

PROPOSAL CHECKLIST

PROPOSER NAME: Clemons, Rutherford & Associates, Inc.

- | | | |
|--|---|-----------------------------|
| 1. COVER PAGE: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 2. INTRODUCTORY LETTER: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 3. COMPANY, RELATED EXPERIENCE, AND STAFF & TEAM QUALIFICATIONS: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| a. ATTACHMENT "A": | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| i. No Signature, and the Form is not notarized. | | |
| b. ATTACHMENT "B": | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 4. TECHNICAL APPROACH: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 5. CURRENT AND PROJECT WORKLOADS: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 6. REQUIRED AND OPTIONAL FORMS: | | |
| a) PROPOSAL SIGNATURE FORM: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| b) STATEMENT OF FINANCIAL STABILITY: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| c) SUMMARY OF LITIGATION: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| d) CERTIFICATE OF INSURABILITY: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| e) QUALIFIED TO TRANSACT BUSINESS IN FL: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| f) DRUG FREE WORKPLACE FORM: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| g) NON-COLLUSION AFFIDAVIT: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| h) SWORN STATEMENT PUBLIC ENTITY CRIME: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| i) CONFLICT OF INTEREST DISCLOSURE STATEMENT: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| j) LICENSES/CERTS: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| k) VENDOR INFORMATION FORM: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| l) EXCEPTION FORM: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| m) VENDORS ON SCRUTINIZED COMP. LIST: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| n) W9: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

REVIEWED BY: Ali Tretheway

DATE REVIEWED: 1/17/2025



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
PROCUREMENT DEPARTMENT
P.O. BOX 310
318 MONGO STREET, ROOM C
BRONSON, FL 32621
PHONE: (352) 486-5218 EXT. 2
FAX: (352) 486-5167
EMAIL: TRETHERWAY-ALI@LEVYCOUNTY.ORG

COVER PAGE

RFQ_2025_002– DESIGN OF THE LEVY COUNTY PUBLIC SAFETY COMPLEX

LAST DAY FOR QUESTIONS: 1/9/2025, 4:00 PM

DUE DATE & TIME: 1/16/25, 2:00 PM

SUMMARY OF SCOPE: Levy County is seeking to solicit qualifications from qualified respondents experienced in providing architectural and engineering planning and design services for County Public Safety complexes/Emergency Operations centers.

SUBMITTAL OF BID: Levy County only accepts electronic submittals through "E-Bidding" on the DemandStar platform www.DemandStar.com. In order to submit a bid in response to this solicitation the bidder must be registered with DemandStar.

For questions relating to the RFQ, contact Ali Tretheway, Procurement Coordinator at tretheway-ali@levycounty.org.

ITEMS THAT MUST BE INCLUDED WITH RESPONSE: Submitting an incomplete document may deem the response non-responsive, causing rejection. Please check each box for each item submitted with response. Prior to submitting my response, I have verified that all forms are attached and are considered as part of my proposal:

- ☒ COVER PAGE
- ☒ INTRODUCTORY LETTER
- ☒ COMPANY, STAFF & TEAM QUALIFICATIONS
- ☒ TECHNICAL APPROACH
- ☒ CURRENT AND PROJECTED WORKLOAD
- ☒ REQUIRED AND OPTIONAL FORMS

Company Name: Clemons, Rutherford & Associates, Inc.

Name: William D. Rutherford, President

Email Address (Required): cra@craarchitects.com

Address: 2027 Thomasville Rd., Tallahassee, FL 32308

Mailing Address (if Different): _____

Telephone: 850.385.6153 FEIN: 59-1566490

By signing this form, I acknowledge I have read and understand, and my firm complies with all General Conditions and requirements set forth herein:

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE SUBMITTED: 1/16/2025

William D. Rutherford, President

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL



TAB 1 | COVER PAGE + INTRODUCTORY LETTER

2 pages maximum



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308
p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792
p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

January 16, 2025

Levy County Board of County Commissioners
Levy County Government Center
318 Mongo Street, Room C
Bronson, Florida 32621

TAB 1: INTRODUCTORY LETTER

RE: RFQ 2025_02 | Professional Services for the Design of Levy County Public Safety Complex, Bronson, Florida

Dear Members of the Selection Committee:

Clemons, Rutherford & Associates, Inc. (CRA) in association with our engineering consultants are pleased to submit our letter of interest and qualifications for architectural and engineering services for the above-referenced project. The marriage of this team's professionals is one that accentuates the strengths of each respective firm and adds value to the project from both quality and service standpoints. The Board of County Commissioners of Levy County will be the beneficiary of experienced public safety facility architects and engineers (CRA, H2Engineering, Johnson and Associates Engineering, and George & Associates) who have a proven background in emergency operations center facilities combined with local project experience.

ABILITY TO PERFORM WITHIN BUDGET AND ON-TIME

CRA has earned a reputation for providing the highest-quality architectural services available while meeting our clients' time and budget requirements. We are aware that time and budget are of utmost importance to our clients, and we provide computerized scheduling, cost estimating and value engineering services, as well as an in-house Quality Assurance Program, to keep projects on track and to avoid costly delays. Our clients often work with limited funds, and it is our job to meet their design goals without exhausting their financial resources. Additionally, CRA staff are currently available, and we have the resources to begin your project immediately.

ABILITY TO WORK PRODUCTIVELY WITH COUNTY GOVERNMENT CLIENTS

We feel strongly that the success of your project depends on a clear understanding of the County's goals and objectives in conjunction with your own planning criteria. We understand these goals and will work closely with the County and its representatives every step of the way. Our clients often work with limited funds, and it is our job to meet their design goals without exhausting their financial resources. While we intend to provide an objective, unbiased, professional service to the County, we cannot do a proper job without your direction and input.

COMMITMENT TO THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY

CRA emphasizes loyalty to our clients. Our commitment to that philosophy has earned us high regard throughout the industry as is evidenced by the volume of repeat clients our firm enjoys. We will proceed through each phase of this project according to Levy County's instructions and will act in the County's best interest. Our team will approach Levy County with a profound sense of responsibility, and we are prepared to deliver a design solution that exceeds your expectations and respects your schedule and budget. We commit to you our very best service. In submitting these qualifications, I, William D. Rutherford, attest that the contents of this submittal are true and accurate. We look forward to discussing our team's capabilities and approach in the next phase of the selection process.

Sincerely,

William D. Rutherford, AIA, President*

***Principal Contact with Signing + Binding Authority**

William D. Rutherford, AIA, President

2027 Thomasville Rd, Tallahassee, FL 32308

850-385-6153 | brutherford@craarchitects.com



TAB 1: INTRODUCTORY LETTER



CLEMONS, RUTHERFORD & ASSOCIATES, INC. (LEGAL NAME)

ORGANIZATION: Corporation

ADDRESS:
2027 Thomasville Road
Tallahassee, Florida 32308

PRINCIPAL / OWNER & CONTACT:
William D. Rutherford, President

MARKETING CONTACT:
Sue Weeks, VP Marketing & Business Development

FIRM HISTORY: The Corporation of Joseph N. Clemons & Associates, Inc., now known as Clemons, Rutherford & Associates, Inc., was founded in 1960 by Joseph N. Clemons. Mr. William D. Rutherford joined the firm in 1976, and the firm was reorganized in 1979 to form its present corporate operating structure. In 1996, Mr. Rutherford became the sole owner of the firm.

YEARS IN BUSINESS: 65 years

STAFF SIZE: 38 Professionals

PROFESSIONAL AFFILIATIONS:
AIA, NCARB, Disaster Recovery Planner

REGISTRATION:
FL Professional Registration:
#AR007865

BILL RUTHERFORD'S BOARDS / CIVIC INVOLVEMENT

- Madison County Community Bank – Current Chairman of the Board
- First Baptist Church Board of Trustees, Currently serving
- Veterans Affairs Oversight Committee Facilities, Washington, DC

BUSINESS PHILOSOPHY

Sixty-five years in business is a testimony to CRA's stability, service and steadfast commitment to our clients. High-quality service has made CRA as one of the nation's most reputable architectural and interior design firms. Growing steadily since 1960, CRA is about successful projects, informed staff, and a commitment to quality that keeps clients returning to us time after time. CRA has served as a leader to public and private clients for a wide array of market and project types including:

- Public Safety (Correctional, EOC/EMS, Judicial/Municipal)
- Education (PK-12, College & University)
- Healthcare
- Corporate
- Historical
- Worship
- Libraries

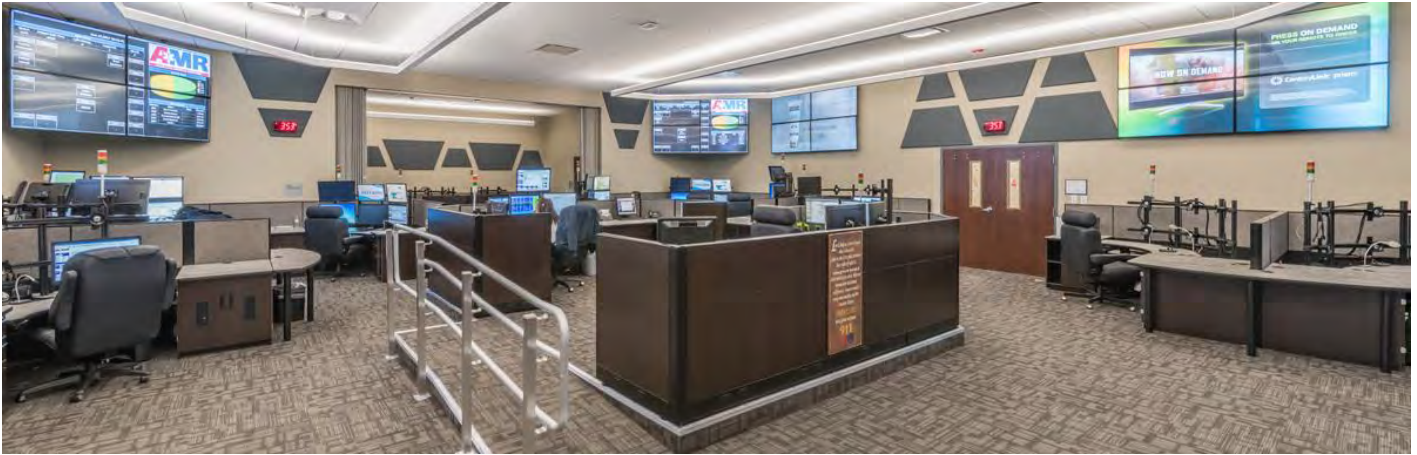
Examples of the company's quality of work can be found across the United States from the crystal blue waters of the Florida Keys to the snow-capped mountains of Alaska. Our designs give enduring form to our client's vision, by uniting the time-honored traditions of our craft with the best of modern design and building techniques.

CRA has a reputation for doing things right the first time. Our approach is always to look after our client's best interest first. We typically are familiar with most regulatory agencies' procedures, staff and guidelines, and thus make every effort to comply with the noted regulations. Our familiarity and expertise over the years often affords us the advantage of knowing how and where to look for ways to save our client's money and time, and we often interact with face-to-face professional meetings to achieve this goal.

The professionals at CRA have an appreciation for design ingenuity and its power to serve a greater cause. We are shapers of the built environment, whether aesthetically, functionally or environmentally, and we offer an opportunity for positive change. Our work is our passion. We employ the most talented people in the industry to offer focused services in the areas of needs assessment, architecture, planning, and interior design.

- Over 87% of our work comes from repeat clients
- 38 employees – 70% have been with the firm 10+ years; 50% of those have been with the firm for more than 20 years
- Professional architects licensed in 22 states & Colombia
- Project experience nationally and overseas

TAB 1: INTRODUCTORY LETTER



OUR INTEREST IN YOUR PROJECT

CRA Architects is an award-winning, national architectural firm with offices in Florida and Georgia. We ensure each of our projects enhances the strength and vibrancy of its surroundings and that a distinctive, attractive facility is provided by utilizing time-tested materials and creative design ideas. Simply stated, we will deliver an inspiring design that is also fiscally responsible, technologically sound, and functionally responsive to your needs. Our work is our passion. We employ the most talented people in the industry to offer focused services in the areas of needs assessment, architecture, planning, interior design, construction, and program management. We are proud to note that many of our clients choose our company again and again to handle their design needs.

CRA is uniquely qualified to provide Levy County with an emergency operations center as we possess similar and recent project experience and expertise in public safety facilities, including emergency management; emergency communications, emergency operations facilities, law enforcement (police and sheriff), and traffic management operations. We understand how public safety and law enforcement centers have continually evolved during the past 5 years. Specifically, we have substantial experience with:

- emergency center integration
- threat risk analysis
- wired and wireless voice / data systems that facilitate and support communication
- emergency and backup power
- fire protection
- lightning protection
- system life-cycle planning
- operations assessment
- cutover and relocation planning
- budget planning and estimation
- building hardening



The architects in our firm, as well as the CAD technicians and interior designer are all managed by our Production Manager whose responsibility is to make sure that manpower assignments are such that deadlines are met and quality control is a constant. We also have a construction administration department that includes full time construction administrators whose sole responsibility is to manage the job during the construction phase. These individuals work through the Project Architect and serve as an extension of his services, as does the CAD technician and interior designer. Also working under the leadership of the President are other key support professionals in accounting, marketing and general administrative support.



TAB 2 | COMPANY, EXPERIENCE, STAFF + QUALIFICATIONS

4 pages maximum

1. **Qualification Certification** –Attachment “A” / Experience / References
2. **Claims, Liens, Litigation History** – Attachment “B” and Litigation Statement
3. **Insurance Coverages** – Proof of Insurance
4. **Key Personnel** –Key Personnel Resumes / Additional Professional Registration

ATTACHMENT "A" QUALIFICATION CERTIFICATION

The Undersigned presents this Qualifications Submittal to be considered as a Qualified Architectural Firm for the provision of professional provision of professional engineering services for the Design of Levy County Public Safety Complex.

A copy of the licenses(s) under which our firm is engaged in practice of architecture in the State of Florida. This license was issued in accordance with provisions of Section 481.219 Florida Statutes, and is currently valid and in force.

It is further understood that qualification, if given, shall be valid for the purpose of responding to the above solicitation, unless suspended or terminated by Levy County.

The Undersigned authorizes and requests any public official, engineer, architect, Surety Company, bank depository, material or equipment manufacture or distributor or any person, firm or corporation to furnish all information requested by Levy County, to verify statements given with this Qualification Submittal.

The Undersigned further authorizes Levy County, FL designee to disclose, without any liability whatsoever, any and all information contained in the Qualifications Submittal.

The Undersigned has not been disqualified by any public agency in Florida except as indicated below. (If none, insert: "N/A").

N/A

Dated this 15th day of January, 2025.

Signature of Affiant

William D. Rutherford, President

Printed Name & Title of Affiant

Clemons, Rutherford & Associates, Inc.

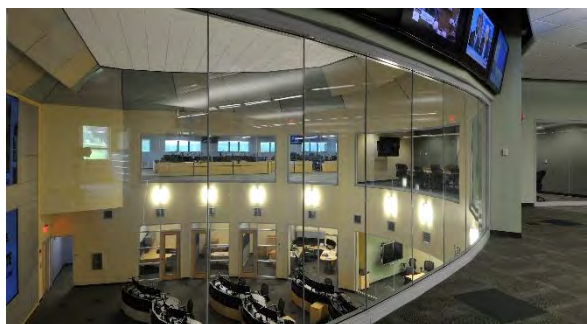
Full Legal Name of Consultant/Contractor

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by Affiant. Who is ☐ personally known to me or has produced _____ as identification.

Notary Public

My Commission Expires: _____

TAB 2: QUALIFICATIONS



SIMILAR RELEVANT PROJECTS

EOC / PUBLIC SAFETY COMPLEXES

- Levy County EOC Conceptual Design
- Suwannee County 911 Center
- Sumter Public Safety Complexes (2 Facilities)
- Glades County Emergency Operations Center
- Leon County – City of Tallahassee Public Safety Complex
- Madison County Emergency Operations Center
- Taylor Emergency Operations Center
- Baker County Jail with Emergency Operations Center
- Union County Public Safety Complex
- State of Florida EOC Complex

JAILS WITH EOC OR 911 DISPATCH

- 911 Dispatch, EOC Located In Suwannee Correctional Institution
- Gordon County Justice Complex, Sheriff's Operation Center & Jail
- Dooley County Jail & Sheriff's Operation Center with 911 Dispatch
- Stephens County Jail, 911 Dispatch and Administration
- Jefferson County Jail & Law Enforcement Center with 911 Dispatch
- Seminole County Jail, Sheriff's Office & 911 Dispatch

ADDITIONAL PUBLIC SAFETY PROJECTS

- Petersburg Borough Police Station & Chamber (Alaska)
- City of Atlantic Beach Public Safety Building
- City of Madison Police Station
- Wakulla County Fire/EMS Station
- Lafayette County Fire Station
- City of Apalachicola Fire station #4
- Greenville Fire Department
- Day Community Fire Station
- Lake Butler Fire Station
- Lee County GA fire station
- Volunteer Fire Department
- Fire Station Alligator Point

OTHER FACILITIES

- Florida Sheriff's Headquarters
- Florida Sheriff's Risk Management Fund
- Tallahassee Electric Control Service Center
- DBPR Call Center at Capital Commerce Center
- FHP/FDOT Regional Transportation Management Center
- Osceola County Sheriff's Training Facility
- OLITS Computer Room, Department of Management Services



TAB 2: QUALIFICATIONS
DOCUMENTED EXPERIENCE

LEVY COUNTY 911 CENTER AND EMERGENCY OPERATIONS CENTER, CONCEPTUAL DESIGN

Bronson, FL

GOVERNMENT ENTITY

Levy County Board of Commissioners

CONTRACT DATES

2022

SIZE

911 Addition / 5,204 SF
 New EOC / 13,874 SF

COST

Design Fee

ROLE

Prime

Levy County EOC and 911 Center

The project entails the expansion and addition to the existing Emergency Operations Center (EOC) and the development of a state-of-the-art EOC / 911 Center in Levy County. CRA provided a conceptual design that integrates a 5,204-square-foot 911 addition to the current 3,584-square-foot EOC facility, alongside the construction of a new 13,874-square-foot EOC building.

The expanded facility will include critical spaces to support emergency management and public safety operations, such as:

- A command center
- Data room
- Multipurpose room
- Conference and training room
- Bunk rooms
- Laundry facilities
- Dedicated men's and women's showers and restrooms
- Administrative offices
- Media room
- Break-out rooms

SUWANNEE COUNTY EMERGENCY OPERATIONS CENTER

Live Oak, FL

GOVERNMENT ENTITY

Suwannee County Board of Commissioners

CONTRACT DATES

2022-2024

SIZE

8,000 SF

CONTACT

Contact Name:

Greg Scott , County Administrator

Gregs@Suwcountyfl.gov
 Phone 386-364-3400

ROLE

Prime

Suwannee County EOC

CRA designed this 8,000gsf EOC including consolidated dispatch center for Suwannee County. The spaces included sleeping areas, dispatch, EOR center, kitchen, Break out meeting rooms, office space, storage and support spaces for EOC functions.

Services included: Project Schedule & Budget, Site Master Planning; Schematic Design, Design Development; Construction Documents; Interior Design, Cost Estimating, Bidding & Construction Administration



TAB 2: QUALIFICATIONS



MADISON COUNTY EMERGENCY OPERATIONS CENTER

Madison, FL

PROJECT LOCATION

Madison, Florida

GOVERNMENT ENTITY

Madison County Board of
Commissioners

CONTRACT DATES

2008-2009

OWNER CONTACT

Madison County EOC
1083 SW Harvey Greene Dr
Madison, FL 32340
Sherilyn Pickels
County Manager
(850) 973-3179
admin@madisoncountyfl.com

SIZE

2,550 SF

COST

\$864,000

ROLE

Prime

CRA designed this new, free-standing Emergency Operations Center (EOC) for Madison County. The EOC was designed to house staff and equipment for day-to-day and sustained, continuous emergency operations, and will be capable of full staffing for the most extensive emergency anticipated.

The EOC design meets all hurricane safety criteria as set forth by U.S. Department of Homeland Security and the State of Florida, Division of Emergency Management (FDEM) and Madison County.



TAB 2: QUALIFICATIONS



LEON COUNTY & CITY OF TALLAHASSEE – CRA ARCHITECT OF RECORD PUBLIC SAFETY COMPLEX

Tallahassee, FL

PROJECT LOCATION

911 Easterwood Drive
 Tallahassee, FL 32311

GOVERNMENT ENTITY

Leon County BOCC &
 City of Tallahassee

CONTRACT DATES

2011-5/2013

OWNER CONTACT

Carl Morgan, Project Manager
 (Retired)
 850-559-8495

SIZE

86,000 GSF

COST

\$39,291,692

This project brings six City and County core public safety services into one facility complex designed to provide efficient and economical municipal service. The complex is located on a 10-acre site in Tallahassee, Florida and consists of a 67,000 GSF main building and a 19,000 GSF emergency medical services fleet logistics building. The main building is a hardened structure designed to meet 200 mph wind speed with full redundancy of all utility services and systems. The building design is based on providing a secure and pleasant work environment to operate continuously during any type of natural or man-made disaster. LEED Silver Certification was achieved on this project.

The main building includes:

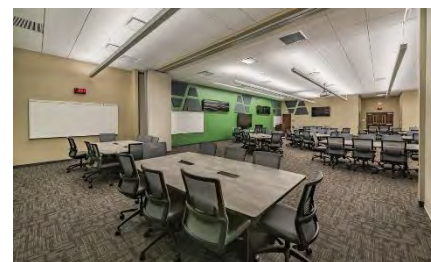
- 3,000 SF Emergency Operations Center
- 12,000 SF Consolidated Dispatch Center
- 5,000 SF Regional Transportation Management
- 4,500 SF Emergency Medical Services
- 3,500 SF Fire Department Administration
- 5,000 SF Information Technology
- 34,000 Common Support Services

The EMS Fleet Logistics building includes:

- 3,000 SF Staff Support
- 4,000 SF Equipment Stocking & Supply
- 2,500 SF Support Services
- 9,500 SF Ambulance Parking Structure

The Emergency Management Services (EMS) Logistics building is a pre-engineered structure designed to provide a functional and efficient facility for the Leon County Public Safety Complex. The 22,334 SF building includes 16 fully enclosed service and storage bays for County emergency vehicles up to a height of 14 feet. Also included are administration offices and support area; locker rooms; toilet and showers; ITS Maintenance; Lab; and a large conference room and employee lounge. There is an ambulance supply department for emergency equipment and supplies in facility. There is also one complete ambulance restocking bay with laundry, pharmacy vending, vehicle recharging, wash down area and oxygen supply.

TAB 2: QUALIFICATIONS



SUMTER COUNTY PUBLIC SAFETY – CRA ARCHITECT OF RECORD

The Villages & Bushnell, FL

PROJECT LOCATION

Site 1 – 7361 Powell Rd,
Wildwood, FL 34785

Site 2 – 250 E McCollum Ave,
Bushnell, FL 33513

GOVERNMENT ENTITY

Sumter County Board of
County Commissioners

CONTRACT DATES

6/2015–12/2017

OWNER CONTACT

Bradley Arnold
County Administrator
7375 Powell Road
Wildwood, FL 34785
352.753.1592
(e-mail in lieu of fax)
Or
Jay Smith, Ajax Building
Corporation
850-224-9571

SIZE

The Villages - 50,000 SF
Bushnell, FL- 20,000 SF

COST

\$27,362,549

The Sumter County Public Safety Buildings consists of two buildings that will serve as public safety buildings for Sumter County. One building is located in Wildwood, FL in the Villages and one building, which will serve as the "back up" public safety building, is located in Bushnell, FL. The Villages Public Safety Building serve as the principle safety facility for the county. It houses the following departments and functions:

- **Sheriff's Office** - includes sheriff's office, investigations, patrol, dispatch, 911, human resources, finance, communications, training, information technology, records, warrants, internal affairs, evidence storage, evidence processing, evidence laboratory, vehicle/evidence bays, biological evidence, hazardous evidence, armory, weapons cleaning, weapons storage, purchasing, central storage, detention holding
- **Fire/EMS/Rural Metro** - includes administrative fire department offices, fire department communications center, communications server, radio server, phone data, training
- **EOC/Emergency Management** - includes emergency management administrative offices, breakout rooms, public information workstation, EOC/Operations room, media briefing room, citizens call center, radio room
- **Public Works/Engineering** - includes facilities maintenance kiosk, information technology access, Sumter County server

The development of these two facilities required the integration of programming, phasing, security, and vulnerability, all within highly restrictive cost controls. In order to achieve the final design, CRA conducted multiple meetings with stakeholders, resulting in a detailed program for each stakeholder area. The programming included integrating existing as well as state of the art approaches to communications, and security. This information in turn was translated into design documents that were in turn used to construct the buildings. By utilizing a highly interactive approach to the programming and vulnerability assessment, CRA was able to provide cost effective, energy efficient, highly functional and secure facilities.

Winner of American Public Works Association (APWA) Project of the Year Award for Major Structures, more than \$5 million, 2017-2018.

TAB 2: QUALIFICATIONS



GLADES COUNTY EMERGENCY OPERATIONS CENTER

Moore Haven, FL

PROJECT LOCATION

Moore Haven, FL

GOVERNMENT ENTITY

Glades County Board of County Commissioners

COMPLETION DATE

2015
(completed on time)

OWNER CONTACT

Glades County Board of County Commissioners
Bob Jones, Director of Public Safety
863-946-0566

SIZE

22,000 SF

TOTAL COST

\$4,181,476

CRA was hired to design a new 12,000 SF Emergency Operations Center in Glades County. The facility's design and construction allows for continuous EOC operations and resist the effects of a major hurricane, in accordance with ICC and National Storm Shelter Association's Standard for the Design and Construction of Storm Shelters (ICC500-2008). The facility was hardened to withstand large missile impact and wind speeds up to 175 miles per hour. The facility includes a command center, training space, bunk room, multipurpose rooms, data room, kitchen, laundry and ample storage spaces totaling 2,500+ SF. An additional 10,000 SF was allocated to vehicle storage bays.

In addition, this project includes sustainable features to allow owner to pursue LEED certification if desired.

SERVICES: Site Master Planning, Schematic, Design Development, Construction Documents, Permitting, Bidding, & Construction Administration, Architectural Design, Interior Design Finishes

TAB 2: QUALIFICATIONS



INSTITUTE FOR PUBLIC SAFETY – KIRKPATRICK BUILDING

Santa Fe College, Gainesville, FL

SIZE
86,000 GSF

COST
\$6,200,000
(OR Change Orders)

CLIENT CONTACT
Santa Fe College
Rebecca Rogers
3000 NW 83rd St.
Gainesville, FL 32606
352-395-5174
Rebecca.rogers@sfcollge.edu

YEAR COMPLETED
2016
On-Schedule

FIRM ROLE
CRA Prime: Architect

This project includes 10,000 SF renovations of the second floor, lobby and entrance of a two-story existing building, and 21,000 SF of addition and 3,000 SF of new construction of an apartment and bar/restaurant scenario simulated buildings.

Renovation of the existing second floor consists of converting the classrooms to administration, faculty and support personnel offices. Existing lobby is expanded toward the parking lot and the new reception counter extended into the lobby for better visual observation and the security at the front entry.

The new addition provides six large classrooms, a computer lab with 45 stations, shower and locker rooms, EMS labs (EMT & Paramedic Labs), breakout rooms, support spaces and Mechanical/electrical rooms. There are folding partitions between the classrooms in order to be able to accommodate larger number of the students as needed.

The apartment and the bar/restaurant scenario simulated buildings on the south side of the new addition create the training street for the facility. Portion of the second floor of the new addition provides an open deck for the observation of the training street below. The entire area of the second-floor open deck and the street below are covered with roofing system.

TAB 2: QUALIFICATIONS



CITY OF ATLANTIC BEACH PUBLIC SAFETY BUILDING EXPANSION & REMODELING

Atlantic Beach, FL

PROJECT LOCATION

850 Seminole Road
Atlantic Beach, FL 32233

GOVERNMENT ENTITY

City of Atlantic Beach

CONTRACT DATES

2015-2018

OWNER CONTACT

Public Safety Building
850 Seminole Road
Atlantic Beach, FL 32233
Victor Gualillo
904-247-5879
vgualillo@coab.us

SIZE
12,807 SF

COST
\$2,558,114

CRA provided the most recent feasibility study for the City of Atlantic Beach Public Safety Building Expansion and Remodeling. CRA also completed design and construction. Spaces included: administrative and support services for staff, patrol division, investigations division, dispatch, incoming staff lockers, staff break area and staff workout room, storage areas, income records, supplies, evidence & property, armory & SWAT equipment, ER. The building addition was designed to match the existing building architecturally with cedar shingle siding to blend in with the municipal building on an adjacent site.



TAB 2: QUALIFICATIONS

FAMILIARITY WITH EOC STANDARDS, PROCEDURES, REGULATIONS & REPORTING REQUIREMENTS

CRA has over 40 years experience utilizing EOC design standards and complying with all applicable procedures, regulations and reporting requirements. A small sample of the regulatory codes we work with on a daily basis include: NFPA 1221, FEMA P361, DoD Unified Facilities Criteria (UFC 4-010-01), NIOSH Standards, State Guidelines for Essential Facilities, Florida Building Code 2022 8th Edition, Construction of Storm Shelters (ICC500-2014) & TIA-942.

CRA also works daily throughout the state of Florida and has worked with virtually every regulatory state and county agency possible on permitting, including Levy County. We are on a first name basis with key individuals and are extremely familiar with all State and local guidelines. On our EOC projects we regularly conduct cursory plan reviews with FDEM at the completion of Design Development and Construction Documents. Our relationship with the individuals within this department is built on mutual respect and trust. This in turn affords our clients a higher quality end product and maximizes efficiency in overall project schedule. We also understand the permitting process and have good relationships with the building department personnel.

We are very familiar with the types of construction and correlating products that meet the latest EOC code requirements. In addition to many County EOC's we were selected by the State of Florida to design their new EOC Headquarters in Tallahassee and that project is currently under construction. In addition, we have held Building Code Plans Review contracts with the Florida Department of Community Affairs (DCA) consecutively for over a decade. We also have been hired by the State of Florida Department of Business and Professional Regulation (DBPR) to teach the latest Florida Building Code updates to engineers, contractors, and architects throughout the state. This expertise equates to our professionals being at the forefront of building safety and accessibility, having analyzed hundreds of facilities for compliance



In-House Code Expert

Our procedures to ensure that current design standards, codes and regulatory direction are correctly utilized by staff begins with insuring that our codes and standards library is current with base codes and industry standards. This task is performed by our in-house codes and standards specialist who checks quarterly that our hard copy and digital library are current.

Billy Tyson, In-House Code Expert

General Contractor #CGC 061411
Master Electrician #ER 13013344
Building Code Administrator # BU 1330
Plans Examiner #PX 2753
Building Inspector #BN 5405
Modular Inspector #SMI 77
Modular Plans Examiner #SMP 46



TAB 2: QUALIFICATIONS

Please see the following list of government client contact references for recent projects:



Sherilyn Pickels, County Manager
Madison County Board of County Commissioners
229 SW Pinckney Street
Madison, FL 32341
(850) 973-3179
admin@madisoncountyfl.com
1979-present – CRA has been providing A/E services on multiple renovation, new construction and remodeling projects.



Kenneth Dudley, County Engineer
Taylor County Board of County Commissioners
201 East Green Street
Perry, Florida 32347
(850) 838-3500 ext 104
County.engineer@tyalorcountygov.com
1990-present – CRA has been providing A/E services on multiple renovation, new construction and remodeling projects.



Cody Solburg or Brent Thurmond
Wakulla County Board of Commissioners
322 Shadeville Road
Crawfordville FL 32326
(850) 754.7780 / (850) 926-0905
Csolburg@mywakulla.com / receptionist@wakullaclerk.com
2012-present – CRA completed a new Fire and EMS facility has been providing A/E services on renovation and remodeling projects.



Steve Land, Clerk of Circuit Court
Lafayette County Board of County Commissioners
2402 NW County Rd. 251
Mayo, FL 32066
(386) 294-4231
sland@lafayetteclerk.com
1981-present – CRA has been providing A/E services on multiple renovation, new construction and remodeling projects, including livestock pavilions, industrial park additions, jail renovations.

Greg Scott, County Administrator
Suwanee County Board of County Commissioners
13150 80th Terrace
Live Oak , FL 32060
(386) 364-3400
Gregs@SuwcountyFl.gov
1990-present – In 2024 CRA designed this 8,000gsf EOC including consolidated dispatch center for Suwannee County. The spaces included sleeping areas, dispatch, EOR center, kitchen, Break out meeting rooms, office space, storage and support spaces for EOC functions

ATTACHMENT "B" – CLAIMS, LIENS, LITIGATION HISTORY

Respondents must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below, or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a project dispute?

☐ Yes ☒ No

If yes, please attach additional sheet(s) to include:

- Description of every action Captions of the Litigation or Arbitration
- Amount at issue
- Name(s) of the attorneys representing all parties:
- Amount actually recovered, if any
- Name(s) of the project owner(s)/manger(s) to include address and phone number

2. List all pending litigation and or arbitration.

3. List and explain all litigation and arbitration within the past seven (7) years – pending, resolved, dismissed, etc.

4. Please list all liens (including Federal, State, and Local) which have been filed against your Company within the past seven (7) years. List in detail the type of Lien, date, amount and current status of each Lien. If none, so state.

N/A

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

☐ Yes ☒ No – If yes, on separate sheet(s), provide an explanation of those instances.

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final?

☐ Yes ☐ No – If no, on separate sheet(s), explain why. N/A

7. On separate sheet(s), list the status of all pending claims currently filed against your company. If none, so state.
None.

8. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds?

☐ Yes ☒ No – If yes, on separate sheet(s) explain in detail



INSURANCE

Please see proof of our Professional Liability Insurance. If awarded this project, CRA will issue a policy on request of the Owner and this policy will be kept in force during the entire progress of the work.

CONTACT

Hub International Florida / Contact: Teresa Beaudoin / 850.386.1111

Errors & Omissions

\$5 million / Claim & \$5 million / Aggregate

ACORD		CLEMRUT-01		GHYSLOP			
CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 12/2/2024			
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 Hub International Florida 1117 Thomasville Road Tallahassee, FL 32303		CONTACT NAME: PHONE (A/C, No, Ext): (850) 386-1111 FAX (A/C, No): (850) 386-9827 E-MAIL: ADDRESS:					
INSURED Clemons, Rutherford & Associates, Inc. 2027 Thomasville Rd Tallahassee, FL 32308		INSURER(S) AFFORDING COVERAGE INSURER A: The Phoenix Insurance Company 25623 INSURER B: Travelers Property Casualty Company of America 25674 INSURER C: Zenith Insurance Company 13269 INSURER D: Continental Casualty Company 20443 INSURER E: INSURER F:					
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC OTHER:			6802H4989432447	9/13/2024	9/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA8P5752912347G	9/13/2024	9/13/2025	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			CUP5A3606772447	9/13/2024	9/13/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
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 Y	N/A	M1210508	7/4/2024	7/4/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	E&O / Prof Liab			AEH591924749	11/29/2024	11/29/2025	Ocgr & Aggr Each \$ 5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) As of the policy inception date William Rutherford, President is excluded from the Worker's Compensation policy for Clemons, Rutherford & Associates, Inc.							
Insurance Company AM Best Rating and Financial Size: Phoenix Insurance Company Rating: A++ (Superior) Phoenix Insurance Company Financial Size: XV (\$2 Billion or greater); Travelers Indemnity Rating: A++ (Superior) Travelers Indemnity Financial Size: XV (\$2 Billion or greater); Zenith Insurance Company Rating: A (Excellent) Zenith Insurance Company Financial Size: X (\$500 Million to \$750 Million); Continental Casualty Company: A (Excellent) Continental Casualty Company Financial Size: XV (\$2 Billion or greater)							

LITIGATION STATEMENT

With 65 years in business, Clemons, Rutherford & Associates, Inc. has a very reputable track record of performance regarding past, present or pending criminal and/or civil judgments, claims, alternate dispute resolutions, lawsuits and/or claims against professional liability insurance for errors and/or omissions for any projects. CRA has not been a claimant or defendant on any projects during the past 65 years. There have not been any contracts that were considered in default, suspended or terminated in the past ten years. CRA carries Errors & Omission insurance with a limit of \$5,000,000 per claim and \$5,000,000 aggregate. Our insurance carrier has paid \$0.00 in claims over the past 20 years with over \$1 billion in projects; a track record anyone would be proud to have. We have not been debarred or suspended from doing business with any government agency and/or professional board.



TAB 2: QUALIFICATIONS: KEY TEAM ASSIGNED TO YOUR PROJECT



William D. Rutherford, AIA

Clemons, Rutherford & Associates, Inc.
President | Principal-In-Charge

As a Principal of CRA for more than 30 years, Mr. Rutherford is a strong leader who develops a unique approach strategy for each project, facilitating the effective participation of team members ensuring each project's ultimate success. His duties include client satisfaction; ensuring project budget and schedule are met and a quality and functional design are provided.

EDUCATION/TRAINING

University of Florida, Bachelor of Science in Architecture, 1966

LICENSES/AFFILIATIONS

Architecture: Alabama, Arkansas, **Florida (AR007865)**, Georgia, Idaho, Illinois, Indiana, Kansas, Louisiana, Maryland, Michigan, Mississippi, Missouri, Nevada, New Mexico, North Carolina, Oklahoma, South Carolina; Tennessee, Texas, Washington
AIA, NCARB, Disaster Recovery Planner

PROJECT EXPERIENCE

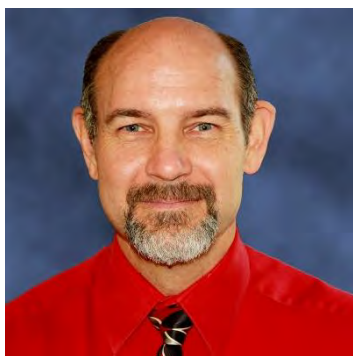
Mr. Rutherford has been Principal on all of CRA's projects in the past 48 years

EXPERIENCE

48 Years with CRA
59 Years Total Experience

AREAS OF EXPERTISE

- Government & Public Facilities
- Cost Effective Design Solutions
- Schedule Enhancement Design Solutions



James Lewis, LEED AP BD+C

Clemons, Rutherford & Associates, Inc.
Production Manager | Quality Control & LEED Architect

Mr. Lewis has a unique combination of strengths in that he has both a strong construction and design background. The combination makes for strong project management skills, cost efficient design documents and construction management capabilities that far exceed the norm. For the past 15 years, Mr. Lewis has also served as CRA's Quality Control Manager.

EDUCATION/TRAINING

B.A. Architecture, Auburn University, 1991;
B.S. in Building Construction, Auburn University, 1991

LICENSES/AFFILIATIONS

Architecture: Florida, #0015408, 1995
LEED Accredited Professional + Building Design & Construction

PROJECT EXPERIENCE

Sumter County Public Safety Buildings, The Villages, FL & Bushnell, FL
Madison County Emergency Operations Center, Madison, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
Lafayette County Emergency Operations Center, Mayo, FL
DMS FDOT Regional Transportation Management Center, Jacksonville, FL
City of Atlantic Beach Public Safety Building Expansion, Atlantic Beach, FL
State of Florida New Statewide EOC, Tallahassee, FL

EXPERIENCE

33 Years with CRA
36 Years Total Experience

AREAS OF EXPERTISE

- Government & Public Facilities
- Project Management
- Project Communication
- Plans Review & Quality Control
- Construction Administration



TAB 2: QUALIFICATIONS



Will Rutherford

Clemons, Rutherford & Associates, Inc.
Senior Project Manager & Cost Estimator

Mr. Rutherford holds the positions of Senior Project Architect and Senior Project Manager for CRA's most substantial and intricate projects. In this role, he bridges the gap between technical intricacies and administrative exigencies within the industry. As chief cost estimator, he has played a pivotal role in every project undertaken by the firm, ensuring precise and comprehensive evaluations. Mr. Rutherford excels in cost estimation, scheduling, detailed quantity surveys, labor assessment, precise equipment and material pricing, as well as adept management of general conditions and bid preparation.

EXPERIENCE

27 Years with CRA
36 Years Total Experience

AREAS OF EXPERTISE

- Cost Estimating
- Building Construction
- Construction Management

EDUCATION/TRAINING

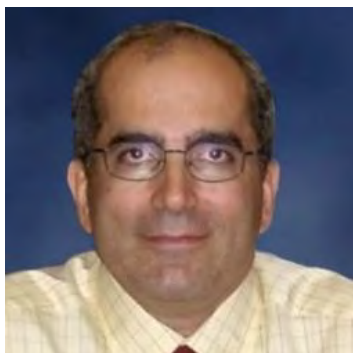
B.S. in Building Construction, University of Florida, 1995
Masters of Architecture, Florida A & M University, 2009

LICENSES/AFFILIATIONS

Architecture: Florida (AR102525); Certified Building Code Inspector, 1997
General Contractor: Florida, #CG C061443, 2000

PROJECT EXPERIENCE

Levy County 911 Addition & EOC (*conceptual design*), Bronson, FL
Sumter County Public Safety Buildings, The Villages, FL & Bushnell, FL
Madison County Emergency Operations Center, Madison, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
Lafayette County Emergency Operations Center, Mayo, FL
State of Florida New Statewide EOC, Tallahassee, FL



Shay Divsalar

Clemons, Rutherford & Associates, Inc.
Project Designer

Mr. Divsalar is a registered architect with 35+ years of architectural experience in diversified projects, including, correctional, health care, office buildings, banks, retail centers, and educational facilities. His specialties include Architectural Design (including three dimensional sketches), project management, and construction administration.

EDUCATION/TRAINING

Bachelor of Architecture, University of Tennessee, 1982

LICENSES/AFFILIATIONS

Architecture: Florida (#AR0013297)

PROJECT EXPERIENCE

State of Florida New Statewide EOC, Tallahassee, FL
Sumter County Public Safety Buildings, The Villages, FL & Bushnell, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
Florida Sheriffs Association Headquarters, Tallahassee, FL

EXPERIENCE

23 Years with CRA
40 Years Total Experience

AREAS OF EXPERTISE

- Architectural Design
- Project Management
- Production & Quality Control
- Project Coordination & Communication



TAB 2: QUALIFICATIONS



Tambree Bramblett, LEED AP ID+C

Clemons, Rutherford & Associates, Inc.
Interior Designer

Ms. Bramblett graduated from the University of Florida with honors, earning her Bachelor of Design in Architecture prior to joining CRA. She has the unique qualifications of both an architectural and interior design background thus enabling her to easily provide interior design documents that work well within the overall set of architectural documents. When working within CRA's areas of expertise, she offers tremendous knowledge of materials. Her interior design library is full of the latest in finishes, fixtures and furnishing catalogs, thus ensuring the most up-to-date materials are specified in our plans.

EXPERIENCE

32 years with CRA
32 Years Total Experience

AREAS OF EXPERTISE

- Government & Public Facility Interior Design
- Government & Public Facility Space Planning
- Finish & Furniture Selection

EDUCATION/TRAINING

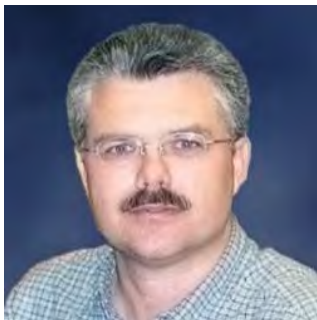
Bachelor of Design in Architecture, University of Florida, 1991

LICENSES/AFFILIATIONS

Interior Designer: #0004216, 1999, Florida; NCIDQ Certificate #014897
LEED Accredited Professional

PROJECT EXPERIENCE

Sumter County Public Safety Buildings, The Villages, FL & Bushnell, FL
Madison County Emergency Operations Center, Madison, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
Lafayette County Emergency Operations Center, Mayo, FL
DMS FDOT Regional Transportation Management Center, Jacksonville, FL
City of Atlantic Beach Public Safety Building Expansion, Atlantic Beach, FL



Don Mixon

Clemons, Rutherford & Associates, Inc.
Construction Administrator

Mr. Mixon is CRA's Chief Construction Administrator. Since joining the firm, he has conducted constructability reviews and administered various types of repairs, renovations and new construction projects for CRA. He is responsible for pre-bid and pre-construction conferences involving clients and project team members. He also develops and maintains inspection plans. During the construction phase, Mr. Mixon conducts inspections and issues noncompliance notices when warranted. He interacts with contractors, design engineers and his superiors to resolve ambiguities or unexpected field conditions. Other duties include preparing project action list minutes, completing contractor evaluations, processing invoices, reviewing as-built drawings and updating status reports.

EXPERIENCE

33 years with CRA
45 Years Total Experience

AREAS OF EXPERTISE

- Building Construction
- Construction Management
- Project Coordination & Communication

EDUCATION/TRAINING

B.S. in Building Construction, University of Florida, 1981

PROJECT EXPERIENCE

Sumter County Public Safety Buildings, The Villages, FL & Bushnell, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
DMS FDOT Regional Transportation Management Center, Jacksonville, FL



TAB 2: QUALIFICATIONS



EXPERIENCE

25 years with H2E
25 Years Total Experience

AREAS OF EXPERTISE

- Innovative Design Solutions
- Client Focused
- Quality Control



EXPERIENCE

1 year with H2E
16 Years Total Experience

AREAS OF EXPERTISE

- Problem Solving
- Energy Efficiency & Analysis
- Team Building

Ryan Chewning, P.E.

H2Engineering, Inc.
Principal-in-Charge

Ryan joined H2Engineering, Inc. in 2000 and in 2007 he became Vice President and a principal owner of H2E. His energetic hands-on leadership has created a productive and efficient work environment. Ryan's vision of the future has spurred company efforts to evaluate and continuously improve. Ryan's strategic leadership focus on quality, and customer service is what continues to take H2Engineering Your First Choice. Ryan has experience designing mechanical and plumbing systems for new construction, renovations, additions, and restoration on multiple facility types including public safety, government, higher education, office, correctional, and K-12 schools.

EDUCATION/TRAINING

BS in Mechanical Engineering, University of South Florida, 2000

LICENSES/AFFILIATIONS

Professional Engineer (Mechanical), Florida No. 63103; CxA No. 1008-376; LEED Accredited Professional No. 10012923

PROJECT EXPERIENCE

Sumter County Public Safety Complex, Wildwood & Bushnell, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
Suwannee County Emergency Operations Center, Live Oak, FL

Matt Thoele, P.E.

H2Engineering, Inc.
Project Manager & Mechanical Lead

Matt joined H2Engineering in 2024 as a Senior Project Manager. He is an analytical and resourceful engineer with a proven, diverse project portfolio in design/retro-design, energy analysis, and commissioning. Matt is a strong problem solver with a proven track record in management oversight, auditing, and construction. He has exemplary problem-solving and interpersonal skills to address day-to-day operational functions and provide a team-building approach. He possesses numerous technical skills, including OSHA certifications, to ensure a safe, hazard-free work environment.

EDUCATION/TRAINING

BS in Mechanical Engineering, University of Florida, 2009

LICENSES/AFFILIATIONS

Professional Engineer (Mechanical), Florida No. 69845; LEED Accredited Professional No. 10374941; BCxP #8354116; CBGE #863; CEM #21889

PROJECT EXPERIENCE

FSCJ Burn Ship Prop Fire Training Support Building, Jacksonville, FL
AC-130 Squadron Operations Building, Hurlburt Field, FL
Littoral Warfare Systems Facility, Panama City, FL
Glades Moore Haven Bus Garage, Moore Haven, FL

TAB 2: QUALIFICATIONS



Danny Haberkfeld, P.E.

H2Engineering, Inc.
Electrical Lead

Danny began his career as an intern with H2Engineering in 2012 and became a senior project manager in 2023. Danny has 12 years of experience designing lighting and power systems. In addition, he possesses valuable experience in working with telecommunications, security, AV systems, and assists with construction administration. Through his substantial analytical skills, he has the ability to design efficient systems while maximizing value for clients and end users. Danny has experience working on a variety of project types including K-12, higher-education, laboratories, municipal government, correctional facilities, food services, and parking garages.

EXPERIENCE

13 years with H2E
13 Years Total Experience

AREAS OF EXPERTISE

- Analytical Skills
- Lighting & Power Systems
- Energy Efficiency



EDUCATION/TRAINING

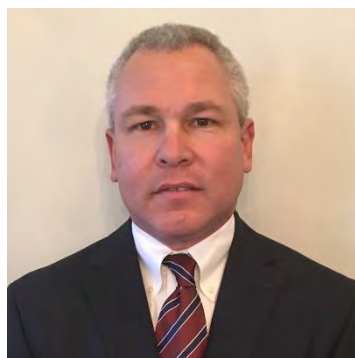
BS in Industrial Engineering, University of Florida, 2010

LICENSES/AFFILIATIONS

Professional Engineer (Electrical), Florida No. 91238; RCDD No. 397184

PROJECT EXPERIENCE

Sumter County Public Safety Complex, Wildwood & Bushnell, FL
Glades County Emergency Operations Center, Moore Haven, FL
Bradford Emergency Operation Center, Starke, FL
COT Fire Station No. 16, Tallahassee, FL
City of Lynn Haven City Hall & Police Department, Lynn Haven FL



Bradley B. Johnson, PE

Johnson & Associates Engineering
Owner | Senior Structural Engineer

As the structural engineer, Mr. Johnson's expertise will greatly benefit the architect and design team. He will work closely with the architectural team during the preliminary design phase to ensure the project is aesthetically pleasing, functional, and structurally sound. Mr. Johnson and Johnson & Associates Engineering are committed to this project for its duration unless excused by the Owner.

EDUCATION/TRAINING

B.A. Civil Engineering, Auburn University, Cum Laude, 1991

LICENSES/AFFILIATIONS

PE: Alabama, Arkansas, **Florida (PE52284)**, Georgia, Idaho, Kansas, Kentucky, Louisiana, Maryland, Michigan, Mississippi, Missouri, Nevada, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas

American Concrete Institute (ACI); American Society of Civil Engineers (ASCE)

PROJECT EXPERIENCE

Madison County Emergency Operations Center, Madison, FL
Leon County Public Safety Complex, Tallahassee, FL
Glades County Emergency Operations Center, Moore Haven, FL
Lafayette County Emergency Operations Center, Mayo, FL
DMS FDOT Regional Transportation Management Center, Jacksonville, FL
City of Atlantic Beach Public Safety Building Expansion, Atlantic Beach, FL

EXPERIENCE

25 Years with CRA
33 Years Total Experience

AREAS OF EXPERTISE

- Government & Public Facilities
- High Wind Zone Structural Design
- Cost Effective Structural Design Solutions



TAB 2: QUALIFICATIONS



Robert D. George, P.E.

George & Associates, Consulting Engineers, Inc.
Civil Principal-In-Charge

Mr. George is President of George & Associates and has more than thirty-two years of experience in the civil engineering field and has provided civil engineering services on hundreds of projects for Local, State and Federal clients such as DOD, USPS, FDMS, FDEP, FDOT, and the Cities of Tallahassee, Monticello, and Chipley, as well as numerous colleges and school boards. While the company has grown significantly over the past 27 years, he remains active and hands-on with each project completed by G&A. Robert has served as Principal-In-Charge on over 200 projects with CRA, more than 40 of which were for Public Safety Facilities.

EXPERIENCE

27 Years with G&A
32 Years Total Experience

AREAS OF EXPERTISE

- Government & Public Facilities
- Master Site Plan Preparation
- Quality Assurance
- Quality Control

EDUCATION/TRAINING

FAMU/FSU College of Engineering, Bachelor of Science in Civil Engineering, 1992

LICENSES/AFFILIATIONS

Civil Engineer: **Florida (51940)**, Georgia, Colorado

PROJECT EXPERIENCE

Mr. George has served as Civil Principal on more than 200 projects in collaboration with CRA.



Shannon E. Hufty, P.E.

George & Associates, Consulting Engineers, Inc.
Civil Project Manager

Ms. Hufty will support the project team with field investigations, hydraulic and hydrologic modeling, design calculations, preparation of construction drawings using Civil 3D, cost estimating and permitting services.

Her project experience includes stormwater analysis, site grading and drainage plans, site utility and connection design and environmental permitting services for stormwater facilities new construction and site improvement projects. Ms. Hufty also provides technical support for feasibility studies, as well as analysis of project design alternatives.

EXPERIENCE

7 Years with G&A
7 Years Total Experience

AREAS OF EXPERTISE

- Site Grading/Drainage Design
- Stormwater Design
- Stormwater Analysis
- Local, State, and Federal Permitting

EDUCATION/TRAINING

FAMU/FSU College of Engineering, Bachelor of Science in Civil Engineering, 2017

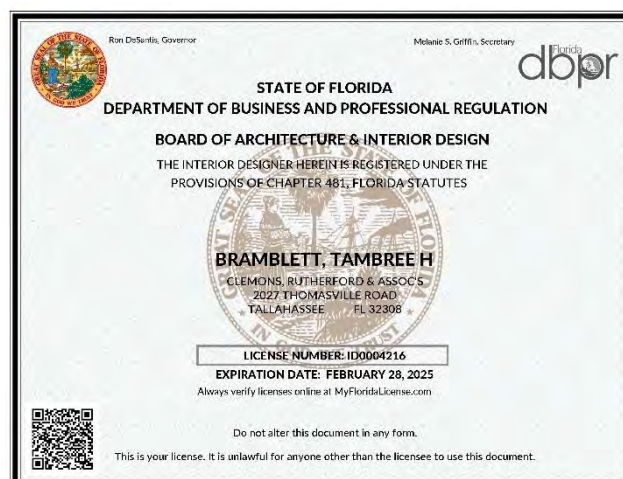
LICENSES/AFFILIATIONS

Civil Engineer: **Florida PE (91838)**, Georgia

PROJECT EXPERIENCE

DMS Emergency Operations Center Site Improvements, Tallahassee, FL
DMS Emergency Operations Center Site Analysis, Tallahassee, FL
CRA Gilchrist County Jail Addition, Trenton, FL
CRA Taylor County Jail Addition Design/Build, Perry, FL

TAB 2: QUALIFICATIONS





TAB 2: QUALIFICATIONS

PROPOSED ENGINEERING CONSULTANTS

MEP Engineers

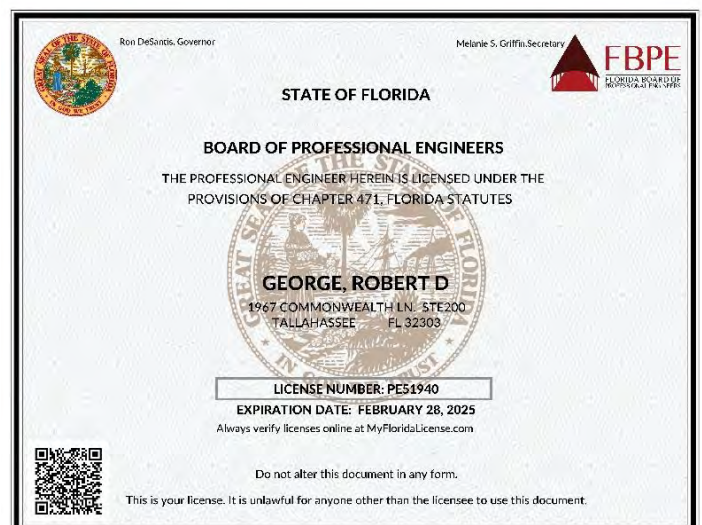
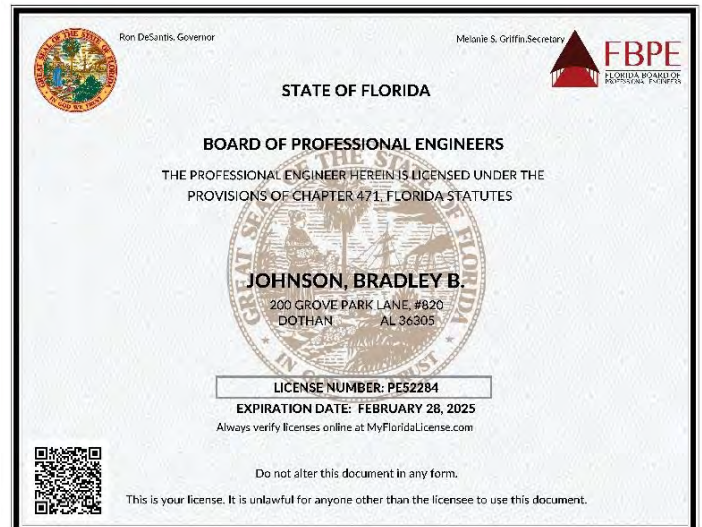
H2 Engineering, Inc.
 2246 NW 40th Terrace, Suite B
 Gainesville, FL 32605
 Ryan Chewning, PE

Structural Engineers

Johnson & Associates – Dothan, Alabama
 200 Grove Park Lane, Suite 820 Dothan, AL 36305
 Brad Johnson, PE

Civil Engineers

George & Associates Consulting Engineers –
 Tallahassee, Florida
 1967 Commonwealth Lane, Tallahassee, FL 32303
 Robert George, PE





TAB 3 | TECHNICAL APPROACH



TAB 3: TECHNICAL APPROACH

TAILORED APPROACH TO PROJECT/UNDERSTANDING

Our approach simply stated is we listen then we design. It is nearly impossible to design a facility that is tailored to your specific needs without first understanding your vision. Levy County's needs are experience-based and practice-affirmed and your needs are specific to the Levy County EOC.

The CRA team will provide a framework that establishes physical and budgetary priorities for the future so that over time the County can use those to make decisions in a logical and prudent manner. Our approach is inclusive and interactive. We begin with investigation, analysis and synthesis and ultimately mesh the information with our insight and experience to help the County plan an appropriate facility that meets its future needs. We define deliverables up front, establish team members respective tasks, and meet project milestone dates.

Constant, open communication is the key to running a project as smoothly as possible. Open communication among the architectural/engineering team and the owner help to minimize the issues and challenges associated with construction projects. This team has a long successful working relationship which will facilitate the smooth progression of this project. As you know we have been working with the County for some time preparing conceptual options for this upcoming project. We will continue to work with Levy County staff to develop the concept level layouts and cost estimates and to accommodate your desires and budget.

We have reviewed the RFQ, addendum, and studied the scope of work outlined in the RFQ. We will continue to gather and analyze all relevant Owner-furnished documents prepared prior to award as well as conduct our own field/site/facility inspection. We will do this in context of all future site development plans in order to help the County make the best long-term solution decision. This creates the opportunity for input and communication between Levy County and the full A/E team so that all goals are realized.

ABILITY & INSIGHTS

The strongest ability we have to offer is the EOC and public safety facility experience of the staff assigned to your project. This depth of experience speaks directly to our ability to analyze both the multiple short- and long-term decisions that affect this project. Decisions will be weighed for their pros and cons which apply to both the immediate construction cost of the project, and equally important, the long-term quality, maintenance and cost implications of the design and selected construction materials. Focal points in CRA's design approach to ensure quality and control cost include: comfort and wellbeing of occupants, safe and welcoming environment, encompassing natural light where appropriate, spatial flexibility, site layout & design efficiencies, user friendly features, endurance oriented interior design and balancing scope and budget boundaries.

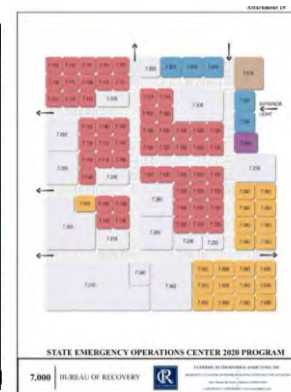
The quality of the project will be established during the design phases and will be developed through numerous and detailed meetings with County Manager, County Facilities & Maintenance staff, assigned end-user group designees, our staff, consultants and all other staff the County desires. CRA will work closely with all team members listed above to ensure that the quality of the design is fully discussed, understood, budgeted for, and approved prior to preparing construction documents.

An Emergency Operations Center should enrich the community and the public the Commission serves. They can benefit greatly from contemporary emphasis on employee well-being, team-building, adaptability flexibility and resilience. CRA strives to create an innovative, flexible and user-centric environment. Key features in our similar facilities include:

- Robust Secure Facility with Collaborative Light Filled Operational Environments
- Personal Interaction & Stress Mitigation Areas
- Security is Transparent Yet Understated
- Daylight And Views Of Nature Where Possible To Increase Workplace Focus
- Visibility & Access Control Features
- Enhanced Sound & Lighting Control
- Enhanced Ventilation/HVAC for infection Control
- Increased Durability Of Finishes
- Increase Interior & Exterior Storage For Department Assets & Equipment
- Smart Building Systems, if Desired
- Buildings Oriented to Maximize Harvesting of Natural Energy
- Defined Entry Points For Public And Secure Parking And Access For Staff
- Gathering/ Stacking and Public Internal Collaboration Space
- Minimum 160 Mph Building For Wind Speed
- Flexible Design To Incorporate Console Solutions

TAB 3: TECHNICAL APPROACH

State Emergency Operations Center									
Project Programming Spreadsheet - Area Totals									
Revised April 10, 2023									
Bureau	FTE 2020	OPS 2020	Contractors 2020	Interns 2020	Total Count	Total 2020 Bureau (SE net)	Total Count	Total Provided Bureau (SE net)	Remarks
1,000 Policy And Financial Management	33	5	3		41	4,420	52	4,937	
2,000 Bureau of Response Operations	19			3	22	5,830	24	6,176	
3,000 Bureau of Response Logistics	6	2		1	11	3,275	18	5,137	
4,000 Bureau of Response Infrastructure	8	2		3	14	2,965	32	5,692	
5,000 Office of Bureau Chief/Response Technological Hazards	14	2			16	3,300	16	3,245	
6,000 Office of the Director - Director's Office/HR/Legal	18	12		3	36	6,655	36	7,029	
7,000 Bureau of Recovery	9	39	34	2	80	9,080	86	6,933	
8,000 Bureau of Preparedness	27	3			30	6,385	42	7,401	
9,000 Bureau of Mitigation	24	51	9		84	9,820	91	9,520	
10,000 Informational Technology & Management	15	9	6		30	8,195	37	9,721	
Subtotal DEM Employees, Contractors, OPS, Vendor					373	57,925	434	65,789	
11,000 Emergency Operations Suite Executive Office's					1,365	43,100	1,979	48,493	
12,000 General Building Core Support Exterior Spaces					66	6,135	22	4,131	
						43,884		35,319	Interior Building
						15,700		14,126	Exterior Space- not included in NSF
TOTAL	170	128	85	12	3,744	149,464	1,844	185,732	

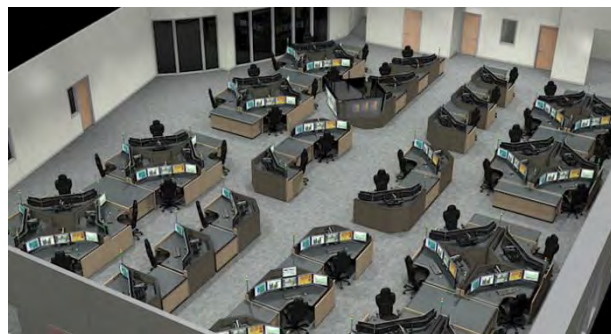


SITE ANALYSIS

Characteristics such as site size, site preparation costs, site accessibility to staff, site configuration, topography, environmental concerns, zoning, landscape development regulations and the like will drive the preparation of a viable solution the site(s). The site(s) will possess unique characteristics, and each will be documented without bias. These considerations will be interwoven to balance the needs of the County providing a solution that is functional for the intended use and inclusive of the goals established by the County and end-user group.

CONCEPTUAL DESIGN & ANALYSIS

The critical information assembled during the assessment and planning process is the basis for our work in developing the preliminary design. However, before we begin the design process, we will lead you through an interactive exercise of visioning which allows us to discuss your vision of the final project while interactively discussing and debating the relative merits of each facility component. This exercise allows us to understand your specific goals of each component and to better understand your philosophy; we in turn gain a deeper understanding of your needs. At the conclusion of this effort, we will have a preliminary design that helps define, in broad terms, the essence of your project and program. We will develop conceptual floorplans and elevation drawings focusing on building plans and site plans fitted to the selected site. We will also advise on the pros and cons of various building materials and systems as well as the optional construction methods. We will readily bring this knowledge to the table based on experience.



SCHEMATIC DESIGN, DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Once an understanding of the business model is understood, the CRA Team will proceed with analyzing physical and operational considerations that affect the facility and site design. More specifically, following is an overview by discipline of key issues that will be considered:

Site Issues

Vehicular and public access; vehicular circulation; vulnerability assessment; stand-off distance, force protection and fencing applications; parking: normal operations, generator(s), UPS and fuel storage location; deliveries and maintenance personnel access; future expansion; utility reliability and access: power, telephone and data dual path to service point; antennae tower locations



TAB 3: TECHNICAL APPROACH

Building Issues

Space configuration; operations assessment; cutover and relocation planning; budget planning and estimation; threat risk analysis; building hardening; ability to promote communications both visually and verbally while segregating response groups or policy group; segregation of public and private spaces; secure and unsecured zones; dedicated safe rooms; procedures for processing; critical areas in most secure area of facility; acoustics and sound reducing materials; raised access flooring and cable and power pathways; plumbing is routed outside of critical operations area; windows are specified with force protection and minimal glare; human and comfort factors are addressed; adjacencies that promote ease of communication, natural circulation consistent with operational chain of command and functionality; training facilities; future expansion capability; food service and support functions to accommodate sustained operations; enhance interoperability between departments through ease of communication and comfort.

Site Security & Layout

Fencing (if desired) that is distant from the facility and visually pleasing; landscaping that compliments a safe, secure campus; lighting that compliments CCTV monitoring functions; access control that restricts access by defined “layers” of circulation; directional and facility identification signage kept to a minimum; earth berms that integrate both aesthetics and physical security; turn radius for large vehicles.

Electrical Power Distribution System

Emergency and backup power; assess utility service reliability and routing method by analyzing potential risk factors (overhead versus underground); N+1 redundancy for critical systems to determine utility service; entails quality of service for generator(s); UPS maintenance by-pass, internal by-pass and harmonic filtering; static load transfer; grounding and surge protection; emergency power capacity and fuel; anticipated load density (inter-building power and low-voltage cabling pathway distribution methods (overhead versus under floor); VESDA; lightning protection .

HVAC, Fire Protection and Plumbing

N+1 redundancy for air side and chilled water side; reliable and maintainable systems; strategic location for valves and water systems; leak detection and containment systems; indoor air quality to support sustained operations; energy conservation/setback; zones for 24/7 sustained operations; double interlock protection versus chemical fire protection system; reserve plumbing water supplies; system life-cycle planning.

Other systems to consider are HVAC, water supply, and wastewater. With outdoor conditions being extremely hot in the summer, it will be critical to provide air conditioning systems to allow for comfortable working conditions and protect sensitive equipment. Additionally, today’s Joint Use Service Centers are highly dependent on technology-based systems that have large heat loads and require continuous uptime.

Furniture and Consoles

Ergonomics, safety, durability, comfort and appearance; “24-Hour” chairs; Consoles with identical arrangements, local controls and adjustments; Console configuration that provides technology capability while also promoting face-to-face communications.

Technology

Service Center integration as desired; wired and wireless voice / data systems that facilitate and support communication; redundant 911 trunk feeds and communications systems; address switch-over needs to maintain continuous operation; engage stakeholders to migrate potential chaos into organized means and methods; external connectivity concepts that mitigate potential risk; audio/visual applications to enhance situational awareness; let business needs drive technology versus the other way around; expandable and flexible system solutions; synchronized clocks.

Design flexibility will also be critical to allow for new technology systems that may be employed over the life of your facility(s). Considerations could include special sizing of conduit runs, raised flooring for routing and distribution of wiring and other systems.



TAB 3: TECHNICAL APPROACH

Technology

The most critical task in the process that we endorse is the needs assessment. This task helps ensure the County is provided with the “right-sized” systems, to help prevent operational and security vulnerabilities. We will work with Levy County to help provide the project with solutions that protect the County’s assets and personnel by means of logical security measures, protection of infrastructure, and strategic control of traffic both vehicular and pedestrian traffic. Our team deploys CPTED (Crime Prevention through Environmental Design) as well as active electronic security to ensure the facility and its personnel are protected against any possible threat.

Building Security

Appropriate “layers” of security/access control; segregation of public and nonpublic spaces; electronic security and CCTV systems. Security and protection from emerging threats is critical to this type of facility. It must be prepared for many types of threats that may occur during the lifetime of the facility. Layered levels of security are always a good route to take.

Access control in the form of card readers, fencing, gates, security checkpoints and biometric devices might be appropriate. Cameras are cost effective measures for access control and as a deterrent to surveillance operations against your facility.

Lighting

Lighting design plays a key role in creating a comfortable environment; perceived lighting levels, color, and glare are controlled to minimize fatigue and complement the body’s circadian system. By utilizing indirect lighting, photo-controlled dimming, and tunable fixtures while providing appropriate light levels at the worksurface the lighting system can enhance comfort allowing staff to function effectively for long periods.

All team members will be involved in the project from start to finish, an approach which will offer Levy County an ideal blend of ingenuity, readily available creative problem solving, and project management rigor. Our collective understanding of the local community and key design issues will further facilitate the smooth progression of this important project.

QUALITY CONTROL

As mentioned earlier, Total Quality Management (TQM) at CRA is a way of life. Everything we do, all of our training, services and deliverables are focused on our results-driven goals to produce work that is right the first time and achieves maximum client satisfaction. Quality Control is any procedure where a unique quality factor or a group of related factors is inspected, evaluated and reported. Quality Assurance is a comprehensive management system that acts to detect and optimize all quality factors. CRA utilizes the REDICHECK Interdisciplinary Review system to enhance our standard quality control methods. REDICHECK is a construction document review system specifically designed to address points of interface, enabling a predetermined, objective and experienced Quality Assurance reviewer to locate coordination discrepancies between disciplines. This system saves the client time and money by eliminating design conflicts between disciplines prior to construction.

The reviews will consist of constructability assessments, specifications checks, completeness and coordination of documents, ease of bidding by contractors or subcontractors, and a back-check to ensure that all prior design review comments have been appropriately addressed and future contractual claims have been avoided.

The best change order prevention plan involves having the team take the time to perform an independent check of the drawings. We know that the number of change orders experienced on a project is directly proportional to the amount of time spent in the TQM and constructability review process. Consequently, we consider this to be one of the most critical services we will provide.

TAB 3: TECHNICAL APPROACH

DETAILED DELIVERY SCHEDULE

CRA will update the project delivery schedule at project kick-off after obtaining more of the Owner's input. This schedule will be developed with all members of the client and consultant team including the Client, the A/E team, and local agencies as required. This schedule will establish major milestones and meeting dates that will be attended by all team members. This schedule will help to ensure that all key participants (1) are calendared well in advance, (2) will be well informed of project events and key dates, (3) will know who will be leading, participating and deciding, and (4) will know who will be required to follow up with the meeting's resultant action items.

3D DESIGN & COMMUNICATION

After the program and design concept has been approved by all parties and we have established square footage for your new building, we will start to address what the building design will look like. This process is accomplished with multiple charrettes and workshops where we will present 3-D images that visually represent your project. Using programs such as Sketchup, Revit (BIM) and other rendering software, we have the capability of presenting both the exterior and interior designs in real time. Multiple options and schemes will be provided until your vision is represented. In this phase we will also develop floor plans, elevations, site plans, building sections, wall sections.



PUBLIC EDUCATION CAMPAIGN

From presenting conceptual ideas to civic groups to facilitating entire town-hall presentations and public workshops, this team has done it all when assisting local governments with gaining support for projects. We have provided the below services in this regard:

- ✓ Preparing drawings, models, PowerPoint presentations and 3-D computer modeling to share our understanding of the project with community leaders and civil organizations.
- ✓ Serving as a leader and facilitator in community or town hall meetings where the design is being developed and input is being solicited
- ✓ Assisting the Owner in presenting the design to various leaders in the community for their support

Our team will work closely with a variety of local officials to develop the information needed to prepare thorough conceptual designs, planning reports and cost estimates. We know that the mission is to provide clear documentation for public officials to educate the community and ultimately successfully obtain funding for the project. All meetings and subsequent reports are conducted and documented in a public and professional manner. Typically, meetings are summarized in meeting minutes; reports are prepared as a "draft" for staff review prior to submittal and recommendations are thoroughly reviewed with the County prior to formal recommendations being made. Public presentation of our results and drawings to the County or at specially called workshop meetings will be provided as needed. We understand that projects of this type involve a certain amount of consensus building with regards to the problems and solutions that this project is attempting to address. Our staff will be available throughout the project to discuss our findings, conclusions, and recommendations with elected officials, department heads, the public, and the news media (as deemed appropriate).

TAB 3: TECHNICAL APPROACH

CONTRACT ADMINISTRATION

During construction, our construction administrator visits the site as often as is necessary. We are highly accessible and travel in the immediate area regularly.

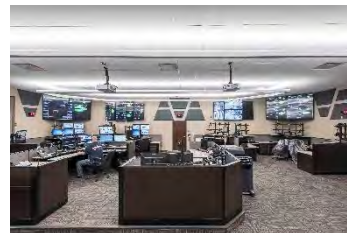
The role of our office during Construction Phase of the project is to administer the contract and to assist the Builder by interpreting the intent of the Construction Documents and responding to questions as required to facilitate the timely progress of the project's construction within the project's budget. Our team's solid professional relationship with many area contractors continues to bring value to each project that we administer, while also laying the foundation for a successful and enjoyable design and construction process.

Our office and involved consultants will attend on-site construction meetings, conduct in-the-field inspections of work in progress, and confirm that the work is in general conformance with the Construction Documents. Any areas of the work requiring the attention of the Builder, or discrepancies in construction, will be communicated to the Builder and your confirmed representatives. In addition, a monthly progress meeting is held especially for review of job progress, airing and resolution of problems, and review and approval of monthly pay requests.

The Builder may issue Requests for Information (RFI's) to ask construction related questions. We will respond to such RFI's within three days and if necessary, will submit an Architect's Supplemental Instruction (ASI) to "officially" issue revisions to the Construction Documents.

Our project team will review and comment on construction product related Shop Drawings as received from the Builder for conformance with the Construction Documents. The Architect shall also manage all Shop Drawings that are forwarded to consultants for review regarding their individual disciplines.

Near the completion of construction, CRA (in conjunction with consultants) shall perform in-the-field Punch List Inspections of the work completed and issue an Inspection Report that categorically identifies all specific areas of deficiency to be repaired by the Builder. We will also reference "as-built" field drawings provided by the Builder in the preparation of "Record Drawings" that will be submitted to Levy County on CD at the end of the project, as part of the closeout process if desired. Substantial completion and final completion inspections result in "punch lists" of incomplete or incorrectly completed items. When this list is reduced to zero, the final payment is made, and permission is granted for occupancy.



CLOSING

Our team brings an extensive understanding of all the many variables, including operational and facility design requirements, associated with Emergency Operation Centers. We not only understand the "big picture" planning, but this entire team also understands the details, products, and systems necessary to achieve a quality EOC environment. Beyond the functional requirements for a EOC, you will note from example past projects that we carry no preconceived idea of what the Center should look like. Each of our project's aesthetics are determined from local conditions and the surrounding community context but also from the design goals and expectations of the client, community, and user groups. We will reconcile Levy County's need for cost control and timely service with other stated needs and goals, first and foremost with the expertise we bring to the table as individuals. We are confident that no other team of architects and engineers has the volume of EOC and Public Safety Centers together as we do. We do not mean "company names" but the actual individuals assigned to the project. CRA, H2 & Johnson Engineers have completed over 50 projects together and more importantly the individuals assigned to your project from each firm worked together on said projects. When you have the volume of experience working together that we do, the team consistency equates to efficiency, quality and informed decisions being provided to the Owner in a timely manner. We propose to provide a design that is community centered, cost efficient, functional and designed to maximize productivity and staff retention.

Levy County Public Safety Complex

Preliminary Schedule		2025											2026		2027											
Description		March	April	May	June	July	Aug	Sep	Oct	Nov 2025 - Jan 2027										Feb	March	April				
Design & Construction Process		Responsible Parties		1	2	3	4	5	6	7	8	Months 9 Thru 23										24	25	26		
Design - NTP	Owner	NTP																								
Kick-off meeting - Master Planning - Needs Assessment - Space Program Confirmation	CRA - Owner																									
Confirm Priorities, Relationships, Goals, Design Options, Brainstorming, etc.																										
Schematic Plans	CRA				SD																					
Develop initial floor plans, elevations, walls, doors, windows																										
Estimating - Order of Magnitude Cost Estimate	CRA																									
Owner Meeting / FDEM Review and Approval	Owner / CRA																									
Incorporate Owner Comments	CRA																									
Design Development (DD's - 50% Documents)	CRA						DD																			
Refine plans, details, specifications, define alternates if any. MEP finalizes system choices, completes rough layout.																										
Owner Meeting / FDEM Review and Approval	Owner / CRA								OR																	
Estimating - Order of Magnitude Cost Estimate	CRA																									
Preliminary Review with AHJ	CRA																									
Quality Control and Constructability Review	CRA								QC																	
Incorporate Owner Comments and VE	CRA																									
100% Construction Documents (CD's)	CRA																									
Finalizing plans, details, specifications, MEP schedules, alternates																										
Quality Control and Constructability Review	CRA																									
Estimating - Order of Magnitude Cost Estimate	CRA																									
Owner Review / FDEM Approval of 100% Documents	Owner																									
Final AHJ - review and approval	CRA																									
Prepare conformance drawings	CRA																									
Advertise and Bidding	Owner / CRA																									
Award to GC	Owner																									
Construction		1.5 M Program		5 Months Design						2 Months Bid & Award			14-16 Months Construction to Substantial													
NTP - Construction	Owner / CRA													NTP												
Preconstruction - Kickoff meeting	CRA																									
Construction	GCCM																									
Progress Mtg Owner / CRA / GC Monthly	CRA / GC / Owner																									
Substantial Completion	GC																									
Final Completion	GC																									
Closeout documents review	CRA																									
Owner Move-in	Owner																									
Anniversary Warranty Inspection - Dec. 2027	Owner/ CRA / GC																									

NTP - Notice to Proceed
GC - General Contractor
Sub - Substantial Completion

OR - Owner Review
OOC - Owner Occupancy
AI - Anniversary Inspection
ADV - Advertise for Bid

SD - Schematic Design
DD - Design Development
CD - Construction Documents
QC - Quality Control Review
OAC - Owner Architect Contractor Meeting

AHJ - Authority Having Jurisdiction

CRA is available to commence project immediately.
Schedule to be adjusted according to project needs determined at kickoff meeting to accommodate Client goals and objectives.



TAB 4 | CURRENT + PROJECTED WORKLOADS

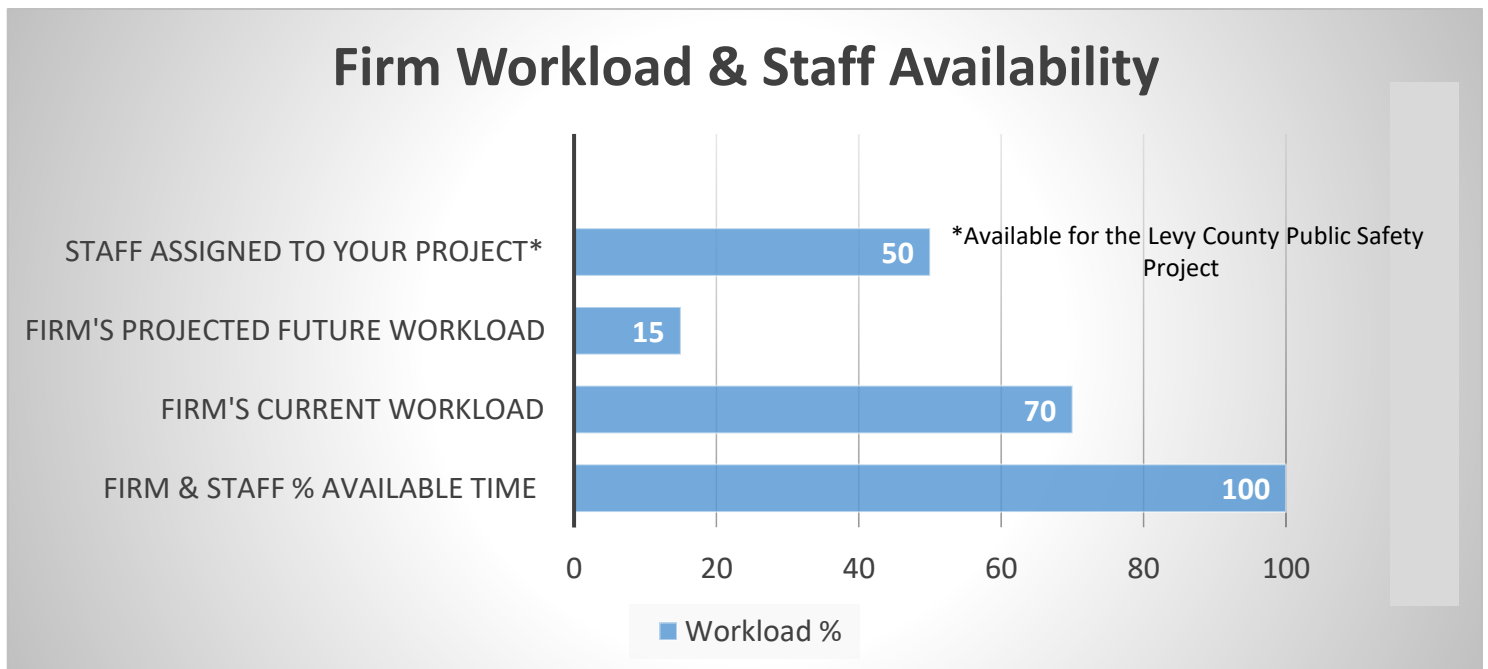


TAB 4: CURRENT AND PROJECTED WORKLOAD

CRA currently has project staff available and prepared to fully commit to this important project. As in any design and construction project, it is essential that our team becomes involved immediately to ensure all project goals are met. The integrated project delivery process begins with, master planning, design charrettes and cost estimating. Our key staff members; Bill Rutherford and Will Rutherford, are available and will remain fully involved through the finalization of the project.

As is with all of our key consultants, the graph below depicts our collective firms projected workload and availability to Levy County. All key individuals are immediately available. In summary, ALL of the personnel included in the submittal are very eager to begin and will have ample time to support Levy County on this important project.

CRA's willingness and ability to provide design services in a timely manner is substantiated by the depth of our staff, our proven past performance, our moderate, but consistent workload, and our desire to maintain our reputation of efficient service.



CRA is currently managing twenty projects with thirty technical staff comprised of architects, project managers, interior designers & construction managers. Many of these projects are in the construction document and construction phases and nearing completion and therefore our workload is such that we are prepared to fully commit to this important project. All key individuals assigned to this project are all immediately available, very eager to begin and will have ample time to support Levy County on this important project.

Please see the chart on the following page showing:

- CRA's projected workload anticipated for the next three (3) calendar years including
 - projects awarded and under contract
 - projects in the process of award but not yet under contract
 - projects under contract

PROJECTS AWARDED AND UNDER CONTRACT	CURRENT PHASE (SCHEMATICS, DD'S, CD'S, BIDDING, CA)	% Complete	Estimated Completion Date	Project Owner (Name/Location)	Point of Contact (Name, Phone & Email)	Status (Current/Upcoming)	Timeframe for Completion (On Time, Ahead of Schedule or Behind Schedule
OKEECHOBEE HIGH SCHOOL	CA	80%	August, 2025	Okeechobee County Schools	Jeff Diefendorf, Facilities Director 863-462-5083 Jeff.diefendorf@okee.k12.fl.us	Current	On-Time
PUTNAM CO SCHOOLS CRESCENT CITY MIDDLE HIGH	CA	80%	December, 2025	Putnam County Schools	Thomas Bolling, Associate Superintendent 386.329.0539 tbolling@my.putnamschools.org	Current	On-Time
GLADES CO SCHOOLS - MOORE HAVEN K-5	CA	80%	First Phase August, 2025	Glades County Schools	Mr. Brian Greseth, Dir. of Administrative Services 863.964.2083 / 863.697.1348 Brian.greseth@glades-schools.org	Current	On-Time
ORANGE COUNTY HORIZON DORM UPGRADES	CD	78%	October, 2025	Orange County BOCC	Katrina Butler, Project Manager 407.836.0024 katrina.butler@ocfl.net	Current	On-Time
PUTNAM CO SCHOOLS CRESCENT CITY PREK-6 SCHOOLS	CA	85%	August, 2026	Putnam County Schools	Thomas Bolling, Associate Superintendent 386.329.0539 tbolling@my.putnamschools.org	Current	On-Time
GILCHRIST JAIL	CA	95%	January, 2025	Gilchrist County BOCC	Bobby Crosby, County Manager 352.210.6269 bcrosby@gilchrist.fl.us	Current	On-Time
UNION COUNTY EOC SERVICES	CA	90%	January, 2025	Union County BOCC	Timothy Allen, Emergency Management Director 386.496.4300 allentc@unionsheriff.us	Current	On-Time
COLUMBIA CO CRIME LAB	CD'S	90%	December, 2025	Columbia County BOCC	Wallace F. Kitchings, Sheriff 386.752.9212	Current	On-Time
LIBERTY CO JAIL & ADMIN	CA	75%	September, 2025	Liberty County BOCC	Dusty Arnold, Sheriff 850.643.2415 darnold@libertycountysheriff.org	Current	On-Time
HIGHLANDS COUNTY JAIL	CA	80%	November, 2025	Highlands County BOCC	Tiffany Gunn, Project Manager 863.402.6518 tgunn@highlandsfl.gov	Current	On-Time
GADSDEN CO BOCC EMS FACILITY	CD	68%	October, 2025	Gadsden County BOCC	Morris Young, Sheriff 850.627.9233 gcso@tds.net	Current	On-Time
SUMTER CO BOCC GOVT SVCS CTR FIRE TRAINING SHELTER	CA	78%	December, 2025	Sumter County BOCC	Bradley Arnold, County Administrator 352.689..4400 Bradley.Arnold@sumtercountyfl.gov	Current	On-Time
LAFAYETTE COUNTY EOC	CD	70%	October, 2025	Lafayette County BOCC	Steve Land, Clerk of Circuit Court 386.294.4231 sland@lafayetteclerk.com	Current	On-Time
FL DEP OF AG NEW FACILITY CA	CD	78%	April, 2026	Florida Department of Agriculture	Mark Faison, DMS Chief 850.559.2444 mark.faison@dms.fl.gov	Current	On-Time
STATE OF FLORIDA EOC	CA	60%	September, 2025	Florida Department of Management Services	Mark Faison, DMS Chief 850.559.2444 mark.faison@dms.fl.gov	Current	On-Time
DJJ - HILLSBOROUGH	DD	40%	December, 2025	Florida Department of Juvenile Justice	John Bridgeman, DMS Project Manager 850.363.3007 john.bridgeman@dms.fl.gov	Current	On-Time
LAFAYETTE COUNTY JAIL	DD	40%	December, 2025	Lafayette County BOCC	Brian Lamb, Sheriff 386.294.1222 blamb@lafayetteso.org	Current	On-Time
WAKULLA HIGH SCHOOL	Schematics	5%	August, 2027	Wakulla County Schools	Michael W. Barwick Chief of Facilities and Maintenance 850.926.0065 ext 9801 michael.barwick@wcsb.us	Upcoming	On-Time
HENDRY COUNTY SCHOOL	Schematics	10%	August, 2027	Hendry County Schools	Mike Swindle 863.674.4642 swindle@hendryschools.net	Upcoming	On-Time
GILCHRIST COUNTY SCHOOL	Schematics	5%	December, 2026	Gilchrist County Schools	David Spencer 352.463.3200 spencerd@mygcsd.org	Upcoming	On-Time

All of CRA's projects fall into the above category only. We do not have any projects in process of award but not yet under contract.



TAB 5 | FORMS



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
PROCUREMENT DEPARTMENT
P.O. BOX 310
318 MONGO STREET, ROOM C
BRONSON, FL 32621
PHONE: (352) 486-5218 EXT. 2
FAX: (352) 486-5167
EMAIL: TRETHERWAY-ALI@LEVYCOUNTY.ORG

COVER PAGE

RFQ_2025_002– DESIGN OF THE LEVY COUNTY PUBLIC SAFETY COMPLEX

LAST DAY FOR QUESTIONS: 1/9/2025, 4:00 PM

DUE DATE & TIME: 1/16/25, 2:00 PM

SUMMARY OF SCOPE: Levy County is seeking to solicit qualifications from qualified respondents experienced in providing architectural and engineering planning and design services for County Public Safety complexes/Emergency Operations centers.

SUBMITTAL OF BID: Levy County only accepts electronic submittals through "E-Bidding" on the DemandStar platform www.DemandStar.com. In order to submit a bid in response to this solicitation the bidder must be registered with DemandStar.

For questions relating to the RFQ, contact Ali Tretheway, Procurement Coordinator at tretheway-ali@levycounty.org.

ITEMS THAT MUST BE INCLUDED WITH RESPONSE: Submitting an incomplete document may deem the response non-responsive, causing rejection. Please check each box for each item submitted with response. Prior to submitting my response, I have verified that all forms are attached and are considered as part of my proposal:

- ☒ COVER PAGE
- ☒ INTRODUCTORY LETTER
- ☒ COMPANY, STAFF & TEAM QUALIFICATIONS
- ☒ TECHNICAL APPROACH
- ☒ CURRENT AND PROJECTED WORKLOAD
- ☒ REQUIRED AND OPTIONAL FORMS

Company Name: Clemons, Rutherford & Associates, Inc.

Name: William D. Rutherford, President

Email Address (Required): cra@craarchitects.com

Address: 2027 Thomasville Rd., Tallahassee, FL 32308

Mailing Address (if Different): _____

Telephone: 850.385.6153 FEIN: 59-1566490

By signing this form, I acknowledge I have read and understand, and my firm complies with all General Conditions and requirements set forth herein:

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE SUBMITTED: 1/16/2025

William D. Rutherford, President

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

RESPONSE SIGNATURE FORM

The undersigned attests to his/her authority to submit this response and to bind the entity/firm herein named to perform in accordance with an agreement entered into with the County, if the entity/firm is awarded the agreement by the County. The undersigned further certifies that he/she has read the entire Request for Qualifications package, and any other documentation relating to the Request for Qualifications, and that this response is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

Type of Organization (please check one):

INDIVIDUAL	<input type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>
CORPORATION	<input checked="" type="checkbox"/>
JOINT VENTURE	<input type="checkbox"/>
LLC	<input type="checkbox"/>

Firm Name: Clemons, Rutherford & Associates, Inc.

Home Office Address: 2027 Thomasville Road

City, State, Zip: Tallahassee, Florida 32308

Address (Servicing Levy County if Different from Above): same as above

Name/Title of Levy County Rep: William D. Rutherford, President

Telephone: 850.385.6153 Fax: 850.386.8420

Signature:  Date: 15 January 2025

Is Respondent a small or minority business, women's business enterprise, or labor surplus area firm?

☐ Yes ☒ No (Check which is applicable)

As Addenda are considered binding as if contained in the original Request for Qualifications, it is critical each respondent acknowledge receipt of same. The submittal may be considered void if receipt of addendum is not acknowledged.

Receipt of Addenda Acknowledged:

Addendum No. <u>1</u>	Dated <u>12/12/2024</u>
Addendum No. <u>2</u>	Dated <u>12/16/2024</u>
Addendum No. <u>3</u>	Dated <u>12/19/2024</u>
Addendum No. <u>4</u>	Dated <u>1/10/2025</u>

Signature	<u></u>
Signature	<u></u>
Signature	<u></u>
Signature	<u></u>



TAB 5: FORMS

FINANCIAL STABILITY


CRA has been in business successfully for 65 years. As you can see from the attached letters from our banks and CPA firm, we have a solid financial track record and reputation.

CRA FINANCIAL / BANKING REFERENCES

Maria Mims
Truist
904.361.5232

D. Edward Meggs Sr., CEO,
Madison County Community Bank
850.973.2400

H. Joe Watson, CPA
Rydge Consulting Company
850.832.1610



Madison County Community Bank
P.O. Box 834 • Madison FL 32341 • Phone 850-973-2400 • Fax 850-973-8161
301 E. Base Street • Madison FL 32340

February 8, 2019

Mr. Cary Knight
Director of Project Management
Monroe County
1100 Simonton Street
Room 2-216
Key West, Florida 33040

Dear Mr. Knight;

Please allow this letter to serve as an introduction to the Architectural Firm of Clemons, Rutherford and Associates (CRA) and Mr. William D. Rutherford, the owner. I have had the privilege of dealing with him both professionally and personally for the last 22 years. All of our dealings have been handled in a very satisfactory manner and in every circumstance he has presented himself with honesty and integrity. He enjoys an excellent reputation in our community and is a pleasure to work with.


Mr. Rutherford is a founding member of our Board of Directors and currently serves as our Board Chair. In 2007, CRA designed and oversaw the construction of our current banking facilities.

Our Bank has enjoyed a deposit relationship with him personally and with CRA since our inception in 1999. All of our relationships have been handled in a very responsible manner as combined deposits have averaged in the low to moderate 7 figure range.

We have had the opportunity to extend credit to both Mr. Rutherford and to CRA. All credit relationships have been maintained in an excellent fashion.

We have also had the opportunity to extend loans to borrowers for construction of their business facilities whereby CRA served as the design firm and oversaw the construction of their buildings. Without exception every borrower was pleased with their outcome. I am confident that any dealings you may have with CRA and Mr. Rutherford will be handled in a satisfactory manner.

Should you need any additional information, please feel free to contact me at 850-973-2400.

Sincerely,

D. Edward Meggs Sr.
President and CEO

LITIGATION STATEMENT

With 65 years in business, Clemons, Rutherford & Associates, Inc. has a very reputable track record of performance regarding past, present or pending criminal and/or civil judgments, claims, alternate dispute resolutions, lawsuits and/or claims against professional liability insurance for errors and/or omissions for any projects. CRA has not been a claimant or defendant on any projects during the past 65 years. There have not been any contracts that were considered in default, suspended or terminated in the past ten years. CRA carries Errors & Omission insurance with a limit of \$5,000,000 per claim and \$5,000,000 aggregate. Our insurance carrier has paid \$0.00 in claims over the past 20 years with over \$1 billion in projects; a track record anyone would be proud to have. We have not been debarred or suspended from doing business with any government agency and/or professional board.

LAWSUITS

CRA has not had any lawsuits or actions taken against the firm or its agents or employees with respect to work performed in the past 7 years.



TAB 5: FORMS

FINANCIAL REFERENCES

**RYDGE CONSULTING, LLC
236 FOREST PARK CIRCLE
PANAMA CITY, FL 32405**

January 2, 2025

RE: Clemons, Rutherford & Associates, Inc.

I have been providing accounting, consulting and tax services to Clemons, Rutherford & Associates, Inc. (CRA) for over 40 years and I am pleased to provide the following information and comments concerning their financial history and structure.

CRA has a very positive history providing quality architectural services to governmental and business clients. They have experienced consistent financial success over the years and continue to enjoy financial stability in this ever changing business environment. The company has no corporate debt beyond their normal accounts payable for operating expenses.

CRA enjoys a positive reputation for providing quality, reliable customer service while maintaining high corporate ethical values that provide a positive impact in the service community.

If you have any questions, please contact me at the above address or at (850) 832-1610.

Sincerely,


H. Joe Watson
Accountant



FINANCIAL REFERENCES



1200 Riverplace Blvd, 5th Floor
Jacksonville, FL 32207
Office: 904.361.5232
Maria.Mims@Truist.com

Maria B Mims
Commercial Client Specialist

December 31, 2024

Re: Clemons Rutherford and Associates Inc

To Whom It May Concern:

On behalf of my client, Clemons Rutherford and Associates Inc, please accept this letter of reference. They have been a client of Truist Bank since 1979. Their accounts are in good standing and all activity has been handled in a satisfactory manner. Their deposit accounts consistently carry a mid, seven-figure balance.

Should you have additional questions or need further information, please do not hesitate to call me at 904-361-5232.

Sincerely,

A handwritten signature in cursive script that reads 'Maria Mims'.

Maria Mims

TAB 5: FORMS

State of Florida Department of State


I certify from the records of this office that CLEMONS, RUTHERFORD AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on October 29, 1974.

The document number of this corporation is 464276.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 9, 2025, 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 Ninth day of January, 2025*


Secretary of State

Tracking Number: 2053206479CC

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

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

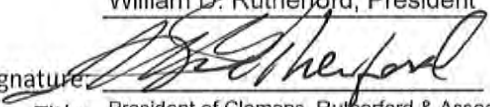
DRUG FREE WORKPLACE FORM

The undersigned Respondent in accordance with Section 287.087, Florida Statutes, hereby certifies that the Respondent Clemons, Rutherford & Associates, Inc. (name of firm or individual) does:

1. Publish a statement notifying employees that the unlawful manufacture, distributions, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintain a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
 3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
 4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
 5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
 6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

NAME OF RESPONDENT:

Clemons, Rutherford & Associates, Inc.
William D. Rutherford, President

Signature: 

Title: President of Clemons, Rutherford & Associates


Date: 15 January 2025

NON-COLLUSION AFFIDAVIT

I, _____ of the County of Levy, Florida _____

According to law on my oath, and under penalty of perjury, depose and say that:

1. I am William D. Rutherford of the firm of Clemons, Rutherford & Associates, Inc. providing this response to RFQ 2025-002 for Design of Levy County Public Safety Complex, and that I executed the said response with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding contracts for any services resulting from this RFQ for said project.



William D. Rutherford, President
Signature of Respondent Representative

15 January 2025

Date

STATE OF: Florida

COUNTY OF: Leon

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this _____ day of 15th, 2025, by William D. Rutherford (name), as President (title) for Clemons, Rutherford & Associates (name of respondent). ☒ Personally known OR ☐ Produced Identification
_____ (type of identification)

My Commission Expires: _____





NOTARY PUBLIC

SWORN STATEMENT ON PUBLIC ENTITY CRIME

Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes on Public Entity Crime

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Levy County Board of County Commissioners

By William D. Rutherford, President
(Print this individuals name and title)

For Clemons, Rutherford & Associates, Inc.
(Print name of entity submitting statements)

Whose business address is 2027 Thomasville Road, Tallahassee, FL 32308

and if applicable whose Federal Employer Identification Number (FEIN) is 59-1566490.

If the entity has no FEIN, include Social Security Number of the individual signing this Sworn Statement:

_____.

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months AND (Please indicate which additional statement applies).

☐ The entity submitting the sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(Signature)

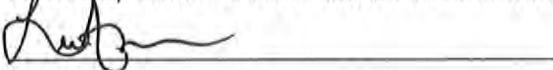
State of Florida

County of Leon

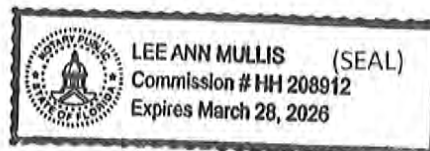
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this

15th day of January, 2025, by William D. Rutherford (name),
as President (title) for Clemens, Rutherford & Assoc., Inc. (name of bidder)

Personally known ☒ OR Produced Identification ☐ (type of identification).



(Signature) Notary Public



(Printed, typed or stamped commissioned name of notary public)

My Commission expires March 26, 2026

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their responses or bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All respondents must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches or affiliates. All respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this RFQ. All respondents are also required to include a disclosure statement of any potential conflict of interest that the respondent may have due to other clients, contracts, or interest associated with the performance of services under this RFQ and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

None. _____

Names of Officer, Partner, Director or Proprietor who is spouse or child of Board Member:

None. _____

Names of County Officer or Employee that owns 5% or more in Respondent's firm:

None. _____

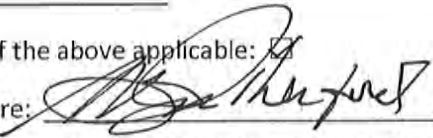
Names of applicable person(s) who have received compensation:

None. _____

Description of potential conflict(s) with other clients, contracts or interests:

None. _____

None of the above applicable: ☒

Signature:  Printed Name: William D. Rutherford

Respondent Name: Clemons, Rutherford & Associates, Inc.

Date: 15 January 2025

CONTRACT EXCEPTION FORM

Any proposer who requires/requests revision(s) to the Form of Contract (contained in Section III of this RFQ) must submit this completed Contract Exception Form during the Question portion of the RFQ process. The County is under no obligation to grant any exceptions and proposals that are contingent on exceptions to the Contract being granted will not be accepted. If an exception is rejected by the County and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for a Contract exception.

[illegible]

Signature: [Signature] Printed Name: William D. Rutherford

Proposer Name: Clemons, Rutherford & Associates, Inc.

Date: 15 January 2025

VENDORS ON SCRUTINIZED COMPANIES LIST

By executing this Certificate, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

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

DATE: 15 January 2025

SIGNATURE: 

COMPANY: Clemons, Rutherford & Associates, Inc. NAME: William D. Rutherford

(Typed or Printed)

ADDRESS: 2027 Thomasville Road

TITLE: President

Tallahassee, Florida 32308

E-MAIL: cra@craarchitects.com

PHONE NO.: 850.385.6153

VENDOR INFORMATION SHEET

DATE: 15 January 2025

COMPANY NAME: Clemons, Rutherford & Associates, Inc.

PHYSICAL ADDRESS: 2027 Thomasville Rd., Tallahassee, FL 32308

MAILING ADDRESS: 2027 Thomasville Rd., Tallahassee, FL 32308

CITY: Tallahassee STATE: FL ZIP: 32308

TELEPHONE NUMBER: 850.385.6153

FAX NUMBER: 850.386.8420

TOLL FREE NUMBER: N/A

EMAIL: cra@craarchitects.com or brutherford@craarchitects.com

FEID NUMBER: 59-1566490 OR SSN: N/A

CONTACT PERSON: William D. Rutherford

TITLE: President

CONTACT NUMBER: 850.385.6153

.....

The information requested above is necessary to update our files or to add your name to the County's vendor list. You are a vital part of the operation of Levy County and we want to thank you for your support. The information on this form will allow us to pay you for the goods and/or services we have received in a timely manner and give us the ability to contact the necessary person in case there is a problem or question in processing.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Clemons Rutherford and Associates, Inc

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2027 Thomaville Road

6 City, state, and ZIP code

Tallahassee, FL 32308

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

- -

or

Employer identification number

5 9 - 1 5 6 6 4 9 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

Signature of
U.S. person

Clemons Rutherford

Date

1/15/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Attachment E

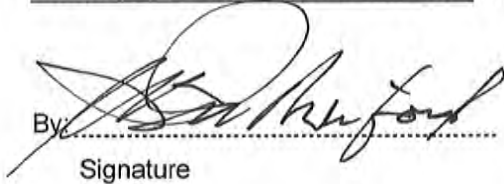
Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion

Subcontractor Covered Transactions

- (1) The prospective subcontractor, Clemons, Rutherford & Associates, Inc., of the Recipient certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

Clemons, Rutherford & Associates, Inc.

By: 
Signature

Levy County Board of County Commissioners

Recipient's Name

William D. Rutherford, President

Name and Title

Grant Agreement Number F0138

DEM Contract Number

2027 Thomasville Road

Street Address

RFQ 2025_002

Project Number

Tallahassee, Florida 32308

City, State, Zip

15 January 2025

Date

Attachment F
FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: William D. Rutherford

Title: President of Clemons, Rutherford & Associates

Signature:



Date: 15 January 2025



ADDITIONAL | REFERENCE LETTERS



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountynfl.gov

Leon County Facilities Management
1907 South Monroe St.
Tallahassee, Florida 32301
(850) 606-5000
FAX (850) 606-5001

Commissioners

BILL PROCTOR

District 1

JANE G. SAULS

District 2

JOHN DAILEY

District 3

BRYAN DESLOGE

District 4

KRISTIN DOZIER

District 5

NICK MADDOX

At-Large

AKIN AKINYEMI

At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

To Whom It May Concern:

CRA Architects provided a full range of professional services for the new City of Tallahassee and Leon County Public Safety Complex which represents a consolidation of area public safety agencies. In addition to the planned RTMC (the Tallahassee Advanced Transportation Management System), this complex also houses the City of Tallahassee and Leon County Consolidated Dispatch Agency, Tallahassee Fire Department Administration, Leon County Emergency Management Services Administration and Fleet Operations, and the Leon County Emergency Operations Center.

CRA met and exceeded several key challenges: namely a difficult site, a complicated building type, and satisfying multiple user groups. The site had over a 50 foot grade change and several matriarch oak trees. CRA's master planning efforts accommodated logical future expansion, all necessary parking, and saved the valued oak trees on the site. As the primary Owner's representative and liaison with CRA I can attest to their knowledge of critical mission facilities and their associated technology requirements. The final design plan was overwhelmingly well received because of its functionality, staff efficiency and retention attributes, as well as energy conservation features. As a LEED Silver Certified project it serves as an exemplary representation of this community's commitment to sustainable building design. CRA is also very reliable with regards to meeting deadlines and budgets. On this project the CM At-Risk construction method was utilized, and I specifically contracted with CRA to provide cost estimating and cost verification services related to the CM's estimates. The project is under budget and on schedule.

From the origins of the selection process, CRA and its team were selected because of their reliability. I have known and worked with the leaders of this firm for over 20 years. In today's economic times staff retention and lack of turnover are critical elements in making a selection decision. The individuals assigned at the beginning of the project are the same individuals who are completing the project. The team consistency has served our community well and as Project Manager made my job more enjoyable. Please don't hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carl L. Morgan'.

Carl L. Morgan, AIA
Architect and Construction Manager
Leon County Facilities Management

RFQ 2025_002
Design of the Levy County Public Safety Complex
Bronson, Florida | January 16, 2025



Central Florida Office
735 Primera Boulevard, Suite 230
Lake Mary, Florida 32746
407.732.7335 Phone
www.ajaxbuilding.com
CG CD42112

February 28, 2018

Mr. William D. Rutherford, Principal
Clemons Rutherford & Associates
2027 Thomasville Road
Tallahassee, Florida 32308

RE: Letter of Reference of CRA Architects
Sumter County Public Safety Centers: The Villages and Bushnell

Dear Mr. Rutherford,

Ajax Building Corporation is pleased to write this Letter of Reference for CRA Architects, related to the Design and Construction Administration Services provided for the Sumter County Public Safety Centers located in The Villages and Bushnell, Florida. This type of project includes a high level of complexity related to the technological systems, site / building security, detention equipment, and specialized FF&E integration.

As the Design Builder for the project, Ajax Building Corporation would like to commend CRA Architects and specifically James Lewis, Don Mixon, Tom Riley, and Joshua Bacho for their outstanding service along with your design consultant firms including Booth, Ern, Straughan & Hiott (BESH), H2 Engineering, BBM Structural Engineers, and Michael Pape & Associates.


From Conceptual Design through Commissioning and Building Occupancy, the Design Team worked in partnership with Ajax to develop and incorporate Sumter County's initial programming and overall design for the project that serves as home to the County Sheriff, Emergency Operations, and 911 Dispatch among other critical components. Your team provided the high level of communication, cooperation, and professionalism necessary to achieve project goals and objectives throughout the process.

Ajax Building Corporation appreciates the working relationship we had on this project and looks forward to continuing our professional relationship with CRA Architects on many more to come.

Sincerely,
AJAX BUILDING CORPORATION


Jay Smith
Vice President

cc: Jordan Wise, Ajax
Jeremy Cox, Ajax

Name of Company/Individuals Requesting Reference Information	Clemons, Rutherford & Associates, Inc.
Name of Evaluator Completing Reference:	Mark D Van Hala, PE
Name of Evaluator's Company	Sumter County
Email Address of Evaluator	mark.vanhala@sumtercountyfl.gov
Phone Number of Evaluator	352-689-4400
Signature of Evaluator	

City of Melbourne is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform professional consulting services for the Police Department Scope Needs Analysis and New Facility Design. The Name of the Company listed in the above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Sumter County Public Safety Buildings
Project Description: _____ Completion Date: In progress
Project Budget: \$27,926,316.00 Project Number of Days: TBD
Change Orders - Dollars Added: \$0 Change Orders - Days Added: 0

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover, invoices, manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
TOTAL SCORE OF ALL ITEMS		

RFQ 2025_002

Design of the Levy County Public Safety Complex

Bronson, Florida | January 16, 2025



Company under Review: Clemons, Rutherford & Associates, Inc.

RFQ Number &

Title: RFQ# 15-038 Architectural Services for the Jail Medical Addition

Reference: Glades Board of County Commissioners

(Name of Company giving Reference)

Name/Title: Bob Jones, Director of Public Safety

(Name and Title of person giving Reference)

Telephone: 863-946-0566

Project: Glades County Emergency Operations Center

(Project for which references are being provided)

Fax: 863-946-1920

Team Members for this project:

William D. Rutherford, Principal-In-Charge; James Lewis, Production Manager; Greg Kelley, Project Architect & Manager;
Tambree Bramblett, Interior Designer; Will Rutherford, Cost Estimator

Firm's submitting proposals are responsible for providing completed Project Specific Reference forms with their proposal. Failure to provide the completed Reference Forms will result in proposal being deemed non-responsive. References must be for projects that are listed under Tab's # 4 & 6 of this Request for Qualifications. Minimum of three (3) references must be provided for specific/similar projects.

- Describe the scope of work of the contract awarded by your company/agency to this contractor.
CRA was hired to design a new 12,000 SF Emergency Operations Center in Glades County.

No.	Questions	Rating	Comments
2.	Rate the level of commitment of the firm to your project. Did they devote the time and management staff necessary for successful and timely work?	4	very good inter actions with Greg Kelly, he took are ideals and turn them to reality for the design
3.	Rate the quality of customer service and the competence and accessibility of the personnel.	5	this is the second project that CRA has designed for Glades County in the last five years
4.	Rate the firm's interactive capability with your staff.	5	several meeting and phone calls over ideals and design to meet our goals with this facility
5.	Rate the firm's success at minimizing and controlling potential mistakes. Were there bid addendums, contract change orders, etc	4	very few change orders they were at our request as the project progressed and we had budget saving to add or up
6.	Rate the overall quality of the work.	4	I believe their attention to detail is right on the mark in meeting our goals
7.	Rate the comfort and confidence you had in the firm.	5	did everything to insure we were getting the building we wanted within budget and function
8.	If you have a similar contract to undertake in the future, would the firm be considered? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5	would recommend CRA, and would use them on our next building project

Rating: 1=Poor 2=Fair 3=Average 4=Good 5=Excellent

Professional Services RFQ No.15-038

Page 12 of 13

Bob Jones
Director of Public Safety Glades County Florida