

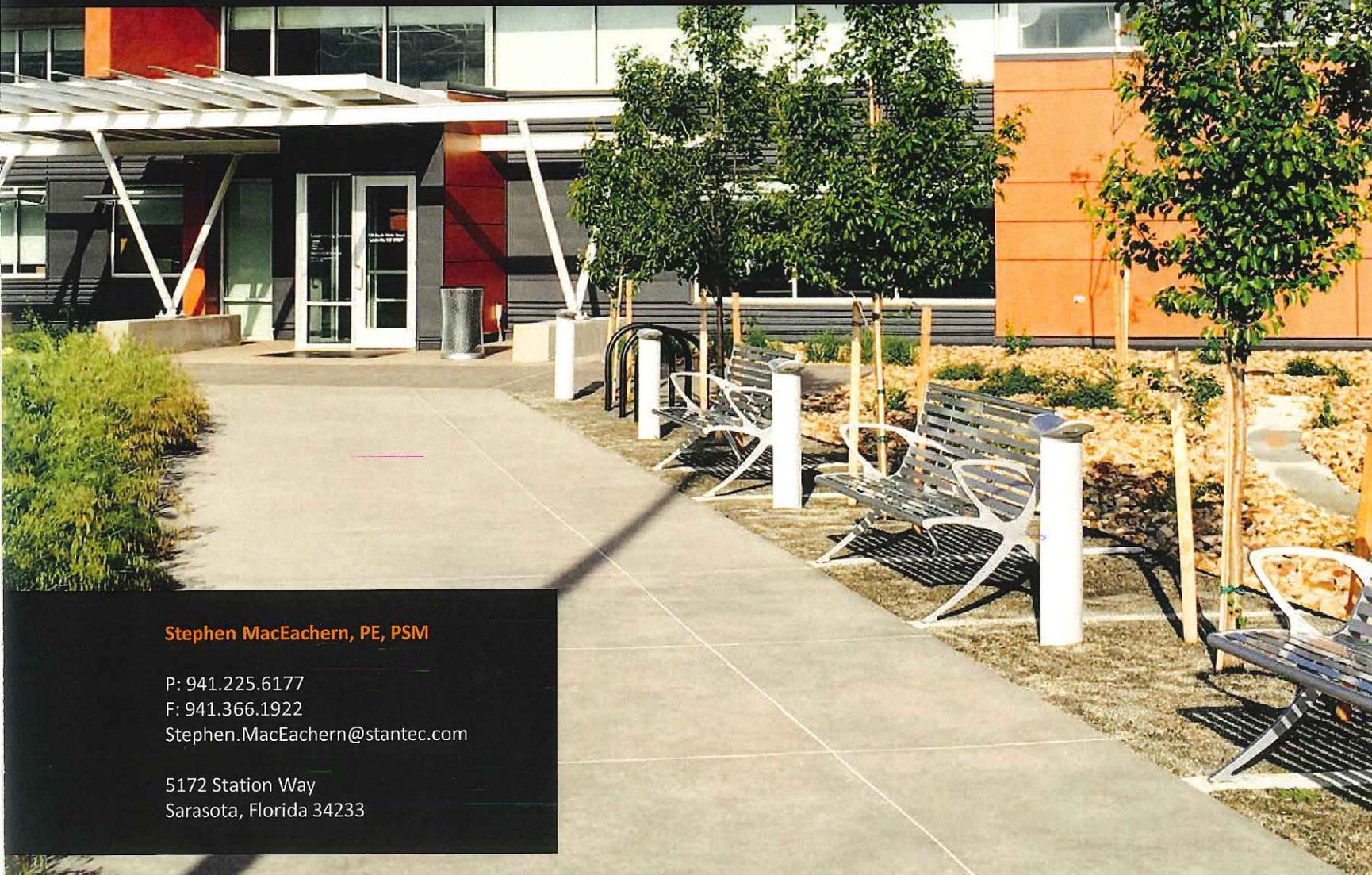


# Professional Engineering/Architectural Services for Site Selection and Design Services for Utilities Administration and Warehouse Facilities

City of North Port

Request for Proposal No. 2018 - 40

**ORIGINAL**



**Stephen MacEachern, PE, PSM**

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5172 Station Way  
Sarasota, Florida 34233

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Tab 1  
Transmittal Letter



Stantec Consulting Services Inc.  
5172 Station Way  
Sarasota, Florida 34233

March 15, 2018

Attention: Keith Raney, CPPB, CPPO Contract Administrator II  
City of North Port  
4970 City Hall Blvd, Suite 337  
North Port, FL 34286

RE: Request for Proposal No. 2018- 40  
Professional Engineering/Architectural Services for Site Selection  
and Design for Utilities Administration and Warehouse Facilities

Dear Mr. Raney and Selection Committee,

The site selection, planning, design, and permitting of a new utility administration and warehouse facility is a complex and challenging task, and something municipalities do very infrequently, which is why the number of qualified and experienced firms that can succeed in this endeavor is limited. Adding that the project needs to be highly sustainable, and that the Utility Department needs to remain operational throughout, you are now probably only considering a highly-specialized team with a superior level of specific, related experience.

After carefully reading your Request for Proposals, Stantec, along with a small group of subconsultants, has assembled what we believe to be that team.

Combining National level expertise with the local knowledge of our Southwest Florida offices to provide local project delivery offers the rare opportunity to present a highly engaged team that is vertically integrated, providing the key components of site selection and facility design as well as site engineering and permitting all within one company. This will result in greater efficiency, ease of communication among our team and with you, our client and will ensure a project delivery team that is knowledgeable about local design criteria and permitting requirements.

National Targeted Expertise, Paired with Local Project Knowledge – Stantec has a ‘legacy facilities practice’ through 40 years of cutting edge work in the public works and transit realm, which includes over 300 operations and maintenance facility projects completed together for cities, counties, utility districts and transit agencies across the nation. We understand the specific intricacies of planning and design required of an all-inclusive utility facility, and have completed many similar facilities by developing thoughtful and innovative solutions. Each of our projects is unique, and our team is well established, and works as one to find the proper solution for your specific operation.

Complementing our National Expertise is our unparalleled history of local experience in Planning, Site Civil Design, and Permitting. Stephen MacEachern has over 20 years of engineering consulting experience and will be the Local Project Manager. Located in Southwest Florida, our professionals have provided services for projects in the City of North Port (the City) and surrounding areas in a variety of capacities for several years. Stantec’s local Planners and GIS staff will evaluate City owned and privately owned property data quickly and accurately during the site selection process to identify potential sites. Working with City staff, we will narrow down and rank the sites accordingly for final selection and approval of the City. Our Engineers and Technical Professionals are familiar with the site design criteria and permitting process of all the local and state regulatory agencies. This knowledge will allow for a well-designed site to be permitted and constructed by a competent contractor.

We have also added sub-consultants in the areas of architecture (permitting and construction administration), geotechnical services, and archaeological and historical investigation services to provide data and support critical to the overall project approach.

**Truly Collaborative Approach** - The Stantec approach is a highly collaborative approach. Our process is based upon starting our work in a design charrette format. On-site design sessions in the City where we can work collaboratively and receive direct input from you and utility staff. We have utilized this process for over 40 years, and have found it provides tremen-

Our local office of 100+ professionals form the core of our team to ensure responsive and timely project delivery.

dous value at its formative developmental stages. Our process always works and is always successful because the key people get involved, providing energy that is contagious and results in buy-in from all key users. The benefit is that you become a part of this process, and with the on-going interaction and collaboration, we can assure you that we will achieve the right solution.

**A Modern, Functional, Efficient, Innovative and Thoughtful Facility** – We begin by reviewing previous work with a critical eye towards excellence. Our creative building design, functionally driven layouts and adjacencies for equipment, process, and people, create our design solutions. We know what works and what doesn't. We will design to your specific needs while providing benchmarks from experience with similar clients and projects like yours across the nation.

**Aesthetically pleasing Municipal Addition to the Community** – Locating and designing a utility administration and warehouse facility that is both functional and suitable is standard practice for Stantec. We will create a design that is innovative, sustainable, and has a great aesthetic, one that is embraced by the community, and which will create a sense of community pride within the City of North Port Utilities Department.

**Proven LEED, Wellness and Sustainable Design Expertise** – Our team has designed numerous LEED certified municipal facilities, as well as the first LEED Gold and the first LEED Platinum vehicle maintenance facilities in the Country. But we focus on going beyond LEED and well beyond counting points to create truly sustainable projects. Our goal is to design exceptional places and facilities based on Wellness that help improve people's lives and their work environments by being responsible stewards of the earth, and by addressing the triple bottom line of energy efficiency, healthy facilities, and respect for the environment.

We believe the Stantec team is the right team with the right experience and the right approach that can truly provide you with all these benefits. We will deliver an administration and warehouse facility design that the City of North Port, your employees, and the surrounding areas that you serve can truly be proud of.

Sincerely,



Stephen MacEachern, PE, PSM  
Project Manager  
stephen.maceachern@stantec.com



Ken J. Anderson, AIA, LEED AP  
Principal, Buildings  
ken.j.anderson@stantec.com



Tab 2  
Qualifications  
of the Firm

Tab 2 - Qualifications of the Firm



↑ Denver Water Operations Complex

# Qualifications of the Firm

## Company History

Stantec has been providing responsive, quality engineering services in southwest Florida for over five decades. We are committed to making Florida a better place to work and do business. With that goal in mind, we work on projects that help improve our communities and the infrastructure that supports them.

Stantec's local presence consists of over 100 professional and technical staff who live and work in Sarasota County. This local team brings a strong knowledge and understanding of the City of North Port and its infrastructure, having worked on City utility projects for 25 years.

The Stantec community unites more than 22,000 employees working in over 400 locations. We collaborate across disciplines and industries to bring buildings, energy and resource, and infrastructure projects to life. Our work—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

Stantec trades on the TSX and the NYSE under the symbol STN.

## Years in Business

Stantec has provided services in Florida for over 50 years.

## Public Works and Transit Experience

Stantec has 40 years of cutting edge work in the public works and transit realm, which includes over 300 operations and maintenance facility projects completed for cities, counties, utility districts and transit agencies across the nation. We understand the specific intricacies of planning and design required of an all-inclusive utility facility, and have completed many similar facilities by developing thoughtful and innovative solutions. Each of our projects is unique, our team is well established, and works as one to find the proper solution for your specific operation.

## Location of Office to Perform Work

The office where work will be performed is located at 5172 Station Way, Sarasota, Florida 34233. We have been at this location since December of 2009 when we moved from our Cattlemen Road office. Stantec's utility team has had a fully staffed Sarasota office since 1997. Please click [here](#) for additional information on the Station Way office!

**Stephen MacEachern, PE, PSM** will serve as the local Project Manager and point of contact, below is his contact information:

Stephen MacEachern, PE, PSM  
 P: 941.225.6177  
 F: 941.366.1922  
 Stephen.MacEachern@stantec.com

With our office only 30 minutes away from the City, and a resident of the City, Stephen MacEachern will play a critical role in facilitating face-to-face meetings on short notice.

## State of Florida Department of State

I certify from the records of this office that STANTEC CONSULTING SERVICES INC. is a New York corporation authorized to transact business in the State of Florida, qualified on November 14, 2001.

The document number of this corporation is F01000005948.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on February 16, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fourteenth day of July, 2017*



*Ken Detzner*  
Secretary of State

Tracking Number: CU5846651140

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

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

## State of Florida Department of State

I certify from the records of this office that STANTEC ARCHITECTURE INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 1, 2003.

The document number of this corporation is F03000001609.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on April 21, 2016, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

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



*Ken Detzner*  
Secretary of State

Tracking Number: CU4224449526

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

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

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

LICENSE NUMBER: AA28000733

The ARCHITECT CORPORATION  
Named below IS CERTIFIED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2019

STANTEC ARCHITECTURE INC.  
200 325 25TH STREET SE  
CALGARY AB  
ATTENTION: NATALIA GONCHAROVA  
CANADA AB T2A 7H8

### Licensee Information

Name: **STANTEC CONSULTING SERVICES INC (Primary Name)**

Main Address: **3200 BAILEY LANE SUITE 200 NAPLES Florida 34105**

County: **COLLIER**

License Mailing: **370 INTERLOCKEN BLVD. SUITE 300 BROOMFIELD CO 80021**

License Location:

## State of Florida Board of Professional Engineers

Attest that  
Stantec Consulting Services Inc.



Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019  
Audit No: 228201905020 R

CA Lic. No:  
27013

### License Information

License Type: **Landscape Architect Business**

Rank: **Landscape Bus**

License Number: **LC26000488**

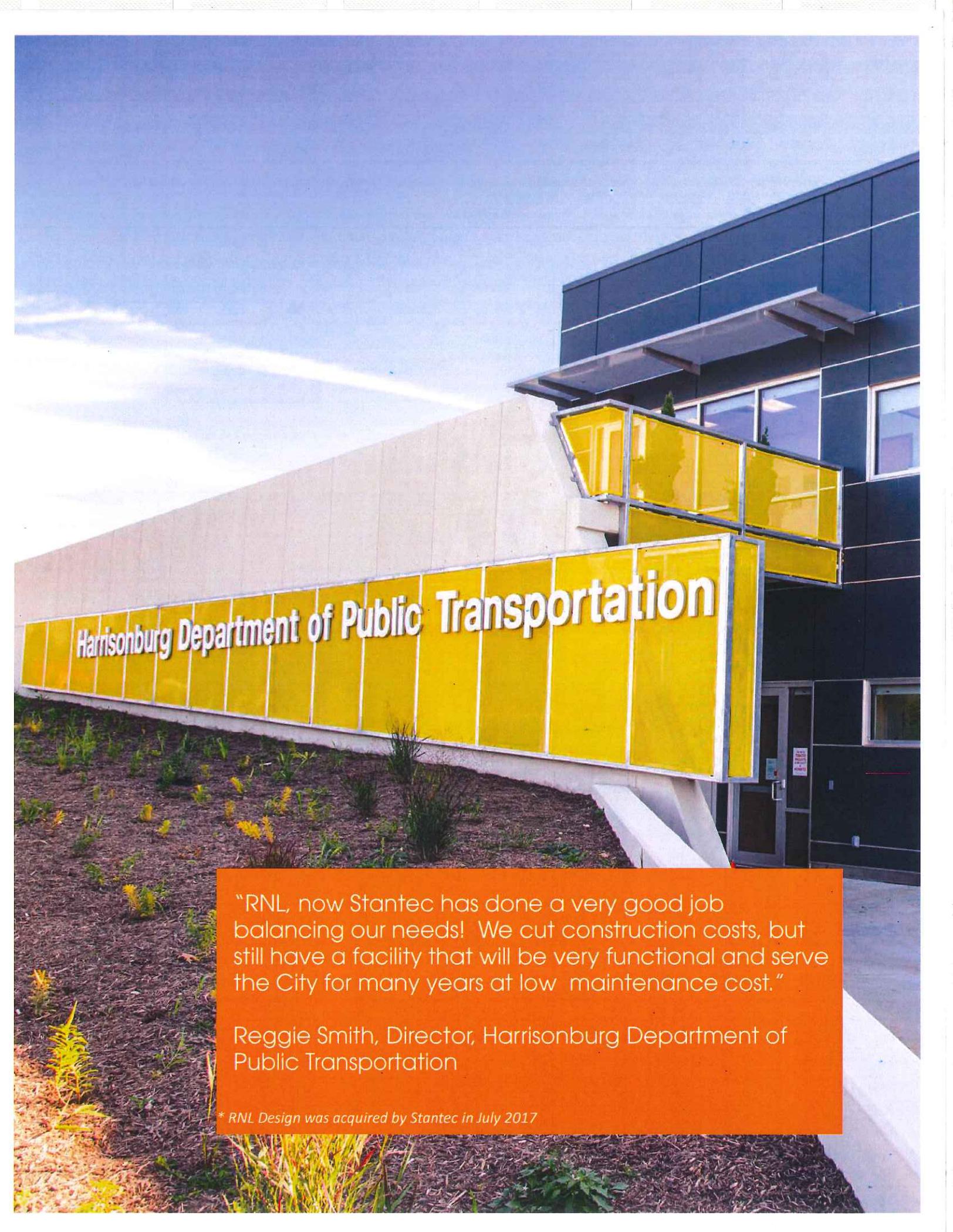
Status: **Current**

Licensure Date: **04/09/2013**

Expires: **11/30/2019**

### Special Qualifications

Qualification Effective  
Corporation **04/09/2013**

The image shows the exterior of a modern building with a long, low-profile yellow sign that reads "Harrisonburg Department of Public Transportation". The sign is mounted on a concrete base and is positioned in front of a building with dark grey panels and large windows. The sky is blue with some light clouds. The foreground shows some landscaping with mulch and small plants.

# Harrisonburg Department of Public Transportation

"RNL, now Stantec has done a very good job balancing our needs! We cut construction costs, but still have a facility that will be very functional and serve the City for many years at low maintenance cost."

Reggie Smith, Director, Harrisonburg Department of Public Transportation

*\* RNL Design was acquired by Stantec in July 2017*



# Key Personnel/ Qualifications of the Project Team

Stantec has provided multidisciplinary services to municipalities in Southwest Florida since 1954. We see every project as an opportunity to improve the quality of life for our communities through improving infrastructure as well as our relationships with our clients and the communities they serve.

At Stantec, we believe that people are the core of success. It is our people that solve problems, create solutions, and deliver results. To that end, we have carefully selected an experienced and capable team possessing the technical experience and understanding required to effectively deliver each project assignment – individuals with a track record of planning, designing, and permitting innovative solutions, and who are eager to devote their energies to the project challenges.

We balance the broad expertise and international reach of a larger design firm with the personalized service and creativity of a local firm. By designing in balance, we create cities that are more livable, buildings and offices that hum with the energy of inspiration, and the vital places between buildings where people can recharge with nature.

We envision the “Site Selection and Design Services for Utilities Administration and Warehouse Facilities” project as having three distinct phases; Site Selection, Design, and Permitting. The assembled team has experience in planning, architectural design, municipal operations and programming, technical expertise, and engineering

design that has successfully delivered services for administration complexes within Florida and across the nation. Included is a detailed Organizational Chart identifying all key members of the Stantec team for this project. Licenses are located in Tab 8 Additional Information.

## Project Leadership

Our Project Leadership for this project will be led by **Ken Anderson, AIA, Stantec’s Lead Architect for this type of facility**. Ken will serve as the Principal-in-Charge and has 16+ years of operations facility design experience, including more than three dozen similar projects to yours. He will assist Corey and Stephen throughout, and lead in the development of the overall design solutions for this complex. **Registration:** RA#96044, State of Florida **Education:** Master of Architecture, Virginia Polytechnic Institute and State University | Bachelor of Architecture in Architectural History, University of Virginia.

**Stephen MacEachern, PE, PSM will be the Local Project Manager** providing day to day coordination services with all disciplines throughout the project. He will be the primary point of contact with the client and will be responsible for the delivery of all professional services under this contract. As a Professional Engineer and Professional Land Surveyor with over 20 years of land development and utility engineering experience, his experience and understanding of taking a green field from site survey to final constructed site will allow him to coordinate the various aspects of the project while working directly with North Port. **Registration:** PE #76020, State of Florida | Professional Land Surveyor #LS6624, State of Florida **Education:** Bachelor of Engineering, Civil Engineering, Technical University of Nova Scotia (now Dalhousie University) | Engineering Diploma, University of Prince Edward Island | PACP/MACP/LACP #U-411-12389A, National Association of Sewer Service Companies

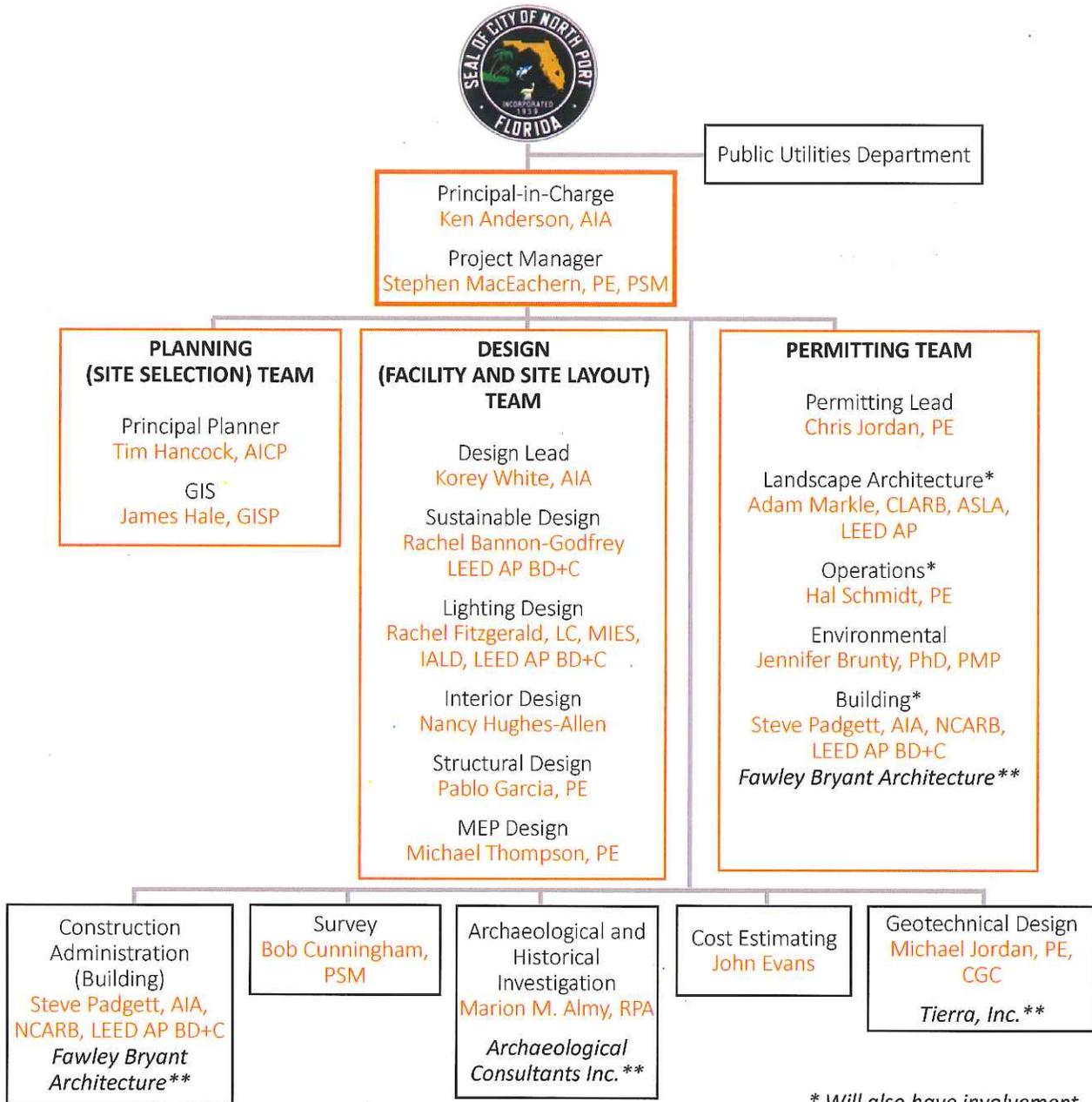
**Tim Hancock, AICP is the Principal Planner and team lead for the Site Selection process**. Tim has assisted clients in site analysis in Southwest Florida for nearly 30 years and as a Planning professional his familiarity with the application of land use regulations and zoning codes will greatly assist the City in a meaningful and efficient

site selection process. **Registration:** Certified Planner, American Institute of Certified Planners **Education:** Bachelor of Arts in Geography, University of South Florida

**Korey White, AIA will serve as the team lead for the Design phase of the project.** Korey will work closely with Ken in leading the group of professionals identified to perform the design services associated with this project. She will work closely with various disciplines involved with the design of facilities of this nature. The group of professionals working with Korey have completed several successful projects together. **Registration:** RA#00404208, State of Colorado **Education:** University of Colorado, Master of Urban and Regional Planning | University of

Colorado, Master of Architecture | University of Illinois, Bachelor of Science in Architectural Studies

**Christopher Jordan, PE** is the team lead for Permitting phase of the site. Chris and his team will develop site civil plans based on site layout developed during the Design phase. His team of professionals have worked together for several years doing work exclusively in this area of Florida. Their knowledge of the permitting requirements of the local regulatory agencies will assist in issuance of permits. **Registration:** PE #58651, State of Florida **Education:** Bachelor of Science in Civil Engineering, University of South Florida. | Associate of Arts, Manatee Community College



\* Will also have involvement with the Design Team

\*\* Subsconsultants

**James Hale, GISP** has managed GIS implementations assisting local governments, school districts, public utility departments and electric cooperatives. **Registration:** GISP, GIS Certification Institute **Education:** Bachelor of Science in Civil Engineering, University of South Florida | Associate of Arts, Manatee Community College

**Rachel Bannon-Godfrey LEED AP BD+C** has presented at Industry Groups, Government Agencies and both national and local conventions, on the subject of building energy analysis, building envelopes, passive design, post-occupancy evaluations, and living infrastructure strategies.

**Registration:** ENV SP | LEED AP **Education:** Heat Springs Institute, Solar Executive MBA | Bachelor, Architecture, University College | Bachelor of Science, Architectural Science, University College | Master of Science, Architecture, Focus on Energy Efficient Building Technologies, University of California

**Rachel Fitzgerald, LC, MIES, IALD, LEED AP BD+C** is a leading expert on how lighting and daylighting drive health and wellbeing, and has had a significant impact on the firm's buildings and master plans globally. **Registration:** LC | LEED AP **Education:** Bachelor of Science in Architectural Engineering

**Nancy Hughes-Allen** works on a variety of project types including corporate, civic/government offices, higher education, transportation facilities, mixed use, health-care, and hospitality. **Education:** Associate of Applied Science, Interior Design, Arapahoe Community College | Associate of Arts in Human Services, Edinboro University, Edinboro | Parks & Recreation Studies, Pennsylvania State University

**Pablo Garcia, PE** is experienced in the design of concrete framing systems such as cast-in-place, composite precast, post-tension and steel framing including the inspection of the various construction of these systems. **Registration:** PE #77111, State of Florida **Education:** Bachelor of Science- Civil Engineering, University of Miami | Master of Science in Civil Engineering, University of Miami

**Michael Thompson, PE** experience includes a focus on project management and design work for large, complex design-build/turnkey commercial and industrial projects across the mid-Atlantic and southeastern regions of the United States. **Education:** Mechanical Design, Guilford Technical Institute

**Adam Markle, CLARB, ASLA, LEED AP** focuses on land-use planning and design as well landscape architecture for facilities and infrastructure projects of various scale and scope. **Registration:** RLA #6667098, State of Florida | LEED AP **Education:** Bachelor of Landscape Architecture, College of Architecture and Planning, Ball State University

**Hal Schmidt, PE** provides valuable input when assessing existing operations, planning new plants, and overseeing on-going plant operations to help clients optimize quality.

**Registration:** Grade 4 Water Treatment Operator, California State Water Resources Control Board | Grade 5 Wastewater Treatment Plant Operator #V-27825, California State Water Resources Control Board | Grade 2 Water Distribution System Operator #45693, California State Water Resources Control Board

**Jennifer Brunty, PhD, PMP** has 20 years of experience in wetland mitigation, water resources management, regulatory permitting, and compliance. Her current responsibilities include critical environmental and regulatory permitting issues analyses. **Education:** Ph.D. in Soil Science, Washington State University | Master of Science, Agricultural Operations Management, University of Florida | Bachelor of Science, Agricultural Operations Management, University of Florida

**Steve Padgett, AIA, NCARB, LEED AP** expertise includes the design of complex and diverse program typologies for municipal projects. Partnering with owners and construction managers, Steve will assure that this project will meet schedule and budget, while maintaining high quality. **Registration:** RA #AR95286 **Education:** Master of Architecture, Clemson University | Bachelor of Science, Clemson University

**Bob Cunningham, PSM** duties include supervision and scheduling of field crews; research, computations, and preparation of final survey drawings and descriptions; topographic and boundary surveys; record and condominium plats; right-of-way surveys; easement; mean high water line location; submerged land leases, and jurisdictional and permit surveys. **Registration:** Professional Land Surveyor #LS3924, State of Florida **Education:** Bachelor of Arts, Ashford University

**Marion Almy, RPA** manages projects for a diversity of public and private entities including the FDOT, Florida's Turnpike Enterprise, USDA Forest Service, South Florida, Southwest Florida and Suwannee River Water Management Districts, and various counties, as well as large-scale projects for private corporations. **Registration:** Registered Professional Archaeologist **Education:** B.A. Anthropology, Florida State University | M.A. Anthropology/Public Archaeology, University of South Florida

**John Evans, PE, ENV SP** has been responsible for the design and/or construction of water wastewater treatment plants, including wellfields, pipelines, drainage, highways and street projects. **Registration:** Registered PE, ENV SP

**Michael Jordan, PE, CGC** provides geotechnical engineering design/construction consulting services for infrastructure projects ranging from public utility facilities, power distribution facilities, as well as site development and other heavy construction. **Registration:** PE #56102, Certified General Contractor CGC1504371, CTQP Advanced MOT **Education:** B.S. Civil Engineering, University of South Florida | M.A. Anthropology/Public Archaeology, University of South Florida



Tab 3  
Key Personnel/Qualifications  
of the Project Team



Tab 4

Team's Previous  
Experience/Proficiency  
in Similar Projects



↑ City of Louisville City Service Center

# Team's Previous Experience/Proficiency in Similar Projects

Often times, this project type is viewed as requiring engineered driven solutions only, revolving around the needs of the City department operations. Stantec has broken this mold and excelled at the national level by creating a design philosophy centered on making the project about the people that work in the facility.

Public utility facilities are civic in nature and just as important to communities as their libraries, city halls, post offices, and schools. Design aesthetics, sustainability, neighborhood compatibility and community acceptance therefore play a vital role in the design.

Stantec's expertise in sustainable design helps us understand the needs and goals of public clients, providing healthy, energy-efficient and highly productive workplaces for transit agencies. Stantec designed the first LEED Gold, LEED Platinum and Net Zero Energy certified Operations and Maintenance Facilities in the City. Now we're establishing the "What's Next", focusing on health and wellness, and bringing regenerative design to our clients and these facilities.

We have more than 300 similar facilities in our portfolio, ranging in size between \$5 and \$100 Million, many of which include multiple agencies, buildings, sites, and are often spread out over multiple expansion phases. Our

team is uniquely suited to develop a highly efficient design solution for this project. Our principals and senior leadership identified for your project, own that experience. The following projects represent Stantec's relevant experience to the City's RFQ.

## Harrisonburg Administration & Maintenance Facility Harrisonburg, Virginia

Our team designed the \$16M, 50,000 sf transit and public works facility that included a two-story operations building on the site of their existing facility. The building represents an innovative upgrade for transit and the city. Our team designed a creative, flexible space to serve multiple user groups on campus. The architecture of the building is clean and contemporary, but understated to reflect the desire of the client, while at the same time, the materials selected (composite panels, glazing, aluminum canopies) are durable and designed to reduce annual maintenance needs. **Key Staff:** Ken Anderson, Rachel Bannon-Godfrey, Rachel Fitzgerald, Nancy Hughes-Allen

## Atlanta Braves Spring Training Facility City of North Port

The facility includes a baseball stadium, major league and minor league practice fields, batting cages, pitching mounds, clubhouse, maintenance building and a public plaza. Duties include project management, client interaction, coordination with multiple consultants, supervision of a design team, storm water management design, utilities design, permitting, construction observation, certifications, and coordination with regulatory agencies.

**Key Staff:** Chris Jordan, Adam Markle, Fawley Bryant

## The Greene at Lakewood Ranch Commercial, Manatee County, Florida

Stantec designed and permitted a 28+/-acre shopping center site including grading, project management, client interaction, coordination with consultants, supervision of a design team, storm water management design, utilities design, permitting and coordination with regulatory agencies. **Key Staff:** Chris Jordan, Adam Markle

### Durham Water Mist Lake Facility | Durham, North Carolina

The \$84.5M Durham Water Mist Lake campus will elevate the principles of reliability, safety and resiliency through transformational design and sustainable solutions. The design team examined ways to optimize the layout, addressed site functionality, site grading and existing conditions. The resulting 193,000 sf design maximizes opportunities for sustainability and water balance throughout the site, buildings and in the function of the Department.

**Key Staff:** Ken Anderson, Korey White, Rachel Bannon-Godfrey, Rachel Fitzgerald, Nancy Hughes-Allen

### Madison-Nakoosa Trail Fleet, Fire, and Radio Shop Facility | Madison, Wisconsin

Stantec is designing a \$28M facility for the City of Madison Fleet Service, Fire Apparatus and Emergency Equipment Maintenance, and Communications operations in order to improve the operational efficiencies of providing maintenance services. The new 133,000 sf facilities will enhance the customer experience of City employees who require vehicle and equipment maintenance and repair.

**Key Staff:** Ken Anderson, Rachel Bannon-Godfrey, Rachel Fitzgerald, Nancy Hughes-Allen

### City of Louisville City Service Center Louisville, Colorado

The City's new \$11.5M, 48,00 sf service facility is designed to provide operational efficiency, functional excellence, energy conservation, and resilience to the extreme weather patterns of Colorado's Front Range. This new facility is home to the City's Public Works, Streets, Facilities & Fleet Maintenance, Parks, & Open Space departments. The design includes 20 years of growth expectations for staff, vehicles, & equipment to ensure it does not become overcrowded and obsolete. It conforms to the stringent design requirements of the Colorado Technology Center. Stantec served as the prime consultant to the City for this project. **Key Staff:** Ken Anderson, Rachel Bannon-Godfrey, Rachel Fitzgerald

### City of Loveland Service Center | Loveland, Colorado

The new \$13M, 77,178 sf facility is designed to have a minimum 50 year lifespan and to improve the City's bottom line through increased efficiencies in PW operations. Daylight is delivered to all interior shops, administrative, and training room spaces. High efficiency is achieved through the use of insulated precast concrete wall panels, radiant heating, and modular workstations with minimal private offices. **Key Staff:** Ken Anderson, Rachel Bannon-Godfrey, Rachel Fitzgerald

### Petersburg Public Works Combined Operations Facility Petersburg, Virginia

The project consisted of multi-building and multi-agency programming, master planning and design development, resulting in the conceptual design of a new \$5 million dollar, multi-agency facility. The primary tasks included designing a new Administration and Operations Building,

renovating and addition to the Fleet Maintenance Building including a new Wash Building, and complete site revisions including relocating storage bins, salt bins, yard storage, and revising the circulation and parking areas.

**Key Staff:** Ken Anderson, Rachel Bannon-Godfrey

### Greenwood Village Public Works Facility Greenwood Village, Colorado

The existing administration/fleet maintenance building was remodeled to include expanded administration/office spaces; traffic control; separate and distinct crew areas; a large, dividable multi-purpose room; exercise room with showers and lockers; heated vehicle storage for the crews; and expanded wood, metal and paint shops to help meet the bigger role the city wishes to play in community events and fairs. New structures on the site include a fleet maintenance building, ice slicer storage building with auger delivery and dispensing systems, and covered bin storage for parks and parking canopies. The master plan allows for phased construction to maintain existing operations during construction. **Key Staff:** Ken Anderson

### Washington Gas Fleet Maintenance Facility Rockville, Maryland

The 22,000 sf program includes new locker room/restroom spaces for men and women, a Fitness Center, a new vehicle repair garage with larger work bays, and a wash bay for the vehicles. The sloped roof form allows for mitigation and exhaust of CNG at the highpoint, reducing the amount of required ductwork, while providing the ideal angle for PV panels that attach to the standing seam metal roof. The project also involved renovating the existing building to provide insulation along the roof line, upgrade finishes including painting, new flooring, and acoustical ceiling tiles, renovating the break room, and adding a Drug Test Restroom. The facility remained in operation during construction. **Key Staff:** Ken Anderson, Korey White, Rachel B-G, Nancy Hughes-Allen



↑ Loveland Service Center



Tab 5  
Management Approach/  
Project Control



↑ Greenwood Village Public Works Facility

# Project Management Approach/ Project Control

Since 1954 Stantec has worked with clients in Southwest Florida, assisting them in site selection and analysis, site planning and permitting services. From planning to survey, and design to permitting, we have helped hundreds of clients bring their visions to life. The City of North Port now finds itself in a situation where it has simply outgrown its current location and needs to relocate its Utilities Administration and Warehouse functions while looking to the future to make sure that the parcel selected will allow for organic growth well into the future.

In advance of this RFP being published, Stantec reviewed prior studies including the Program and Space Needs Analysis performed by ADG in 2008. We also performed a site visit on January 16th and met with Utilities staff to discuss current challenges and needs. It is clear from our visit that the Utility department is making due with their present condition, but current operations are being hampered by this site size and location and certain exposures such as equipment exposed to the elements, and the building integrity where files are stored are of significant concern. Additionally, operational issues such as drive time due to adjacent school zones are impacting operations and efficiency. While the current site could be re-developed to be more efficient in its layout and operation capabilities, this would be 'throwing good money after bad' since the site does not allow for future expansion which will be necessary for operations.



↑ City of North Port Utilities Complex Site

Understandably, the City has proposed a very aggressive timeframe for completion of site analysis and design services and Stantec is responding accordingly by running many items concurrently and proceeding within established parameters in the early stages so that the project can proceed as quickly as possible. In order to meet the City's timeline a clear project approach must be identified and followed. Listed below are the anticipated key tasks that are required to successfully deliver a project that meets the current and future needs of the City of North Port.

## Task 1: Site Analysis

Using the information provided in the 2008 ADG report, preliminary site identification and analysis can begin immediately. The site selection parameters will be further refined in Task 2 below but by broadening the search parameters initially, we can get started and narrow the search as additional parameters are developed. This Task will involve both land use Planning and GIS skill sets and will be led by Tim Hancock, AICP and James Hale, GISP.

Initially, our team will meet with Utilities staff to further refine site selection parameters beyond what is con-

tained in the 2008 report. We will then create a matrix of considerations, each becoming a search field for our GIS team to apply. Using the latest technology combined with available maps and resources, our GIS group will then begin to apply the list of parameters to identify potential properties that meet the minimum established criteria. Properties that are currently zoned for the intended use will be prioritized but properties that may be eligible for rezoning and are appropriate as to location and size from a compatibility standpoint may also be considered. Stantec will then review the initial list of properties with Utilities staff and determine if further refinement of search parameters is warranted.

Once the City is comfortable with the final search parameters, a desktop analysis of each parcel will be performed and a parcel by parcel preliminary written evaluation will be developed by Stantec. Should the City wish to present this information to the City Council, Stantec will prepare the presentation materials for this purpose under Task 3 below.

### **Task 2: Preliminary Programming & Site Layout Options**

Our team will begin this phase of the project by reviewing any initial programming, or planning information completed to date. Project information, schedules, budgets and priorities can be fluid, so although an extensive amount of work has no doubt been done already, we will review it with 'fresh eyes', and through interactive discussion and collaboration look for ideas can be improved to create the best facility possible for the needs of the City.

### **Space Needs Programming**

Stantec's Industrial Designer specialists will lead the space needs review and programming task. Key tasks will include:

### **Equipment Programming Review**

A Draft Facility/Space Needs Program will be prepared for all the facilities which will include the space needs, a narrative description of the major functions, adjacencies, and other requirements for each space. We will review this draft with you in one or more review meetings with staff and users and deliver a Final Report before moving on to the next task.

### **Site Master Planning**

The site master planning task will again begin with a review of any information the City may have developed to date, that will relevantly inform our decisions and solutions going forward. Our first interactive charrette/workshop begins here, and the process will generally proceed as follows:

The Stantec team will convene in Nort Port and conduct a charrette to identify key considerations from the City that will drive development towards a Preferred Site Plan option for current and future phases. Over the course of multiple days, our team will develop alternative plans which we will pin up on the walls and discuss the merits and challenges of each. Pin-up/review sessions with the

users will be conducted for a couple of hours each day during the work session.

### **Phasing (Consideration for Future Growth)**

The goal of this project is to develop, design and deliver a campus of buildings that will improve and serve the City's current and future public work's needs for the next hement may outweigh the current available funding. Our team needs to design a functional and highly efficient project now, that may be operated for many years before the next phase is constructed. Our team will develop a phasing plan so that, depending on the ultimate funding schedule for future needs, these components can smoothly grow onto the site with minimal or no disruption to current operation, and in such a way so that the utility users will ultimately be able to work most efficiently and effectively together.

### **Task 3: Final Site Selection**

Bringing the work product of Task 1 together with Task 2, Stantec will combine the list of potential sites with the existing and future programming and operational needs of the Utility to create a preferred list of target sites for consideration by the City. This is a key juncture and will included the following considerations at a minimum in our analysis:

- City owned properties vs. privately held properties
- Zoning in place vs. Rezoning required
- Availability of City Utilities to the site
- Compatibility with adjacent properties
- Centralized Location (drive time studies may be preformed to and from key locaitons)
- Ease of access
- Site Elevation and Flood Zones
- Historical and Archaeological History
- Presences of wetlands and/or protected species
- Potential site acquisition costs, if known

The above information will be factored into a scoring matrix and a report and summary suitable for public presentation will be prepared. Working closely with City Staff, Stantec will assist in delivering a site selection analysis and recommendation to the City Council for review and approval.

### **Task 4: Site Acquisition**

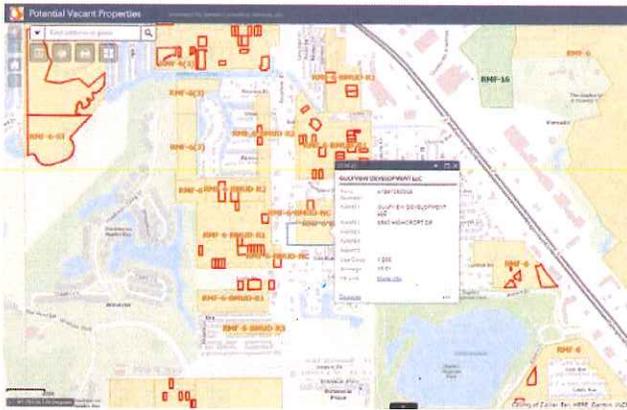
Based on City Council direction, Stantec will assist the City in Site acquisition where required, whether via internal transfer of property or acquisition of private property. Depending on the conditions pre-requisite to acquiring the appropriate site, the project schedule may be affected significantly by this task. As a result, Stantec will only proceed with Task 5 once the City has authorized proceeding with site specific design and building design.

## Task 5: Site Layout and Preliminary Design

### Conceptual Building Design

#### Learning from Past Work

The Stantec team will commence conceptual design work associated with the Preferred Option by again utilizing the design charrette process. The spatial relationships our team developed on past projects will be used to inform and speed the development of your facility. Although specifics will change because your facility is unique to your operation, much of the operational decision-making behind the spatial relationships can remain. ***Our team does not need to 'learn on the fly', and can utilize our institutional knowledge to help you make good decisions.***



↑ GIS Based Webmap Exercise

### Conceptual Design Charrette – A Fresh Look

During this charrette the team will explore various alternative functional building layouts and approaches to the Utility Complex design, and then again conduct daily review sessions throughout the week with your staff and/or users to review and gather additional input. This input will lead to the development of the more detailed spatial adjacencies between each user group within the building layout, the operational processes favored to enhance communication and efficiency, and the flow of the facility. Our team will develop initial architecture for each building that will make the complex not only a functional success, but a point of pride for the City and a desirable working environment for the employees.

### Development of a Conceptual Design

Following the charrette, the entire design team will develop the design, engaging all engineering disciplines in an integrated design process. The work will be prepared in 3D Revit and will fix the size and design character of the building(s) and site work. As part of this process various studies on the layout and exterior façade design will be conducted and reviewed with the City before finalizing design in this phase.

### Sustainability Charrette

Stantec will lead a workshop specifically to identify sustainable strategies appropriate for the facility. The

workshop will be attended by our major systems consultants and we will review opportunities for water, energy, and material conservation in the context of each of the buildings. We will review the opportunities for on-site power generation and co-generation systems that can serve the entire site, along with other strategies we've employed in other facilities that are well-suited for this type of facility.

### Public Presentations

Stantec will develop presentation documents and participate with the city staff in presenting the project to the City Council, City Review Staff and other agencies for this project. We anticipate working together with the City representative during these meetings.

### Budgeting

As the design is developed in this phase, we will take a cost-effective approach to material selection, and use industry standards from quality manufacturers. Concentrating on building systems and components, and striving to find more cost-effective solutions, we follow an analytic process of selectively determining a series of alternatives for the project. The materials we choose are also low maintenance and sustainable. The attention to minimal upkeep reduces future maintenance costs.

At the conclusion of Task 1, the Stantec team will deliver to the City a Report that includes:

- Space Needs Assessment and Facility Program
- Facility and Site Master Plan
- Building Conceptual Design (including renderings)
- Project Opinion of Probably Cost (Cost Estimate)

### Task 6: Site Permitting

Our local Site Civil and Design team will be working closely with the project architects in task 5 to ensure that appropriate accommodations are made for site utilities, drainage and water management, paving and grading plans, fire service, and additional site development related elements to provide for a smooth transition into the site development permitting phase. Depending on the site that is selected for development, permits at a minimum may be required from the following:

- South Florida Water Management District – ERP
- Army Corps of Engineers (wetland impacts or impacts to listed species or habitats)
- City of North Port – Development Order / Major Site and Development
- City of North Port – Land Clearing Permit (if applicable)
- City of North Port – Right of Way permit
- FDEP – Water and Wastewater Connections

Utilizing our experienced land development practice engineers from our Sarasota office, our team will meet with the City's review staff to discuss the project in advance of the filing of any applications and identify potential issues early in the design process. We will then apply our many decades of land development design engineering skills to obtain the necessary Development Orders in order to commence site construction in a timely and efficient manner.

### **Task 7: Final Design and Construction Administration Services**

#### **30% Schematic Design**

The team will field verify existing visible conditions of the project and the Conceptual Design assumptions and Owner's Project Requirements (OPR). Next steps will include updating the CAD/Revit model if required. While working collaboratively with the City project team, we will develop design concepts and standards to be utilized throughout the project, providing 3D concept images to help illustrate the design.

#### **60% Design Development**

By this stage, the overall concept of the facility will be established. Our team will proceed by working on verifying the conceptual systems and assumptions through specifying products, materials, systems sizes and constructability of the building. We will verify decisions made in schematic design, including:

- Building space allocations
- Operational adjacencies
- Systems sizing, space requirements, and access
- Site security and technology controls
- Building controls

Our Stantec Sarasota office, will increase their participation with their local knowledge of the building market, and constructability techniques. Additional tasks and deliverables will include: lighting fixture selection, finish materials defined, and all systems sized, fully defined, and located to ensure space, access, and maintenance ease. The design development documents will include general interior finish notes for contractor budgetary pricing.

#### **90% and 100% Construction Documentation**

Prior to commencing with the construction documentation phase, we will have sign-off from the City on the design and cost estimate of the project from the Design Development phase submittal, including any value engineering modifications selected. Stantec will continue coordination with the consultant team to make sure all disciplines are fully coordinated, including fire protection and the security system. All the consultants will be fully engaged in project delivery and coordination. We will hold weekly phone coordination meetings. Our team focus will be in finalizing the detailed design of the

project to prepare for the Bidding/Permitting Phase and the addition of the contractor to the project.

#### **Key Deliverables**

- Construction/Permit Drawings and Specifications
- Final Equipment List
- Final Finish Boards
- Updated Cost Estimate
- All associated documentation

#### **Contractor Pricing Phase**

Our team will support the City with each of the task items associated with this stage of the project. We will coordinate the permit submission, response to comments, and resubmissions with the City.

As a part of bid support, Stantec's Sarasota office will attend pre-bid, pre-proposal, and bid-opening conferences to answer specific questions from bidders related to the contract documents and/or project scope. Additionally, the team will provide support to the City in evaluating bids. Typically, assistance is provided in the form of comparing scopes and proposed alternates or exclusions outlined by bidders.

#### **Task 8: Construction Contract Administration Phase**

During construction, the role of the design team is vital in overseeing the execution of the project in adherence to the schedule, provision of required deliverables, and leverage compensation to ensure delivery. It is important the core design team's institutional knowledge built through the design process be carried through the execution of the construction.

Fawley Bryant will perform Construction Administration services for the buildings during construction and will be involved with building plan QA/QC.

Stantec's Sarasota office will lead the construction support services combining both our specific expertise and our local availability. We will continue to service this phase of the project with a senior-level architect and will include appropriate engineer leads at weekly and bi-weekly Owner Architect Contractor meetings. These would be in conjunction with the contractor on site. Following each visit, a field observation report will be prepared and submitted to the OAC team, which will note the progress of the work and any observed deficiencies that should be corrected.

*\*Please refer to Tab 8 Additional Information for Cost Control and Schedule.*



Tab 6  
References



↑ Denver Water Operations Complex Redevelopment

# References

## City of Harrisonburg, Public Transit Department

**Client:** City of Harrisonburg  
**Contact:** Reggie Smith  
 Director of Public Transportation  
 475 E. Washington St.  
 Harrisonburg, VA 22802  
**Office:** 540.432.0496  
**Email:** Steve.Padgett@Fawley-Bryant.com  
**Start:** 2011  
**Completion:** 2014  
**Cost:** \$16M

## Madison-Nakoosa Trail Fleet, Fire, and Radio Shop Facility | City of Madison

**Client:** City of Madison, Department of Public Works  
**Contact:** Jim Whitney  
 City Architect  
 210 Martin Luther King Jr. Blvd.  
 Madison, WI 53703  
**Office:** 608.266.4563  
**Email:** JWhitney@cityofmadison.com  
**Start:** 2013  
**Completion:** Ongoing  
**Cost:** \$28M (estimated)

## The Greene Apartments at Lakewood Ranch, Manatee County, Florida

**Client:** BREC Development, LLC  
**Contact:** Steven Hydinger  
 2101 Highland Ave  
 Suite 110  
 Birmingham, AL 35205  
**Office:** 205.639.5070  
**Email:** stevenh@brecdevelopment.com  
**Start:** 2017  
**Completion:** 2018  
**Cost:** \$50M

## The Greene at Lakewood Ranch Commercial, Manatee County, Florida

**Client:** Tavistock Development Corporation  
**Contact:** John Pottinger  
 Director of Commercial Development  
 6900 Tavistock Lakes Blvd. #200  
 Orlando, FL 32827  
**Office:** 407.313.1936  
**Email:** jpottinger@tavistock.com  
**Start:** 2016  
**Completion:** 2018  
**Cost:** \$14M+/-

## Durham Water Mist Lake Facility

**Client:** City of Durham, Department of Public Works  
**Contact:** Steven Hicks  
 Director, General Services Department  
 2011 Fay Street  
 Durham, NC 27704  
**Office:** 919.560.4197  
**Email:** Steven.Hicks@durhamnc.gov  
**Start:** 2013  
**Completion:** Ongoing  
**Cost:** \$84.5M (estimated)



Tab 7

Litigation and Insurance

Tab 7 - Litigation and Insurance



↑ Durham Water Mist Lake Facility

# Litigation and Insurance

## Litigation

There are no unsatisfied judgments or arbitration awards outstanding against Stantec. Stantec does have some legal proceedings, lawsuits, or claims pending. These are a normal part of professional services industries. All have been reported to Stantec's insurers who are in the process of adjusting/managing them. None will have a material effect on the financial position of the company or its ability to undertake this assignment. Perhaps of greater comfort to our clients is the fact that Stantec seeks to deal with client concerns and claims promptly and fairly through its Risk Management group. As a public company, Stantec has substantial assets and maintains a high professional liability insurance limit. Stantec's claims history has resulted in relatively low insurance premiums when compared with firms of similar size and character.

## Insurance

The following page includes Stantec's insurance forms.

**ACORD** CERTIFICATE OF LIABILITY INSURANCE

DATE ISSUED: 4/29/2017

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 INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) 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: Lockton Companies  
444 W. 47th Street, Suite 900  
Kansas City, MO 64112-1936  
(816) 960-5000

INSURED: STANTEC CONSULTING SERVICES INC.  
1415077 8211 SOUTH 48TH STREET  
PHOENIX, AZ 85044

COVERAGES: CERTIFICATE NUMBER: 14193567 REVISION NUMBER: XXXXXXX

TYPE	TYPE OF INSURANCE	INSURANCE CLASSIFICATION	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	COVERAGE	LIMITS
A	COMMERCIAL GENERAL LIABILITY	CLAMS MADE	610241704	5/1/2017	5/1/2018	EACH OCCURRENCE MEDICAL EXPENSE PROPERTY DAMAGE BODILY INJURY ADVERTISING PRODUCTS-COMPLAINT	2,000,000 1,000,000 1,000,000 1,000,000 1,000,000 2,000,000
B	AUTOMOBILE LIABILITY	ANY AUTO OWNED LEASED OTHER	TC33-CAP-880916 T33-AP-327820	5/1/2017	5/1/2018	OPERATOR'S LIABILITY BODILY INJURY PROPERTY DAMAGE MEDICAL EXPENSE	1,000,000 1,000,000 1,000,000 1,000,000
C	UMBRELLA EXCESS LIABILITY	EXCESS LIMIT	A0C918467	5/1/2017	5/1/2018	EACH OCCURRENCE ADVERTISING	5,000,000 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	EMPLOYERS LIABILITY	TC33-AB-888932 (ACS) T33-AB-888932 (ACS) EXCEPT FOR OHIO WA WA Y	5/1/2017	5/1/2018	EL BODILY INJURY EL MEDICAL EXPENSE EL DEATH-BENEFIT EL DISABILITY-BENEFIT	1,000,000 1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES ACORD 104, Additional Permits Schedule, may be attached if more space is required) FOR INFORMATIONAL PURPOSES ONLY.

CERTIFICATE HOLDER: 14193567 TO WHOM IT MAY CONCERN

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

AUTHORIZED REPRESENTATIVE: *Jessie M. Ansell*

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**ACORD** CERTIFICATE OF LIABILITY INSURANCE

DATE ISSUED: 10/16/2017

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 INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) 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: Lockton Companies  
444 W. 47th Street, Suite 900  
Kansas City, MO 64112-1936  
(816) 960-5000

INSURED: STANTEC CONSULTING SERVICES, INC.  
1414100 8211 SOUTH 48TH STREET  
PHOENIX, AZ 85044

COVERAGES: CERTIFICATE NUMBER: 14756363 REVISION NUMBER: XXXXXXX

TYPE	TYPE OF INSURANCE	INSURANCE CLASSIFICATION	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	COVERAGE	LIMITS
A	COMMERCIAL GENERAL LIABILITY	CLAMS MADE	NO APPLICABLE			EACH OCCURRENCE MEDICAL EXPENSE PROPERTY DAMAGE BODILY INJURY ADVERTISING PRODUCTS-COMPLAINT	1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000
B	AUTOMOBILE LIABILITY	ANY AUTO OWNED LEASED OTHER	NO APPLICABLE			OPERATOR'S LIABILITY BODILY INJURY PROPERTY DAMAGE MEDICAL EXPENSE	1,000,000 1,000,000 1,000,000 1,000,000
C	UMBRELLA EXCESS LIABILITY	EXCESS LIMIT	NO APPLICABLE			EACH OCCURRENCE ADVERTISING	5,000,000 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	EMPLOYERS LIABILITY	NO APPLICABLE			EL BODILY INJURY EL MEDICAL EXPENSE EL DEATH-BENEFIT EL DISABILITY-BENEFIT	1,000,000 1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES ACORD 104, Additional Permits Schedule, may be attached if more space is required) FOR INFORMATIONAL PURPOSES ONLY.

CERTIFICATE HOLDER: 14756363 TO WHOM IT MAY CONCERN

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

AUTHORIZED REPRESENTATIVE: *Jessie M. Ansell*

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Tab 8

Additional Information



↑ Greenwood Village Public Works Facility

# Additional Information

## Project Schedule

Task	Months									
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Task 1: Site Analysis										
Task 2: Preliminary Programming and Site Layout Options										
Task 3: Final Site Selection										
Task 4: Site Acquisition			*							
Task 5: Site Layout and Preliminary (Conceptual) Design										
Task 6: Site Permitting (1)										
Task 7: Final Design (SD, 60%, 90%, 100%)										
Task 8: Bidding and Construction Services									**	‡

\* Final Site Selection time may vary depending on whether site acquisition is required. This may delay the start of Task 5 - Site Layout and Preliminary Design. We don't anticipate the duration of Tasks 5-8 to change.

1 Assumes no ACOE permits for wetland/species impacts

\*\* We anticipate submitting for Building Permit between the 60% and 90% design stages.

‡ Construction Services will continue for the duration of the project

### Managing Construction Cost and Schedule Control

Cost control should never be an “end of phase” activity. Truly effective cost control starts by setting a target and includes everyone on the team. To provide accurate cost estimates, a thorough understanding of the global, national and local markets for material commodities, material availability, labor availability, material costs and specific drivers—which can and do affect the cost of a project—must be tracked and known. Stantec has available to the project team of certified estimators that will play an integral part to delivering cost effective solutions.

A large part of controlling both design and overall construction costs is in managing the project schedule. As one of the first items, a schedule will be established jointly by the City and the design team, which identifies the design and planning tasks to be completed in each phase and the expected result. It is the design team’s intention to document the conclusion for each identified phase, which delineates, in detail, the development of

the project, its schedule, and refinement of the proper budget.

**Project Communication is key to managing cost and schedule.** Brief weekly meetings and bi-weekly progress meetings with the City are important to monitor cost, schedule and review goals. These meetings are used to determine team member progress on specific tasks, evaluate progress in terms of scope compliance, facilitate integration of results, review schedule timeliness, and identify issues so that you are fully informed and address them before they can impact the project. Should the schedule or project require more regular meetings, we will communicate this need to your project manager.

### Building Information Modeling (BIM)

Another key component to cost and schedule control is the use of BIM software. The Stantec Team began using BIM software in 2002 and has been fully committed to building information modeling (BIM) since 2006, using Revit Software for all our projects, and have delivered

over two dozen vehicle maintenance projects, specifically, with this design method and software. Our entire team utilizes 3D BIM with the following software platforms:

- Architecture – Revit Architecture 2018
- Structure – Revit Structures
- Mechanical – Revit MEP
- Electrical – Revit MEP
- Plumbing – Revit MEP
- Equipment & Piping – Revit
- Civil – AutoCAD Civil 3D (Revit Compatible)
- Coordination & Collision Check – Navisworks

Implementing this software allows the team to build a virtual prototype of the building and test it for collision points or coordination problems before they become construction issues. With the BIM process, each team member models their portion of the project. These discipline models are shared with all team members and assembled into one model, which reduces coordination issues.

#### **Recent Projects Demonstrating Cost Control**

Construction cost begins with quality construction documents and knowledge of local conditions. Our local offices and national expertise with Public Works Facilities allow us to develop a team of highly qualified designers that produce clear, concise construction drawings. The clarity of these drawings has a positive effect on the bid prices received.

#### **Design Quality Control**

Our integrated design team holds ourselves to an exceptionally high standard of professional excellence. We have established effective quality assurance and quality control (QA/QC) protocols that are implemented on all our projects.

Stantec has a formal quality management system in use across the organization which is registered to the ISO9001:2000 Quality Management standard. The quality management system promotes quality practices across the organization with the goal of:

- Reducing risk and consequences of design errors
- Helping us grow by promoting reliable processes
- Improving productivity and efficiency
- Promoting the quality and reliability of our services
- Improving the financial performance of our operations
- Increasing client confidence and loyalty
- Supporting regulatory compliance

With a strong team of experts in a variety of disciplines, QA/QC is built in at multiple stages of the project and engages people not involved in the day-to-day activities of the project assignments. At Stantec, we commit to excellence in everything we do. We believe this helps us keep projects on budget and schedule.

Independent QC Reviews are conducted at the conclusion of each primary design phase or milestone (SD, DD, and 90% CD) by a senior technical architect or engineer. This is considered Level 1 QC Review. A formal checklist is filled out and then back-checked at the next review and shared with each team member and the client. The checklist is used on all of our projects and is consistently updated based on best practices, revised code requirements cost issues and lessons learned.

#### **Change Orders**

Through proper analysis and extensive experience in this practice area, Stantec works to minimize or eliminate change orders throughout the life of the project. Our goal is to have zero change orders. Our internal QA/QC process along with regular meetings and communications with the client and the CM will result in maintaining both the project schedule and the project budget.

Construction issues can stem from a variety of sources, ranging from errors on plans to changes of conditions in the field from those anticipated, to the selection of a poor contractor. Each project and each problem have its own set of options and constraints for resolution. Limiting change orders starts at the beginning of the design phase, and continues throughout the contractor's final completion. Strategies that Stantec regularly implements to help alleviate unforeseen costs during construction include:

- Performing constructability reviews at multiple stages of the project design utilizing our locally qualified construction project managers and inspection staff.
- Providing project-specific technical specifications instead of generic, standard documents
- Ensuring the team is very familiar with the City's front-end documents and standards as well as the project's technical specifications prior to the start of construction.

Addressing any field problem during construction as quickly as possible to avoid it becoming a larger or more expensive one.



Tab 9

Submission Requirements  
and Required Submittal Forms



**STATEMENT OF ORGANIZATION**  
**(Information Sheet for Transactions and Conveyances Corporation Identification)**

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

Name of Respondent: Stantec Consulting Services Inc.

DBA (if any): \_\_\_\_\_

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): Corporation

Business Address: 5172 Station Way

Sarasota FL 34233

Phone: 941.225.6177 Fax: 941.366.1922

E-Mail stephen.maceachern@stantec.com

Print Name and Title of person authorized to bind: Ken Anderson, AIA, LEED AP

Federal Identification Number: 11-2167170

Signature: 

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

(Please Check One)

Is this a Florida Corporation:  Yes or  No

If not a Florida Corporation,

In what state was it created: New York

Name as spelled in that State: Stantec Consulting Services Inc

What kind of corporation is it:  "For Profit" or  "Not for Profit"

Is it in good standing:  Yes or  No

Authorized to transact business  
in Florida:  Yes or  No

State of Florida Department of State Certificate of Authority Document No.: F01000005948 (*official Florida Certificate of Good Standing on following page*)

Does it use a registered fictitious name:  Yes or  No

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

# *State of Florida*

## *Department of State*

I certify from the records of this office that STANTEC CONSULTING SERVICES INC. is a New York corporation authorized to transact business in the State of Florida, qualified on November 14, 2001.

The document number of this corporation is F01000005948.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on February 16, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fourteenth day of July, 2017*



*Ken DeFina*  
*Secretary of State*

Tracking Number: CU5846651140

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

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

REQUEST FOR PROPOSAL NO. 2018-40  
PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES FOR  
SITE SELECTION AND DESIGN SERVICES FOR UTILITIES ADMINISTRATION AND WAREHOUSE FACILITIES

Names of Officers: (official list of Stantec Consulting Services Inc. Officers on following page)

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_ Director: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Corporation (As used in Florida):

Stantec Consulting Services Inc.

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

10160-112 Street

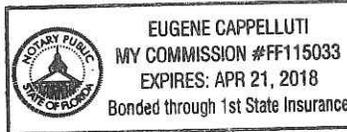
Edmonton AB T5K 2L6

STATE OF

Florida

COUNTY OF

Hillsborough



Sworn to and subscribed before me this 14<sup>th</sup> day of March, 2018, by Ken Anderson who  is personally known to me or  has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: Eugene Cappelluti

Commission No: FF115033

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

# STANTEC CONSULTING SERVICES INC.

## DIRECTORS:

Scott L. Murray  
Jeffrey P. Stone

## OFFICERS:

President	Gordon A. Johnston
Executive Vice President & Chief Operating Officer	Scott L. Murray
Executive Vice President & Chief Business Officer	Valentino DiManno
Executive Vice President and Chief Practice and Project Officer	Steve Fleck
Executive Vice President	W. Paul Allen
Executive Vice President	David G. Barnes
Executive Vice President	Leonard Castro
Executive Vice President	Carl Clayton
Executive Vice President	Marshall W. Davert Jr.
Executive Vice President	Michael A. Kennedy
Executive Vice President	Blair M. Lavoie
Executive Vice President	Stuart E. Lerner
Executive Vice President	Kirk M. Morrison
Executive Vice President	Eric Nielsen
Executive Vice President	Catherine Schefer
Executive Vice President	Robert Seager
Executive Vice President	Stanis I.R. Smith
Executive Vice President	Russ Wlad
Senior Vice President & CEO - Engineering	Brian Larson
Senior Vice President & CIO	Chris McDonald
Senior Vice President	John Adams
Senior Vice President	Paul J.D. Alpern
Senior Vice President	Richard Andrachek
Senior Vice President	Donald W. Armour, Jr.
Senior Vice President	Jamie Bagan
Senior Vice President	Donal J. Bassett
Senior Vice President	Clayton A. Bock
Senior Vice President	Patrick G. Corser
Senior Vice President	Paul J. DeKeyser
Senior Vice President	Nigel Denby
Senior Vice President	Benjamin Emerson
Senior Vice President	Mario Finis
Senior Vice President	Reno Fiorante
Senior Vice President	Joseph Geller
Senior Vice President	Anton Germishuizen





**REFERENCES/CLIENT LISTING**

(The firm shall provide a minimum of five (5) business related references for which they are currently providing or have provided within the last ten (10) years, services similar to the scope of services required by this RFP). Attach additional sheets if necessary.

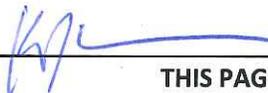
1. Business/Customer Name: City of Harrisonburg Public Transit Department  
Name of Contact Person/Title: Reggie Smith; Director of Public Transportation  
Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Reggie.Smith@harrisonburgva.gov  
Address 475 E. Washington St., Harrisonburg, VA 22802  
Phone Number 540 432-0496  
Duration of Contract or business relationship 2011 - 2014  
Type of Services Provided Programming, Master Planning, Architecture & Interior Design

2. Business/Customer Name: City of Madison, Department of Public Works  
Name of Contact Person/Title: Jim Whitney; City Architect  
Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail jwhitney@cityofmadison.com  
Address 210 Martin Luther King Jr. Blvd., Madison, WI 53703-3342  
Phone Number (608) 266-4563  
Duration of Contract or business relationship 2013 - present  
Type of Services Provided Programming, Master Planning, Architecture, Interior Design & Sustainability Consulting

3. Business/Customer Name: City of Durham, Department of Public Works  
Name of Contact Person/Title: Steven Hicks; Director, General Services Department  
Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Steven.Hicks@durhamnc.gov  
Address 2011 Fay Street, Durham, NC 27704  
Phone Number (919) 560-4197  
Duration of Contract or business relationship 2013 - present  
Type of Services Provided Programming, Master Planning, Architecture, Interior Design & Sustainability Consulting

COMPANY NAME: Stantec Consulting Services Inc

SIGNATURE: \_\_\_\_\_



**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**REQUEST FOR PROPOSAL NO. 2018-40**  
**PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES FOR**  
**SITE SELECTION AND DESIGN SERVICES FOR UTILITIES ADMINISTRATION AND WAREHOUSE FACILITIES**

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4. Business/Customer Name: Tavistock Development Corporation  
Name of Contact Person/Title: John Pottinger, Director of Commercial Development  
Telephone# 407.313.1936 Fax NA E-mail jpottinger@tavistock.com  
Address 6900 Tavistock Lakes Blvd. #200 | Orlando, FL 32827  
Phone Number 407.313.1936  
Duration of Contract or business relationship Two years  
Type of Services Provided Site civil design and permitting for The Green at Lakewood Ranch Commercial

5. Business/Customer Name: Fawley Bryant Architecture  
Name of Contact Person/Title: Steve Padgett, Principal  
Telephone# (941) 343-4070 Fax NA E-mail steve.padgett@Fawley-Bryant.com  
Address 5391 Lakewood Ranch Blvd. N., Suite 300, Sarasota, FL 34240  
Phone Number (941) 343-4070  
Duration of Contract or business relationship 2017 - present  
Type of Services Provided Site civil design and permitting for the Atlanta Braves spring training complex

COMPANY NAME: Stantec Consulting Services Inc

SIGNATURE: 

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**DRUG FREE WORKPLACE FORM**

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that Stantec Consulting Services Inc. does:  
(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. 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.

**Check one:**

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

  
\_\_\_\_\_  
Offeror's Signature

3/9/18  
\_\_\_\_\_  
Date

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

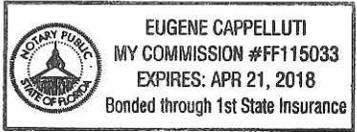
I, Ken Anderson, AIA, LEED AP, being an authorized representative of the Respondent, Stantec Consulting Services Inc., located at 1600 Wilson Blvd, Suite 360  
City: Arlington State: VA Zip Code: 22209, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: [Signature] Date: 3/9/18

Telephone #: 571.290.7680 Fax #: 303.292.0845

Federal ID #: 11-2167170

STATE OF Florida  
COUNTY OF Hillsborough



Sworn to and subscribed before me this 14<sup>th</sup> day of March, 2018, by Ken Anderson who  is personally known to me or  has produced his/her driver's license as identification.

[Signature]

Notary Public - State of Florida

Print Name: Eugene Cappelluti

Commission No: FF115033

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REQUEST FOR PROPOSAL NO. 2018-40  
PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES FOR  
SITE SELECTION AND DESIGN SERVICES FOR UTILITIES ADMINISTRATION AND WAREHOUSE FACILITIES

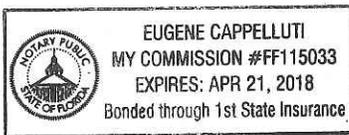
NON-COLLUSIVE AFFIDAVIT

State of Florida  
County of Hillsborough } SS.

Before me, the undersigned authority, personally appeared:  
Ken Anderson, PE, LEED AP who, being first duly sworn, deposes and says that:

1. He/She is the Representative (Owner, Partner, Officer, Representative or Agent) of Stantec Consulting Services Inc., the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this 14<sup>th</sup> day of March, 2018.



By: [Signature]  
Ken J. Anderson  
(Printed Name)  
Principal  
(Title)

STATE OF Florida  
COUNTY OF Hillsborough

Sworn to and subscribed before me this 14<sup>th</sup> day of March, 2018, by Ken Anderson who  is personally known to me or  has produced his/her driver's license as identification.

Notary Public - State of Florida  
Print Name: Eugene Cappelluti  
Commission No: FF115033

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LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF Florida

COUNTY OF Hillsborough

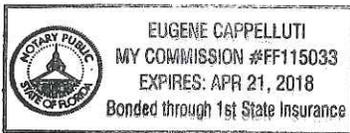
This \_\_\_\_\_ day \_\_\_\_\_ of 2018

Ken Anderson, AIA, LEED AP, being first duly sworn, deposes and says that he or she is the authorized representative of Stantec Consulting Services Inc. (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signed, sealed and delivered this 9<sup>th</sup> day of March, 2018.



By: [Signature]  
Ken J. Anderson  
(Printed Name)  
Principal  
(Title)

STATE OF Florida  
COUNTY OF Hillsborough

Sworn to and subscribed before me this 14<sup>th</sup> day of March, 2018 by Ken Anderson who  is personally known to me or  has produced his/her driver's license as identification.

[Signature]  
Notary Public - State of Florida  
Print Name: Eugene Cappelluti  
Commission No: FF115033

THIS PAGE MUST BE SUBMITTED WITH BID

**CONFLICT OF INTEREST FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

- I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position Or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_
- Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_
- None Of The Above

**PART II:**

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: Stantec Consulting Services Inc.

SIGNATURE: Steph M. E.

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

DISCLOSURE FORM  
FOR  
CONSULTANT/ENGINEER/ARCHITECT

Please select (only) one of the following three options:

Our firm has no actual, potential, or reasonably perceived, **financial\*** or **other interest\*\*** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial\*** or **other interest\*\*** in the outcome of the project as described here: \_\_\_\_\_.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:  
\_\_\_\_\_.

Our firm has an actual **financial\*** or **other interest\*\*** in the outcome of the project as described here:  
\_\_\_\_\_.

**\*What does "financial interest" mean?**

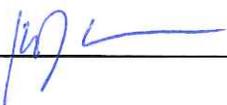
If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm's findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

**\*\*What does "other interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm's findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

**BUSINESS NAME:** Stantec Consulting Services Inc.

**NAME (PERSON AUTHORIZED TO BIND THE COMPANY):** Ken Anderson, AIA, LEED AP

**SIGNATURE:**  **DATE:** 3/9/18

END OF PART III

