



Town of South Palm Beach

Request for Qualifications No. 10-10-2023-Q

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard

South Palm Beach, Florida 33480

RFQ NO. 10-10-2023-Q



ALEXIS KNIGHT ARCHITECTS

100 NE 6TH STREET, SUITE 102
BOYNTON BEACH, FLORIDA 33435

AKA Project No. 23.0072

Dated: November 29, 2023



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Tab No. 1

Request for Qualifications No: 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

TRANSMITTAL LETTER



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 23.0072

Sustainable Design + Innovative Solutions

November 29, 2023



Mr. James Titcomb
Town Manager
The Town of Palm Beach
3577 South Ocean Boulevard
South Palm Beach, Florida 33480
jtitcomb@southpalmbeach.com

**RE: SIPs Panels
Town Hall Design Services
RFQ NO. 10-10-2023-Q**

Dear Mr. Titcomb;

The Town of Palm Beach is requesting qualifications from qualified Architectural firms to provide schematic/concept design, design development, construction documents, bidding/negotiation, construction management, grant writing, and other related services.. The new Town Hall will provide a comprehensive solution to meet the current and future needs of the local community.

The Town of South Palm Beach has stated they would like to use Structural Insulated (SIP) Panels for this project. Although we are very familiar with SIP panels and have specified them on selected residential projects, we have never specified SIP panels for commercial projects.

In fact, the few times we have specified these panels for residential projects, they were value-engineered and omitted from the project specifications. This was due primarily to the inability to find qualified tradesman or subcontractors which were willing to work with or even knowledgeable when working with this product. We also found most general contractors were reluctant to bid projects with this product specified.

We have invested the Miami-Dade County approval NOA 20-0619.01 for these panels and found they are a viable alternate to conventional load or non-loading exterior partitions.

Alexis Knight Architects is more than eager to work with the Town of South Palm Beach and use the SIP paneling system for the new Town Hall project.

Sincerely,
Alexis Knight Architects, Inc Fed. Tax ID No. 90-0730530

A handwritten signature in blue ink, appearing to read "Steven W. Knight", is written over the company name and tax ID number.

Authorized Agent:
Steven W. Knight, R.A., A.I.A
President and Primary Person Responsible
Corporate Architectural License: AA26002292
Individual Architectural License AR0015312
Corporate Charter Number as issued by the Florida Division of
Corporations: P11000046625
Federal Employers Identification Number: 90-0730530

November 29, 2023



Mr. James Titcomb
Town Manager
The Town of Palm Beach
3577 South Ocean Boulevard
South Palm Beach, Florida 33480
jtitcomb@southpalmbeach.com

Town Hall Design Services RFQ NO. 10-10-2023-Q

Dear Mr. Titcomb;

The Town of Palm Beach is requesting qualifications from qualified Architectural firms to provide schematic/concept design, design development, construction documents, bidding/negotiation, construction management, grant writing, and other related services.. The new Town Hall will provide a comprehensive solution to meet the current and future needs of the local community.

The Town of South Palm Beach will be commissioning a professional team of architects and consultants to prepare the design and construction drawings for the new Town Hall Building. **The Architectural Team will work carefully with the town hall staff, town councilmembers and community members to establish the parameters for the project.**

General Summary of Respondent's Firm:

Alexis Knight Architects is an aggressive architectural firm located and providing services for the last 12 years, here in South Florida. With over 45 years of national architectural design experience, Steven W. Knight R.A., A.I.A. owns and operates this architectural design firm here in Florida. For the last 28 years Mr. Knight has provided services to a variety of Florida Clients.

Our firm has assisted many local government and municipalities is establishing capital projects. The initial project development usually includes the preparation of property assessment reports, feasibility studies and project programs. The Project Team presented in this proposal has provided architectural and engineering programming, reporting and design services for this project under a contract for services and submitted and formal report on March 6, 2017.

Alexis Knight Architects represents and provides the project development, design and project management strength necessary to direct the project team and enable each phase of the design project to proceed seamlessly from the initial project start up and programming, through the final project delivery. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, **AKArchitects** will determine the appropriate mix of individuals for each of the specific project phase.

Alexis Knight Architects, Inc. and the entire project will provide the highest level of service commitment to this project. Our team would like nothing more than to continue working with The Town of Palm Beach to complete the work as started previously and fulfill the dream of providing a new facility for the town staff and the community.

Firm's Understanding of the Project:

Under a similar solicitation and request for services in August of 2016, The Town of Palm Beach commissioned **Alexis Knight Architects** to evaluate the existing Town Hall and prepare a property assessment report, describing the condition of the site and building. As part of our services, an exhaustive inspection and analysis of the existing building was completed by our team.

On March 6, 2017 the project design team delivered "Building Assessment Report" and "Project Program" identifying the physical characteristics of the existing building and the programmatic needs of the building users.

Providing services and developing projects is a specialty for **Alexis Knight Architects**. Preparing a strong and detailed set of construction and permit drawings is an integral part of properly developing a successful building project.

Identification of the Project Team:

Alexis Knight Architects, Inc...... Prime Contract Holder and the Architect of Record
Environmental Engineering



Alexis Knight Architects
Mr. Steven W. Knight, A.I.A., NCARB
Principal in Charge

Mr. Knight will over-see the project and will be responsible for meeting with the Client representatives, development of the Needs Assessment, Feasibility Studies and a Pre-Design Report.

[Alexis Knight Architects, Inc. Is a Certified Small Business Enterprise](#)



Alexis Knight Architects
Mr. Connor Peede, A.I.A., NCARB
Project Manager

Individual Architectural License AR101052

Mr. Peede will be responsible coordinating the project consultants and over-seeing the preparation of the Pre-Design Study and defining the technical aspects of this phase of the project.

The **Alexis Knight Architectural Team** is very familiar with this project and has provided services for many similar projects. Here is a listing of some of those projects:



Family Church
Jupiter Campus
Project Programming
Project Design
Preparation of Construction and Permit Drawings
Construction Phase Services



The Boca Surgery Center
Medical Office Building
Site Development
Project Design
Preparation of Construction and Permit Drawings
Construction Phase Services



The Village of Wellington
Design Build Criteria and Project Representation for the New Community Center
Pre-Design Report
Design Build Criteria for Solicitation of the Design Build Firms
Client Representation During Construction



Office Building
Site Development
Project Design
Preparation of Construction and Permit Drawings
Construction Phase Services



Family Church - Sherbrooke
 Project Programming
 Project Design
 Preparation of Construction and Permit Drawings
 Construction Phase Services



**Educational and Administration Building
 Broward College – Davie Campus**
 Project Programming
 Project Design
 Preparation of Construction and Permit Drawings
 Construction Phase Services



**Educational Building
 Broward College School of Nursing – Pembroke Pines Campus**
 Project Programming
 Project Design
 Preparation of Construction and Permit Drawings
 Construction Phase Services



**Office Building
 South Florida Water Management District**
 Project Programming
 Project Design
 Preparation of Construction and Permit Drawings
 Construction Phase Services



**Fire Station and City Development Services
 City of Tamarac**
 Project Programming
 Project Design
 Preparation of Construction and Permit Drawings
 Construction Phase Services

Additional information regarding the project development, programming, conceptual design, preparation of construction drawings and construction administration services is illustrated in Section B of this proposal.

Alexis Knight Architects grants The Town of South Palm Beach and its representatives, authorization to contact any of our clients for purposes of ascertaining an independent evaluation of our past and present experience and performance. We look forward to joining forces with The Town of South Palm Beach team to provide architectural services for your project.

Sincerely,
Alexis Knight Architects, Inc. Fed. Tax ID No. 90-0730530

Authorized Agent:
 Steven W. Knight, R.A., A.I.A.
 President and Primary Person Responsible
 Corporate Architectural License: AA26002292
 Individual Architectural License AR0015312
 Corporate Charter Number as issued by the Florida Division of
 Corporations: P11000046625
 Federal Employers Identification Number: 90-0730530

EXHIBIT A
CONSULTANT CHECKLIST

Note:

- 1) This Exhibit must be included in RFQ immediately after the Letter of Transmittal.
- 2) RFQ Package must be put together in the order set forth in this checklist.
- 3) Any supplemental materials must appear after those listed below and be tabbed "Additional RFQ Information"

<u> X </u>	Letter of Transmittal
<u> X </u>	Copy of this Checklist (Exhibit A)
<u> X </u>	References & Materials
<u> X </u>	Evidence of Ability to Deliver on Time and Within Budget
<u> X </u>	Approach to Scope of Services
<u> X </u>	Litigation and/or Terminations
<u> X </u>	Proof of Licenses
<u> X </u>	Minority Business Enterprise/Women's Business Enterprise
<u> X </u>	Qualifications Submittal Form (Exhibit B)
<u> X </u>	Conflict of Interest Statement (Exhibit C)
<u> X </u>	Drug Free Workplace form (Exhibit D)
<u> X </u>	Scrutinized Companies Certification (Exhibit E)
<u> X </u>	E-Verify Form (Exhibit F)
<u> X </u>	Reference Form (Exhibit G)
<u> X </u>	Acknowledgment of Addenda (Exhibit H)

Tab No. 2

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
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REFERENCES & MATERIALS

- Evidence of Ability and Experience of Firm and Professional Personnel
- Evidence of Successful Past Performance for Similar Projects



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 23.0072

Tab No. 2.....Reference & Materials: Summary of Firm and Personnel

The Team



The Client:
Town of South Palm Beach

The Town of South Palm Beach will be commissioning a professional team of architects and consultants to prepare a the Project Program, Conceptual Design and the Construction drawings for the new Town Hall Building. The Architectural Team will work carefully with the town hall staff, town councilmembers and community members to establish the parameters for the project

Our team understands the importance of interfacing with the client and the project representatives. Alexis Knight Architects has the experience, personnel the knowledge required to make your project a success. The project manager representing the Alexis Knight Architects has successfully designed and managed other very similar projects such as the one mentioned in this proposal.

The Alexis Knight Architectural Team has worked a number of area municipalities on project similar to those included in this RFP.

- **The Town of South Palm Beach Town Center and Police Station**
- Palm Beach County PBSO Vehicle Maintenance Facility
- South Florida Water Management District Headquarters and the Annex Building
- Suffolk Construction Office Building
- The City of Tamarac Fire Station
- The City of Tamarac Annex Buildings
- Indian River Vehicle Maintenance Building
- Indian River Traffic, Road and Bridge Annex Buildings
- The School District of Indian River School District Vehicle Maintenance Building

AKArchitects will oversee the overall project and perform the key project relations, programming and the architectural building design tasks. Palm Beach County will be retaining the services of a highly qualified architectural, engineering design team to implement and complete the projects offered under this agreement.

AKArchitects represents and provides the management strength necessary to direct the project team and enable each phase of the design project to proceed seamlessly from the initial project start up and programming, through the final project delivery. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, **AKArchitects** will determine the appropriate mix of individuals for each of the specific project phases.

Tab No. 2.....Reference & Materials: Summary of Firm and Personnel

The Team

The **Alexis Knight Architectural Team** has a deep resume which includes many public and private Clients. These Clients and the project types offered under this contract will require a “no nonsense” approach and methodologies based on specific project requirements that are as sophisticated as any other discreet project type.

ALEXIS KNIGHT ARCHITECTS

Architectural

The primary tasks at hand includes the architectural services required to complete the Needs Analysis, Feasibility Study and Predesign Reporting. The Architectural Project Manager will have a “hands-on” role during every aspect of the project. The management function of the building project will represent the ingredient necessary to blend the talents of each design consultant and team member.

Alexis Knight Architects

Mr. Steven Knight will serve as the point contact and oversee the daily activities of the team and project. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, will determine the appropriate mix of individuals for each team meeting, including: programming/design charettes, project reviews and other project team meetings.

Mr. Connor Peede will serve in role to support the project during the Pre-Design Reporting Phase of the project. Connor will develop spatial diagrams, matrixes and other instruments to help complete the project programming.

Alexis Knight Architects (AKArchitects) has a wide range of experience in working on municipal projects here in South Florida.

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Tab No. 2.....Reference & Materials: Summary of Firm and Personnel



Civil Design, Inc. (CDI) was created with the needs of Florida's development and redevelopment land uses in mind. We specialize in the site aspects of the project and work predominantly with owners and architects. Founded in 2003, we are a boutique firm focused on delivering excellence by meeting deliverable dates with quality work at fair and reasonable fees.

As a prequalified and certified small business enterprise (SBE) with several governmental agencies, our civil engineering practice is geared to provide personal, timely and efficient design, permitting and construction phase services to the public and private sector markets. Clients find a knowledgeable firm with personal service ready to meet these demands.

PBC Certifications and SBE Certifications

Civil Design Inc., is certified with Palm Beach County and as a Small Business Enterprise.



GENTILE GLAS HOLLOWAY O'MAHONEY
& ASSOCIATES
LANDSCAPE ARCHITECTS PLANNERS ENVIRONMENTAL CONSULTANTS

Founded in 1988, Gentile Glas Holloway O'Mahoney & Associates (2GHO) is recognized as one of South Florida's leading land planning, landscape architecture firms that also provides environmental consulting, and graphic design services. Our uniquely talented team of professionals is committed to bring the client's vision from concept to reality, while at the same time being cognoscente of budget, time, environmental, regulatory and site constraints. The firm provides a proven team approach, working effectively with both public and private sectors primarily throughout south and central Florida, Georgia, Mississippi, North Carolina, Costa Rica and the islands of the Bahamas and Caribbean.

With the talent, experience, technological knowledge and commitment, our team can provide the highest level of professional services expected by our clients to achieve their desired goals.

PBC Certifications and SBE Certifications

Gentile Glas Holloway O'Mahoney and Associates, is certified with Palm Beach County and as a Small Business Enterprise.

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Tab No. 2.....Reference & Materials: Summary of Firm and Personnel



Engenuity Group, Inc. offers a full range of services in Surveying, GIS Mapping, and Construction Contract Administration. For over thirty years they have been providing professional service to their clients and are dedicated to the development and economic prosperity of the local community, whether they are in the private sector or public sector, whether they are urban land developers or agricultural enterprises.

The firm consists of three owners, C. Andre Rayman, P.S.M., GISP, Keith B. Jackson, P.E., and Lisa A. Tropepe, P.E., and approximately 19 employees. C. Andre Rayman, P.S.M., GISP joined the firm in 1988 and serves as the company's President. Keith B. Jackson, P.E. joined the firm in 1991 and serves as Vice President. Lisa A. Tropepe, P.E., joined the firm in 1993 and also serves as Vice President.

Engenuity Group is a small business that prides itself on personal client contact. Their employees are dedicated and committed to be the best engineering, surveying and GIS firm in the area.

Engenuity Group, Inc., Inc. is a Certified Minority Business Enterprise and registered with the State of Florida. EGI is also a Small Business Enterprise (SBE) and is registered and certified by the Palm Beach County (OEBO) Office of Equal Business Opportunity.

RGD

As Florida's premier consulting engineering firm, RGD Consulting Engineers provides innovative mechanical, electrical, plumbing, fire protection and structural engineering designs. Our ambition is to use our engineering expertise to create a highly efficient, cost effective system that will exceed the owners' expectations.

Inherent to our core philosophy "we believe in controlling every link in the design chain".....that is what RGD is all about...integrity at the core. From concept to completion, we are involved in every step of the process. RGD is known for giving immense detail to our clients so that they never feel "left out". Our designs are above the industry standard in every area and the reputation of RGD is second to none.

With project experience from Europe and the Middle East to the Caribbean, RGD has the experience and the expertise you need. If you are looking for an engineering firm...look no further, RGD Consulting Engineers is here to provide you the quality service that you can count on.

PBC Certifications and SBE Certifications

RGD Consulting Engineers, is certified with Palm Beach County and as a Small Business Enterprise.

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Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 2.....Reference & Materials: Summary of Firm and Personnel



O'Donnell, Naccarato, Mignogna & Jackson, Inc. (ONM&J) is one of Florida's most experienced structural engineering firms. It is the firm's reputation for innovative design solutions that keeps ONM&J at the top of its game and ready to serve public and private clients. Headquartered in West Palm Beach since 1985, ONM&J offers clients resources throughout the state of Florida. ONM&J is proud of its history of project delivery on time and within budget, and for this reason, the firm has been rewarded with long-standing relationships with the state's premier architectural designers, general contractors, corporate developers and public end users.

PBC Certifications and SBE Certifications

ONM&J, is certified with Palm Beach County and as a Small Business Enterprise.



Tierra South Florida, Inc. (TSF) is a full service consulting geotechnical and construction materials testing engineering firm with capabilities to provide test borings, engineering analyses and reports, AutoCAD and Microstation plan sheets, laboratory soils testing, and construction materials testing. TSF was incorporated in the State of Florida in 2003. In 2008, TSF purchased the south Florida branch of Tierra, Inc. Our professional team has been working together since 2000 and is committed to providing quality, responsive service establishing a reputation for sound approaches and professional competence in a wide range of technically demanding areas.

PBC Certifications and SBE Certifications

Tierra South Florida, Inc. is a Certified Minority Business Enterprise and registered with the State of Florida. TSF is also a Small Business Enterprise (SBE) and is registered and certified by the Palm Beach County (OEBO) Office of Equal Business Opportunity.

Tab No. 2.....Reference & Materials: Summary of Firm and Personnel

The Project Team and Organizational Chart

Key Personnel for the Project

Name of individual assigned to the Project	Role / Responsibility
Alexis Knight Architects Steven W. Knight, R.A., A.I.A.	Project Manager - Main contact and project architect and designer responsible for the overall management and assessment of all projects.
Civil Design, Inc. Jeff Trompeter, P.E.	Civil Engineer Consultant - Responsibilities include Civil engineering consulting services.
Gentile Glas Holloway O'Manhoney, Inc. George Gentile, RLA	Land Planning Services - Responsibilities include assisting the Architect with land planning services.
Engenuity Group, Inc. Keith B. Jackson, P.E.	Site Surveying Responsibilities include Site and property surveying
Miller Land Planning, Inc. Bradley Miller	Land Planning services
RGD Consulting Engineers Robert Davenport, P.E.	MEP Project Manager - Responsibilities include assisting the Architect with MEP Design.
ONM&J Dwayne R. Jackson, PE	Structural Engineer Consultant - Responsibilities include Structural engineering consulting services.
Tierra South Florida Raj Krishnasamy	Geotechnical Services Responsibilities soil investigate reporting and testing

REPRESENTATIVE PROJECTS

INCLUDE:



EDUCATION

- Bachelor of Architecture
Kansas State University, Kansas
1979

PROFESSIONAL REGISTRATIONS

Registered Architect/Florida
Registered Architect/Missouri
Registered Interior Designer/Florida

PROFESSIONAL AFFILIATIONS

- American Institute of Architects
- National Council of Architectural Registration Boards
- Palm Beach State College, Career Consultants Network
- The Forum Club of the Palm Beaches

Steven W. Knight, RA, AIA, NCARB

Mr. Knight is an architect with over 42 years of experience in production, design and management of various building projects. Levels of responsibility not only include production of design but building programming and site master planning. Mr. Knight has extensive experience in the public and private sectors including commercial, educational, healthcare and public works projects.

PROFESSIONAL EXPERIENCE:

09/13/2010 – Current

Owner/President
Alexis Knight Architect, Inc.
West Palm Beach, Florida
561 697 2600

February 1995 – August 2010

Director of Architecture/Project Manager:
Hanson Professional Services Inc.
1601 Belvedere Road Suite 303S
West Palm Beach, Florida 33406
561 471 9370

July 1994 – February 1995

Project Manager:
Austin Group Architects
200 South 10th Street
Austin, Texas
210 631 7405

June 1991 – July 1994

Project Architect/Project Manager:
HBE Corporation Hospital Design Inc.
11330 Olive Street
St. Louis, Missouri 63141
314 567 9000

March 1983 – May 1991

Project and Office Manager:
John Lark and Associates, Architects
11 West Moody Ave.
314 968 2888

June 1979 – March 1993

Staff Architect:
Gornet and Shearman, Architects and Engineers
9909 Clayton Road
St. Louis, Missouri 63124
June 1978 – December 1979

Architectural Intern:

Gornet and Shearman, Architects and Engineers
9909 Clayton Road
St. Louis, Missouri 63124

- **Town Hall: Town of South Palm Beach, Florida**
Preparation of the property assessment report for the existing Town Hall Building. Development of the initial project program and preliminary design studies.
- **Community Center and Tennis Facility: The Village of Wellington, Florida**
The Village of Wellington commissioned Alexis Knight Architects, Inc to prepare the Design Build Criteria for the new Community Center and Tennis Facility. The project was implemented through the Design Build project delivery method. Alexis Knight Architects, Inc. served as the Client Representative during design, selection of the design builder and during the construction phase of the project.
- **New Town Hall: The Village of Wellington, Florida**
The Village of Wellington commissioned Steven W. Knight to prepare the project development for the new Village Town Center. The project was implemented through the Design Build project delivery method. The final deliverable included detail project criteria manual, which was used to solicit proposals from area design build firms. Mr. Knight was an integral part of the selection of the design-build firm for this project.
- **The City of Lauderdale Lakes, Florida.**
The City of Lauderdale Lakes commissioned Alexis Knight Architects, Inc. to prepare the property assessment report and establish the condition of the City Hall, City Administration Building, Main Fire Station and eight (8) other municipal building located within the City of Lauderdale Lakes. The project team, consisting of the Architect and Engineers, inspected each building and surrounding site. This report included a rough order of magnitude of costs, recommendations for improvements to these systems and the team also developed a hierarchy and schedule for implementation of these recommended improvements.
- **The City of Tamarac, FL.**
The Architect provided the site development, project programming and design of a new 22,000square Fire Station, 10,000 square foot Public Services Building and renovations to the existing Utility Services Building.
- **Municipal Golf Course: City of West Palm Beach, Florida**
The City of West Palm Beach commissioned Alexis Knight Architects, Inc to prepare a Building Assessment and Analysis Report for the existing West Palm Beach Municipal Golf Course Clubhouse Building. The subject of this Building Assessment Report is the existing 10,000 square foot Clubhouse Building including a Golf Pro Shop, the Main Club
- **Building 72 Remodeling, Broward College, Pembroke Pines, Fl .** Project manager and architect for the remodeling of Building 72 on the South Campus of Broward College.
Area, Bar, Kitchen and Men's and Women's Locker and Restrooms as well the Administrative Office Areas and the immediate, adjacent site areas.
- **City of Lake Worth Administration Offices, Lake Worth, Florida**
The City of Lake Worth commissioned Alexis Knight Architects, Inc to prepare a Building Assessment and Analysis Report for the existing Utilities Administrative Building. Alexis Knight Architects provided technical reporting services necessary to complete the Analysis Report for the existing Building. This Building Assessment Report examines the available opportunities for improving utilization of the existing single story Utilities
- **Palm Beach County Sheriff's Office Administrative Complex and Vehicle Maintenance Facility Planning and Design, West Palm Beach, Florida**
Project manager for design of the new building.
- **Indian River County Public Works And School District Vehicle Maintenance Facility Planning and Design, Vero Beach, Florida**
Planning, design and construction documents for a new facility.
- **South Road Medical Office Building, Wellington, FL.**
Project Manager and Architect for schematic design phase and construction documentation for two (2) new 14,000 SF medical office buildings.
- **Department of Health Public Health Facility, St. Lucie County, Port St. Lucie, Florida**
Project manager and architect responsible for the architectural design of a new \$2.5 million 20,000-square-foot facility.
- **Warren Library, Palm Beach Atlantic University, West Palm Beach, Florida**
Coordinated the Architectural Design for a 79,500 SF "Library of the Future".
- **Broward College Student Affairs Center, Davie, Florida**
Project manager responsible for master planning, programming and full design services for a \$9 million 65,000 square-foot addition and renovation.

Additional Project Experience

- *Project Programming*
- *Master Planning*
- *Project Design*
- *Presentation*
- *Public Speaking*
- *Permitting Services*
- *Bidding Assistance*
- *Project Development*
- *Community Services*
- *Construction Administration*
- *Property Assessment Reporting*



Connor Peede, RA, AIA, NCARB

EDUCATION

Bachelor's Degree in Architecture
Florida Atlantic University

PROFESSIONAL REGISTRATIONS

Registered Architect/Florida
Registered Interior Designer/Florida

PROFESSIONAL AFFILIATIONS

- American Institute of Architects
- National Council of Architectural Registration Boards

AWARDS

Golden Key International Honor Society
Member

CPTED Practitioner Seminar Certificate

LEED Accredited Professional (AP)
United States Green Building Council
(USGBC)

Mr. Peede is a registered architect with over 7 years of experience in production, design and management of various building projects. Levels of responsibility not only include production of design but building programming and project development. Mr. Peede has extensive experience in the private and public sectors including building design, programming technical writings and building systems analysis.

PROFESSIONAL EXPERIENCE:

01/13/2016 – Current

Alexis Knight Architects, Inc.

Position – Architectural Drafting

Boynton Beach, Florida

561 374 9242

- **Town Hall: Town of South Palm Beach, Florida**
Preparation of the property assessment report for the existing Town Hall Building. Development of the initial project program and preliminary design studies.
- **Community Center and Tennis Facility: The Village of Wellington, Florida**
The Village of Wellington commissioned Alexis Knight Architects, Inc to prepare the Design Build Criteria for the new Community Center and Tennis Facility. The project was implemented through the Design Build project delivery method. Alexis Knight Architects, Inc. served as the Client Representative during design, selection of the design builder and during the construction phase of the project.
- **New Town Hall: The Village of Wellington, Florida**
The Village of Wellington commissioned Steven W. Knight to prepare the project development for the new Village Town Center. The project was implemented through the Design Build project delivery method. The final deliverable included detail project criteria manual, which was used to solicit proposals from area design build firms. Mr. Knight was an integral part of the selection of the design-build firm for this project.
- **The City of Lauderdale Lakes, Florida.**
The City of Lauderdale Lakes commissioned Alexis Knight Architects, Inc. to prepare the property assessment report and establish the condition of the City Hall, City Administration Building, Main Fire Station and eight (8) other municipal building located within the City of Lauderdale Lakes. The project team, consisting of the Architect and Engineers, inspected each building and surrounding site. This report included a rough order of magnitude of costs, recommendations for improvements to these systems and the team also developed a hierarchy and schedule for implementation of these recommended improvements.

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Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

Family Church Jupiter Campus

Client:

The Family Church, LLC
1101 S. Flagler Drive
West Palm Beach, FL 33401

Contact Person:

Mr. Scott Crawford
Project Director
Telephone: 561.329.6311

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Family Church of Palm Beach County commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new 6,000 square foot sanctuary building and the renovations to the existing administration and Sunday school building. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents.

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Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

The Boca Surgery Center

Boca Raton FL

Client:

The City of Lauderdale Lakes
4300 NW 36th Street
Lauderdale Lakes, FL 3319

Contact Person:

Mr. Robin Soodeen
Assistant Public Works Director
Telephone: 954 535 2758

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The IRA Capital Group Commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new 14,000 square foot medical office building. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

The Village of Wellington

Design - Build of the Village Town Hall Center
Needs Analysis, Preparation of Design Criteria and
Pre-Design Reporting

Client:
The Village of Wellington
12300 Forest Hill Blvd.
Wellington, FL 33414

Contact Person:

Mr. James Barnes
Assistant Village Manager
Telephone: 561.753.2532

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Village of Wellington commissioned Steven W. Knight to prepare the project development for the new Village Town Center. The project was implemented through the Design Build project delivery method. As the result of many meetings with the User Group and staff members, Mr. Knight prepared the program and **needs analysis** for design and developed the spatial diagramming for the new facility. Once the **Needs Analysis Report, Project Program and Pre-Design Report** was approved, the Design Build Criteria was developed for the project. The final deliverable included detail project criteria manual, which was used to solicit proposals from area design build firms. Mr. Knight was an integral part of the selection of the design-build firm for this project.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

The New Suffolk Construction Headquarters Office Building

Client

Suffolk Construction Company
One Harvard Circle
West Palm Beach, FL 33407

Contact Person:

Rex Kirby – President

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Suffolk Construction Company commissioned Steven W. Knight to prepare the project development for the Company headquarters building is centrally located in Palm Beach County, directly adjacent to a desirable retail center, residential development and the Palm Beach County Airport. Suffolk implemented the building renovations of the existing office building to accomplish three primary goals:

Provide "hardened" building, which would ensure life safety of the building inhabitants and enable operations to continue during hurricane force winds. Provide an environmentally sensitive building that complied with the basic requirements of the United States Green Building Council guidelines for a Certified Green Building.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

South Florida Water Management District New Headquarters Office Building

Programming, Design and Construction Drawings

Client:

South Florida Water Management District
Government - Office Building
West Palm Beach, FL

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The South Florida Water Management District commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new office headquarters. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents. This work included a new 120,000 square foot pre-engineered concrete building and a 10,000 ancillary building for the South Florida Water Management District.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

Family Church Jupiter Campus

Client:

The Family Church, LLC
1101 S. Flagler Drive
West Palm Beach, FL 33401

Contact Person:

Mr. Scott Crawford
Project Director
Telephone: 561.329 6311

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Family Church of Palm Beach County commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new 6,000 square foot sanctuary building and the renovations to the existing administration and Sunday school building. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

The Boca Surgery Center

Boca Raton FL

Client:

The City of Lauderdale Lakes
4300 NW 36th Street
Lauderdale Lakes, FL 3319

Contact Person:

Mr. Robin Soodeen
Assistant Public Works Director
Telephone: 954 535 2758

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The IRA Capital Group Commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new 14,000 square foot medical office building. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

The Village of Wellington

Design - Build of the Village Town Hall Center
Needs Analysis, Preparation of Design Criteria and
Pre-Design Reporting

Client:

The Village of Wellington
12300 Forest Hill Blvd.
Wellington, FL 33414

Contact Person:

Mr. James Barnes
Assistant Village Manager
Telephone: 561.753.2532

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Village of Wellington commissioned Steven W. Knight to prepare the project development for the new Village Town Center. The project was implemented through the Design Build project delivery method. As the result of many meetings with the User Group and staff members, Mr. Knight prepared the program and **needs analysis** for design and developed the spatial diagramming for the new facility. Once the **Needs Analysis Report, Project Program and Pre-Design Report** was approved, the Design Build Criteria was developed for the project. The final deliverable included detail project criteria manual, which was used to solicit proposals from area design build firms. Mr. Knight was an integral part of the selection of the design-build firm for this project.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

The New Suffolk Construction Headquarters Office Building

Client

Suffolk Construction Company
One Harvard Circle
West Palm Beach, FL 33407

Contact Person:

Rex Kirby – President

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Suffolk Construction Company commissioned Steven W. Knight to prepare the project development for the Company headquarters building is centrally located in Palm Beach County, directly adjacent to a desirable retail center, residential development and the Palm Beach County Airport. Suffolk implemented the building renovations of the existing office building to accomplish three primary goals:

Provide "hardened" building, which would ensure life safety of the building inhabitants and enable operations to continue during hurricane force winds. Provide an environmentally sensitive building that complied with the basic requirements of the United States Green Building Council guidelines for a Certified Green Building.

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

South Florida Water Management District New Headquarters Office Building

Programming, Design and Construction Drawings

Client:

South Florida Water Management District
Government - Office Building
West Palm Beach, FL

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The South Florida Water Management District commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new office headquarters. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents. This work included a new 120,000 square foot pre- engineered concrete building and a 10,000 ancillary building for the South Florida Water Management District.

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

Family Church Sherbrooke Campus

Needs Analysis and Pre-Design Reporting Preparation of Contract Documents

Client:

The Family Church, LLC
1101 S. Flagler Drive
West Palm Beach, FL 33401

Contact Person:

Mr. Scott Crawford
Project Director
Telephone: 561.329 6311

The Design Team:

Prime: Architect of Record
Principal Project Manager
Steven W. Knight, R.A.



Project Description:

The Family Church of Palm Beach County commissioned Alexis Knight Architects, Inc to prepare the **Project Program, Design and the Construction Drawings** for the new 6,000 square foot sanctuary building and the renovations to the existing administration and Sunday school building. Alexis Knight Architects assembled the Project Team consisting of the Site Planning, Site Engineering and Building Engineering Consultants to assist in preparation of the overall project development and preparation of the contract documents.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3.....References & Materials: Evidence of Successful Past Performance for Similar Projects

New Fire Station No. 15 The City of Tamarac

Programming, Design and Construction Drawings

Client:

Raymond Gagnon, P.E.
City of Tamarac
7535 N.W. 88th Avenue
Tamarac, FL 33321

The Design Team:

Prime: Architect of Record
Steven W. Knight, R.A.
Principal Project Manager



Project Description:

The scope of work included façade enhancements to the existing utilities building and development services addition to the existing public works building (2-story, 10,000 SF). This design included new vertical access to the existing building, user traffic and site access. The design also included a new public works storage building (4,000 SF) and a new building to provide economical equipment, material storage and basic accommodations for vehicle washing. The new fire station (2-story, 23,100 SF) was composed of a two-story design providing the ultimate layout and functionality for a modern fire station.



Tab No. 3

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

EVIDENCE OF ABILITY TO DELIVER ON TIME AND WITHIN BUDGET



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 22.0072

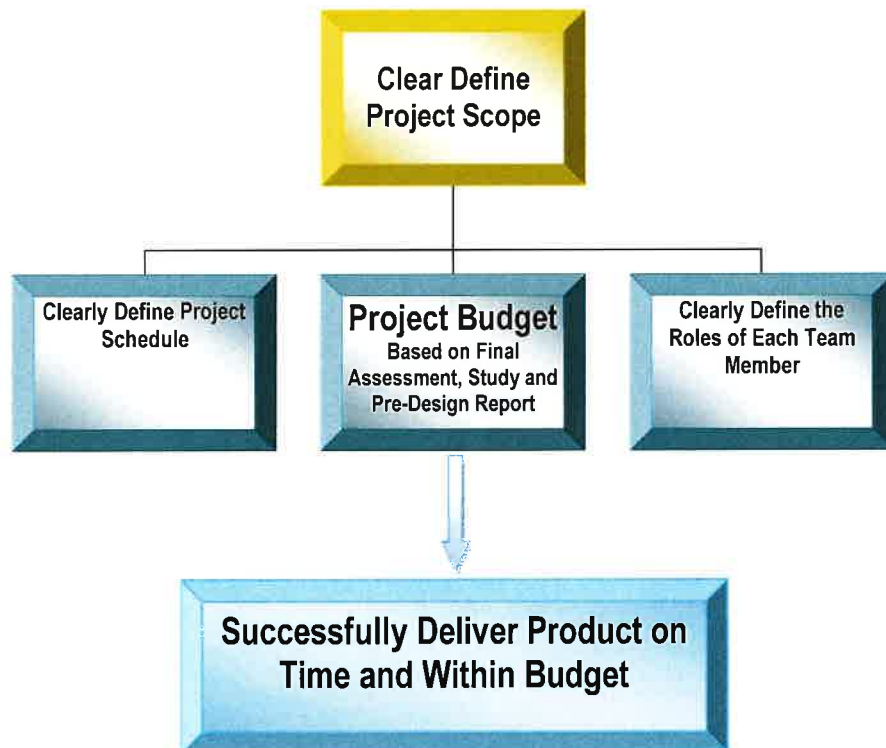
Tab No. 3.....Evidence of Ability to Deliver on Time and Within Budget

Deliver on Time and Within Budget:

Alexis Knight Architects will commit to deliver the requested services within a specify timeframe and within the specific fee allocated and established for these services.

Although the services proposed herein are for reporting, testing and estimating and where are no "built-conditions" proposed as the result of the completion of this contract, the project team will work diligently to prepare a budget or estimate of costs for the upcoming project.

In order to work within the parameters of our initial fee for services, the project manager will ensure that the team is fully aware of the Project Scope. This will enable each team member to work within the guideline of our agreement and fee allocation for same.



Alexis Knight Architects represents and provides the management strength necessary to direct the project team and enable each phase of the Reporting and Pre-Design project to proceed seamlessly from the initial project start up and programming, through the final project delivery. The project team will consist of the project consultants and the Town of South Palm Beach and the Representatives of the Community. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, AKArchitects will determine the appropriate mix of individuals for each of the specific project phases.

Tab No. 3.....Evidence of Ability to Deliver on Time and Within Budget

Summary Regarding Ability to Deliver:

Client:

Mr. James Titcomb
Town Manager
The Town of Palm Beach
3577 South Ocean Boulevard
South Palm Beach, Florida 33480

Town Hall Design Services

To Whom it May Concern

The **Alexis Knight Architectural** Team acknowledges an understanding of the client's requirements and the potential projects defined in this proposal. We will make a full commitment to support your project, in whatever capacity would be required to complete the work.

The following is a list of recent projects, with a similar scope of work. We have identified the specific project, staffing and our ability to deliver on time and within budget.

Projects As Prime	Staffing	Delivery
Current through 2019 - 2021 PS Business Park – Boca Commerce Park Boca Raton, Florida	Steven W. Knight Connor Peede	On Time & Within Budget
Current through March 2017 The Town of South Palm Beach South Palm Beach, Florida	Steven W. Knight Annie Bactol Connor Peede	On Time & Within Budget
Current through 2019 - 2021 Boynton Beach Boulevard Extension Boynton Beach, Florida	Steven W. Knight Connor Peede	On Time & Within Budget
Current through February 2019 - 2021 City of Lauderdale Lakes Property Assessment Lauderdale Lakes, Florida	Steven W. Knight Connor Peede	On Time & Within Budget

ALEXIS KNIGHT ARCHITECTS

Sustainable Design + Innovative Solutions

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 3 Evidence of Ability to Deliver on Time and Within Budget

Current through February 2019 City of Lauderdale Lakes Emergency Generator Building Lauderdale Lakes, Florida	Steven W. Knight Connor Peede	On Time & Within Budget
Current through February 2013 - 2021 City of Delray Beach On Compliance Review Delray Beach, Florida	Steven W. Knight Rex Sucaldito	On Time & Within Budget
Current through December 2019 The Village of Wellington Public Works Wellington, Florida	Steven W. Knight Connor Peede	On Time & Within Budget
Current through January 2018 - 2021 IBEW Conference Center West Palm Beach, Florida	Steven W. Knight Connor Peede	On Time & Within Budget
Current through 2017 The Village of Wellington Public Works Wellington, Florida	Steven W. Knight Connor Peede	On Time & Within Budget
Current through December 2017 VEI Global DYNO NOBEL Administration Building New Orleans, LA	Steven W. Knight Annie Bactol	On Time & Within Budget

Project Tracking and Prioritizing

The Alexis Knight **Architectural** Team will work with the Town of South Palm Beach to prepare a feasible work schedule for this project. Our architectural staff will work with your project manager and communicate on a weekly basis, to ensure that all deadlines are met and the project stays on track.

Sincerely,
Alexis Knight **Architects**, Inc.



Steven W. Knight, R.A., A.I.A.
President

Tab No. 4

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

APPROACH TO SCOPE OF SERVICES



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 21.0054

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 4.....Approach to the Scope of Work

Project Approach

The **Alexis Knight Architectural** Team has a deep resume which includes many public and private Clients. These Clients and the project types offered under this contract require a “no nonsense” approach and methodologies based on specific project requirements that are as sophisticated as any other discreet project type.

Project Scope

Project Programming:

Before any design can be started, it is necessary to gather important information about the project. The Project Program defines the space needs and adjacencies of all building components.

Our design professionals will:

- Review the existing facilities
- Establish the Need of the Building Users
- Establish and Assess the conditions which currently exist at 3577 South Ocean Boulevard
- **The Architectural Team will work carefully with the town hall staff, town councilmembers and community members to establish the parameters for the project.**



The project program will identify the following:

- Net Square Feet For Each Program Requirement
- Special Requirements
- Adjacencies Within The Confines Of The Existing Building
- Space, Materials And Systems Standards
- Space Priorities

The Team will set up programming Charettes to meet with the Town of South Palm Beach staff and the Local Community Members to evaluate the project needs, programming requirements and to establish the basis for the preliminary building floor plan options. During the charette, our architects and engineers will review the Project Questionnaires and discuss other project requirements. This process is highly interactive.

Ideas are tested quickly and since everybody is involved, the final solution is a product of the team effort with consensus by all. In the end, there is a sense of authorship shared by all the participants.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 4.....Approach to the Scope of Work

These reports, findings and recommendations will be reviewed with the Town Hall Staff, the Police Administration and Police Officers.

Approach to the Project

AKArchitects has spearheaded overall project implementation and performed key project management, architectural site and building design tasks.

We know that while design and construction must be economical, they also must be sustainable and consistent with the long range planning requirements of the community.

Based on the Scope of Work provided in this Request for Qualifications, the design professional will be asked to provide a variety of services including the following:

- Site Plan Analysis and Programming
- Design Development Services
This portion of the services shall include the Team composed of Civil, Landscape Architectural, Architectural, Structural, Mechanical, Electrical, and Plumbing systems design.
- Development of Construction Documents
- Architectural & Engineering Estimates of Construction Costs
- Assistance during the bidding process
- Construction Administration

Technical Approach, Skill Sets including Work Plan

In terms of their technical approach, The **AKArchitects** Team represents and provides the management strength necessary to direct the project team and enable each phase of the design project to proceed seamlessly, from the initial programming, through final project delivery.

The project team will consist of the project design consultants. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, Mr. Knight shall determine the appropriate mix of individuals for each team meeting, including: programming, project reviews and other project team meetings.

The Project Manager will have a "hands-on" role during every aspect of the project. The management function of the building project will represent the ingredient necessary to blend the talents of each design consultant and team member.



Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 4.....Approach to the Scope of Work

Project Initialization

Before any design can start, it is necessary to gather important information about the project. The Needs Assessment and Program defines the scope of the project. Although The **AKArchitects** Team will develop a program and prepare a conceptual design for any of the proposed projects, the design team will also develop these two (2) instruments with the support and interaction of the Town of South Palm Beach staff and all other stakeholders of this project.

The **AKArchitects** Team shall set up meetings to discuss the space needs assessment information and any other relevant information with the Town of South Palm Beach.

Our design professionals will work side by side with the Town of South Palm Beach staff to establish the Programs to determine:

- The Existing Conditions of the Properties/Site
- Establishing the Scope of Work Requirements
- Probable Cost of Construction or Preliminary Cost
- Determine the Project Schedule or Timeframe

Each project shall be implemented through the following traditional architectural **WORK PLAN** for the project:

1. Schematic Design Phase

The Team will set up Preliminary Design meetings with the Town of South Palm Beach staff to evaluate the alternative approaches to design and construction of the project, including the feasibility of incorporating environmentally responsible design approaches. During this meeting, the architects and engineers shall generate preliminary design options illustrating scale and relationship of the project components. This process is highly interactive, ideas are tested quickly and since everyone is involved, the final preliminary solution is a product of the team effort based on the consensus of all. In the end, there is a sense of authorship shared by all the participants.

Once the preliminary program has been approved by the Town of South Palm Beach staff, the architect shall prepare the **Schematic Design** documents for the owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan and, if appropriate, preliminary building plans, sections and elevations. In some cases and based on the project's complexity it may include some combination of study models, perspectives sketches or digital modeling. At this time the **AKArchitects** team shall provide a preliminary selection of major building systems and construction materials.

2. Design Development Phase

Based on the Schematic Design documents approval and authorization of any adjustments in the project requirements and budget for the cost of the work, the **AKArchitects** team would prepare the **Design Development** documents. The purpose of

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 4.....Approach to the Scope of Work

the Design Development Phase is to illustrate and describe the approved Schematic Design Phase and the further develop drawings and other documents including floor plans, sections, elevations, typical construction details and diagrammatic layouts of the building systems to describe the size and character of the project as to the architectural, structural, mechanical and electrical systems, and other elements that may be appropriate. Within this phase, an outline of the specifications that identify major materials and systems would be generated to establish in general the quality levels.

3. Construction Documents Phase

Based on the Design Development documents approvals and authorization of any adjustments in the project requirements and budget for the cost of the work, the **AKArchitects** team shall prepare the **Construction Document**. The intent of this phase is to illustrate and describe further the development of the approved Design Development Documents and shall consist of working construction drawings and specifications, setting forth in detail the quality levels of materials and systems and other requirements for the construction of the project.

Within the Construction Documents phase, incorporation of design requirements of governmental authorities having jurisdiction over the project is required. The design team shall submit final documents to the local authority having jurisdiction for permitting review and issue documents for bidding purposes.

4. Bidding / Negotiation Phase

The Bidding / Negotiation phase consist of bidding requirements and proposed contract documents. The **AKArchitects** team shall assist the Town of South Palm Beach staff in bidding the designed project by:

1. Procuring the reproduction of Bidding Documents for distribution to prospective bidders,
2. Distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution,
3. Organizing and conducting a pre-bid conference for prospective bidders,
4. Preparing responses to questions from prospective bidders in the form of an addenda; and,
5. Organizing and conducting the opening of the bids, and subsequent documentation and distribution of the bidding results, as directed by the Town of South Palm Beach staff.

The team, in conjunction with the Town of South Palm Beach staff shall consider requests for substitutions, if the bidding documents allow for substitutions and would prepare and distribute addenda identifying approved substitutions to all prospective bidders.

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 4.....Approach to the Scope of Work

5. Construction Administration Phase

The **AKArchitects** Team will advise and assist the Town of South Palm Beach during the construction administration phase of the project. Their responsibility is to provide Construction Administration Phase services that will commence with the award of the contract for construction and would include the following tasks:

1. The **AKArchitects** Team will work to ensure that the design intent of the contract documents and specification are implemented as the building is constructed.
2. The Architects will review the contractor's initial submittal schedule, shop drawings and other submittals related to the work.
3. Review and respond to questions via Contractor's RFI,
4. Review contractor's construction schedules and certify the dollar amounts due to the contractor via payment application, this payment certification constitutes a representation to the Town of South Palm Beach that is based on the architect's evaluation of the work the contractor has progressed to the point indicated and that the quality of the work is in accordance with the contract documents.

Technical Capabilities, Staffing, Methods and Procedures:

In terms of personnel and staffing, **AKArchitects** represents and provides the management strength necessary to direct the project team and enable each phase of the design project to proceed seamlessly from the initial project development and programming, through the final project delivery. The project team will consist of the project design consultants and the Town of South Palm Beach staff. Steven W. Knight will serve as the Architectural Project Manager and will strive to facilitate the needs of the project team. Serving as the project coordinator, **AKArchitects** will determine the appropriate mix of individuals for each of the specific project phases.

Tab No. 5

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

LITIGATION AND/OR TERMINATIONS



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 23.0072

Tab No. 5.....Litigation and/or Terminations

November 29, 2023



Mr. James Titcomb
Town Manager
The Town of Palm Beach
3577 South Ocean Boulevard
South Palm Beach, Florida 33480

Litigation and/or Terminations

Town Hall Design

Dear Mr. Titcomb;

Alexis Knight **Architects** nor any of their employees are currently (or in the last 5 years or ever) involved in, nor have ever been involved in any litigation.

Alexis Knight **Architects** nor any of their principals have ever declared bankruptcy or reorganized under Chapter 11 or put into receivership.

Alexis Knight **Architects** has not been terminated (or in the last 5 years or ever) for default, non-performance or delay, for any contract or any services sought under this RFQ.

Steven W. Knight
100 NE 6th Street, Suite 102
Boynton Beach, FL 33435

Office Telephone No. 561 374 9242
Cell Phone Number: 561 346 3879
Email Address: sknight@akarchitectsinc.com

Sincerely,
Alexis Knight Architects, Inc.

A handwritten signature in blue ink, appearing to read "SK Knight", is written over a circular blue stamp or seal.

Steven W. Knight, R.A., A.I.A.
President

Tab No. 6

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

ADDENDA

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 22.0072

EXHIBIT H

ACKNOWLEDGEMENT OF ADDENDA

I HEREBY ACKNOWLEDGE that I received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:

(Check the box next to each addendum received)

No Addenda have been issued

<input checked="" type="checkbox"/> Addendum 1	<input type="checkbox"/> Addendum 6
<input checked="" type="checkbox"/> Addendum 2	<input type="checkbox"/> Addendum 7
<input checked="" type="checkbox"/> Addendum 3	<input type="checkbox"/> Addendum 8
<input checked="" type="checkbox"/> Addendum 4	<input type="checkbox"/> Addendum 9
<input type="checkbox"/> Addendum 5	<input type="checkbox"/> Addendum 10



AUTHORIZED SIGNATURE

President

TITLE

Steven W. Knight

PRINT NAME

November 29, 2023

DATE

Tab No. 7

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

PROOF OF LICENSES

- Professional State of Florida Licenses
- Professional and General Liability Insurance Projects
- Business Tax Receipt – City and Palm Beach County



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 23.0072

State of Florida Department of State

I certify from the records of this office that ALEXIS KNIGHT ARCHITECT, INC. is a corporation organized under the laws of the State of Florida, filed on May 16, 2011.

The document number of this corporation is P11000046625.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 26, 2023, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-sixth day of January,
2023*



[Signature]
Secretary of State

Tracking Number: 7954468405CC

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

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

ALEXIS KNIGHT ARCHITECTS

Sustainable Design + Innovative Solutions

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 6: Proof of Licensure

State of Florida Licensing



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

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



KNIGHT, STEVEN W.
ALEXIS KNIGHT ARCHITECT, INC
100 NE 6TH STREET, SUITE 102
BOYNTON BEACH, FL 33435

LICENSE NUMBER: AR0015312

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



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ALEXIS KNIGHT ARCHITECTS

Sustainable Design + Innovative Solutions

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 6: Proof of Licensure

State of Florida Licensing



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE INTERIOR DESIGNER HEREIN IS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES



KNIGHT, STEVEN W.
100 NE 6TH STREET, SUITE 102
BOYNTON BEACH FL 33435

LICENSE NUMBER: ID0003836

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



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ALEXIS KNIGHT ARCHITECTS


Sustainable Design + Innovative Solutions

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 6: Proof of Licensure

Certificates of Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)															
						9/28/2023															
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																					
PRODUCER Keyes Coverage Insurance 5900 Hiatus Road Tamarac FL 33321				CONTACT NAME: Natalie M. Fraser PHONE (A.C. No. Ext.): 954-724-7000 FAX (A.C. No.): 954-724-7024 E-MAIL ADDRESS: nfraser@keyescoverage.com																	
INSURED Alexis Knight Architects, Inc. & Alexis Knight Architects, LLC 100 N.E. 6th Street Suite 102 Boynton Beach FL 33435				INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A - Hartford Casualty Insurance Co</td> <td>29424</td> </tr> <tr> <td>INSURER B - Twin City Fire Insurance Co</td> <td>235</td> </tr> <tr> <td>INSURER C - Certain Underwriters at Lloyds</td> <td>85202</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	NAIC #	INSURER A - Hartford Casualty Insurance Co	29424	INSURER B - Twin City Fire Insurance Co	235	INSURER C - Certain Underwriters at Lloyds	85202	INSURER D -		INSURER E -		INSURER F -	
INSURER	NAIC #																				
INSURER A - Hartford Casualty Insurance Co	29424																				
INSURER B - Twin City Fire Insurance Co	235																				
INSURER C - Certain Underwriters at Lloyds	85202																				
INSURER D -																					
INSURER E -																					
INSURER F -																					
COVERAGES		CERTIFICATE NUMBER: 1115676810			REVISION NUMBER:																
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS																					
INSR. LTR	TYPE OF INSURANCE	ADOL. SUBR. (INSR) (W/O)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS															
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	21 SBM 215734	9/20/2023	9/20/2024	EACH OCCURRENCE	\$ 1,000,000														
						DAMAGE TO RENTED PREMISES (Per occurrence)	\$ 300,000														
						MED EXP (Any one person)	\$ 10,000														
						PERSONAL & ADV INJURY	\$ 1,000,000														
						GENERAL AGGREGATE	\$ 2,000,000														
						PRODUCTS - COMPROP AGG	\$ 2,000,000														
							\$														
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	21 SBM 215734	9/20/2023	9/20/2024	COMBINED SINGLE LIMIT (Per accident)	\$ 1,000,000														
						BODILY INJURY (Per person)	\$														
						BODILY INJURY (Per accident)	\$														
						PROPERTY DAMAGE (Per accident)	\$														
							\$														
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000		21 SBM 215734	9/20/2023	9/20/2024	EACH OCCURRENCE	\$ 2,000,000														
						AGGREGATE	\$ 2,000,000														
							\$														
B	<input type="checkbox"/> 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	21 WEC ZT0586	12/3/2022	12/3/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER															
						E.L. EACH ACCIDENT	\$ 1,000,000														
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000														
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000														
C	<input type="checkbox"/> PROFESSIONAL LIABILITY Retroactive Date: 9/20/2010		ANE53735323	9/20/2023	9/20/2024	Each Claim Aggregate Retention	1,000,000 1,000,000 5,000														
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)																					
CERTIFICATE HOLDER				CANCELLATION *30 Days Notice /10 Days Non-Pay																	
FOR INFORMATION PURPOSES ONLY ** ***				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 																	
© 1988-2014 ACORD CORPORATION. All rights reserved.																					
ACORD 25 (2014/01)		The ACORD name and logo are registered marks of ACORD																			

ALEXIS KNIGHT ARCHITECTS

100 NE 6th Street, Suite 102
Boynton Beach, Florida 33435
561 374 9242

ALEXIS KNIGHT ARCHITECTS

Sustainable Design + Innovative Solutions

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 7: Proof of Licensure

Local Tax Receipts



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

100 NE 6TH ST STE 102
BOYNTON BEACH, FL 33435

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
54-0051 ARCHITECT	KNIGHT STEVEN W	AR0015312	922.909137 - 07/18/22	\$33.00	B40137058

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA PALM BEACH COUNTY 2022/2023 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 201148196
EXPIRES: SEPTEMBER 30, 2023



ALEXIS KNIGHT ARCHITECT INC
ALEXIS KNIGHT ARCHITECT INC
100 NE 6TH ST STE 102
BOYNTON BEACH FL 33435-4168



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

100 NE 6TH ST STE 102
BOYNTON BEACH, FL 33435

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0043 ARCHITECT BUSINESS	ALEXIS KNIGHT ARCHITECT INC	AA28002292	822.609136 - 07/18/22	\$33.00	B40135762

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA PALM BEACH COUNTY 2022/2023 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 201140928
EXPIRES: SEPTEMBER 30, 2023



ALEXIS KNIGHT ARCHITECT INC
ALEXIS KNIGHT ARCHITECT INC
100 NE 6TH ST STE 102
BOYNTON BEACH FL 33435-4168



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

ALEXIS KNIGHT ARCHITECTS

Sustainable Design + Innovative Solutions

Request for Proposals Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480
RFQ NO. 10-10-2023-Q

Tab No. 7: Proof of Licensure

Local Tax Receipts



City of Boynton Beach
Development Services
100 E. Ocean Ave.
Boynton Beach, FL 33435-0190



***SINGLE-PIECE 1 SGL 1338848A24-A-1
L7 1 SP 0-570



ALEXIS KNIGHT ARCHITECT INC
100 NE 6TH ST 102
BOYNTON BEACH FL 33435-4168



Dear Boynton Beach Business and Property Owners:

We appreciate your continued participation in supporting economic growth and viability of our City by maintaining your Certificate of Use and Occupancy & Local Business Tax.

In accordance with Chapter 13 of the City of Boynton Beach Municipal Ordinances, the document(s) below must be posted in a conspicuous place at your business or property. Should assistance be needed please contact the Development Services Department at (561)742-6350 or visit our website at www.boynton-beach.org.

↓ DETACH THE DOCUMENT BELOW AND POST CONSPICUOUSLY AT YOUR PLACE OF BUSINESS ↓

City of Boynton Beach Certificate of Use/Business Tax Receipt

Expires on September 30, 2023

Business Control Number: 0029046

Business Name: Alexis Knight Architect Inc

Date Issued: 08/24/22

Business Location: 100 Ne 6th St 102

Any changes in name, address, suite, ownership, etc. will require a new application.

COU/BTR Number	Classification Code	Classification	Additional Information
23-00033337	54131	ARCHITECT - PER PROFESSIONAL	ARCHITECT-STEVEN W. KNIGHT



City of Boynton Beach

100 E. Ocean Ave. • Boynton Beach, FL 33435-0190

ALEXIS KNIGHT ARCHITECTS

100 NE 6th Street, Suite 102
Boynton Beach, Florida 33435
561 374 9242

Tab No. 8

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

EVIDENCE OF MINORITY BUSINESS ENTERPRISE



ALEXIS KNIGHT ARCHITECTS

AKA Project No. 23.0072

Not Applicable

Section H Evidence of Minority Business Enterprise

Tab No. 9

Request for Qualifications No. 10-10-2023-Q

Town Hall Design Services

Town of South Palm Beach Town Hall, 3577 South Ocean Boulevard
South Palm Beach, Florida 33480

2.0 ADDITIONAL INFORMATION

- Exhibit A - Checklist
- Exhibit B – Qualifications Submittal Form
- Exhibit C - Drug Free Workplace
- Exhibit D – Conflict of Interest Statement
- Exhibit E – Scrutinized Companies Certification
- Exhibit F – E-Verify Form
- Exhibit G – References
- Exhibit H – Acknowledgement of Addenda

ALEXIS KNIGHT ARCHITECTS

AKA Project No. 23.0072

EXHIBIT A
CONSULTANT CHECKLIST

Note:

- 1) This Exhibit must be included in RFQ immediately after the Letter of Transmittal.
- 2) RFQ Package must be put together in the order set forth in this checklist.
- 3) Any supplemental materials must appear after those listed below and be tabbed "Additional RFQ Information"

<u> X </u>	Letter of Transmittal
<u> X </u>	Copy of this Checklist (Exhibit A)
<u> X </u>	References & Materials
<u> X </u>	Evidence of Ability to Deliver on Time and Within Budget
<u> X </u>	Approach to Scope of Services
<u> X </u>	Litigation and/or Terminations
<u> X </u>	Proof of Licenses
<u> X </u>	Minority Business Enterprise/Women's Business Enterprise
<u> X </u>	Qualifications Submittal Form (Exhibit B)
<u> X </u>	Conflict of Interest Statement (Exhibit C)
<u> X </u>	Drug Free Workplace form (Exhibit D)
<u> X </u>	Scrutinized Companies Certification (Exhibit E)
<u> X </u>	E-Verify Form (Exhibit F)
<u> X </u>	Reference Form (Exhibit G)
<u> X </u>	Acknowledgment of Addenda (Exhibit H)

EXHIBIT B
QUALIFICATIONS SUBMITTAL FORM

1. SUBMITTING FIRM NAME: Alexis Knight Architect, Inc.
2. PRIMARY OFFICE LOCATION: 100 NE 6th Street, Suite 102; Boynton Beach, FL 33435
3. TELEPHONE NUMBER: 561 374 9242
4. EMAIL: sknight@akarchitectsinc.com
5. TYPE OF FIRM:
CORPORATION S Corp INDIVIDUAL _____ OTHER _____
6. IF CORPORATION, COMPLETE THE FOLLOWING:
- A. Date Incorporated: May 16, 2011
- B. State Incorporated: Florida
- C. Date Authorized in Florida: May 16, 2011
- D. President: Steven W. Knight
- E. Vice President: Robyn Alexis-Knight

IF PARTNERSHIP, COMPLETE THE FOLLOWING:

- A. Date organized: _____
- B. Type: General _____ Limited _____
- C. Name of Partners _____
7. SECRETARY OF STATE'S CHARTER NUMBER P11000046625
(Attach Copy)
8. FEDERAL EMPLOYERS' IDENTIFICATION NUMBER 90-0730530
9. PROFESSIONAL LIABILITY INSURANCE? YES X NO _____
IF YES, ANSWER THE FOLLOWING:
- _____ A. Policy Number: 1115676810
- _____ B. Company Name: Keyes Insurance Company
- _____ C. Amount: \$1,000,000.00

_____ D. Expiration Date: September 20, 2024

10. WHAT IS YOUR PRIMARY BUSINESS? Architectural Services

I, the undersigned, certify that any and all information contained in this Qualifications submitted in response to the RFQ is true. I certify that this Qualifications is made without prior understanding, agreement, or connections with any other corporation, firm or person and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions and certifications of the RFQ and certify that I am authorized to sign on behalf of the firm.



AUTHORIZED SIGNATURE

President

TITLE

Steven W. Knight

PRINT NAME

November 29, 2023

DATE

EXHIBIT C

CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two or more bids are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

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

As the person authorized to sign this statement on behalf of Alexis Knight Architect, Inc., I certify that Alexis Knight Architect, Inc. complies fully with the above requirements.



Authorized Representative's Signature

November 29, 2023
Date

Steven W. Knight

Name:

Owner/President

Position:

EXHIBIT D

CONFLICT OF INTEREST STATEMENT

This Request for Qualifications is subject to the conflict-of-interest provisions set forth in the Palm Beach County Code of Ethics and as set forth in Florida Statutes. The firm shall disclose to the Town any possible conflicts of interests. The firm's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of the Town.

CHECK ALL THAT APPLY.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ due to any other clients, contracts, or property interests.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ as set forth in the Palm Beach County Code of Ethics, as amended from time to time.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ as set forth in Chapter 112, Part III, Florida Statutes, as amended from time to time.

IF ANY OF THE ABOVE STATEMENTS WERE NOT CHECKED, the undersigned business, by attachment to this form, shall submit information which may be a potential conflict of interest due to any of the above listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR QUALIFICATIONS OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, IF ONE IS ENTERED INTO.

Alexis Knight Architect, Inc.
COMPANY OR INDIVIDUAL NAME


AUTHORIZED SIGNATURE

Steven W. Knight
NAME (PRINT OR TYPE)

President
TITLE, IF A COMPANY

EXHIBIT F

**STATE OF FLORIDA
E-VERIFY FORM**

Contract No: RFQ NO. 10-10-2023-Q

Financial Project No(s): _____

Project Description: Town of South Palm Beach - Town Hall Design

Vendor/Firm acknowledges and agrees to the following:

Vendor/Firm:

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Firm during the term of the contract; and

2. Shall expressly require any subconsultants/subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the contract term.

Company/Firm: Alexis Knight Architect, Inc.

Authorized Signature:  _____

Title: President Date: November 29, 2023

Completed on time: Yes No (explain: _____).

Completed within budget: Yes No (explain: _____).

#3 REFERENCE

Name of Client: Family Church

Address: 1101 S. Flagler Drive, West Palm Beach, FL 33401

Phone No.: (561) 650 7400 Fax: () scrawford@gofamiltchurch.org

Contact Person Name: Mr. Scott Crawford Title: Director of Projects

Description of services: Project Development, Programming Design and Preparation of Construction Drawings
Family Church - Jupiter Campus - Phase I Sunday School Phase II - New Sanctuary Building

Completed on time: Yes No (explain: _____).

Completed within budget: Yes No (explain: _____).

#4 REFERENCE

Name of Client: Family Church

Address: 1101 S. Flagler Drive, West Palm Beach, FL 33401

Phone No.: (561) 650 7400 Fax: () scrawford@gofamiltchurch.org

Contact Person Name: Mr. Scott Crawford Title: Director of Projects

Description of services: Project Development, Programming Design and Preparation of Construction Drawings
Family Church - Sherbrooke - Phase I New Sanctuary Phase II Educational Building

Completed on time: Yes No (explain: _____).

Completed within budget: Yes No (explain: _____).

#5 REFERENCE

Name of Client: First Care - Northlake

Address: 2200 N. Florida Mango Rd. Suite 102, West Palm Beach, FL 33409

Phone No.: (561) 313-0669 Fax: firstcareforlife.com

Contact Person Name: Mr. Beau Heyman Title: Executive Director

Description of services: Project Development, Programming Design and Preparation of Construction Drawings

_____.

Completed on time: Yes No (explain: _____).

Completed within budget: Yes No (explain: _____).

EXHIBIT H

ACKNOWLEDGEMENT OF ADDENDA

I HEREBY ACKNOWLEDGE that I received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:

(Check the box next to each addendum received)

No Addenda have been issued

<input checked="" type="checkbox"/> Addendum 1	<input type="checkbox"/> Addendum 6
<input checked="" type="checkbox"/> Addendum 2	<input type="checkbox"/> Addendum 7
<input checked="" type="checkbox"/> Addendum 3	<input type="checkbox"/> Addendum 8
<input checked="" type="checkbox"/> Addendum 4	<input type="checkbox"/> Addendum 9
<input type="checkbox"/> Addendum 5	<input type="checkbox"/> Addendum 10



AUTHORIZED SIGNATURE

President

TITLE

Steven W. Knight

PRINT NAME

November 29, 2023

DATE