



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 19, 2022

Agenda Item No. _____

Agenda Title: Request to Authorize the Town Manager to Accept a Professional Services Proposal from REG Architects for the Provision of Architectural Services Required to Complete a Condition Assessment, Provide Plans & Specification, Perform Field Inspections, and Prepare Final Report Documentation Associated with the Grant-Funded Historic Preservation Town Hall Roof Replacement Project.

- ☐ SPECIAL PRESENTATION/REPORTS ☒ **CONSENT AGENDA**
☐ BOARD APPOINTMENT ☐ OLD BUSINESS
☐ PUBLIC HEARING ORDINANCE ON ____ READING
☐ NEW BUSINESS
☐ OTHER: _____

Approved by Town Manager

Date:

10/12/22

Roberto F. Travieso, Director of Public Works

Name/Title

Originating Department: Public Works	Costs: \$37,000.00 Funding Source: <i>Discretionary Fund</i> Acct #: 301-63100 <input checked="" type="checkbox"/> Finance	Attachments: 1. Proposal provided by REG Architects 2. Responses to RFP 108-2022 3. Agreement between the Town and Florida's Dept. of State, Division of Historical Resources, for Town Hall Preservation Grant Funding
Advertised: Date: Paper: <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes, I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Background:

The Town of Lake Park Town Hall was constructed in 1927 and is a nationally designated historic building. The Town Hall also serves as the seat for the Town's municipal offices and is a fully functioning facility that is visited daily by community members, both residents and local business owners, who need to secure permits and pay bills. Additionally, the Mirror Ballroom, (located on the Town Hall's second floor) remains available for affordable public and private functions and hosts more 75 diverse events each year.

While the Town Hall remains structurally sound, the facility is not water tight. In fact, even brief rainstorms frequently result in water permeating through the roof and walls, leading to wet floors and walls which can cause slip-and-fall hazards and mold development problems.

To address these concerns, in August of 2021, Town Staff submitted a grant application to the Florida Department of State, Division of Historical Resources, for design and construction funding assistance to replace the existing roof, and paint and waterproof the exterior of the Town Hall building. These improvements will increase the building's structural integrity while also enhancing comfort and aesthetics for the visitors and Town Staff alike.

Subsequently, in June of 2022, the Town received notice that its grant application for funding was accepted and approved and that the Town of Lake Park would be receiving Grant Funding in the amount of \$325,000 with an equal match from the Town, providing for Total Funding of **\$650,000.00** for the Town Hall Preservation work. The project Grant Agreement stipulates that the project requires contracting for Architectural Services and includes a line item/allowance amount of **\$50,000.00** for these services. The Town Commission approved the agreement on July 20, 2022 via Resolution 40-07-22 (**Attachment 3**).

Moreover, in September 2022, Town Staff developed an architectural services scope of work consistent with the grant requirements and issued **Request for Proposal (RFP) 108-2022** to retain those services from firms with previous historical preservation work experience and an understanding of the Secretary of the Interior's Standards for Rehabilitation and Preservation.

On October 10, 2022, the Town received three (3) responsive bid proposals to the solicitation. After careful evaluation of the responses to the RFP (**Attachment 2**), Town Staff has determined that the highest scoring responsive bidder is **REG Architects**.

REG Architects' comprehensive proposal (**Attachment 1**) to complete the time-sensitive tasks included in the RFP's scope of work carries a cost of **\$37,000.00**. This amount represents just 74% of the budgeted amount for these services.

Accordingly, the Town Manager recommends award of the architectural services contract associated with the grant-funded Historic Town Hall Preservation Work Activities to REG Architects.

Recommended Motion: I move to authorize the Town Manager to accept the proposal submitted by REG Architects for architectural services associated with the Historic Town Hall Preservation Work Activities.

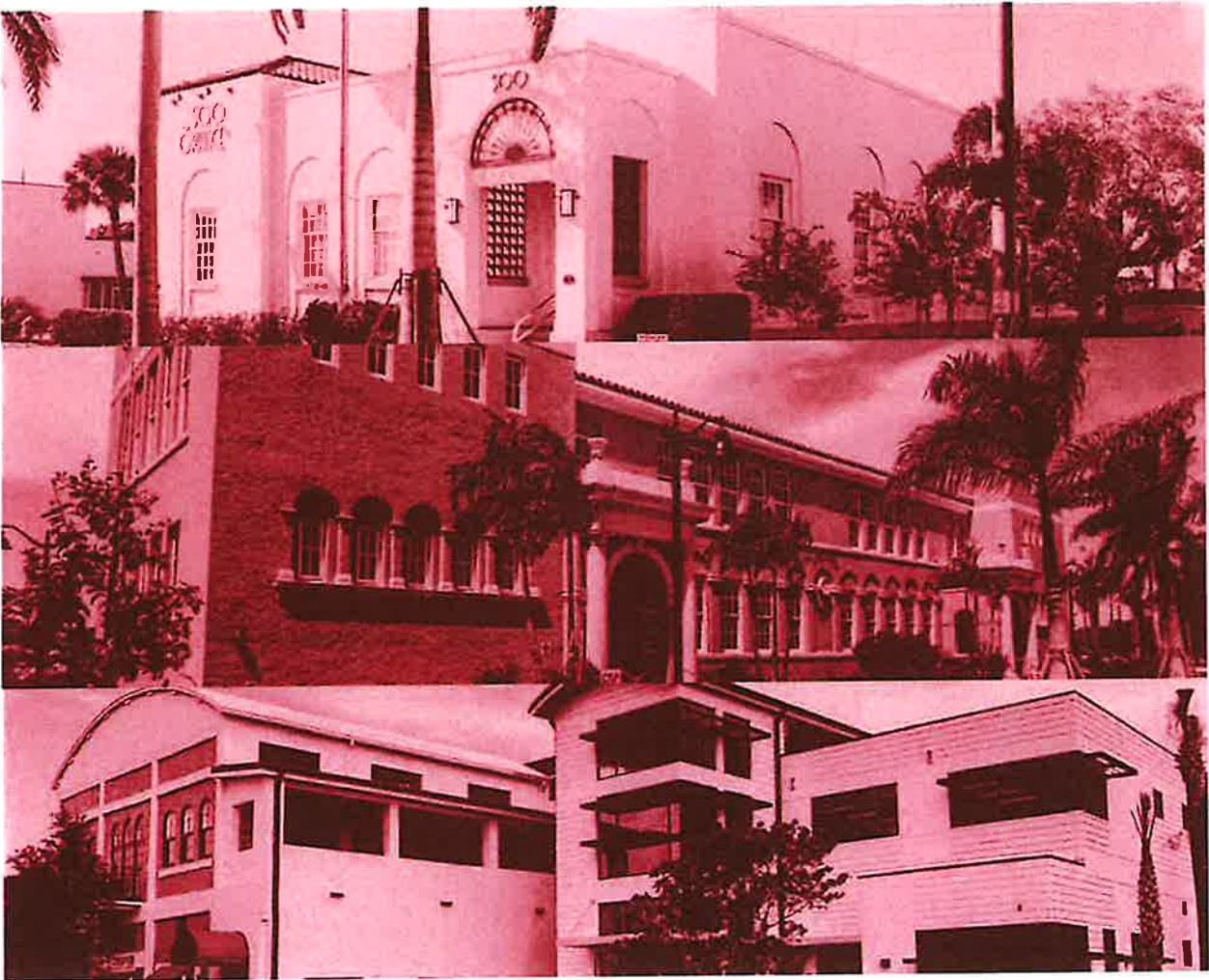


REG
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since 1988

Town of Lake Park

RFP 108-2022

Town Hall Historic Preservation Projects



120 S OLIVE AVENUE, SUITE 210 WEST PALM BEACH, FL 33401

(561) 659-2383

REGARCHITECTS.COM



October 7, 2022

Mr. John Wille
Capital Projects Manager
Town of Lake Park
535 Park Avenue,
Lake Park, Florida, 33403

Via E-mail: jwille@lakeparkflorida.gov

RE: Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects
535 Park Avenue, Lake Park, Florida, 33403
RFP No. 108-2022

Dear Mr. Willie:

I am pleased to submit this proposal to provide you with Historic Preservation architectural services for renovations of the above referenced property. We look forward to providing architectural services with a personal local approach for the Town's project and are well versed to assist the Town with such. We have the staff and commitment to do this assignment!

We have been providing Historic Preservation architectural services since 1988 on projects small and large. Several successful restorations we completed were for the 1916 Historic Palm Beach County Courthouse, Lake Worth Beach Casino, and the Boynton Beach Arts & Cultural Center. In the City of Fort Pierce, we worked on stabilizing the 1914 Old St. Anastasia School House, and an adaptive reuse project with the Historic Post Office building into an event center. More recently, we are excited to hear construction is now finished at the Sunset Lounge in West Palm Beach where our firm was instrumental in the preservation and addition to this crucial historic community site. Our project experience also includes many historic single-family homes, clubs, commercial and governmental buildings. I have also recently been granted the status of Member Emeritus under the Florida Trust for Historic Preservation (FTHP) now serving as a lifelong member because of my continued endeavor to preserve historic buildings and sites throughout the State of Florida. In 2020, President Trump appointed me as an expert member for the entire country to the Advisory Council on Historic Preservation for a 4-year term. We have an active and up to date State of Florida Minority Business Certification, as well as an active Palm Beach County Small/Minority Business Enterprise certification.

Sincerely,
REG Architects, Inc.

Rick Gonzalez, AIA
President

A handwritten signature in blue ink, appearing to read "REG", is written over the printed name and title of Rick Gonzalez.



FINAL PROPOSAL

Lake Park Town Hall
RFP NO. 108-2022
10/7/22
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October 7, 2022

Mr. John Wille
Capital Projects Manager
Town of Lake Park
535 Park Avenue,
Lake Park, Florida, 33403

Via E-mail: jwille@lakeparkflorida.gov

RE: Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects
535 Park Avenue, Lake Park, Florida, 33403
RFP No. 108-2022

Dear Mr. Willie:

Thank you for contacting **REG Architects, Inc.**; I am pleased to submit this proposal to provide you with Historic Preservation architectural services for renovations of the above referenced property. Services will be rendered on a lump sum basis estimate per our attached rate sheet and will be billed on a monthly progress (plus reimbursable expenses if applicable).

The following is proposed to be conceptual and subject to change if needed after your input and reviews by you and your associates:

1. REG Architects, Inc. Project Team:

1. REG ARCHITECTS, INC. Architectural, Planning & Interior Design:
Project Team Leader Rick Gonzalez, AIA, President; Manuel Ayala, AIA, LEED AP, Vice President; Vlad Dumitrescu, AIA, LEED-AP, Associate, Sr. Project Designer; and Brian Laura, D. Arch, Senior Project Manager.
2. REG CONSULTANTS as selected by REG Architects with input from the Client to include Structural Engineering.
3. CLIENT'S CONSULTANTS: Client shall provide at his expense all consulting services necessary for the development of the project that are not included in REG's consulting team and/or scope of work, such as Landscape Architecture and Civil Engineering, and others, necessary for the successful completion of the project. REG will assist in coordinating these services with REG's team

2. Proposed Project Program:

Task I. Architectural and Engineering Services:

Existing Historic Building Assessment of Exteriors Only (Not to Include Interiors)

All tasks will be broken up into typical phases as follows:

A. As-Built (AB):

REG shall provide a site condition assessment review of the existing roof and building exterior in preparation of preparing written re-roof and building painting specifications and scope of work documents. REG will also provide to the Town a written report of the results of the condition assessment.

B. Construction Documents (CD):

Prepare written specifications for the following:

- a. Town Hall Building Re-roof and
- b. Town Hall Building Painting and Waterproofing. The written specifications shall be used by the Town for soliciting project bids and as construction contract documents identifying the required project scope of work.

C. Construction Administration (CA):

1. Observation (not inspection) services for the following:

- a. Condition review assessment
- b. A field observation of the existing roof decking (exposed plywood deck) after the existing roof has been torn off to observe the existing condition and for determining the extent of roof deck replacement (if any).
- c. A field observation of the completed roof and development for a final punch-list. Provide written report of observation results and written punch-list report.
- d. A field observation of the completed building painting and waterproofing/caulking and development of a final punch-list. Provide written report of observation results and written punch-list report.

2. Final Project Report identifying the overall project scope and the final assessment of the newly installed roof, related components, and final assessment of the newly painted building exterior.

3. Proposed Fees & Timeline:

It is our intent and suggestion to continue with each of the tasks of the project consecutively to meet the schedule. The following fees are reflective of a standard design-bid-build method of project delivery and are subject to change if another project delivery method is used.

Task I	Architectural & Engineering Services	Fees	Timeline
A.	As-Builts (AB)	\$ 13,800.00	(A & B): 8 to 10 weeks (C): GC input needed
B.	Construction Documents (CD)	\$ 15,600.00	
C.	Construction Administration (CA)	\$ 7,600.00	
	Lump Sum Total for Task I.	\$ 37,000.00	

In addition to this fee, reimbursable expenses (prints, travel, etc.) shall be billed at cost plus 10%.

Basic Services included (checked boxes):

- ☒ Structural Engineering
- ☐ Mechanical, Electrical, & Plumbing (MEP)

Supplementary Services included (checked boxes):

- | | |
|---|---|
| <input type="checkbox"/> Programming | <input type="checkbox"/> Sustainable Design (LEED or Other) |
| <input type="checkbox"/> Multiple Preliminary Designs | <input type="checkbox"/> Low Voltage System Design |
| <input type="checkbox"/> Marketing Material | <input type="checkbox"/> Lighting Design |
| <input checked="" type="checkbox"/> Existing Facility As-Builts | <input type="checkbox"/> Acoustical Design |
| <input type="checkbox"/> Surveys | <input type="checkbox"/> Security Design |
| <input type="checkbox"/> Geotechnical Reports | <input type="checkbox"/> Food Service Design |
| <input type="checkbox"/> Environmental Reports | <input type="checkbox"/> Pool/Fountain Design |
| <input type="checkbox"/> Traffic Studies | <input type="checkbox"/> Interior Design/Decorating |
| <input type="checkbox"/> Site Planning, | <input type="checkbox"/> As-Constructed Record Drawings |
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Detailed Cost Estimating |
| <input type="checkbox"/> Landscape Design | <input type="checkbox"/> On-Site Project Representation |
| <input type="checkbox"/> NOA submittals, | <input type="checkbox"/> System Commissioning |
| <input type="checkbox"/> Building Information Modeling (BIM) | <input type="checkbox"/> Field Testing |
| <input type="checkbox"/> Energy Modeling | <input type="checkbox"/> Special Inspections |
| <input checked="" type="checkbox"/> Historic Preservation | |

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Please note, the items listed above are an overview of the proposal services and fees that we will provide. Please be advised that this proposal becomes null and void if not signed within 30 days

(**November 7, 2022**). If the project is put on hold at any time for more than 60 days, additional fees (restart) will be required.

If this outline proposal is acceptable to you, please sign below and return to our office, so we can schedule your work to begin upon receipt.

We thank you and your team for the opportunity to assist you with this great project.

Sincerely,
REG Architects, Inc.

Accepted This ____ of ____, 2022

Rick Gonzalez, AIA
President

A handwritten signature in blue ink, appearing to read "REG", written over a horizontal line.

By: _____
Town of Lake Park
Authorized Client Representative

cc: Manuel Ayala, AIA, Vice President/REG Architects, Inc.

enclosures: Exhibit A- REG Hourly Rate Sheet

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HOURLY RATE SHEET "Exhibit A"

SUBJECT: Hourly rates for professional services as may be required.

FROM: Rick Gonzalez, AIA, President, REG Architects, Inc.

DATE: October 7, 2022

A. HOURLY RATES:

Hourly rates for professional services shall be as follows:

	<u>Regular Rates</u>	<u>Government Rates</u>
Expert Witness	\$350.00	\$275.00
Principals	\$275.00	\$225.00
Associate Architect	\$225.00	\$210.00
Architectural Animator	\$200.00	\$190.00
Senior Project Manager	\$185.00	\$165.00
Project Managers	\$175.00	\$150.00
Quality Control Reviewer	\$160.00	\$140.00
Senior Interior Designer	\$150.00	\$125.00
Interior Design Assistant	\$125.00	\$100.00
Construction Administrator	\$130.00	\$120.00
CADD Technician	\$125.00	\$100.00
Graphic Designer	\$120.00	\$100.00
Administrative Assistant	\$75.00	\$65.00

B. FIXED FEE RATES:

Can be quoted when project's scope and budget are clearly defined and finalized.

G:\1_New Projects\22029 Lake Park Town Hall\07_Administrative\02_Contracts\01_Client\2022-09-29 Lake Park Proposal.docx



PROJECT SAMPLES

1916 Palm Beach County Historic Courthouse West Palm Beach, FL

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Project Type: Historic & Interior Design
Client: Palm Beach County
Address: 300 N. Dixie Highway
 West Palm Beach, FL 33401
Contact: Jeremy Johnson
 President & CEO of the Historical Society
 (561) 832-4164
 jjohnson@historicalsocietypbc.org
Size: 38,000 SF 4-Story Building
Cost: \$18 Million
Period: 2001 - 2008
Status: Completed

Design emphasis was placed on the preservation and documentation of all original interior and exterior features as well as salvage of historic materials from later additions for reuse during the restoration process. Throughout the design process, strict adherence to the Secretary of the Interior's Standards for Rehabilitation were observed to facilitate the building being returned to its original 1916 exterior appearance as well as the restoration of the major public interior spaces, including corridors and courtroom. The Richard and Pat Johnson Palm Beach County History Museum and office space for the Historic Society of Palm Beach County was included in the design. Awards for this project include the Palm Beach Chapter of the American Institute of Architects Honor Award for Design, and the Florida Trust for Historic Preservation, Preservation Award.



REG#01049

120 South Olive Avenue, Suite 210, West Palm Beach, FL 33401 | P 561.659.2383 | www.regarchitects.com

Boynton Beach Arts & Cultural Center Boynton Beach, FL

REG
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since 1988



Project Type: Historic, Civic, Cultural
Client: City of Boynton Beach
Address: 100 E. Boynton Beach Blvd.
 Boynton Beach, FL 33435
Contact: Lori Laverriere
 City Manager
 (561) 742-6000
 Laverrierel@bbfl.us
Size: 30,000 SF
Cost: \$10.5 Million
Period: 2009-2011, 2012-2020
Status: Completed

Located in Boynton Beach Town Square, the historic "Old Mangrove" High School, built in 1927 has undergone a historic rehabilitation to serve as a community hub for the City of Boynton Beach. Following extensive feasibility studies and public charettes conducted by REG, the plan for adaptive reuse was developed to include city offices, library, community event spaces, dance studios, art classes studios, and a business incubator area.



REG#10026

Historic Lake Worth Beach Casino Lake Worth Beach, FL

REG
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since 1988



Project Type:

Municipal, Historic, Mixed Use &
Other: Public Assembly

Client:

City of Lake Worth Beach

Address:

10 S. Ocean Boulevard
Lake Worth Beach, FL 33460

Contact:

William Waters
AIA Community Development Dir.
(561) 586-1630
wwaters@lakeworth.org

Size:

37,400 SF

Cost:

\$6 Million

Period:

April 2010 - December 2012

Status:

Completed

Historically based reconstruction of existing beach front structure utilizing a Core-Shell design approach facilitating a project goal to attain a LEED Certification. The project included the demolition & renovation/rehabilitation of an existing oceanfront, two-story, beach casino building, which included portions of an original Mediterranean Revival 1922 structure and a newer 1949 building in the International Style. Public charette workshops were held for 300 townspeople to help determine the functions for the renovated building. The finished adaptive re-use includes a second-floor ballroom with walkout balconies and supporting catering facilities to host weddings and large events. The ground floor houses retail shops and restaurants.



Sunset Lounge West Palm Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Government, Historic, Civic
Client: West Palm Beach Community
 Redevelopment Agency
Address: 609 8th Street
 West Palm Beach, FL 33401
Contact: Genia Baker
 CRA Project Manager
 gbaker@wpb.org
Size: 20,500 sf
Cost: \$16.4 Million
Period: 2014-2022
Status: Completed

REG provided Historical Rehabilitation and Addition Plans to the City of West Palm Beach CRA to return the existing building back to its original use, during the decades of the 1930's and 1940's when it was used as a jazz club and lounge. These Historical Rehabilitation and Architectural Plans were submitted as part of two successful historic grant applications. Moreover, the rehabilitation of the building and addition will make the Sunset Lounge the center piece of revitalization efforts and renewal of the Jazz and Entertainment District for future generations.



REG#14033

Cultural Council for Palm Beach County Lake Worth Beach, FL

REG
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since 1988



Project Type: Historic, Interior Design &
Other: Adaptive Reuse
Client: Cultural Council of Palm Beach
County
Address: 601 Lake Avenue
Lake Worth Beach, FL 33460
Contact: Kathleen Alex
Finance Director
(561) 471-2901
KAlex@palmbeachculture.com
Size: 11,800 SF
Cost: \$850,000
Period: 2008 - 2012
Status: Completed

In 2010, the building was donated to the Cultural Council of Palm Beach County, who undertook an extensive adaptive renovation of the 75 year old structure. REG was hired to perform exterior renovations focused on stucco repair, restoration & paint, upgrades for hurricane protection & ADA compliance. Original display case windows were re-opened and the roofing was upgraded. The interior of the building was completely renovated and included: Lobby, gift shop addition, Cultural Information Center, Exhibition and Lecture Hall spaces. The second floor provided offices, storage and service areas. An exterior plaza/sculpture garden has also been added. This project was awarded the AIA Excellence award and Florida Trust for Historic Preservation award in 2013.

REG#08020



Halsey Place West Palm Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Mixed Use, Public Work, Retail & Historic
Client: STI Holdings Datura, LLC
Address: 313 Datura Street
 West Palm Beach, FL 33401
Contact: David Felton
 President
 (561) 514-4061
 dfelton@cbsite.net
Size: Main Building: 22,071 SF
Cost: Main Building: \$2.5 Million
Period: 2016 - 2019
Status: Completed

Construction of historic façade that was previously converted to modern in the 1950s. The goal of this project was to bring the façade of this 1922 building back to the character of its original appearance which consisted of the removal of the existing concrete panels at the front façade and demolition. Work included assessment of the current condition in conjunction with information from original drawings, photographs, and architectural and engineering documents.



REG#16023

120 South Olive Avenue, Suite 210, West Palm Beach, FL 33401 | P 561.659.2383 | www.regarchitects.com

500 Orange Avenue Event Center Fort Pierce, FL

REG
ARCHITECTS
since 1988



Project Type:
Client:

Historic & Mixed Use
Stan & Jean Synkosko
insynkinc@gmail.com
(772) 528-0374

Address:

500 Orange Avenue
Fort Pierce, FL 34950

Size:

7,043 SF

Cost:

\$1 Million

Period:

2018 - 2021

Status:

Completed

This project consisted of the adaptive reuse of a 7,043 SF historic post office into an event center. The exterior restoration of Mediterranean style facades included patching and repairing the stucco, new paint to match the existing color palate, new lighting, signage, and awnings. The interior event space takes advantage of an open plan, which is conducive for weddings, meetings, and other similar types of activities. This space highlights the existing structure of the building with exposed wood floor and joists, and steel columns and beams.



REG#18017

First Methodist Church/ The Harriett Himmel Theater West Palm Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Mixed Use, Historic & Other:
Adaptive Reuse
Client: City Place Partners
Address: 700 S. Rosemary Avenue
West Palm Beach, FL 33401
Contact: Carey O'Donnell
Public Relations
cod@codpr.com
Size: 3 Story
51,786 SF Total
Cost: \$6 Million
Period: 1999 - 2000
Status: Completed

Originally the First United Methodist Church, built in 1926, and one of the finest examples of Spanish Colonial Revival architecture of its time, the building is the centerpiece of Rosemary Square. A \$550 million 55-acre mixed-use retail, residential, dining and entertaining complex in Downtown West Palm Beach. It was converted into the Harriet Himmel Theatre with accompanying restaurants and retail shops. With this historic building as its anchor, the "Rosemary Square" area is now thriving with upscale clubs, shopping, eating establishments and a multiplex movie theater. This project received the AIA Honor Award for Design in 2006.

REG#99079





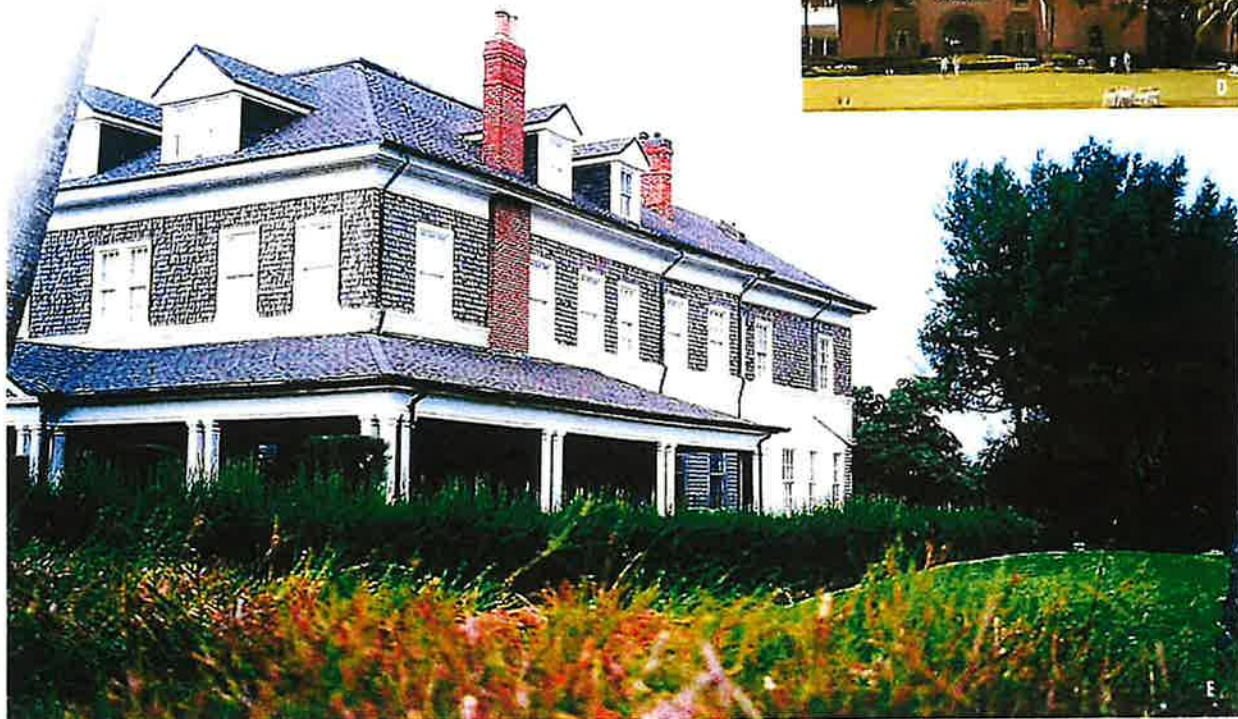
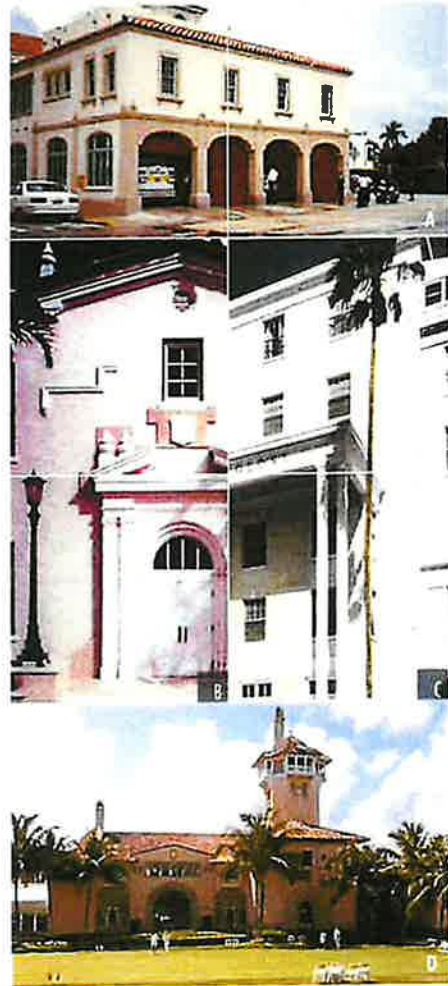
Town of Lake Park
Request for Proposal (RFP) No. 108-2022
Professional Architectural Design and Consulting Services for Town Hall Historic
Preservation Projects

List of proposed sub-consultants:

1. ONM&J - will be utilized as structural engineers for this project if needed. Their experience as related to Historic Preservation projects is attached here on the following page.

Historic Preservation Projects

- | | | |
|---|--|---|
| A. Palm Beach Historic Fire Station
Palm Beach, FL | Lake Worth High School
Lake Worth, FL | Lake Worth Playhouse
Lake Worth, FL |
| B. Old School Square
Delray Beach, FL | 1930's Miami Beach Residence Renovation
Miami, FL | Alexander W. Dreyfoos School of the Arts
West Palm Beach, FL |
| C. Colony Hotel
Palm Beach, FL | Boynton Beach Elementary School
Boynton Beach, FL | Jupiter Elementary School
Jupiter, FL |
| D. Mar-A-Lago Estate
Palm Beach, FL | Opa Locka Historic Train Station
Opa Locka, FL | Flagler Museum
Palm Beach, FL |
| E. The Breakers Palm Beach - Cottages
Palm Beach, FL | Delray Beach Train Station
Delray Beach, FL | Palm Beach Bath & Tennis Club
Palm Beach, FL |
| Delray Beach City Hall
Delray Beach, FL | Brazilian Court Hotel
Palm Beach, FL | Lake Worth Casino
Lake Worth, FL |
| First Baptist Church
Delray Beach, FL | Gulfstream Hotel
Lake Worth, FL | Boynton Beach High School
Boynton Beach, FL |



Structural Engineering | Consulting | Construction Management | Historic Preservation | Environmental Services | Professional Engineering | Geotechnical Engineering

West Palm Beach, FL | Philadelphia, Lehigh Valley, PA

Main Office: 1655 Palm Beach Lakes Blvd., Suite 204, West Palm Beach, FL 33401 | T: 561.835.9994 | Florida License #4386

www.onmj.net

ONMJ
O'Donnell, Naccarato, Mignogna & Jackson

BID #1

October 7, 2022

John O. D'Agostino
Town Manager
Town of Lake Park, Florida
535 Park Avenue
Lake Park, Florida 33403

RE: REQUEST FOR PROPOSAL No. 108-2022 Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects

Dear Mr. D'Agostino,

Pursuant to your Request for Proposal No. 108-2022 Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects, we are pleased to submit our proposal for comprehensive Architectural Design and Consulting Services.

The firm of Netta Architects and our consultants, RLA Conservation and RMS Building Envelope Consultants, agree to perform the following scope of professional services as outlined in the RFP - Part III - Scope of Services, Page 26 and below in Scope of Services. We understand that the project scope includes performing a condition assessment and preparing a report, which provides recommended repair and replacement strategies as well as written specifications for each asset identified in the scope of work, including field inspection services of construction activities.

FIRM PROFILE - HISTORICAL RESTORATION

Established in 1993, Netta Architects (NA) is a full service architecture, planning, interior design and historic restoration/preservation firm located in Boca Raton, Florida. The principal of the firm, Nicholas J. Netta, AIS, NCARB, along with key employees, have an impressive record of experience in a wide range of historic renovation projects in both the public and private sectors. Netta Architects has completed high quality, high profile, award-winning projects, with an emphasis on historic preservation for libraries, theatre arts, parks, train stations, governmental buildings, prisons, educational facilities, and residential projects. Netta Architects has LEED® accredited professionals and is certified by the Historic Preservation Offices in the states of New Jersey and New York, enabling us to address project criteria, grants, approval and certification to meet sustainable design goals and historic restoration/preservation mandates. Netta Architects seasoned staff have a vast knowledge of traditional and historic construction technology; familiarity with Secretary of the Interior's Standards for Historic Preservation; and experience with historic grant applications and administration.

As an experienced Historic Restoration Architecture Firm, Clients nationwide have trusted Netta Architects with restoring visual appeal and functionality to historic structures. We are a single-source provider of interior and exterior restoration; backed by a skilled team that remains committed to respecting the history of your structure. Each small detail is vitally important to a successful restoration. Even if the public will never notice the precision in the design, our team will work to ensure that each aspect is faithfully recreated. Historic restoration involves reconstructing, renovating, or preserving landmark structures of great historical significance. Netta Architect has become a national leader in historic restoration architecture because we believe in creating a unique and sustainable solutions that will pay proper tribute to your structure's lasting legacy. Understanding that technology provides a significant tool for historic renovation projects, Netta Architects uses its expertise in Revit and BIM (Building Information Modeling), to develop digital models of our historic restoration/preservation projects so our Clients can clearly visualize their buildings before final design is commenced.

SCOPE OF SERVICES

PHASE I – PRELIMINARY DESIGN

FIELD INVESTIGATION

1. Photographical documentation of the existing conditions;
2. Field verification of all existing building conditions;
3. Detailed documentation of roof and paint;
4. Perform mortar and historic coating analysis; and
5. Provide the Town a comprehensive written report of the results of the Conditions Assessment.

Preliminary Design Fee \$ 8,700.00
 (Task Time Frame 31 Days)

PHASE II – DESIGN DEVELOPMENT

DESIGN DEVELOPMENT

1. Prepare preliminary architectural plans, elevations and sections outlining the proposed building restoration and roof replacement;
2. Prepare preliminary construction cost estimate based upon preliminary design documents;

3. Review material selection criteria with the Town of Lake Park;
4. In accordance with Section 267.031(5)(i) of Florida Statutes, submit the architectural planning document to the Division of Historic Resources for review and approval; and
5. Provide for one (1) design development meeting with the Town of Lake Park for project review.

Design Development Fee \$ 8,700.00
(Task Time Frame 34 Days)

PHASE III – CONTRACT DOCUMENTS

CONTRACT DOCUMENTS

Prepare the following Architectural plans and specifications in sufficient detail to received competitive bids and secure all required from State of Florida Department of State, Division of Historical Resources approvals.

90% Level Design Submission

1. Prepare 90% complete architectural plans;
2. Prepare 90% complete project manual for review and submission;
3. Adjust preliminary construction cost estimate based upon 90% level design documents; and
4. Allow for 90% level design meeting with the Town of Lake Park.

100% Complete Contract Documents

1. Prepare 100% complete architectural plans and project specifications for distribution;
2. In accordance with Section 267.031(5)(i) of Florida Statutes, submit the architectural planning document to the Division of Historic Resources for review and approval; and
3. Submit final construction cost estimate.

Contract Documents Fee \$ 26,000.00
(Task Time Frame 66 Days)

PHASE IV – BIDDING AND NEGOTIATION

BIDDING PHASE

1. Attend one (1) pre-bid conference meeting and site walk through;
2. Provide interpretation of the contract documents for bidding contractors;
3. Prepare addenda based on contractor's request for information; and
4. Professional assists the Town of Lake Park with the selection of a qualified contractor to perform the work.

Bidding & Negotiation Fee \$ 3,000.00
(Task Time Frame 1 Bid Cycle)

PHASE V – CONSTRUCTION ADMINISTRATION

CONSTRUCTION ADMINISTRATION

1. Submit three (3) sets of signed and sealed contract documents to selected contractors for required plan reviews;
2. Review and approve contractor's shop drawings;
3. Perform weekly site inspections during the construction process to monitor the contractor's performance in accordance to the contract documents;
4. Conduct biweekly construction progress meetings;
5. Prepare and distribute meeting minutes to all parties;
6. Review contractors application for payments; and
7. Perform a field inspection of the completed building paint and waterproofing/caulking, and develop a final inspection punch-list; and
8. Provide a written report of the painting inspection results and written punch-list report.

Construction Administration Fee \$ 11,600.00
(Task Time Frame 120 Days)

COMPENSATION

The above outlined professional Architectural and Engineering services listed in Article I shall be completed for a fee of **Fifty-Eight Thousand Dollars (\$58,000.00)**.

FEE BREAKDOWN:

Phase I – Preliminary Design Fee	\$ 8,700.00
Phase II – Design Development Fee.....	\$ 8,700.00
Phase III – Contract Documents Fee.....	\$ 26,000.00
Phase IV – Bid Assistance Fee.....	\$ 3,000.00
Phase V – Construction Administration Fee**.....	\$ 11,600.00
CONTRACT SERVICES NOT TO EXCEED	\$ 58,000.00

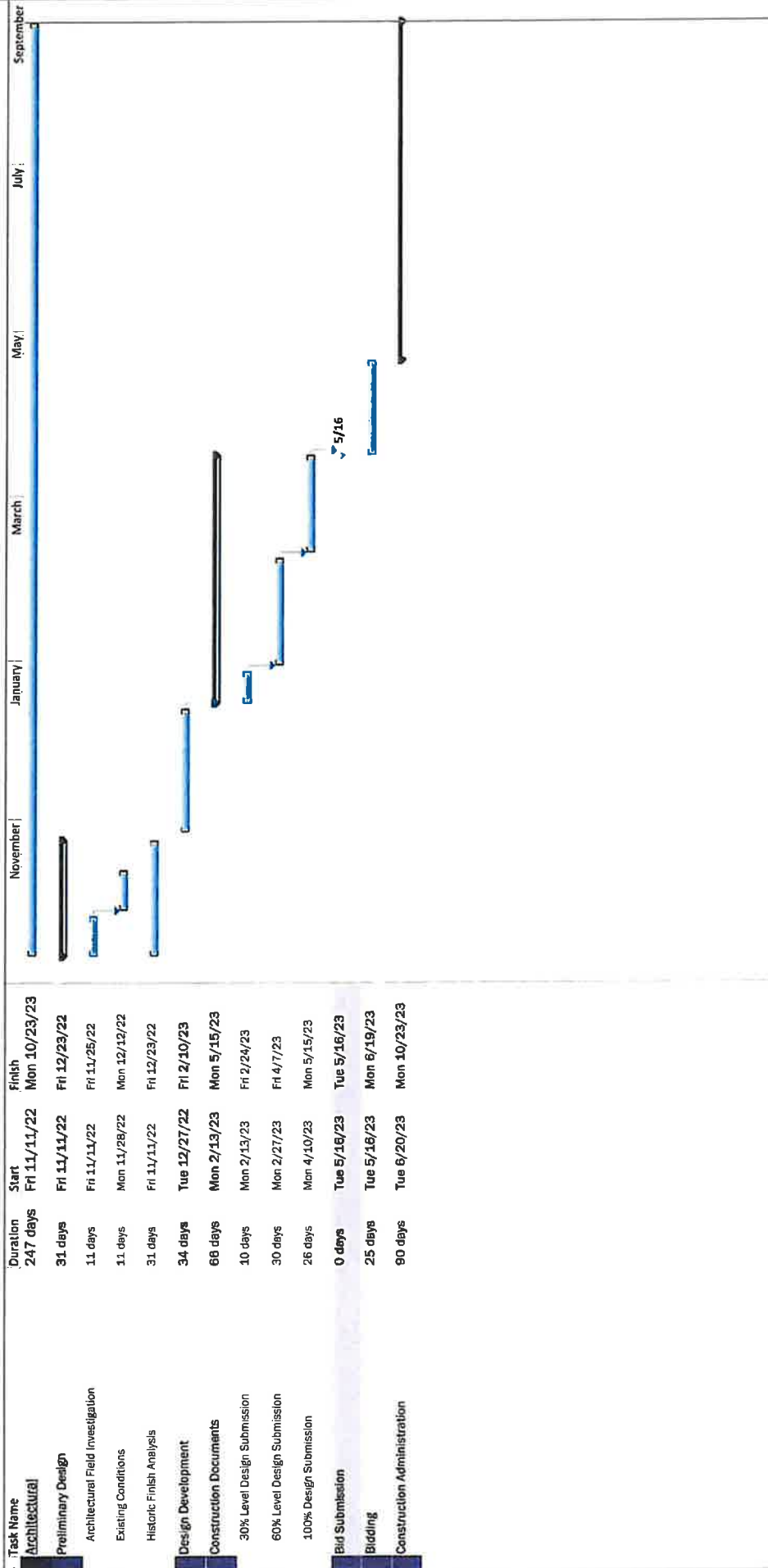
Contract Endnotes

*Professional design services billing is on a monthly basis. Payments are due upon receipt and not beyond any 30 day period. Reimbursable expenses will be billed in accordance to our standard fee schedule hereby attached and made a part of this agreement. In the event professional design fees are not paid in accordance with the 30-day term noted above, architect reserves the right to stop providing professional services until past due progress payments are received.

**Construction Administration Fee quoted is based upon our professional estimate of time required and anticipated from similar past project requirements during this phase. Any extended construction periods beyond the number of months or excessively noted monthly hours expended by the architect, may require a review between the owner and architect to determine the need for an Amendment to this agreement through a Change Order for additional services above the scope of services contracted.

TOWN OF LAKE PARK
TOWN HALL HISTORIC PRESERVATION PROJECTS
535 PARK AVE.
LAKE PARK, FLORIDA 33403

NETTA ARCHITECTS
NEW JERSEY | FLORIDA | NEW YORK



Project: Town of Lake Park Historic Preservation Date: Fri 10/7/22	Task	External Tasks	Manual Task	Finish-only	Progress
	Split	External Milestone	Duration-only	Deadline	
	Milestone	Inactive Task	Manual Summary Rollup	Baseline	
	Summary	Inactive Milestone	Manual Summary	Baseline Milestone	
	Project Summary	Inactive Summary	Start-only	Baseline Summary	

RLA Conservation – Historical Conservator

RLA Conservation is team of professionally trained conservators and artisans specializing in the care of sculpture, historic architecture, and artifacts. Trained in the U.S., Latin America, and Europe, they provide emergency response services, conditions assessments, stabilization, conservation, maintenance, repair, restoration and long-term management of cultural heritage objects and structures. They have particular expertise in modern and contemporary art, monumental outdoor sculpture, Twentieth century buildings, and Latin American art.

RLA's work adheres to the Code of Ethics and Guidelines for Practice of the American Institute for the Conservation of Historic and Artistic Works (AIC), the Secretary of the Interior's Standards for the Treatment of Historic Properties, and other applicable international charters.

RMS Building Envelope Consultants

RMS Building Envelope Consultants will assist the Netta in the highly specialized areas of roofing and façade consulting. RMS is highly experienced and trained in performing roofing and envelope assessments, and will be an invaluable team member in achieving sustainability goals with energy saving systems, high performance roofing, and waterproofing solutions for the Project.

XXXXXXXXXXXXXXXXXXXX

DATE

NICHOLAS J. NETTA, AIA, NCARB | PRINCIPAL

DATE

BID #2

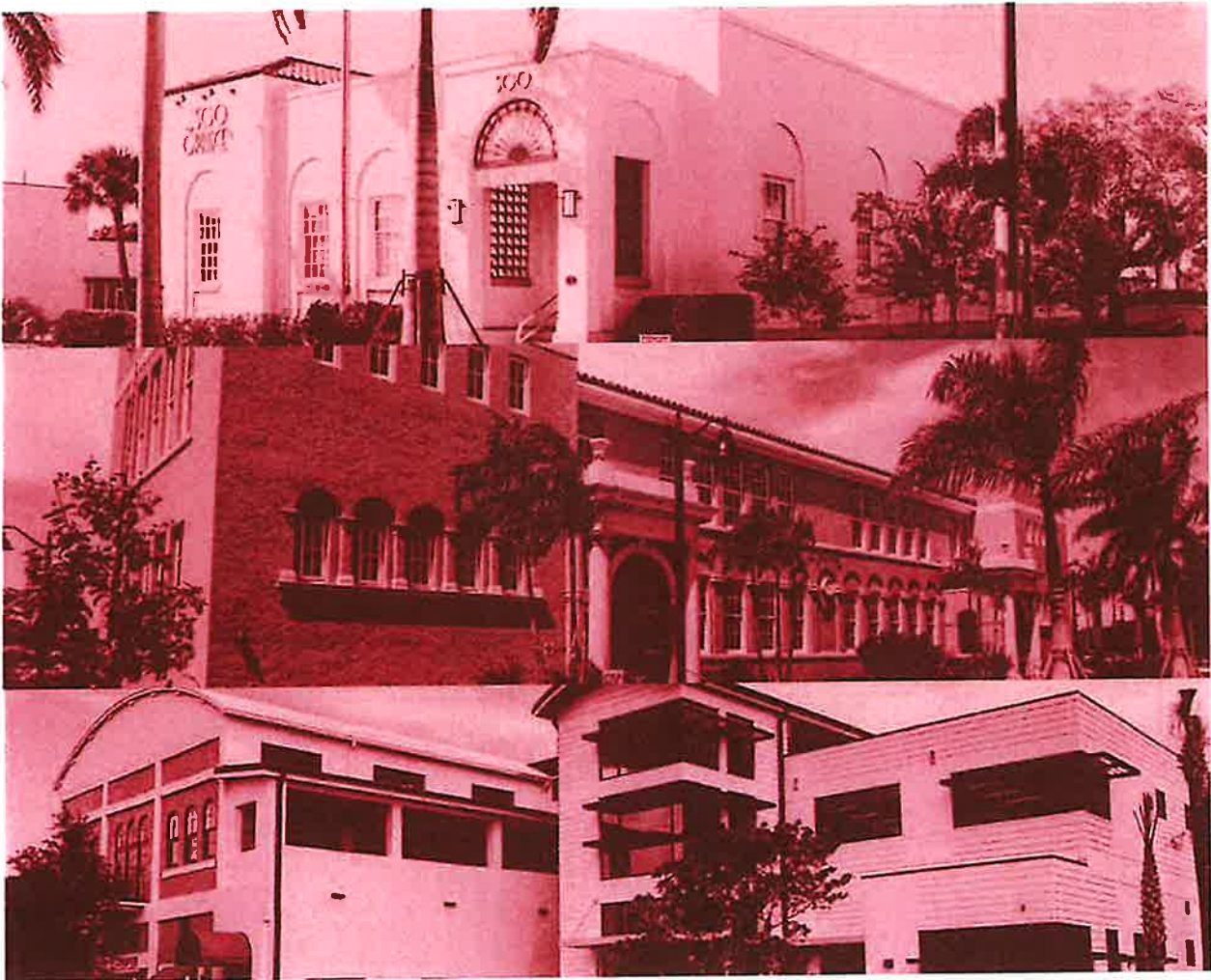


REG
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since 1988

Town of Lake Park

RFP 108-2022

Town Hall Historic Preservation Projects



120 S OLIVE AVENUE, SUITE 210 WEST PALM BEACH, FL 33401

(561) 659-2383

REGARCHITECTS.COM



October 7, 2022

Mr. John Wille
Capital Projects Manager
Town of Lake Park
535 Park Avenue,
Lake Park, Florida, 33403

Via E-mail: jwille@lakeparkflorida.gov

RE: Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects
535 Park Avenue, Lake Park, Florida, 33403
RFP No. 108-2022

Dear Mr. Willie:

I am pleased to submit this proposal to provide you with Historic Preservation architectural services for renovations of the above referenced property. We look forward to providing architectural services with a personal local approach for the Town's project and are well versed to assist the Town with such. We have the staff and commitment to do this assignment!

We have been providing Historic Preservation architectural services since 1988 on projects small and large. Several successful restorations we completed were for the 1916 Historic Palm Beach County Courthouse, Lake Worth Beach Casino, and the Boynton Beach Arts & Cultural Center. In the City of Fort Pierce, we worked on stabilizing the 1914 Old St. Anastasia School House, and an adaptive reuse project with the Historic Post Office building into an event center. More recently, we are excited to hear construction is now finished at the Sunset Lounge in West Palm Beach where our firm was instrumental in the preservation and addition to this crucial historic community site. Our project experience also includes many historic single-family homes, clubs, commercial and governmental buildings. I have also recently been granted the status of Member Emeritus under the Florida Trust for Historic Preservation (FTHP) now serving as a lifelong member because of my continued endeavor to preserve historic buildings and sites throughout the State of Florida. In 2020, President Trump appointed me as an expert member for the entire country to the Advisory Council on Historic Preservation for a 4-year term. We have an active and up to date State of Florida Minority Business Certification, as well as an active Palm Beach County Small/Minority Business Enterprise certification.

Sincerely,
REG Architects, Inc.

Rick Gonzalez, AIA
President

A handwritten signature in blue ink, appearing to read "REG", is written over the printed name and title of Rick Gonzalez.



FINAL PROPOSAL

Lake Park Town Hall
RFP NO. 108-2022
10/7/22
Page 2 of 6



October 7, 2022

Mr. John Wille
Capital Projects Manager
Town of Lake Park
535 Park Avenue,
Lake Park, Florida, 33403

Via E-mail: jwille@lakeparkflorida.gov

RE: Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects
535 Park Avenue, Lake Park, Florida, 33403
RFP No. 108-2022

Dear Mr. Willie:

Thank you for contacting **REG Architects, Inc.**; I am pleased to submit this proposal to provide you with Historic Preservation architectural services for renovations of the above referenced property. Services will be rendered on a lump sum basis estimate per our attached rate sheet and will be billed on a monthly progress (plus reimbursable expenses if applicable).

The following is proposed to be conceptual and subject to change if needed after your input and reviews by you and your associates:

1. REG Architects, Inc. Project Team:

1. REG ARCHITECTS, INC. Architectural, Planning & Interior Design:
Project Team Leader Rick Gonzalez, AIA, President; Manuel Ayala, AIA, LEED AP, Vice President; Vlad Dumitrescu, AIA, LEED-AP, Associate, Sr. Project Designer; and Brian Laura, D. Arch, Senior Project Manager.
2. REG CONSULTANTS as selected by REG Architects with input from the Client to include Structural Engineering.
3. CLIENT'S CONSULTANTS: Client shall provide at his expense all consulting services necessary for the development of the project that are not included in REG's consulting team and/or scope of work, such as Landscape Architecture and Civil Engineering, and others, necessary for the successful completion of the project. REG will assist in coordinating these services with REG's team

2. Proposed Project Program:

Task I. Architectural and Engineering Services:

Existing Historic Building Assessment of Exteriors Only (Not to Include Interiors)

All tasks will be broken up into typical phases as follows:

A. As-Builts (AB):

REG shall provide a site condition assessment review of the existing roof and building exterior in preparation of preparing written re-roof and building painting specifications and scope of work documents. REG will also provide to the Town a written report of the results of the condition assessment.

B. Construction Documents (CD):

Prepare written specifications for the following:

- a. Town Hall Building Re-roof and
- b. Town Hall Building Painting and Waterproofing. The written specifications shall be used by the Town for soliciting project bids and as construction contract documents identifying the required project scope of work.

C. Construction Administration (CA):

1. Observation (not inspection) services for the following:

- a. Condition review assessment
- b. A field observation of the existing roof decking (exposed plywood deck) after the existing roof has been torn off to observe the existing condition and for determining the extent of roof deck replacement (if any).
- c. A field observation of the completed roof and development for a final punch-list. Provide written report of observation results and written punch-list report.
- d. A field observation of the completed building painting and waterproofing/caulking and development of a final punch-list. Provide written report of observation results and written punch-list report.

2. Final Project Report identifying the overall project scope and the final assessment of the newly installed roof, related components, and final assessment of the newly painted building exterior.

3. Proposed Fees & Timeline:

It is our intent and suggestion to continue with each of the tasks of the project consecutively to meet the schedule. The following fees are reflective of a standard design-bid-build method of project delivery and are subject to change if another project delivery method is used.

Task I	Architectural & Engineering Services	Fees	Timeline
A.	As-Builts (AB)	\$ 13,800.00	(A & B): 8 to 10 weeks (C): GC input needed
B.	Construction Documents (CD)	\$ 15,600.00	
C.	Construction Administration (CA)	\$ 7,600.00	
Lump Sum Total for Task I.		\$ 37,000.00	

In addition to this fee, reimbursable expenses (prints, travel, etc.) shall be billed at cost plus 10%.

Basic Services included (checked boxes):

- ☒ Structural Engineering
- ☐ Mechanical, Electrical, & Plumbing (MEP)

Supplementary Services included (checked boxes):

- | | |
|---|---|
| <input type="checkbox"/> Programming | <input type="checkbox"/> Sustainable Design (LEED or Other) |
| <input type="checkbox"/> Multiple Preliminary Designs | <input type="checkbox"/> Low Voltage System Design |
| <input type="checkbox"/> Marketing Material | <input type="checkbox"/> Lighting Design |
| <input checked="" type="checkbox"/> Existing Facility As-Builts | <input type="checkbox"/> Acoustical Design |
| <input type="checkbox"/> Surveys | <input type="checkbox"/> Security Design |
| <input type="checkbox"/> Geotechnical Reports | <input type="checkbox"/> Food Service Design |
| <input type="checkbox"/> Environmental Reports | <input type="checkbox"/> Pool/Fountain Design |
| <input type="checkbox"/> Traffic Studies | <input type="checkbox"/> Interior Design/Decorating |
| <input type="checkbox"/> Site Planning, | <input type="checkbox"/> As-Constructed Record Drawings |
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Detailed Cost Estimating |
| <input type="checkbox"/> Landscape Design | <input type="checkbox"/> On-Site Project Representation |
| <input type="checkbox"/> NOA submittals, | <input type="checkbox"/> System Commissioning |
| <input type="checkbox"/> Building Information Modeling (BIM) | <input type="checkbox"/> Field Testing |
| <input type="checkbox"/> Energy Modeling | <input type="checkbox"/> Special Inspections |
| <input checked="" type="checkbox"/> Historic Preservation | |

Lake Park Town Hall
RFP NO. 108-2022
10/7/22
Page 5 of 6



Please note, the items listed above are an overview of the proposal services and fees that we will provide. Please be advised that this proposal becomes null and void if not signed within 30 days

(November 7, 2022). If the project is put on hold at any time for more than 60 days, additional fees (restart) will be required.

If this outline proposal is acceptable to you, please sign below and return to our office, so we can schedule your work to begin upon receipt.

We thank you and your team for the opportunity to assist you with this great project.

Sincerely,
REG Architects, Inc.

Accepted This ____ of ____, 2022

Rick Gonzalez, AIA
President

A handwritten signature in blue ink, appearing to read "REG", written over a horizontal line.

By: _____
Town of Lake Park
Authorized Client Representative

cc: Manuel Ayala, AIA, Vice President/REG Architects, Inc.

enclosures: Exhibit A- REG Hourly Rate Sheet

Lake Park Town Hall
RFP NO. 108-2022
10/7/22
Page 6 of 6



HOURLY RATE SHEET "Exhibit A"

SUBJECT: Hourly rates for professional services as may be required.

FROM: Rick Gonzalez, AIA, President, **REG Architects, Inc.**

DATE: October 7, 2022

A. HOURLY RATES:

Hourly rates for professional services shall be as follows:

	<u>Regular Rates</u>	<u>Government Rates</u>
Expert Witness	\$350.00	\$275.00
Principals	\$275.00	\$225.00
Associate Architect	\$225.00	\$210.00
Architectural Animator	\$200.00	\$190.00
Senior Project Manager	\$185.00	\$165.00
Project Managers	\$175.00	\$150.00
Quality Control Reviewer	\$160.00	\$140.00
Senior Interior Designer	\$150.00	\$125.00
Interior Design Assistant	\$125.00	\$100.00
Construction Administrator	\$130.00	\$120.00
CADD Technician	\$125.00	\$100.00
Graphic Designer	\$120.00	\$100.00
Administrative Assistant	\$75.00	\$65.00

B. FIXED FEE RATES:

Can be quoted when project's scope and budget are clearly defined and finalized.

G:\J _New Projects\22029 Lake Park Town Hall\07_Administrative\02_Contracts\01_Client\2022-09-29 Lake Park Proposal.docx



PROJECT SAMPLES

1916 Palm Beach County Historic Courthouse West Palm Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Historic & Interior Design
Client: Palm Beach County
Address: 300 N. Dixie Highway
 West Palm Beach, FL 33401
Contact: Jeremy Johnson
 President & CEO of the Historical Society
 (561) 832-4164
 jjohnson@historicalsocietytpbc.org
Size: 38,000 SF 4-Story Building
Cost: \$18 Million
Period: 2001 - 2008
Status: Completed

Design emphasis was placed on the preservation and documentation of all original interior and exterior features as well as salvage of historic materials from later additions for reuse during the restoration process. Throughout the design process, strict adherence to the Secretary of the Interior's Standards for Rehabilitation were observed to facilitate the building being returned to its original 1916 exterior appearance as well as the restoration of the major public interior spaces, including corridors and courtroom. The Richard and Pat Johnson Palm Beach County History Museum and office space for the Historic Society of Palm Beach County was included in the design. Awards for this project include the Palm Beach Chapter of the American Institute of Architects Honor Award for Design, and the Florida Trust for Historic Preservation, Preservation Award.



REG#01049

120 South Olive Avenue, Suite 210, West Palm Beach, FL 33401 | P 561.659.2383 | www.regarchitects.com

Boynton Beach Arts & Cultural Center Boynton Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Historic, Civic, Cultural
Client: City of Boynton Beach
Address: 100 E. Boynton Beach Blvd.
Boynton Beach, FL 33435
Contact: Lori Laverriere
City Manager
(561) 742-6000
Laverrierel@bbfl.us
Size: 30,000 SF
Cost: \$10.5 Million
Period: 2009-2011, 2012-2020
Status: Completed

Located in Boynton Beach Town Square, the historic "Old Mangrove" High School, built in 1927 has undergone a historic rehabilitation to serve as a community hub for the City of Boynton Beach. Following extensive feasibility studies and public charettes conducted by REG, the plan for adaptive reuse was developed to include city offices, library, community event spaces, dance studios, art classes studios, and a business incubator area.



REG#10026

Historic Lake Worth Beach Casino Lake Worth Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Municipal, Historic, Mixed Use &
Other: Public Assembly
Client: City of Lake Worth Beach
Address: 10 S. Ocean Boulevard
Lake Worth Beach, FL 33460
Contact: William Waters
AIA Community Development Dir.
(561) 586-1630
wwaters@lakeworth.org
Size: 37,400 SF
Cost: \$6 Million
Period: April 2010 - December 2012
Status: Completed

Historically based reconstruction of existing beach front structure utilizing a Core-Shell design approach facilitating a project goal to attain a LEED Certification. The project included the demolition & renovation/rehabilitation of an existing oceanfront, two-story, beach casino building, which included portions of an original Mediterranean Revival 1922 structure and a newer 1949 building in the International Style. Public charette workshops were held for 300 townspeople to help determine the functions for the renovated building. The finished adaptive re-use includes a second-floor ballroom with walkout balconies and supporting catering facilities to host weddings and large events. The ground floor houses retail shops and restaurants.



Sunset Lounge West Palm Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Government, Historic, Civic
Client: West Palm Beach Community Redevelopment Agency
Address: 609 8th Street
 West Palm Beach, FL 33401
Contact: Genia Baker
 CRA Project Manager
 gbaker@wpb.org
Size: 20,500 sf
Cost: \$16.4 Million
Period: 2014-2022
Status: Completed

REG provided Historical Rehabilitation and Addition Plans to the City of West Palm Beach CRA to return the existing building back to its original use, during the decades of the 1930's and 1940's when it was used as a jazz club and lounge. These Historical Rehabilitation and Architectural Plans were submitted as part of two successful historic grant applications. Moreover, the rehabilitation of the building and addition will make the Sunset Lounge the center piece of revitalization efforts and renewal of the Jazz and Entertainment District for future generations.



REG#14033

Cultural Council for Palm Beach County Lake Worth Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Historic, Interior Design & Other: Adaptive Reuse
Client: Cultural Council of Palm Beach County
Address: 601 Lake Avenue
Lake Worth Beach, FL 33460
Contact: Kathleen Alex
Finance Director
(561) 471-2901
KAlex@palmbeachculture.com
Size: 11,800 SF
Cost: \$850,000
Period: 2008 - 2012
Status: Completed

In 2010, the building was donated to the Cultural Council of Palm Beach County, who undertook an extensive adaptive renovation of the 75 year old structure. REG was hired to perform exterior renovations focused on stucco repair, restoration & paint, upgrades for hurricane protection & ADA compliance. Original display case windows were re-opened and the roofing was upgraded. The interior of the building was completely renovated and included: Lobby, gift shop addition, Cultural Information Center, Exhibition and Lecture Hall spaces. The second floor provided offices, storage and service areas. An exterior plaza/sculpture garden has also been added. This project was awarded the AIA Excellence award and Florida Trust for Historic Preservation award in 2013.

REG#08020



Halsey Place West Palm Beach, FL

REG
ARCHITECTS
since 1988



Project Type: Mixed Use, Public Work, Retail & Historic
Client: STI Holdings Datura, LLC
Address: 313 Datura Street
 West Palm Beach, FL 33401
Contact: David Felton
 President
 (561) 514-4061
 dfelton@cbsite.net
Size: Main Building: 22,071 SF
Cost: Main Building: \$2.5 Million
Period: 2016 - 2019
Status: Completed

Construction of historic façade that was previously converted to modern in the 1950s. The goal of this project was to bring the façade of this 1922 building back to the character of its original appearance which consisted of the removal of the existing concrete panels at the front façade and demolition. Work included assessment of the current condition in conjunction with information from original drawings, photographs, and architectural and engineering documents.



REG#16023

120 South Olive Avenue, Suite 210, West Palm Beach, FL 33401 | P 561.659.2383 | www.regarchitects.com

500 Orange Avenue Event Center Fort Pierce, FL

REG
ARCHITECTS
since 1988



Project Type:
Client:

Historic & Mixed Use
Stan & Jean Synkosko
insynkinc@gmail.com
(772) 528-0374

Address:

500 Orange Avenue
Fort Pierce, FL 34950

Size:

7,043 SF

Cost:

\$1 Million

Period:

2018 - 2021

Status:

Completed

This project consisted of the adaptive reuse of a 7,043 SF historic post office into an event center. The exterior restoration of Mediterranean style facades included patching and repairing the stucco, new paint to match the existing color palette, new lighting, signage, and awnings. The interior event space takes advantage of an open plan, which is conducive for weddings, meetings, and other similar types of activities. This space highlights the existing structure of the building with exposed wood floor and joists, and steel columns and beams.



REG#18017

First Methodist Church/ The Harriett Himmel Theater West Palm Beach, FL

REG
ARCHITECTS
since 1988



Originally the First United Methodist Church, built in 1926, and one of the finest examples of Spanish Colonial Revival architecture of its time, the building is the centerpiece of Rosemary Square. A \$550 million 55-acre mixed-use retail, residential, dining and entertaining complex in Downtown West Palm Beach. It was converted into the Harriet Himmel Theatre with accompanying restaurants and retail shops. With this historic building as its anchor, the "Rosemary Square" area is now thriving with upscale clubs, shopping, eating establishments and a multiplex movie theater. This project received the AIA Honor Award for Design in 2006.

REG#99079

Project Type: Mixed Use, Historic & Other:
Adaptive Reuse
Client: City Place Partners
Address: 700 S. Rosemary Avenue
West Palm Beach, FL 33401
Contact: Carey O'Donnell
Public Relations
cod@codpr.com
Size: 3 Story
51,786 SF Total
Cost: \$6 Million
Period: 1999 - 2000
Status: Completed





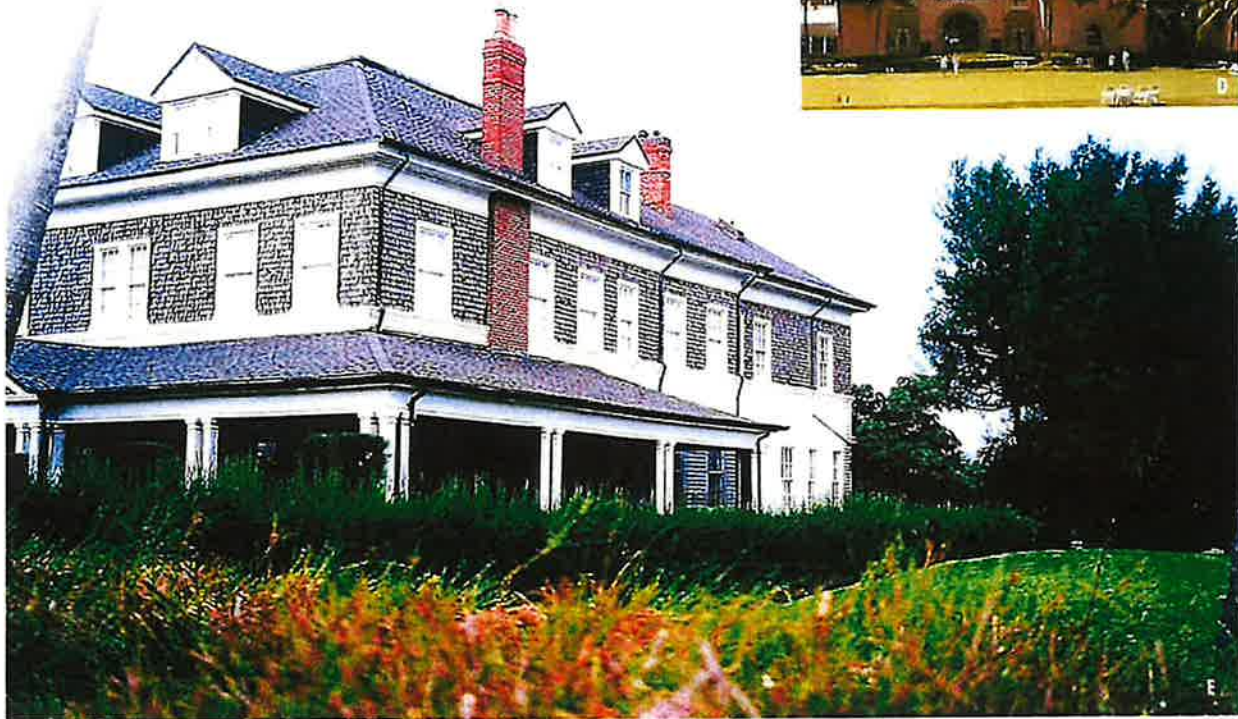
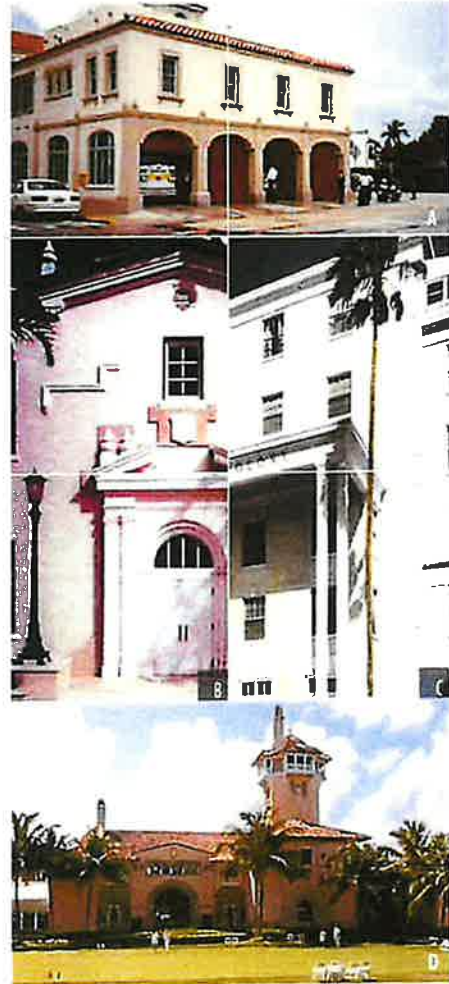
Town of Lake Park
Request for Proposal (RFP) No. 108-2022
Professional Architectural Design and Consulting Services for Town Hall Historic
Preservation Projects

List of proposed sub-consultants:

1. ONM&J - will be utilized as structural engineers for this project if needed. Their experience as related to Historic Preservation projects is attached here on the following page.

Historic Preservation Projects

- | | | |
|---|--|---|
| A. Palm Beach Historic Fire Station
Palm Beach, FL | Lake Worth High School
Lake Worth, FL | Lake Worth Playhouse
Lake Worth, FL |
| B. Old School Square
Delray Beach, FL | 1930's Miami Beach Residence Renovation
Miami, FL | Alexander W. Dreyfoos School of the Arts
West Palm Beach, FL |
| C. Colony Hotel
Palm Beach, FL | Boynton Beach Elementary School
Boynton Beach, FL | Jupiter Elementary School
Jupiter, FL |
| D. Mar-A-Lago Estate
Palm Beach, FL | Opa Locka Historic Train Station
Opa Locka, FL | Flagler Museum
Palm Beach, FL |
| E. The Breakers Palm Beach - Cottages
Palm Beach, FL | Delray Beach Train Station
Delray Beach, FL | Palm Beach Bath & Tennis Club
Palm Beach, FL |
| Delray Beach City Hall
Delray Beach, FL | Brazilian Court Hotel
Palm Beach, FL | Lake Worth Casino
Lake Worth, FL |
| First Baptist Church
Delray Beach, FL | Gulfstream Hotel
Lake Worth, FL | Boynton Beach High School
Boynton Beach, FL |



Structural Engineering | Construction Management | Consulting & Inspection | Historic Preservation | Transportation Services | Environmental Services | Professional Services

West Palm Beach, FL | Philadelphia, Lehigh Valley, PA
Main Office: 1655 Palm Beach Lakes Blvd., Suite 204, West Palm Beach, FL 33401 | T: 561.835.9994 | Florida License #4386
www.onmj.net

ONMJ
O'Donnell, Maccarato, Mignogna & Jackson

BID #3

SECTION 3: Subconsultant Qualifications



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net



DOUGLAS WOOD, P.E., SECB

PRINCIPAL STRUCTURAL ENGINEERING

AIA MIAMI'S 2011 & 2021 CONSULTING ENGINEER OF THE YEAR

EXPERIENCE

Mr. Wood has over *four decades of experience* providing structural engineering and inspection in South Florida. Mr. Wood's reputation for thoughtful consideration, creative solutions, thorough analysis, detailed design and client-responsive service is unsurpassed. *For his entire career, Mr. Wood has been providing engineering and inspection services for historical buildings in South Florida.* Mr. Wood's experience and success with historical buildings in South Florida is unsurpassed. He has provided structural engineering and inspection services relative to more than 200 historical buildings in South Florida, including many of South Florida's most notable historical landmarks (including three and a half decades of projects at Vizcaya Museum & Gardens).

National Historic Landmarks Projects

- Vizcaya Museum and Gardens (buildings and other structures throughout estate), Miami, Florida
- Biltmore Hotel, Coral Gables, Florida
- Marjory Stoneman Douglas House, Miami, Florida
- Fort Zachary Taylor, Key West, Florida
- Bok Tower, Lake Wales, Florida
- Freedom Tower, Miami, Florida
- Whitehall (Henry Flagler House), Palm Beach, Florida
- Maitland Art Center (The Research Studio), Maitland, Florida

National Register of Historic Places Projects

- Charles Deering Estate, Miami, Florida
- Curtiss Mansion Restoration, Miami Springs, Florida
- Miami Marine Stadium Historic Restoration, Miami, Florida
- Security Building Renovation, Miami, Florida
- Trinity Episcopal Cathedral, Miami, Florida
- Coral Gables City Hall Repairs, Coral Gables, Florida
- Miami Woman's Club, Miami, Florida
- Coconut Grove Playhouse Restoration, Coconut Grove, Florida
- Shrine Building Restoration, Miami, Florida
- El Jardin Historic Restoration, Coconut Grove, Florida
- Virrick Gym/U.S. Coast Guard Seaplane Hangar, Miami, Florida
- Bellevue Biltmore Hotel, Bellair, Florida
- Freedom Tower, Evaluations and Repairs, Miami, Florida
- Venetian Pool, Evaluations and Repairs, Miami, Florida
- Hallissee Hall Restoration, Coral Gables, Florida
- Temple Israel 40-Year Recertification, Miami, Florida
- Citizens Bank Restoration, Miami, Florida
- Ransom Everglades Pagoda, Miami, Florida
- Fort Zachary Taylor, Key West, Florida

Other Representative Historic Preservation & Restoration Projects

- Colony Theater, Miami Beach, Florida
- Soho Beach House, Miami Beach, Florida (2013 ICRI Award of Merit)
- Greystone Hotel Restoration, Miami Beach, Florida
- Hampton House Restoration, Miami, Florida
- Miracle Theater Restoration, Coral Gables, Florida

PROFESSIONAL ASSOCIATIONS

National Council of Structural Engineers Associations
National Society of Professional Engineers
Florida Engineering Society
American Institute of Steel Construction
Dade Heritage Trust

American Concrete Institute
Florida Structural Engineers Association
(Past President)
National Trust for Historic Preservation
American Institute of Architects (Allied Member)



43 Years of Experience

Education:

University of Wyoming, BSCE,
with Honors

Peter Kiewit Sons' Company Scholarship

University of Miami B. Arch,
with Honors

Professional Registrations & Certifications:

P.E. in Florida
Special Inspector in Florida
Registered Architect in Florida
Certified by the Structural Engineering
Certification Board
ATC 20/ATC45 Post-Disaster Building
Evaluation

Recent Interviews & Publications:

"Feeling the Squeeze" – *Structural Engineering & Design* magazine,
February, 2011

"Unleashing Intrinsic Motivation and Creativity" – *Florida Engineering Society Journal*, January, 2011

"Prospering Through the Hard Times"
(Interview), *The Zweig Letter*,
October, 2011



MARCOS PEREZ, P.E.

PROJECT MANAGER/ENGINEER | SENIOR ASSOCIATE

EXPERIENCE

Mr. Pérez has **eighteen years of experience** providing structural engineering in South Florida. In his time at Douglas Wood Associates, Mr. Pérez has worked on numerous complex projects for South Florida's Municipalities and institutions, including the FIU-RCCL Production Facility, the award winning Soundscape and Exostage Park in Miami Beach, the award winning sculpture-pavilion for Downtown Doral Park, and the Pérez Art Museum Miami.

Representative Projects

- Historic Coconut Grove Playhouse, Miami
- Miami Dade College Historic Freedom Tower Concrete Repairs, Miami
- Miami Dade College Historic Freedom Tower Kislak Gallery, Miami
- Miami Dade College Historic Freedom Tower Clerestory Rigging
- Miami-Dade College David W. Dyer Building & U.S. Courthouse, Miami
- Bal Harbour Village Park
- Bal Harbour Shops (multiple projects)
- Historic Biscayne Park City Hall
- Vizcaya Museum & Gardens
- FIU-Royal Caribbean Cruise Line Production Facility, Bay Campus
- Pérez Art Museum Miami
- CasaCuba, Florida International University



Mr. Pérez also excels in computer applications for structural engineering, and he is expertly adept in the use of complex finite element analysis programs, such as ETABS and SAFE. He has even written a number of structural design programs which have proved to be accurate, reliable and efficient design tools for the firm.

Mr. Pérez has successfully performed project duties from conceptual design and feasibility studies through analysis and design, preparation of construction documents, construction administration and inspection.

Mr. Pérez also possesses the ability to communicate clearly, coordinate and organize. These qualities have served him in his successful project management efforts.



**18 Years of
Experience**


University of Florida, MSCE, with Honors


University of Miami BSCE, with Honors,
Honors Transfer Program Scholarship

P.E. in Florida



DWA LICENSES

 Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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


SPECIAL INSPECTOR NUMBER: 0417

WOOD, DOUGLAS SCOTT
5040 N.W. 7TH STREET
SUITE 820
MIAMI FL 33126

LICENSE NUMBER: PE32092


EXPIRATION DATE: FEBRUARY 28, 2023


Always verify licenses online at MyFloridaLicense.com



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 Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS


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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

PEREZ, MARCOS R.
1610 SW 76 CT
MIAMI FL 33155

LICENSE NUMBER: PE67422

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State of Florida


Department of State

I certify that the attached is a true and correct copy of the Application For Registration of the Fictitious Name WOOD/O'DONNELL & NACCARATO, registered with the Department of State on September 29, 2022, as shown by the records of this office.

The Registration Number of this Fictitious Name is G22000122767.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the First
day of October, 2022*




Secretary of State

Curtiss Mansion
Historic Restoration & Adaptive Reuse
 Miami Springs, Florida



Project Owner:
 Curtiss Mansion, Inc.

Year Completed:
 2013

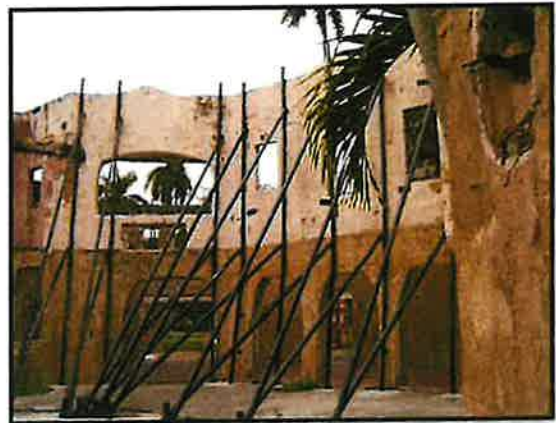
Estimated Construction Cost: \$3.2 million

Proposed Schedule:
 N/A

Actual Schedule:
 N/A, work completed in several phases

Project Scope & Description

Wood/O'Donnell & Naccarato provided the complete structural engineering services for this historical mansion. The building had suffered a devastating fire. The initial phase, therefore, was to stabilize all salvageable elements and to remove unsalvageable materials. The second phase consisted of a complete reconstruction of the interior of the building, reinforcing of the historical exterior masonry walls with a new concrete wall, restoration of the adobe-style masonry and of other preserved and salvaged materials. The building was brought into compliance with **current Building Code requirements** and was **adapted for reuse** as a community center, after-school program, and archive of historical documents and objects.



Wood/O'Donnell & Naccarato provided full structural engineering services, including investigation, evaluation, analysis, design, preparation of construction documents, construction administration and Special Inspection services.



**David W. Dyer Federal Building &
U.S. Courthouse
Historic Rehabilitation**
300 NE 1st Avenue, Miami, Florida

Year Started:
2018

Year Completed:
2023 (Estimated)

**Estimated Construction
Cost:** \$50 million

Project Scope & Description

Wood/O'Donnell & Naccarato is providing the structural engineering for this historic federal building and courthouse which is being completely rehabilitated to become an academic building for Miami Dade College. The building has a gross area of 112,000 square feet. Improvements include the addition of stairways, addition of a skylight over an open courtyard, replacement of HVAC equipment, interior renovations throughout, numerous repairs, security improvements including ballistic panels, exterior restorations, and waterproofing improvements.

Scope of Services Provided

Wood/O'Donnell & Naccarato structural engineering services include conditions assessments, evaluation, feasibility reviews, analysis, design and construction administration (first phase currently in construction).



Vizcaya Museum & Gardens
Historic Restoration
3251 S. Miami Avenue, Miami, Florida



Year Started:
2008

Year Completed:
2021

Estimated Construction
Cost: \$8 million

Project Scope & Description

Wood/O'Donnell & Naccarato provided the structural engineering services for the investigation, evaluation, restoration and repair for various structural systems in the main house, basement, casino mound, east gate lodge, west gate lodge, Sutri Fountain, grottos, gazebos, farm village, garage and blacksmith shop and swimming pool, along with restroom additions, and structural roof enhancements and reroofing of several farm village buildings. These were completed in multiple phases.

Scope of Services Provided

Structural engineering services included investigation, evaluation, analysis, design, preparation of construction documents, cost estimating, assistance with bidding and permitting, construction administration and Special Inspection services.



Lake Park Town Hall
Historic Assessment & Restoration
Miami Springs, Florida



Project Owner:
Town of Lake Park

Year Completed:
2002

Estimated Construction
Cost: \$1.45 million

Project Scope & Description

Wood/O'Donnell & Naccarato provided the complete structural engineering services for this historical restoration. The building was reroofed and the original windows were restored. The interiors were fully restored, with special attention given to the Mirror Ballroom and its beautiful wood ceiling.



Wood/O'Donnell & Naccarato provided full structural engineering services, including investigation, evaluation, analysis, design, preparation of construction documents and construction administration.

Town of Lake Park

Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects

RFP No. 108-2022

October 7, 2022



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net



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SECTION 1: Letter of Interest



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net

October 7, 2022

John Wille, Capital Projects Manager
Town of Lake Park
Department of Public Works
640 Old Dixie Highway
Lake Park, FL 33403

RE: Statement of Interest in response to RFP NO.: 108-2022
Project: Professional Architectural Design and Consulting Services for
Town Hall Historic Preservation Projects (Roof Replacement and
Complete Exterior Facade Repaint)

2199
PONCE
DE LEON
BOULEVARD
SUITE 400
CORAL
GABLES
FLORIDA
33134
305-446-7799
305-446-9275 FAX

RJ HEISENBOTTLE
ARCHITECTS

Dear Mr. Wille and Members of the Selection Committee:

R.J. Heisenbottle Architects (RJHA) is delighted to present our qualifications to provide professional architectural design and consulting services for the Lake Park Town Hall roof replacement and exterior façade improvements as outlined in the Grant Scope of Work. RJHA specializes in historic preservation and is uniquely qualified to provide professional architectural and historic preservation consulting services for the Town Hall preservation projects. We meet the National Park Service Professional Qualifications Standards (36 CRF Part 61) of an historic architect.

RJHA has a previous working relationship with the Town of Lake Park and has completed two projects at the Lake Park Town Hall. The first project involved a comprehensive restoration in 2002, and theatrical improvements to the Ballroom were undertaken in 2006.

We anticipate that certain aspects of the roof replacement may require the expertise of a Structural Engineer; therefore, we are including qualifications for Douglas Wood & Associates, Inc. (DWA). DWA has also worked with the Town in the past and performed a structural assessment of the Town Hall roof in 2000. RJHA and DWA have been teaming on historic preservation projects for over 35-years and have received numerous awards for projects they have collaborated on.

RJHA has completed numerous historic preservation and restoration projects that included roof replacements. A relevant project, the Vizcaya Museum and Gardens—a National Historic Landmark, included the replacement of the barrel tile roofs at the East and West Gate Lodges and the Blacksmith Shop. Over the past three decades, RJHA has contributed to the restoration of over 30 properties listed on the National Register of Historic Places, and several locally designated historic sites. As a nationally recognized leader in the field of historic preservation, RJHA has received numerous awards since 1989 from the American Institute of Architects (National, Florida and Miami Chapter), National

Trust for Historic Preservation, Florida Trust for Historic Preservation and many others.

Please note the following information for the primary point of contact in connection with this proposal:

Nina Caruso, Director of Historic Preservation Services
O: 305.446.7799 Ext. 33 | C: 860.558.9390 | E-mail: ncaruso@rjha.net.

We look forward to presenting our qualification to you in person and the opportunity to work together on this project.

Sincerely yours,

A handwritten signature in blue ink, reading "Richard J. Heisenbottle", written over a horizontal line.

Richard J. Heisenbottle, FAIA
President

SECTION 2: Prime Consultant Qualifications



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net



Firm Profile and Philosophy

Founded in 1987, R.J. Heisenbottle Architects, PA (RJHA) is an architecture, planning, historic preservation and interior design firm located in Coral Gables, Florida. RJHA has over three (3) decades of experience providing architectural and engineering design services for new construction, renovation, restoration, additions and historic preservation projects. In general, as needed, the services provided have included project management, consultation on and analyses of project delivery methods, cost analysis and schedule planning, design services for furniture, fixtures and equipment (FF&E), construction contract administration, site analysis, consultation and planning, as well as, developing program goals for sustainable site and building design, including LEED goals. Today, the firm is a leader in quality, high profile projects with an emphasis on corporate, governmental and institutional clients. Projects range from large scale historic preservation to educational facilities, office buildings, theaters, and commercial interiors. RJHA has designed, rehabilitated and renovated theatres, auditoriums, municipal buildings, churches, commercial buildings, hospitality spaces, elementary, middle and high schools, college/university buildings, public meeting venues, administration buildings, theaters, schools, parks, outdoor spaces and public facilities.

At RJHA we strongly believe in seeking a timeless architecture that results in well-crafted buildings which maintain sensitivity to their context. Our unique approach has garnered the firm with numerous awards for Excellence in Architecture and Historic Preservation from the Florida Association of the American Institute of Architects, the Miami Chapter of the American Institute of Architects, National Trust for Historic Preservation and Florida Trust for Historic Preservation, just to name a few. The firm's projects have been widely publicized in Architectural Record, the Wall Street Journal, the Miami Herald, Florida Caribbean Architect and Preservation Today Magazine.

a) Office location where work is to be performed

R.J. Heisenbottle Architects, PA
2199 Ponce de Leon Boulevard, Suite 400, Coral Gables, Florida 33134
Office (305) 446-7799 | Fax (305) 446-9275 | www.rjha.net

b) Principal's name and phone number (authorized to execute contracts for the firm)

Richard Heisenbottle, FAIA, President
Office (305) 446-7799 Ext. 14 | Fax (305) 446-9275 | richard@rjha.net

Secondary Contact

Nina Caruso, Director of Historic Preservation Services
Office (305) 446-7799 Ext. 33 | Fax (305) 446-9275 | Cell (860) 558-9390 | ncaruso@rjha.net

c) Date firm was established		Number of years in business in the State of Florida			
03/20/1987		35 years			
d) Business Structure	Federal Employer Id#	Firm License#	FL Corporation #	CAGE#	DUNS#
S. Corporation	59-2783815	AAC001513	M48770	34CX0	842120487

e) Size of Organization

Small Business | 10 employees | 2 registered Architects | 3 Consultants

Small Business Certifications:

County/Local:

- CBE Tier 1 – Community Small Business Enterprise (Miami-Dade County)
- MICRO/SBE – MICRO/Small Business Enterprise (Miami-Dade County)
- SBE Tier 2 (Miami-Dade County Public Schools)

f) Professional Registration | Certifications | Affiliations

Florida Registered Architect AR0010865 (Exp. 2/28/21)	Fellow American Institute of Architects (AIA)	NCARB (National Council of Architectural Registration Boards)
--	--	--

Town of Lake Park, Florida
RFP NO.: 108-2022

Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects

State of Florida

Department of State

I certify from the records of this office that R.J. HEISENBOTTLE ARCHITECTS, P.A. is a corporation organized under the laws of the State of Florida, filed on March 20, 1987.

The document number of this corporation is M48770.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 13, 2022, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirteenth day of January,
2022*



Randy Be
Secretary of State

Tracking Number: 9852916551CC

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

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


ROLE IN THIS CONTRACT: Project Manager
YEARS OF EXPERIENCE: 46
SUMMARY OF QUALIFICATIONS

Richard J. Heisenbottle, FAIA is the founder of R.J. Heisenbottle Architects, an architecture, planning, historic preservation and interior design firm located in Coral Gables, Florida. Through the years, the firm has been known as a leader in quality, high profile projects with an emphasis on corporate, governmental and institutional clients. Projects range from complex historic preservation to educational facilities, office buildings, theaters, multi-family residential buildings and commercial interiors. The firm has worked on over 35 buildings listed on the National Register of Historic Places and numerous locally designated historic sites.

RELEVANT HISTORIC RESTORATION / RENOVATION EXPERIENCE
**Olympia Theater / Gusman Center for the Performing Arts and Office Building
(various historic preservation and restoration projects 1989-2018)**

Flagler Street Lobby and Vestibule Restoration; Second Avenue Window Restoration; Mechanical Systems Retrofit; Miscellaneous Renovations and Repairs; Flagler Marquee; Theater Stage Deck Replacement; Roof Replacement; Capital Improvements Planning; Auditorium Restoration & Miscellaneous; Second Avenue Foyer, Lobby and Mezzanine Restoration & Theatrical Systems Improvements; New Orchestra Level and Balcony Seating & Handicapped Access Improvements; 40 Year Recertification Repairs; North Alley Repair; Gusman Center Life Safety Plan.

Miami Marine Stadium Restoration

Poured entirely in concrete, the 6,566 seat stadium consists of a dramatic 326-foot long cantilevered folded plate roof supported by eight big slanted columns anchored in the ground through the grandstand. Over the years, the stadium's abandonment has led to significant deterioration, environmental damage, and extensive graffiti. RJHA is commissioned for the historical restoration of the stadium, which is intended to return this landmark to its original glory and expand its uses. Scope of services include building conditions assessment and recommendations report, building programming services, cost estimating, laser scanning and documentation of existing conditions and graffiti removal testing. *National Register of Historic Places. Est. \$60M*

David W. Dyer Federal Courthouse Building Remodeling and Renovations

Serving as the Associate Architect for Historic Preservation in conjunction with Leo A Daly, RJHA is responsible for building exterior restoration work including walls, windows and doors, as well as, all of the building's historically contributing interior areas. RJHA is also responsible for obtaining relevant project approvals from the State of Florida Division of Historic Resources and/or National Park Service. *National Register of Historic Places*

City of Miami Citizens Bank Building Restoration

Abandoned for many years and in poor condition, the scope of work for the Citizens Bank building and the adjoining single-story building include historic restoration of the buildings' exterior, structural repairs or structural replacement of the interior floors, walls and roof as determined during the Pre-Design Services Phase, creation of a tenant white box interior space which will have new mechanical, electrical, plumbing and fire protection systems. Built in 1924, the Citizens Bank Building is listed on the City of Miami Register of Historic Buildings.

ADDITIONAL NOTABLE PROJECTS

Historic Shrine Building/Boulevard Shops Restoration | 2018 | \$4.5M
 Carl Fisher Clubhouse Restoration | 2018 | \$2.5M
 Ocean Terrace Historic District of North Beach Site Plan Development | 2018
 Four Seasons Surf Club Restoration | 2018
 Miami Women's Club Historic Restoration | 2019 | \$10.6M
 Sleepy Hollow Country Club Historic Restoration (Scarborough, NY) | 2016
 University of Miami Historic Administration Building Renovation | 2013 | \$6.3M
 Vizcaya Museum and Gardens Café & Gift Shop Restoration | 2013 | \$4.5M
 Belleview Biltmore (Clearwater, FL) Master Redevelopment Plan | 2009
 Miami City Hall Restoration | 2003 | \$1.3M
 Miami Edison Middle School Historic Renovation and Expansion | 1998 | \$27M

PROFESSIONAL REGISTRATIONS

Registered Architect, FL AR001513

EDUCATION

BS, Architectural Technology

New York Institute of Technology, 1974

BA, Architecture

University of Miami, 1984

PROFESSIONAL AFFILIATIONS

American Institute of Architects Fellow, 2005

University of Miami School of

Architecture Masters in Real

Estate Development + Urbanism Advisory Board,
2015

Dade Heritage Trust - Vice President, 2000-2003;
President 2004-2006

National Trust for Historic Preservation Member
League of Historic American Theaters - Member

City of Miami Historic and Environmental
Preservation Board, 1989-1999

American Institute of Architects Miami Chapter -
President, 1991

City of Coral Gables Historic Preservation Board,
2010-2012

Spillis Candela & Partners, DMJM
Vice President, 1979-1987



Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

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

HEISENBOTTLE, RICHARD J

R.J. HEISENBOTTLE ARCHITECTS, P.A.
620 SAN SERVANDO AVE
MIAMI FL 33143

LICENSE NUMBER: AR0010865

EXPIRATION DATE: FEBRUARY 28, 2023

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EDUCATION

*AA, Architecture
Miami Dade College, 2008*

*BS, Architectural Engineering Technology
University of Hartford, 2011*

*MS, Historic Preservation
Roger Williams University, 2014*

PROFESSIONAL AWARDS AND RECOGNITION

*Mimi Findlay Award for Young Preservationists,
2021*

*Association for Preservation Technology
International – Certificate of Appreciation for
Miami Conference Planning Member, Field
Session Coordinator, 2019*

AIA CT Emerging Professionals Award, 2018

PROFESSIONAL AFFILIATIONS

American Institute of Architects, Associate AIA

*National Council of Architectural Registration
Boards (NCARB)*

*Association for Preservation Technology
International - Member, 2018-2022*

*Connecticut Preservation Action, 2016-2022;
Vice-President, 2020-2022*

*Southington-Cheshire YMCA Board Member,
2022; Property Committee Member, 2020-2022*

*Association for Preservation Technology
International – Miami Conference Planning
Member, 2018-2019*

ROLE IN THIS CONTRACT: Director of Historic Preservation Services

YEARS OF EXPERIENCE: 10

SUMMARY OF QUALIFICATIONS

As Director of Historic Preservation services, Nina Caruso brings over a decade of experience to support R.J. Heisenbottle Architect's rehabilitation of historic buildings and the design of compatible additions to historic structures. She is skilled in different aspects of historic preservation including the preparation of state and federal historic rehabilitation tax credit and grant applications, designing and recommending preservation treatment methods, performing conditions assessments and associated costs estimates, the preparation of construction documents, and advocacy. She has worked on a variety of project types including mill/warehouse conversion to multi-family housing, residential, schools, museums, churches, and commercial buildings. Before moving to Miami, Nina worked on two noteworthy projects in Hartford, Connecticut—the Mark Twain House and the Katharine Seymour Day House for the Harriet Beecher Stowe Center.

Nina is dedicated to preserving our collective architectural and cultural heritage and is committed to serving the community that inspired and encouraged her to become a preservation professional. She excels at problem solving and bringing people together to work toward a common goal, and understands the importance of working closely with regulatory agencies like Preservation Commissions, State Historic Preservation Offices and the National Park Service to ensure successful outcomes.

WORK EXPERIENCE
West Matheson Hammock Coral Rock Nursery, Miami, FL

West Matheson is an approximately 109-acre portion of Matheson Hammock Park, the first park in Miami-Dade County donated to the county in 1930 by William J. Matheson. Miami-Dade County is working with R.J. Heisenbottle Architects, P.A. to implement the masterplan of the park, which includes the restoration of the Coral Rock Nursery that is currently in ruins. As Director of Historic Preservation Services, Nina Caruso prepared the Existing Conditions Assessment for the nursery's as well as recommendations for future use, and helped prepare the existing and proposed drawings.

Mai Kai Restaurant and Polynesian Show, Ft. Lauderdale Florida

The Mia Kai Restaurant is a Polynesian themed restaurant that has been in operation since 1956. The building is listed in the National Register of Historic Places and is significant for its associations with Polynesian-Asian culture. The property contains authentic Tiki statues and other native artifacts from indigenous island cultures in the South Seas. R.J. Heisenbottle Architect, P.A. is under contract to provide the City of Oakland Park with historic preservation consulting services for the redevelopment of the Mia Kai property. As Director of Historic Preservation Services, Nina Caruso is responsible for reviewing and evaluating all materials submitted to the City for a Certificate of Appropriateness. Other responsibilities include reviewing proposed demolition and new construction for conformance with the City's Historic Preservation Code 25 and the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties.

Colonial Estate / Tucker-Ivey House, Kissimmee, Florida

The Tucker-Ivey House, completed in 1912, was designed and constructed by Henry Green for J. Wade Tucker. The house was named the "Colonial Estate" and was designed in the Classical Revival style. In 1938, the home was purchased by George Lester Ivey and remained in the Ivey family until recently. R.J. Heisenbottle Architects, P.A. was hired by C/O Hebden Bridge LLC to prepare construction documents for the restoration of the house. Nina Caruso, who is serving as Project Manager, is overseeing the preparation of construction documents to undertake a sensitive restoration that maintains the historic integrity of the original house.

ADDITIONAL NOTABLE PROJECTS

Mallory Square Sunset Celebration Master Plan | Key West, FL | 2022
Pier 66 Hotel and Marina | Ft. Lauderdale, FL | 2022

PROJECT EXPERIENCE
**HISTORIC PRESERVATION
GOVERNMENT FACILITY**
**VIZCAYA VILLAGE:
EAST & WEST GATE LODGES**

Location:	Vizcaya Museums and Gardens 3251 S. Miami Ave. Miami, FL 33133
Role:	A/E of Record Preservation Architect
Project Value:	\$1.7M / \$1.8M
Professional Fees:	\$180K
Start Date:	2005
Completion Date:	2009
Size:	8,196 S.F.
Project Owner:	Miami-Dade County
Point of Contact:	Dr. Joel Hoffman, PHD
Title:	Executive Director
Address:	3251 S. Miami Ave. Miami, FL 33133
Telephone:	305-860-8422
Fax:	305 285-2004
E-mail:	Joel.hoffman@vizcay.org


PROJECT DESCRIPTION / SCOPE OF SERVICE PROVIDED:

The complex includes a group of service outbuildings designed to resemble an Italian farm village. Service buildings originally included a Garage, Dairy Building, Mule Stable, Chicken Coop, Blacksmith Shop, East and West Gate Lodges and Staff Residence. RJHA was commissioned for the restoration of the East and West Gate Lodge buildings after they had been abandoned for many years and further damaged by Hurricane Wilma in 2005.

All new mechanical, electrical, plumbing and life safety systems were installed. Floors, windows and shutters were replaced to match their original appearance. Balconies, decks and metal railings were restored. The East and West Gate Lodges and the Blacksmith Shop received new barrel tile roofs. Exterior stucco was patched and repaired and original color schemes were reproduced based on historic paint analysis. Wooden interior stairs and balustrades were also restored. The original entrance courtyard was resurfaced and re-landscaped and the original wooden entrance gate and historic lanterns were brought back to their original appearance.

These once utilitarian structures have been brought back to functional use and up to current code; and at the same time, their original architectural beauty has been preserved to maintain the National Historic Landmark and tourist attraction.

PROJECT TEAM

Structural Engineer:	Douglas Wood & Associates, Inc.
MEP Engineer:	Gartek Engineering Corp.

AWARDS

2014 AIA Florida, Merit Award of Excellence Historic Preservation


RELEVANCY:

Historic Preservation, New Barrell Tile Roof, Exterior Façade Restoration



1. West Gate Lodge



2. Blacksmith Shop

PROJECT EXPERIENCE
HISTORIC PRESERVATION
FOUR SEASONS SURF CLUB

Location: 9011 Collins Avenue
 Miami, FL 33154
 Role: Restoration and
 Preservation Architect
 Project Value: \$400.0M
 Start Date: 2014
 Completion Date: 2017
 Project Owner: SC Trust, LLC
 Point of Contact: William Thompson, PM
 Title: Project Director
 Cell: (305) 796-5916
 E-mail: bt@surfclub.com


PROJECT DESCRIPTION / SCOPE OF SERVICE PROVIDED:

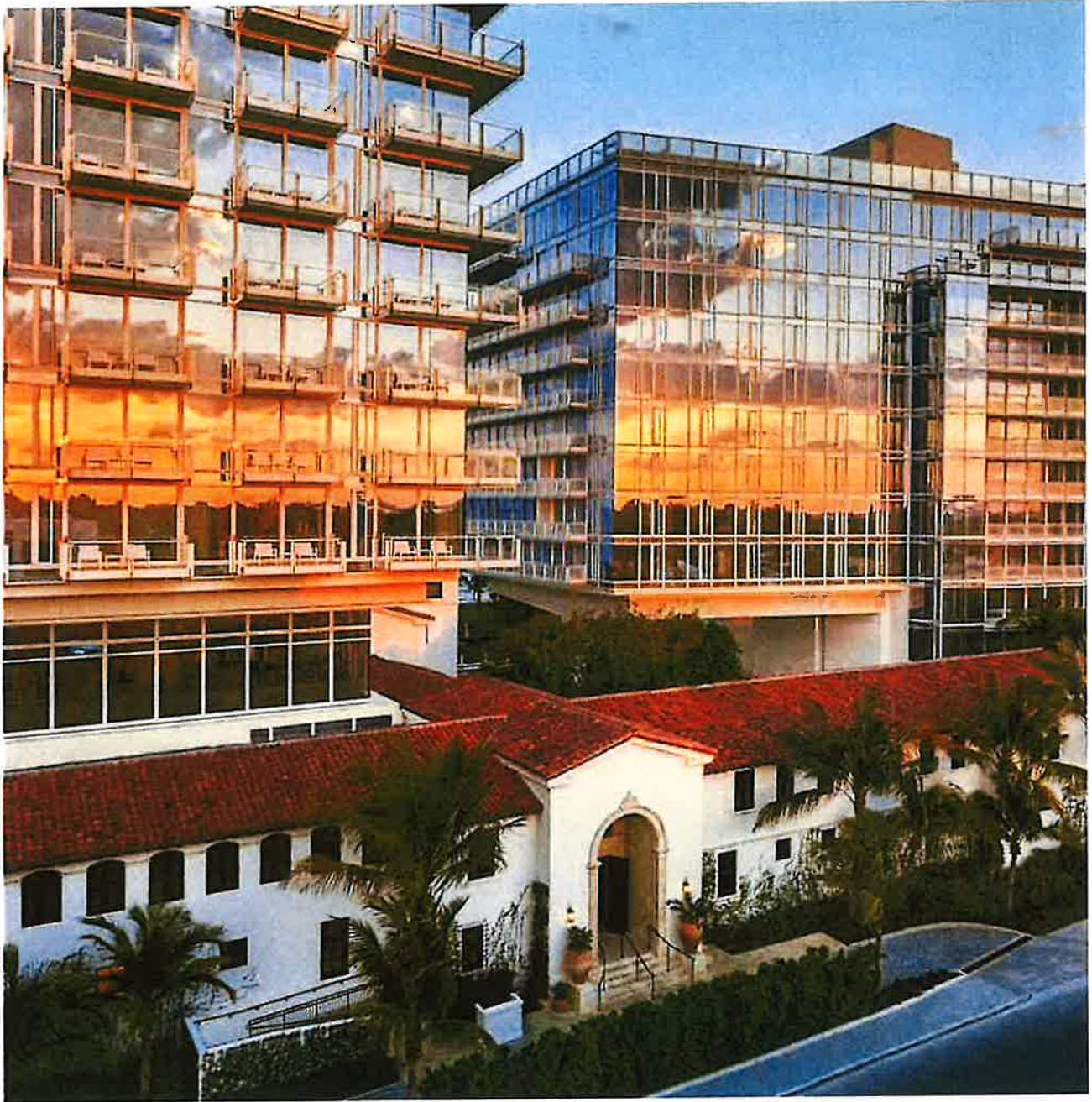
Since its creation in 1930 by architect Russell T. Pancoast, the historic Mediterranean-style Surf Club had suffered a number of alterations. Loggias including the main loggia "Peacock Alley" were enclosed along with the fountain courtyard and ocean facing terraces, demolition of the original cabanas, and additions like the front entry canopy, and dining room. The architectural challenge of this project was to harmonize and unify the relationship between the historic Surf Club buildings and the new surrounding towers. Mr. Richard Meier accomplished this masterfully with the configuration of three building parts centering on the historic Peacock Alley serving as the main entrance to the Four Seasons Hotel running west to east and culminating in a spectacular view of the Atlantic Ocean.

R.J. Heisenbottle Architects, P.A. meticulous restoration of the original public spaces was key to the unifying strategy. Work included the preserving the arched promenade Peacock Alley loggia that serves as link from old to new. The restoration of the restaurant and lounge after years of historically insensitive alterations. New replacement windows and doors are exact replicas of the historic windows and doors from 1930. The roof received a new barrel tiles. The tower overlooking the ocean restored to match its original ornamentation and detail. Stone columns removed from the lounge and dining area years earlier were perfectly replicated and replaced. The historic beachside cabanas, those demolished years earlier, have been faithfully replicated to give that same tranquil and luxurious seaside experience that Surf Club members and guests enjoyed for decades.

Project Team

Architect: Richard Meier &
 Partners Design
 Architect of Record: Kobe Karp Architects
 Structural Engineer: Desimone Consulting
 Engineering
 MEP Engineer: Steven Feller, PE, PL
 Civil Engineer: Ocean Engineering





1. Surf Club

PROJECT EXPERIENCE

HISTORIC PRESERVATION MUSEUM FACILITY / ADAPTIVE REUSE

GLENN H. CURTISS MANSION RESTORATION

Location:	500 Deer Run Miami Springs, FL
Role:	A/E of Record Preservation Architect
Project Value:	\$4.5M
Historic Tax Credits	\$799,034
Historic Designation:	National Register of Historic Places (December 21, 2001)
Date Built:	1925
Historic District:	Designated Miami Springs Historic Site
Start Date:	2000
Completion Date:	11/2012
Size:	14,733 S.F., two-story 3.5 acre property
Project Owner:	City of Miami Springs
Point of Contact:	Melinda Jester Executive Director
Mailing Address:	P.O. Box 661494 Miami, FL 33266
Telephone:	O: (305) 869-5180 C: (305) 965-3880
E-mail:	melinda@curtissmansion.org
Alternate Point of Contact:	JoEllen Morgan-Phillips Chair Emerita Joellen@adkins1.com (305) 807-7878



PROJECT DESCRIPTION / SCOPE OF SERVICE PROVIDED:

Built in 1925, the restoration of the 14,733 square feet, two-story Pueblo-Mission Revival architecture style mansion was a labor of love and perseverance from the community that took over a decade to complete after a long period of neglect, vandalism and arson. Due to extensive fire damage, only the original exterior walls remained. During the debris removal and stabilization phase, window casings, moldings and measurements of locations of details were meticulously saved and documented. The restoration work included new structural and roofing systems and roof. The roof received new barrel roof tiles to match the original. New mechanical, electrical, plumbing and fire protection systems were installed to meet current building code requirements. The exterior walls were permanently stabilized from behind with concrete and the façade was restored to match the original rough textured stucco "adobe" finish. Many of the historic features such as the vigas (round beams), irregular roof parapets and wall contours, thick, uneven walls and recessed windows were retained while adding modern conveniences. Interior work included new interior partitions, windows, doors, stairways, elevators and interior finishes. A new catering kitchen was added to facilitate the building's community and social functions. The 3.5-acre property includes much of the original landscaping and tropical vegetation. Glenn H. Curtiss Mansion is designated as a local historic site and listed on the **National Register of Historic Places (2001)**.



PROJECT TEAM

Structural Engineer:	Douglas Wood & Associates
MEP Engineer:	Gartek Engineering

AWARDS

2015 Florida Trust for Historic Preservation Award,
Outstanding Achievement in Restoration/
Rehabilitation

2015 AIA Miami People's Choice Awards

RELEVANCY:

National Register of Historic Places, Historic Preservation, New Barrel Tile Roofing, Exterior façade restoration



1. Historic 1925-Curtiss-Mansion



2. Decimated Front View



3. Restored Front View



4. Historic View - West Side



5. Dilapidated View - West Side



6. West View - Restored



7. Historic Rear View



8. Restored Rear View



9. Close up view - charred wood beams



10. Second Floor Terrace Restored

PROJECT EXPERIENCE
HISTORIC PRESERVATION
**LAKE PARK TOWN HALL
RESTORATION**

Location:	Lake Park, Florida
Role:	A/E of Record Preservation Architect
Project Value:	\$1,450,000
Professional Fees:	\$124,000
Start Date:	1999
Completion Date:	2002/2006
Project Owner:	Town of Lake Park
Point of Contact:	Hoa N. Hoang
Title:	Assistant to the Town Manager
Department:	Office of the Clerk
Address:	535 Park Avenue Lake Park, FL 33403
Telephone:	561-881-3303
Fax:	561 881-3314
E-mail:	hhoang@lakeparkflorida.gov


PROJECT DESCRIPTION / SCOPE OF SERVICE PROVIDED:

The town of Lake Park was designed by the Olmsted Brothers, sons of renowned landscape architect Frederick Law Olmsted. Lake Park Town Hall was built in 1927 in the Mediterranean Revival style. In addition to being the seat of municipal government, Town Hall serves as a center for community activities and events. Its Mirror Ballroom is a beautiful banquet and performance space widely used for social and cultural events. The building is listed on the National Register of Historic Places.

In 2002, R.J. Heisenbottle was commissioned by the Town of Lake Park to completely restore the Town Hall. The building was reroofed and the original windows were restored. The interiors were fully restored, with special attention given to the Mirror Ballroom and its beautifully detailed wood ceiling.

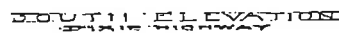
Theatrical improvements to the Ballroom were completed in 2006. Work included the installation of a stage curtain system, and modern sound and lighting systems. These include: live sound reinforcement system; audio playback system; small events system; stage monitor system; technical production intercom; hearing assistance system; onstage electric battens; stage curtains; stage dimmers and circuits; stage lighting controller; stage lighting fixtures; and video projection.

PROJECT TEAM

Structural Engineer: Douglas Wood & Associates



VIZCAYA VILLAGE: EAST & WEST GATE LODGES



1. Historic Drawing of Lake Park Town Hall, South Elevation



2. Lake Park Town Hall, South Elevation

SECTION 3: Subconsultant Qualifications



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net

DOUGLAS WOOD, P.E., SECB

PRINCIPAL STRUCTURAL ENGINEERING

AIA MIAMI'S 2011 & 2021 CONSULTING ENGINEER OF THE YEAR



EXPERIENCE

Mr. Wood has over *four decades of experience* providing structural engineering and inspection in South Florida. Mr. Wood's reputation for thoughtful consideration, creative solutions, thorough analysis, detailed design and client-responsive service is unsurpassed. *For his entire career, Mr. Wood has been providing engineering and inspection services for historical buildings in South Florida.* Mr. Wood's experience and success with historical buildings in South Florida is unsurpassed. He has provided structural engineering and inspection services relative to more than 200 historical buildings in South Florida, including many of South Florida's most notable historical landmarks (*including three and a half decades of projects at Vizcaya Museum & Gardens*).

National Historic Landmarks Projects

- Vizcaya Museum and Gardens (buildings and other structures throughout estate), Miami, Florida
- Biltmore Hotel, Coral Gables, Florida
- Marjory Stoneman Douglas House, Miami, Florida
- Fort Zachary Taylor, Key West, Florida
- Bok Tower, Lake Wales, Florida
- Freedom Tower, Miami, Florida
- Whitehall (Henry Flagler House), Palm Beach, Florida
- Maitland Art Center (The Research Studio), Maitland, Florida

National Register of Historic Places Projects

- Charles Deering Estate, Miami, Florida
- Curtiss Mansion Restoration, Miami Springs, Florida
- Miami Marine Stadium Historic Restoration, Miami, Florida
- Security Building Renovation, Miami, Florida
- Trinity Episcopal Cathedral, Miami, Florida
- Coral Gables City Hall Repairs, Coral Gables, Florida
- Miami Woman's Club, Miami, Florida
- Coconut Grove Playhouse Restoration, Coconut Grove, Florida
- Shrine Building Restoration, Miami, Florida
- El Jardin Historic Restoration, Coconut Grove, Florida
- Virrick Gym/U.S. Coast Guard Seaplane Hangar, Miami, Florida
- Bellevue Biltmore Hotel, Bellair, Florida
- Freedom Tower, Evaluations and Repairs, Miami, Florida
- Venetian Pool, Evaluations and Repairs, Miami, Florida
- Hallissee Hall Restoration, Coral Gables, Florida
- Temple Israel 40-Year Recertification, Miami, Florida
- Citizens Bank Restoration, Miami, Florida
- Ransom Everglades Pagoda, Miami, Florida
- Fort Zachary Taylor, Key West, Florida

Other Representative Historic Preservation & Restoration Projects

- Colony Theater, Miami Beach, Florida
- Soho Beach House, Miami Beach, Florida (2013 ICRI Award of Merit)
- Greystone Hotel Restoration, Miami Beach, Florida
- Hampton House Restoration, Miami, Florida
- Miracle Theater Restoration, Coral Gables, Florida

PROFESSIONAL ASSOCIATIONS

National Council of Structural Engineers Associations
National Society of Professional Engineers
Florida Engineering Society
American Institute of Steel Construction
Dade Heritage Trust

American Concrete Institute
Florida Structural Engineers Association
(Past President)
National Trust for Historic Preservation
American Institute of Architects (Allied Member)



**43 Years of
Experience**

Education:

University of Wyoming, BSCE,
with Honors

Peter Kiewit Sons' Company Scholarship

University of Miami B. Arch,
with Honors

Professional Registrations &

Certifications:

P.E. in Florida

Special Inspector in Florida

Registered Architect in Florida

Certified by the Structural Engineering

Certification Board

ATC 20|ATC45 Post-Disaster Building

Evaluation

Recent Interviews & Publications:

"Feeling the Squeeze" – *Structural
Engineering & Design* magazine,
February, 2011

"Unleashing Intrinsic Motivation and
Creativity" – *Florida Engineering Society
Journal*, January, 2011

"Prospering Through the Hard Times"
(Interview), *The Zweig Letter*,
October, 2011



MARCOS PEREZ, P.E.

PROJECT MANAGER/ENGINEER | SENIOR ASSOCIATE

EXPERIENCE

Mr. Pérez has **eighteen years of experience** providing structural engineering in South Florida. In his time at Douglas Wood Associates, Mr. Pérez has worked on numerous complex projects for South Florida's Municipalities and institutions, including the FIU-RCCL Production Facility, the award winning Soundscape and Exostage Park in Miami Beach, the award winning sculpture-pavilion for Downtown Doral Park, and the Pérez Art Museum Miami.

Representative Projects

- Historic Coconut Grove Playhouse, Miami
- Miami Dade College Historic Freedom Tower Concrete Repairs, Miami
- Miami Dade College Historic Freedom Tower Kislak Gallery, Miami
- Miami Dade College Historic Freedom Tower Clerestory Rigging
- Miami-Dade College David W. Dyer Building & U.S. Courthouse, Miami
- Bal Harbour Village Park
- Bal Harbour Shops (multiple projects)
- Historic Biscayne Park City Hall
- Vizcaya Museum & Gardens
- FIU-Royal Caribbean Cruise Line Production Facility, Bay Campus
- Pérez Art Museum Miami
- CasaCuba, Florida International University



Mr. Pérez also excels in computer applications for structural engineering, and he is expertly adept in the use of complex finite element analysis programs, such as ETABS and SAFE. He has even written a number of structural design programs which have proved to be accurate, reliable and efficient design tools for the firm.

Mr. Pérez has successfully performed project duties from conceptual design and feasibility studies through analysis and design, preparation of construction documents, construction administration and inspection.

Mr. Pérez also possesses the ability to communicate clearly, coordinate and organize. These qualities have served him in his successful project management efforts.



**18 Years of
Experience**


University of Florida, MSCE, with Honors


University of Miami BSCE, with Honors,
Honors Transfer Program Scholarship

P.E. in Florida



DWA LICENSES

 Ron DeSantis Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS


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

SPECIAL INSPECTOR NUMBER: 0417


WOOD, DOUGLAS SCOTT
5040 N.W. 7TH STREET
SUITE 820
MIAMI FL 33126


LICENSE NUMBER: PE32092

EXPIRATION DATE: FEBRUARY 28, 2023
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 Ron DeSantis Governor



STATE OF FLORIDA


BOARD OF PROFESSIONAL ENGINEERS

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

PEREZ, MARCOS R.
1610 SW 76 CT
MIAMI FL 33155

LICENSE NUMBER: PE67422

EXPIRATION DATE: FEBRUARY 28, 2023
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State of Florida

Department of State

I certify that the attached is a true and correct copy of the Application For Registration of the Fictitious Name WOOD/O'DONNELL & NACCARATO, registered with the Department of State on September 29, 2022, as shown by the records of this office.

The Registration Number of this Fictitious Name is G22000122767.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the First
day of October, 2022*




Secretary of State

Curtiss Mansion
Historic Restoration & Adaptive Reuse
 Miami Springs, Florida



Project Owner:
 Curtiss Mansion, Inc.

Year Completed:
 2013

Estimated Construction
Cost: \$3.2 million

Proposed Schedule:
 N/A

Actual Schedule:
 N/A, work completed
 in several phases

Project Scope & Description

Wood/O'Donnell & Naccarato provided the complete structural engineering services for this historical mansion. The building had suffered a devastating fire. The initial phase, therefore, was to stabilize all salvageable elements and to remove unsalvageable materials. The second phase consisted of a complete reconstruction of the interior of the building, reinforcing of the historical exterior masonry walls with a new concrete wall, restoration of the adobe-style masonry and of other preserved and salvaged materials. The building was brought into compliance with **current Building Code requirements** and was **adapted for reuse** as a community center, after-school program, and archive of historical documents and objects.



Wood/O'Donnell & Naccarato provided full structural engineering services, including investigation, evaluation, analysis, design, preparation of construction documents, construction administration and Special Inspection services.



**David W. Dyer Federal Building &
U.S. Courthouse
Historic Rehabilitation**
300 NE 1st Avenue, Miami, Florida

Year Started:
2018

Year Completed:
2023 (Estimated)

**Estimated Construction
Cost:** \$50 million

Project Scope & Description

Wood/O'Donnell & Naccarato is providing the structural engineering for this historic federal building and courthouse which is being completely rehabilitated to become an academic building for Miami Dade College. The building has a gross area of 112,000 square feet. Improvements include the addition of stairways, addition of a skylight over an open courtyard, replacement of HVAC equipment, interior renovations throughout, numerous repairs, security improvements including ballistic panels, exterior restorations, and waterproofing improvements.

Scope of Services Provided

Wood/O'Donnell & Naccarato structural engineering services include conditions assessments, evaluation, feasibility reviews, analysis, design and construction administration (first phase currently in construction).



Vizcaya Museum & Gardens
Historic Restoration
3251 S. Miami Avenue, Miami, Florida



Year Started:
2008

Year Completed:
2021

Estimated Construction
Cost: \$8 million

Project Scope & Description

Wood/O'Donnell & Naccarato provided the structural engineering services for the investigation, evaluation, restoration and repair for various structural systems in the main house, basement, casino mound, east gate lodge, west gate lodge, Sutri Fountain, grottos, gazebos, farm village, garage and blacksmith shop and swimming pool, along with restroom additions, and structural roof enhancements and reroofing of several farm village buildings. These were completed in multiple phases.

Scope of Services Provided

Structural engineering services included investigation, evaluation, analysis, design, preparation of construction documents, cost estimating, assistance with bidding and permitting, construction administration and Special Inspection services.



Lake Park Town Hall
Historic Assessment & Restoration
Miami Springs, Florida



Project Owner:
Town of Lake Park

Year Completed:
2002

Estimated Construction
Cost: \$1.45 million

Project Scope & Description

Wood/O'Donnell & Naccarato provided the complete structural engineering services for this historical restoration. The building was reroofed and the original windows were restored. The interiors were fully restored, with special attention given to the Mirror Ballroom and its beautiful wood ceiling.



Wood/O'Donnell & Naccarato provided full structural engineering services, including investigation, evaluation, analysis, design, preparation of construction documents and construction administration.

SECTION 4: References



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net

SECTION 4: REFERENCES

#1

a) Project Name	Olympia Theatre Restoration – Multiple Projects		
b) Project Address	174 E. Flagler Street, Miami, FL 33131		
c) Project Type	Historic Preservation and Restoration		
d) Scope	R.J. Heisenbottle Architects, P.A. (RJHA) was retained by the City of Miami, owners of the Olympia Theater, to provide full architectural, engineering and historic preservation consulting services for the theater’s restoration in 1989. Today the firm continues to actively work on the theater’s restoration. In total, there have been 22 separate projects including life safety and mechanical systems upgrades, re-roofing, complete theater auditorium restoration (decorative finishes repair, theatrical lighting, re-seating, and technical production upgrades). Current projects include structural repairs to the buildings shell.		
e) Project Value	\$12.2M	Completion Date	Ongoing
f) Owner Contact	Project Contact	Robert Geitner, Executive Director Olympia Arts MIAMI Olympia Center Inc. 153 E. Flagler Street, #1030, Miami, FL 33131 (786) 200-3233 rgeitner@olympiaartsmiami.org	

#2

a) Project Name	Miami Military Museum		
b) Project Address	12460 SW 152 Street, Miami, FL 33177		
c) Project Type	Historic Preservation and Restoration		
d) Scope	RJHA was commissioned to complete the plans for the building’s relocation and restoration. The entire structure was transported in one piece to its new location and secured to new foundations, and re-opened as a museum.		
e) Cost	\$6.2M	Completion Date	Ongoing
f) Owner Contact	Owner Representative	Anthony D. Atwood, Ph. D., Executive Director Friends of the Military Museum 1825 Ponce De Leon Blvd. Coral Gables, FL 33134	
	Address		
	Telephone	(305) 225-9165	
	E-mail	anthony.atwood@miamimilitarymuseum.org	

#3	a) Project Name	Shrine Building / Boulevard Shops Restoration	
	b) Project Address	1401 Biscayne Boulevard, Miami, FL 33132	
	c) Project Type	Historic Preservation and Restoration	
	d) Scope	<p>R.J. Heisenbottle Architects, P.A. (RJHA) was retained to provide full architectural and engineering services and restore the historic Art Deco Shrine Building once dubbed the "Fifth Avenue of the South". These services included Civil, Structural, Landscape, Historic Preservation/Conservation, Architecture, Mechanical, Electrical, Plumbing, Fire Protection and Interior Design. The ground floor once contained retail space, while the second floor served as meeting space for the Shriners. The building had fallen into a state of significant structural, and electrical disrepair. The roof was leaking, windows were broken, cast stone wall panels had failed and mechanical systems were no longer functioning. The scope also included providing 40-year recertification and making the building fully ADA accessible. 40 Year Recertification has been completed and the building is now ready for tenants.</p>	
	e) Cost	\$5.5M	Completion Date 2018
	f) Owner Contact	Owner Representative	Nicolas Betancourt, Vice President of Construction Resorts World Miami 1501 Biscayne Boulevard, Miami, FL 33132
		Address	(305) 374-6664
		Telephone	Nicolas.betancourt@rwbimini.com
		E-mail	

SECTION 5: Project Understanding and Approach



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net



SECTION 5: Project Understanding, Approach and Fee Proposal

R.J. Heisenbottle Architects (RJHA) and our Structural Engineering Consultant, Douglas Wood & Associates, Inc are pleased to submit our qualifications for the Lake Park Town Hall roof replacement and exterior façade improvements. According to Part II – Scope of Services of the Request for Proposal, it is our understanding that our responsibilities will include performing an existing conditions assessment of the roof and façade to determine the scope of work. Our observations will be prepared in report format and will be accompanied by photographs. This assessment will also address the scope of work items that our listed in the Agreement between the State of Florida, Department of State, and the Town of Lake Park: exterior cleaning by the gentlest means possible, removing failing sealant and replacement with new sealant on all windows and other openings including joints, restoration of exterior masonry, wood and metal surfaces.

Upon completion of the existing conditions assessment, we will present our findings and the scope of work to the Town for review and approval. Upon approval of the scope of work, RJHA will prepare exterior elevations, a roof plan and associated details, and specifications. For the roofing, we have noted the importance of specifying proposed materials and construction methods as well as preparing details for fastening methods, and that the Town requests specification of the same materials, including copper nails for historic continuity and to combat the effects of salt spray. Painting specifications will include manufacture material specifications color sections and any necessary waterproofing/ caulking requirements. Once complete, these materials can be used by the Town for soliciting project bids and as construction documents.

Once construction is underway, and the existing roof decking can be exposed, RJHA and DWA will perform a field inspection to determine the extent of the roof deck replacement, if any. During this site visit we will also and assess any damage to the roof structure that is not visible from inside the building. Our finding will be submitted in the form of a written report. Upon completion of the roof replacement and exterior façade work including painting and waterproofing/caulking, RJHA will perform a filed inspection and develop a final inspection punch-list. The results of our inspection and punch-list items will be prepared in a written report.

Moving forward we anticipate that the project will proceed in the following sequence:

Documentation of Existing Conditions

To facilitate the preparation of Construction Drawings, RJHA will need to assess and document the existing building conditions, prepare a scope of work and take on-site measurements to verify existing conditions. Structural building components will also be evaluated at this time. Additional assessment includes attempting a balance between historic preservation requirements, current building codes and mitigation efforts for natural disasters, specifically hurricanes in Florida.

Construction Documents

Upon the completion of the existing conditions assessment and the approved scope of work, RJHA will prepare existing elevation drawings and a roof plan in AutoCAD. The completed “As Built” CAD documents will form the basis for preparation of the Construction Documents. RJHA will review with the Owner alternative approaches to the design and construction of the project. Utilizing the mutually agreed-upon program, schedule, and budget, the Architect will prepare final Construction Documents and Specifications.



Upon completion of all of the above tasks, the RJHA team will compile bound copies of the project materials as final record documents that will serve as the basis for proceeding with construction and specifications for the project and for solicitation of project funding.

Schedule & Phasing

Upon receipt of the recommendation for award and finalization of the Contract, RJHA will prepare a project schedule in Microsoft Project format and will consider all critical project tasks including, but not limited to, Documentation of Existing Conditions, Design Development Phase, Construction Documents Phase, Bid Phase, Permitting, Construction and Fit-up Phases of the work. We expect that with your assistance and cooperation the entire planning, Schematic Design, Design Development and Construction Document effort can be completed within 4 – 6 months. Bid, Permitting and Construction Administration Phases of the Project will proceed from there.

Please refer to our Project Timeline for the Design Phase.

Fee Proposal

RJHA is prepared to request a fee in the amount of **\$50,000** for the scope of work outlined above.

Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects
October 7, 2022

ID	Task Mode	Task Name	Duration	Start	Finish	2023	2024
1		Authorization to Proceed	1 edays	Fri 11/11/22	Sat 11/12/22	Nov 11/12	Dec Jan...
2		Documentation of Existing Conditions to 130 edays	130 edays	Sat 11/12/22	Mon 12/12/22		
3		Roofing and Façade Conditions Assessment Report	21 edays	Mon 12/12/22	Mon 1/2/23		
4		Owner Review	14 edays	Mon 1/2/23	Mon 1/16/23		
5		50% Construction Documents Phase	30 edays	Mon 1/16/23	Wed 2/15/23		
6		Owner Review	14 edays	Wed 2/15/23	Wed 3/1/23		
7		100% Construction Documents Phase	30 edays	Wed 3/1/23	Fri 3/31/23		
8		Owner Review / SHPO Review	14 edays	Fri 3/31/23	Fri 4/14/23		
9		Bid & Permit Phase	60 edays	Fri 4/14/23	Tue 6/13/23		
10		Construction Administration Phase	120 edays	Tue 6/13/23	Wed 10/11/23		
11		Substantial Completion	1 eday	Wed 10/11/23	Thu 10/12/23		10/12

Task	Project Summary	Manual Task	Start-only	Deadline
Project: Town of Lake Park Roo	Inactive Task	Duration-only	Finish-only	Progress
Date: Thu 10/6/22	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
	Inactive Summary	Manual Summary	External Milestone	

SECTION 6: Appendices



RJ HEISENBOTTLE
ARCHITECTS

2199 Ponce de Leon Boulevard, Suite 400
Coral Gables, FL 33134
305 446-7799 | www.rjha.net

Certified Profile

CLOSE WINDOW

[Print](#)

Business & Contact Information

BUSINESS NAME	R. J. Heisenbottle Architects, PA
OWNER	Mr. Richard Heisenbottle, President
ADDRESS	2199 Ponce de leon Blvd. Suite 400 Miami, FL 33134 Map This Address
PHONE	305-446-7799 Ext. 14
FAX	305-446-9275
EMAIL	rjha@rjha.net
WEBSITE	http://www.rjha.net

Certification Information

CERTIFYING AGENCY	Miami-Dade County
CERTIFICATION TYPE	SBE-A&E - Small Business Enterprise - Architectural & Engineering
CERTIFIED BUSINESS DESCRIPTION	Architectural Services

Commodity Codes

Code	Description
MDC-TCC 14	ARCHITECTURE
MDC-TCC 18	ARCHITECTURAL CONSTRUCTION MANAGEMENT
MDC-TCC 21	LAND-USE PLANNING
MDC-TCC 22	ADA TITLE II CONSULTANT
NAICS 541310	Architectural Services

Additional Information

TIER	A&E - Tier 3: 3 Yr. \$2,000,000.01 up to \$4,500,000.00 (Architectural)
------	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/7/2022

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

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

PRODUCER Butler, Buckley, Deets, Inc. 6505 Blue Lagoon Dr Suite 250 Miami FL 33126		CONTACT NAME PHONE (A/C, No, Ext): 305-262-0086 FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Phoenix Insurance Co	
		INSURER B: Travelers Prop Casualty Co Of	
		INSURER C: TRAVELERS CASUALTY INS CO	
		INSURER D: UNDERWRITERS AT LLOYDS	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 182660434 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	BZS(22)64101152	12/11/2021	12/11/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	BZS(22)64101152	12/11/2021	12/11/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		USO64101152	12/11/2021	12/11/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	UB8J517391	12/12/2021	12/12/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability		10143L211108	12/11/2021	12/11/2022	AGGREGATE LIMIT \$2,000,000 DEDUCTIBLE 2,000,000 \$10,000

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

CERTIFICATE HOLDER

CANCELLATION

PROOF OF COVERAGE

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

AUTHORIZED REPRESENTATIVE

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Evaluation Scoring Sheets

Project # 108-2022 Professional Architectural and Design Consulting Services				Evaluators Name: Dwayne Bell					
RATING CRITERIA DESCRIPTION:		RATING WEIGHT	Neta Architects	Evaluator Rating	REG Architects	Evaluator Rating	RJHA Architects	Evaluator Rating	
1) The bidders previous Experience with Similar Type Projects:			30 points	Experience Submitted	20	Experience Submitted	25	Experience Submitted	30
2) Firms Business Enterprise Status			15 points	Not Indicated	5	Minority Status	10	Not Indicated	5
3) Bidders ability and willingness to meet the proposed project implementation time line (proposed preliminary schedule)			15 points	19 Weeks Design Time	10	10 Weeks Design Time	15	22 Weeks Design Time	10
4) Proposed Cost of Services			30 points	\$58,000.00	20	\$37,000.00	30	\$50,000.00	25
TOTAL RATING:			90 points		55		80		70
Other Criteria:									
a) Written Proposal of Proposed Professional Services			Bidder Response		Bidder Response		Bidder Response		
b) Q1: Lump Sum Cost of proposed Professional Services			Yes - Submitted Yes - \$58,000.00		Yes - Submitted Yes - \$37,000.00		Yes - Submitted \$50,000		
c) Q2: Do you anticipate being able to meet all of the specified scope of services requirements			Yes		Yes		Yes		
d) Q3: Does offeror plan to sub-contract any of the required scope of services. If so provide a list of those subcontractors			No Subcontracting Indicated		Yes - As Needed Sub List Included		No Subcontracting Indicated		
e) Business Enterprise Status:			No Response		Minority Owned		Small Business Certification		
f) Addendum Acknowledged:			Acknowledged		Acknowledged		Acknowledged		

Evaluators Signature:



Date:

10/10/25

Project # 108-2022 Professional Architectural and Design Consulting Services			Evaluators Name: Roberto Travieso		
RATING CRITERIA DESCRIPTION:	RATING WEIGHT	Netta Architects	REG Architects	RJHA Architects	Evaluator Rating
1) The bidders previous Experience with Similar Type Projects:	30 points	Experience Submitted	Experience Submitted	Experience Submitted	25
2) Firms Business Enterprise Status	15 points	Not Indicated	Minority Status	Not Indicated	0
3) Bidders ability and willingness to meet the proposed project implementation time line (proposed preliminary schedule)	15 points	19 Weeks Design Time	10 Weeks Design Time	22 Weeks Design Time	12
4) Proposed Cost of Services	30 points	\$58,000.00	\$37,000.00	\$50,000.00	23
TOTAL RATING:	90 points				60
Other Criteria:					
a) Written Proposal of Proposed Professional Services	Bidder Response	Yes - Submitted	Bidder Response	Yes - Submitted	Bidder Response
b) Q1: Lump Sum Cost of proposed Professional Services	Yes - \$58,000.00	Yes - \$37,000.00	Yes - \$50,000		
c) Q2: Do you anticipate being able to meet all of the specified scope of services requirements	Yes	Yes	Yes		
d) Q3: Does offeror plan to sub-contract any of the required scope of services. If so provide a list of those subcontractors	No Subcontracting Indicated	Yes - As Needed Sub List Included	No Subcontracting Indicated		
e) Business Enterprise Status:	No Response	Minority Owned	Small Business Certification		
f) Addendum Acknowledged:	Acknowledged	Acknowledged	Acknowledged		

Evaluators Signature:

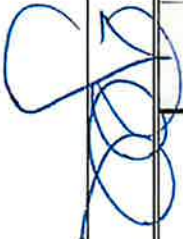


Date:

10/10/22

Project # 108-2022 Professional Architectural and Design Consulting Services				Evaluators Name: John Wille	
RATING CRITERIA DESCRIPTION:		RATING WEIGHT	Neta Architects	REG Architects	RJHA Architects
1) The bidders previous Experience with Similar Type Projects:		30 points	Experience Submitted	Experience Submitted	Experience Submitted
2) Firms Business Enterprise Status		15 points	Not Indicated	Minority Status	Not Indicated
3) Bidders ability and willingness to meet the proposed project implementation time line (proposed preliminary schedule)		15 points	19 Weeks Design Time	10 Weeks Design Time	22 Weeks Design Time
4) Proposed Cost of Services		30 points	\$58,000.00	\$37,000.00	\$50,000.00
TOTAL RATING: 90 points			51	82	64
Other Criteria:					
a) Written Proposal of Proposed Professional Services			Bidder Response Yes - Submitted	Bidder Response Yes - Submitted	Bidder Response Yes - Submitted
b) Q1: Lump Sum Cost of proposed Professional Services			Yes - \$58,000.00	Yes - \$37,000.00	\$50,000
c) Q2: Do you anticipate being able to meet all of the specified scope of services requirements			Yes	Yes	Yes
d) Q3: Does offeror plan to sub-contract any of the required scope of services. If so provide a list of those subcontractors			No Subcontracting Indicated	Yes - As Needed Sub List Included	No Subcontracting Indicated
e) Business Enterprise Status:			No Response	Minority Owned	Small Business Certification
f) Addendum Acknowledged:			Acknowledged	Acknowledged	Acknowledged

Evaluators Signature:



Date: 10.10.2022



Public Works
Department

October 11, 2022

NOTICE OF INTENT TO AWARD

Project: RFP #108-2022 – Professional Architectural Design and Consulting Services for Town Hall Historic Preservation projects.

To All Interested Parties,

Thank you for submitting your response to RFP #108-2022, Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects.

At the October 10, 2022, 10:00 a.m. bid opening, the Town received three (3) fully responsive bid submittals.

The Town of Lake Park has completed its evaluation of the RFP #108-2022 bid submittals and intends to award the Professional Architectural Design and Consulting Services project to:

REG Architects

The project bid responsiveness and evaluation rating sheets are available for review through the Town Clerks website.

This Notice of Intent to award is conditioned upon the Town of Lake Park's reservation of rights as contained in the ITB Documents and is subject to approval by the Lake Park Town Commission.

Sincerely,

ROBERTO F. TRAVIESO, MPA
Public Works Director

650 Old Dixie Highway
Lake Park, FL 33403
Phone: (561) 881-3345
Fax: (561) 881-3349

www.lakeparkflorida.gov

RESOLUTION NO. 40-07-22**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF STATE, DIVISION OF HISTORICAL RESOURCES FOR TOWN HALL PRESERVATION BUILDING IMPROVEMENTS.**

WHEREAS, the Town of Lake Park, Florida ("Town") is a municipal corporation of the state of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons; and

WHEREAS, the Town has determined that there is a need to replace the roof of the Town Hall and to paint and water proof this historic building ("the Project"); and

WHEREAS, the Lake Park Town Hall building is designated as a historic building; and

WHEREAS, the Florida Department of State, Division of Historical Resources (the "Division") has announced that it is awarding a grant to the Town in the amount of \$325,000.00, provided the Town matches this award with an equal match to fund the Project; and

WHEREAS, on June 24, 2022, the Division provided a Grant Agreement to the Town for the Town's execution; and

WHEREAS, the Town Manager has recommended to the Town Commission that it is in the best interest of the Town to execute the Grant Agreement (Number 23.h.sc.100.018) with the Division.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein

Section 2. The Mayor is hereby authorized and directed to execute the agreement between the Town and State of Florida, Department of State, Division of

Historical Resources. A copy of the proposed Grant Agreement is attached hereto and incorporated herein as Exhibit A.

Section 3. This Resolution shall take effect immediately upon adoption.


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The foregoing Resolution was offered by Commissioner Michaud who moved its adoption. The motion was seconded by Commissioner Taylor and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	—
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	—
COMMISSIONER JOHN LINDEN	<u>/</u>	—
COMMISSIONER ROGER MICHAUD	<u>/</u>	—
COMMISSIONER MARY BETH TAYLOR	<u>/</u>	—

The Town Commission thereupon declared the foregoing Resolution No. 40-07-22 duly passed and adopted this 20 day of July, 2022.

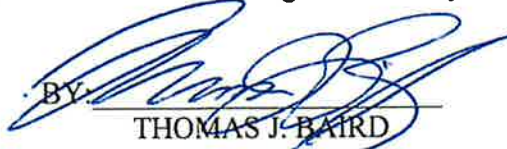
TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY



AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Town of Lake Park
23.h.sc.100.018

This Agreement is by and between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division," and the Town of Lake Park hereinafter referred to as the "Grantee."

The Grantee has been awarded a Special Category Grant by the Division, grant number 23.h.sc.100.018 for the Project "Lake Park Historic Town Hall Preservation," in the amount of \$325,000 ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item , contained in the 2023 General Appropriations Act, SB 2500, Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.0617, *Florida Statutes*.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose.** This grant shall be used exclusively for the "Lake Park Historic Town Hall Preservation," the public purpose for which these funds were appropriated.

- a) The Grantee shall perform the following **Scope of Work**:

Grant funds will be used to facilitate the repair and preservation of the historic Lake Park Town Hall in Lake Park, Palm Beach County, Florida. Work items include roof replacement, exterior painting, exterior cleaning by the gentlest means possible, remove failing sealant and replace with new sealant on all windows and other openings including joints, and restore exterior masonry, wood, and metal surfaces. Grant funds will also be used for architectural / engineering services and grant project management and administration.

All tasks associated with the Project shall meet the requirements set forth in this agreement.

- b) The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

#	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed Price	Provide a copy of the professional architectural/engineering consultant's credentials and a project timeline to the Division for review and approval.	One (1) digital copy of professional architectural/engineering consultant credentials; One (1) project timeline.	\$81,250

2	Fixed Price	Complete and submit a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed to the Division for review and approval.	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed.	\$81,250
3	Fixed Price	Complete and submit a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed to the Division for review and approval.	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed.	\$81,250
4	Advanced Payment	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid, to the Division for review and approval. In addition, a new/updated FMSF form for the property and executed Restrictive Covenants filed with the County Clerk shall be submitted prior to final payment. Furthermore, a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment.	One (1) copy of the completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid; One (1) copy of the new/updated FMSF form; One (1) copy of the executed Restrictive Covenants filed with the County Clerk; One (1) Single Audit Form.	\$81,250
Totals				\$325,000

- c) The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables outlined in the Agreement. The Budget provides details of how grant and match funds will be spent. All expenditures shall be in accordance with this budget (which is incorporated as part of this Agreement and entitled Attachment A) and must be incurred during the term of this Agreement, as stated in Section 2 of this Agreement.

2. **Length of Agreement.** This Agreement shall begin on 07/01/22 and shall end 06/30/24, unless terminated in accordance with the provisions of Section 33 of this Agreement. Contract extensions will not be granted unless

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Grantee is able to provide substantial written justification and the Division approves such extension. The Grantee's written request for such extension must be submitted to the Division no later than thirty (30) days prior to the termination date of this Agreement and no amendment will be valid until a written amendment is signed by both parties as required in Section 7 and Section 15 of this Agreement.

3. **Contract Administration.** The parties are legally bound by the requirements of this Agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement, and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below shall be submitted in writing to the contract manager within 10 days of the change.

For the Division of Historical Resources:

Harley Burgis
Florida Department of State
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399
Phone: 850.245.6393
Email: harley.burgis@dos.myflorida.com

For the Grantee:

Contact: Merrell Angstreich
Address: 535 Park Avenue Lake Park Florida 33403
Phone: 561.882.1819
Email: mangstreich@lakeparkflorida.gov

4. **Grant Payments.** All grant payments are requested online via www.dosgrants.com by submitting a payment request with documentation that the deliverable has been completed. The total grant award shall not exceed the Grant Award Amount, which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. Grant payment requests are not considered complete for purposes of payment until review of the deliverables for compliance with the terms and conditions of this Agreement by the appropriate Division staff is complete and approval of the deliverable given. The grant payment schedule is outlined below:
 - a) All payments will be made in the amounts identified with the Deliverables in Section 1 of this agreement
 - b) All payments will be made in accordance with the completion of those Deliverables.
5. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services. If EFT has already been set up for the organization, the Grantee does not need to submit another authorization form unless the organization has changed bank accounts. The authorization form is accessible at <http://www.myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf> where information pertaining to payment status is also available.
6. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services

Page: 3

(DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit <https://flvndor.myfloridacfo.com/>. **A copy of the Grantee's Florida Substitute Form W-9 must be submitted to the Division, as required, in advance of or with the executed Agreement.**

7. **Amendment to Agreement.** Either party may request modification of the provisions of this Agreement by contacting the Division to request an Amendment to the Contract. **Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.** If changes are implemented without the Division's written approval, the organization is subject to noncompliance, and the grant award is subject to reduction, partial, or complete refund to the State of Florida and termination of this agreement.
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*.
 - a) Any advanced funds will be returned to the State of Florida if unexpended within the first 3 months of disbursement.
 - b) Payments will be withheld for failure to complete services as identified in the Scope of Work and Deliverables, provide documentation that the deliverable has been completed, or demonstrate the appropriate use of state funds.
 - c) If the grantee has spent less than the Grant Award Amount in state funds to complete the Scope of Work, the final payment will be reduced by an amount equal to the difference between spent state dollars and the Grant Award Amount.
 - d) The Division may reduce individual payments by 10% if the completed Deliverable does not meet the Secretary of the Interior's Standards and Guidelines or other industry standards applicable to the project.

The Division shall reduce total grant funding for the Project in direct proportion to match contributions not met by the end of the grant period. This reduction shall be calculated by dividing the actual match amount by the required match amount indicated in the Agreement and multiplying the product by the Grant Award Amount indicated in the Agreement. Pursuant to Section 17, Grantee shall refund to the Division any excess funds paid out prior to a reduction of total grant funding.

9. **Additional Special Conditions.**

Development Projects

- a) All project work must be in compliance with the *Secretary of the Interior's Standards and Guidelines* available online at www.nps.gov/tps/standards.htm.
- b) The Grantee shall provide photographic documentation of the restoration activity. Guidelines regarding the photographic documentation are available online at <https://dos.myflorida.com/historical/grants/special-category-grants/>.
- c) The Grantee and the Property Owner(s), if not the same, shall execute and file Restrictive Covenants with

the Clerk of the Circuit Court in the county where the property is located, prior to final release of grant funds and close-out of the project. This Restrictive Covenants form is available on the Division's website <http://www.dos.myflorida.com/historical/grants/special-category-grants/>.

d) Architectural Services

1. All projects shall require contracting for architectural/engineering services.
2. The Grantee may request a waiver of this requirement from the Division if they believe that the architectural/engineering services are not needed for the Project. The Division shall make a recommendation to the Grantee after review of the proposed work.

e) Architectural Documents and Construction Contracts

The Grantee shall submit the architectural services contract to the Department for review and approval prior to final execution. In addition, pursuant to *Section 267.031(5)(i), Florida Statutes*, the Grantee shall submit architectural planning documents to the Department for review and approval at the following stages of development:

1. Upon completion of **schematic design**;
 2. Upon completion of **design development and outline specifications**; and
 3. Upon completion of **100% construction documents and project manual**, prior to execution of the construction contract.
- f) For the construction phase of the Project, in addition to the review submissions indicated above, a copy of the construction contract must be submitted to the Department for review and approval prior to final execution. Department review and approval of said contracts shall not be construed as acceptance by or imposition upon the Department of any financial liability in connection with said contracts.
- g) For projects involving ground disturbance (examples include: historic building or structure relocation, grading and site work, installation of sewer and water lines, subgrade foundation repairs or damp proofing, construction of new foundations and installation of landscape materials), the Grantee shall ensure that the following requirements are included in all contracts for architectural and engineering services:
1. Ground disturbance around historic buildings or elsewhere on the site shall be minimized, thus reducing the possibility of damage to or destruction of significant archaeological resources.
 2. If an archaeological investigation of the Project site has not been completed, the architect or engineer shall contact the Department for assistance in determining the actions necessary to evaluate the potential for adverse effects of the ground disturbing activities on significant archaeological resources.
 3. Significant archaeological resources shall be protected and preserved in place whenever possible. Heavy machinery shall not be allowed in areas where significant archaeological resources may be disturbed or damaged.
 4. When preservation of significant archaeological resources in place is not feasible, a mitigation plan shall be developed in consultation with and approved by the Department's Compliance Review Section (contact information available online at www.flheritage.com). The mitigation plan shall be

implemented under the direction of an archaeologist meeting the *Secretary of the Interiors' Professional Qualification Standards for Archaeology*.

5. Documentation of archaeological investigation and required mitigation actions shall be submitted to the Compliance Review Section for review and approval. This documentation shall conform to the *Secretary of the Interior's Standards for Archaeological Documentation*, and the reporting standards of the Compliance Review Section set forth in Chapter 1A-46, *Florida Administrative Code*.
 - h) Copyright and Royalties: When publications, brochures, films, or similar materials are developed, directly or indirectly, from a program, project or activity supported by grant funds, any copyright resulting therefrom shall be held by the Florida Department of State, Division of Historical Resources. The author may arrange for copyright of such materials only after approval from the Department. Any copyright arranged for by the author shall include acknowledgment of grant assistance. As a condition of grant assistance, the grantee agrees to, and awards to the Department and, if applicable, to the Federal Government, and to its officers, agents, and employees acting within their official duties, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.
- 10. Credit Line(s) to Acknowledge Grant Funding.** Pursuant to Section 286.25, *Florida Statutes*, in publicizing, advertising, or describing the sponsorship of the program the Grantee shall include the following statement:
- a) "This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida." Any variation in this language must receive prior approval in writing by the Division.
 - b) All site-specific projects must include a Project identification sign, with the aforementioned language, that must be placed on site. The cost of preparation and erection of the Project identification sign are allowable project costs. Routine maintenance costs of Project signs are not allowable project costs. A photograph of the aforementioned sign must be submitted to the Division as soon as it is erected.
- 11. Encumbrance of Funds.** The Grantee shall execute a binding contract for at least a part of the Scope of Work by September 30, except as allowed below.
- a) Extension of Encumbrance Deadline: The encumbrance deadline indicated above may be extended by written approval of the Division. To be eligible for this extension, the Grantee must demonstrate to the Division that encumbrance of grant funding and the required match by binding contract(s) is achievable by the end of the requested extended encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Department no later than fifteen (15) days prior to the encumbrance deadline indicated above.
 - b) Encumbrance Deadline Exception: For projects not involving contract services the Grantee and the Department shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.
- 12. Grant Reporting Requirements.** The Grantee must submit the following reports to the Division. All reports shall document the completion of any deliverables/tasks, expenses and activities that occurred during that reporting period. All reports on grant progress will be submitted online via www.dosgrants.com.
- a) **First Project Progress Report** is due by October 31, for the period ending September 30 (first year of the Grant Period).

- b) **Second Project Progress Report** is due by January 31, for the period ending December 31 (first year of the Grant Period).
 - c) **Third Project Progress Report** is due by April 30, for the period ending March 31 (first year of the Grant Period).
 - d) **Fourth Project Progress Report** is due by July 31, for the period ending June 30 (first year of the Grant Period).
 - e) **Fifth Project Progress Report** is due by October 31, for the period ending September 30 (second year of the Grant Period).
 - f) **Sixth Project Progress Report** is due by January 31, for the period ending December 31 (second year of the Grant Period).
 - g) **Seventh Project Progress Report** is due by April 30, for the period ending March 31 (second year of the Grant Period).
 - h) **Final Report.** The Grantee must submit a Final Report to the Division within one month of the Grant Period End Date set forth in Section 2 above.
13. **Matching Funds.** The Grantee is required to provide a 100% match of the Grant Award Amount. Of the required match, a minimum of 25% must be cash on hand. The remaining match may include in-kind services, volunteer labor, donated materials, and additional cash. For projects located in Rural Economic Development Initiative (REDI) counties or communities that have been designated in accordance with Sections 288.0656 and 288.06561, *Florida Statutes*, Grantees may request a reduction of the match amount. The Grantee must submit documentation that the minimum match requirements have been met and provide to the Division documentation evidencing expenses incurred to comply with this requirement.
14. **Grant Completion Deadline.** The grant completion deadline is the end date of this Agreement set forth in Section 2 above. The Grant Completion Deadline is the date when all grant and matching funds have been paid out or incurred in accordance with the work described in the Scope of Work, detailed in the Estimated Project Budget. If the Grantee finds it necessary to request an extension of the Grant Completion Deadline, an Amendment to the Agreement must be executed as per Section 7, and the stipulations in Section 15 must be met.
15. **Extension of the Grant Completion Deadline.** An extension of the completion date must be requested at least thirty (30) days prior to the end of the Grant Period and may not exceed 180 days, unless the Grantee can clearly demonstrate extenuating circumstances. An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the Project such as a natural disaster, death or serious illness of the individual responsible for the completion of the Project, litigation related to the Project, or failure of the contractor or architect to provide the services for which they were contracted to provide. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant or failure to raise sufficient matching funds. Changes to the original completion deadline shall be valid only when requested in writing, approved by the Division, and an Amendment to the Agreement has been executed by both parties and attached to the original of this Agreement. The Grantee must provide documentation that a portion of the grant funds and match contributions are encumbered and demonstrate to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended Grant Period.

- 16. Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable Project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (revised 11/1/2019), which are incorporated by reference and are available online at <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>. The following categories of expenditures are non-allowable for expenditure of grant funds and as contributions to required match:
- a) Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;
 - b) Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement and Chapter 287 of the *Florida Statutes*;
 - c) Expenses incurred or obligated prior to or after the Grant Period, as indicated in the Grant Award Agreement;
 - d) Expenses associated with lobbying or attempting to influence Federal, State, or local legislation, the judicial branch, or any state agency;
 - e) Expenditures for work not consistent with the applicable historic preservation standards as outlined in the Secretary of the Interior's Guidelines available at www.nps.gov/tps/standards/treatment-guidelines-2017.pdf, standards available at <http://www.nps.gov/tps/standards.htm> and [nps.gov/history/local-law/arch_stnds_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm) or applicable industry standards;
 - f) Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, specifically, costs of consultation and mitigation measures required under Section 106 of the *National Historic Preservation Act of 1966*, as amended, or under Section 267.031, F.S.;
 - g) Projects directed at activities or Historic Properties that are restricted to private or exclusive participation or access, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, pregnancy, handicap, or marital status;
 - h) Entertainment, food, beverages, plaques, awards, or gifts;
 - i) Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;
 - j) Indirect costs including Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, internet service, monthly expenses associated to security systems, non-grant related administrative and clerical staffing, marketing, and fundraising activities;
 - k) Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, whether grant expenditures or match contributions, which in aggregate exceed 5% of the grant award amount;

- l) Grantee operational support (i.e., organization salaries not directly related to grant activities; travel expenditures; per diem; or supplies);
- m) Insurance costs (Exception: costs for builder's risk, workers' compensation and contractor's liability insurance);
- n) Capital improvements to non-historic properties or non-historic additions to a Historic Property (Exception: pre-approved items of work for Museum Exhibit projects);
- o) Capital improvements to the interior of Religious Properties (Exception: repairs to elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, window and exterior door repairs and restoration practices associated with the building envelope);
- p) Accessibility improvements for Religious Properties;
- q) Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s));
- r) Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems and site lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of trees posing an immediate threat to the historic or archaeological resource; and limited site lighting required for security, all if approved by the Division);
- s) Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates or sections of these);
- t) Furniture, including but not limited to: desks, tables, seating, rugs and mats, artwork and decorations, window treatments, case goods (including cabinets, countertops, or bookshelves) with no historic precedent, systems' furniture, movable partitions and acoustical treatments and components, unless specific prior approval has been granted by the Division (Exception: museum display units necessary for approved Museum Exhibit projects)
- u) Equipment (a) including but not limited to portable sound systems, specialty fixtures and equipment, visual display units, appliances, computers, cameras, printers, scanners, projection systems, portable light fixtures, and total stations unless specific prior approval has been granted by the Division (b) If special equipment is required for completion of the Project, it shall be rented for the grant term unless it can be shown that acquiring the equipment is cheaper than renting the equipment and approval has been provided by the Division as part of the documentation presented at the time of application. If the value of special equipment is to be used as a match contribution, the value of the match contribution shall be limited to the cost of rental for the Grant Period at the market rate for such rental in the region;
- v) Supplies that will not be consumed in use during the duration of this project;
- w) Costs associated with attending or hosting conferences, summits, workshops or presentations (Exception: municipal or county required public meetings necessary for completion of the grant-assisted project);
- x) Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, contracted or subcontracted employees, either for purposes of work on-site or

research off-site; and

- y) Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects.

17. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.
18. **Repayment.** All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of the "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Grants Program Supervisor, Division of Historical Resources, 500 South Bronough Street Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Grantee shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
19. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment B for additional information regarding this requirement.
20. **Retention of Accounting Records.** Financial records, supporting documents, statistical records, and all other records including electronic storage media pertinent to the Project shall be retained for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit, or claim has been resolved.
21. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts, and transcripts.
22. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
23. **Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended, in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's final Progress Report at the end of the Grant Period.

- 24. Noncompliance with Grant Requirements.** Any Grantee that has not submitted required reports or satisfied other administrative requirements for this grant or other Division of Historical Resources grants or grants from any other Florida Department of State (DOS) Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. Grant compliance issues must be resolved before a grant award agreement may be executed, and before grant payments for any DOS grant may be released.
- 25. Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance, and expenditure of state funds;
 - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.
 - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.
 - d) The name of the account(s) must include the grant award number;
 - e) The Grantee's accounting records must have effective control over and accountability for all funds, property, and other assets; and
 - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills, and canceled checks).
- 26. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature, or the United States Congress in the case of a federally funded grant. In the event that the state or federal funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee, beyond those amounts already released prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 27. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents, or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 28. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the

necessary steps to ensure that each of its subcontractors will be deemed to be "independent contractors" and will not be considered or permitted to be agents, servants, joint ventures, or partners of the Division.

- 29. Liability.** The Division will not assume any liability for the acts, omissions to act, or negligence of, the Grantee, its agents, servants, or employees; nor may the Grantee exclude liability for its own acts, omissions to act, or negligence, to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death, and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees, and subcontractors. The Grantee, other than a Grantee which is the State or the State's agencies or subdivisions, as defined in Section 768.28, *Florida Statutes*, shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with that Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity, or increases the limits of its liability, by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the Project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities; and provided that it is understood by the Grantee that the Division shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- 30. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law.
- 31. No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
- 32. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments, and/or will terminate this agreement if the Grantee improperly expends and manages grant funds, fails to prepare, preserve or surrender records required by this Agreement, or otherwise violates this Agreement.
- 33. Termination of Agreement.**
- a) Termination by the Division. The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter, and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of

violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement, prior to the notification of termination, if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages, if grant funds are returned under this Section.

- b) Termination for convenience. The Division or the Grantee may terminate the grant in whole or in part when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.
 - c) Termination by Grantee. The Grantee may unilaterally cancel the grant at any time prior to the first payment on the grant although the Department must be notified in writing prior to cancellation. After the initial payment, the Project may be terminated, modified, or amended by the Grantee only by mutual agreement of the Grantee and the Division. Request for termination prior to completion must fully detail the reasons for the action and the proposed disposition of the uncompleted work.
- 34. Preservation of Remedies.** No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or violation by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- 35. Non-Assignment of Agreement.** The Grantee may not assign, sublicense nor otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the Project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties, and obligations of the Division to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this Agreement shall be transferred to the successor governmental agency as if it was the original party to this Agreement.
- 36. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project. Procurement documentation supporting maximum open competition must be submitted to the Division for review and approval prior to execution of project contracts.
- a) **Procurement of Goods and Services Not Exceeding \$35,000.** The Grantee must use the applicable procurement method described below:
 - 1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 may be conducted at the Grantee's discretion using good purchasing practices in accordance with Rule 60A-1.002, *Florida Administrative Code*.
 - 2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition such as written quotations and informal bids and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement

document in accordance with Rule 60A-1.002, *Florida Administrative Code*.

- b) **Procurement of Goods and Services Exceeding \$35,000.** Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document in accordance with Chapter 287, *Florida Statutes*.
37. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
38. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Historical Resources.
39. **No Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
40. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
41. **Americans with Disabilities Act.** All programs and facilities related to tGoverning his Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990 as amended (42 U.S.C. 12101, *et seq.*), which is incorporated herein by reference.
42. **Governing Law.** This Agreement shall be construed, performed, and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.
43. **Restrictive Covenants.** For Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee) must file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years for Development and twenty (20) for Acquisition prior to final release of grant funds and close-out of the project.
44. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:
- a) This Agreement
 - b) Estimated Project Budget (Attachment A)
 - c) Single Audit Act Requirements and Exhibit I (Attachment B)

In acknowledgment of this grant, provided from funds appropriated in the 2023 General Appropriation Act, I hereby certify that I have read this entire Agreement, and will comply with all of its requirements.

Department of State:

Grantee:

By:

By:

Authorizing Official for the Grantee

Dr. Timothy Parsons, Division
Director

Michael O'Rourke, Mayor

Typed name and title

Date

July 20, 2022

Date

ATTACHMENT A
Estimated Project Budget

Description	Grant Funds	Cash Match	In Kind Match
Grant Project Management and Administration	\$0	\$0	\$15,000
Architectural / Engineering Services	\$0	\$50,000	\$0
Roofing	\$235,000	\$235,000	\$0
Painting/Waterproofing	\$75,000	\$15,000	\$0
Restore exterior masonry, wood, and metal surfaces	\$15,000	\$10,000	\$0
Totals	\$325,000	\$310,000	\$15,000

ATTACHMENT B

FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

U.S. Government Printing Office www.ecfr.gov

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), F.S.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement lists the state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this agreement shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to each of the following:
 1. The Department of State at each of the following addresses:

Office of Inspector General
 Florida Department of State
 R. A. Gray Building
 500 South Bronough St.
 Tallahassee, FL 32399-0250

2. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

1. The Department of State at each of the following addresses:

Office of Inspector General
 Florida Department of State
 R. A. Gray Building
 500 South Bronough St.
 Tallahassee, FL 32399-0250

2. The Auditor General's Office at the following address:

Auditor General
 Local Government Audits/342
 Claude Pepper Building, Room 401
 111 West Madison Street
 Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part IV: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department

of State.

EXHIBIT 1**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

Not Applicable

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not Applicable

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST
OF THE FOLLOWING:****MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not applicable.

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Not Applicable

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO
THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.