



CITY COMMISSION MEETING CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, May 24, 2022
6:00 PM

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING

1. **Presentations -**
 - a. LGBTQ Pride Month Proclamation**
 - b. National Safe Boating Week Proclamation**
 - c. Recognition of Brian Peterson, EMT of the Year**
2. **Changes to the Agenda -**
3. **Audience Comments -**

Public participation is encouraged. If you wish to address the City Commission, please fill out a speakers card and provide it to the City Clerk. Once you are called, please come to the podium and state your name and address for the record. Comments shall be limited to 3 minutes and shall be limited to non-public hearing items on the current agenda. Public comment on agenda items will be allowed when that item is called. If you plan to make a presentation as part of your public comment, the presentation must be provided to the City Clerk 24-hours in advance of the meeting.
4. **Consent -**
 - a. May 10, 2022 City Commission Meeting Minutes**
 - b. Gulf Blvd Undergrounding Ph 1 Duke Streetlight Conversion**
 - c. Fire Station 22 Architecture Services Award**
5. **Action Items**
 - a. Citywide LED Streetlight Fixture Type Selection**

Citywide LED Light Conversion Project

Action Request: Motion to approve the 70-watt Amber LED fixture from Duke Energy for the Citywide LED Conversion project.

6. Items for Discussion -
7. City Clerk, City Manager, City Attorney and City Commission Reports -
8. Adjournment

APPEAL: In accordance with 286.0105, Florida Statute (Notices of meetings and hearings must advise that a record is required to appeal), if a person decides to appeal any decision made by this committee, board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AMERICANS WITH DISABILITIES ACT (ADA): In accordance with the Americans with Disabilities Act and Florida Statutes, if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact City Hall at (727) 367-2735.

PUBLIC COMMENT INSTRUCTIONS FOR THOSE NOT PHYSICALLY PRESENT:

The City has made accommodations for those who cannot be physically present, or do not feel comfortable appearing in person, due to COVID-19. If a member of the public would like to provide comments for the meetings, they may do so in the following ways:

- Email the City Clerk by 5:00 p.m. on the day of the meeting at cityclerk@stpetebeach.org
- Leave a voicemail message by calling **727.363.9225** by 1:00 p.m. the day of the meeting
- Upload or submit a video or audio file online by 1:00 p.m. the day of the meeting at <https://www.stpetebeach.org/PublicComment>

In your three (3) minute or less comment, please be sure to include your name and address for the record.

The public is cordially invited to attend this meeting.

All agenda material is available for review at City Hall or www.stpetebeach.org.

DRAFT
City Commission Meeting
May 10, 2022
6:00 p.m.

ELECTED OFFICIALS PRESENT:

Alan Johnson, Mayor
Chris Graus, Vice Mayor, Commissioner, District 1
Mark Grill, Commissioner, District 2
Ward Friszolowski, Commissioner, District 3
Melinda Pletcher, Commissioner, District 4

STAFF PRESENT:

Alex Rey, City Manager
Matthew McConnell, Assistant City Attorney
Amber LaRowe, City Clerk
Vince Tenaglia, Assistant City Manager
Jennifer McMahon, Chief Operating Officer
Michelle Gonzalez, Community Development Director

Mayor Johnson called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

1. PRESENTATIONS

- a. Head Recreation Coach Andria Nicholson, Parks and Recreation, presented Tynan Clark and Arianna Pauta with the “Good Citizen” Award for their consistent help, positivity, and being good role models to their peers.
- b. City Manager Bart Diebold, Pinellas Park, presented Andy Butterfield and Public Works staff with a plaque thanking them for their willingness to help during a tornado event in 2020.
- c. *(Added)* Fire Chief Jim Kilpatrick recognized EMT Brian Peterson who was recently awarded EMT of the Year by Pinellas County for his quick thinking and bravery assisting with a fire and rescue February 1, 2022.

2. CHANGES TO THE AGENDA

None.

3. AUDIENCE COMMENTS

None.

4. CONSENT

- a. City Commission Minutes: April 12th and April 26th

Motion: **Vice Mayor Graus moved, Commissioner Grill seconded, and the motion carried 5-0 to approve the May 10, 2022 Consent Agenda as presented by the City Manager.**

5. ACTION ITEMS

- a. **July 4th Fireworks Agreement**

Mrs. McMahon stated that Pyrotecnico was the only company that provided a proposal to the City for this year’s

4th of July Fireworks display; Pyrotecnico has been contracted with the City for the last three years for the fireworks show. This year's fireworks were planned to be shot off from the barge; however, it appears the barge will not be completed in time. The fireworks show will be shot from the East end of Corey Avenue. The Fire Department, Pinellas County Sheriff's Office, and staff agree with this location. Next year, staff hopes to have the barge ready to go for the event.

Motion: Commissioner Pletcher moved, Commissioner Grill seconded, and the motion carried 5-0 to authorize the City Manager to approve the fireworks proposal and enter into an agreement with Pyrotecnico for the 4th of July Fireworks in the amount of \$30,000.00

6. ORDINANCES

a. Final Reading Ordinance 2022-08: Parking Fines (Updates to Code of Ordinances Chapter 82)

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 82 – TRAFFIC AND VEHICLES, ARTICLE III – STOPPING STANDING AND PARKING; DIVISION 1 – GENERALLY, SECTION 82-135 – PARKING OF VEHICLES ON CITY RIGHTS-OF-WAY; DIVISION 2 – ENFORCEMENT, SECTION 82-172 – FINES FOR VIOLATIONS; DIVISION 3 – METERED PARKING, SECTION 82-201 – TIME LIMITS; SECTION 82-207 – MANNER OF PARKING VEHICLE; SECTION 82-211 – PUBLIC-PRIVATE JOINT USE PARKING AGREEMENTS; PROVIDING FOR CODIFICATION; CONFLICTS; SEVERABILITY; CORRECTION OF SCRIVENER'S ERROR; CONSTRUCTION; PUBLICATION; AND AN EFFECTIVE DATE.

Michelle Gonzalez, Community Development Director, stated that since the April 12 first reading, staff updated the Ordinance as follows:

- Ensure the intent of the Ordinance is clear and to not place undue burden on City residents
- Section 82-135(e)(3)
 - Updated to clarify that only motorhomes over 3,500 pounds are prohibited from parking on the City rights-of-way, and
 - Updated to clarify that camping trailers are prohibited from parking on City rights-of-way whether attached or unattached to a vehicle
- Section 82-135(d) remained the same
- Section 82-135(g) was further clarified to ensure that vehicles are not parking on dirt, grass, or landscaped City rights-of-way, medians, or swales.
- Time limit was placed on Egan Park to align parking with the boat ramp

Assistant City Attorney McConnell addressed the issue regarding the blocking of driveways. He stated that blocking a driveway is an obstruction of traffic as well and allows the City the right to tow vehicles because of that. The City will try all avenues to contact the owner of the vehicle first before towing.

There was no public comment.

Motion: Commissioner Pletcher moved, Commissioner Friszolowski seconded, and the motion carried 5-0 to adopt Ordinance 2022-08.

b. Final Reading Ordinance 2022-09: General Pension

AN ORDINANCE OF THE CITY OF ST. PETE BEACH, FLORIDA, AMENDING CHAPTER 66, PENSIONS AND RETIREMENT, ARTICLE II GENERAL EMPLOYEES' RETIREMENT SYSTEM, DIVISION 1, GENERALLY AND DIVISION 3, BENEFITS, OF THE CODE OF ORDINANCES OF THE CITY OF ST. PETE BEACH; CLOSING THE RETIREMENT SYSTEM TO NEW MEMBERS EFFECTIVE OCTOBER 1,

2021; AMENDING SECTION 66-26, DEFINITIONS; AMENDING SECTION 66-27 MEMBERSHIP; AMENDING SECTION 66-116, BENEFITS EFFECTIVE OCTOBER 1, 2012; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, CONSTRUCTION, CORRECTION OF SCRIVENOR'S ERROR, PUBLICATION, AND AN EFFECTIVE DATE.

Vince Tenaglia, Assistant City Manager, stated that there have been no changes since the first reading on April 12th.

There was no public comment.

Motion: Vice Mayor Graus moved, Commissioner Friszolowski seconded, and the motion carried 5-0 to adopt Ordinance 2022-09.

7. ITEMS FOR DISCUSSION

None.

8. CITY CLERK, CITY MANAGER, CITY ATTORNEY AND CITY COMMISSION REPORTS

Amber LaRowe, City Clerk-- discussed an email that was sent today regarding the meetings in September. She asked if the Commission could meet on Monday September 12 and Wednesday September 28 instead of September 13 and September 27. This is to meet the statutory requirements for budget and millage adoption. The Commission agreed to the date change. Mrs. LaRowe will send a revised calendar invite.

Alex Rey, City Manager—discussed the plans for the beach ordinance that staff is working on. He plans to have community meetings, a meeting with the Beach Stewardship Committee, and a workshop with the City Commission.

The City was awarded a \$64,000.00 grant to apply to the vulnerability study.

He stated that the City received a request from the PSTA for the SunRunner. They are requesting feedback on the placement of a “mini kiosk” in the bus stops. The kiosks will show patrons information about the SunRunner. The Commission discussed the placement of these and how they could potentially distract drivers. They would like staff to inform PSTA that they would prefer to not have a separate standalone kiosk, if it could be inside the bus stop, that would be better.

Commissioner Friszolowski—mentioned the Belle Vista Annual Picnic on Saturday at 4:00 p.m.

He updated the Commission on the renaming of Corey Bridge. As previously discussed, the Stambaugh family has asked for recognition for their family and contributions that they made to the City. Commissioner Friszolowski asked the Legislature for the dedication of Corey Bridge to the Stambaugh family. In so doing, the Legislature determined that the City had that Bridge officially dedicated to the Corey Family. Mr. Friszolowski is working with the City Clerk in determining when that officially happened because he thought it was just dedicated and not renamed. He will provide more information as it is available and will look for other ways to recognize the Stambaugh family in the City.

Commissioner Grill—discussed the complaints from residents for the Frontier installation. Issues that are mentioned apply to the cabling across lawns with a delay in undergrounding the wire; this causes issues for residents who want to mow their lawn, drive over their driveway, and it is rather unsightly.

Mayor Johnson adjourned the meeting at 7:11 p.m.

MINUTES APPROVED:

AMBER LAROWE
CITY CLERK

ALAN JOHNSON
MAYOR

CITY COMMISSION MEETING CITY OF ST. PETE BEACH

Agenda Report

Issue Considered: Gulf Blvd Undergrounding Ph 1 Duke Streetlight Conversion

Date: May 24, 2022

Prepared By: Mike Clarke, Public Works Director

Through: Alex Rey, City Manager

Summary of Issue: This invoice from Duke Energy contains the Contribution in Aid of Construction fee required by Duke to perform the service conversion of the existing streetlights from overhead to underground along Gulf Boulevard from 55th Avenue to 75th Avenue. This cost covers the installation of pedestals for current and future pole locations, conductor installation, and reconnection of lights to the underground power system. The city's contractor will be installing new underground conduit to power these street lights. Concrete restoration required as a result of the pedestal installation will be Duke Energy's responsibility.

Funding: CIP - Gulf Blvd Undergrounding (301-8000-590-0047)

Requested Motion: I move to approve the CIAC invoice from Duke Energy Florida, in the amount of \$215,886.77 for the Contribution in Aid of Construction for Gulf Boulevard Undergrounding Phase 1 from 55th Avenue to 75th Avenue.

Attachments:

1. Duke Energy CIAC Invoice - Gulf Blvd Undergrounding Ph 1 Streetlights



INVOICE

Invoice: F4080404302
Invoice Date: 4/6/2022
Page: 1 of 1

Email sent to customer on 04/06/2022

Bill to: CITY OF ST. PETE BEACH
CITY OF ST. PETE BEACH
155 COREY AVE
BRETT E. WARNER, PE
ST PETE BEACH FL 33706

Customer ID: 000244405
PO / Contract No:
Payment Terms: Net 30
Due Date: 5/6/2022

Amount Due: \$215,886.77

Invoice for work or services performed at: GULF BLVD ST PETE BCH FL

For questions about your invoice, please contact Enrique Perez at

Line	Date of Charge	Description	Net Amount
1	04/05/2022	Customer contribution OH-UG CONVERSION ST. PETE BEACH PHASE I	\$215,886.77
Amount Due:			\$215,886.77

Construction Notes:

- . City of St. Pete Beach will be responsible for installing underground conduits and site restoration.
- . Lighting is fed directly from Utility secondary distribution system via closet transformer and is not connected to any metered building or service point. All conductors are in conduit at 36" BFG minimum per NESC for Utility work.

To pay electronically, please allow 24 hours from the time this invoice is received and use website <https://www.e-billexpress.com/ebpp/DukeEnergy>. Enter your customer ID and billing zip code from above.

TO AVOID SERVICE INTERRUPTION, PLEASE DO NOT SEND MONTHLY UTILITY ACCOUNT PAYMENTS TO THIS ADDRESS

Please detach and return with your payment. Please indicate invoice number on check.

Payment Coupon

Please make check payable to:

Duke Energy
PO Box 602880
Charlotte NC 28260-2880

ACH Instructions:

Wells Fargo - Florida
121000248
Duke Energy
002062640508238

Invoice Number: F4080404302

Corporation Code: 50226

Please Pay By: 5/6/2022

Customer ID: 000244405

Total Amount Due: **\$215,886.77**

Fed Tax ID # 56-2155481

CITY OF ST. PETE BEACH
CITY OF ST. PETE BEACH
155 COREY AVE
BRETT E. WARNER, PE
ST PETE BEACH FL 33706

Amount Enclosed



St. Pete Beach City Commission Agenda Report

Issue Considered: Authorization to execute Fire Station 22 professional design services agreement with SweetSparkman

Date: May 24, 2022

Prepared By: Vince Tenaglia, Assistant City Manager

Through: Alex Rey, City Manager

Summary of Issue: The City issued a request for qualifications (RFQ) for Fire Station 22 professional design services in September 2021 and received proposals from four firms:

- FleischmanGarcia Architecture
- Sofarelli & Associates Architecture
- Wannemacher Jensen Architects, Inc.
- SweetSparkman Architecture & Interiors

A multi-disciplinary committee evaluated the proposals, interviewed the architecture firms, and selected SweetSparkman as the most qualified. The evaluation committee consisted of:

- Chris Marone, Chair of the Historic Preservation Board
- Vince Tenaglia, Assistant City Manager/CFO
- Jennifer McMahon, Chief Operating Officer
- Mike Clarke, Public Works Director
- Jim Kilpatrick, Fire Chief
- Brett Warner, Assistant Public Works Director
- Wesley Wright, Former Planning Manager

The firms were ranked based on the following criteria:

- Firm Qualifications, Experience and Capability
- Professional Personnel
- Project Manager Experience
- Technical Approach to the Project
- Other Considerations

Staff has since been negotiating the initial scope of design, which will include pre-design services, programming and needs assessment services, site analysis, asbestos surveying, geotechnical engineering, surveying, and public meetings with the Historic Preservation Board, the City Commission, and the community at large. The intended outcome of this phase is to assess available options on the site and establish

support to move forward with schematic design services and construction manager selection.

Funding:

The selected scope of work for this phase of the project will cost \$97,530, excluding reimbursable expenses. \$200,000 is currently budgeted for design services. Staff is requesting authorization of the agreement in the amount of \$110,000 to provide for contingency.

Requested Motion:

“I move to authorize the City Manager to execute the Fire Station 22 professional design services agreement with SweetSparkman Architecture & Interiors in the amount of \$110,000.”

Attachment:

SweetSparkman proposal
Ranking Sheet

**Reviewed by the
City Manager:**

April 15, 2022

Ms. Kathleen Kapusta, Procurement Manager
The City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

Re: **St. Pete Beach Fire Station #22**
Professional Design Services Agreement

Dear Ms. Kapusta:

Sweet Sparkman Architecture and Interiors, Inc. ("SSAI", or "Architect") is pleased to present this Agreement to [Company or Individual Name] (the "Owner") for professional design services in connection with St. Pete Fire Station #22 (the "Project") located at the corner of 20th Avenue and Pass-A-Grille Way in the National Register listed Historic Pass-A-Grille District. Our project understanding, scope of services and fees are described below.

Project Understanding

The City of St. Pete Beach is replacing the existing fire station with a new (2) or (3) story fire station with (3) Apparatus bays, Living Quarters, Administration and support spaces. This proposal is for Task I services only for a 2 Task project.

- A. The site is zoned INS Institution and is not within the PAG Overlay district. Setbacks are as follows:
 - Front yard: 25'-0" along 20th Avenue
 - Secondary Front yard: 15'-0" along PAG Way
 - Side yard: 10'-0" along alley
 - Rear yard: 15'-0" on south side
 - Maximum height: 30'-0" from DFE
- B. A construction budget in the range of \$3-4 million.
- C. Meetings with the following stakeholders are included as part of Task I services.
 - One meeting with the Historic Board Preservation Committee at 30% of design
 - One Community meeting
 - One meeting with the City Commission
- D. The design of the fire station is located in the Historic Pass-A-Grille District. The new fire station shall be consistent with the neighboring scale and character.
- E. Include any other relevant descriptions that help to establish what we are, or are not, going to be doing as part of this project
- F. Provision of information and technical consulting services to the City sufficient for all aspects of code compliance for the design and construction of a Fire Station in the State of Florida.
- G. This project will be constructed to storm standards yet to be determined. This and the need for power redundancy will be discussed and defined in the scope during pre-design meeting. The latest FEMA flood elevation and construction requirements will apply.
- H. Maintain satisfactory minutes of meetings and records relative to the work performed.

- I. Maintain project records, as necessary, in accordance with established professional standards for architects and in accordance with other established standards specified by the City.

Scope of Services

Based on our understanding of the project, SSAI proposes to provide professional design services as described for Task I services only. Each phase shall be approved by the Owner in writing prior to beginning the next phase of work. SSAI's services include the following engineering consultant services:

- A. Civil Engineering and Survey – Kimley Horn and Associates
- B. Geotechnical Engineering and Hazardous Material Survey – Universal Engineering

PRE-DESIGN

- A. SSAI will begin the process by meeting with the City of St. Pete Beach team to gather information. A core group of City of St. Pete Beach / SSAI / Kimley Horn and Associates team members will be present so that we can begin discussion of the following in a one-day workshop:
 - Identify the key participants for specific issues.
 - Discuss the process that will be used to attain the goals and objectives.
 - Identify the decision makers.
 - Identify other external team members and when their input will be needed.
 - Define Purpose / Mission / Outcomes / Shared Vision.
 - Discuss current space needs.
 - Identify and prioritize known areas of need.
 - Determine who will use information and how it will be used.
 - Prepare procedures for updating information.
 - Develop detailed schedule with milestone dates
 - City of St. Pete Beach team work sessions.

PROGRAMMING/SPACE NEEDS ASSESSMENT

- A. SSAI will meet with the City of St. Pete Beach staff and other team members to develop building program criteria including, but not limited to space requirements (existing and future needs) and materials of construction. The building program document will address items such as finishes, and special rooms needs such as furnishings and equipment.
- B. SSAI and their consultants will meet with the City of St. Pete Beach personnel in (one) full day workshop to understand the Fire Rescue operations and specific needs.
- C. The draft program will be reviewed by the City's design team for comment.
- D. A Final Program document will be prepared and will include all review comments. This document will be developed as an Excel spreadsheet. Renderings are not included in this phase.
- E. One meeting with the City of St. Pete Beach will be held to review and finalize the Final Program Document and to kick-off the Preliminary Concept Design stage.

SITE ANALYSIS/SITE OPTIONS

- A. Develop alternatives that respond to requirements of the City of St. Pete Beach user department, site plan, analysis of future site potential, expansion, access to and from the project site, and site for new building facility construction.

- B. SSAI and consultants will review City of St. Pete Beach development guidelines to determine local land planning issues and requirements that may have impact on the development of Fire Station #22.
- C. SSAI and their consultants will identify existing site features that may remain or have adverse impact on the site development.
- D. The civil engineer will contact the City and other regulatory agencies as required to obtain site design input on issues related to storm water management, drainage, parking, utilities, curb cuts and any other civil related issues that will affect the project.
- E. The civil engineer will coordinate with the geotechnical consultant to request and recommend locations to analyze subsurface conditions for use in foundation and underground construction design. This information will also assist in determining the best location for storm water collection and what impact subsurface conditions will have on construction costs.
- F. A property survey will be conducted by SSAI and consultants.
- G. Develop up to two (2) site plan layouts that respond to the Owner requirements for analysis for site potential, addressing expansion, access to and from the project site and analysis of the site for the new Fire Station #22 building facility construction
- H. Provide a preliminary exterior rendering of the proposed fire station. The rendering will focus on mass and number of stories and be limited to exterior detailing which will come in later phases of design development.

ASBESTOS-CONTAINING MATERIAL SURVEY

All work will be performed under the direction of a Florida-licensed Asbestos Consultant (FLAC)

- A. A review of available building documents to identify potential locations of suspect Asbestos Containing Materials (ACMs)
- B. A visual building inspection of accessible areas by an US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) accredited asbestos inspector to identify suspect ACMs
- C. Once suspect ACMs are identified, homogeneous materials (materials which are uniform in color, texture, construction/application date, and general appearance) will be determined
- D. Record material quantities, locations, and physical condition (good, fair, or poor) of accessible suspect ACM. The indicated material quantities are estimates based on the field observations and should be considered preliminary in nature. These estimates should not be used for bidding purposes without verification by an abatement contractor.
- E. Indicate whether the suspect ACM is friable (a material that when dry, may be crumbled, pulverized or reduced to powder by hand pressure) or non-friable
- F. Collection of bulk samples of each homogeneous suspect ACM. Record sample information on Asbestos Bulk Sample Forms (chain-of-custody sheets), which will be signed, dated, and sent with the samples to the laboratory.
- G. Analysis of the collected bulk samples at a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory using Polarized Light Microscopy (PLM) for the presence of asbestos fibers. UES will provide PLM results to you immediately upon receipt for discussion to determine if further analysis is required. If PLM results indicate levels between "trace" and 10% asbestos, you will have the option to analyze the samples further by PLM Point Count Analysis to better quantify the asbestos content or assume the material to be asbestos containing. Materials having point count results <1% asbestos are considered non-ACM.
- H. Deliverable will be an electronic copy of the ACM survey report.

GEOTECHNICAL ENGINEERING

Geotechnical services are included to explore and evaluate the soil conditions with respect to the planned development and provide geotechnical recommendations to aid groundwater considerations, foundation design, pavement design, and site soils preparation. Based upon your request and our current understanding of the project, we have included the following scope of services for the project.

- A. Contact the local underground utility clearance agency prior to beginning the field exploration
- B. Perform four (4) SPT borings for the proposed fire station building to a depth of 20 feet below the existing ground surface (bgs).
- C. All boring locations will be backfilled/grouted to grade upon work completion

SURVEYING

A survey will be performed a boundary survey in accordance with Chapter 61G 17 – 6 Florida Administrative Code and Comprehensive Development code (CDC) for the City of St. Pete Beach, for the subject property. A topographic survey of the property will also be included. Trees 4" and larger on the property or within adjacent to the property will be located.

PUBLIC MEETINGS

SSAI will attend meetings with each person or department identified by the City of St. Pete Beach as stakeholders:

- One meeting with the Historic Board Preservation Committee at 30% of design
 - One Community meeting
 - One meeting with the City Commission
- A. Prepare documents to be used for public display. These can include, but are not limited to an exterior rendering and site plan.
 - B. Create exterior perspective and preliminary concept floor plans to meet comments resulting from community and or Commission reviews.
 - C. These services are proposed on an hourly not to exceed (HNTE) basis.

Services Not Included

Any other services, including but not limited to the following, are not included in this agreement (see also Information Provided by Owner below).

- A. Services beyond a Preliminary Concept Design (Schematic Design, Design Development, Construction Documents, Bidding/Permitting, Construction Administration services are not included).
- B. Environmental Services
- C. Landscape Design Services
- D. Plan Review or Permit Fees
- E. Estimating Services (it is assumed the Construction Manager will perform a construction estimate at the completion of Schematic Design)

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates, or for a negotiated fee prior to commencing

additional services work. Additional services we can provide include, but are not limited to, the following:

- A. Significant changes or modifications to the design after Owner approval of design phase.
- B. Interior Design services not otherwise expressly indicated in Scope of Services
- C. Furniture selections and procurement
- D. LEED consulting and certification services
- E. 3D physical presentation model
- F. Project renderings (additional to what may be included in Scope of Services)

Information Provided by Owner

- A. The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements.
- B. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project.
- C. SSAI shall be entitled to rely on the accuracy and completeness of the Owner's information.
- D. It is anticipated the Owner will be hiring a Construction Manager, experienced in the type of Project to be constructed.

Fees and Reimbursable Expenses

SSAI will perform the Scope of Services described above for lump sum fees as follows:

Basic Professional Services:	Lump Sum Fee
PRE-DESIGN (Lump Sum Fee)	\$6,690.00
PROGRAMMING/SPACE NEEDS ASSESSMENT (Lump Sum Fee)	\$10,220.00
SITE ANALYSIS/MASTER PLANNING (Lump Sum Fee)	\$8,930.00
PRELIMINARY CONCEPT DESIGN (Lump Sum Fee)	
Architectural	\$25,420.00
TOTAL BASIC PROFESSIONAL SERVICES	\$51,260.00

The following Supplemental Services will be included as part of this Agreement:

Included Supplemental Services:

Asbestos-Containing Material Survey (Lump Sum Fee)	\$2,640.00
Geotechnical Engineering (Lump Sum Fee)	\$3,630.00
Surveying Services (Lump Sum Fee)	\$6,000.00
Public Meetings (HNTE)	\$4,500.00
Civil Engineering (Lump Sum Fee)	
Phase 1 – Project Kickoff and Data Collection	\$4,500.00
Phase 2 – Preliminary Concept Plan	\$25,000.00
TOTAL CIVIL ENGINEERING	\$29,500.00
TOTAL INCLUDED ADDITIONAL SERVICES	\$46,270.00

TOTAL PROJECT FEES (EXCLUDING REIMBURSABLE EXPENSES): \$97,530.00

Fees for services beyond the Preliminary Concept Design will be generated utilizing the State of Florida's Department of Management Service (DMS) Fee Guidelines as a reference. The DMS Guidelines were developed with the thought that the competitive negotiation of the Architectural and Engineering fees represents some of the most important proactive dollars expended on a project. These funds are an investment that affects both the quality and successful completion of a project. It is for this reason that the schedules used as a guidelines for determining fees by the Department are thought to be the fairest way for both Professional and Owner to come to terms on a project fee

Reimbursable expenses, such as travel, postage and printing costs, will be billed according to the schedule shown on Exhibit A – Sweet Sparkman Architecture and Interiors, Inc. Schedule of Professional Hourly Billing Rates. Travel expenses are to be pre-approved by the City.

Fees and reimbursable expenses will be invoiced monthly based upon the percentage of services completed or actual services performed and expenses incurred as of the invoice date. Payment will be due upon receipt of invoice.

Schedule

SSAI proposes the following milestone schedule for the Project. Milestone schedule begins within [2] weeks after receipt of executed agreement. This date shall be considered the Notice to Proceed.

Activity	Task Duration (Calendar Days)	Milestone Days (from Notice to Proceed)
PRE- DESIGN	45	45
PROGRAMMING/SPACE NEEDS ASSESSMENT	45	45
SITE ANALYSIS/MASTER PLANNING	30	75
TOTAL DESIGN PHASE DURATION	-	75

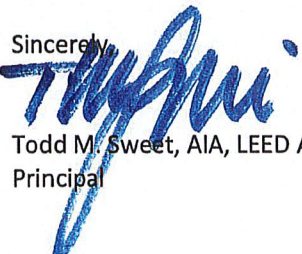
Acceptance

Please return (1) signed copy of the Agreement. We will commence services only after we have received a fully executed agreement.

To ensure proper set up of your project so that we can begin work, please complete and return the attached Exhibit C – Request for Contact and Billing Information. Failure to supply this information could result in delay in starting work on your project.

Thank you for the opportunity to provide professional design services for this project. Please contact me if you have any questions.

Sincerely,


Todd M. Sweet, AIA, LEED AP
Principal

SWEETSPARKMAN

ARCHITECTURE & INTERIORS

tsweet@sweetsparkman.com

Enclosures:

- Exhibit A – Sweet Sparkman Architecture and Interiors Schedule of Professional Hourly Billing Rates
- Exhibit B – Request for Contact and Billing Information
- Exhibit C – Hourly breakdown of services per task for SSAI

EXHIBIT A

Sweet Sparkman Architecture and Interiors Schedule of Professional Hourly Billing Rates

Effective through December 31, 2022

Professional Services:

Senior Principal	\$210.00
Principal	\$185.00
Project Manager	\$165.00
Project Architect	\$145.00
Project Designer	\$115.00
Designer/CAD technician	\$ 95.00
Lead Interior Designer	\$155.00
Interior Designer	\$135.00
Clerical / Procurement	\$ 80.00

Reimbursable Expenses:

Reproductions	Cost plus 10%
Travel	Reimbursable at the prevailing rate per the IRS
Other reimbursable expenses include, but not limited to: Postage, photography, supplies, warehousing, etc.	Cost plus 10%
Consultants	Cost plus 10%
In-house Printing: B&W 8.5 x11	\$.12 /each
In-house Printing: B&W 11 x 17	\$.24 /each
In-house Printing: Color 8.5 x 11	\$.60 /each
In-house Printing: Color 11 x 17	\$ 1.20 /each
In-house B&W plots	\$ 5.00 /each
In-house color plots	\$ 10.00 /each
Bank Transfer Fees	Wire Fee plus 10%

EXHIBIT B

Client Contact and Billing Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project.

Client Information

Full, Legal Name of Client			
Mailing Address for Invoices			
Email Address			
Telephone Number	Home or Office #: _____ Cell #: _____		
Preferred Method of Contact (check one)	Email	Phone	
Preferred Method for Receiving Invoices (check one)	Email	Mail	
Client is (check one)	Owner	Agent for Owner	Other (please specify): _____

Property Owner Identification (if not listed above)

Owner(s) Name	
Owner(s) Mailing Address	
Owner's Phone No.	
Owner's Email	

EXHIBIT C

		Senior Principal: Todd Sweet, AIA, LEED AP		Principal (QA/QC): John Bryant, AIA, LEED AP		Project Manager: Karl Bernhard, AIA		Project Designer: Chase Meyers, Associate AIA		Lead Interior Designer: Shirley Quinlan		Clerical: Jerry Kozaka		TOTALS	
		\$210.00		\$185.00		\$165.00		\$115.00		\$155.00		\$80.00			
	TASKS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS
1	Pre-Design	8	\$1,680.00	2	\$370.00	16	\$2,640.00	16	\$1,840.00	0	\$0.00	2	\$160.00	44	\$6,690.00
2	Programming / Space Needs Assessment	16	\$3,360.00	4	\$740.00	24	\$3,960.00	12	\$1,380.00	4	\$620.00	2	\$160.00	62	\$10,220.00
3	Site Analysis / Master Planning	8	\$1,680.00	2	\$370.00	24	\$3,960.00	24	\$2,760.00	0	\$0.00	2	\$160.00	60	\$8,930.00
4	Concept Design	20	\$4,200.00	4	\$740.00	72	\$11,880.00	72	\$8,280.00	0	\$0.00	4	\$320.00	172	\$25,420.00
6	Public Meetings	12	\$2,520.00	0	\$0.00	12	\$1,980.00	0	\$0.00	0	\$0.00	0	\$0.00	24	\$4,500.00
	TOTALS	64	\$13,440.00	12	\$2,220.00	148	\$24,420.00	124	\$14,260.00	4	\$620.00	10	\$800.00	362	\$55,760.00

	Weight	SWEETSPARKMAN	FLEISCHMAN	WJA
Firm Qualifications, Experience and Capability of Professional Personnel				
• Experience of the principals and sub-consultants with Fire Stations in historical settings and/or coastal locations.	40%	JK - 2	3	1.2
• Experience of the Architect with Fire Stations in historical settings and/or coastal locations.		MC - 1	2	0.8
• Experience and qualifications of other engineering professionals in their respective trade.		BW - 1	3	1.2
• Experience with LEED and Smart Building Technology.		VT - 1	2	0.8
• Experience with working in a flood zone with FEMA and CAT V requirements.		WW - 1	3	1.2
		JM - 1	2	0.8
Project Manager Experience		CM - 1	3	1.2
• Experience of the principals and sub-consultants with Fire Stations in historical settings and/or coastal locations.	20%	TOTAL WEIGHTED	3.2	6.4
• Experience of the Architect with Fire Stations in historical settings and/or coastal locations.		JK - 2	3	0.6
• Experience and qualifications of other engineering professionals in their respective trade.		MC - 1	2	0.4
• Experience with working in a flood zone with FEMA and CAT V requirements.		BW - 1	3	0.6
• Experience with LEED and Smart Building Technology.		VT - 1	2	0.4
		WW - 1	3	0.4
Technical Approach to the Project		JM - 1	2	0.4
• Understanding of the historic setting and costal location.	20%	CM - 1	3	0.6
		TOTAL WEIGHTED	1.6	3.2
		JK - 2	3	0.6
		MC - 1	2	0.4
		BW - 1	3	0.6

- Capabilities to provide design concept graphics for public meetings. - Understanding of the technical requirements of a Fire Station including Operations, Training, Administration, Quality of Life and Community Outreach.	VT - 1	0.2	2	0.4	3	0.6
	WW - 2	0.4	3	0.6	1	0.2
	JM - 1	0.2	2	0.4	3	0.6
	CM - 1	0.2	3	0.6	2	0.4
		1.8		3.6		3
Other Considerations - Client references and examples of Fire Stations completed or currently in design. - Previous contracting experience with municipalities and the ability to work in Florida						
	JK - 2	0.4	3	0.6	1	0.2
	MC - 1	0.2	2	0.4	3	0.6
	BW - 1	0.2	3	0.6	2	0.4
	VT - 1	0.2	2	0.4	3	0.6
	WW - 1	0.2	3	0.6	2	0.4
	JM - 1	0.2	2	0.4	3	0.6
	CM - 1	0.2	3	0.6	2	0.4
	TOTAL WEIGHTED	1.6		3.6		3.2
TOTAL						
RANKING		1		3		2

CITY OF ST. PETE BEACH, FLORIDA
SERVICES AGREEMENT

Fire Station 22 Architecture Services

This is an Agreement (the "Agreement") entered into by and between the CITY OF ST. PETE BEACH (hereinafter "City") and SWEETSPARKMAN Architecture & Interiors (hereinafter "Contractor"). The City and Contractor together shall be referred to as the "Parties."

WHEREAS, the City properly issued a Request for Qualifications, attached and incorporated hereto as Exhibit "A," and the City Commission authorized the selection of Contractor at its May 24, 2022 public hearing.

WHEREAS, City desires to purchase from Contractor the goods or services described in this Agreement.

WHEREAS, Contractor is in the business of providing the goods or services described herein, and has submitted an appropriate proposal to the City to provide the same.

WHEREAS, this Agreement has been properly approved by the appropriate authority of the City and the Contractor.

NOW, THEREFORE, upon the mutual covenants contained herein, and other good and valuable consideration in the sum of Ninety-seven thousand five-hundred thirty dollars (\$97,530.00) for total project fees, the sufficiency of which is hereby acknowledged, the Parties hereto hereby agree to the following:

1. The foregoing recitals are true and correct, and incorporated herein by reference.
2. Public Records, Chapter 119, Florida Statutes. Contractor shall abide by the legal requirements referenced above and in Exhibit B. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTORS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (City Clerk, City of St. Pete Beach, Florida, 727-363-9220, cityclerk@stpetebeach.org, 155 Corey Avenue, St. Pete Beach, Florida 33706).**
3. Employment Eligibility, the Contractor shall comply with all local, state and federal directives, orders and law as applicable to the contract. Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system under 448.095, Fla. Stat.
 - a. Contractor agrees to comply with all applicable portions of Fla. Stat. 448.095. Contractor must use the U.S. Department of Homeland Security's E-Verify System, <https://e-verify.dhs.gov>

verify.uscis.gov/emp to verify the employment eligibility of all employees hired on or after January 1, 2021, during the term of this Agreement.

b. Subcontractors (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement; (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. 448.095; (iii) Contractor shall provide a copy of such affidavit to the City upon receipt and shall maintain a copy for the duration of the Agreement.

c. Contractor must provide evidence of compliance with Fla. Stat. 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notices of Contractor's E-Verify number.

d. Failure to comply with this provision is a material breach of the Agreement, and the City may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with the City securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this agreement is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public agreement for a period of one (1) year after date of termination.

4. City hereby agrees to purchase, and Contractor hereby agrees to sell or provide, the goods or services described in the proposal attached hereto and incorporated herein as Exhibit C.

5. Contractor shall deliver the goods, or provide the services, described herein no later than _____ ("completion date").

6. Time is of the essence in the performance of this Agreement. City shall be entitled to liquidated damages in the amount of \$3,000.00 per day, for each day after the date set forth in paragraph 4 herein that Contractor has failed to properly and completely deliver all of the goods or provide all of the services specified herein. Contractor specifically acknowledges that the foregoing sum is reasonable and does not constitute a penalty.

7. Upon Contractor's satisfactory full performance of the services, or in accordance with the payment schedule provided in the attached proposal, City shall pay Contractor as per the Unit Prices listed in the Bid Schedule, as full consideration for goods or services provided in this Agreement and more specifically in Exhibit C.

8. Contractor agrees to procure and maintain all permits and licenses which may be required by law in connection with the prosecution of the services contemplated hereunder, except for those permits obtained by the City. Notwithstanding the provisions above, the Contractor shall be responsible for non-compliance of all permit requirements, including all fines resulting from Contractor's non-compliance of said requirements.

9. Contractor agrees to permit any representative(s) of the City, at all reasonable times, to inspect the work in progress or any of the materials used or to be used in connection therewith, whether such work is located on or off the project site, and to furnish promptly, without additional charge, all reasonable facilities, labor and materials deemed necessary by the City's personnel, to conduct such inspections and tests as it may require.

10. Contractor fully warrants that all services and/or goods provided herein have been provided in a good and workmanlike manner. Contractor guarantees said services for a period of 18 months from the date of final performance. Contractor shall provide all labor and materials necessary to repair any defective workmanship reported to Contractor within said guarantee period.

11. This Agreement may be canceled by the City when:

- a. Sufficient funds are not available to continue its full and faithful performance to the Agreement.
- b. Sub-standard or non-performance of Agreement.
- c. The City wishes to terminate the Agreement at any time and for any reason, upon giving thirty (30) days prior written notice to the Contractor.

12. If funds for the requested services described herein are not appropriated via the annual budget adoption process, the City reserves the right to cancel the Agreement immediately upon written notice to the Contractor.

13. Contractor acknowledges that the City may enter into agreements with other consultants or may have its own employees complete the work for services similar to the services that are subject to this Agreement.

14. It is understood and agreed that all documents, including detailed reports, plans, original drawings, survey field notebooks and all other data other than working papers, prepared or obtained by the Contractor in connection with its services hereunder, shall be delivered to, or shall become the property of the City prior to final payment to the Contractor. The Contractor shall retain reproducible copies of all Documents for its files at Direct Reimbursable Cost. All Documents including drawings prepared by the Contractor pursuant to this Agreement are instruments of service in respect to the services described in the project. Any reuse without written verification or adaptation by the Contractor for the specific purpose intended will be at City's sole risk and without liability or legal exposure to the Contractor; and the City shall indemnify to the maximum extent permitted by law and hold harmless the Contractor from all claims, damages, losses and expenses including attorney's and expert's fees arising out of or resulting therefrom. Any such verification or adaptation by the Contractor will entitle the Contractor to further compensation at rates to be agreed upon by the City and the Contractor.

a. Any documents given to or prepared or assembled by the Contractor and its subcontractors under this Agreement shall be kept solely as property of the City and shall not be made available to any individuals or organizations without the prior written approval of the City.

b. The Contractor may maintain copies of all work performed under this Agreement for the City.

c. The Contractor shall not publish any information regarding this project without the prior written consent of the City.

15. All of the services to be performed by the Contractor shall in the minimum be in accordance with commonly accepted design codes and standards, standards of the City and the requirements of any Federal and/or State regulatory agencies in effect as of the date of this Agreement. The Contractor shall be responsible for keeping apprised of any changing codes or requirements, which requirements must be applied to the project to be performed under this Agreement. Any new codes or requirements becoming effective subsequent to the effective date of this Agreement that require an additional level of effort to be performed by the Contractor beyond that covered under the scope of this Agreement shall be subject to negotiation for an increase in scope and compensation by an amendment to this Agreement.

16. To the extent that this Agreement requires Contractor to provide any services of any kind, Contractor and all of Contractor's subcontractors shall maintain public liability insurance in a combined single limit for bodily injury and property damage in the amount of not less than \$1,000,000.00, satisfactory to the City Manager, naming the City as an additional insured and providing coverage up through and including the final performance of any services provided herein. Contractor and all of Contractor's subcontractors shall maintain in full force and effect a policy of worker's compensation insurance for all of Contractor's employees in accordance with applicable state and federal law. Said insurance coverage shall include employer's liability with a single limit of \$100,000.00 per accident or occurrence. Contractor shall present City with a certificate for all of the foregoing insurance, at the time of executing this Agreement and at such other times requested by the City. The Contractor waives all rights against the City, the City's consultants, separate contractors, if any, and any of its subcontractors, agents and employees, for any and all damages caused to the extent covered by insurance described herein and obtained pursuant to this Section or other property insurance applicable to the services and product provided under this Agreement. The City shall require of the Contractor, Contractor's consultants, separate contractors, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other Parties enumerated herein. The policies shall provide such waiver of subrogation by endorsement other otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

17. In consideration of the payment of ten dollars as part of the above purchase price, Contractor shall indemnify, defend and hold the City harmless for itself, its employees, agents and assigns, from and against any and all losses, claims, damages, suits, actions, or demands, including attorneys' fees and costs of litigation through all appellate proceedings, arising from the performance or non-performance of this Agreement, whether caused in part by the City or not.

18. This Agreement shall be binding upon the Parties, their successors, assigns, and legal representatives. Contractor shall not assign or otherwise transfer any of the rights or duties under this Agreement, without the express written consent of the City.

19. This document and exhibits embody the entire Agreement of the Parties. There are no promises, terms, conditions, or representations binding on either party hereto, other than those contained herein; and this document shall supersede all previous communications, representations, and/or agreements between the Parties hereto, whether written or oral. This Agreement may be modified only in writing executed by all Parties. This Agreement shall be construed according to the laws of Florida, and venue for any action arising herefrom shall be in Pinellas County, Florida.

20. The following Exhibits shall be attached, incorporated and made a part of this Agreement:

- a. Request For Qualifications (Exhibit “A”)
- b. Florida Public Records Law (Exhibit “B”)
- c. Contractor’s Proposal (Exhibit “C”)
- d. Contractor’s Scope of Work (Exhibit “D”)

21. The prevailing party in any action to enforce or interpret this Agreement shall be entitled to reasonable attorney’s fees incurred through all appellate proceedings.

22. Contractor hereby acknowledges that the person executing this Agreement on behalf of Contractor has the full authority to do so and to bind Contractor to the terms hereof.

23. Any and all notices sent pursuant to this Agreement shall be given in writing via certified mail or overnight courier and shall be delivered to the following addresses:

As to Contractor:
SWEETSPARKMAN
Todd M. Sweet, Principal
2168 Main Street
Sarasota, FL 34237

As to City:
City Manager
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

With copy to:
cityattorney@stpetebeach.org

24. To the extent that any terms in the attached exhibits conflict with the terms of this Agreement, the terms of this Agreement shall control and supersede such conflicting terms in the attached exhibits, to the extent of such conflict.

25. This Agreement may be amended or modified only in writing signed by all Parties hereto. This Agreement shall not be modified by any oral statement, communication, Agreement, course of conduct, or by anything other than a writing signed by the Parties.

26. This Agreement may be executed by the Parties in counterpart originals with the same force and effect as if fully and simultaneously executed as a single original document. The “Effective Date” of this Agreement shall be the date this Agreement has been executed by all Parties.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year set forth below.

SWEETSPARKMAN:

City of St. Pete Beach:

Signature: _____

Signature: _____

By: Todd M. Sweet

By: Alex Rey

Its: Principal

Its: City Manager

Date: _____

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ATTEST:

Andrew Dickman
City Attorney

Amber LaRowe
City Clerk

EXHIBIT “A”

Request for Qualifications



City of St Pete Beach Request for Qualifications

Qualification for Design Firm for the Reconstruction of Fire Station 22

Proposals due on or before
September 24, 2021 at 10:00 AM (Deadline)
City Hall, St. Pete Beach, FL

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II. GENERAL CONDITIONS

REQUEST FOR QUALIFICATIONS

Qualification for a design firm for the reconstruction of Fire Station 22.

REQUEST FOR QUALIFICATIONS SUMMARY

The City of St. Pete Beach is accepting sealed Summary of Qualifications (SOQ) submittals from licensed professional design firm for the Reconstruction services. The City will be pre-qualifying three (3) to (5) firms. Once ranked, the City will enter into negotiations with the top ranked firm. If negotiations fail the City will move on to the next highest ranked firm.

SUBMITTER INFORMATION

All Submitters must contact the City's Procurement Manager, in writing via e-mail (kkapusta@stpetebeach.org), with their intention to submit, along with their company name and contact information at least ten business days before the submittals are due. The City is not responsible for any Addendums or other supplementary information that is not received due to non-submittal of the aforementioned information. Please refer back to the city website (<http://www.stpetebeach.org/news-and-links/city-projects.html>) for additional project information as it becomes available. The City reserves the right to decide whether to provide addendums or not. The City is not required to provide any additional information.

NON-MANDATORY PRE-SOQ MEETING

A non-mandatory pre-submittal meeting will be held **September 14, 2021 at 10:00 AM EST** via Zoom Video conference/Teleconference. Please contact the City's Procurement Manger (kkapusta@stpetebeach.org) for a meeting invitation and Zoom Meeting instructions.

QUALIFICATIONS SUBMITTALS

Submittal documents must include all items listed under the Submission Instructions Section of the Request for Qualifications (RFQ). Physical bids submitted by the Consultant shall include one original, two (2) copies, and an electronic copy (on a USB flash drive) of their total bid documents with their sealed bid package.

Sealed SOQs will be accepted by the City until at **10:00 AM EST on September 24 2021 (Deadline)**. No SOQ shall be accepted by the City after this deadline – NO EXCEPTIONS. SOQ Packages must be delivered to the Office of the City Clerk, 155 Corey Avenue, St. Pete Beach Florida, 33706. Sealed SOQs received on or before the deadline will be publicly opened and read. All submitters are invited to attend the SOQ opening.

Submittals should be addressed to:

City of St. Pete Beach
City Clerk's Office
155 Corey Ave.
St. Pete Beach, FL 33706

Clearly marked as: "Qualification For Design Firm For The Reconstruction of Fire Station 22"

CONTACT INFORMATION

Kathy Kapusta – Procurement Manager

Mailing Address - 155 Corey Avenue, St. Pete Beach, Florida 33706

Phone - (727) 363-9251

E-mail - kkapusta@stpetebeach.org

WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

No oral interpretations will be made to any firm as to the meaning of the scope of work or any other contract documents included in this RFQ. All questions pertaining to the terms and conditions or scope of work of this Request for Qualification (RFQ) must be sent in writing (e-mail is acceptable) to the City Procurement Manager and shall be received no later than **4:00 PM EST on September 16 2021**. Responses to questions may be handled as an Addendum if the response would provide clarification to the requirements of the **RFQ**. All such Addendum shall become a part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed **RFQ** made or given prior to the award of the contract. The City will not respond to questions received after the specified deadline. The City reserves the right to respond to any and all questions but is not required to do so.

SCOPE OF WORK

INTRODUCTION

Fire Station 22 is located on the corner of 20th Avenue and Pass-A-Grille Way in the National Register listed Historic Pass-A-Grille District. It is the intent of the City to respect the history of the District by incorporating appropriate architecture on the exterior while housing a superior modern facility on the interior. Submitters are strongly encouraged to visit the District and tour the Pass-A-Grille Museum on 10th Avenue to gain an appreciation of the local vibe. An overnight stay with dining and shopping on 8th Avenue should not be out of the question. The following narrative is a brief history of the area and the Fire Stations that have supported it.

HISTORY

The area around Pass-A-Grille has been inhabited by Native Americans for thousands of years and was first spotted by Spanish explorers in 1528 when Panfilo de Narvaez anchored off Pass-A-Grille pass. Through the years the island was used as a campground for fishermen from Cuba and elsewhere to forage, obtain fresh water and grill their catch. According to local legend, the land derives its name from the French phrase Passe Aux Grilleurs (the passageway of the grillers) in honor of the fishermen who camped and first settled here.

In 1857, John Gomez self-styled 'last of the pirates' began bringing excursionists here from Tampa to stay at his resort-like structure which gives this area the distinction of perhaps being the oldest resort on Central Florida's West Coast. Zephaniah Phillips, the first homesteader, settled here in 1886 and by the turn of the Century Pass-A-Grille had its first hotel and a ferry boat service from what is now Gulfport.

On or about May 23, 1895, there was spread upon the records in the office of the Clerk of the Circuit Court of Hillsborough County a purported map or plat of Government Lot Four (4) Section Eighteen (18) Township Thirty-Two (32) South of Range Sixteen (16) East. Mr. Edward V. Pechin of Philadelphia, Pennsylvania acquired the Lot, now in Pinellas County, fee simple from the State of Florida on November 28, 1913. He appeared before the Clerk of the Circuit Court of Pinellas County on that day and submitted a Revised Map of Lot 4 to be known, described, and assigned as the "Revised Map Phillips Division of Pass-A-Grille City". The revised map delineated specific lots and allocated land for streets, avenues, and alleys to be dedicated to the use of the public forever.

One by one, settlers began to inhabit the area and in 1901 Frenchman and Travel Agent George Henri Lizotte opened the first Pass-A-Grille hotel named the Bonhomie. The first schoolhouse in Pass-A-Grille was constructed in 1914 and opened for students in 1915.

In 1924 Thomas J. Rowe came to Florida from Maryland and settled in St. Petersburg where he dabbled in real estate. Eventually drawn to the beautiful beach of the island he purchased an 80-acre strip of land encircling the Boca Ciega Inlet and extending west to the Gulf of Mexico for \$100,000.00. Soon thereafter he hired architect Henry Dupont from Indianapolis with contractor Carlton Beard to build a grand hotel known as the Don CeSar Place which was completed in 1928. To oversee construction, Mr. Rowe built a house on the lot south of the hotel which included a small annex building. The hotel thrived until the start of WWII when due to the lack of guests it fell into disrepair. In 1942 the Army purchased the property for \$450,000.00 and until June of 1945 it was used as a military hospital, Air Force Convalescent center and an airplane and submarine spotting station.

A Fire Truck for the Army property was housed in the Thomas Rowe house annex building then named as the Don Vista Building. A roll-up door on the north face of the building accommodated the fire truck. In June of 1945 the hotel building was converted into office space for a Regional Veterans Administration. The VA no longer needed the fire truck and in 1953 it was sold to the individual towns of Don CeSar Place and Belle Vista Beach for \$150.00 to create a volunteer fire department. It remained housed in the Don Vista Building and the building was re-named the Don Vista Community Center.

The City of Pass-A-Grille was combined with the other towns on the island and along with the unincorporated land of Pinellas County on Long Key became the City of St. Petersburg Beach in 1957.

In the early 1960's the City built a fire station on Pass-A-Grille Way between 9th and 10th Avenues and abandoned the station at the Don Vista Building. During that time the city used a combination of volunteer and full-time paid fire fighters. Eventually the city transitioned to a full-time paid fire fighting force. After acquiring the lot at 1950 Pass-A-Grille Way and demolishing the existing structure, the St. Petersburg Beach Fire Station 22 was built in 1974 and still stands in use today.

The city was re-named St. Pete Beach in 1994 to avoid confusion with the City of St. Petersburg, the confusion of which unfortunately persists to the present day. Regardless of being part of St. Pete Beach, through time the original City of Pass-A-Grille never lost its unique identity and was designated a National Register Historical District in 1989. There is now a Pass-A-Grille district overlay in the City Land Development Code.

SCOPE OF SERVICES

The City of St. Pete Beach is seeking the services of a licensed architectural firm with world class architecture design capabilities to provide architectural support services to demolish and replace Fire Station 22. This project will begin in FY22 with a not to exceed \$200,000.00 task order to provide a concept design sufficient with drawings and cost estimates suitable for applying for grant funding from Federal and State agencies in the FY22/23 grant program cycles. Following grant application notification, the city will determine whether to proceed to full design and construction. If the city does decide to proceed a second task order will be negotiated for full design, construction bid set, construction contract negotiation support and engineering during construction services.

For this project, the City foresees the need for the following services:

1. Provision of information and technical consulting services to the City sufficient for all aspects of code compliance for the design and construction of a Fire Station in the State of Florida.
2. Comprehensive consultation with the City Fire Chief, his staff and other city professionals to ascertain all requirements including but not limited to Operations, Training, Administration, Quality of Life and Community Outreach for the Fire Station.
3. Participation in one Community Town Hall event, one presentation to the Historic Preservation Committee and two presentations to the City Commission.
4. Provide for all aspects of design including but not limited to survey, coordination of all utilities, structural, mechanical, electrical, plumbing, interior design and permits as required.
5. This project will incorporate to the extent possible the principles embodied in the Leadership in Energy and Environmental (LEED) certification program. Certification will not be pursued due to the extensive administrative costs associated with the requirements.
6. This project will incorporate value added aspects of smart building and advanced information technology.
7. This project will be constructed to CAT V storm standards with power redundancy. The latest FEMA flood elevations and construction requirements will apply.
8. Assist the City in evaluation and selection of a construction company.
9. Assist the City in supervising, monitoring, coordinating, and facilitating all construction activities to ensure compliance with contract requirements.
10. Review and certify all work completed as per pay requests from the Contractor.
11. Act as the Engineer of Record, respond to questions during the bidding process and all Requests for Information during construction, ensure the quality of the As-Built drawings at the end of the project.
12. Maintain satisfactory minutes of meetings and records relative to the work performed by the City's contractor and their subcontractors.
13. Tracking and reporting construction progress to the City on a weekly basis project activities including those that are the responsibility of utility providers and the City's contractor and subcontractors.
14. Maintain project records, as necessary, in accordance with established professional standards for engineers and in accordance with other established standards specified by the City.
15. Provide other services necessary to the execution of the project as may be required and approved by the City.

MINIMUM QUALIFICATIONS

RFQ's will be considered from firms normally engaged in providing the services requested. To be eligible for consideration and award, submitters must have:

1. At least five (5) years of prior experience in the past ten (10) years providing architectural services for design and construction of fire stations. Similar projects in historical settings and/or coastal locations will be viewed more favorably.
2. Successfully completed at least three (3) fire station projects of similar scope and complexity demonstrated through three (3) verifiable client references from different municipalities or Fire Districts within the past ten (10) years prior to the issuance of this RFQ. Up to 7 references is acceptable. Projects in historical settings will be viewed favorably.
3. Have on staff a project manager with a minimum of five (5) years of experience providing architectural services for fire station design projects. Experience with similar projects in historical settings and/or coastal locations will be viewed favorably.
4. Staff experience with construction requirements in a FEMA Flood Zone, Wind Velocity Zone, and construction of a CAT V building to withstand 150mph wind loads.
5. Staff experience with LEED energy efficiency, and smart building technology.
6. Previous contracting experience with municipal or other government agencies.
7. Minimum insurance coverage as outlined in the Insurance Requirements Section.

Submitters shall present their RFQ as outlined in the submission instructions section of this document. Respondents must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the City of St. Pete Beach. The City reserves the right, before recommending any award, to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the specification, terms, and conditions of the Contract. The City of St. Pete Beach will determine whether the evidence of the ability to perform is satisfactory and reserves the right to reject all RFQ's.

SUBMISSION INSTRUCTIONS

The purpose of this section is to provide information related to the qualifications of interested contractors to perform the service requested herein. Response to all subsets of this section is mandatory. Failure to provide the requested information may result in a submittal being deemed non-responsive. A non-responsive submittal will not receive further consideration. Upon submission, all submittals become the property of the City of St. Pete Beach and are subject to public records laws. All expenses, including travel expenses for interviews, incurred in the preparation of the submittal shall be borne by the submitter.

The following information shall be provided in the order detailed:

Title Page - List the RFQ subject, the name of the firm, local address, telephone number, name of contact person, and e-mail address of contact person.

Table of Contents - Include a clear identification of the material included in the submittal by page number.

Letter of Interest - Limit one (1) page. Make a positive commitment to perform the required work. Also provide the name(s) of the person(s) who will be authorized to make representation for your firm, their title, telephone number, and e-mail address.

Statement of Qualifications and Profile of Design Firm – Limit eight (8) pages. State the size of staff, number of registered professionals and overall relevant experience of the firm and any subconsultant firms. Include resumes for the proposed personnel to include, technical background, experience information, availability and other applicable data. Include an organizational chart of the project team and describe the communication processes to be used within the project team. State whether your firm is local, national or international in size. Give the location of the office from which the work is to be done.

- a. **Technical Approach** – Limit five (5) pages. Include a general synopsis of the contractor's approach and understanding of the work required including expected timeline for design coordination with Utility companies and construction.
- b. **References** - Limit ten (10) pages. Provide information for those projects which have been successfully completed which are of similar scope and complexity as those required under this assignment. Please include a minimum of three (3) client references), within the past ten (10) years prior to the issuance of this RFQ. Reference shall include:
 - i. Client name, address, phone number, e-mail address.
 - ii. Description of the scope of the work.
 - iii. Month and Year the project was started and completed.
 - iv. Total cost and professional service fees paid.
 - v. Role of the firm and the responsibilities
 - vi. If not addressed above, document three (3) contracts where the respondent has provided services to other local governments similar to this contract.
- c. **Insurance Requirements** – Provide proof of insurance in accordance with the Insurance Requirements section included in this RFQ.

Additional Requirements – Include completed Public Entity Criminal Affidavit and Non-Collusion Affidavit.

Full resumes are to be attached as exhibits to the Submittal. Please provide the brief descriptions and information as stated. Additional exhibits to the submittal are acceptable, however, any attachments provided do not take the place of the written requirements as listed above. Resumes are not to exceed two (2) pages per person.

Please direct all inquiries concerning this RFQ in writing to the City Contact listed above.

EVALUATION AND SELECTION OF FIRM

A City review team will evaluate each firm's SOQ based upon the criteria stated in this RFQ and the ability to execute the services. Following the evaluation process, the City may request presentations from the most qualified Firms. The City reserves the right to negotiate modifications to any SOQ that it deems acceptable.

Submittals will be evaluated in accordance with the criteria listed below. For each criterion, the City will award points from top-ranked to lowest-ranked. For example, the top-ranked firm for "qualifications, experience and capability of professional personnel" will receive 1 point, the second-ranked firm will receive 2 points, etc. The top-ranked firm for "technical approach to the project" will receive 1 point, the second-ranked firm will receive 2 points, etc. The top ranked firm for "other considerations" will receive 1 point, the second-ranked firm will receive 2 points, etc. The firm with the lowest overall weighted score will be considered the highest ranked.

	Weight
Firm Qualifications, Experience and Capability of Professional Personnel • Experience of the principals and sub-consultants with Fire Stations in historical settings and/or coastal locations. • Experience of the Architect with Fire Stations in historical settings and/or coastal locations. • Experience and qualifications of other engineering professionals in their respective trade. • Experience with LEED and Smart Building Technology. • Experience with working in a flood zone with FEMA and CAT V requirements.	40%
Project Manager Experience • Experience of the principals and sub-consultants with Fire Stations in historical settings and/or coastal locations. • Experience of the Architect with Fire Stations in historical settings and/or coastal locations. • Experience and qualifications of other engineering professionals in their respective trade. • Experience with working in a flood zone with FEMA and CAT V requirements. • Experience with LEED and Smart Building Technology.	20%
Technical Approach to the Project • Understanding of the historic setting and costal location. • Capabilities to provide design concept graphics for public meetings. • Understanding of the technical requirements of a Fire Station including Operations, Training, Administration, Quality of Life and Community Outreach.	20%
Other Considerations • Client references and examples of Fire Stations completed or currently in design. • Previous contracting experience with municipalities and the ability to work in Florida	20%
TOTAL	100%

RESERVES THE RIGHT

The City reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be the most qualified and in the best interest of the City. The City of St. Pete Beach reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this Request for Qualifications as best serves the needs of the City.

DESIGNATED CONTACT

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person and shall be knowledgeable of the terms of the RFQ and the services being requested.

INSURANCE REQUIREMENTS

Include in proof of Insurance furnished by the firm's carrier to guarantee the firm is insured.

The awarded Firm must file with the City of St Pete Beach certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured with the following minimum coverage:

Commercial General Liability Insurance coverage, including but not limited to premises operations, products/completed operations, product liability, contractual liability, personal injury, death in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

Commercial Automobile Liability Insurance for any owned, non-owned, hired or borrowed automobile in the minimum amount of \$1,000,000 combined single limit.

Worker's Compensation/Employer's Liability Insurance as required by Florida Law for all applicable employees, agent, representatives and subcontractors, if any.

Professional Liability Insurance the Firm will carry professional liability Errors and Omissions Insurance during the terms of this Agreement which will cover liability for any damage or non- performance on account of any error, omission, or other provable negligence caused by the Contractor in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

INDEMNIFICATION

The Respondent shall hold harmless the City, its officers and employees, from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Respondent and any persons employed or utilized by the Respondent in the performance of the Contract.

ASSURANCES

The responding Firm shall provide a statement of assurance that the Firm is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of St. Pete Beach will apply.

LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS

The Firm shall comply with all local, state, and federal directives, orders and laws as applicable to the Contract.

Compliance with Fla. Stat. 448.095:

- a. Firm agrees to comply with all applicable portions of Fla. Stat. 448.095. Firm must use the U.S. Department of Homeland Security's E-Verify System, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired on or after January 1, 2021 during the term of this Agreement.
- b. Subcontractors:
 - i. Firm shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 - ii. Subcontractors shall provide Firm with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. 448.095
 - iii. Firm shall provide a copy of such affidavit to the City upon receipt and shall maintain a copy for the duration of the Agreement.
- c. Firm must provide evidence of compliance with Fla. Stat. 448.05 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Firm's E-Verify number.
- d. Failure to comply with this provision is a material breach of the Agreement, and the City may choose to terminate the Agreement at its sole discretion. Firm may be liable for all costs associated with the City securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary). Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this agreement is terminated for a violation of the statute by the Firm, the Firm may not be awarded a public agreement for a period of 1 year after date of termination.

PROJECT RECORDS

The awarded Firm shall maintain auditable records concerning the procurement to account for all receipts and expenditures, and to document compliance with the Contract. These records shall be kept in accordance with generally accepted accounting methods, and the City of St. Pete Beach reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for three (3) years after final payment has been made and shall be readily available to City personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Upon completion of the project, all reports, studies, recommendations, forms, and other project specific information will need to be submitted in paper and in an electronic file format (PDF) on USB storage device or web-based archive.

DEVIATIONS FROM SPECIFICATIONS

Respondents shall clearly indicate, as applicable, all areas in which the items/services proposed do not fully comply with the requirements of this RFQ. The decision as to whether an item fully complies with the stated requirements rests solely with the City.

NO COLLUSION

By offering a submission to this Request for Qualifications, the responder certifies that no attempt has been made or

will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principals(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective contractors should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

BACKGROUND CHECKS

The Code of Ordinances may require a Firm or sub-contractor who performs work in or on City property to provide a criminal background check for any employee of the company who will do the work in or on city property. Criminal background checks shall mean a level (1) one background check as defined by F.S. § 435. The Firm shall, at its expense, obtain a criminal background check for each of its employees having access to City property prior to beginning the work, and depending on the contract's term, on an annual basis thereafter. The Firm must ensure a similar background check has been done of its subcontractors' employees who will have access to city property.

The Firm shall be required to submit an affidavit on the form provided certifying that background checks shall be completed for all employees who will perform work on city property. The Firm shall conduct the background checks prior to any work being performed. The Firm shall maintain such records during the contract period and for one year thereafter and shall make such records available for inspection and verification by City.

If such a check reveals a conviction or a plea of nolo contendere, regardless of when the plea or conviction occurred, which includes a felony or misdemeanor involving terrorist behavior, violence, use of a dangerous weapon, crimes of moral turpitude or breach of trust/fiduciary responsibility or which raises concerns about building, system, or personal security or is otherwise a job-related crime, the awarded Proposer shall not assign the individual to any City property. If such a check reveals any of the foregoing after access has already been granted, any access privileges already granted shall be immediately revoked and shall not be reinstated without the City's express written authorization. In the event that the Proposer intends to hire new personnel to perform the required services, the background checks should be initiated at the time of the hire.

The City reserves the right to approve or disapprove whether the Firm's employees perform the services for the City. Disapproval would apply solely to this contract and shall have no bearing on the Proposer's employment of an individual outside of this contract.

CONE OF SILENCE

During the course of a competitive solicitation, a Cone of Silence shall apply as follows:

A Cone of Silence shall be in effect during a Competitive Solicitation beginning upon the advertisement for requests for proposals, requests for qualifications and competitive bids. The Cone of Silence shall terminate at the time the City Commission makes final award of a bid or gives final approval of a contract or contract amendment, rejects all bids or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation. The Cone of Silence shall continue through the negotiation phase for requests for proposals and requests for qualifications and shall not end until the Commission gives final approval of the contract.

Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative shall not have any communication with any City Commissioner, the City Manager and their respective support staff or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the City Commission or the City Manager regarding a Competitive Solicitation.

The Cone of Silence shall not apply to written or oral communications with legal counsel for the City or the Purchasing Manager for the City.

Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation shall be made by the City.

PUBLIC RECORDS/CONFIDENTIAL INFORMATION

Florida law provides that municipal records shall at all times be open for personal inspection by any person, unless otherwise exempt. Information and materials received by the City in connection with a Proposer's response shall be deemed to be public records subject to public inspection. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Section 119.07, F.S. provides an exemption from public records law for sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

If the Proposer believes any of the information contained in the response is exempt from the Public Records Law, then the Proposer must in the response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

PUBLIC ENTITY CRIMES INFORMATION STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for 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 public entity, may not be awarded or perform work as a Proposer, supplier, sub-consultant, 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 287.017, for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

CONFLICT OF INTEREST

The Proposer acknowledges and confirms that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Proposer further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

No contract will be awarded to a Proposer who has City elected officials, officers or employees affiliated with it, unless the Proposer has fully complied with current Florida Statutes and City Ordinances relating to this issue. Proposers must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Proposer and removal of the Proposer from the City's Proposer's List and prohibit the proposer from engaging in any business with the City.

TERMINATION

The resulting contract may be canceled by the City when:

- Sufficient funds are not available to continue its full and faithful performance of the contract.
- Sub-standard or non-performance of contract.
- The City wishes to terminate at any time and for any reason, upon giving thirty (30) days prior written notice to the Contractor.

FISCAL NON-FUNDING

If funds for the requested services described herein are not appropriated via the annual budget adoption process, the City reserves the right to cancel the Contract immediately upon written notice to the Contractor.

SUBMITTAL WITHDRAWAL

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the City Commission, if the following is established:

- a. The respondent acted in good faith in submitting the submittal;
- b. In preparing the submittal there was an error of such magnitude that enforcement of the submittal would result in severe hardship upon the respondent;
- c. The error was not the result of gross negligence or willful inattention on the part of the respondent;
- d. The error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal; and
- e. The respondent submits documentation and an explanation of how the error was made.

TAXES, FEES, CODES, LICENSING

The Firm shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The Firm shall also be responsible for compliance with all applicable codes, laws, and regulations.

**III. PUBLIC ENTITY CRIMINAL AFFIDAVIT
SWORN STATEMENT – PUBLIC ENTITY CRIMES**

PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
THE 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: City of St. Pete Beach

by:

(Print individual's name and title)

for:

(Print name of entity submitting sworn statement)

at:

(Business address)

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

(FEIN)

or, if the entity has no FEIN, include the Social Security Number:

(SSN)

by the individual signing this sworn statement:

(Signature)

2. I understand that a "public entity crime" as defined in Section 287.133 (1)(g), Fla. Stat., means a violation of any State or Federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Section 287.133 (1)(b), Fla. Stat., means a finding of guilt or a conviction of public entity crime with or without an adjudication of guilt in any Federal or State trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Section 287.133 (1)(a), Fla. Stat., s, means:
- a. A predecessor or successor of a person convicted of a 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 (1) 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 the Arm's Length Agreement, shall be a prima facie case that one (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
5. I understand that a "person" as defined in Section 287.133 (1)(e), Fla. Stat., means any natural person or any 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, directors, 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 relation to the entity submitting this sworn statement (indicate which statement applies).

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

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

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

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 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. 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, FLA. STAT., FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was sworn to (or affirmed), subscribed, and acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification.

(SEAL)

Notary Public – State of Florida

(Print, Type, Stamp, or Commissioned
Name of Notary Public)

IV. NON-COLLUSION AFFADAVIT

STATE OF _____

COUNTY OF _____

I state that I _____ of _____,

(Name and Title)

(Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
5. _____, its affiliates, subsidiaries, officers, director, and employees (Name of Firm) are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Name of Organization: _____

Signed By: _____

Print Name: _____

The foregoing instrument was sworn to (or affirmed), subscribed, and acknowledged before me **by means of** ☐ **physical presence** or ☐ **online notarization**, this ____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification.

(SEAL)

Notary Public – State of Florida

(Print, Type, Stamp, or Commissioned
Name of Notary Public)

V. SAMPLE PURCHASE AGREEMENT

CITY OF ST. PETE BEACH, FLORIDA
PURCHASE AGREEMENT

Insert Purpose of Agreement

This is an Agreement (the "Agreement") entered into by and between the City of St. Pete Beach (hereinafter "City") and *Insert Vendor Name* (hereinafter "Vendor"). The City and Vendor together shall be referred to as the "parties."

WHEREAS, City desires to purchase from Vendor the goods or services described in this Agreement.

WHEREAS, Vendor is in the business of providing the goods or services described herein, and has submitted an appropriate proposal to the City to provide the same.

WHEREAS, this Agreement has been properly approved by the appropriate authority of the City and the Vendor.

NOW, THEREFORE, upon the mutual covenants contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree to the following:

1. The foregoing recitals are true and correct, and incorporated herein by reference.
2. Public Records, Chapter 119, Florida Statutes. Vendor shall abide by the legal requirements referenced above and in Exhibit A. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDORS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (City Clerk, City of St. Pete Beach, Florida, 727-363-9220, cityclerk@stpetebeach.org, 155 Corey Avenue, St. Pete Beach, Florida 33706).**
3. Employment Eligibility, the Vendor shall comply with all local, state and federal directives, orders and law as applicable to the contract. Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system under 448.095, Fla. Stat.
 - a. Vendor agrees to comply with all applicable portions of Fla. Stat. 448.095. Vendor must use the U.S. Department of Homeland Security's E-Verify System, <https://e-verify.uscis.gov/emp> to verify the employment eligibility of all employees hired on or after January 1, 2021, during the term of this Agreement.
 - b. Subcontractors (i) Vendor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of

this Agreement; (ii) Subcontractors shall provide Vendor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. 448.095; (iii) Vendor shall provide a copy of such affidavit to the City upon receipt and shall maintain a copy for the duration of the Agreement.

c. Vendor must provide evidence of compliance with Fla. Stat. 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notices of Vendor's E-Verify number.

d. Failure to comply with this provision is a material breach of the Agreement, and the City may choose to terminate the Agreement at its sole discretion. Vendor may be liable for all costs associated with the City securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this agreement is terminated for a violation of the statute by the Vendor, the Vendor may not be awarded a public agreement for a period of one (1) year after date of termination.

4. City hereby agrees to purchase, and Vendor hereby agrees to sell or provide, the goods or services described in the proposal attached hereto and incorporated herein as Exhibit B.

5. Vendor shall deliver the goods, or provide the services, described herein no later than ~~click to enter a date~~. ("completion date").

6. This Agreement will remain in effect for a period of one (1) year from the Effective Date.

7. Time is of the essence in the performance of this Agreement. City shall be entitled to liquidated damages in the amount of \$500 per day, for each day after the date set forth in paragraph 4 herein that Vendor has failed to properly and completely deliver all of the goods or provide all of the services specified herein. Vendor specifically acknowledges that the foregoing sum is reasonable and does not constitute a penalty.

8. Upon Vendor's satisfactory delivery of the goods, or full performance of the services, or in accordance with the payment schedule provided in the attached proposal, City shall pay Vendor as per the Unit Prices listed in the Bid Schedule, as full consideration for goods or services provided in this Agreement and more specifically in Exhibit B.

9. Vendor fully warrants the title to any and all goods provided hereunder and agrees to defend the same against all claims whatsoever. At the time of delivery, Vendor shall furnish to the City a bill of sale absolute, with full warranties, or other evidence of title transfer satisfactory to the City, for the goods specified herein.

10. Vendor expressly warrants that all goods delivered hereunder are of merchantable quality and fit for the purpose for which the City has purchased the same. Vendor further warrants that any defects in the goods shall be properly repaired by Vendor for a period of 18 months from final delivery ("guarantee period"), including all parts and labor associated with said repairs.

11. City reserves the right to reject any defective goods, notwithstanding City's payment of the purchase price provided herein.

12. Vendor fully warrants that all services and/or goods provided herein have been provided in a good and workmanlike manner. Vendor guarantees said services for a period of 18 months from the date of final performance. Vendor shall provide all labor and materials necessary to repair any defective workmanship reported to Vendor within said guarantee period.

13. This Agreement may be canceled by the City when:

- a. Sufficient funds are not available to continue its full and faithful performance to the Agreement.
- b. Sub-standard or non-performance of Agreement.
- c. The City wishes to terminate the Agreement at any time and for any reason, upon giving thirty (30) days prior written notice to the Vendor.

14. If funds for the requested services described herein are not appropriated via the annual budget adoption process, the City reserves the right to cancel the Agreement immediately upon written notice to the Vendor.

15. Vendor acknowledges that the City may enter into agreements with other consultants or may have its own employees complete the work for services similar to the services that are subject to this Agreement.

16. To the extent that this Agreement requires Vendor to provide any services of any kind, Vendor and all of Vendor's subcontractors shall maintain public liability insurance in a combined single limit for bodily injury and property damage in the amount of not less than \$1,000,000.00, satisfactory to the City Manager, naming the City as an additional insured and providing coverage up through and including the final performance of any services provided herein. Vendor and all of Vendor's subcontractors shall maintain in full force and effect a policy of worker's compensation insurance for all of Vendor's employees in accordance with applicable state and federal law. Said insurance coverage shall include employer's liability with a single limit of \$100,000.00 per accident or occurrence. Vendor shall present City with a certificate for all of the foregoing insurance, at the time of executing this Agreement and at such other times requested by the City. The Vendor waives all rights against the City, the City's consultants, separate contractors, if any, and any of its subcontractors, agents and employees, for any and all damages caused to the extent covered by insurance described herein and obtained pursuant to this Section or other property insurance applicable to the services and product provided under this Agreement. The City shall require of the Vendor, Vendor's consultants, separate contractors, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waiver of subrogation by endorsement other otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

17. In consideration of the payment of ten dollars as part of the above purchase price, Vendor shall indemnify, defend and hold the City harmless for itself, its employees, agents and assigns, from and against any and all losses, claims, damages, suits, actions, or demands, including attorneys' fees and costs of litigation through all appellate proceedings, arising from the performance or non-performance of this Agreement, whether caused in part by the City or not.

18. This Agreement shall be binding upon the parties, their successors, assigns, and legal representatives. Vendor shall not assign or otherwise transfer any of the rights or duties under this Agreement, without the express written consent of the City.

19. This document and exhibits embody the entire Agreement of the parties. There are no promises, terms, conditions, or representations binding on either party hereto, other than those contained herein; and this document shall supersede all previous communications, representations, and/or agreements between the parties hereto, whether written or oral. This Agreement may be modified only in writing executed by all parties. This Agreement shall be construed according to the laws of Florida, and venue for any action arising herefrom shall be in Pinellas County, Florida.

20. The following Exhibits shall be attached, incorporated and made a part of this Agreement:

- a. Florida public records law (Exhibit "A")
- b. Vendor's proposal (Exhibit "B")
- c. RFB (Exhibit "C")

21. The prevailing party in any action to enforce or interpret this Agreement shall be entitled to reasonable attorney's fees incurred through all appellate proceedings.

22. Vendor hereby acknowledges that the person executing this Agreement on behalf of Vendor has the full authority to do so and to bind Vendor to the terms hereof.

23. Any and all notices sent pursuant to this Agreement shall be given in writing via certified mail or overnight courier and shall be delivered to the following addresses:

As to Vendor:

Insert Vendor's Name and Address

As to City:

City Manager
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

24. To the extent that any terms in the attached proposal conflict with the terms of this Agreement, the terms of this Agreement shall control and supersede such conflicting terms in the attached proposal, to the extent of such conflict.

25. This Agreement may be amended or modified only in writing signed by all Parties hereto. This Agreement shall not be modified by any oral statement, communication, Agreement, course of conduct, or by anything other than a writing signed by the Parties.

26. This Agreement may be executed by the parties in counterpart originals with the same force and effect as if fully and simultaneously executed as a single original document. The "Effective Date" of this Agreement shall be the date this Agreement has been executed by all parties.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year set forth below.

Insert Vendor Name

City of St. Pete Beach:

Signature: _____

Signature: _____

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ATTEST:

Andrew Dickman
City Attorney

Amber LaRowe
City Clerk

EXHIBIT “B”

Florida Public Records Law

119.0701 Contracts; public records; request for contractor records; civil action. —

(1) DEFINITIONS. —For purposes of this section, the term:

(a) “Contractor” means an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2).

(b) “Public agency” means a state, county, district, authority, or municipal officer, or department, division, board, bureau, commission, or other separate unit of government created or established by law.

(2) CONTRACT REQUIREMENTS. —In addition to other contract requirements provided by law, each public agency contract for services entered into or amended on or after July 1, 2016, must include:

(a) The following statement, in substantially the following form, identifying the contact information of the public agency’s custodian of public records in at least 14-point boldfaced type:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).

(b) A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.

2. Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

EXHIBIT “C”

Contractor’s Proposal

CITY OF ST. PETE BEACH

RFQ-09012021-0-2021/KK

REQUEST FOR QUALIFICATIONS: DESIGN FIRM FOR THE RECONSTRUCTION OF FIRE STATION 22



SWEETSPARKMAN
ARCHITECTURE & INTERIORS

TODD M. SWEET, AIA, LEED AP
2168 MAIN STREET,
SARASOTA, FL 34237
T: 941.952.0084
E: TSWEET@SWEETSPARKMAN.COM



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St. Pete Beach Site Context Photos

September 24, 2021
Kathy Kapusta, Procurement Manager
City of St. Pete Beach
155 Corey Avenue, St. Pete Beach, FL 33706

Re: Request for Qualifications: Design Firm for the Reconstruction of Fire Station 22

Dear Ms. Kapusta and Members of the Selection Committee,

The design of the City of St. Pete Beach Fire Station 22 will require a team of professionals committed to the goals and objectives of the City of St. Pete Beach. Sweet Sparkman Architecture and Interiors (SSAI) understands the importance of completing this project as an integrated success; thorough research and documentation, client partnership, and timely completion. We have combined our talents to create a team with the experience and communication skills needed to make this happen.

Earlier this week, I was able to walk the Historic Pass-A-Grille Overlay District around the existing Fire Station with the requirements of this project in mind. I have an understanding and appreciation for the architectural context that makes this area unique. After seeing the existing site conditions and specific needs that are to be considered for this project, I am excited and inspired to incorporate the local contributing historic features into the reconstructed Fire Station.

PROVEN FIRM WITH A QUALIFIED WORKFORCE

Sweet Sparkman is an architectural, planning, and interiors design firm that specializes in public safety design. Our staff of thirty (30) is well-versed in creating fire-fighting facilities, emphasizing firefighter safety and operational efficiency with the latest evidenced based design methodologies. Our team offers expertise in planning and designing fire stations to deliver overall cost savings, excellence in client service, and ability to listen and bring together various groups and stakeholders into a compelling and collective whole.

The project will be coordinated and led by myself, **Todd M. Sweet, AIA, LEED AP**. **Karl Bernhard, AIA, NCARB**, will serve as Project Manager. Karl has served as Project Manager for eight (8) Fire Stations in the last 5 years.

SIGNIFICANT TRACK RECORD IN THE DESIGN OF FIRE STATIONS

Our team can boast an extensive amount of experience in the programming, analysis, and design of Fire Stations with unique objectives customized for the client. Specifically, SSAI staff has planned and designed over thirty (30) Fire Stations over the last 18 years. These include facilities for the Sarasota County Fire Department, Charlotte County Fire Department, East Manatee Fire and Rescue District, North River Fire District, North Port Fire Rescue, Cape Coral Fire Department, Seminole Tribe of Florida, City of Largo Fire Department, and City of Venice Fire Departments. We are currently assisting the Lealman Fire Department with professional design services for their new Fire Station #19.

DESIGNING IN HISTORIC OVERLAY DISTRICTS

Sweet Sparkman has completed several new fire stations in designated historic overlay districts. We have completed fire stations for the Town of Boca Grande, Captiva Island, the City of Sarasota and the City of Venice. Our experience with these architectural challenges has allowed us to design and build new fire stations that create a blend between historic district architectural requirements on the exterior and modern day, state-of-the-art facilities on the interior. Sweet Sparkman understands the architectural context and contributing historic structures of the Historic Pass-A-Grille District and are excited to incorporate those features into the reconstructed Fire Station #22 for the City of St. Pete Beach.

DESIGNING IN COASTAL HIGH-VELOCITY WIND ZONES

Much of our work is in coastal, high-velocity zones. This experience provides us with a keen understanding of designing for resilience. We focus on the design of essential facilities, including public safety and fire station facilities. These facilities require Level E missile openings, tilt-up or reinforced masonry construction, and pile foundations designed with a 100-year storm surge in mind. SSAI has designed fire stations on Florida's gulf coast barrier islands that include Siesta Key, Longboat Key, Pine Island, Palm Island and Captiva Island.

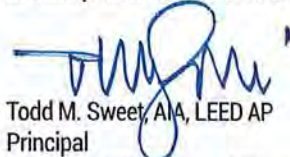
DESIGNING FOR LEED AND SUSTAINABLE PUBLIC SAFETY FACILITIES

We integrate current design thinking and knowledge regarding sustainability, resilience, and community. Sustainable design is a tenement of our Firm's design approach. From site planning to build commissioning and measurement verification, Sweet Sparkman understands the holistic approach to designing buildings that minimize the environment's carbon footprint. Our Firm has designed five (5) LEED Silver certified Fire Stations and are currently in the construction phase of two (2) additional Fire Stations, scheduled to achieve a LEED certification under LEED v4.

COMMITTED TO YOUR SUCCESS

We believe in what we do, and we are committed to seeing you succeed. We maintain an unwavering commitment to civic design excellence, sustainable design practices, and client service. We devote our experienced team members to working with the City of St. Pete Beach. Our team has a very personal commitment to perform the required work to provide a facility that enhances the community while maintaining citizens' public safety.

Respectfully Submitted,
Sweet Sparkman Architecture and Interiors



Todd M. Sweet, AIA, LEED AP
Principal
941-952-0084 | tsweet@sweetsparkman.com



SWEETSPARKMAN
ARCHITECTURE & INTERIORS

STATEMENT OF QUALIFICATIONS AND PROFILE OF DESIGN FIRM



FIRM OVERVIEW AND EXPERIENCE



BOCA GRANDE FIRE DEPARTMENT
BOCA GRANDE, FL



EAST MANATEE FIRE STATION #5
MANATEE COUNTY, FL



CAPE CORAL FIRE STATION #3
CAPE CORAL, FL



NORTH RIVER FIRE STATION #5
PALMETTO, FL



CAPE CORAL FIRE STATION #4
CAPE CORAL, FL



CAPE CORAL FIRE STATION #8
CAPE CORAL, FL



SARASOTA COUNTY FIRE
STATION #1, SARASOTA, FL



BOKEELIA FIRE STATION #3
PINE ISLAND, FL



BRIGHTON FORESTRY FIRE STATION,
BRIGHTON, FL



SARASOTA COUNTY FIRE
STATION #12, SARASOTA, FL



SARASOTA COUNTY FIRE
STATION #14, SARASOTA, FL



SARASOTA COUNTY FIRE
STATION #17, SARASOTA, FL



SARASOTA COUNTY FIRE
STATION #16, SARASOTA, FL



CAPTIVA ISLAND FIRE STATION
CAPTIVA, FL



CAPE CORAL FIRE STATION #11
CAPE CORAL, FL



LARGO FIRE STATION #43
LARGO, FL



NORTH PORT FIRE STATION #85
NORTH PORT, FL



VENICE FIRE STATION #1
VENICE, FL



CHARLOTTE COUNTY FIRE STATION
#10, PALM ISLAND, FL



SARASOTA COUNTY FIRE
STATION #13, SIESTA KEY, FL



LONGBOAT KEY FIRE STATIONS #91
& #92, LONGBOAT KEY, FL



SRQ AIRPORT RESCUE FIRE FACILITY
SARASOTA, FL



CAPE CORAL FIRE STATION #2
CAPE CORAL, FL



SARASOTA COUNTY FIRE STATION
#8, SARASOTA, FL



Sweet Sparkman Architecture and Interiors is a local firm located in Sarasota, FL specializing in community oriented projects. We believe design excellence is achieved by carefully analyzing every parameter affecting the project, including financial, physical, social, an environmental factors. Our firm is interested in projects, not measured by size, but by their relevance to the owner, community, and environment. Planning and design are collaborative, action-oriented processes that identify problems and create solutions to meet the client's goals. Each project is approached with this philosophy.

The firm was established in 2002. Principals, Todd Sweet, AIA, LEED AP; Jerry Sparkman, AIA, NCARB; and John Bryant, AIA, LEED AP; bring a combined 75 years experience in architecture and planning, including residential, civic, and community projects. Sweet Sparkman has 30 full time employees, 10 of which are registered professionals. Sweet Sparkman Architecture and Interiors' expertise in design along with total team commitment and a high level of client communication is the combination that provides exceptional results.

The firm has received national, state, and local awards for their public work. Sarasota County Fire Stations #12, #14, #16, #17 and Largo Fire Station #43 have received the Florida West Coast Branch American Public Works Association - Project of the Year Awards.

FIRE STATIONS IN HISTORIC DISTRICTS

Captiva Fire Station
Venice Fire Station #1
Boca Grande Fire Station
Sarasota County Fire Station #1

COASTAL FIRE STATIONS

Captiva Fire Station
Venice Fire Station #1
Boca Grande Fire Station
Pine Island Fire Station
Bokeelia Fire Station #3
Longboat Key Fire Station #91
Longboat Key Fire Station #92
Sarasota County Fire Station #13
Charlotte County Fire Station #10
Largo Fire Station #43

SUSTAINABLE FIRE STATIONS

Sarasota County Fire Station #1
Sarasota County Fire Station #8
Sarasota County Fire Station #12
Sarasota County Fire Station #13
Sarasota County Fire Station #14
Sarasota County Fire Station #16
Sarasota County Fire Station #17

ADDITIONAL FIRE STATIONS

Lealman Fire Station #19
North Port Fire Station #85
Cape Coral Fire Station #2
Cape Coral Fire Station #3
Cape Coral Fire Station #4
Cape Coral Fire Station #8
Cape Coral Fire Station #11
Cape Coral Fire Station #12
Apopka Fire Training Tower
Brighton Forestry and Wildland Fire Facility
DeSoto County Fire Station
East Manatee Fire Station #5
Manatee County EMS Station #10
North River Fire Station #6
SRQ Airport Rescue Fire Facility
Immokalee Fire Station #31

TEAM EXPERIENCE



TODD SWEET, AIA, LEED AP
SWEET SPARKMAN | PRINCIPAL IN CHARGE

Todd will work closely with the City of St. Pete Beach to assure the timely delivery of Fire Station #22. Todd will remain active in the project from commencement through construction close-out. Todd offers principal led design and project oversight. Todd has designed, permitted, and built more than 30 Fire Stations in the last 20 years. All of the Fire Stations design and built by Sweet Sparkman Architecture and Interiors have Todd as the Architect of Record.



KARL BERNHARD, AIA, NCARB
SWEET SPARKMAN | PROJECT ARCHITECT

Karl will be responsible, in conjunction with Todd, for the project management of the new Fire Station. He will manage the project design schedule and will coordinate the project's many moving pieces. He will be responsible for the management of the design production and coordinating the construction drawings with the engineers. Karl has been the Project Manager for 8 Fire Stations in the last 5 years. All 5 Fire Stations have been built within 20 miles of the coast. He is currently the Project Manager for Lealman Fire Station #19 in St. Petersburg and recently completed Venice Fire Station #1 in the Historic District of Venice.



CHASE MEYERS, ASSOCIATE AIA
SWEET SPARKMAN | PROJECT DESIGNER

Chase will be responsible for drafting the architectural design for the project. He will use Sketch-up and REVIT to render the drawings. He will work in close association with Todd and Karl to complete drawings in all stages of design in the most cost effective way. Chase's experience includes Southern Manatee Fire Rescue Fire Station #2 and #5, Venice Fire Station #1, and Lealman Fire Station #19.



SHIRLEY QUINLAN
SWEET SPARKMAN | INTERIOR DESIGNER

Shirley will be responsible, in conjunction with Todd, Karl, and Chase, for planning space adjacencies. She will be choosing materials and finishes that require low maintenance while withstanding the daily wear and tear of a Public Safety Facility. Shirley's experience includes Longboat Key Fire Station #91 and #92, Lealman Fire Station #19, and Sarasota County Fire Station #8.



JOHN BRYANT, AIA, LEED AP
SWEET SPARKMAN | QUALITY ASSURANCE / QUALITY CONTROL

John will use his experience and lessons learned on Venice Fire Station #1, Sarasota County Fire Station #8, Lealman Fire Station #19, and Cape Coral Fire Stations #2 and #11 as well as experience as a general contractor to provide Quality Control and Quality Assurance through the duration of the project.



GREGORY F. BOWEN, PE, LEED AP BD+C
ENGINEERING MATRIX | MECHANICAL ENGINEER

Greg's responsibilities include management of internal efforts for timely completion of all documents, including client management and project scope management. Greg meets with Owners to determine the scope criteria and preferences. Upon resolution of the scope with budgetary requirements, Greg will then proceed with the various agreed upon design phases. Greg and Josh have extensive experience working on Fire Stations throughout Pinellas, Sarasota, Hillsborough, and Pasco Counties with sustainability and Smart Building Technology in mind.



JOSHUA S. WIDES, PE
ENGINEERING MATRIX | ELECTRICAL ENGINEER

Josh's responsibilities include management of efforts for timely completion of client management and project scope management. Josh coordinates design to be based on efficiency, ease of operation, durability, and the capital cost of equipment. Greg and Josh have extensive experience working on Fire Stations throughout Pinellas, Sarasota, Hillsborough, and Pasco Counties with sustainability and Smart Building Technology in mind.



THOMAS HAGOOD, PE
KARINS ENGINEERING | STRUCTURAL ENGINEER

Tommy brings to Karins Engineering over 50 years of experience. He is proficient in post-tensioned concrete, cast-in-place concrete, structural steel, pre-cast concrete, and wood frame systems. He has been responsible for design team and overall project management, contract negotiations, analyzing work load, development of plans and specifications, quality control, and construction administration. Tommy has been the Structural Engineer of Record on 10 built Fire Stations with Sweet Sparkman.



JAY DIMERCURIO, PE, SI
KARINS ENGINEERING | STRUCTURAL ENGINEER

Jay has 37 years of experience in building design, design project management and design office management. He has experience in coastal building design in a variety of material types including concrete (post-tensioned and mild steel reinforced), steel, pre-cast concrete and masonry, forensics and building repair and restoration. Jay has worked on 4 built Fire Stations with Sweet Sparkman.



SHELBY HUGHES, PE
KIMLEY HORN | CIVIL ENGINEERING PROJECT MANAGER

Shelby is a water resources engineer with a decade of experience. Shelby has been working with the City of St. Pete Beach for nearly eight years and is eager to continue to serve the City on any municipal project. Shelby's technical experience includes program management, urban planning, grant funding, and planning, design, permitting services, and construction of water and wastewater collection, transmission, and treatment systems. Shelby's experience also includes hydraulic modeling, sanitary sewer capacity analysis, water and wastewater master planning, force main assessments, inflow and infiltration studies, and asset management program development.



DAWN DODGE, PE, LEED AP
KIMLEY HORN | CIVIL ENGINEER

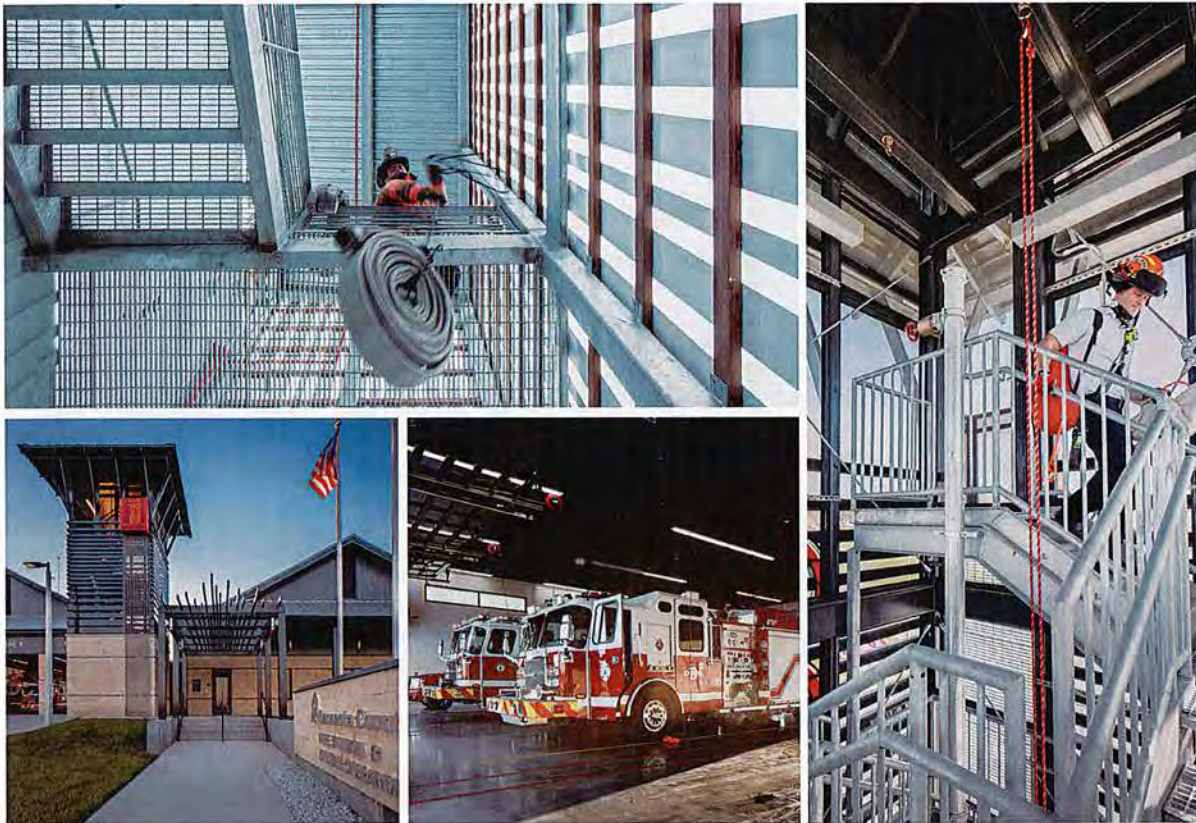
Dawn has more than 16 years of experience in commercial, municipal, and multifamily land development projects. Her project experience includes, site layout, stormwater design and permitting, utility design, construction document preparation and permitting, construction phase services, and project management. Dawn has direct experience with regulatory programs of local municipalities and counties, including the Southwest Florida Water Management District (SWFWMD) and Federal Emergency Management Agency (FEMA).



DAVID FLANAGAN, PLA, ASLA
KIMLEY HORN | LANDSCAPE ARCHITECT

David has 34 years of experience as a landscape architect and site planner. David has extensive experience with local municipalities and counties and a comprehensive portfolio of signature public and private sector projects. His experience includes 4 Fire Stations in St. Petersburg, Clearwater, and Pasco County. David treats every project as a unique opportunity to thoughtfully shape the way we live, work, and play, while unifying the built and natural environments and creating memorable and meaningful places.

SUB-CONSULTANT FIRM EXPERIENCE



SWEET SPARKMAN ARCHITECTURE AND INTERIORS understands the importance of completing this project as an integrated success - thorough investigation and documentation, competency with building systems, client and consultant partnership, all provided in a timely manner. Our firm has over 30 built Fire Stations, (7) seven of which are LEED certified or built to sustainable standards. We have combined our talents to create a team of professionals with the experience and communication skills to successfully accomplish this task. Sweet Sparkman will serve as the lead consultant responsible for architectural design and project management in association with the following firms:



SWEETSPARKMAN
ARCHITECTURE & INTERIORS

KARINS ENGINEERING will provide structural engineering services focused on creating elegantly engineered solutions for complicated architectural problems. With six offices in Florida and 20 years of global experience, their structural engineers hold expertise ranging from restoration services, building envelopes, and government properties to reserve studies, forensics, and structural engineering design. Their experience in foundations, windows, aluminum, marine structures, threshold building inspections, concrete, masonry, steel, wood, and historic restoration across residential, commercial, industrial and governmental projects have allowed them to be the engineer of record for countless buildings around the world. Karins Engineering and Sweet Sparkman have worked on over 40 projects together in the last 10 years including Fire Stations in Sarasota County, Largo, Cape Coral, and Captiva Island.

ENGINEERING MATRIX, INC. (EMI) will provide mechanical, electrical, plumbing, fire protection, and technology engineering. EMI is among the most respected mechanical, electrical, and fire protection systems engineering firms in Florida. EMI will also be providing low voltage design that includes fire alarm, security, A/V and technology. Engineering Matrix, Inc.'s mission is to practice quality engineering that is creative, functional, and cost effective. Sweet Sparkman has worked with EMI on over 15 projects in the last 10 years including Lealman Fire Station #19 and Sarasota County Fire Station #14.

KIMLEY HORN will provide civil engineering and landscape architecture. In the past 10 years, Kimley-Horn has completed 75 projects for the City of St. Pete Beach. The firm considers itself to be an extension of the City of St. Pete Beach staff and are committed to the success of a City's projects as if they were their own projects. In addition, many of Kimley Horn's staff members are former municipal engineers and planners. Their team's combined municipal experience in design, administration, and construction phase services gives them the specific understanding of how to work with the City and other regulatory agencies, elected officials, various stakeholders, and the local community to negotiate support and buy-in, and effectively achieve the objectives of the City of St. Pete Beach. Sweet Sparkman and Kimley Horn have worked on over 25 projects together in the last 12 years.

TIERRA will provide Geotechnical Engineering services. Their organization helps the construction and long-term performance risks associated with subsurface conditions. These services include planning, field and laboratory programs, design recommendations, quality control, and instrumentation and performance studies. Tierra's recent experience includes over a dozen Fire Stations in Pinellas, Hillsborough, and Pasco County.

ORGANIZATIONAL CHART

SWEETSPARKMAN

ARCHITECTURE & INTERIORS

ARCHITECTURE



TODD SWEET, AIA, LEED AP
Principal in Charge / Architect of Record
Sweet Sparkman



KARL BERNHARD, AIA, NCARB
Project Manager
Sweet Sparkman



CHASE MEYERS, ASSOCIATE AIA
Project Designer
Sweet Sparkman



SHIRLEY QUINLAN
Interior Designer
Sweet Sparkman



JOHN BRYANT, AIA, LEED AP
Quality Assurance / Quality Control
Sweet Sparkman



STRUCTURAL ENGINEER

KARINS ENGINEERING

Thomas Hagood, PE
Jay DiMercurio, PE, SI



MEPF ENGINEER

EMI

Greg Bowen, PE, LEED AP
Josh Wides, PE



CIVIL ENGINEER

KIMLEY HORN

Shelby Hughes, PE
Dawn Dodge, PE, LEED AP
David Flanagan, PLA, ASLA



CIVIL ENGINEER

TIERRA

Kevin H. Scott, PE
Thomas E. Musgrave, PE

SWEETSPARKMAN
ARCHITECTURE & INTERIORS

COMMUNICATION PROCESSES

COMMUNICATION AND COLLABORATIVE APPROACH

The project approach involves participation by the project's key staff and facility users at each stage. We explore the requirements of each unique space in the department and benchmark the program numbers with other departments and cities of similar size in your region and across the country. Our task is to engage the City of St. Pete Beach in the process, recognizing and addressing each stakeholder's goals and needs. This inclusive process will provide a reconstructed Fire Station that functions well for St. Pete Beach Fire Department.

Our team's projects are successful because we make every effort to maximize communication between owner and architect; and architect and consultant. Making all team members and stakeholders part of critical meetings helps facilitate the project process. We document every meeting with decisions reached and identify outstanding issues. Documentation of decisions is crucial, and the sharing of this information with the consultants is essential.

During the cost projection phase, our team will work with the CMAR contractor in developing conceptual estimates for the project. This cost control review allows for a discussion of revisions with staff and stakeholders before moving to the next stage of design.

Our team has helped numerous clients evaluate, plan, and design their public safety facilities. A successful project's key feature is a collaborative spirit producing quality facilities. Using REVIT software as our building information modeling (BIM) design tool, each team members' drawings are in a continuous state of coordination. Our design approach provides the best data possible to make informed decisions. Design issues are resolved early, preventing costly changes during construction.

Starting at the kick-off meeting, we will continuously review the project's givens, unknowns, and challenges. During the first meeting, the goal will be to confirm the information previously gathered by the City. Our team will ensure the training elements, features, and structures will work with space, schedule, and budget.

The stakeholders, decision-makers, and lines of communication with each will be mapped out and documented. Our team will record meetings, and these written goals will become the guiding project principles. Using the lessons learned from the kick-off meeting, we will begin the programming review process.

Our primary source of data is the client. We listen and guide the client in determining space needs, preferred design style, functional requirements, etc. We will assess the project goals against similar facilities already in operation. By comparing the data gathered, our team can suggest design changes in line with the City of St. Pete Beach's budget and schedule.



SWEETSPARKMAN
ARCHITECTURE & INTERIORS

TECHNICAL APPROACH



APPROACH + UNDERSTANDING OF THE WORK



APPROACH TO COMPLETING SCOPE OF WORK

Sweet Sparkman implements a highly effective management approach, proven to meet contract compliance, and ensure the delivery of a quality project. Our team has the communication skills, technical ability, and experience to produce high-performance projects.

Innovation in design, planning, sustainability, and building performance is the result of team members who are willing to achieve the highest standards. Many of our projects have solved planning challenges for our clients and provided them a safer and more efficient way of working. Our team offers experience with equipment unique to Fire Stations and sustainable strategies.

Our Team excels at the following:

- Providing a clear framework of communication and responsibilities
- Providing highly qualified personnel, directed by a proven project manager
- Firm Principal involvement throughout the project
- Maintaining the project schedule, tracking milestones, and identifying any performance issues
- Using the project schedule to track progress and contain costs

Our process of design involves using physical as well as three-dimensional digital models (BIM) from the outset. This is a valuable tool not only in testing and understanding the design internally but also in communicating the design fully in a way that traditional technology, including CADD, cannot. We use the same digital models in meetings so we can effortlessly illustrate all aspects of the building at key stages of the design process.

In addition to providing this transparency in the process, the 3D technology also allows us to nimbly make adjustments and revisions to the design as solutions are developed or changes requested. In short, a successful design process is one in which we partner with you at all stages of the process from the earliest goal setting to the final warranty walk-thru. Through this integrated process, everyone is invested in the design decisions. Collectively, we are far more likely to achieve results that meet the needs, expectations, and vision of all involved.

WORKPLAN

Programming / Conceptual Design: The Programming phase will begin as the data previously gathered is validated. Workshops will be used to verify programming and spacial needs. As the project moves into design, the team will use tools that explain the design in greater specificity. We will continue to use explanatory diagrams but will also begin to show rendered images, models and discussing materials and building form. REVIT will become our main tool for documentation as we begin to produce drawings sets for pricing and permit approval.

Preliminary Design: After Conceptual Design approval, the level of specificity for materials, assemblies and systems increases. Often we work with contractors and builders at this point to gauge the cost, contractibility and effectiveness. We continue to use models rendered images and REVIT to communicate the design throughout this phase.

Bid Documents: Sweet Sparkman and team consultants will prepare architectural and engineering construction documents including all drawings and specifications reasonably required by normal industry practice to support their construction. Construction Documents will be uploaded to an ftp site for team use and coordination.

Bidding and Construction Related Services: Sweet Sparkman and team consultants will provide construction administration services for the architectural and engineering aspects of the building to ensure that the project is built in accordance with plans and specifications.

UNDERSTANDING OF TECHNICAL REQUIREMENTS

UNDERSTANDING THE TECHNICAL REQUIREMENTS OF FIRE STATIONS

Sweet Sparkman has designed and permitted over (30) facilities. From this experience, our team can provide a clear and efficient method that assures all the project goals are being met in the most cost-effective way.

Lives depend on a well designed Fire Station. Planning the design of this facility requires that many components are thought through carefully. Some of these fundamental items include a Fire Station's particular service area, equipment and apparatus, day-to-day operations, and staff requirements. The following are examples of some of the significant components of a Fire Station that must be evaluated:

- Life Safety: Does the layout provide the best solution for dispatching personnel and EMS staff safety and quickly to calls?
- Operational Efficiency: What do you find to be the most efficient and inefficient aspects of your current facilities? What are your storage needs? Focus on correcting what does not work and maintaining what does.
- Technology Integration: Antenna and or satellite radio systems building security (cameras, card readers, logging of visitors, etc.), Apparatus exhaust systems, loudspeaker placement, telephone, and data.
- Day to Day operations: Report writing, Bunk arrangements; Officer, Firefighter and EMS, maintainable and durable finishes, ample storage, apparatus support areas such as gear storage including shift change-over, breathing, and cascade equipment hose storage, etc.
- Acoustics: What rooms require special acoustic treatment? Consider proper adjacency of rooms requiring acoustic separation.
- Disaster Response and EOC Rollover: Does the facility require stand-alone or partial operations during hurricanes or other natural disasters? What are the backup requirements (duration and scope of operation) for running on emergency standby power during this time?
- Parking and Vehicular Circulation: Are there adequate parking facilities for staff changeover? Is there training at the facility requiring additional overflow parking? Does the site/design allow for safe ingress/egress of apparatus from and to the building?
- Future Space needs: Consider expansion of staff, service areas, and timing for such expansion. Consider the amount of land available.
- Cold Zone vs. Transition Zone vs. Hot Zone: Provide separate areas for decontamination so firefighters can properly decontaminate themselves upon return to the station without bringing potential carcinogens into the living quarters.

UNDERSTANDING SMART BUILDING TECHNOLOGY FOR FIRE STATIONS

As buildings continue to incorporate smart technology, we see growing opportunities to enhance operational performance and the health and well-being of fire fighter personnel.

Today's fire station alerting systems utilize digital technology to offer user-adjustable alert zones, integrated speaker tones and light fixtures, local acknowledge stations, incident display boards, and turnout timers. These adjustable and interactive features offer flexibility and feedback for response time improvement opportunities.

Tunable white light systems are available that automatically adjust a luminaires' color temperature based on time of day. Lights in select areas, like restrooms and corridors, could automatically adjust to warm color temperatures and lower light levels at nighttime for personnel comfort and well-being.

Today's fire stations incorporate technology through wired and wireless data, audio visual systems for training and meetings, the ability to visually identify visitors and unlock the front door remotely, access control system, and surveillance system.



DESIGNING FOR HISTORIC DISTRICTS



DESIGNING FOR HISTORIC DISTRICTS

Sweet Sparkman Architects and Interiors has completed new fire stations for the town of Boca Grande, Captiva Island Fire Rescue District and for the City of Venice. All of these fire stations are located in mandated historic districts where the architectural styles of "florida vernacular" and "mediterranean revival" are prevalent. As a result, the exterior architecture of each of these new fire stations is reflective and draws inspiration from these historic architectural styles. The interior, however, produces a modern, state of the art facility, capable of supporting the latest technology in public safety and fire-fighting.

The new Fire Station #22 is to be located at the corner of 20th Avenue and Pass-A-Grille Way in the nationally registered Historic Pass-A-Grille Overlay District (PAG). The City recognizes that the Pass-a-Grille Area was developed prior to the development of suburban zoning regulations. The (PAG) Pass-a-Grille Overlay District is intended to allow for new construction and building renovations that are considered contributing to the National Register Historic District. This is to ensure that structures and uses will be compatible with the character of existing development. As a result, any new development should be consistent with the existing mass and scale within the district. SSAI has recently walked the Historic Pass-a-Grille District to take note of the architectural context and contributing historic structures. We are excited and inspired at the opportunity to incorporate these features into a new firehouse for the City of St. Pete Beach.

As a development within the PAG Overlay District SSAI will submit architectural elevations of all facades of all structures for review as part of the site plan approval procedures, and building permit process. Such exhibits will include colors, materials, building dimensions, mass and scale proportions, location of service areas and mechanical equipment, screening devices, parking, site furnishings, lighting fixtures, all signage, and any other information as determined necessary to ensure consistency with the city's intent for compatible historic architecture. In addition, SSAI will stand prepared to present the design to the Historic Preservation Board to ensure compatibility of new construction within the PAG overlay district.

DESIGNING FOR COASTAL SETTINGS

Coastal Fire Stations pose a different series of challenges than mainland buildings. Our design team is very familiar with the needs of the Coastal Fire Stations. Our team has designed and constructed fire stations on Pine Island, Captiva Island, Longboat Key, Siesta Key, and Boca Grande. We are currently completing construction of Charlotte County Fire Station #10 which is located on Palm Island and only accessible via barge.

ARCHITECTURE

The new Fire Station will consider either the design of one story or two stories with the living quarters located above the Apparatus Bays. A two-story fire station will be considered due to the limited site area and FEMA requirements (all habitable space would be on the second level and above the flood elevation). The building height will be greater than most of the neighboring structures due to the height required for the ground floor Apparatus Bays and new FEMA elevations. Building setbacks, massing studies and facade articulation will all be very important to ensure the design of the fire station is compatible with the historic coastal architecture while providing the resiliency to serve as an essential facility and withstand 150 mph wind loads. Equally as important, the fire station will act as a coordination center immediately after a storm event during the crucial time of evaluating the safety of the roads, etc. before citizens return from evacuating. Most importantly, the new fire station should respect the coastal architecture and pedestrian scale of the Historic Pass-A-Grille District.

DESIGNING FOR COASTAL SETTINGS

SITE AND FLOOD ZONE

Fire Station 22 is located within FEMA "AE9" flood zone designation. This "AE" zone requires a minimum finished floor elevation of 1 FT above the base flood elevation. The base flood elevation based on the FEMA – FIRM – Effective (08/24/2021) is EL 10. This "AE" zone appears to be the first flood zone inland of the "VE" zone, so it qualifies as a "coastal A zone" which is defined by ASCE-24 as requiring consideration of wave action and soil scour of the foundations that is not typically considered in a non "coastal" flood zone. Consideration will need to be given to elevation and the type of foundation system necessary to address scour of the soils. Deep foundation (piles) may be necessary. In lieu of elevating the building to meet the FFE requirement, flood proofing is also an alternative.

The site is anticipated to be exempt from permitting through the Southwest Florida Water Management District. Additional fill added to the site will require cup to cup floodplain compensation, as the property is located within a flood zone. The fire station has adequate utility infrastructure capacity for potable water and sanitary sewer provided by Pinellas County and the City of St. Pete Beach, respectively.

STRUCTURE

The minimum design standard for wind for a fire station per the Florida Building Code requires it be considered as a risk category III building in terms of determining the design wind speed and resulting pressures. We see that at this location that wind speed for risk category III is 156 MPH ultimate and 122 allowable. Further the exposure category will be D given the proximity to open water.

Rating wind by hurricane category wind speed, a Category 5 storm wind speed starts at 200 MPH ultimate, 156 working and can increase from there to any speed. Design based on "category 5" thus usually means designing for the threshold wind speed of 200 MPH ultimate, 156 working. This would be a higher wind speed than is prescribed as a minimum by FBC.

Consideration needs to be made also of any ancillary uses of the structure. If there is a shelter use or emergency operations use the wind design speed would be higher than the FBC code minimum and more in the range of the category 5 threshold wind speed. Additional design considerations regarding opening protection etc. are also necessary with the noted uses.

Many times, these structures are a combination of cast in place concrete, pre-cast concrete, concrete masonry, and durable exterior finishes able to withstand hurricane force winds and flooding. Fortunately, many modern building materials can give the appearance of wood but are actually made of concrete. This will allow us to design a building that is compatible with its neighbors while requiring less maintenance and being longer-lasting.

LANDSCAPING

We will develop a landscape that perpetuates the natural visual identity of the Fire Station by limiting the use of what we have come to recognize as industry standard landscape materials. A true coastal landscape is one that replaces turf grass with sand and shell, designing landscaping beds that have no hard edges to define them, and the selection of plant materials characteristic of the City of St. Pete Beach community. Our team will focus on a landscape design that removes the unnatural and alien landscape species and replaces it with natural plantings that will provide a distinct and aesthetic balance of maritime forest specifically attuned to the local soil, climate, and wildlife. Our task will be to help residents, business, and visitors differentiate this specific location by integrating the required building and infrastructure for the proposed fire station into this environment.



DESIGN CONCEPTS FOR PUBLIC MEETINGS



The purpose of our initial meetings with the public will be to LISTEN. As designers, we need to understand the community's concerns and "hot button" issues. We do not want to come to the first meeting with graphics where the public feels we have designed a fire station without their input. We want to be good neighbors and respectful. We want to listen and provide a design that respects the community wishes to the greatest extent possible. Our previous experience tells us that community concerns may include noise, traffic, apparatus dispatch and return, appearance and whether meeting rooms will be provided for the public.



The community also needs to be made aware that the new fire station can't be everything to everyone. There will be many requests and it will be up to the owner and design team to weigh each of these and present a solution that is for the greater good. It is important that the public understand this at the start.

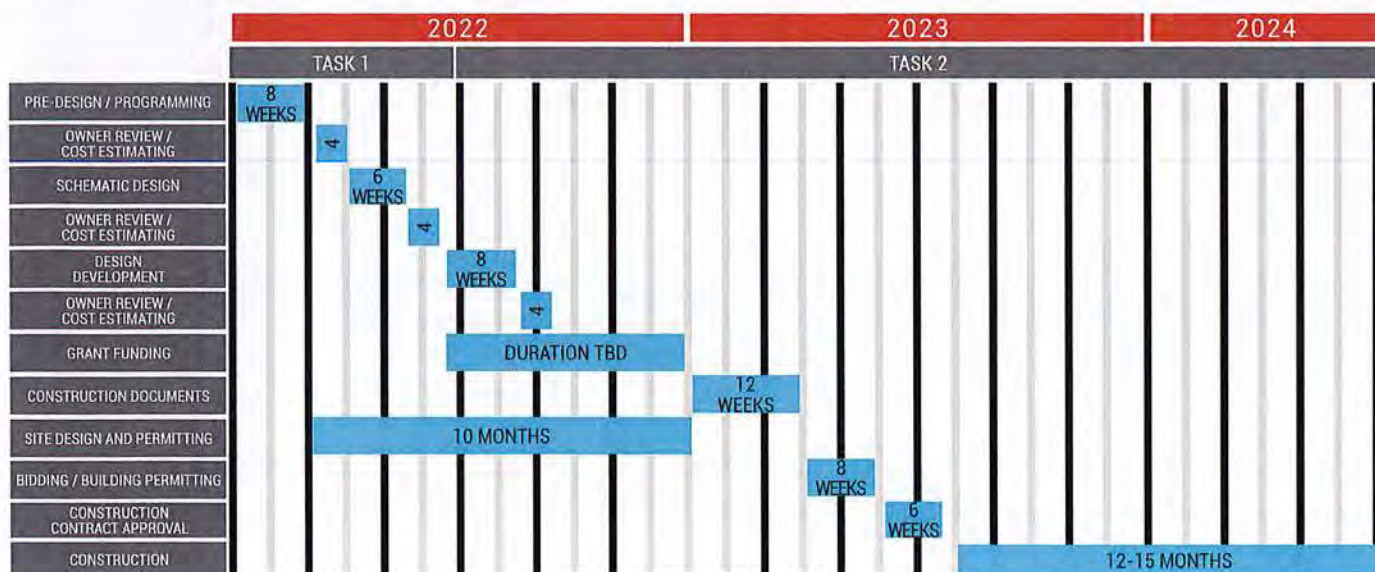


After an initial meeting to poll the community and listen to their feedback, we will have subsequent meetings to show the design progress through graphic representation. The goal is to show the community how their input is reflected in the design of the new fire station. This will help build consensus among the community. The graphics will include two-dimensional floor plans and elevations and materialize into photo-realistic renderings of the building shown within the context of the Historic Pass-A-Grille Overlay District. In the past, SSAI has also produced physical models of the new fire station with the surrounding context. This has proven to be a very successful and can be placed in the lobby of the existing Fire Station or City Hall where the public can have access throughout the design and construction.

EXPECTED TIMELINE

SSAI is ready to commence services immediately upon a signed Agreement.

Task 1 of this project entails providing a concept design with cost estimates for grant funding. We will start our work with Pre-Design services which will include surveying the site, receiving public input and programming the new fire station with a list of the spaces, sizes and features to be included. We will also conduct a site analysis and research the building codes and local jurisdictional requirements for the development (including the requirements for the Historic Pass-A-Grille Overlay District). The Pre-Design phase will enable us to confirm the permitting requirements and the overline timeline for design and permitting. Subsequent phases of design will follow the Pre-Design period and include Schematic Design, Design Development, Construction Documents, Bidding / Permitting, and Construction Administration. An expected timeline would resemble something similar to below:



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REFERENCES



HISTORIC DISTRICT FIRE STATIONS

CAPTIVA FIRE STATION



SCOPE OF WORK

This 9,000 SF, two-story Fire Station, completed in June 2015, includes (3) back-in apparatus bays with administration offices on the ground floor, living quarters with bunk rooms that accommodate (6) fire fighters on the second floor. The site also houses a generator capable of powering the entire facility. The Captiva Island Fire Control District had (2) mandates for the new station: a building able to blend into the historic district and strong enough to withstand the hurricanes. Sweet Sparkman provided full design and construction phase services architectural renderings for discussions with Neighborhood and Civic groups to build consensus for the fire station among the local community. Site Entitlements included Rezone, Site and development Plan approval, conducting meetings with the Captiva Civic Association, neighborhood group, Commissioners, and Lee County staff.

CLIENT

Captiva Fire Control District
Jeff Pawul - Lieutenant / Admin Officer
14981 Captiva Drive, Captiva, FL 33924
239-472-9494 | jpawul@captivafire.com

PROJECT INFO

DESIGNER
Sweet Sparkman
14981 Captiva Drive, Captiva, FL 33924
239-472-9494 | jpawul@captivafire.com

CONSTRUCTION COST
\$2.5 million

PROFESSIONAL SERVICE FEE
\$150,000

ARCHITECT
Sweet Sparkman
14981 Captiva Drive, Captiva, FL 33924
239-472-9494 | jpawul@captivafire.com

VENICE FIRE STATION #1 AND CITY HALL EXPANSION



SCOPE OF WORK

Sweet Sparkman Architects and Interiors (SSAI) recently completed a new fire station and City Hall renovation and expansion in the historic district of Venice, Florida. The new, state of the art, fire station replaces an existing 60 year old antiquated fire station on the same site. The site is located in Venice's Historic Overlay District and was subjected to review by the city's historic preservation board. (SSAI) researched original plans for the site as prepared by the famous planner, John Nolen, to arrive at a concept that respected the historic context of the district while providing a new modern fire station to serve the needs of this thriving coastal community.

The new two-story station includes three (3) drive-through bays with apparatus bay support and dining/dayroom/fitness spaces on the ground floor while the top floor houses the more quiet bunk spaces. The program was developed in close collaboration with the City of Venice to allow for shared spaces among the Fire Department, City Hall and the public.

As part of this project, SSAI also provided an expansion to the adjacent City Hall building with a new building department and renovations to other government departments including Engineering, Purchasing, IT and the Clerk's office.

CLIENT

City of Venice
Fire Chief Shawn Carvey
112 Harbor Drive South, Venice, FL 34285
941-486-2626 | scarvey@venicegov.com



COASTAL FIRE STATIONS

SARASOTA COUNTY FIRE STATION #13



SCOPE OF WORK

Sarasota County Fire Station #13 is a re-use of Sarasota County Fire Station #12 and #14 plans. This Fire Station is located on Siesta Key, literally yards from the beach. The revised plans comply with the 2017 Florida Building Code for essential facilities. This will be a LEED Certified Fire Station. This Fire Station requires Southwest Florida Water Management District (SWFWMD) permitting. The project is a 10,180 SF with living quarters for 7 first responders. The Fire Station serves as a Disaster Deployment Center built to withstand Category 5 hurricane winds. The facility provides Fire and EMS services. This project incorporates the use of flexible fuels per the Plug-in Hybrid Electric Vehicle Resolution #2005-278 of Sarasota County. Construction is comprised of spread foundations and reinforced concrete masonry walls, elevated precast floor systems, integral colored flooring, and pre-engineered metal roof framing / panels. The bay area features fast acting 4-fold sideways-acting 14 ft. square door systems.

CLIENT

Sarasota County Fire Department
Kimberly Humphrey, Project Manager
1170 Beach Road, Sarasota, FL 34242
941-549-4549 | khumphre@scgov.net

LARGO FIRE STATION #43



SCOPE OF WORK

The new 8,600 SF Fire Station in Belleair Bluffs, Florida was designed to include three drive through apparatus bays to house fire and rescue vehicles and equipment. The station services areas governed by Pinellas County, the Town of Belleair, the City of Belleair Bluffs, and the City of Largo.

The building provides 6 bunk rooms for the Lieutenant and crew as well as a day room, kitchen, fitness room, private bathing facilities, and conference/training rooms. The Fire Station includes a ladder training assembly at the rear of the building. There are two horizontal steel supports attached to the exterior of the building that allow the emergency response staff to perform ladder drills. The assembly accommodates a variety of ladder sizes. Additionally the day room and conference room are designed to accommodate in-person and online continuing education training courses.

The building was designed to meet Florida Building Code wind load requirements for essential facilities and is rated for a Category 5 hurricane. The building design implemented low maintenance materials and systems and sustainable features. Materials included polished Concrete flooring and stucco with concrete block and was designed to use the local architectural vernacular to fit in with the neighborhood. The design process began in February 2016 and construction started in November 2016. The Fire Station was built in just under one year.

CLIENT

City of Largo
Deputy Fire Chief Joseph Pennino
2765 Bayway Ave, Belleair Bluffs, FL 33770
727-587-6740 | jpennino@largo.com



SUSTAINABLE FIRE STATIONS

SARASOTA COUNTY FIRE STATION #12



SCOPE OF WORK

The scope of work for Fire Station #12 located in Sarasota County, Florida included the deconstruction of the existing 3,773 SF building built in 1968 and the construction of a new 10,124 SF, two-story LEED Certified Fire Station situated within an 18,050 SF lot. The Fire Station serves as a Disaster Deployment Center built to withstand Category 5 hurricane winds. The facility provides Fire and EMS services. The building was designed to meet the 2030 Challenge Resolution #2006-157 with minimum delivered fossil-fuel energy consumption performance standard being one-half the U.S. average for that building type as defined by the U.S. Department of Energy. This project incorporated the use of flexible fuels per the Plug-in Hybrid Electric Vehicle Resolution #2005-278 of Sarasota County. Construction is comprised of spread foundations and reinforced concrete masonry walls, elevated precast floor systems, integral colored flooring, and pre-engineered metal roof framing / panels. The exterior is a combination of jumbo brick, Portland Cement plaster and metal panels. The bay area features fast acting 4-fold sideways-acting 14 ft. square door systems. The following LEED approaches were incorporated into the Design: use of highly reflective cool paving and roof surfaces, a solar water heater system, installation of a rainwater, cistern collection system for bay washing and toilet flushing, high efficiency split system HVAC units yielding 6/10 Energy and Atmosphere (EA) points, a water use reduction of 70%+ over baseline 1992 EPA standards, low VOC materials.

CLIENT

Sarasota County Government
Brad Gaubatz, County Operations Manager
3110 Bee Ridge Road
941-861-0853 | bgaubatz@scgov.net

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SARASOTA COUNTY FIRE STATION #8



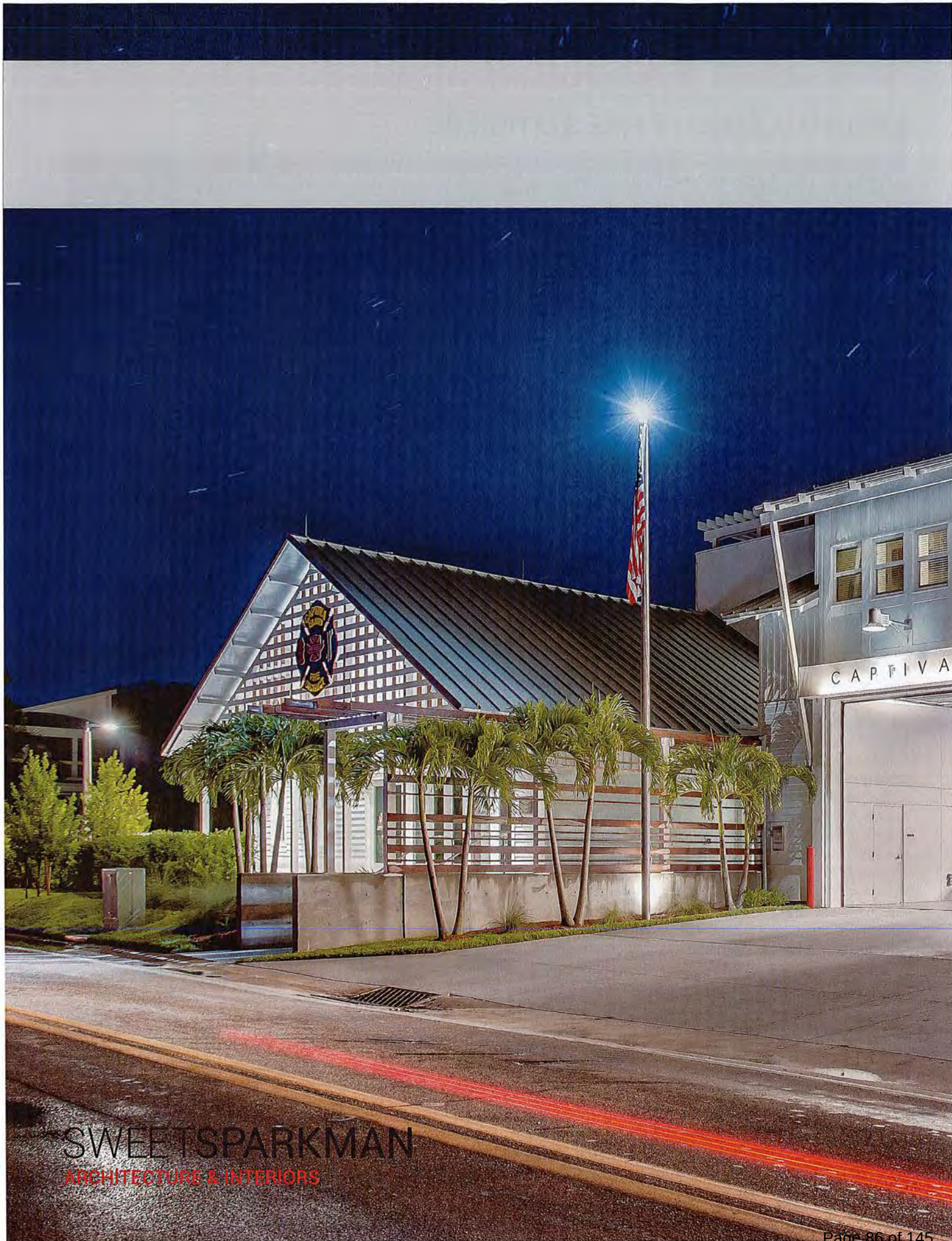
SCOPE OF WORK

Sarasota County Fire Station #8 is a new 19,300 SF Fire Station and re-use of Sweet Sparkman' plans for Sarasota County Fire Station #1. The station houses (4) drive-through apparatus bays with living quarters capable of serving (14) firefighters/EMS personnel. Other interior spaces include a kitchen, exercise room, day room, dining area, screened porch, and report writing area. This station also includes approximately 7,200 SF for a Special Operations structure with an air-conditioned workroom. The building will be LEED Certified and designed to meet Sarasota County's 2030 challenge to the greatest extent feasible. The scope of work also includes interior design services for the selection of finishes and furnishes. Site Improvements include public vehicle and staff parking areas and the addition of a new fuel filling site. Limestone as a material became a driving force in how the building character could be related to the fields. Clad in a cultured limestone material, as a nod to the site's agricultural history, the Fire Station juxtaposes the limestone with a more contemporary pre-finished aluminum cladding wall and roof panel system. The overall architecture expresses sloped roofs, deep overhangs, a front porch and lanai, all elements prevalent in southwest Florida vernacular.

CLIENT

Sarasota County Fire Department
Fire Chief Michael Regnier
850 Apex Road, Sarasota, FL 34240
941-861-5000 | mregnier@scgov.net





SWEEETSPARKMAN
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INSURANCE REQUIREMENTS





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/14/2021

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PRODUCER Iron Ridge Insurance 17595 S Tamiami Trail #107 Fort Myers FL 33908		CONTACT NAME: Karen Brinkley PHONE (A/C, No, Ext): (800) 775-8526 FAX (A/C, No): (239) 288-7544 E-MAIL ADDRESS: kbrinkley@ironridgeinsurance.com	
INSURED Sweet Sparkman Architects Inc 2168 Main Street Sarasota FL 34237		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: Hudson Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 20443 25054	

COVERAGES**CERTIFICATE NUMBER:** CL2151706245**REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			B 7013601623	06/02/2021	06/02/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			B 7013601623	06/02/2021	06/02/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
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B	Professional Liability			PRB 06 19 111905	05/24/2021	05/24/2022	Per Claim \$2,000,000 Aggregate \$2,000,000

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

Professional Liability is written on a claims-made basis

CERTIFICATE HOLDER**CANCELLATION**

For Proposal Purposes

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

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

XC8

DATE (MM/DD/YYYY)

06/18/2021

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PRODUCER Aon Risk Services, Inc of Florida 1001 Brickell Bay Drive, Suite #1100 Miami, FL 33131-4937	CONTACT NAME: Aon Risk Services, Inc of Florida PHONE (A/C, No, Ext): 833-506-1544 FAX (A/C, No): EMAIL ADDRESS: work.comp@trinet.com														
INSURED TriNet Group, Inc. SWEET SPARKMAN ARCHITECTS, INC. 9000 Town Center Parkway Bradenton, FL 34202	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Indemnity Insurance Company of North America</td><td>43575</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Indemnity Insurance Company of North America	43575	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES**CERTIFICATE NUMBER:** 15352365**REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DEC ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N N/A ☒ X			WLR_C67487291	07/01/2020	07/01/2021	X PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

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

Workers Compensation coverage is limited to worksite employees of SWEET SPARKMAN ARCHITECTS, INC. through a co-employment agreement with TRINET HR III, INC..

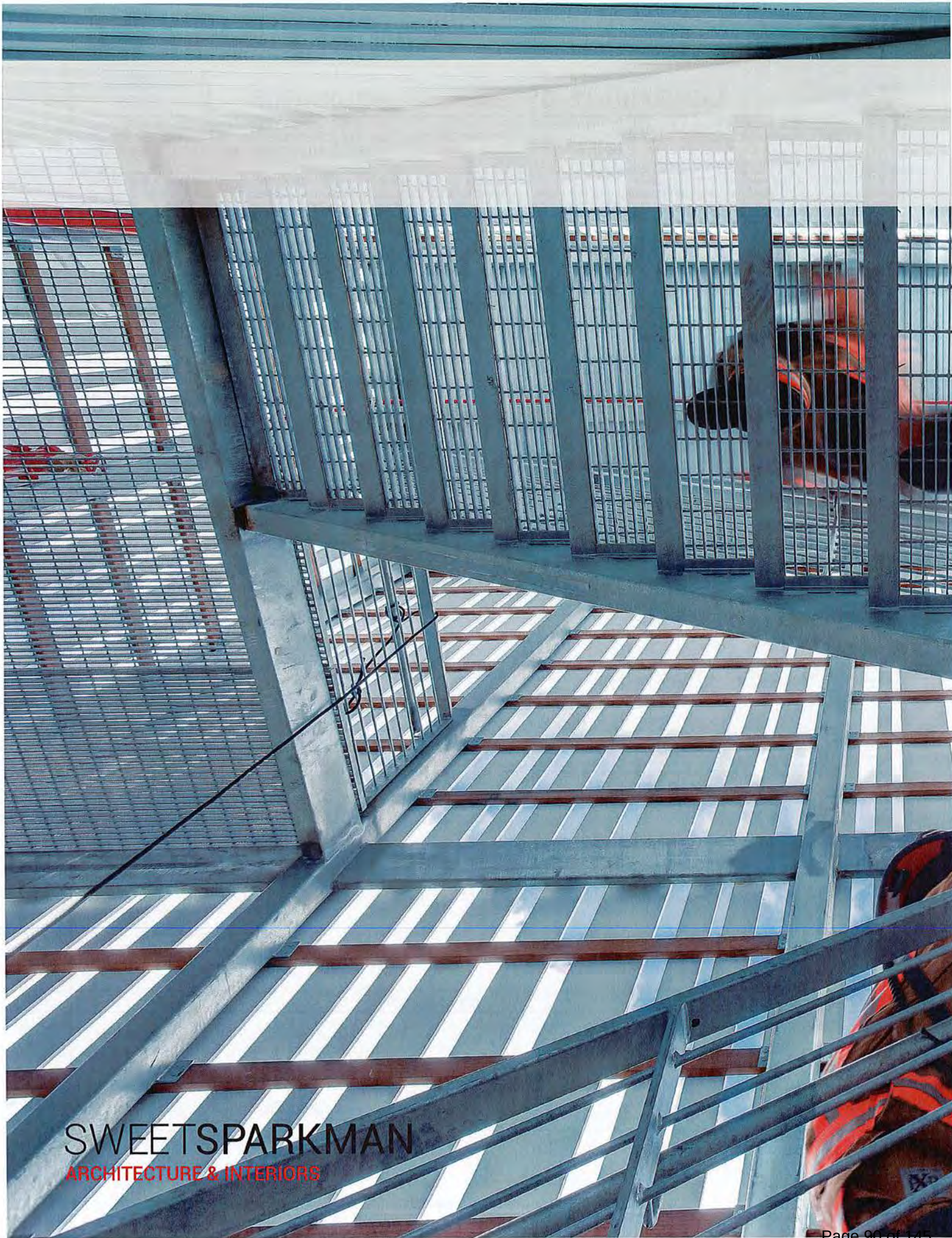
CERTIFICATE HOLDER**CANCELLATION**

	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 <i>Aon Risk Services, Inc of Florida</i>
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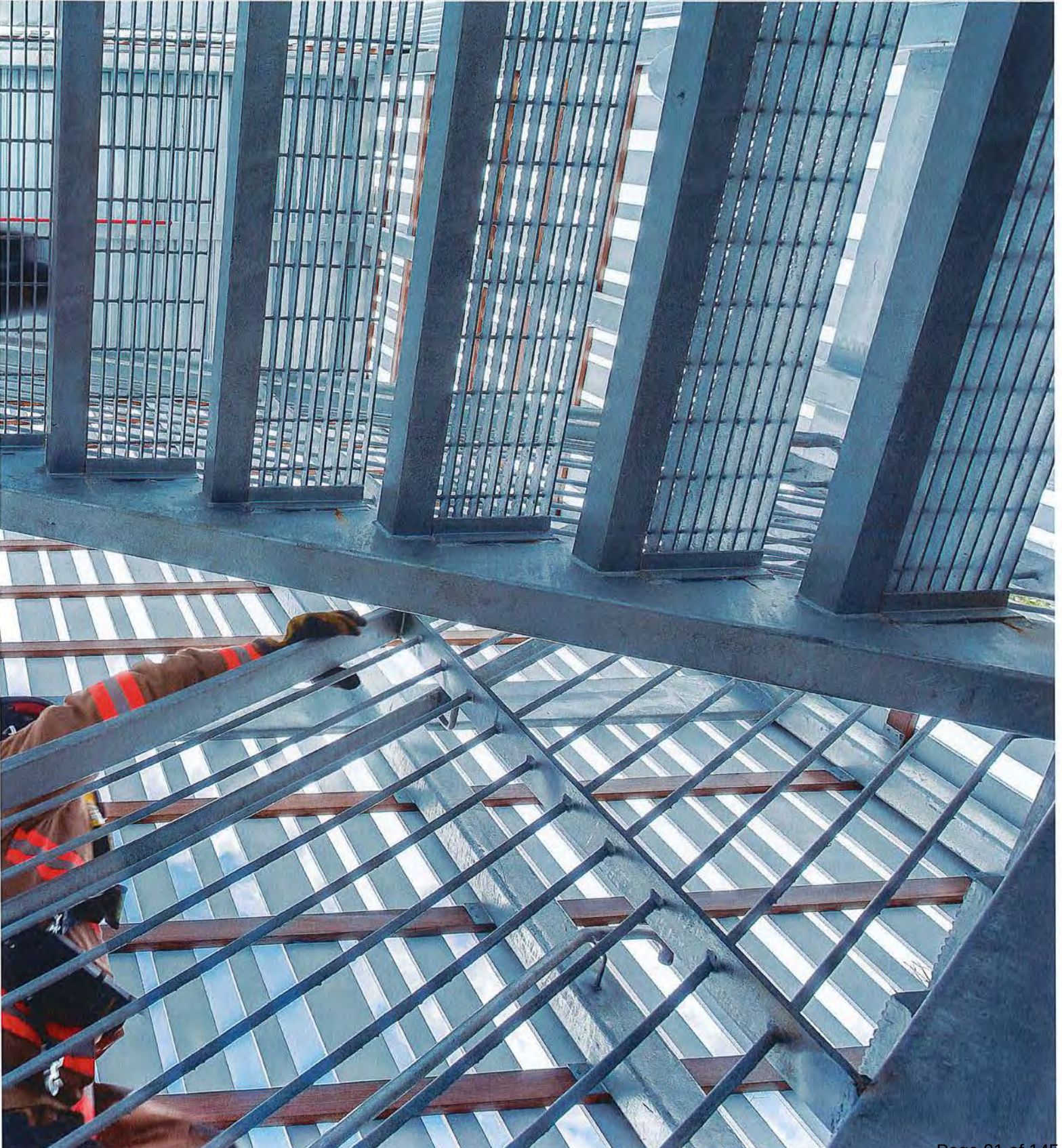
ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



SWEETSPARKMAN
ARCHITECTURE & INTERIORS

ADDITIONAL REQUIREMENTS FORMS



III. PUBLIC ENTITY CRIMINAL AFFIDAVIT
SWORN STATEMENT – PUBLIC ENTITY CRIMES

PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
THE 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: City of St. Pete Beach

by: Todd M. Sweet, AIA, LEED AP - Principal
(Print individual's name and title)

for: Sweet Sparkman Architecture and Interiors
(Print name of entity submitting sworn statement)

at: 2168 Main Street, Sarasota, FL 34237
(Business address)

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

54-2081005
(FEIN)

or, if the entity has no FEIN, include the Social Security Number:

(SSN)

by the individual signing this sworn statement:


(Signature)

2. I understand that a "public entity crime" as defined in Section 287.133 (1)(g), Fla. Stat., means a violation of any State or Federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Section 287.133 (1)(b), Fla. Stat., means a finding of guilt or a conviction of public entity crime with or without an adjudication of guilt in any Federal or State trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Section 287.133 (1)(a), Fla. Stat. s, means:
- a. A predecessor or successor of a person convicted of a 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 (1) 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 the Arm's Length Agreement, shall be a prima facie case that one (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
5. I understand that a "person" as defined in Section 287.133 (1)(e), Fla. Stat., means any natural person or any 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, directors, 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 relation to the entity submitting this sworn statement (indicate which statement applies).

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

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

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

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 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. 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, FLA. STAT., FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

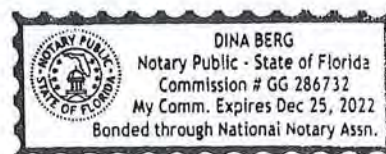
STATE OF FLORIDA
COUNTY OF Sarasota

The foregoing instrument was sworn to (or affirmed), subscribed, and acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 20th day of September, 2021, by Todd M. Sweet, who is personally known to me or has produced N/A as identification.

(SEAL)

Dina Berg
Notary Public - State of Florida

Dina Berg
(Print, Type, Stamp, or Commissioned
Name of Notary Public)



IV. NON-COLLUSION AFFIDAVIT

STATE OF Florida
COUNTY OF Sarasota

I state that I Todd M. Sweet, AIA, LEED AP - Principal of Sweet Sparkman Architecture and Interiors
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
5. Sweet Sparkman Architecture and Interiors, its affiliates, subsidiaries, officers, director, and employees (Name of Firm) are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Name of Organization: Sweet Sparkman Architecture and Interiors

Signed By: _____

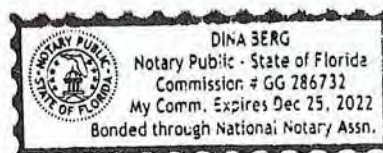
Print Name: Todd M. Sweet, AIA, LEED AP

The foregoing instrument was sworn to (or affirmed), subscribed, and acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 20th day of September, 2021, by N/A, who is personally known to me or has produced _____ as identification.

(SEAL)

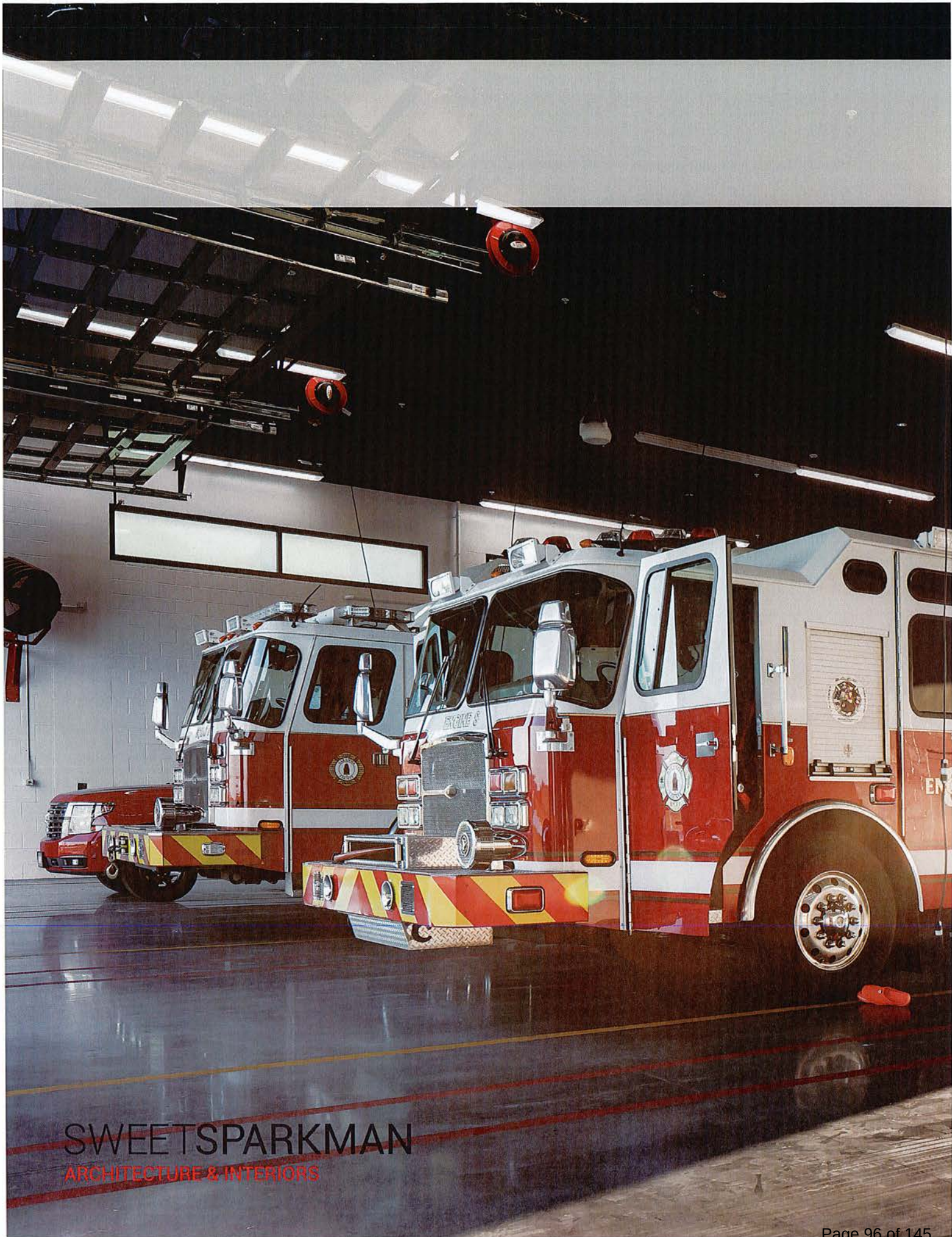
Dina Berg
Notary Public - State of Florida

Dina Berg
(Print, Type, Stamp, or Commissioned
Name of Notary Public)



ASSURANCES STATEMENT

Sweet Sparkman Architects, Inc. dba Sweet Sparkman Architecture and Interiors is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. The firm understands that all applicable laws and regulations of the State of Florida and ordinances and regulations of the City of St. Pete Beach will apply. The firm agrees to comply with all local, state, and federal directives, orders, and laws as applicable to the contract.



SWEETSPARKMAN
ARCHITECTURE & INTERIORS

ADDITIONAL REQUIREMENTS RESUMES



TODD M. SWEET, AIA, LEED AP

SWEET SPARKMAN | PRINCIPAL IN CHARGE / ARCHITECT OF RECORD



EDUCATION

Roger Williams
University, B.Arch, 1991

Rensselaer Polytechnic
Institute, 1985

REGISTRATIONS

Registered Architect
FL #AR-0015832

American Institute of
Architects Member

LEED Accredited
Professional

RELEVANT PROJECT EXPERIENCE

VENICE FIRE STATION #1 AND CITY HALL EXPANSION - VENICE, FL

Sweet Sparkman Architects and Interiors (SSAI) recently completed a new fire station and City Hall renovation and expansion in the historic district of Venice, Florida. The new, state of the art, fire station replaces an existing 60 year old antiquated fire station on the same site. The site is located in Venice's Historic Overlay District and was subjected to review by the city's historic preservation board. The new two-story station includes three (3) drive-through bays with apparatus bay support and dining/dayroom/fitness spaces on the ground floor while the top floor houses the more quiet bunk spaces. The program was developed in close collaboration with the City of Venice to allow for shared spaces among the Fire Department, City Hall and the public. As part of this project, SSAI also provided an expansion to the adjacent City Hall building with a new building department and renovations to other government departments including Engineering, Purchasing, IT and the Clerk's office. Todd served as the Architect of Record.

CAPTIVA FIRE STATION - CAPTIVA ISLAND, FL

This 9,000 SF, two-story Fire station, completed in June 2015, includes (3) back-in apparatus bays with administration offices on the ground floor, living quarters with bunk rooms that accommodate (6) fire fighters on the second floor. The site also houses a generator capable of powering the entire facility. The Captiva Island Fire Control District had (2) mandates for the new station: a building able to blend into the historic district and strong enough to withstand the hurricanes. Sweet Sparkman provided full design and construction phase services architectural renderings for discussions with Neighborhood and Civic groups to build consensus for the fire station among the local community. Todd served as the Architect of Record.

CAPE CORAL FIRE STATIONS #2, #3, #4, #8, #11 - CAPE CORAL, FL

Ranging in size from 10,500 to 12,500 SF, these coastal fire stations include living quarters for (7) firefighters, a fitness room, day room, lieutenant's quarters and (3) Apparatus Bays. Cape Coral is currently reusing the plans for Fire Station #4 to produce Cape Coral Fire Station #2 and #11. Station #2 is currently in construction and Station #11 was completed in 2018. Todd served as the Architect of Record for all (5) Fire Stations.

LARGO FIRE STATION #43 - LARGO, FL

Sweet Sparkman Architecture and Interiors provided a design and construction administration for the new 8,250 SF (3) bay Station. The building provides (6) bunk rooms for the Lieutenant and crew, a day room, kitchen, fitness room, and private bathing facilities. The coastal fire station is designed to meet Florida Building Code wind load requirements for essential facilities. The building design implements low maintenance materials and systems. Todd served as the Architect of Record.

SARASOTA COUNTY FIRE STATIONS #12, #13, #14, #16, #17 - SARASOTA, FL

Sarasota County Fire Department built Fire Stations #12 and #14 designed concurrently and staggered (3) months during construction. Both stations are 2-story Fire Stations, due to limited site area. Sarasota County recently reused the plans for Station #12 for Fire Station #13. Fire Stations #16 and #17 are single story Fire Stations also built concurrently of approximately 12,500 SF. All (5) Fire Stations contain living quarters for firefighters in addition to administration space for the Fire Department and Sheriff's Offices. Todd served as the Architect of Record for all (5) Fire Stations.

KARL BERNHARD, AIA, NCARB

SWEET SPARKMAN | PROJECT MANAGER



EDUCATION

University of Louisiana,
Lafayette,
School of Architecture &
Design, B.Arch 2004

REGISTRATIONS

Registered Architect FL
AR-97922

Registered Architect LA
7634

National Council
of Architectural
Registration Boards,
American Institute of
Architects Member

RELEVANT PROJECT EXPERIENCE

VENICE FIRE STATION #1 AND CITY HALL EXPANSION - VENICE, FL

Sweet Sparkman Architects and Interiors (SSAI) recently completed a new fire station and City Hall renovation and expansion in the historic district of Venice, Florida. The new, state of the art, fire station replaces an existing 60 year old antiquated fire station on the same site. The site is located in Venice's Historic Overlay District and was subjected to review by the city's historic preservation board. The new two-story station includes three (3) drive-through bays with apparatus bay support and dining/dayroom/fitness spaces on the ground floor while the top floor houses the more quiet bunk spaces. The program was developed in close collaboration with the City of Venice to allow for shared spaces among the Fire Department, City Hall and the public. As part of this project, SSAI also provided an expansion to the adjacent City Hall building with a new building department and renovations to other government departments including Engineering, Purchasing, IT and the Clerk's office. Karl serves as the Project Manager.

CAPE CORAL FIRE STATIONS #11 AND #2 - CAPE CORAL, FL

Completed in 2018, Station #11 is 10,500 SF. The coastal fire stations includes living quarters for (7) firefighters, a fitness room, day room, lieutenant's quarters and (3) Apparatus Bays. The Fire Station is designed to withstand 150 mph wind loading and provide (5) days of emergency generator back-up for the entire facility. Station #2 is a re-use of plans for Station #11. Karl serves as the Project Manager.

LARGO FIRE STATION #43 - LARGO, FL

Sweet Sparkman Architecture and Interiors provided a design and construction administration for the new 8,250 SF (3) bay Station. The building provides (6) bunk rooms for the Lieutenant and crew, a day room, kitchen, fitness room, and private bathing facilities. The coastal fire station is designed to meet Florida Building Code wind load requirements for essential facilities. The building design implements low maintenance materials and systems. Karl served as the Project Manager.

CHARLOTTE COUNTY FIRE STATION #10 - PALM ISLAND, FL

Sweet Sparkman Architecture and Interiors is providing design services for this Palm Island Fire Station. Currently in design, the new (2) bay Fire Station will accommodate (2) full time staff and up to (5) staff when required. The Station will have a small training area and meet all FEMA and barrier island design requirements. Karl serves as the Project Manager.

SARASOTA COUNTY FIRE STATION #8 - SARASOTA, FL

Sweet Sparkman designed a 19,300 SF Fire Station with (4) drive-through apparatus bays with living quarters capable of serving (14) firefighters/EMS personnel. Other interior spaces include a kitchen, exercise room, day room, dining area, screened porch, and report writing area. The project includes a 7,200 SF Special Operations structure with an air-conditioned workroom. The building will be LEED Certified. The scope of work includes interior design services for the selection of finishes and furnishes. Site Improvements include public vehicle and staff parking areas and the addition of a new fuel filling site. Karl served as the Project Manager.

CHASE MEYERS, ASSOCIATE AIA

SWEET SPARKMAN | PROJECT DESIGNER



EDUCATION

University of South
Florida, M.Arch., 2017

REGISTRATIONS

American Institute of
Architects Member

RELEVANT PROJECT EXPERIENCE

SOUTHERN MANATEE FIRE RESCUE DISTRICT STATION #2 - MANATEE COUNTY, FL

Sweet Sparkman was contracted by the Southern Manatee Fire Rescue District to renovate the 4,000 SF existing station and design a 1,200 SF addition to provide additional living to accommodate male and female firefighters as well as anticipated growth in the department. Renovated areas to include bathroom, bunk room, enlarged day room/kitchen, fitness area, new detached storage building for Special Hazards Unit, and to investigate exhaust system options for the Apparatus Bays. Chase serves as the Project Designer.

VENICE FIRE STATION #1 AND CITY HALL EXPANSION - VENICE, FL

Sweet Sparkman Architects and Interiors (SSAI) recently completed a new fire station and City Hall renovation and expansion in the historic district of Venice, Florida. The new, state of the art, fire station replaces an existing 60 year old antiquated fire station on the same site. The site is located in Venice's Historic Overlay District and was subjected to review by the city's historic preservation board. The new two-story station includes three (3) drive-through bays with apparatus bay support and dining/dayroom/fitness spaces on the ground floor while the top floor houses the more quiet bunk spaces. The program was developed in close collaboration with the City of Venice to allow for shared spaces among the Fire Department, City Hall and the public. As part of this project, SSAI also provided an expansion to the adjacent City Hall building with a new building department and renovations to other government departments including Engineering, Purchasing, IT and the Clerk's office. Chase serves as Project Designer.

CHARLOTTE COUNTY FIRE STATION #10 - PLACIDA, FL

Sweet Sparkman Architects is providing design services for this Palm Island Fire Station. Currently in design, the new (2) bay Fire Station will accommodate (2) full time staff and up to (5) staff when required. The Station will have a small training area and meet all FEMA and barrier island design requirements. Chase serves as the Project Designer.

CAPE CORAL COMMUNITY PARKS - CAPE CORAL, FL

The Cape Coral Community Parks project consists of four large parks located throughout the City of Cape Coral. Each park consists of site and landscape amenities that are being design by Kimley Horn. Sweet Sparkman is contracted to design the building facilities at each park. The facilities being design include a tennis/pickleball pro shop and concessions building, an environmental welcome center, and multiple restroom, shower and park storage buildings. Chase serves as Project Designer.

LEALMAN FIRE STATION #19 - ST. PETERSBURG, FL

Lealman Fire Station includes (3) Drive-through apparatus bays. The building includes (9) bunk rooms with (2) storage spaces that can be converted to bunk rooms as necessary for future growth. The building also includes a small community meeting room, day room, full kitchen and a generous fitness room for staff. Chase served as Project Designer.

JOHN BRYANT, AIA, LEED AP

SWEET SPARKMAN | QUALITY CONTROL / QUALITY ASSURANCE



EDUCATION

University of Maryland,
M.Arch, 2007

Grinnell College, BA
Music, 2000

REGISTRATIONS

Registered Architect
FL #AR-95599

American Institute of
Architects Member

LEED Accredited
Professional

RELEVANT PROJECT EXPERIENCE

SARASOTA COUNTY FIRE STATIONS #12, #13, #14, #16, #17 - SARASOTA, FL

Sarasota County Fire Department built Fire Stations #12 and #14 designed concurrently and staggered (3) months during construction. Both stations are 2-story Fire Stations, due to limited site area. Sarasota County recently reused the plans for Station #12 for Fire Station #13. Fire Stations #16 and #17 are single story Fire Stations also built concurrently of approximately 12,500 SF. All (5) Fire Stations contain living quarters for firefighters in addition to administration space for the Fire Department and Sheriff's Offices. John served as Quality Assurance / Quality Control for all (5) Fire Stations.

VENICE FIRE STATION #1 AND CITY HALL EXPANSION - VENICE, FL

Sweet Sparkman Architects and Interiors (SSAI) recently completed a new fire station and City Hall renovation and expansion in the historic district of Venice, Florida. The new, state of the art, fire station replaces an existing 60 year old antiquated fire station on the same site. The site is located in Venice's Historic Overlay District and was subjected to review by the city's historic preservation board. The new two-story station includes three (3) drive-through bays with apparatus bay support and dining/dayroom/fitness spaces on the ground floor while the top floor houses the more quiet bunk spaces. The program was developed in close collaboration with the City of Venice to allow for shared spaces among the Fire Department, City Hall and the public. As part of this project, SSAI also provided an expansion to the adjacent City Hall building with a new building department and renovations to other government departments including Engineering, Purchasing, IT and the Clerk's office. John served as the Project Architect.

LARGO FIRE STATION #43 - LARGO, FL

Sweet Sparkman Architecture and Interiors provided a design and construction administration for the new 8,250 SF (3) bay Station. The building provides (6) bunk rooms for the Lieutenant and crew, a day room, kitchen, fitness room, and private bathing facilities. The coastal fire station is designed to meet Florida Building Code wind load requirements for essential facilities. The building design implements low maintenance materials and systems. John served as Quality Assurance / Quality Control.

CAPE CORAL FIRE STATIONS #11 AND #2 - CAPE CORAL, FL

Completed in 2018, Station #11 is 10,500 SF. The coastal fire stations includes living quarters for (7) firefighters, a fitness room, day room, lieutenant's quarters and (3) Apparatus Bays. The Fire Station is designed to withstand 150 mph wind loading and provide (5) days of emergency generator back-up for the entire facility. Station #2 is a re-use of plans for Station #11. John served as Quality Assurance / Quality Control.

LEALMAN FIRE STATION #19 - ST. PETERSBURG, FL

Lealman Fire Station includes (3) Drive-through apparatus bays. The building includes (9) bunk rooms with (2) storage spaces that can be converted to bunk rooms as necessary for future growth. The building also includes a small community meeting room, day room, full kitchen and a generous fitness room for staff. John served as Quality Assurance / Quality Control.

SHIRLEY QUINLAN

SWEET SPARKMAN | INTERIOR DESIGNER



EDUCATION

Interior Design Fashion
Institute of Technology,
BFA - Interior Design,
2011

RELEVANT PROJECT EXPERIENCE

VENICE FIRE STATION #1 AND CITY HALL EXPANSION - VENICE, FL

The project includes improvements to the Venice City Hall campus. A new 2-story Fire Station will replace the existing Fire Station, and a new 4,500 SF expansion will be added onto the City Hall. Other improvements include reorganizing City Hall departments within the footprint, ADA and security upgrades. Site work will include hardscaping, landscaping, secure parking areas, new central energy plant and generator to serve the campus. The project is currently in schematic design phase. Shirley serves as Interior Designer.

SARASOTA INTERNATIONAL AIRPORT RESCUE FIRE FACILITY - SARASOTA, FL

Sweet Sparkman has been contracted to provide professional services for the planning and design of the Airport Rescue and Fire Fighting (ARFF) Building renovation at the Sarasota Bradenton International Airport. The firm is responsible for the preparation of reports, schedules, surveys, phasing, and safety diagrams for the rehabilitation of the existing structure. The scope of work will include preliminary conceptual design through construction documentation. Shirley served as Interior Designer.

LONGBOAT KEY FIRE STATIONS #91 AND #92 - LONGBOAT KEY, FL

Sweet Sparkman has been contracted to perform design and construction administration for the (2) Fire Stations on Longboat Key. Sweet Sparkman provided a conditions assessment report with recommendations on how to correct items that were deficient and the challenges with expansion or new construction on the existing site. The Town needs to renovate these Fire Stations and bring it up to a standard equivalent to a modern day Fire Station in terms of space, layout, equipment and hurricane hardening. Shirley served as Interior Designer.

SARASOTA COUNTY FIRE STATION #8 - SARASOTA, FL

Fire Station #8 is a 20,760 SF station which will include the Special Operations Building. Although the general architectural form of the building was intended to share a similar character as Sarasota County Fire Station #1, there was an opportunity to modify the architectural appearance through materiality to better relate contextually with the location at the Celery Fields. Shirley served as Interior Designer.

CHARLOTTE COUNTY FIRE STATION #10 - PLACIDA, FL

Sweet Sparkman Architects is providing design services for this Palm Island Fire Station. Currently in design, the new (2) bay Fire Station will accommodate (2) full time staff and up to (5) staff when required. The Station will have a small training area and meet all FEMA and barrier island design requirements. Shirley served as Interior Designer.

THOMAS A. HAGOOD, JR., PE, SI

KARINS ENGINEERING GROUP | STRUCTURAL ENGINEER



EDUCATION

Vanderbilt University, Nashville, TN, M.S.C.E.
University of Alabama, Tuscaloosa, AL, B.S.C.E.

REGISTRATIONS

Professional Engineer - FL #51786
Special Inspector of Threshold Buildings - FL #1166

PROJECT EXPERIENCE

- Sarasota County Fire Station #21
- Sarasota County Fire Station #23
- Sarasota County Fire Station #12*
- Sarasota County Fire Station #14*
- Sarasota County Fire Station #16*
- Sarasota County Fire Station #17*
- Sarasota County Fire Station #1*
- Largo Fire Station #45*
- Cape Coral Fire Station #2*
- Cape Coral Fire Station #3*
- Cape Coral Fire Station #4*
- Cape Coral Fire Station #8*
- Cape Coral Fire Station #11*
- Captiva Fire Station*
- Brighton Forestry & Wildland Fire Station - Seminole Tribe of FL, Brighton Reservation, FL*
- East Manatee Fire Station #5, Lakewood Ranch, FL*
- North River Fire Stations #2 - Manatee County, FL*
- North River Fire Stations #4 - Manatee County, FL*
- North River Fire Stations #6 - Manatee County, FL*
- Bonita Springs Fire Station #4*
- Bonita Springs Fire Station #1*
- City of Sarasota Police Department Headquarters*
- Sarasota County 911/EOC Public Safety Building*
- City of Palmetto New Police Headquarters
- City of North Port Fire and Administration Building*

*Experience Prior to Karins Engineering

JAY DIMERCURIO, PE, SI

KARINS ENGINEERING GROUP | STRUCTURAL ENGINEER



EDUCATION

Tufts College of Engineering-Boston, MA -
B.S.C.E.

REGISTRATIONS

Professional Engineer - FL #54446
Special Inspector of Threshold Buildings - FL #2021

PROJECT EXPERIENCE

- Palmetto Police Headquarters - Palmetto, FL
- Highlands County Fire Station #36 - Lake Placid, FL
- Lealman Fire Station #19 - St. Petersburg, FL
- Sarasota County Fire Station #21 Renovation Preliminary Design Study
- Sarasota County Fire Station #23
- Sarasota County Fire Station #12*
- Sarasota County Fire Station #14*
- Sarasota County Fire Station #16*
- Sarasota County Fire Station #17*
- Captiva Fire Station*
- Brighton Forestry & Wildland Fire Station - Seminole Tribe of FL, Brighton Reservation, FL*
- East Manatee Fire Station #5, Lakewood Ranch, FL*
- North River Fire Stations #2 - Manatee County, FL*
- North River Fire Stations #4 - Manatee County, FL*
- North River Fire Stations #6 - Manatee County, FL*
- Bonita Springs Fire Station #4*
- Bonita Springs Fire Station #1 Renovation*
- City of Sarasota Police Department Headquarters*
- Sarasota County 911/EOC Public Safety Building*
- City of Palmetto New Police Headquarters
- Highlands County Sheriff's New Headquarters, Sebring, FL*
- Highlands County Jail Addition and Renovations, Sebring, FL*
- Savannah Federal Courthouse, Savannah, GA*
- Pulaski State Prison, Hawkinsville, GA*
- DEA/ATF Facility, Birmingham, AL*
- US Department of State Consulate, Mazar A. Sahrif, Afghanistan*
- Savannah Federal Courthouse, Savannah, GA*

*Experience Prior to Karins Engineering

GREGORY F. BOWEN, PE, LEED AP BD+C

ENGINEERING MATRIX | MECHANICAL ENGINEER



EDUCATION

B.S.M.E., University of South Florida, 1989

REGISTRATIONS

Professional Engineer FL #55064 Mechanical,
1994, Fire Protection, 2005
LEED®AP BD+C, 2006

PROJECT EXPERIENCE

CITY OF ST. PETE BEACH

- City Hall Building Evaluation
- Police Department Building Evaluation

PINELLAS COUNTY

- Lealman Fire Station #19
- SPC Fire Training Center Upgrades
- Seminole Fire Station #32
- Seminole Fire Station #30 Renovations and Hardening
- Seminole Fire Station #31 Hardening
- Seminole Fire Station #31 Cursory Assessment

SARASOTA COUNTY

- Sarasota County Fire Station #14
- Sarasota County Fire Station #3

HILLSBOROUGH COUNTY

- Fishhawk Fire Station #44
- Armwood Fire Station #4
- Riverview Fire Station #16
- Plant City Fire Station #25
- Bloomingdale Fire Station #7
- North Tampa Fire Station #14 Remodel and Addition
- Ruskin Fire Station #17
- Seffner Mango Fire Station #18

PASCO COUNTY

- Hudson Fire Station #42
- Watergrass Fire Station #38
- Wesley Chapel Fire Station #13
- Holiday Fire Station #12
- New Port Richey Fire Station #30
- Zephyrhills Fire Station #2 Renovation

JOSHUA S. WIDES, PE

ENGINEERING MATRIX | ELECTRICAL ENGINEER



EDUCATION

B.S.E., University of Florida, 2003

REGISTRATIONS

Professional Engineer FL #69258
Electrical, 2009

PROJECT EXPERIENCE

CITY OF ST. PETE BEACH

- City Hall Building Evaluation
- Police Department Building Evaluation

PINELLAS COUNTY

- Lealman Fire Station #19
- SPC Fire Training Center Upgrades
- Seminole Fire Station #32
- Seminole Fire Station #30 Renovations and Hardening
- Seminole Fire Station #31 Hardening
- Seminole Fire Station #31 Cursory Assessment

SARASOTA COUNTY

- Sarasota County Fire Station #14
- Sarasota County Fire Station #3

HILLSBOROUGH COUNTY

- Fishhawk Fire Station #44
- Armwood Fire Station #4
- Riverview Fire Station #16
- Plant City Fire Station #25
- Bloomingdale Fire Station #7
- North Tampa Fire Station #14 Remodel and Addition
- Ruskin Fire Station #17
- Seffner Mango Fire Station #18

PASCO COUNTY

- Hudson Fire Station #42
- Watergrass Fire Station #38
- Wesley Chapel Fire Station #13
- Holiday Fire Station #12
- New Port Richey Fire Station #30
- Zephyrhills Fire Station #2 Renovation

KEVIN H. SCOTT, PE

TIERRA | GEOTECHNICAL ENGINEER



EDUCATION

University of South Florida,
BS - Civil Engineering, 2000

REGISTRATIONS

Professional Engineer FL #65514
National Society of Civil Engineers

PROJECT EXPERIENCE

FIRE STATION EXPERIENCE

- Proposed South Pasadena Fire Station Site, Pinellas County
- Repair Main Fire Station Building 105, NAS Jacksonville, Duval County
- Pasco County Fire Station #38
- Pasco County Fire Station #13 Emergency Signalization
- Pasco County Fire Station #12 Emergency Signalization
- Hillsborough County Fire Station #16 Replacement
- Pasco County Fire Station #30 Emergency Fire Signal Relocation
- Pasco County Fire Station #15 Emergency Signal Poles
- Pasco County Fire Station #16 Emergency Signal Poles
- Pasco County Fire Station #23 Emergency Signal Poles
- Pasco County Fire Station #37 Emergency Signal Poles
- Pasco County Fire Station #39 Emergency Signal Poles

REGIONAL PROJECT EXPERIENCE

- St. Pete Beach Library Pavement Improvements
- St. Pete Beach Parking Lot Expansion
- Treasure Island Causeway
- Taxiway C Rehabilitation, Albert Whitted Airport
- Taxiway T Rehabilitation, St. Petersburg-Clearwater International Airport
- Banded Office Due Diligence
- Dunedin Gateway
- Dunedin Isles
- City of Gulfport: Skate Park
- City of Gulfport: Parking and Pedestrian Trail
- City of Tarpon Springs: CR 582 from W. of S. Huey Avenue
- City of Treasure Island: Causeway, Pavement Evaluation
- PSTA Operations and Maintenance Facility Pavement Failure
- Raymond H. Neri Community Park
- Skycrest Reclaimed Water Expansion

THOMAS E. MUSGRAVE, PE

TIERRA | GEOTECHNICAL ENGINEER



EDUCATION

University of South Florida,
BS - Civil Engineering, 2011

REGISTRATIONS

American Society of Civil Engineers
American Concrete Institute

PROJECT EXPERIENCE

FIRE STATION EXPERIENCE

- Pasco County Fire Station #38
- Pasco County Fire Station #13 Emergency Signalization
- Pasco County Fire Station #12 Emergency Signalization
- Hillsborough County Fire Station #16 Replacement
- Pasco County Fire Station #30 Emergency Fire Signal Relocation

REGIONAL PROJECT EXPERIENCE

- St. Pete Beach Library Pavement Improvements
- St. Pete Beach Parking Lot Expansion
- Districtwide Scour Evaluation for Bridges with Unknown Foundations Contract, Districtwide
- SR 54, from East of CR 577 (Curley Rd.) to East of CR 579 (Morris Bridge Rd.), Pasco County
- I-75 (SR 93) South of Fowler to South of Bruce B. Downs, Roadway and Bridge, Hillsborough County
- District VII Districtwide Geotechnical Contract, Districtwide

- I-4 / Crosstown Connector Segment 3C, from 7th Avenue to the Crosstown Expressway including Connections to 22nd Street, Hillsborough County
- SR 574 (MLK Jr. Blvd.) from Kingsway Rd. to McIntosh Rd., Hillsborough County
- Districtwide Geotechnical Engineering Services - SR 687 Improvements, Pinellas County
- SR 694 (Gandy Boulevard) from 40th Street North to East of SR 93 (I-275), Pinellas County
- Interlaken Road from Gunn Highway to Interlaken Drive, Pasco County
- Lake Patience Road from Oakstead Subdivision to US 41, Pasco County
- SR 54 at Madison Street Signalization, Pasco County
- Turn Lanes on Chancey Road for Double Branch Elementary School, Pasco County
- San Martin Boulevard over Riviera Bay Bridge Project Development & Environment (PD&E) Study, Pinellas County

SHELBY HUGHES, PE

KIMLEY HORN | PROJECT MANAGER



EDUCATION

Bachelor of Science, Civil Engineering
University of Florida

REGISTRATIONS

Professional Engineer in Florida
American Water Works Association (AWWA)
American Society of Civil Engineers (ASCE)
National Association of Sewer Service
Companies (NASSC)

PROJECT EXPERIENCE

- St. Pete Beach General Engineering Services, St. Pete Beach, FL
- Pump Station 1, 2, & 3, St. Pete Beach, FL
- Lift Stations 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, & 17, St. Pete Beach, FL
- Force Main 3, 8, 9, & 16 Replacement, St. Pete Beach, FL
- Inflow and Infiltration Report and Model Capacity Report, St. Pete Beach, FL
- Force Main Assessment Report, St. Pete Beach, FL
- Emergency Preparedness Plan, St. Pete Beach, FL
- Phase I Coastal Resiliency Plan and Phase II Vulnerability Assessment, St. Pete Beach, FL
- State Revolving Fund (SRF) Planning Documents and Application, St. Pete Beach, FL
- Florida Department of Environmental Protection (FDEP)
- Resilience Planning Grant Application, St. Pete Beach, FL
- North Force Main Extension and Hotel District Lift Station 1, St. Pete Beach, FL
- South Force Main Extension, St. Pete Beach, FL
- Comprehensive Plan and Land Development Code Regulatory Review and Update, St. Pete Beach, FL
- Asset Management Program, St. Pete Beach, FL
- Multimodal Transportation Plan, St. Pete Beach, FL
- Crystal Lagoons Beachwalk, St. Johns County, FL
- Lake Nona Landing, Orlando, FL
- Heron Creek, Northport, FL
- West River Master Plan, Tampa, FL
- Meridian Mixed Use Improvements, City of Tampa, FL
- Water Street Communications Corridor, City of Tampa, FL

DAWN DODGE, PE, LEED AP

KIMLEY HORN | CIVIL ENGINEER



EDUCATION

Bachelor of Science, Civil Engineering
University of Florida

REGISTRATIONS

Professional Engineer in Florida
Leadership in Energy and Environmental Design
Accredited Professional (LEED AP)
Urban Land Institute (ULI)

PROJECT EXPERIENCE

- Lealman Regional Stormwater Facility, Pinellas County, FL
- New Largo City Hall, Largo, FL
- City Hall, Zephyrhills, FL
- St. Petersburg Pier Approach Design, St. Petersburg, FL
- St. Petersburg Shore Acres Recreation Center, St. Petersburg, FL
- Straz Center for Performing Arts Expansion, Tampa, FL
- St. Petersburg 2nd Avenue Roadway Design, St. Petersburg, FL
- Channel District Parking and Streetscape Design, Tampa, FL
- Sims Park Redesign, New Port Richey, FL
- Library Parking Lot, Zephyrhills, FL
- Perry Harvey Park, City of Tampa, FL
- Skyhouse Channelside, Tampa, FL
- Frances Park Restroom, New Port Richey, FL
- City of Zephyrhills Stormwater Pond, Zephyrhills, FL
- Mehlenbacher Road Sidewalk, Pinellas County, FL
- Lower Bee Branch Bypass Drainage Study, Pinellas County, FL
- Ditch Erosion Repair, Pinellas County, FL
- Palm Harbor Drainage Improvements, Palm Harbor, FL
- Academy Prep Improvements, St. Petersburg, FL
- Hilton Downtown Tampa Streetscape Improvements, Tampa, FL
- Greystone Skilled Nursing Facility, St. Petersburg, FL

DAVID FLANAGAN, PLA, ASLA

KIMLEY HORN | LANDSCAPE ARCHITECT



EDUCATION

Bachelor of Landscape Architecture,
Iowa State University

REGISTRATIONS

Professional Landscape Architect in Florida
American Society of Landscape Architects (ASLA)

PROJECT EXPERIENCE

- Fire Station #8, St. Petersburg, FL*
- Fire Station #44, Clearwater, FL*
- Fire Station #45, Clearwater, FL*
- Fire Station #16, Pasco County, FL*
- St. Petersburg Pier Approach Design, St. Petersburg, FL*
- St. Petersburg Shore Acres Recreation Center, St. Petersburg, FL
- New Largo City Hall, Largo, FL
- Straz Center for Performing Arts Expansion, Tampa, FL
- Tampa Riverwalk Extension to North Boulevard Bridge, Tampa, FL*
- Northeast Sports Complex, St. Petersburg, FL*
- Water Works Park North Entry Plaza, Tampa, FL*

- Lee Roy Selmon Greenway Park Enhancements, Tampa, FL
- Westshore Boulevard Franklin Street Offices and Streetscape, Tampa, FL
- Union Central District Plan, St. Petersburg, FL
- Central Avenue Streetscape and Urban Design, St. Petersburg, FL
- Armature Works, Tampa, FL
- Dome District Streetscape, St. Petersburg, FL
- Parkshore Plaza, St. Petersburg, FL
- Sundial Promenade, St. Petersburg, FL

**Denotes Projects Completed by David Prior to Joining Kimley-Horn*



ADDITIONAL EXHIBITS



CONSIDERATIONS FOR COST CONTROL



Merging scope and budget is always a challenge for publicly funded projects. As the first task of this project entails conceptual design with cost estimating for the pursuit of grant funding, we understand that budgeting is even more critical to this project than most. Sweet Sparkman has developed the necessary cost control considerations to meet the requirements of the project with the highest quality and value for the cost.

COST ESTIMATING, COST CONTROL, AND CONSTRUCTABILITY REVIEWS

The design team will control costs utilizing the following controls and techniques:

- Sweet Sparkman will work closely with the City of St. Pete Beach staff at the onset of the project to confirm the project budget and to provide an Opinion of Probable Cost at each design deliverable phase.
- Use of Sweet Sparkman's FTP site for shared critical information
- Use of a BIM model for design and construction documentation will help ensure accurate and thorough documentation of project scope for estimating purposes. This method utilizes BIM to detect systems design overlap and avoids costly construction delays.
- Sweet Sparkman will review the Construction Manager's cost estimates at project milestones and modify the design accordingly before proceeding into the next phase of work.
- City of St. Pete Beach staff review and comment on cost analysis and reports will be integral as the design progresses.
- Sweet Sparkman, in partnership with the Construction Manager, will be responsible for cost control during the evaluation and preparation of plans and specifications, providing periodic cost reports that reflect multiple local subcontractor inputs, including a set of pricing budgets for any City of St. Pete Beach recommended alternates.

VALUE ENGINEERING AND COST SAVING OPTIONS

The Sweet Sparkman team provides the ideal combination of relevant experience, expert engineering, and proven cost control management techniques. We achieve quality through rigorous planning, coordination, supervision, technical direction, and the use of appropriately skilled professionals.

Our team views Value Engineering (V/E) as a continuous evaluation and comparison process that occurs throughout the design and construction of a project. V/E yields maximum benefit when programmed into the early planning stages of the project. Therefore in the early planning phases of the project, our team will review the advantages and disadvantages of possible systems and solutions with the entire project team. This facilitates informed decisions based on factors including maintenance requirements and service life, as well as cost. As the design of the project progresses the materials and systems selected are re-evaluated to confirm that they represent maximum value for the project. During the construction phase of the project, contractor originated value engineering items are evaluated.

Cost Savings and Value Engineering decisions will ultimately be made by the City of St. Pete Beach Project team. Our role as Architect of Record is to ensure you have all the data and experience to make an informed decision that relates to your individual Station and Staff.

COST SAVING COMPONENTS

Our recent involvement in Fire Station design has provided us insight into the following potential cost saving options:

- Apparatus Bay Doors: Options include overhead sectional doors vs. coiling doors vs. "quick-acting" four-fold doors. Although the four-fold doors are the fastest operating doors, the costs can be as much as 4 x the cost of overhead sectional doors.
- Generator: Consider "load shedding" the generator to reduce KW or consider non-essential fixtures or equipment that can be removed. The generator will be the costliest piece of equipment and a reduction in KW can result in significant construction cost savings.
- Design for wind speed: A decision on the designed wind speed. Late decisions on enhancing the structural system can have adverse effects on the schedule and budget.
- Trench drains vs. Floor drains: Draining the Apparatus Bays is essential but there are several different systems that offer ease of maintenance and can result in lower initial costs. The design team can evaluate each based on our experience.
- Kitchen design: Will the kitchen be classified as commercial vs. residential.
- Technology: Although the initial cost for enhanced technology maybe higher, there are long-term cost benefits for such upgrades. Lighting and HVAC controls can reduce energy costs and provide a Return on Investment in a short period of time. Our design team will evaluate the benefit for enhanced technology.
- Daylight dimming: This technology uses daylight sensors to control artificial lighting levels based on the availability of daylighting in the space.
- Efficient equipment: The selection of ENERGY STAR rated Equipment such as refrigerators, water heaters, televisions and other major appliances. Equipment that has earned the ENERGY STAR rating helps eliminate wasted energy through special power management features.
- Efficient lighting: The selection of ambient light fixtures with lower lighting power density combined with the use of appropriate task lighting.
- Optimized envelope: Optimizing the thermal (insulation and infiltration) performance of the opaque envelope (walls, roof and window frames).
- Optimized HVAC: The use of energy recovery heat exchangers and improved HVAC equipment thermal efficiency.
- Optimized orientation: Optimizing the orientation of the building form and sizing of window-wall ratios on different facades to augment both optimal envelope thermal performance and optimal glazing.
- Optimized shading: Selecting shading devices based on a balance of solar penetration, daylighting and envelope thermal performance for both heating and cooling seasons.
- Optimized thermal mass: Using floor, wall and slab constructions with heavy weight masonry while keeping the R-value constant to mitigate the effect of very hot and very cold weather on the building's indoor temperature.



DESIGN FOR SUSTAINABILITY



We integrate current design thinking and knowledge regarding sustainability, resilience, and community. Sustainable design is a tenement of our Firm's design approach. From site planning to build commissioning and measurement verification, Sweet Sparkman understands the holistic approach to designing buildings that minimize the carbon footprint on the environment. Our Firm has designed five (5) LEED Silver certified Fire Stations. We are currently in the construction phase of two (2) additional Fire Stations, scheduled to achieve a LEED Silver certification under LEED v4.

- Sarasota County Fire Station #1 - LEED Silver
- Sarasota County Fire Station #12 - LEED Silver
- Sarasota County Fire Station #14 - LEED Silver
- Sarasota County Fire Station #16 - LEED Silver
- Sarasota County Fire Station #17 - LEED Silver
- Sarasota County Fire Station #8 - Awaiting Certification
- Sarasota County Fire Station #13 - Awaiting Certification

When planning and designing Fire Stations, Sweet Sparkman Architecture and Interiors focuses on "business-driven solutions." The resulting facilities sustain the mission and operations while benefiting the environment. We recognize that the cost of developing these facilities goes far beyond the initial capital costs, and optimizing long-term operational costs is a critical element in early decision-making. Designing a sustainable project will significantly reduce the energy and maintenance costs of the facility. Sweet Sparkman incorporates sustainable practices into every project:

- Reducing natural resource consumption
- Reducing building operating costs, optimize life-cycle financial performance, increase building valuation, and reduced liability
- Enhancing occupant comfort and improving occupant performance
- Minimizing the strain on local infrastructure and improving the overall quality of life

In our approach to the planning and design of public safety facilities, we look at sustainable design in three key ways:

- **SUSTAINABILITY OF MISSION** - The planning, design, detailing, and systems selection for the facility serves your mission, goals, and objectives for safety, security, program delivery, and treatment.
- **SUSTAINABILITY OF OPERATIONS** - The planning and design of the facility supports sustainable operations in terms of annual staffing and costs
- **SUSTAINABILITY OF THE ENVIRONMENT** - A design that reflects the basic tenet that "buildings should step lightly on the earth," based both on the impact of construction and annual energy consumption.

The primary energy loads for the building will be for HVAC mechanical systems and lighting. The significant variability in occupancy suggests that variable speed fans and compressors, and occupant sensing will be the most cost-effective way to reduce energy consumption. Mechanical systems that will provide the best indoor air quality for the public is a significant factor in any community facility, and we take this role as the fundamentals of HVAC design. Energy and cost-saving may include the following:

- Solar Domestic Water Heating
- Low Water Consumption fixtures
- High Energy HVAC equipment
- Energy Recovery Ventilation

DESIGN FOR REDUCTION IN CANCER RISKS

Cancer rates are higher among fire fighters. Fire scenes are a high health hazard. Toxic materials and diesel exhaust are known as carcinogens and common products of combustion. Fire Stations are collection points and suffer from skin contact from the combustibles and off-gassing. It is our responsibility as architects to acknowledge these risks and design fire stations that minimize the exposure of fire fighters and EMS personnel to the carcinogens.

Some ways to reduce cancer risk through design are:

- Identify: Hot Zone, Transition Zone, Cold Zone
- Diesel Exhaust Extraction
- Isolate Extractor/Equipment
- Isolated Decontamination
- Sinks for hand washing
- Floor mats at transition zone
- Isolated Bunker Gear
- Hose Storage (offgassing)
- CO Sensors

Sweet Sparkman is very aware of the Florida House of Representative's Bill that was under review at the State level for the Diesel Exhaust Capture System-Mandate. Sweet Sparkman also attends national design conferences for fire station design to stay up-to-date with the design trends to keep fire-fighters safe and provide efficient designs.

As a result of Sweet Sparkman's extensive Fire Station design experience, there have been many lessons learned and information that is critical to be passed on from project to project. When a client works with the firm, they gain the benefit of that knowledge in order to create an efficient, cost effective, functional design.

Sweet Sparkman takes research and an evidence-based approach to every project component. Our firm is passionate about Fire Station design and Public Safety facilities. The White Paper on the following pages of this submission, published in Fire Chief Magazine's August 2020 Issue, exemplifies our dedication to sharing our knowledge with the Fire Community.



WHITE
PAPER



What is the most important aspect of planning for a new fire station? Put it in the right location. That's the No. 1 issue I've seen with [municipalities when] building fire stations – they go where land is cheapest. This is too strategic of a capital purpose to put it in the wrong location.²

FIRE STATION DESIGN

PROVIDING PUBLIC SAFETY AND CIVIC PRIDE

INTRODUCTION

At first glance, it may seem as though designing a fire station is an easy enough task. You take a couple of boxes, put them together, then park vehicles in one and house people in the other. In truth, that supposition is far from correct. Fire station design actually is a lot more intricate, with each component critical to the whole.

It also comes with a great deal of responsibility, both to the community the station serves and the First Responders who serve the community from that facility. Similar to a town hall or a library, fire stations are symbols of public safety and a source of civic pride for a community. In addition, it should be a tribute to those willing to risk their lives for others, giving them a “home away from home” that demonstrates respect for their profession and enables them to do their jobs efficiently and effectively. And all must be done within a municipal budget and amidst a web of regulatory requirements.

A GROWING NEED

Of the nation's 50,000 or so fire stations, 21,230 (43 percent) are more than 40 years old, representing an 11 percent increase in aging infrastructure over the past 15 years.¹ Also, as noted by Todd Sweet of Sweet Sparkman Architecture and Interiors in Sarasota, Florida: “Any fire station more than five years old likely will not meet current building codes. This is important as these are essential facilities and need to withstand significant storm events.” In addition, population growth is requiring new building and the changing nature of fire services is demanding new uses of those buildings.

WHITE PAPER

Major Trends Driving Design

Times change, and so do fire stations. Each generation of design must accommodate new perspectives and actualities. Today, several trends are changing the way fire stations look and function and how they are to be built or retrofitted.

Women in the Fire Services

Today, some 11,000 women work as career firefighters and officers, with perhaps 40,000 in the volunteer, paid-on-call, part-time and seasonal sectors, according to Women in the Fire Service, Inc.,³ and concerted efforts are being made in jurisdictions nationwide to up those numbers. In addition, the Bureau of Labor Statistics reports that about a third of emergency medical services personnel are female, with outreach reportedly seeking to further improve gender (as well as racial) diversity. This movement of women into these professions has necessitated "gender-friendly" design in accommodations, with separate hygiene and sleeping facilities.

Fitness and Training

The inclusion of a fitness room in fire and emergency services facilities is now standard practice, according to the Federal Emergency Management Agency (FEMA).⁴ This phenomenon is an acknowledgement not only of the difficult physical challenges faced by responders but also the fact that many injuries and illnesses can be eliminated or minimized if individuals are physically fit. For instance, the agency reports, many of the sudden cardiac and stroke deaths occur in responders who are not physically fit. Thus, it is considered essential that these workers have access to strength, cardio and flexibility training.

Job training and skills practice equipment also are must-haves in new firehouse construction, according to architect Sweet. "From a freestanding fire tower to rooftop repelling, municipalities want to give their emergency responders the tools they need to stay sharp."

Evolution of Services

The mission of the fire department when most U.S. stations were built was, of course, firefighting. Today, only 4 percent of runs made by fire departments actually involve fire, according to the NFPA, rendering them primarily emergency medical providers. Whether this shift involves cross-training of firefighters or separate units of responders, it brings up issues of storage and space allocation.

From the Firefighter Cancer Support Network's white paper, "Taking Action Against Cancer in the Fire Service": The design of fire stations, whether for new construction or renovation, must include such standard design features as state-of-the-art equipment and systems for adequate air flow, removal and capture of carcinogens and particulates, appropriate location and ventilation of storage rooms for contaminated PPE and other equipment, washer-extractor and gear-drying equipment, as well as clear separation of living quarters from the apparatus floor. In short, architects should be working to design cancer out of fire stations. Responsible elected and appointed officials should require this type of expertise when hiring design professionals for fire stations.⁷

According to U.S. Fire Administration, factors to be considered include: Special storage requirements (e.g., secure spaces for narcotics, refrigerated medical supplies); possible routine handling of medical gases (oxygen); possible segregation of station alerting system (fire vs. EMS); possible differences in shift length/separate quarters; and differences in vehicle requirements.

Today's fire departments are taking on growing roles in other areas, as well, including homeland security planning, community health and, in some cases, transportation planning,⁵ and these and other new functions must be incorporated in the overall design thinking.

Decreasing Number of Volunteer Firefighters

For some time, there has been a marked decrease in the number of volunteer firefighters. Reasons cited range from people with too much on their plates already to increasing requirements of the job to a growing number of people who work outside the community in which they live. Two-wage-earner homes also is cited, explaining a related phenomenon – a decrease in women volunteers. Whatever the cause, it is unlikely to change, and fire stations must be able to support 24/7 residence by responders.

Station-Related Illness

Station-related illnesses are widespread, with chemical, biological and environmental exposure contributing to cardiovascular, cardiopulmonary and respiratory diseases – including cancer, the leading illness in U.S. fire stations.⁶ Fire and EMS personnel are constantly exposed to carcinogens at the scene of a fire. They also bring particulates back with them to join those already in the station, including polycyclic aromatic hydrocarbons, polybrominated diphenyl ethers and polychlorinated biphenyls. Diesel exhaust, an Occupational Safety and Health Administration-confirmed carcinogen, also has been said to be a causative factor in the high rates of cancer. Not surprisingly, more and more states are passing presumptive laws in an attempt to stem the increasing rate of cancer in the fire services.

Putting It All Together

Lives depend on a well-designed fire station. Planning the design of this facility requires that many components are thought through carefully. Some of these fundamental items include a stations' particular service area, equipment and apparatus, day-to-day operations and needs for staff.

WHITE PAPER



Today, only 4 percent of runs made by fire departments actually involve fire, according to the NFPA, rendering them primarily emergency medical providers. Whether this shift involves cross-training of firefighters or separate units of responders, it brings up issues of storage and space allocation.

It all starts with siting, which is more than finding vacant land at a good price. It has to relate to service area and reflect community goals for the facility. Ideally, when rebuilding, that site is nearby the original structure. An architect should be part of the site selection team, helping stakeholders to evaluate options and pointing out any impediments.

And, throughout, it's a matter of resilience in buildings that must withstand the tests of time and natural forces. When a natural disaster strikes, it is critical that fire stations remain standing, capable of meeting community needs with minimal interruption in service. Some stations are adding safe rooms for additional protection of individuals. This resilience extends beyond the unusual; it incorporates how well the structure can stand up over time to weather-related and other environmental challenges of its specific location.

For those and other considerations, said Sweet, it's a matter of asking the right questions and knowing what to do with the answers. For instance:

- ▶ **Life Safety:** Does the layout provide the best solution for dispatching personnel and EMS staff safety and quickly to calls?
- ▶ **Operational Efficiency:** What are the most efficient and inefficient aspects of the current facilities? What are its storage needs? Focus on correcting what does not work and maintaining what does.
- ▶ **Technology Integration:** How to incorporate antenna and or satellite radio systems building security (cameras, card readers, logging of visitors etc.), as well as apparatus exhaust systems, alerting systems, telephone and data hubs.
- ▶ **Daily Operations:** A lot goes on in a day – and night at the station. From optimal gear access in case of emergency to report writing to bunk arrangement, every potential activity must be accommodated.
- ▶ **Acoustics:** What rooms require special acoustic treatment? Consider proper adjacency of rooms requiring acoustic separation.
- ▶ **Disaster Response and EOC Rollover:** Does the facility require standalone or partial operations during hurricanes or other natural disasters? What are the back-up requirements (duration and scope of operation) for running on emergency standby power during this time?
- ▶ **Parking and Vehicular Circulation:** Are there adequate parking facilities for staff changeover? Is there training at the facility requiring additional overflow parking? Does the site / design allow for safe ingress/egress of apparatus from and to the building?

WHITE PAPER



Station-related illnesses are widespread, with chemical, biological and environmental exposure contributing to cardiovascular, cardiopulmonary and respiratory diseases – including cancer, the leading illness in U.S. fire stations.

- ▶ **Cost control:** Are there project procurement procedures, such owner-provided construction management, that can assist in cost control?
- ▶ **Future Space Needs:** Consider expansion of staff, service areas and timing for such expansion. Consider amount of land available.
- ▶ **Cold Zone vs. Transition Zone vs. Hot Zone:** Provide separate areas for decontamination so firefighters can properly decontaminate themselves upon return to the station without bringing potential carcinogens into the living quarters.

The list, of course, goes on.

Conclusion

Building or retrofitting a fire station comes with a great deal of responsibility. The many practicalities and mandates inherent in such a project must be balanced with aesthetics and features that bring pride to the community, promote service excellence and create a pleasant, livable, safe “home away from home” for personnel.

That's a tall order when dependent on government budgets, Sweet explained. “It's about finding the sweet spot,” he continued. “We always want it to be about the best possible use of available funds. We love the challenge and the opportunity to create an iconic building for a community.”

Sweet Sparkman Architecture and Interiors

Sweet Sparkman Architecture and Interiors is a multi-disciplinary architecture and planning firm specializing in community-oriented projects and high-end residential, as well as interior design. Since its beginnings as Sweet Sparkman Architects in 2004, the award-winning firm has designed and permitted more than 20 fire facilities. For more information, visit sweetsparkman.com.

Resources

- ¹ New NFPA research report shows 43 percent of U.S. fire stations are 40+ years old, with an estimated total cost of \$70 to \$100 billion to replace, National Fire Protection Association press release, September 3, 2019, <https://www.nfpa.org/News-and-Research/Publications-and-media/Press-Room/News-releases/2019/Research-report-shows-43-percent-of-US-fire-stations-are-40-years-old>
- ² Q&A: The No. 1 issue in building a fire station? Location., Fire Chief Digital Edition, Summer 2017, <https://www.firerescue1.com/station-design/articles/qa-the-no-1-issue-in-building-a-fire-station-location-ZotTqjRIGIsdOs1u/>
- ³ About Women in Fire, Women in the Fire Service, Inc., <https://www.womeninfire.org/about-us/>
- ⁴ Safety and Health Considerations for the Design of Fire and Emergency Medical Services Stations, FEMA, May 2018, https://www.usfa.fema.gov/downloads/pdf/publications/design_of_fire_ems_stations.pdf
- ⁵ Your Image of a Firehouse Is Probably Wrong, governing.com, April 10, 2017, <https://www.governing.com/topics/transportation-infrastructure/gov-firehouses-redesigned.html>
- ⁶ Safety and Health Considerations for the Design of Fire and Emergency Medical Services Stations, FEMA, May 2018, https://www.usfa.fema.gov/downloads/pdf/publications/design_of_fire_ems_stations.pdf
- ⁷ Ibid

TESTIMONIALS



**KIM HUMPHREY, LEED AP, GGP, FMP
PROJECT MANAGER - CAPITAL PROJECTS
SARASOTA COUNTY GOVERNMENT**

"Today, Sweet Sparkman continues to be a professional service provider for Sarasota County Government working on a broad range of projects. Their communication skills, attention to detail and ability to bring innovative ideas to resolves issues of budget, schedule and project scope have made them a highly-regarded consultant. It is my pleasure to recommend Sweet Sparkman based on the successful experience I have had working with this firm."



**RICH DICKERSON
FIRE CHIEF (RETIRED)
CAPTIVA ISLAND FIRE CONTROL DISTRICT**

"Understating that it takes highly qualified personnel to maintain good relationships, Sweet Sparkman has provided exceptional staff that stays involved and accessible throughout a project."



**JERRY KNIGHT
FIRE CHIEF (RETIRED)
BOCA GRANDE FIRE CONTROL DISTRICT**

"I, as a consultant to the Boca Grande Fire Control District, worked for the District on the Boca Grande Fire Station. The firm displayed creativity in design and extreme patience in working with the owners in the design and development stages. The follow through was in my judgment outstanding, especially in the area of attention to detail."



**OLIVER CLARKE
PROJECT PLANNING AND CONSTRUCTION
CITY OF CAPE CORAL**

"Cape Coral has hired this firm repeatedly. Their work is consistently reliable, high quality, high value, and on time. I have worked with many architectural firms over the years, this is one of the best. I highly recommend them."



**KELLY KIRSCHNER
MAYOR
CITY OF SARASOTA**

"We are very proud of this building. It is another example of excellent architecture produced by local architects. The City of Sarasota is renown for its architecture and Sweet Sparkman Architects has given us another landmark."

LETTER OF RECOMMENDATION



City of Cape Coral

January 18, 2007

Mr. Todd Sweet
Sweet Sparkman Architects, Inc.
2051 Main Street
Suite 119
Sarasota, Florida 34237

Dear Todd:

Fire Stations #3, #4, and #8 were completed in 2006 several months ahead of schedule and within the originally approved budget. This was a particularly formidable achievement since the City decided shortly after construction began to upgrade the design wind survivability to handle 150mph / 1.15 importance factor category 5 storms which necessitated extensive re-design and construction changes.

This accomplishment required exceptional teamwork from the Sweet Sparkman Architecture design team and Lodge Construction. Extensive re-design was completed for both increased survivability and cost savings measures to help fund the increased survivability. Permit revisions in several stages were expedited in a matter of days without interruption of construction progress. The team responded to these demands with foresight and integrity, responding to many unreasonable requirements in a timely and effective manner.

I would like to express my sincere appreciation to you, James, and the entire Sweet Sparkman team for this exceptional support.

Sincerely,

PUBLIC WORKS DEPARTMENT

Oliver L. Clarke
Civil Engineer IV
Project Planning and Construction

Public Works Department • Administration • City of Cape Coral • P.O. Box 150027 • Cape Coral, Florida 33915-0027
(239) 242-3200 • Fax (239) 574-0732 • <http://www.capecoral.net>

Co-County Seat - Lee County, Florida

LETTERS OF RECOMMENDATION



August 8, 2017

Mr. Todd M. Sweet, AIA, LEED AP
Sweet Sparkman Architects
2168 Main St.
Sarasota, FL 34237

Re: City of Largo - Fire Station #43

Todd,

In this business, all great successes are a team effort, and as we near completion of Fire Station #43, I want to thank you for the quality of work thus far. It has been a true pleasure working with you and Karl and all of your engineers. Your design skills speak for themselves, and it is equally clear to us that you lead with - and have instilled throughout your company - a strong ethic of partnering and working together for the benefit of the owner. And for that, we thank you.

You took a project with a lengthy planning period and tremendous community sensitivity and handled it very well. The new building will be an invigorated, high performing facility that will serve the Fire District for many years to come. We are honored to work with you on it and look forward to the ribbon cutting.

Our project team led by Steve Hill and Mark Kulig take great pleasure in working with you as did Jim Cacini through preconstruction. We regard your firm as one of the finest we are privileged to work with and look forward to a long and mutually rewarding relationship.

With great respect,

A handwritten signature in blue ink that reads "Joshua Bomstein" followed by a horizontal line.

Joshua Bomstein
President



Captiva Island Fire Control District

14981 Captiva Drive; P.O. Box 477, Captiva, Florida 33924 Phone: (239) 472-9494 Fax: 472-0247



July 20, 2015

Sweet/Sparkman Architects
Todd Sweet
2168 Main St.
Sarasota, FL 34237

On behalf of the Board of Commissioners I would like to personally thank you for the refreshments provided to the District for our fire station grand opening. We had a great turnout from the community and we really appreciate Gwen and Michelle making this event.

Our residents and visitors were very impressed with the facility and the architectural lines of the building. This structure will serve the community for many years to come.

Please don't hesitate to call if you need assistance or letters of recommendation from the Fire District.

Best regards,

A handwritten signature in black ink, appearing to read "Rich Dickerson", with a long horizontal flourish extending to the right.

Rich Dickerson
Fire Chief

LETTERS OF RECOMMENDATION

From the Desk of Jerry G. Knight

December 12, 2017

To whom it may concern,

Good Day;

The purpose of this letter is to introduce you to Sweet Sparkman Architects Inc. I, as a consultant to the Boca Grande Fire Control district, worked for the District on the Boca Grande Fire Station. Todd Sweet was one of the principal contacts and supervising architect on the project. Todd Sweet displayed creativity in design and extreme patience in working with the owners in the design and development stages. The follow through was in my judgement outstanding, especially in the area of attention to detail. We had regular meetings that worked out the day-to-day problems that inevitably occur and made the necessary adjustments before they became a crisis. He worked with the District to provide for the direct purchase of the larger items during the construction process, which took advantage of the tax exempt status of the District and saved the District and taxpayers significant amounts of money.

I am pleased to report to you that the Boca Grande Fire Station sustained essentially no damage from Hurricane Charlie that passed through that area, while significant damage was experienced on the island to other properties. I attribute this to the design and engineering that Todd Sweet oversaw in the process of the project.

Todd Sweet, Jerry Sparkman and several other staff members have started a new company called **Sweet Sparkman Architects Inc.** and are experienced in Fire Station design needs and construction.

It is my sincere recommendation that Sweet Sparkman Architects Inc receive your favorable consideration for your fire station project and that their eagerness to provide you with a high quality Fire Station will not leave you and your Department disappointed.

Sincerely,

Jerry G. Knight, Retired Fire Chief

City of St Petersburg Fire Department

The Fire Management Network



SARASOTA COUNTY

"Dedicated to Quality Service"

To whom it may concern:

I have worked with Sweet Sparkman Architects since 2008 when the firm was contracted under a continuing service agreement with Sarasota County to provide design services for six (6) new restroom and concession facilities for the Parks and Recreation Department.

These complex projects included a strong focus on sustainability, Owners with varying points of opinion, and challenging coastal and building department requirements. Sweet Sparkman Architects met each of these challenges with passion and dedication to the projects. The group of "park pavilions" has not only served their intended use well, but they have gone on to win both local and State of Florida AIA Award of Excellence for New Work.

Today, Sweet Sparkman Architects continues to be a professional service provider for Sarasota County Government working on a broad range of projects. Their communication skills, attention to detail and ability to bring innovative ideas to resolve issues of budget, schedule and project scope have made them a highly-regarded consultant.

I am currently working with Sweet Sparkman Architects on the design and construction of four (4) new Fire Stations for Sarasota County, which will be LEED certified. It is my pleasure to recommend Sweet Sparkman Architects for continuing architectural services based on the successful experience I have had working with this firm.

Sincerely,

Kimberly Humphrey, LEED AP, GGP, FMP
Sarasota County, Capital Projects, Facilities
1001 Sarasota Center Blvd.
Sarasota, FL 34286



THANK YOU!

SWEETSPARKMAN
ARCHITECTURE & INTERIORS

TODD M. SWEET, AIA, LEED AP
2168 MAIN STREET, SARASOTA, FL 34237
941.952.0084; TSWEET@SWEETSPARKMAN.COM

EXHIBIT “D”

Contractor’s Scope of Work

April 15, 2022

Ms. Kathleen Kapusta, Procurement Manager
The City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

Re: **St. Pete Beach Fire Station #22**
Professional Design Services Agreement

Dear Ms. Kapusta:

Sweet Sparkman Architecture and Interiors, Inc. ("SSAI", or "Architect") is pleased to present this Agreement to [Company or Individual Name] (the "Owner") for professional design services in connection with St. Pete Fire Station #22 (the "Project") located at the corner of 20th Avenue and Pass-A-Grille Way in the National Register listed Historic Pass-A-Grille District. Our project understanding, scope of services and fees are described below.

Project Understanding

The City of St. Pete Beach is replacing the existing fire station with a new (2) or (3) story fire station with (3) Apparatus bays, Living Quarters, Administration and support spaces. This proposal is for Task I services only for a 2 Task project.

- A. The site is zoned INS Institution and is not within the PAG Overlay district. Setbacks are as follows:
 - Front yard: 25'-0" along 20th Avenue
 - Secondary Front yard: 15'-0" along PAG Way
 - Side yard: 10'-0" along alley
 - Rear yard: 15'-0" on south side
 - Maximum height: 30'-0" from DFE
- B. A construction budget in the range of \$3-4 million.
- C. Meetings with the following stakeholders are included as part of Task I services.
 - One meeting with the Historic Board Preservation Committee at 30% of design
 - One Community meeting
 - One meeting with the City Commission
- D. The design of the fire station is located in the Historic Pass-A-Grille District. The new fire station shall be consistent with the neighboring scale and character.
- E. Include any other relevant descriptions that help to establish what we are, or are not, going to be doing as part of this project
- F. Provision of information and technical consulting services to the City sufficient for all aspects of code compliance for the design and construction of a Fire Station in the State of Florida.
- G. This project will be constructed to storm standards yet to be determined. This and the need for power redundancy will be discussed and defined in the scope during pre-design meeting. The latest FEMA flood elevation and construction requirements will apply.
- H. Maintain satisfactory minutes of meetings and records relative to the work performed.

- I. Maintain project records, as necessary, in accordance with established professional standards for architects and in accordance with other established standards specified by the City.

Scope of Services

Based on our understanding of the project, SSAI proposes to provide professional design services as described for Task I services only. Each phase shall be approved by the Owner in writing prior to beginning the next phase of work. SSAI's services include the following engineering consultant services:

- A. Civil Engineering and Survey – Kimley Horn and Associates
- B. Geotechnical Engineering and Hazardous Material Survey – Universal Engineering

PRE-DESIGN

- A. SSAI will begin the process by meeting with the City of St. Pete Beach team to gather information. A core group of City of St. Pete Beach / SSAI / Kimley Horn and Associates team members will be present so that we can begin discussion of the following in a one-day workshop:
 - Identify the key participants for specific issues.
 - Discuss the process that will be used to attain the goals and objectives.
 - Identify the decision makers.
 - Identify other external team members and when their input will be needed.
 - Define Purpose / Mission / Outcomes / Shared Vision.
 - Discuss current space needs.
 - Identify and prioritize known areas of need.
 - Determine who will use information and how it will be used.
 - Prepare procedures for updating information.
 - Develop detailed schedule with milestone dates
 - City of St. Pete Beach team work sessions.

PROGRAMMING/SPACE NEEDS ASSESSMENT

- A. SSAI will meet with the City of St. Pete Beach staff and other team members to develop building program criteria including, but not limited to space requirements (existing and future needs) and materials of construction. The building program document will address items such as finishes, and special rooms needs such as furnishings and equipment.
- B. SSAI and their consultants will meet with the City of St. Pete Beach personnel in (one) full day workshop to understand the Fire Rescue operations and specific needs.
- C. The draft program will be reviewed by the City's design team for comment.
- D. A Final Program document will be prepared and will include all review comments. This document will be developed as an Excel spreadsheet. Renderings are not included in this phase.
- E. One meeting with the City of St. Pete Beach will be held to review and finalize the Final Program Document and to kick-off the Preliminary Concept Design stage.

SITE ANALYSIS/SITE OPTIONS

- A. Develop alternatives that respond to requirements of the City of St. Pete Beach user department, site plan, analysis of future site potential, expansion, access to and from the project site, and site for new building facility construction.

- B. SSAI and consultants will review City of St. Pete Beach development guidelines to determine local land planning issues and requirements that may have impact on the development of Fire Station #22.
- C. SSAI and their consultants will identify existing site features that may remain or have adverse impact on the site development.
- D. The civil engineer will contact the City and other regulatory agencies as required to obtain site design input on issues related to storm water management, drainage, parking, utilities, curb cuts and any other civil related issues that will affect the project.
- E. The civil engineer will coordinate with the geotechnical consultant to request and recommend locations to analyze subsurface conditions for use in foundation and underground construction design. This information will also assist in determining the best location for storm water collection and what impact subsurface conditions will have on construction costs.
- F. A property survey will be conducted by SSAI and consultants.
- G. Develop up to two (2) site plan layouts that respond to the Owner requirements for analysis for site potential, addressing expansion, access to and from the project site and analysis of the site for the new Fire Station #22 building facility construction
- H. Provide a preliminary exterior rendering of the proposed fire station. The rendering will focus on mass and number of stories and be limited to exterior detailing which will come in later phases of design development.

ASBESTOS-CONTAINING MATERIAL SURVEY

All work will be performed under the direction of a Florida-licensed Asbestos Consultant (FLAC)

- A. A review of available building documents to identify potential locations of suspect Asbestos Containing Materials (ACMs)
- B. A visual building inspection of accessible areas by an US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) accredited asbestos inspector to identify suspect ACMs
- C. Once suspect ACMs are identified, homogeneous materials (materials which are uniform in color, texture, construction/application date, and general appearance) will be determined
- D. Record material quantities, locations, and physical condition (good, fair, or poor) of accessible suspect ACM. The indicated material quantities are estimates based on the field observations and should be considered preliminary in nature. These estimates should not be used for bidding purposes without verification by an abatement contractor.
- E. Indicate whether the suspect ACM is friable (a material that when dry, may be crumbled, pulverized or reduced to powder by hand pressure) or non-friable
- F. Collection of bulk samples of each homogeneous suspect ACM. Record sample information on Asbestos Bulk Sample Forms (chain-of-custody sheets), which will be signed, dated, and sent with the samples to the laboratory.
- G. Analysis of the collected bulk samples at a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory using Polarized Light Microscopy (PLM) for the presence of asbestos fibers. UES will provide PLM results to you immediately upon receipt for discussion to determine if further analysis is required. If PLM results indicate levels between "trace" and 10% asbestos, you will have the option to analyze the samples further by PLM Point Count Analysis to better quantify the asbestos content or assume the material to be asbestos containing. Materials having point count results <1% asbestos are considered non-ACM.
- H. Deliverable will be an electronic copy of the ACM survey report.

GEOTECHNICAL ENGINEERING

Geotechnical services are included to explore and evaluate the soil conditions with respect to the planned development and provide geotechnical recommendations to aid groundwater considerations, foundation design, pavement design, and site soils preparation. Based upon your request and our current understanding of the project, we have included the following scope of services for the project.

- A. Contact the local underground utility clearance agency prior to beginning the field exploration
- B. Perform four (4) SPT borings for the proposed fire station building to a depth of 20 feet below the existing ground surface (bgs).
- C. All boring locations will be backfilled/grouted to grade upon work completion

SURVEYING

A survey will be performed a boundary survey in accordance with Chapter 61G 17 – 6 Florida Administrative Code and Comprehensive Development code (CDC) for the City of St. Pete Beach, for the subject property. A topographic survey of the property will also be included. Trees 4" and larger on the property or within adjacent to the property will be located.

PUBLIC MEETINGS

SSAI will attend meetings with each person or department identified by the City of St. Pete Beach as stakeholders:

- One meeting with the Historic Board Preservation Committee at 30% of design
 - One Community meeting
 - One meeting with the City Commission
- A. Prepare documents to be used for public display. These can include, but are not limited to an exterior rendering and site plan.
 - B. Create exterior perspective and preliminary concept floor plans to meet comments resulting from community and or Commission reviews.
 - C. These services are proposed on an hourly not to exceed (HNTE) basis.

Services Not Included

Any other services, including but not limited to the following, are not included in this agreement (see also Information Provided by Owner below).

- A. Services beyond a Preliminary Concept Design (Schematic Design, Design Development, Construction Documents, Bidding/Permitting, Construction Administration services are not included).
- B. Environmental Services
- C. Landscape Design Services
- D. Plan Review or Permit Fees
- E. Estimating Services (it is assumed the Construction Manager will perform a construction estimate at the completion of Schematic Design)

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates, or for a negotiated fee prior to commencing

additional services work. Additional services we can provide include, but are not limited to, the following:

- A. Significant changes or modifications to the design after Owner approval of design phase.
- B. Interior Design services not otherwise expressly indicated in Scope of Services
- C. Furniture selections and procurement
- D. LEED consulting and certification services
- E. 3D physical presentation model
- F. Project renderings (additional to what may be included in Scope of Services)

Information Provided by Owner

- A. The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements.
- B. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project.
- C. SSAI shall be entitled to rely on the accuracy and completeness of the Owner's information.
- D. It is anticipated the Owner will be hiring a Construction Manager, experienced in the type of Project to be constructed.

Fees and Reimbursable Expenses

SSAI will perform the Scope of Services described above for lump sum fees as follows:

Basic Professional Services:	Lump Sum Fee
PRE-DESIGN (Lump Sum Fee)	\$6,690.00
PROGRAMMING/SPACE NEEDS ASSESSMENT (Lump Sum Fee)	\$10,220.00
SITE ANALYSIS/MASTER PLANNING (Lump Sum Fee)	\$8,930.00
PRELIMINARY CONCEPT DESIGN (Lump Sum Fee)	
Architectural	\$25,420.00
TOTAL BASIC PROFESSIONAL SERVICES	\$51,260.00

The following Supplemental Services will be included as part of this Agreement:

Included Supplemental Services:

Asbestos-Containing Material Survey (Lump Sum Fee)	\$2,640.00
Geotechnical Engineering (Lump Sum Fee)	\$3,630.00
Surveying Services (Lump Sum Fee)	\$6,000.00
Public Meetings (HNTE)	\$4,500.00
Civil Engineering (Lump Sum Fee)	
Phase 1 – Project Kickoff and Data Collection	\$4,500.00
Phase 2 – Preliminary Concept Plan	\$25,000.00
TOTAL CIVIL ENGINEERING	\$29,500.00
TOTAL INCLUDED ADDITIONAL SERVICES	\$46,270.00

TOTAL PROJECT FEES (EXCLUDING REIMBURSABLE EXPENSES): \$97,530.00

Fees for services beyond the Preliminary Concept Design will be generated utilizing the State of Florida's Department of Management Service (DMS) Fee Guidelines as a reference. The DMS Guidelines were developed with the thought that the competitive negotiation of the Architectural and Engineering fees represents some of the most important proactive dollars expended on a project. These funds are an investment that affects both the quality and successful completion of a project. It is for this reason that the schedules used as a guidelines for determining fees by the Department are thought to be the fairest way for both Professional and Owner to come to terms on a project fee

Reimbursable expenses, such as travel, postage and printing costs, will be billed according to the schedule shown on Exhibit A – Sweet Sparkman Architecture and Interiors, Inc. Schedule of Professional Hourly Billing Rates. Travel expenses are to be pre-approved by the City.

Fees and reimbursable expenses will be invoiced monthly based upon the percentage of services completed or actual services performed and expenses incurred as of the invoice date. Payment will be due upon receipt of invoice.

Schedule

SSAI proposes the following milestone schedule for the Project. Milestone schedule begins within [2] weeks after receipt of executed agreement. This date shall be considered the Notice to Proceed.

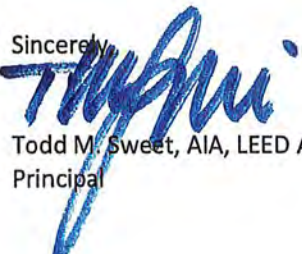
Activity	Task Duration (Calendar Days)	Milestone Days (from Notice to Proceed)
PRE- DESIGN	45	45
PROGRAMMING/SPACE NEEDS ASSESSMENT	45	45
SITE ANALYSIS/MASTER PLANNING	30	75
TOTAL DESIGN PHASE DURATION	-	75

Acceptance

Please return (1) signed copy of the Agreement. We will commence services only after we have received a fully executed agreement.

To ensure proper set up of your project so that we can begin work, please complete and return the attached Exhibit C – Request for Contact and Billing Information. Failure to supply this information could result in delay in starting work on your project.

Thank you for the opportunity to provide professional design services for this project. Please contact me if you have any questions.

Sincerely,

Todd M. Sweet, AIA, LEED AP
Principal

tsweet@sweetsparkman.com

Enclosures:

- Exhibit A – Sweet Sparkman Architecture and Interiors Schedule of Professional Hourly Billing Rates
- Exhibit B – Request for Contact and Billing Information
- Exhibit C – Hourly breakdown of services per task for SSAI

EXHIBIT A

Sweet Sparkman Architecture and Interiors Schedule of Professional Hourly Billing Rates

Effective through December 31, 2022

Professional Services:

Senior Principal	\$210.00
Principal	\$185.00
Project Manager	\$165.00
Project Architect	\$145.00
Project Designer	\$115.00
Designer/CAD technician	\$ 95.00
Lead Interior Designer	\$155.00
Interior Designer	\$135.00
Clerical / Procurement	\$ 80.00

Reimbursable Expenses:

Reproductions	Cost plus 10%
Travel	Reimbursable at the prevailing rate per the IRS
Other reimbursable expenses include, but not limited to: Postage, photography, supplies, warehousing, etc.	Cost plus 10%
Consultants	Cost plus 10%
In-house Printing: B&W 8.5 x11	\$.12 /each
In-house Printing: B&W 11 x 17	\$.24 /each
In-house Printing: Color 8.5 x 11	\$.60 /each
In-house Printing: Color 11 x 17	\$ 1.20 /each
In-house B&W plots	\$ 5.00 /each
In-house color plots	\$ 10.00 /each
Bank Transfer Fees	Wire Fee plus 10%

EXHIBIT B

Client Contact and Billing Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project.

Client Information

Full, Legal Name of Client			
Mailing Address for Invoices			
Email Address			
Telephone Number	Home or Office #: _____ Cell #: _____		
Preferred Method of Contact (check one)	Email	Phone	
Preferred Method for Receiving Invoices (check one)	Email	Mail	
Client is (check one)	Owner	Agent for Owner	Other (please specify): _____

Property Owner Identification (if not listed above)

Owner(s) Name	
Owner(s) Mailing Address	
Owner's Phone No.	
Owner's Email	

EXHIBIT C

		Senior Principal: Todd Sweet, AIA, LEED AP		Principal (QA/QC): John Bryant, AIA, LEED AP		Project Manager: Karl Bernhard, AIA		Project Designer: Chase Meyers, Associate AIA		Lead Interior Designer: Shirley Quinlan		Clerical: Jerry Kosaka		TOTALS	
		\$210.00		\$185.00		\$165.00		\$115.00		\$155.00		\$80.00			
	TASKS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS
1	Pre-Design	8	\$1,680.00	2	\$370.00	16	\$2,640.00	16	\$1,840.00	0	\$0.00	2	\$160.00	44	\$6,690.00
2	Programming / Space Needs Assessment	16	\$3,360.00	4	\$740.00	24	\$3,960.00	12	\$1,380.00	4	\$620.00	2	\$160.00	62	\$10,220.00
3	Site Analysis / Master Planning	8	\$1,680.00	2	\$370.00	24	\$3,960.00	24	\$2,760.00	0	\$0.00	2	\$160.00	60	\$8,930.00
4	Concept Design	20	\$4,200.00	4	\$740.00	72	\$11,880.00	72	\$8,280.00	0	\$0.00	4	\$320.00	172	\$23,420.00
6	Public Meetings	12	\$2,520.00	0	\$0.00	12	\$1,980.00	0	\$0.00	0	\$0.00	0	\$0.00	24	\$4,500.00
TOTALS		64	\$13,440.00	12	\$2,220.00	148	\$24,420.00	124	\$14,260.00	4	\$620.00	10	\$800.00	362	\$55,760.00

CITY COMMISSION MEETING CITY OF ST. PETE BEACH

Agenda Report

Issue Considered: Citywide LED Streetlight Fixture Type Selection

Date: May 24, 2022

Prepared By: Mike Clarke, Public Works Director

Through: Alex Rey, City Manager

Summary of Issue: Over the past several years, as the old High Pressure Sodium (HPS) burned out, they have been replaced with new white-colored LED streetlights. HPS lights are no longer manufactured and recognizing that the replacement process will continue, City staff recommends we plan to replace all of the streetlights across the City with new LED lights. Two light colors are available; Amber and White. The Amber light is available in two intensities; 110 Watt and 70 Watt. The white light is available at a 50 Watt intensity. A public survey was conducted to determine which of these three light combinations was preferred. The Amber light at the 70 Watt intensity was preferred by 54.5% of the respondents.

If approved by the Commission, a pilot project will be conducted by replacing all of the streetlights in the area bounded by 76th Ave to the south, Blind Pass Road to the east, 93rd Ave to the north and the water on the west. Following a review of the pilot project, the rest of the City will be transitioned.

Funding:

Requested Motion: I move to approve the 70 Watt Amber LED fixture from Duke Energy for the Citywide LED conversion project.

Attachments:

1. Light Survey Results
2. Sample Light Locations
3. 50 Watt White LED Brochure
4. 70 Watt and 110 Watt Amber LED Brochure

Final Light Survey Results

First Name Short Answer, Required 55 of 55 Answered (100.0%) See All Responses	55 of 55 Answered (100.0%)
Last Name Short Answer, Required 55 of 55 Answered (100.0%) See All Responses	55 of 55 Answered (100.0%)
Phone Number Short Answer, Required 55 of 55 Answered (100.0%) See All Responses	55 of 55 Answered (100.0%)
Email Address Short Answer, Required 55 of 55 Answered (100.0%) See All Responses	55 of 55 Answered (100.0%)
Which light option do you prefer as indicated in the map above? Radio Buttons, Required Style 1 (15 responses, 27.3%) Style 2 (30 responses, 54.5%) Style 3 (10 responses, 18.2%)	55 of 55 Answered (100.0%)
Additional Questions or Comments Long Answer 20 of 55 Answered (36.4%) See All Responses	20 of 55 Answered (36.4%)

Sample Light Location Map

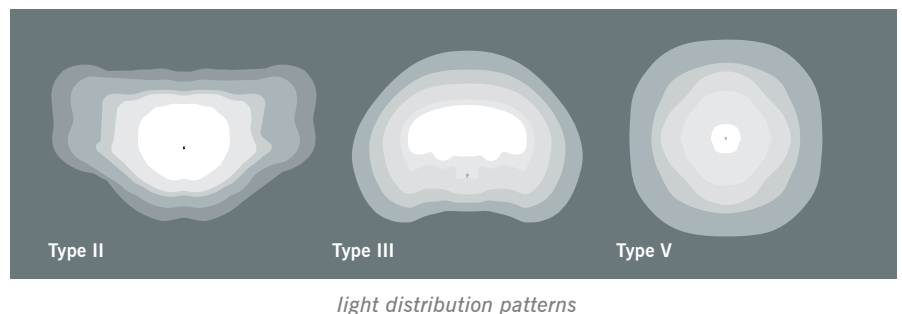


Outdoor Lighting



LED (Light-emitting diode)	50 watts
Mounting height	25'
Color	Gray Black (Type III)
Pole	Static cast concrete Wood
Applications	Neighborhoods Parks Streets

Light source: LED (*white*)
Wattage: 50 watts
Lumens: 5,232
Light pattern: IESNA Type II, III, V
IESNA cutoff classification: Full cutoff
BUG rating: Type II = B1U0G2
Type III = B1U0G1
Type V = B3U0G1
Color temperature: 3,000K



POLE AVAILABLE	MOUNTING HEIGHT	COLOR
Static cast concrete	25'	Gray
Wood	25'	Standard

FEATURES	BENEFITS
Turnkey operation	Provides hassle-free installation and service
Little or no installation cost	Frees up capital for other projects
Design services by lighting professionals included	Meets industry standards and lighting ordinances
Maintenance, electricity & warranty included	Eliminates high and unexpected repair bills
One low monthly cost on your electric bill	Convenience and savings for you

For additional information, contact
us at ODLFlorida@duke-energy.com
or call us toll free at 866.769.6417.



BUILDING A SMARTER ENERGY FUTURE®



Consistent with LEED® goals
& Green Globes™ criteria
for light pollution reduction

Autobahn Series ATB2

Roadway Lighting

Limited Wavelength Amber

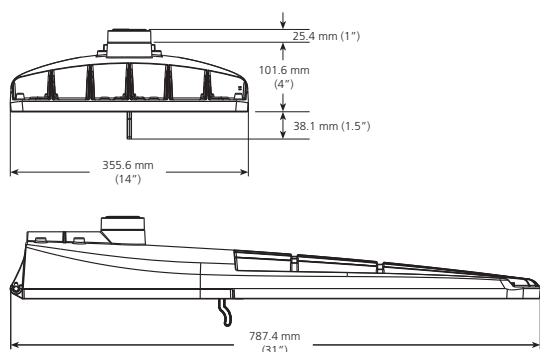
PRODUCT OVERVIEW



Applications:

Roadways
Off ramps
Residential streets
Parking lots

DIMENSIONS



Effective Projected Area (EPA)
The EPA for the ATB2 is 0.78 sq. ft.,
Approx. Wt. = 21 lbs. (9.53 kg)

Features:

OPTICAL

Blue light percentage .06%

Unique IP66 rated LED light engines provided 0% uplight and restrict backlight to within sidewalk depth, providing optimal application coverage and optimal pole spacing.

Available in Type II, III, IV, & V roadway distributions.

ELECTRICAL

Expected Life: LED light engines are rated >100,000 hours at 25°C, L70. Electronic driver has an expected life of 100,000 hours at a 25°C ambient.

Lower Energy: Saves an average of 40-60% over comparable HPS platforms.

Robust Surge Protection: Three different surge protection options provide a minimum of IEEE/ANSI C62.41 Category C (10kV/5kA) protection.

MECHANICAL

Easy to Maintain: Includes standard AEL lineman-friendly features such as tool-less entry, 3 station terminal block and quick disconnects. Bubble level located inside the electrical compartment for easy leveling at installation.

Rugged die-cast aluminum housing is polyester powder-coated for durability and corrosion resistance. Rigorous five-stage pre-treating and painting process yields a finish that achieves a scribe creepage rating of 8 (per ASTM D1654) after over 1000 hours exposure to salt fog chamber (operated per ASTM B117) Optional Enhanced Corrosion Resistant finish (CR) increases the salt spray exposure to 5000 hours.

Four-bolt mast arm mount is adjustable for arms from 1-1/4" to 2" (1-5/8" to 2-3/8" O.D.) diameter and provides a 3G vibration rating per ANSI C136.

Wildlife shield is cast into the housing (not a separate piece).

CONTROLS

NEMA 3 Pin photocontrol receptacle is standard, with the Acuity designed ANSI 5 Pin and 7 Pin receptacles optionally available.

Premium solid state locking sale photocontrol - PCSS (10 year rated life). Extreme long life sold state locking style photocontrol - PCLL (20 year rated life).

Mult-level dimming available to provide scheduled dimming as specified by the customer.

Optional onboard Adjustable Output module allows the light output and input wattage to be modified to meet site specific requirements, and can also allow a single fixture to be flexibly applied in many different applications.

WARRANTY & STANDARDS

5 year limited warranty. Full warranty terms located at http://www.acuitybrands.com/Libraries/Terms_and_Conds/ABL_LED_Commercial_Outdoor.sflb.ashx

Rated for -40°C to 40°C ambient.

CSA Certified to U.S. and Canadian standards

Complies with ANSI: C136.2, C136.10, C136.14, C136.15, C136.37

Autobahn Series ATB2

Roadway Lighting

Limited Wavelength Amber

ORDERING INFORMATION

Series	Performance Packages	Voltage	Optics
ATB2 Autobahn LED Roadway & Security	40BLEDE53 40B Chips, 525mA Driver 60BLEDE53 60B Chips, 525mA Driver 80BLEDE53 80B Chips, 525mA Driver	MVOLT Multi-volt, 120-277V 347 347V 480 480V	R2 Roadway Type II R3 Roadway Type III R4 Roadway Type IV R5 Roadway Type V

Options			
Paint (Blank) Gray (Standard) BK Black BZ Bronze DDB Dark Bronze GI Graphite WH White Surge Protection Blank Acuity SPD with inductive filter (Standard) MP¹ MOV Pack IL¹ SPD with Indicator Light Terminal Block (Blank) Terminal Block (Standard) T2 Wired to L1 & L2 Positions Misc. BL External Bubble Level CR Enhanced Corrosion Resistant Finish HS House-Side Shield NL Nema Label XL Not CSA Certified HK Hinge Keeper	Controls (Blank) 3 Pin NEMA Photocontrol Receptacle (Standard) P5⁵ 5 Pin Photocontrol Receptacle (Dimmable Driver Included) P7⁵ 7 Pin Photocontrol Receptacle (Dimmable Driver Included) NR No Photocontrol Receptacle AO² Field Adjustable Output DM 0V-10V Dimmable Driver (Controls by others) ML^{3,4} Multi-Level Dimming PCSS¹ Solid State Lighting Photocontrol (120-277V) PCLL Solid State Long Life Photocontrol SH Shorting Cap Packaging (Blank) Single Unit (Standard) JP Job Pack (24/Pallet)	Notes 1. Not available in 347 or 480V. 2. Not available with DM or ML options. 3. Not available with AO, DM, P5 or P7 options. 4. Dimming schedule and light level information required from the customer in order to configure product. Contact Infrastructure Technical Support to proceed. 5. Not available with AO, DM, ML options.	Note: RFD Required for Limited Wavelength Amber

Note: Specifications subject to change without notice. Actual performance may differ as a result of end-user environment and application.



AEL Headquarters, 3825 Columbus Road, Granville, OH 43023

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Warranty Five-year limited warranty. Full warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx

Visit our web site at www.americanelectricalighting.com

Product specifications may change without notice.
Please contact your sales representative for the latest product information.

PERFORMANCE PACKAGE

# of LED's	Drive Current	Input Watts	Optic	Lumens
40 LED	525	53	R3	2649
60 LED	525	80	R3	4133
80 LED	525	106	R3	5408

Lumen Output may vary by +/- 20%



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