in residential, commercial, and municipal sectors, bringing a wealth of expertise to diverse projects.</li> <li>▪ <b>Key Projects:</b> Supporting architect for the 40,000 sq ft Lake County Supervisor of Elections building, Lake County EMS Fleet and Logistics Relocation, Paxton Senior Activity Center, Sand Lake Vista Office Building in Orlando, and architect of record for the vertical enlargement of a supermarket and a luxury residence in Scarsdale, NY.</li> <li>▪ <b>Educational Background:</b> Holds a Bachelor of Architecture from the New York Institute of Technology and an Associate in Architectural Technology from New York City Technical College.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>80% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>BArch, New York Institute of Technology</b></li> <li>✓ <b>AAS, Architectural Tech., NY City Technical College</b></li> </ul>		
	<b>MIKE VITALE, BCA   QUALITY CONTROL &amp; CODE COMPLIANCE/PLANS EXAMINER</b>	
	 <b>38 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 38 years in the construction industry, including 15 years as a Florida Licensed Building Inspector &amp; Plans Examiner, and licensure as a Florida Licensed Building Code Administrator.</li> <li>▪ <b>Extensive Experience:</b> Over 38 years in the construction industry, including 15 years as a Florida Licensed Building Inspector &amp; Plans Examiner, and licensure as a Florida Licensed Building Code Administrator.</li> <li>▪ <b>Professional Registrations:</b> Licensed as a Building Code Administrator (FL No. BU1939), Plans Examiner (FL No. PX2900), and Building Inspector (FL No. BN5181), leads compliance with rigorous standards in building code enforcement.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>60% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>A.S. Construction Management University of Maryland</b></li> </ul>		
	<b>CHRIS SMITH, PE   ENGINEERING TASK LEADER</b>	
	 <b>25 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 25 years in structural engineering, with a focus on residential, commercial, hospitality, institutional, and medical sectors, bringing a wealth of expertise to diverse projects.</li> <li>▪ <b>Professional Registrations:</b> Licensed Professional Engineer in Florida (No. 62605) and multiple other states including CA, CO, NY, NC, OK, and VA, ensuring compliance with rigorous engineering standards across various regions.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>50% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>BS, Civil Engineering, University of Delaware</b></li> </ul>		

Key Personnel Assigned		Qualifications
	<b>TODD DRENNAN, RA, AIA NCARB   ARCHITECTURAL TECHNICAL ADVISOR (SUPPORT)</b>	
	 <b>25 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 25 years in architecture and engineering, with expertise in civic, institutional, commercial, industrial, and residential projects, blending engineering precision with award-winning design skills.</li> <li>▪ <b>Professional Affiliations and Registrations:</b> Registered Architect in multiple states (FL, GA, TX, UT, WY, ND, MN) with affiliations to the American Institute of Architects (AIA) and the National Council of Architectural Registration Boards (NCARB), ensuring adherence to national architectural standards.</li> <li>▪ <b>Educational Background:</b> Holds a Master of Architecture from Miami University, Ohio, and a Bachelor of Science in Engineering from Brigham Young University.</li> </ul>
	 <b>Remote (Utah)</b>	
	 <b>20% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>M. Arch, Architecture, Miami University, Ohio</b></li> <li>✓ <b>BS, Engineering Brigham Young University</b></li> </ul>		
	<b>PATRICIA MUGNOL, NCARB   PROJECT ARCHITECTURAL DESIGNER</b>	
	 <b>15 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 15 years of professional experience in Construction Management and Interior Design, contributing to diverse projects with a focus on precision, creativity, and excellence.</li> <li>▪ <b>Key Projects:</b> Architectural support for projects such as the Paxton Senior Activity Center, The Awning Factory Warehouse Expansion, Bennett Law Firm All Nations Office Building, UF Health Thrift Shoppe Expansion, and UCF Flying Horse Studio.</li> <li>▪ <b>Educational Background:</b> Holds a Master of Architecture from Lutheran University of Brazil, Canoas, and a Bachelor of Science in Architecture from the University of Caxias do Sul, Caxias do Sul, Brazil.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>60% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>MArch, Architecture, Lutheran University of Brazil</b></li> <li>✓ <b>BS, Architecture University of Caxias do Sul Caxias do Sul, Brazil</b></li> </ul>		
	<b>NUNZIE BURZO   CONSTRUCTIBILITY &amp; COST ESTIMATING</b>	
	 <b>30+ years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 30 years in the AEC industry, with a strong background in project management, construction, and operational management across residential, commercial, hospitality, institutional, and medical sectors.</li> <li>▪ <b>Key Projects:</b> Senior Client Account Manager for the Lee County Pine Island Commercial Marina, construction estimator for the Paxton Senior Activity Center, Lake County EMS Fleet and Logistics Relocation, Lake County Historic Courthouse Structural Column Investigation, and Schar Holdings Sand Lake Vista Office Building.</li> <li>▪ <b>Professional Memberships:</b> Member of the Florida Planning Association (FPA), Sarasota Manatee Counties, and the Builder Exchange (BEX), Florida Home Builders Association (FHBA).</li> </ul>
	 <b>Located in Fort Myers</b>	
	 <b>50% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>BS, Architecture, New York Institute of Technology</b></li> </ul>		
	<b>BILL SPENCER   SUPPORTING PROJECT MANAGER</b>	
	 <b>30+ years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Key Projects:</b> Senior Project Manager for the Lee County Pine Island Commercial Marina, supporting project manager for the Lake County Supervisor of Elections building, and roles in designing the Goddard Charter School, R.A. Johnson Tire Service Centers, City Place at Celebration Pointe, and a private residence in Sarasota.</li> <li>▪ <b>Professional Memberships:</b> Member of the Florida Planning Association (FPA), Sarasota and Manatee Counties.</li> </ul>
	 <b>Located in Fort Myers</b>	
	 <b>50% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>BS, Architecture, University of Michigan</b></li> <li>✓ <b>AS, Architecture, American Institute of Design</b></li> </ul>		



Key Personnel Assigned		Qualifications
	<b>PAUL DALIA, PE   ENGINEERING SUPPORT</b>	
	 <b>26 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 25 years in structural engineering with a specialization in cold-formed steel design, contributing to residential, commercial, hospitality, institutional, and medical sectors.</li> <li>▪ <b>Leadership and Expertise:</b> Member of the AISI Committee on Framing Standards, leveraging over 20 years of CFS design experience to deliver innovative and durable engineering solutions for high-impact projects across the United States.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>30% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>MBA, Business Admin., University of Florida</b></li> <li>✓ <b>BS, Civil Engineering, University of Florida</b></li> </ul>		
	<b>JAMES A. BOUREZ, PE   ENGINEERING SUPPORT</b>	
	 <b>25 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 25 years in structural engineering, with a focus on residential and commercial sectors, contributing to the design and evaluation of numerous high-impact projects.</li> <li>▪ <b>Key Projects:</b> Engineering support for the Lake County Eight Story Parking Garage Traffic Modification, Paxton Senior Activity Center.</li> <li>▪ <b>Professional Registrations:</b> Licensed Professional Engineer in Florida (No. 67835) and multiple other states including AZ, CO, GA, ID, KY, MD, MI, MO, NV, NC, OR, PA, SD, SC, TX, UT, VA, WA, and WY.</li> </ul>
	 <b>Remote (Texas)</b>	
	 <b>30% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>AA, Construction Management, Valencia College</b></li> </ul>		
	<b>ROBERTO BONET   PRODUCTION MANAGER</b>	
	 <b>22 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 20 years in design and construction document production, with a strong background in residential, commercial, hospitality, institutional, and medical sectors.</li> <li>▪ <b>Key Projects:</b> Senior CAD/Revit Technician for projects including the Lake County Eight Story Parking Garage Traffic Modification, Paxton Senior Activity Center, The Awning Factory Warehouse.</li> <li>▪ <b>Certifications:</b> Certified in AutoCAD and Revit, ensuring proficiency in industry-standard design and documentation tools.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>60% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>AA, Architecture, Inter-American University of Puerto Rico</b></li> </ul>		
	<b>ROBERT GODIN   BUILDING INSPECTOR, PLANS EXAMINER</b>	
	 <b>15 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Over 15 years in architecture, engineering, and construction management, with a focus on residential, commercial, hospitality, institutional, and medical sectors.</li> <li>▪ <b>Leadership and Inspection Expertise:</b> Responsible for conducting thorough inspections and ensuring quality and safety standards across various high-impact projects, leveraging extensive hands-on experience and a diverse skill set to deliver innovative solutions.</li> </ul>
	 <b>Located in Clermont office</b>	
	 <b>50% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>AA, Construction Management, Valencia College</b></li> </ul>		
	<b>FRANCISCO CABRAL, PE   ELECTRICAL ENGINEERING (CABRAL ENGINEERING)</b>	
	 <b>14 years of experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Extensive Experience:</b> Fourteen years in the construction industry with a focus on designing, constructing, and commissioning complex commercial, industrial, and telecommunications projects.</li> <li>▪ <b>Key Projects:</b> Electrical Engineer of Record for projects including Lake County Fire Stations, Orange County Courthouse Lighting Renovation, Creative Village Roadway Improvements.</li> <li>▪ <b>Professional Registrations:</b> Professional Engineer in Florida (#68670), Mississippi (#20860), North Carolina (#049262), South Carolina (#29492E), and Texas (#128206).</li> </ul>
	 <b>Located in Orlando office</b>	
	 <b>20% assigned to project</b>	
 <ul style="list-style-type: none"> <li>✓ <b>MS, Electrical Engineering NC State University</b></li> <li>✓ <b>Graduate Certificate, Renewable Electric Energy Systems, NC State University</b></li> <li>✓ <b>BS, Electrical Engineering, NC State University</b></li> </ul>		



## Lennard Davis, RA, NCARB

Architectural Lead, Project Executive

Lennard Davis is a highly experienced architect with over 28 years of professional practice, and brings a long list of experience with multiple project types to the Forefront team. As both a United States Navy Veteran and an award-winning architect, Lennard combines an understanding of engineering principles, aesthetics, and functionality into projects while keeping a close eye on both schedules and budgets.

### Highlighted Project Experience

#### Lee County, Design for New Facilities at Pine Island Commercial Marina, St. James City, FL:

Lennard serves as a supporting project architect. The project encompasses a diverse range of structures and amenities designed to support the marina's daily operations and provide essential services to the public. The scope of work included the following key components: a mobile county staff office trailer, a permanent storage shed for marina supplies, and a mobile public restroom trailer, alongside meticulously constructed concrete pads for accessibility and utility connections. Extending beyond mere functionality, the design also included extended areas for communal use, such as picnic setups, emphasizing the project's alignment with federal, state, and local standards.

#### Lake County, Design Supervisor of Elections Buildings, Tavares, FL:

Lennard serves as the Lead Architect. Forefront is the prime consultant for the architectural and engineering design for a state-of-the-art Supervisor of Elections Facility, totaling 40,000 sq ft. Managing a comprehensive scope including site development, construction oversight, and integration of advanced security measures in line with federal and state election integrity guidelines. The Forefront team will coordinate multidisciplinary teams to deliver architectural, structural, civil, and landscape designs, alongside environmental, geotechnical, mechanical, electrical, and plumbing engineering services.

#### City of Paxton, Senior Activity Center - New Facility, Paxton, FL:

Lennard serves as a supporting project architect on this project. Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

#### Washoe County, Regional Emergency Operations Center (REOC), Reno, NV:

Located North of Reno is the REOC, a 28,000 square foot facility designed to provide State, County, and city personnel a secure location from which to coordinate responses to all manner of emergencies or natural disasters in Northern Nevada, including earthquakes, wildfires, any and sort of hazardous material or mass infection events. Included in the program are sleeping areas for staff, secure and robust communications equipment, secured coordination rooms, and health and logistics facilities and equipment. Large garage facilities are also provided for emergency response vehicles.

#### Aztec Police Department, Sheriff's Office Addition/Expansion, Aztec, NM:

Lennard took on the role of project architect for the addition and renovation of the Sheriff's Office for the Aztec Police Department in Aztec, New Mexico. The project, which added 6,600 square feet to the existing facility, was led by his team.

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 28  
With Current Firm: 1

### Education

Masters of Architecture,  
University of New Mexico

Bachelor of  
Architecture, University  
of New Mexico

United States Navy,  
Nuclear Power Program

### Registrations

Registered Architect, NV  
No. 6335

Registered Architect, FL  
No. AR102538

National Council  
of Architectural  
Registration Boards —  
NCARB

### Market Sectors

Healthcare  
Industrial  
Hospitality  
Educational  
Commercial Municipal  
Multi-family  
Residential





## Khine Pwint, RA, NCARB

Architect, Project Manager

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 22  
With Current Firm: 1

### Education

BArch, New York  
Institute of Technology

AAS, Architectural  
Technology, New York  
City Technical College

### Registrations

Registered Architect, NY  
No. 034118

Registered Architect, FL  
No. AR95482

National Council  
of Architectural  
Registration Boards —  
NCARB

### Market Sectors

Residential  
Commercial  
Municipal

**Khine Pwint is a highly experienced architect with over 22 years of professional practice. She is currently part of the Forefront Architecture and Engineering team, where she brings her expertise to a variety of projects in the residential, commercial, and municipal sectors. Key project highlights in her career include her involvement in the relocation and expansion of Lake County's EMS fleet and logistics services, the design of an inclusive senior activity center in Paxton, Florida, and her contribution to a contemporary office building project in Orlando. Khine has also led significant projects like the vertical enlargement of a Bronx supermarket and the design of a luxury residence in Scarsdale, New York. Khine's dedication and innovative approach continue to make a significant impact in the field of architecture, enhancing the built environment and exceeding client expectations.**

### Highlighted Project Experience

**Lake County, Design Supervisor of Elections Buildings, Tavares, FL:** Khine serves as a supporting project architect. Forefront is the prime consultant for the architectural and engineering design for a state-of-the-art Supervisor of Elections Facility, totaling 40,000 sq ft. Managing a comprehensive scope including site development, construction oversight, and integration of advanced security measures in line with federal and state election integrity guidelines. The Forefront team will coordinate multidisciplinary teams to deliver architectural, structural, civil, and landscape designs, alongside environmental, geotechnical, mechanical, electrical, and plumbing engineering services.

**Lake County, Emergency Medical Services (EMS) Fleet and Logistics Relocation, Lake County, FL:** Khine serves as a supporting project architect on this project. Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Our role involves architectural, structural, and MEP services to facilitate Lake County's EMS operations' move to the existing Fleet Services location. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4 million.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Khine serves as a supporting project architect on this project. Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

**Schar Holdings, Inc., Sand Lake Vista Office Building, Orlando, FL:** The design of the new office building, situated on the prestigious Sand Lake Vista Drive in Orlando, exemplifies a cutting-edge and versatile approach, seamlessly blending functionality with captivating aesthetics. The architectural style of the building exudes a sleek and contemporary vibe, beautifully harmonizing glass, stucco, and stone elements to create a visually striking composition. This project is currently still in the design phase and working towards 30% construction documents. Khine serves as a supporting project architect on this project.



## Nunzie Burzo

Client Account Manager

**Nunzie joins Forefront with an extensive background in the AEC industry. He is results-driven, highly motivated professional with over 30 years of experience in process, procedure, and construction project management coupled with operational and management experience. His understanding of how ‘change’ impacts an organization and the ability to link change to the organization’s perceived bottom line/growth strategies enables our teams to achieve our client’s goals.**

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 30+  
With Current Firm: 1

### Education

BS, Architecture,  
New York Institute  
of Technology

### Professional Memberships

FPA Member, Sarasota  
Manatee Counties

BEX Builder  
Exchange FHBA

### Areas of Expertise

Project Management  
Construction

### Market Sectors

Residential  
Commercial  
Hospitality  
Institutional  
Medical

### Highlighted Project Experience

**Lee County, Design for New Facilities at Pine Island Commercial Marina, St. James City, FL:** Nunzie is currently serving as the Senior Client Account Manager. The project encompasses a diverse range of structures and amenities designed to support the marina’s daily operations and provide essential services to the public. The scope of work included the following key components: a mobile county staff office trailer, a permanent storage shed for marina supplies, and a mobile public restroom trailer, alongside meticulously constructed concrete pads for accessibility and utility connections. Extending beyond mere functionality, the design also included extended areas for communal use, such as picnic setups, emphasizing the project’s alignment with federal, state, and local standards.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Nunzie serves as construction estimator for this project. Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront’s approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

**Lake County, Emergency Medical Services (EMS) Fleet and Logistics Relocation, Lake County, FL:** Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Our role involves architectural, structural, and MEP services to facilitate Lake County’s EMS operations’ move to the existing Fleet Services location. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4 million. Nunzie serves as construction cost estimator for this project.

**Lake County, Historic Courthouse Structural Column Investigation, Tavares, FL:** Nunzie serves as construction estimator for this project. Forefront operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County’s Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future. Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes.

**Schar Holdings, Inc., Sand Lake Vista Office Building, Orlando, FL:** The design of the new office building, situated on the prestigious Sand Lake Vista Drive in Orlando, exemplifies a cutting-edge and versatile approach, seamlessly blending functionality with captivating aesthetics.



## Bill Spencer

Senior Project Manager / Designer

**Bill is a highly experienced Designer and Project Manager with over 30 years of experience. He is currently part of the Forefront Architecture and Engineering team, where he brings his expertise to a variety of projects in the residential, commercial, and municipal sectors. His expertise in coordinating the design and implementation of detail for the Production Teams ensures that our projects are completed with the commitment to delivering high quality and innovative design solutions for our clients.**

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 30+  
With Current Firm: 1

### Education

BS,  
Architecture, Taubmann  
College of Architecture  
& Urban Planning at the  
University of Michigan

AS, Architecture  
American Institute of  
Design

### Professional Memberships

FPA Member, Sarasota  
Manatee Counties

### Areas of Expertise

Project Management  
Project Site  
Management  
Construction

### Market Sectors

Residential  
Commercial  
Hospitality  
Institutional  
Medical

### Highlighted Project Experience

#### **Lee County, Design for New Facilities at Pine Island Commercial Marina, St. James City, FL:**

Bill is currently serving as the Senior Project Manager. The project encompasses a diverse range of structures and amenities designed to support the marina's daily operations and provide essential services to the public. The scope of work included the following key components: a mobile county staff office trailer, a permanent storage shed for marina supplies, and a mobile public restroom trailer, alongside meticulously constructed concrete pads for accessibility and utility connections. Extending beyond mere functionality, the design also included extended areas for communal use, such as picnic setups, emphasizing the project's alignment with federal, state, and local standards. Bill is overseeing the coordination of all local and government municipalities including FEMA requirements. Bill will also manage both the commercial and residential access to the boat ramps and ensure they are fully operational during regular working hours during construction.

**Lake County, Design Supervisor of Elections Buildings, Tavares, FL:** Bill serves as a supporting project manager. Forefront is the prime consultant for the architectural and engineering design for a state-of-the-art Supervisor of Elections Facility, totaling 40,000 sq ft. Managing a comprehensive scope including site development, construction oversight, and integration of advanced security measures in line with federal and state election integrity guidelines. The Forefront team will coordinate multidisciplinary teams to deliver architectural, structural, civil, and landscape designs, alongside environmental, geotechnical, mechanical, electrical, and plumbing engineering services.

**R.A. Johnson Tire Service Centers, Southwest, FL:** Bill was the Supporting Designer for the new Design Development and structural details of the proposed 8 location, 7,500 square foot each tire/service centers located throughout Southwest Florida. (Projects were completed prior to Forefront)

**City Place at Celebration Pointe, Gainesville, FL:** Bill served as the Design Liaison and Project Manager for these multi-unit, modern apartment buildings located close to the University of Florida. He worked with the local municipalities, communities and Project Architects to ensure that the design was functional for both families and students as well. (Project was completed prior to Forefront)

**The Goddard Charter School, Charlotte County, FL:** Bill served as the Senior Designer during Design development and then as the on-site Assistant Project Manager for an 8,900 square foot school renovation project. The design included updated classrooms with the newest visual technologies, a new technical training classroom, special education facility, ADA compliance update to auditorium with handicap ramps for access, added new ADA compliant restrooms and new teachers lounge with full kitchen. (Project was completed prior to Forefront)





## Todd Drennan, RA, AIA, NCARB

Technical Advisor - Architectural Services

Todd began his career working for a world-renowned architect in London, England, prior to returning to the States. He has the unique abilities of an engineering education combined with award-winning architectural design skills. He pays close attention to his client's needs and budget while taking care of the details necessary to produce complete design documents for accurate construction bidding and a smooth-running project. He thrills in working with clients to make concepts into reality.

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 25  
With Current Firm: 6

### Education

M. Arch, Architecture,  
Miami University, Ohio

BS, Engineering  
Brigham Young  
University

### Registrations

Registered Architect,  
No. AR98800

FL, GA, TX, UT,  
WY, ND, MN

### Professional Affiliations

American Institute  
of Architects — AIA

National Council  
of Architectural  
Registration Boards —  
NCARB

### Areas of Expertise

Civic  
Institutional  
Commercial  
Industrial  
Residential

### Highlighted Project Experience

**Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL:** This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage. Todd serves as the Architectural lead on this project.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant. Todd serves as the Architectural lead on this project.

**Lake County, Emergency Medical Services (EMS) Fleet and Logistics Relocation, Lake County, FL:** Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Our role involves architectural, structural, and MEP services to facilitate Lake County's EMS operations' move to the existing Fleet Services location. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4 million. Todd serves as the Architectural lead on this project.

**Lake County, Historic Courthouse Structural Column Investigation, Tavares, FL:** Forefront operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County's Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future. Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes. Todd serves as the Architectural lead on this project.

**Bennett Law Firm, All Nations Office Building, Groveland, FL:** Todd serves as the Architectural lead and Project Manager on this project. Forefront played a pivotal role, handling every aspect of the project. From designing the central courtyard to implementing the block coursing structural system, our team ensured a comprehensive approach that balanced functionality, aesthetics, and innovation. Externally, the building showcases Miami Art Deco influences through its color palette and numerous windows, inviting ample natural light.



## Chris Smith, PE

Task Lead - Structural Engineering

**A Licensed Professional Engineer, Christopher M. Smith uses his vast knowledge of engineering and design to create structures that will endure over the years, through all conditions, while maintaining their beauty and function. Designing multi-story residences, schools, government buildings and hotels are also part of Chris's far-reaching career experience.**

### Highlighted Project Experience

**Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL:** This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage. Chris serves as the Engineering task lead for this project.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Chris served as the Engineering task lead for this project. Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

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**The Awning Factory, Warehouse Expansion, Orlando, FL:** Chris served as the Engineering task lead for this project. The project incorporates a structural steel frame and cold-formed steel walls, supported by a shallow concrete foundation system. This strategic choice ensures a sturdy and durable structure, capable of accommodating the functional needs of The Awning Factory's operations.

**Lake County, Tax Collector Facility, Tavares, FL:** Chris served as the Engineering task lead for this project. Forefront successfully managed the Lake County Tax Collector project, adhering to the Project Management Plan and Quality Assurance protocols. The site development proceeded smoothly with the chosen contractor achieving the necessary pad for construction on time and within budget. The drainage, civil design, and landscaping integrated well with the site's topography.

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 25  
With Current Firm: 17

### Education

BS, Civil Engineering,  
University of Delaware

### Registrations

Professional Engineer  
FL, No. 62605

CA, CO, NY,  
NC, OK, VA

### Market Sectors

Residential  
Commercial  
Hospitality  
Institutional  
Medical



## Patricia Mugnol, NCARB

Architectural Support

**With a career spanning over 15 years, Patricia is a seasoned professional in the realm of Construction Management and Interior Design. As an instrumental part of the Forefront team, Patricia takes on the role of a Supporting Project Manager. Her expertise lies in seamlessly coordinating the design and production teams, ensuring that projects are executed with precision, creativity, and a commitment to excellence. Patricia's holistic approach, creative insights, and unwavering dedication make her an invaluable asset to our team and a cornerstone of our commitment to delivering projects that resonate with innovation and quality.**

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 15  
With Current Firm: 4

### Education

M. Arch, Architecture,  
Lutheran University  
of Brazil, Canoas

BS, Architecture  
University of Caxias do  
Sul Caxias do Sul, Brazil

### Professional Affiliations

National Council  
of Architectural  
Registration Boards —  
NCARB

### Highlighted Project Experience

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

**The Awning Factory, Warehouse Expansion, Orlando, FL:** The project incorporates a structural steel frame and cold-formed steel walls, supported by a shallow concrete foundation system. The shallow concrete foundation system supports the entire structure, distributing the load evenly to the ground. This approach minimizes the need for extensive excavation and simplifies the construction process, leading to efficient project management and cost savings.

**Bennett Law Firm, All Nations Office Building, Groveland, FL:** Forefront played a pivotal role, handling every aspect of the project. From designing the central courtyard to implementing the block coursing structural system, our team ensured a comprehensive approach that balanced functionality, aesthetics, and innovation. Externally, the building showcases Miami Art Deco influences through its color palette and numerous windows, inviting ample natural light. Forefront's contributions extended beyond architecture, encompassing structural, mechanical, electrical, and plumbing engineering. Our expertise in interior design resulted in thoughtful office spaces, communal break areas, and flexible conference rooms, fostering collaboration and productivity.

**University of Florida Health, The Villages Tri-County Medical Center Auxiliary Ye Old Thrift Shoppe, Lady Lake, FL:** Forefront worked with the University of Florida Health, The Villages Medical Center Auxiliary Foundation to design the new Ye Olde Thrift Shoppe expansion. This project included Architectural, Engineering and MEP. The Ye Old Thrift Shoppe began operation in 2008 at 106 W. Lady Lake Blvd. The original home for the thrift shop was a two-story building that had served as the first general store in Lady Lake for nearly 100 years. This \$1.2M expansion and redesign resulted in over 7,500 square feet of retail space for everything from clothing to furniture to small items.

**University of Central Florida, Flying Horse Studio, Orlando, FL:** Forefront Architecture and Engineering was subcontracted to complete the project design and management through Schenkelshultz Inc. Forefront provided architectural/structural/MEP drawing set for a tenant improvement of approximately 7,000 SF of existing comedy club to be converted to gallery/art studio space.





## Mike Vitale

QA/QC, Building Code Compliance Administrator, Plans Examiner

**Michael Vitale provides over 38 years of experience within the construction industry and had served as the Directorate of Engineering for the U.S. Army – Doha, Qatar. Michael has 15 years of experience as a Florida Licensed Building Inspector & Plans Examiner and has obtained licensure as a Florida Licensed Building Code Administrator. Michael is currently the Operations Manager at Forefront Architecture & Engineering which includes oversight of the Quality Control program, Inspections and Plans Review.**

### Firm

Forefront Architecture  
and Engineering

### Years of Experience

Total: 38  
With Current Firm: 18

### Education

A.S. Construction  
Management  
University of Maryland  
U.S. Army

### Registrations

Building Code  
Administrator  
FL, No. BU1939

Plans Examiner  
FL, No. PX2900

Building Inspector  
FL, No. BN5181

### Market Sectors

Threshold Inspections  
Structural Inspection  
Residential Plans  
Review

### Highlighted Project Experience

**Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL:** This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage. Mike serves as the QA/QC lead and plans examiner on this project.

**Lake County, Historic Courthouse Structural Column Investigation, Tavares, FL:** Mike serves as the Project Manager for this project. Forefront operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County's Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future. Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes.

**Lake County, Fire Station Hazard Mitigation Grant Program Improvements - Phase 1, Countywide, FL:** Mike serves as the Project Manager for this project. Forefront has partnered with Lake County to enhance the resilience of its crucial fire stations as part of the Hazard Mitigation Grant Program (HMGP). This initiative demonstrates our commitment to public safety, innovative engineering, and proactive problem-solving. We initiated the project by conducting a thorough assessment of 19 strategically located fire stations across Lake County. This evaluation helped identify vulnerabilities that could hinder the stations' emergency response. These vulnerabilities included issues such as roofing problems and non-impact resistant components.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant. Mike serves as the QA/QC lead and plans examiner on this project. Mike serves as the QA/QC lead and plans examiner on this project.

**Lake County, Emergency Medical Services (EMS) Fleet and Logistics Relocation, Lake County, FL:** Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Our role involves architectural, structural, and MEP services to facilitate Lake County's EMS operations' move to the existing Fleet Services location. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4 million. Mike serves as the QA/QC lead and plans examiner on this project.



## Robert Godin

Building Inspector, Plans Examiner

**Robert is a seasoned professional with over 15 years of experience in architecture, engineering, and construction management. With a strong educational background and an impressive array of licenses and certifications, he has established himself as a trusted lead inspector at Forefront. Robert's expertise spans across various market sectors, including residential, commercial, hospitality, institutional, and medical projects. His hands-on involvement in high-impact projects showcases his proficiency in delivering innovative solutions while adhering to quality and safety standards. Robert's extensive experience, diverse skill set, and commitment to delivering exceptional results make him a valuable asset in the field of construction management.**

### Firm

Forefront Architecture and Engineering

### Years of Experience

Total: 15  
With Current Firm: 10

### Education

AA, Construction Management,  
Valencia College

### Licenses & Certifications

Building Inspector, FL,  
No. BN4791

Plans Examiner, FL  
No. PX2367

Level II Post-Tensioning Inspector, FL  
No. 72609009

Plans Examiner,  
National Board on Fire Service Professional Qualifications  
No. 287128

Certified General Contractor, FL  
No. CGC034863

### Market Sectors

Residential  
Commercial  
Hospitality  
Institutional  
Medical

### Highlighted Project Experience

**Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL:** Robert served as the lead inspector on this project. This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage.

**Lake County, Historic Courthouse Structural Column Investigation, Tavares, FL:** Robert served as the lead inspector on this project. Forefront operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County's Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future. Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes.

**Lake County, Fire Station Hazard Mitigation Grant Program Improvements - Phase 1, Countywide, FL:** Robert served as the lead inspector on this project. Forefront Architecture and Engineering has partnered with Lake County to enhance the resilience of its crucial fire stations as part of the Hazard Mitigation Grant Program (HMGP). This initiative demonstrates our commitment to public safety, innovative engineering, and proactive problem-solving. We initiated the project by conducting a thorough assessment of 19 strategically located fire stations across Lake County. This evaluation helped identify vulnerabilities that could hinder the stations' emergency response. These vulnerabilities included issues such as roofing problems and non-impact resistant components.

**Bennett Law Firm, All Nations Office Building, Groveland, FL:** Robert served as the lead inspector on this project. Forefront played a pivotal role, handling every aspect of the project. From designing the central courtyard to implementing the block coursing structural system, our team ensured a comprehensive approach that balanced functionality, aesthetics, and innovation. Externally, the building showcases Miami Art Deco influences through its color palette and numerous windows, inviting ample natural light. The central core's design draws attention to the main entrance with elegance. Forefront's contributions extended beyond architecture, encompassing structural, mechanical, electrical, and plumbing engineering. Our expertise in interior design resulted in thoughtful office spaces, communal break areas, and flexible conference rooms, fostering collaboration and productivity.



## Paul Dalia, PE

Engineering Support

Paul started structural engineering designing masonry, steel, concrete, and lumber, but now specializes in the design of cold-formed steel. He has over 20 years of CFS design experience working for various contractors, sub-contractors, architects and engineers on projects all over the United States. Project types include load bearing and curtain wall type framing, themed facades and specialized designs. He is a voting member on the AISI Committee on Framing Standards. Paul operates as a contracted employee for engineering support.

### Firm

Forefront Architecture  
and Engineering

### Years of Experience

Total: 25+  
With Current Firm: 3  
*(Contract)*

### Education

MBA, Business  
Administration,  
University of Florida

BS, Civil Engineering,  
University of Florida

### Registrations

Professional Engineer,  
FL, No. 54001

### Market Sectors

Residential  
Commercial  
Hospitality  
Institutional  
Medical

### Highlighted Project Experience

**Electronic Arts, Orlando Headquarters - Creative Village, Orlando, FL:** The new Electronic Arts building is a five-story office building built on a 1.8-acre parcel at the new Creative Village in downtown Orlando. The company is going to move its 700 employees to this \$62 million, 180,000 square-foot facility. Creative Village is an urban innovation district near downtown Orlando that currently houses the UCF and Valencia college downtown campuses, new housing and retail options. Forefront assisted in the specialty engineering of the cold-formed steel design for the themed façade wall and the entire front of the building including: the roof, overhangs, and the 1st-floor exterior ceiling work. Paul was contracted for Engineering support on this project.

**The Awning Factory, Warehouse Expansion, Orlando, FL:** Paul was contracted as Engineering support on this project. The project incorporates a structural steel frame and cold-formed steel walls, supported by a shallow concrete foundation system. This strategic choice ensures a sturdy and durable structure, capable of accommodating the functional needs of The Awning Factory's operations. The shallow concrete foundation system supports the entire structure, distributing the load evenly to the ground. This approach minimizes the need for extensive excavation and simplifies the construction process, leading to efficient project management and cost savings.

**IMG Academy, East Campus Main Gymnasium, Bradenton, FL:** The Cold Formed Steel on this project was used to make the exterior façade of the building. East Campus is the site of the original Nick Bollettieri Tennis Academy, the precursor to IMG Academy. Established in 1978, it served as the foundation for the world-renowned boarding school. As the school continues to grow and achieve new levels of success, facility upgrades were needed for their nationally ranked tennis and basketball programs. The East Campus Gym presents a discernible shift from the scale of the surrounding structures. As such, it serves as a focal point and gateway to the East Campus. A guard stand to mirror that of the West Campus was added to assist in creating a visible point of entry. The facility features a 14,000 sf ground floor center core. The inviting corridor leads visitors through the IMG Hall of Fame and to home and visitor locker rooms, athletic training, public restrooms, team changing rooms, concessions and storage space. To the south, the basketball practice area totals 44,500 sf. Designed to support practice, game and tournament play, the space houses three practice courts and one championship court. The championship court is flanked by stands on three sides and features a video scoreboard over half-court and lighting to meet NCAA broadcasting standards.

**Louisiana Tech University, JC Love Field, Ruston, LA:** J.C. Love Field at Pat Patterson Park was rounding out its 48th year of service when tragedy struck Ruston on April 25, 2019. An EF-3 tornado ripped through the city, destroying several Louisiana Tech Athletic facilities. University officials presented renderings and plans for the complete rebuild of the baseball facility. Total capacity of the facility is 2,100.





## James A. Bourez, PE

Engineering Support

### Firm

Forefront Architecture  
and Engineering

### Years of Experience

Total: 25+  
With Current Firm: 15

### Education

BSCE, Engineering,  
California State  
University - Sacramento

### Registrations

Professional Engineer,  
FL, No. 67835

Also licensed in AZ, CO,  
FL, GA, ID, KY, MD, MI,  
MO, NV, NC, OR, PA, SD,  
SC, TX, UT, VA, WA, WY.

### Market Sectors

Residential  
Commercial

James is an accomplished engineer with a diverse and extensive background in various aspects of structural design, spanning over decades of professional experience. Throughout his career, he has consistently demonstrated his expertise, dedication, and innovative approach in enhancing structural integrity and design precision. At Forefront Architecture and Engineering, James has held the role of Staff Engineer for residential design since 2010. His responsibilities encompass a broad spectrum, including serving as the Engineer of Record for numerous projects. His expertise shines in evaluating truss calculations for loading, code compliance, and suitability, and sizing various structural components for both gravity and wind loads. He plays a vital role in optimizing structural capacity and economic value, and his involvement extends to overseeing permanent bracing and truss-to-structure connections.

### Highlighted Project Experience

**Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL:** James served as Engineering support on this project. This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** James served as Engineering support on this project. Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

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## Roberto Bonet

Production Manager, Senior CAD/Revit Technician

**With 20 years of experience in design and construction document production, there are not many things in the industry that Roberto has not seen. As a manager of projects and personnel, Roberto is responsible for training staff and keeping them organized. He has worked for multiple firms and learned best practices from each of these firms. He has been managing production at Forefront and its predecessor firm for 15 years. Roberto is English/Spanish bi-lingual.**

### Highlighted Project Experience

**Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL:** Roberto serves as Senior CAD/Revit Technician on this project. This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage.

**City of Paxton, Senior Activity Center - New Facility, Paxton, FL:** Roberto serves as Senior CAD/Revit Technician on this project. Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

**The Awning Factory, Warehouse Expansion, Orlando, FL:** Roberto serves as Senior CAD/Revit Technician on this project. The project incorporates a structural steel frame and cold-formed steel walls, supported by a shallow concrete foundation system. This strategic choice ensures a sturdy and durable structure, capable of accommodating the functional needs of The Awning Factory's operations. The shallow concrete foundation system supports the entire structure, distributing the load evenly to the ground. This approach minimizes the need for extensive excavation and simplifies the construction process, leading to efficient project management and cost savings.

**Lake County, Tax Collector Facility, Tavares, FL:** Roberto served as Senior CAD/Revit Technician on this project. Forefront successfully managed the Lake County Tax Collector project, adhering to the Project Management Plan and Quality Assurance protocols. The site development proceeded smoothly with the chosen contractor achieving the necessary pad for construction on time and within budget. The drainage, civil design, and landscaping integrated well with the site's topography. To meet a critical deadline before the lease expiration of the existing location, the General Contractor team diligently ensured the timely completion of the 14,000 SF building, holding weekly meetings with stakeholders for effective project management. The building's design, tailored to Lake County's demographics, featured architectural elements like a distinctive porch entrance, landscaping, flagpole, metal roof, and large storefront openings. The layout prioritized ample reception and service space, achieved through the division of the building into "Lobby A" and "Lobby B" wings branching from a central reception area. Beyond service zones, the building encompassed a training room, break room, CIC room, supplies, and administration areas.

### Firm

Forefront Architecture  
and Engineering

### Years of Experience

Total: 20  
With Current Firm: 15

### Education

AA, Architecture,  
Inter-American University  
of Puerto Rico

### Certifications

AutoCAD  
Revit

### Market Sectors

Residential  
Commercial  
Hospitality  
Institutional  
Medical

# TAB 4

## Ability to become Quickly Familiar with Local Conditions



## Ability to Quickly Familiarize with Local Conditions

### Overview of Local Conditions

While Forefront does not currently have a physical presence in Green Cove Springs, our team is fully committed to quickly understanding the local conditions and applying our extensive experience to ensure the success of this project. We approach each project with a tailored strategy that emphasizes thorough research, proactive engagement, and leveraging our past experience with similar initiatives across Florida.

#### 1. Commitment to Understanding Conditions

Forefront will dedicate time and resources to familiarize ourselves with the specific conditions of Green Cove Springs. **This includes:**

- Engaging with the City’s project staff early in the process to gain a comprehensive understanding of site-specific challenges and opportunities. Conducting detailed site visits and environmental analyses to assess existing infrastructure and conditions.
- Reviewing all applicable local regulations, codes, and permitting requirements to ensure compliance and smooth project execution.

#### 2. Leveraging Relevant Florida Experience

Our team has successfully completed numerous municipal and community projects throughout Florida, which has provided us with a strong foundation to adapt to the unique requirements of Green Cove Springs. **Past projects, such as the Hawthorne Area Resource Center and other CDBG-funded initiatives, have equipped us with the knowledge to address:**

- Florida’s climatic and environmental factors
- Regulatory requirements for grant-funded projects
- Functional designs tailored to community needs

#### 3. Proactive Collaboration with City Staff

We understand the importance of strong communication and collaboration with local stakeholders. Forefront will:

- Participate in regular meetings with the City’s project staff to align with local priorities and expectations.
- Engage with local authorities and agencies to streamline permitting and regulatory approvals.
- Incorporate feedback from stakeholders into our designs to ensure alignment with community goals.

#### 4. Applying Expertise in Adaptive Design

Forefront excels at designing solutions that integrate seamlessly with local environments and community needs. **For this project, we will draw from our experience with similar facilities to create a design that is functional, compliant, and reflective of the City’s vision for the Augusta Savage Arts and Community Center improvements.**

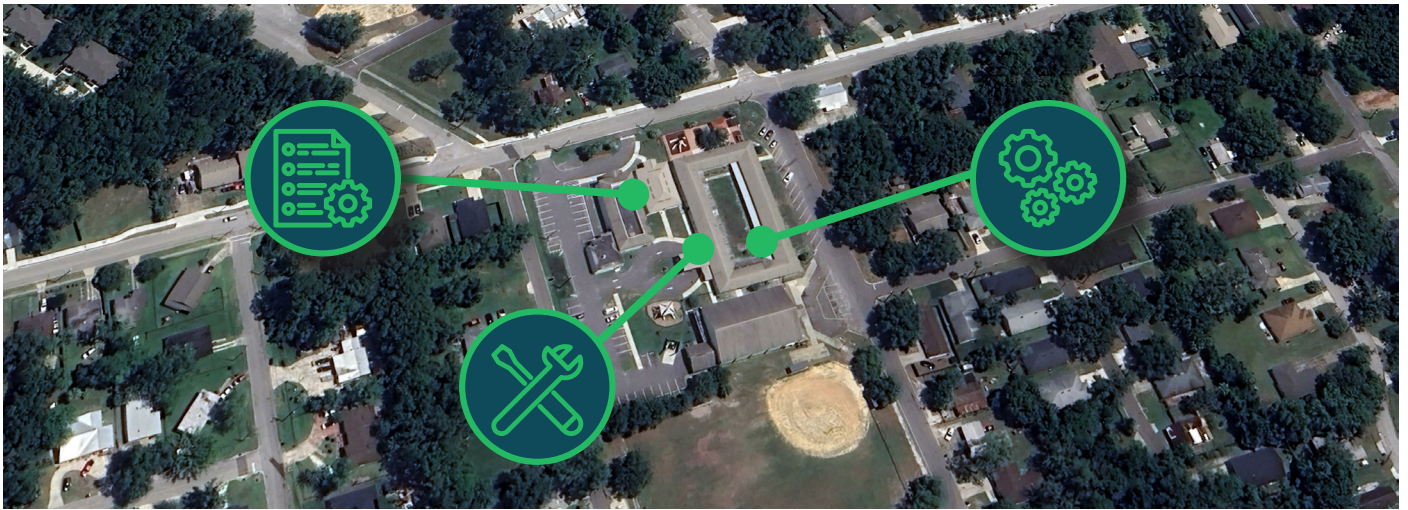
### Team Availability and Readiness



Forefront is fully prepared to engage with the City. **As we currently do not have any ongoing projects with the City, we look forward to this opportunity to establish a successful partnership and demonstrate our commitment to delivering exceptional service.** Our team is well-resourced, with dedicated production staff and a depth of professional expertise to ensure project success from start to finish.

With a balanced workload and the flexibility to prioritize new projects, we have the capacity to respond promptly and dedicate the necessary resources to meet the City’s architectural needs. **Our skilled architects, engineers, and support staff are ready to begin upon award, providing a seamless start to our partnership with the City of Green Cove Springs.**

**FOREFRONT BENEFIT:** By combining our commitment to understanding the specific conditions of Green Cove Springs with our proven experience in similar Florida projects, Forefront will deliver a tailored solution that meets the City’s needs. Our proactive engagement with City staff and stakeholders ensures that we will quickly adapt to local conditions and deliver a project of exceptional quality and value.



## Considerations Forefront AE Will Take When Understanding Local Conditions

To ensure the success of the Augusta Savage Arts and Community Center renovation, Forefront will take a comprehensive and thoughtful approach to understanding the local conditions of Green Cove Springs. This approach involves analyzing a variety of factors that impact the project’s design, construction, and functionality.

### Regulatory and Permitting Requirements

- Review all local, state, and federal regulations applicable to the project, particularly those tied to CDBG funding and historical preservation guidelines.
- Understand permitting processes and timelines to streamline approvals and avoid delays.
- Engage with local agencies to ensure compliance with zoning codes, environmental regulations, and building standards.

### Site-Specific Analysis

- Conduct thorough topographical and environmental surveys to assess the project site through selected subconsultant partners.
- Evaluate existing infrastructure, including utilities, road access, and drainage systems, to ensure compatibility with the renovation plans.
- Analyze historical and cultural significance, as the site is part of the historic Dunbar High School, to respect and preserve its legacy.

### 3. Community Needs and Demographics

- Understand the role of the Augusta Savage Arts and Community Center within the community, particularly as a Coronavirus Testing and Vaccination Center.
- Engage with City staff to identify specific needs and priorities for the facility, such as accessibility, capacity, and functionality.
- Ensure designs align with the community’s cultural and social expectations.

### 4. Stakeholder Engagement

- Maintain regular communication with City project staff, community members, and other stakeholders to incorporate local insights.
- Host site visits and workshops to ensure our team gains a firsthand understanding of the environment and community context.
- Collaborate with local experts and subcontractors to benefit from their on-the-ground knowledge.

**By addressing these considerations, Forefront will develop a comprehensive understanding of the local conditions and tailor our approach to meet the unique needs of Green Cove Springs. This thorough preparation ensures a successful project that benefits the City and its residents.**

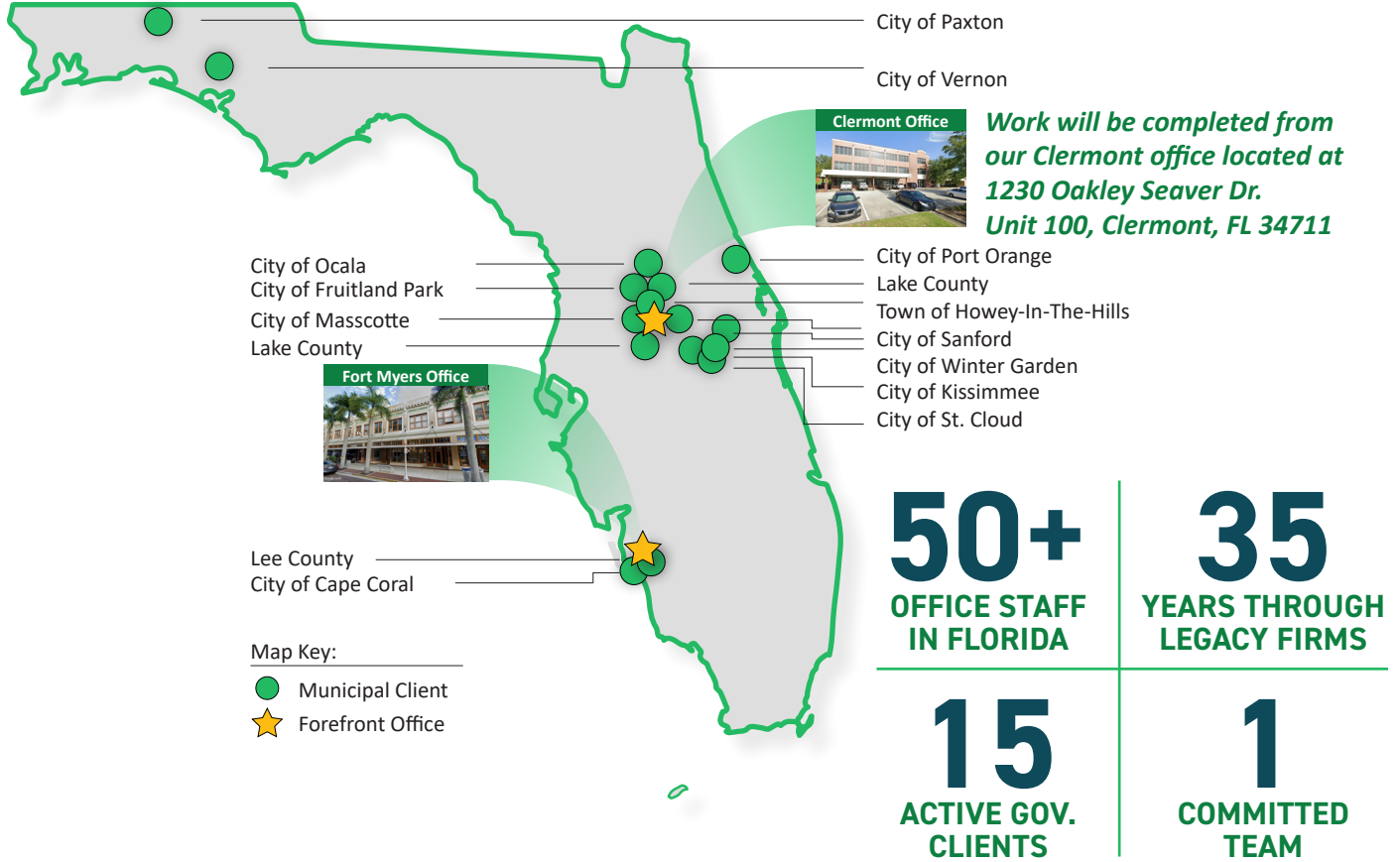
# TAB 5

## Experience with Municipal Architectural and/or Engineering Projects



## Forefront Municipal Clients in Florida

We currently serve **15 municipal clients throughout Florida**, offering a comprehensive array of services that include architectural design, structural engineering, MEP engineering, and interior design. Our engagement with these municipalities is not just about delivering projects; it's about creating relationships and understanding the fabric of each community to ensure our solutions are meaningful and impactful.



## Key Personnel Assigned to the Project

Our team brings their unique strengths and expertise to the City, providing an exceptionally qualified and unmatched team, both creatively and technically. Combined, they bring over 50 years of experience and sought-after expertise with a strong engineering focus and a local team proficient in community-based architecture and the technical design requirements.

### MEET YOUR EXPERIENCED PROJECT ARCHITECTURAL DESIGN TEAM



**Project Architect**  
 Khine Pwint, RA, NCARB

**22 YEARS  
 EXPERIENCE**



**Architectural Lead Designer**  
 Lennard Davis, RA, NCARB

**28 YEARS  
 EXPERIENCE**



*With our combined design experience and shared commitment to excellence, we're well-prepared to deliver a project that exceeds expectations.*

## Highlighted Continuing Professional Service Contracts

We are eager to bring our expertise and dedication to quality service to City of Green Cove Springs.



### Continuing Services Contracts

Contract Name	Client Name	Scope
Professional Engineering and Architectural Services	City of Winter Garden	Scope includes: data collection, planning and engineering studies, engineering design, architectural design and programming, preparation of construction plans and special provisions, and construction phase engineering and architectural services for rehabilitative or new construction. Typical assignments may include tasks like the following:
On-Call Architectural Services	Lake County, Florida	Various types and levels of design and engineering effort in support of new facility construction and renovation of existing structures. The design services include the stamping and certification of construction drawings. Other potential services include construction project admin./inspection.
Architectural & Engineering Consulting Services	Lake County Schools, Florida	The firm will provide professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$4 million, and for study activity the fee for professional services for each individual study under the contract does not exceed \$500,000; or for work of a specified nature as outlined in the contract required.
Continuing Professional Architectural Services	City of St. Cloud, Florida	Provide licensed professional architectural services for various public facilities, which shall include, but not be limited to, the following components: Meet with City staff to develop programming and layout. Provide schematic floor plans indicating programming square footages. Provide preliminary elevation drawings. Provide preliminary specifications indicating construction types, material quality standards and finishes. Specify minimum requirements for mechanical, electrical, plumbing, fire protection, audio/visual and fire alarm systems. Provide complete construction documents. New buildings. Renovations of existing buildings. Upgrades to building infrastructure. Landscape architecture. Feasibility Studies. Permitting services. Cost estimating. Utilities associated with design plans. Establish architectural standards.
Professional Engineering and Surveying Services	City of Fruitland Park, Florida	Review development plan submittals received by the city by others, including but not limited to construction plans, site plans, preliminary and final plats, stormwater calculations, boundary and topographical surveys, lot splits, lot line deviations, on-site and off-site water and wastewater utilities plans. Design of municipal public works and utility facilities. Prepare boundary surveys, sketch of descriptions, and other specific purpose surveys as requested. Such other engineering and surveying services as may be needed from time to time.
Professional Architectural Services	City of Port Orange, Florida	Professional Architectural Services for various renovation, restoration, construction and general consulting projects in the City of Port Orange. Services for projects may include conducting and/or attending pre-construction meetings, review of shop drawings, record drawing review, cost estimating, and additional architectural services as required during the course of construction.
Professional Architectural and Engineering Services	City of Kissimmee	The Scope of Services may include, but not be limited to, needs analysis, recommendations on modifications or additions to existing facilities or the construction of additional facilities, the planning and design for the construction of new facilities, and administration of construction projects, including on-site construction inspections, planning, design, environmental sciences, environmental permitting, utility coordination, utility design, railroad coordination, right-of-way acquisition, surveying and mapping, value engineering, geotechnical, historical, archaeological, and traffic operations.
Citywide Professional Consultant Continuing Services	City of Cape Coral	Services may include, but are not limited to: Air Quality, Architectural, Environmental & Remediation, Civil Engineering Services (Aquatics, Construction Management, Potable Water, Site Assessment and Planning, Stormwater, Structural Design & Reviews, Transportation, Wastewater & Irrigation), Construction Management, Electrical Engineering, Geotechnical Engineering, GIS, Hydrogeologic, Landscaping Architecture and Irrigation Design, Marine Engineering, Surveying & Mapping, Traffic Engineering Services or any combination thereof at various locations throughout the City.

# 1. Lake County Supervisor of Elections Buildings

Tavares, Florida



## Firm Name

Forefront Architecture  
and Engineering

## Client Name

Lake County, FL

## Client Reference

D. Alan Hays, D.M.D, MFCEP  
Supervisor of Elections  
p. 352-253-1420

## Dates of Service

January 2024 - Ongoing

## Scope of Work

Full Service | Architecture,  
Structural Engineering and  
MEP

## Project Final Cost

\$14M (Construction  
anticipated)

## Key Personnel Assigned

Lennard Davis  
Khine Pwint  
Patricia Mugnol  
Minel Gonzalez  
Mike Vitale  
Chris Smith  
Robert Godin  
Roberto Bonet

**Forefront has been awarded the contract to design a new Supervisor of Elections (SOE) Administrative Office and Warehouse Facility in Lake County. This project encompasses comprehensive design and site development, integrating advanced security measures and ensuring compliance with all relevant codes and standards.**

The project includes the design of two metal buildings, each measuring 100 feet in width and 200 feet in length. The Administration Building (B1) will have a 12-foot eave height, while the Warehouse Building (B2) will feature a 20-foot eave height and include up to four overhead doors for the loading dock area. The site will be developed to accommodate secure public, staff, and law enforcement parking, as well as secure vehicle access. The facility will also feature covered loading docks, surface parking, razor wire fencing, and electronic sliding secure vehicle gates. Inside, the facility will house various functional spaces such as offices, a reception area, lobby, break room, restrooms with showers, meeting rooms, and warehouse space. There will be secure separation of public areas, election staff areas, intake staging, transport, and storage areas, ensuring the integrity and security of election operations.

**Security and Compliance:** Security is a paramount concern for this project. The design includes sophisticated security surveillance and access control systems that limit access to authorized personnel only. Compliance with the Florida Supervisors of Elections and Federal Election Commission checklists, Florida Building Code, NFPA, NEC, and FBC Accessibility Code is a key aspect of the design. Additionally, the facility is designed to withstand winds up to 130 MPH, ensuring durability and operational continuity during emergencies. Integration of mechanical, electrical, plumbing, fire protection, fire alarm, security surveillance, access control, and communications systems is crucial for maintaining 24-hour operation during any emergency event.

Forefront will provide a wide range of professional services, including architectural services, structural and civil engineering, landscape architecture, environmental and land survey, geotechnical services, as well as mechanical, plumbing, fire protection, security surveillance, access control, and electrical engineering. Our team will work closely with the Supervisor of Elections and the contractor to ensure cost-effective solutions through value engineering. We will oversee the entire project from programming and master planning to schematic design and construction administration.



## 2. Emergency Medical Services (EMS) Fleet and Logistics Relocation

Lake County, Florida

### Firm Name

Forefront Architecture  
and Engineering

### Client Name

Lake County, FL

### Client Reference

Ivan Lespier, MBA.EMT  
Construction Program  
Manager  
Office of Facilities  
Management  
Contract Administration  
32400 CR 473  
Leesburg, FL 34788  
p. 352-253-4973  
ivan.lespier@lakecountyfl.  
gov

### Dates of Service

Ongoing

### Project Cost

\$2.4M Total Project

### Scope of Work

Architectural Services  
Engineering Services  
MEP Services

### Key Personnel Assigned

Khine Pwint  
Mike Vitale  
Chris Smith  
Lane Trawick  
Todd Drennan  
Nunzie Burzo



**Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Forefront is proud to be part of the Lake County EMS-Fleet & Logistics Relocation project. This partnership underscores our commitment to efficient solutions, thorough planning, and adaptable execution.**

Our role involves architectural, structural, and MEP services to facilitate Lake County's EMS operations' move to the existing Fleet Services location. Initially, we were tasked with renovating and expanding two buildings—Phase 1 and Phase 2—at the Fleet Services site. Phase 1, covering 40,000 square feet, was the focus of our dedicated efforts.



At 90% completion, Lake County decided to adjust the project's scope. This meant discontinuing Phase 2 and expanding Phase 1. This shift demonstrates our flexibility in addressing client needs. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4+ million. Our collaboration with Lake County ensures the project remains within budget while providing added value.

Throughout the project, we uphold our commitment to excellence. Our approach blends architectural and engineering techniques to meet Lake County's unique needs. By creating functional and visually appealing spaces, we enhance EMS operations and overall county efficiency. The Lake County EMS-Fleet & Logistics Relocation project exemplifies our adaptable approach and dedication to effective collaboration. Our work reflects architectural and engineering excellence, creating spaces that balance function, aesthetics, and fiscal responsibility. As we continue delivering quality solutions, we contribute to Lake County's infrastructure and community well-being.

## Survey Questionnaire Completed for Previous Submittal:

### Survey Questionnaire – City of Kissimmee (Professional Services)

To: Ivan Lespier, MBA, EMT Forefront Architecture and Engineering  
 (Name of Person completing survey) (Name of Client Company/Firm)

Phone Number: 352.253.4976

Email: ivan.lespier@lakecountyfl.gov

Subject: Past Performance Survey of:  
Forefront Architecture and Engineering - Emergency Medical Services Fleet and Logistics Relocation  
 (Project Name)

Cost of Services: \$180,220 Date Complete: Ongoing

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Similar Work Project Name: EMS Fleet and Logistics Relocation Date Completed: 8/1/2023

NO	CRITERIA	UNIT	
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation and invoice correctly	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring vendor/individual again	(1-10)	10

IVAN LESPIER <sup>Lake County</sup> Construction Program Manager [Signature]  
 Printed Name of Evaluator Signature of Evaluator

Please fax or email the completed survey to: Requesting Forefront employee.



### 3. Lake County Tax Collector

Tavares, Florida

#### Firm Name

Forefront Architecture  
and Engineering

#### Client Name

Lake County, FL

#### Client Reference

Randy Van Alstine  
1800 David Walker Dr,  
Tavares FL 32778  
352.343.9622

#### Dates of Service

Completed 2019

#### Scope of Work

Full Service | Architecture,  
Structural Engineering and  
MEP

#### Project Cost

\$4.6M (Construction)

#### Key Personnel Assigned

Todd Drennan  
Mike Vitale  
Chris Smith  
Robert Godin  
Roberto Bonet



**The following is a summary of the Lake County Tax Collector project life-cycle. Forefront's process for delivering this facility was implemented along with the Project Management Plan and Quality Assurance procedures.**

The Site Development went well and that the selected contractor performed well in attaining the pad needed for the building construction to occur. Drainage, civil design and landscape with the given topography all worked in a way that brought this site to the end state on time and within the anticipated budget. The project timing was crucial. Our team needed to guarantee that the building would be completed prior to the rented locations' lease expiration. The General Contractor team worked diligently to meet critical deadlines to ensure that our client could continue to provide services to the County. Weekly meetings were held with full stakeholder involvement, which allowed for sustainable project management.

Due to this high level of coordination, our team members were able to offer solutions to problems as soon as they occurred. The 14,000 SF building was designed to fit the demographics of Lake County, maintaining a residential scale while differentiating itself to be recognizable as a county building by incorporating architectural features such as the monumental porch entrance including the parking space, landscaping, flagpole, metal roof and large storefront openings. The goal was to get as much space as possible for the reception and service area. This was possible through the creation of two wings "Lobby A" and "Lobby B" that split from a central reception. The visitor enters the building, and is automatically directed to a central reception, after the attendance, he goes to the required service wing waiting area. Access to civic life for persons with disabilities is a fundamental objective of the Americans with Disabilities Act (ADA). Therefore, we worked to ensure that all citizens could access all necessary services respecting the requirements of the ADA. The location of each TV/Screen, signage, as well as the speakers, was strategically designed for greater viewing/audition, facilitating visitors and guiding them to the correct service location. The safety of staff and visitors was a carefully thought out factor. As a result, security systems were installed, as well as many exit door options for quick and easy access to the outside of the building. This building includes, in addition to the service areas, a training room, break room, CIC room, supplies and administration room.



## 4. Lake County Historic Courthouse Structural Column Investigation

Lake County, Florida

### Firm Name

Forefront Architecture  
and Engineering

### Client Name

Lake County, FL

### Client Reference

Don Glessner  
Construction Program  
Manager  
Office of Facilities  
Management  
Contract Administration  
32400 CR 473  
Leesburg, FL 34788  
p. 352-253-4973  
donald.glessner@  
lakecountyfl.gov

### Dates of Service

Ongoing

### Project Cost

\$2.4M

### Scope of Work

Architectural Services  
Engineering Services  
MEP Services

### Key Personnel Assigned

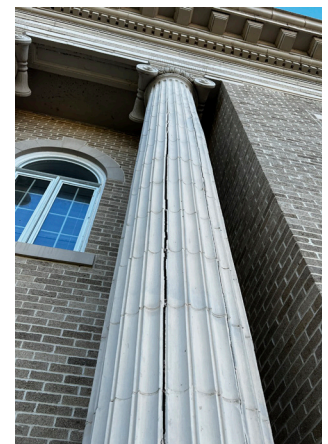
Mike Vitale  
Robert Godin  
Chris Smith  
Todd Drennan  
Nunzie Burzo



**Forefront Architecture and Engineering, operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County's Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future.**

In 2022, Lake County's Historic Courthouse marks a century of existence. However, time has revealed concerning wear in the form of cracks on its sandstone columns. To address this, an investigation commenced, demonstrating Forefront Architecture and Engineering's commitment under the Lake County Continuing On-Call Contract. Thorough inspections were vital. Using mechanical lifts and endoscope cameras, we gained essential perspectives on the columns.

Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes. Each column's unique history contributed to varying deterioration. Our investigation culminated in a comprehensive report, guiding the courthouse's restoration. It outlines tailored solutions informed by history. Lake County's future involves our recommendations, balancing history and modern restoration techniques, ensuring this cherished building's rejuvenation.



## 5. Fire Station Hazard Mitigation Grant Program (HMGP) Improvements - Phase I

Lake County, Florida

### Firm Name

Forefront Architecture and Engineering

### Client Name

Lake County, FL

### Client Reference

See Client Reference Questionnaire No. 1

Don Glessner  
Construction Program Manager  
Office of Facilities Management  
Contract Administration  
32400 CR 473  
Leesburg, FL 34788  
p. 352-253-4973  
donald.glessner@lakecountyfl.gov

### Dates of Service

Phase I Completed June 2023

### Project Cost

\$110,000

### Scope of Work

Need Scope of Work?  
Architectural Services?  
Engineering Services?  
MEP Services?

### Key Personnel Assigned

Mike Vitale  
Robert Godin



**Forefront Architecture and Engineering has partnered with Lake County to enhance the resilience of its crucial fire stations as part of the Hazard Mitigation Grant Program (HMGP). This initiative demonstrates our commitment to public safety, innovative engineering, and proactive problem-solving.**

We initiated the project by conducting a thorough assessment of 19 strategically located fire stations across Lake County. This evaluation helped identify vulnerabilities that could hinder the stations' emergency response. These vulnerabilities included issues such as roofing problems and non-impact resistant components.

Based on our understanding of each station's needs, we developed tailored Scopes of Work for each location. These Scopes of Work (SOW) offer practical strategies to address the identified vulnerabilities. Our experienced team of architects and engineers worked collaboratively to develop the SOW to address current issues and establish lasting resilience. To uphold stringent safety standards, we have submitted our proposed Scopes of Work to state authorities for evaluation and approval. This step underscores our commitment to compliance and safety. We eagerly anticipate regulatory validation, which will enable us to implement our well-considered solutions. The Lake County Fire Station Hazard Mitigation Grant Program (HMGP) Improvements initiative underscores our proactive approach to community well-being. By reinforcing emergency infrastructure, we contribute to the readiness of Lake County's residents and first responders during challenging situations. Beyond project execution, this initiative reflects our ethos of preparedness against potential threats. The improved resilience of fire stations exemplifies readiness, poised to meet future challenges effectively. Our involvement in Lake County's emergency services fosters not only safety improvements but also a culture of preparedness.

The collaboration between Forefront Architecture and Engineering and Lake County within the Lake County Fire Station Hazard Mitigation Grant Program (HMGP) Improvements - Phase I project showcases our commitment to education, safety, and community focus.



## 6. Haven on Vine, Affordable Housing Initiative

City of Kissimmee, FL

### Firm Name

Forefront Architecture  
and Engineering

### Client Name

City of Kissimmee

### Client Reference

Robert T. Masiku, CFM, CGC  
Public Works & Engineering  
Assistant Director  
City of Kissimmee  
p.407.624.0269  
robert.masiku@  
kissimmee.gov

### Dates of Service

Ongoing

### Project Cost

\$2M

### Scope of Work

Architectural Services  
Engineering Services  
MEP Services

### Key Personnel Assigned

Lennard Davis  
Patricia Mugnol  
Nunzie Burzo  
Khine Pwint  
Chris Smith  
Roberto Bonet



*We were genuinely impressed by the team's proactiveness and innovative thinking. We look forward to working with you to deliver another successful project for the residents of Kissimmee."*

*Robert T. Masiku, CFM, CGC*



### Project Summary

Forefront has been selected as the design firm for the Haven on Vine project. This project involves the transformation of a former Super 8 Motel into a mixed-use affordable housing complex. The development aims to provide 123 units, including emergency housing and affordable apartments, to support the housing needs of low, very low, and moderate-income residents.




**Scope and Challenges:** The project involves multiple phases, each presenting unique challenges that require innovative solutions and close collaboration with the City:

- Phase 1A focuses on converting 43 existing hotel rooms into efficiency apartments. This phase requires careful consideration of the building's existing infrastructure, particularly in upgrading electrical systems and plumbing to modern standards. The replacement of outdated cast iron drain piping with PVC and copper water piping with CPVC ensures compliance with current building codes and enhances the longevity and safety of the units.
- Phase 1B involves facade upgrades to ten fourplex buildings. This aspect of the project not only improves the aesthetic appeal of the complex but also includes structural enhancements to ensure durability and energy efficiency.
- Phase 2A will see the conversion of an additional 40 hotel rooms into efficiency apartments, along with the renovation of existing commercial laundry facilities for tenant use. Upgrading the exterior facade and enhancing utility services are crucial to creating a welcoming and functional environment for future residents.
- Phase 2B includes designing a new fitness center in the existing utility building, providing residents with access to recreational amenities that promote a healthy lifestyle.




## Survey Questionnaire Completed for Previous Submittal:

### ATTACHMENT "I" REFERENCE FORM

	<b>The School District of Seminole County, Florida</b> Purchasing and Distribution Services Department 400 East Lake Mary Boulevard Sanford, Florida 32773
<b>The Next Line To Be Completed by the Firm Being Referenced:</b>	
<i>Firm:</i> Forefront Architecture and Engineering	
<i>SCPS RFQu Number and Title:</i> No. #24250010RFQu-JAM: Civil & Structural Engineering Consulting Continuing Services	

The School District of Seminole County is currently evaluating qualifications of various firms to provide the above professional contract services and the indicated firm has listed you as a reference, having performed similar services for your organization. Please take a few moments to complete the following survey and return it to the Firm Representative who requested it. Your assistance in providing this information is appreciated.

<b>This Section To Be Completed by the Reference Provider:</b>	
<p>What specific services did this firm provide?  <u>Architecture and Engineering Services for Haven on Vine Project</u></p>	
Was the firm responsive to your needs and requests?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Was there good communication between the client and the firm?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Was the firm proactive in resolving problems and disputes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Was the staff professional and knowledgeable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were the services completed on time and within budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has this firm ever been awarded a repeat contract by your organization for similar services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Would you award a contract to this firm again for similar services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How would you rate the overall performance of the firm: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Comments: <u>The City has benefited tremendously from Forefront A-E on our continuing services agreement. The team professionalism, dedication and creative genius is highly appreciated.</u>	
Name of Person Providing Information: <u>Robert Tanaka Masiku</u>	 Signature
Printed name	Signature
Title: <u>Pubic Works &amp; Engineering Assistant Director</u>	Phone: <u>407.624.0269</u>

## Client References

### Forefront Client References

#### Project Name

Emergency Medical Services (EMS)  
Fleet and Logistics Relocation

#### Client Name

Lake County, FL

#### Client Reference

Ivan Lespier, MBA.EMT  
Construction Program Manager  
Office of Facilities Management  
Contract Administration  
32400 CR 473  
Leesburg, FL 34788  
p. 352-253-4973  
ivan.lespier@lakecountyfl.gov

#### Project Name

Lake County Supervisor of Elections  
Buildings

#### Client Name

Lake County, FL

#### Client Reference

D. Alan Hays, D.M.D, MFCEP  
Supervisor of Elections  
p. 352-253-1420  
alan.hays@lakecountyfl.gov

#### Project Name

Lake County Historic Courthouse  
Structural Column Investigation

#### Client Name

Lake County, FL

#### Client Reference

Don Glessner  
Construction Program Manager  
Office of Facilities Management  
Contract Administration  
32400 CR 473  
Leesburg, FL 34788  
p. 352-253-4973  
donald.glessner@  
lakecountyfl.gov

#### Project Name

Haven on Vine, Affordable Housing  
Initiative

#### Client Name

City of Kissimmee

#### Client Reference

Robert T. Masiku, CFM, CGC  
Public Works & Engineering  
Assistant Director  
City of Kissimmee  
p.407.624.0269  
robert.masiku@  
kissimmee.gov

# TAB 6

## Certified MBE/WBE/DBE Business Enterprise



## Certified Minority Business Enterprise

### MBE Subconsultant Partnership - Cabral Engineering

Forefront Architecture and Engineering is not a Certified Minority Business Enterprise (MBE); however, we partner with diverse firms to bring a range of expertise to our projects. **For this contract, we are pleased to collaborate with Cabral Engineering, a certified minority-owned firm specializing in Mechanical, Electrical, and Plumbing (MEP) engineering.**



Francisco Cabral, PE

Established in 2019 and based in Orlando, Cabral Engineering has a dedicated team with over 15 years of experience in MEP design, utility coordination, and project management. Led by **Francisco Cabral, PE**, an experienced electrical engineer, the firm has successfully delivered complex projects across commercial, industrial, and government sectors. Francisco’s qualifications include a BS and MS in Electrical Engineering, alongside certifications in Renewable Electric Energy Systems, with licenses across multiple states including Florida, Texas, and North Carolina.

**Cabral Engineering’s project portfolio includes notable assignments such as the Creative Village Roadway Improvements, lighting for the Orlando Science Middle School, and renovations at the Orange County Courthouse, showcasing their ability to handle diverse and technically challenging projects.**

View Vendor Detail

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**General Vendor Information**

Vendor Status:	Active /	Vendor 1099 Name:	cabral engineering inc (NOT CONTESTED)
Vendor Name:	cabral engineering inc	W9 Status:	Valid W-9 on file
Short Name (Doing business as):		DFS W9 Last Update Date:	Apr 22, 2019
Dun and Bradstreet Number (DUNS):		Business Designation	US Corporation
Website:	<a href="https://cabralengineering.com/">https://cabralengineering.com/</a>	Primary Place of Business	FL

**Certified Business Enterprise (CBE)**

Minority-Owned Business Designation: <b>Hispanic American Owned</b>	Woman-Owned Designation: <b>Non-Woman Owned</b>	Veteran-Owned Designation: <b>Non-Veteran Owned</b>
Certification Date: <b>03/29/2023</b>	Expiration Date: <b>03/29/2025</b>	

# TAB 7

## Required Forms

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to City of Green Cove Springs  
(print name of the public entity)

by Lennard Davis VP of Architecture  
(print individual's name and title)

for Forefront Architecture & Engineering, LLC  
(print name of entity submitting sworn statement)

whose business address is

1230 Oakley Seaver Drive  
Unit 100 Clermont, FL 34711

and (if applicable) its Federal Employer Identification Number (FEIN) is:

46-533007

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means 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 or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means 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 jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:



- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM**

RFP No 2024-06

**REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

*[Handwritten Signature]*  
(Signature)

Sworn to an subscribed before me this 20<sup>th</sup> day of November, 2024

Personally known  \_\_\_\_\_

Lennard Davis

OR produced identification NIA

Notary Public - State of Florida

NIA  
(Type of identification)

My commission expires 4/1/2028

Melinda Garcia Melia  
(Printed typed or stamped commissioned name of notary public)



**DRUG-FREE WORKPLACE COMPLIANCE FORM**

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

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies

that Forefront Architecture & Engineering, LLC (name of business) does:

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

As the person authorized to sign the statement, I certify that, Forefront Architecture & Engineering, LLC (name of business), fully complies/does not comply with the above requirements.

  
Vendor/Contractor Signature

11/20/2024  
Date



**STANDARD ADDENDUM  
TO ALL  
CITY CONTRACTS AND AGREEMENTS**

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up, but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.

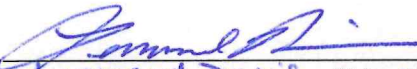
RFQ No 2024-06

7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all bidders requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.
8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.
12. The Contractor shall comply with applicable provisions of Section 119.0701, Florida Statutes and any contract between the parties shall fully comply with such section.

CITY OF GREEN COVE SPRINGS

CONTRACTOR/FIRM/INDIVIDUAL

By: \_\_\_\_\_  
Ed Gaw, Mayor

By:   
Name: Lennard Davis Title: vp of Architecture

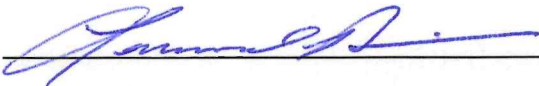
ATTEST:

By: \_\_\_\_\_  
Erin West, City Clerk

RFP No 2024-06

ACKNOWLEDGEMENT OF ADDENDUM

I acknowledge the receipt of 0 Addendums to the original RFP.



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Company Representative Signature



**About Forefront:**

Forefront is an architectural and engineering firm that brings together the talents of registered design professionals to offer exceptional services.