



Colliers

Project Leaders



# Town of South Palm Beach Town Hall Project, RFP No. 10-10-2023-P

## Owner's Representative Services

November 29, 2023

**Prepared for**

James Titcomb  
Town Manager  
Town of South Palm Beach

**Prepared by**

Ken Guyette  
Senior Director, Project Management Services  
Colliers Project Leaders

# Contents

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- A. Qualifications Submittal Form (Exhibit C)
- B. Letter of Transmittal
- C. Responsiveness & Methodology
- D. Cost Effectiveness
- E. References & Materials
- F. Litigation and/or Terminations
- G. Proof of Licenses
- H. Evidence of Minority Business Enterprise
  - I. Acknowledgement of Addenda Form (Exhibit I)
  - J. Additional Documents
- K. Additional RFP Information

**EXHIBIT C**  
**QUALIFICATIONS SUBMITTAL FORM**

1. SUBMITTING FIRM NAME: Colliers Project Leaders USA NE, LLC
2. PRIMARY OFFICE LOCATION: 7284 W Palmetto Park Road, Suite 201-S, Boca Raton, FL 33433
3. TELEPHONE NUMBER: (844) 727-0055
4. EMAIL: ken.guyette@collierseng.com (Primary Contact)
5. TYPE OF FIRM:  
CORPORATION \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ OTHER

6. IF CORPORATION, COMPLETE THE FOLLOWING: **Not Applicable**

- A. Date Incorporated: \_\_\_\_\_
- B. State Incorporated: \_\_\_\_\_
- C. Date Authorized in Florida: \_\_\_\_\_
- D. President: \_\_\_\_\_
- E. Vice President: \_\_\_\_\_

IF PARTNERSHIP, COMPLETE THE FOLLOWING: **Not Applicable**

- A. Date organized: \_\_\_\_\_
- B. Type:     General \_\_\_\_\_ Limited \_\_\_\_\_
- C. Name of Partners \_\_\_\_\_

7. SECRETARY OF STATE'S CHARTER NUMBER M19000006241\*  
(Attach Copy) \*Colliers Project Leaders USA NE, LLC is a Limited Liability Company and as such has a Document Number instead of a Charter Number. A copy of our Florida Business Registration listing our Document Number has been attached.

8. FEDERAL EMPLOYERS IDENTIFICATION NUMBER 06-1468602

9. PROFESSIONAL LIABILITY INSURANCE?     YES  NO \_\_\_\_\_  
IF YES, ANSWER THE FOLLOWING:

\_\_\_\_\_ A. Policy Number: 47-EPP-326918-01

\_\_\_\_\_ B. Company Name: Berkshire Hathaway Speciality Insurance Company

\_\_\_\_\_ C. Amount: \$1 Million

\_\_\_\_\_ D. Expiration Date: February 25, 2024

10. WHAT IS YOUR PRIMARY BUSINESS? Owner's Representative Services

**I, the undersigned, certify that any and all information contained in this Qualifications submitted in response to the RFP 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 RFP, and certify that I am authorized to sign on behalf of the firm.**



\_\_\_\_\_  
AUTHORIZED SIGNATURE

Division Director  
\_\_\_\_\_  
TITLE

TITLE

Jonathan F. Winikur  
\_\_\_\_\_  
PRINT NAME

PRINT NAME

November 21, 2023  
\_\_\_\_\_  
DATE

DATE



Project Leaders

November 27, 2023

Mr. James Titcomb  
Town Manager  
Town of South Palm Beach  
3577 South Ocean Blvd.  
South Palm Beach, FL 33480

**Subject: *Proposal to Provide Owner's Representative Services  
for the Town Hall Project, RFP No. 10-10-2023-P***

Dear Mr. Titcomb and Evaluation Committee:

Colliers Project Leaders was founded in 1996 and has operated for more than two decades with a fairly simple mission in mind – ***to be the premier provider of owner's representative services***. We strongly believe that our exclusive focus on this mission means that all of our resources, training, and experiences will directly support the services provided on behalf of the Town of South Palm Beach.

Colliers understands the Town is seeking an owner's representative for the design and construction of a new Town Hall. The new facility will be built at the same location as the existing Town Hall and will serve as the administration center for the Town. The anticipated size of the new facility is 7,500 – 10,000 square feet and we will move expeditiously in the management of the project schedule, ensuring that the initiation of the site design and redevelopment begin within this fiscal year.

***As a recognized leader in the industry***, Colliers has served numerous municipal clients throughout the nation in a variety of capacities, from the establishment of formal project management and financial monitoring processes to the technical review and commissioning of complex buildings. These clients have turned to Colliers for assistance with their capital needs because of our:

- 25+ year history providing comprehensive owner's representative expertise for a wide range of clients and building types.
- Understanding of the issues, expectations, communications needs, and protocols unique to municipal building types as well as the many guidelines, policies and procedures relative to providing services in Florida.
- Staff of experienced engineers, architects, construction professionals, and building operators whose complementary perspectives provide leadership and direction at every stage of the capital improvement project.



- Leadership in the field of sustainability which results in streamlined processes for LEED requirements as well as valuable life-cycle cost savings with strong attention to operations and maintenance issues.

In addition, we are also a leading commissioning and energy efficiency service provider with a sizable staff of engineers well versed in not only the design of proper and efficient building systems, but also the operational aspects of such systems. Having these staff members as part of our team only helps to enhance our qualifications to provide the Town with the best expertise, representation, and service for your project.

As you continue to read our qualifications, we are confident that you will see how our previous experience, our devoted and qualified staff, our time-tested management approach, and our dedication to owner's representative services will provide the Town with the best team to deliver your project successfully.

We look forward to the opportunity to meet with you to further discuss our qualifications and how we can support the Town through specific milestone requirements and help create a facility that will address the present and future needs of your community.

As requested in the RFP, our completed **Checklist (Exhibit B)** has been included on the following page.

I am personally committed to helping you meet your objectives. If you have questions or require additional information, you can contact me at [ken.guyette@collierseng.com](mailto:ken.guyette@collierseng.com) or (860) 234-3590.

Sincerely,

Ken Guyette  
Senior Director, Project Management Services

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I, Jonathan F. Winikur, am the individual authorized to negotiate and execute a contract for owner's representative services on behalf of Colliers Project Leaders USA NE, LLC the legal entity submitting this proposal.

Jonathan F. Winikur  
Division Director

**EXHIBIT B**  
**CONSULTANT CHECKLIST**

Note:

- 1) This Exhibit must be included in RFP immediately after the Letter of Transmittal.
- 2) RFP 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 RFP Information”

- Qualifications Submittal Form
- Letter of Transmittal
- Copy of this Checklist (Exhibit B)
- Responsiveness & Methodology
- Cost Effectiveness
- References & Materials
- Litigation and/or Terminations
- Proof of Licenses
- Minority Business Enterprise/Women’s Business Enterprise
- Conflict of Interest Statement (Exhibit D)
- Drug Free Workplace form (Exhibit E)
- Scrutinized Companies Certification (Exhibit F)
- E-Verify Form (Exhibit G)
- Acknowledgment of Addenda (Exhibit I)

# Responsiveness & Methodology

## Methodology

Colliers' philosophy in the management of capital projects has been shaped by more than two decades of experience representing owners in the design, construction, and management of municipal facilities. The design and construction industry has evolved from an era in which a Master Builder designed and personally directed tradesmen in the construction of a project, to the present where complicated and sophisticated processes involving numerous designers, consultants, managers, contractors, and regulatory authorities all play important roles. The result of this evolution is not always positive – construction projects with major cost overruns, expensive mechanical systems that don't operate properly, and spaces that don't meet the owner's expectations.

Colliers has assembled a team of talented professionals with varied backgrounds and competencies from across the design and construction industry to help clients navigate through this complex and risky environment. Our approach is proactive and highly collaborative. With this perspective in mind, Colliers has adopted the following core objectives for delivering our services:



**Protect** the interests of the Town of South Palm Beach through careful oversight to ensure that newly created and/or renovated spaces are **functionally** appropriate for the occupants, **aesthetically** conforming to design standards, and **financially** managed to the established budget.



**Reduce** costs and maximize value throughout the project with **design critiques** that provide options for best value, avoid high cost change orders, and utilize **bidding and contracting strategies** that reap benefits from a competitive marketplace.



**Preserve** the project schedule by establishing **critical milestones** throughout the design and construction process, facilitating meetings and document reviews, and **identifying critical path** issues that can create delays before they materialize.



**Maintain** construction quality assurance throughout the process by **confirming the proper design and construction** of materials and equipment and **verifying the performance** of installed systems.

## Approach to the Project

With the above objectives as our foundation, we follow a phased management plan which is described in detail on the following pages.



## Feasibility Phase

### **Establish Building Program in Support of Strategic Plan**

Upon identification of a specific project, Colliers will work with the Town to establish a building program which delineates the space needs to be addressed by the project. This building program will define the criteria that the Design Team must satisfy in its physical building design solution. Absent a clear understanding and definition of the building program, Designers frequently must enter the design process only to be sent literally back to the drawing board time and again to further develop and define the needs of the Owner. This trial and error process is labor intensive, time consuming, and costly.

### **Develop Project Budget Reflecting Building Program Needs**

One of the more critical and often difficult responsibilities of the Town will be to clearly delineate a total project budget anticipating and including all related costs. Too frequently the Owner's expectations of project costs are mistakenly based on construction square foot costs, which exclude many related project costs such as furniture, site modifications, insurance, special fees, asbestos abatement, and special Owner's expenses. Likewise, budget parameters are often established which do not realistically reflect the program ambitions or consider the inflationary impact of time. The resultant frustrations from the Owner, who must now identify additional funds, building users who will no longer receive the building promised, and facilities operators who are left with sub-par materials and equipment to reduce project costs, could have been avoided. As your project manager, Colliers will develop a total project budget reflecting the program expectations that were established in the project planning phase.

### **Delineate Owner, Designer, Constructor Roles & Responsibilities**

With the understanding of the inherent dynamics between the various parties and the needs of the Town Hall Project, Colliers will clearly delineate the roles and responsibilities of all involved. The clear recognition of the various project needs, available resources, and the inter-relationships of the Town, Design Team and Construction Team must be translated into clear contract documents.



## Design Phase

### **Coordinate the Design Process with Design Team, Users, Operators & Regulatory Groups**

The design of a building project is an interactive process involving multiple designers with varied specialties as well as numerous representatives of the Owner's constituencies, each of which must have access to the design evolution appropriate to their respective roles. Communications with and presentations by the Design Team must be facilitated to manage the logistics and political dynamics while simultaneously ensuring the appropriate level of input and critique. This interaction and coordination does not happen absent facilitation and leadership by the project manager.

### **Reconcile Design Solutions with Program Expectations, Cost Estimates, and Budget Parameters**

At several critical junctures throughout the design process, Colliers will independently review the solutions proposed by the Design Team to ensure conformance with the direction provided at the outset. Frequently, the many involved parties lose sight of the originally established program objectives and financial constraints. The project manager will perform regular reconciliations of design solutions with the program, estimates and the established budget to keep the Town Hall Project on track.

### **Conduct Technical Review and Critique of Systems Designs and Details**

To analyze the conformance of the Design Team's physical solutions to the needs of the Town, several reviews of the proposed solution must be undertaken. In particular, Colliers will review drawings and specifications as they evolve to ensure suggestions do not compromise operational practices, meet programmatic expectations, include appropriate level of detail, minimize capital costs, and are physically attainable given the construction parameters and logistics.

### **Establish and Manage the Bidding and Contracting Process**

To minimize construction costs and maximize value, Colliers will assist in determining the project delivery method and develop a strategy for the procurement of contracted services. During this process, focus must be paid to protect the quality of bidders and clarify the scope of work, allowing for more accurate bids and minimizing future change orders. Opportunities also exist to ensure that local companies, including small and minority-owned businesses, are well informed of the project and are given an even opportunity to bid. Supporting the bidding process includes properly verifying qualifications, soliciting proposals from contractors, reviewing and discussing the submissions, negotiating contract terms and executing agreements.



## Construction Phase

### **Coordinate Construction Activities**

If not properly managed, construction activities can significantly disrupt neighborhood and community members. Ongoing construction will likely require the transportation of materials, demolition and/or installation of major building components, and a large number of construction personnel on the site. As your project manager, Colliers will carefully coordinate these construction activities to account for daily traffic patterns and local events, making alternate plans as needed.

### **Monitor & Manage Construction Changes and Project Finances**

In any renovation or new construction project unanticipated changes are likely to occur while the construction activities are underway. The reasons for changes are varied including unforeseen conditions, material and/or furniture changes, or drawing modifications to name a few. To control expenditures during this period, Colliers will carefully monitor and manage any project changes as well as the contracts and payments to the various contracted entities.

### **Conduct Inspections of Construction for Quality Assurance**

As is the case with any purchased service, the quality of workmanship varies according to the individuals assigned to the task. To assure the quality of workmanship on a project and compliance with the contract documents, Colliers will regularly conduct inspections of contractor work and quickly identify and resolve any problems that may be identified.

### **Manage Building Occupancy**

As the project nears completion, Colliers will coordinate and manage the process of purchasing the furniture, fixtures and equipment for the facility. Once installed, Town personnel will be assisted with the physical move into the building.



## FF&E and Move Management Phase

### Meetings and Maintaining the Master Plan

To maintain an accurate and up-to-date Master Move Plan, Colliers will be attending many regularly scheduled meetings. Our role within each of the meetings may differ – from that of leader to collaborator to observer. We will certainly lead the relocation and Furniture, Fixtures & Equipment (FF&E) team meetings, using an action agenda to maintain accountability and visibility into all efforts.

- Identification of key project milestones and installation sequences
- Regular update communications
- Collaboration with departmental move coordinators who will act as local representative sharing key needs, disseminating information, and serve as a point of contact

### Mover Procurement

Colliers will develop comprehensive statements of work and RFP packages for the procurement of FF&E, move vendor, and specialty vendors. The generated move plan, phasing, and schedule will be included in all RFPs, as the more clearly the scope is defined, the more accurate the RFP responses will be. We will be diligent about determining the new building rules and regulations as they pertain to building protection, including that information in the FF&E and mover RFPs. Colliers will manage the FF&E and mover procurement process including pre-qualifying companies, developing the RFP, documenting inventories and floor plans, conducting site walk-throughs, leading interviews, analyzing bids, creating a bid summary, and making a recommendation based on the RFP responses.

### Furniture, Fixtures & Equipment Coordination

Colliers will work with the new furniture specifications developed by the designer and approved by the Town, and will develop a matrix of all new FF&E that will provide the basis of the procurement packages.

Our team will work with the Town purchasing team to coordinate FF&E procurement as outlined in the Master Plan. We will then work with the vendors to validate the orders.



## Closeout and Training Phase

### **Ensure Systems Performance through Testing**

Ultimately, the responsibility for the operation and maintenance of installed building systems will fall to the Owner's staff. Therefore, prior to accepting the newly installed systems and delivering final payments to the contractors, Colliers will test the various systems under operating conditions. Testing under these conditions is the only way to tell for certain if systems will operate as intended while there is still financial incentive for the contracted parties to remedy problems.

### **Monitor & Manage Contractor Correction of Problems**

Every building is a prototype, therefore problems are likely. Once identified, Colliers will monitor the contractor's efforts to address any problems. Depending upon the type of system being corrected, additional performance testing may be the only means of insuring proper operation.

### **Train Operating Staff in Systems Operations & Maintenance**

Any new system will require training for the operations and maintenance staff. Frequently, the mechanical systems installed in modern buildings are significantly more complicated to operate and maintain than those in older buildings. Without proper training, those responsible for the regular troubleshooting and preventative maintenance of the newly installed systems will likely compromise the systems' operations or life through either the bypass of procedures or the improper usage of components. Colliers will ensure the operations staff is properly trained on all new systems. This process starts with field visits during construction and concludes with physical training once the building is completed.



# Cost Effectiveness

## Compensation Package

Colliers has reviewed the Town of South Palm Beach's Request for Proposals for owner's representative services for the Town Hall Project and we are pleased to provide below our fee proposal based on our understanding of the Town's needs and expectations as well as our experience in providing similar services for municipalities throughout the nation. This proposed fee is based on an assumed schedule and scope of services typical for this project type and is subject to further negotiations.

Fee for Services	
Design & Bidding Phases	\$100,105
Construction Phase	\$184,089
Occupancy & Closeout Phase	\$15,390
<b>Total Fee</b>	<b>\$299,584</b>

The table below provides an hourly rate schedule for each team member for work that may exceed the scope.

2023 Hourly Rates	
Category	Hourly Rate
Managing Director	\$350
Senior Director	\$285
Director	\$260
Associate Director	\$220
Senior Project Manager	\$210
Project Manager	\$175
Assistant Project Manager	\$150
Senior Construction Representative	\$185
Construction Representative	\$170
Financial & Analytical Support	\$145

**Note:** Hourly rates do not include reimbursable expense such as mileage, tolls, parking, and sustenance. Escalation of hourly rates is 4% per year.

## Ability to Deliver Services

Colliers has assembled a multi-disciplined team with the necessary skill sets to support our clients through all aspects of capital projects. ***Our proposed team is well prepared and available to begin work immediately as may be required.*** In addition, any member of Colliers' 120+ technical professionals can be made available to assist the proposed project team, as required.

One of the unique attributes of the Colliers' team is our range of in-house capabilities. We are able to bring expertise in all aspects of the project with our team of licensed architects, engineers (mechanical, electrical, plumbing, structural, civil) and construction professionals (former superintendents, project managers, and scheduling experts). In addition, we have a number of LEED accredited professionals and building code officials. Our financial analysts focus on ensuring every dollar expended is accounted for. There is virtually no aspect of a project where we can't turn to an in-house colleague for an answer or a solution to a problem.

## Financial Resources

Colliers Project Leaders USA NE, LLC is a majority owned subsidiary of Colliers Engineering & Design, Inc. Colliers Project Leaders has been in business since 1996 and became part of Colliers International Group Inc in 2015. Since our inception, we have experienced significant financial growth and stability as is reflected in the below overview of our financial performance over the past five years.

### Total Dollar Value of Work Performed

2022	2021	2020	2019	2018
\$32.5 Million	\$28 Million	\$27.3 Million	\$29.8 Million	\$24.6 Million

Copies of our consolidated financial statements for the most recent fiscal years can be provided upon request.

## Staff and Capacity

Colliers' team of more than 120 technical professionals includes the following specialties:

AIA & RA	Registered Architects	CCCA	Certified Construction Contract Administrators
RLA	Registered Landscape Architect	CCP	Certified Commissioning Providers
PE	Professional Engineers	CEM	Certified Energy Managers
LEED AP	LEED Accredited Professionals	CEA	Certified Energy Auditors
LEED GA	LEED Green Associates	BCxP	Building Commissioning Professionals
WELL AP	WELL Accredited Professionals	CDSM	Certified Demand-Side Managers
PMP	Project Management Professionals	CLEP	Certified Lighting Efficiency Professionals
CSL	Construction Supervisor Licensing	CGD	Certified Geo-Exchange Designers

In addition, all of our Project Managers, Assistant Project Managers, and Construction Representatives have received a minimum of OSHA 10-hour certification for safety and field supervision training.

Colliers has an established reputation for providing owner’s representative services within the municipal marketplace and is ***well-versed in guiding cities and towns through the complex process of municipal construction projects***. As a result of our project experience and team diversity, Colliers has developed a unique perspective and understanding of the very specialized project management needs of Florida municipalities – allowing us to view the larger issues at hand and to develop strategies and tactics to successfully lead the Town of South Palm Beach through the process.

Our project management team is highly credentialed, and these credentials speak to their ability to deliver critical management services such as value engineering, constructability reviews, life cycle cost analysis, construction quality control, and building commissioning.

## Current Workload

The following matrix reflects a sampling of our current workload exclusively for owner’s representative services engagements. Although this impressive list includes the work of our proposed project team as well as other project management staff, we have the capacity to undertake several additional engagements.

In addition to these projects, Colliers is actively working with a lengthy list of public and private institutions through our planning & advisory and commissioning & energy services.

Current Workload			
Client & Project Name	Phase	Budget	Projected Services Completion
Beverly City Hall	Design Development	\$25M	September 2025
Bristol (CT) City Hall	Construction	\$31M	November 2023
Dover Community Center	Construction	\$19M	October 2024
Lake Wales (FL) – Streetscape Project	TBD	\$12.4M	Fall 2024
Madison Academy School – Community Center Project	Design	\$15.9M	Summer 2025
Montvale Community Center (NJ)	Design	\$20M	June 2024
Union City (NJ) Multiple Projects	Construction	Various	December 2023



# References & Materials

## Evidence of Ability and Experience of Firm and Professional Personnel

Colliers is confident that we are uniquely qualified to deliver the necessary owner's representative services for the Town of South Palm Beach's Town Hall Project as outlined within the RFP and as may be required. We firmly believe you will be hard pressed to find another team with the local project experience matched with the depth of talent and resources that Colliers is proposing for this project.

Colliers is committed to serving the Town with a team approach that allows the strengths of our individuals to complement each other and provide a superior level of service. To accomplish this goal, your project will be assigned a Director who will oversee all Colliers activities related to the project and ensure that the Town is well served. In addition, a Senior Project Manager will be responsible for the day-to-day operations and the final success of the project. The Senior Project Manager will be supported throughout the project by the team members outlined below. **Resumes in the SF330 format detailing the proposed project team's experience can be found on the following pages.**



**Regional Director**  
Greg Main-Baillie, PMP



**Director**  
Ken Guyette



**Senior Project Manager**  
J. Todd Maklary, MBA,  
PMP, LEED AP



**Project Manager**  
Isabel Bello



**Assistant Project Manager**  
Bill Gaebel



**Construction Representative**  
Jignesh Vyas, PE



**Subject Matter Expert:  
Grants**  
Tammy M. Perry

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME Greg Main-Baillie	13. ROLE IN THIS CONTRACT Regional Director	14. YEARS EXPERIENCE	
		a. TOTAL 20	b. WITH CURRENT FIRM 4

15. FIRM NAME AND LOCATION <i>(City and State)</i> Colliers International - Florida Development Services	Boca Raton, FL
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16. EDUCATION <i>(Degree and Specialization)</i> Florida State University Bachelor of Science - Business Administration	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Member of the Greater Miami Chamber of Commerce, Urban Land Institute, and the Broward Alliance.  
Featured in Forbes, Wall Street Journal, NBC, South Florida Business Journal, Tampa Bay Business Journal, Law360, The Daily Business Review, Tampa Bay Times, WFSU, and South Florida Business & Wealth

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Premier Airport Park Fort Myers, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Owner's Representative Project Management services for 225 Acre industrial warehouse park, including all site work, multiple ground up buildings, and tenant buildouts. Role: Executive oversight of all project management activities, ensuring client's goals and expectations are met on time and within budget.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> Phillip & Patricia Frost Museum Miami, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2017
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Owner's Representative Ground Up Development of 250k SF museum including green roof. Project value of \$305Mil. Role: Executive oversight of all project management activities, ensuring client's goals and expectations are met on time and within budget.	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> MEEK I - Amazon Opa Locka, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION <i>(If applicable)</i> 2018
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Owner's Representative Ground Up Development of a 2.4Mil SF Delivery Distribution Center with project value of \$204Mil. Role: Executive oversight of all project management activities, ensuring client's goals and expectations are met on time and within budget.	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> MET II Miami, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008	CONSTRUCTION <i>(If applicable)</i> 2010
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Owner's Representative Ground Up Development of 47 Story Class A Office Tower and 42 Story W Marriott Marquis Hotel. Project value of \$275Mil. Role: Executive oversight of all project management activities, ensuring client's goals and expectations are met on time and within budget.	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> Jeld Wen Global Headquarters Charlotte, NC	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> 2015
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Owner's Representative Ground Up Development of the 120K SF global headquarters facility. Project value of \$34.5Mil. Role: Executive oversight of all project management activities, ensuring client's goals and expectations are met on time and within budget.	<input type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Ken Guyette</b>	13. ROLE IN THIS CONTRACT <b>Director</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>29</b>	b. WITH CURRENT FIRM <b>12</b>

15. FIRM NAME AND LOCATION *(City and State)*  
**Colliers Project Leaders USA NE, LLC – Boca Raton, FL**

16. EDUCATION <i>(Degree and Specialization)</i> <b>Associates Degree Architectural Design – Three Rivers College Army National Guard 250th Engineers Company</b>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
**Massachusetts Certified Public Purchasing Official Program (MCPPO)**

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>City of Fitchburg - City Hall Renovation - Fitchburg, MA</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2021</b>	CONSTRUCTION <i>(If applicable)</i> <b>2021</b>

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project management services for a major renovation of Fitchburg's historic City Hall Campus. The exterior was fully restored and the original entry was reestablished as the building's primary and fully accessible public entry. The interior was redesigned to accommodate 14 administrative departments. In addition to the City Hall building, an adjacent mid-1980s building (formerly a bank), was converted into the legislative building. Parking and outdoor areas all around the building were also upgraded.

(1) TITLE AND LOCATION <i>(City and State)</i> <b>City of Bristol - City Hall - Bristol, CT</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2023</b>	CONSTRUCTION <i>(If applicable)</i> <b>2023</b>

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project management services for the \$31 Million Bristol City Hall renovations project. Project scope includes full renovation of the existing 61,513 gsf City Hall building, the 1,709 gsf facilities garage on site, and update of the 573 gsf North Connector Bridge at the 3rd level. The essential driver of need for this project is the necessary replacement of the nearly 60-year-old mechanical systems, as well the transformation to a fully accessible ADA compliant building.

(1) TITLE AND LOCATION <i>(City and State)</i> <b>City of Beverly - City Hall Renovation - Beverly, MA</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2025</b>	CONSTRUCTION <i>(If applicable)</i> <b>2025</b>

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project management services for the design, construction, and renovation of Beverly's City Hall. The redesigned and renovated 22,000 gsf facility will serve as the City Hall for most offices necessary for city operations with the exception of public safety, schools and the Department of Public Works. Building design elements for the \$12-15 Million project will be consistent with the City's efforts to reduce energy consumption and pursue clean renewable and alternative energy.

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Town of Hadley – New Senior Center – Hadley, MA</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2020</b>	CONSTRUCTION <i>(If applicable)</i> <b>2020</b>

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project management services for a single-story, energy efficient building with a usable space of 10,000 gsf and an unfinished attic. The functional spaces include a reception area, commercial grade kitchen, dining area to seat 150-200, administration offices, conference room, gathering area, exercise rooms, nurse's office, classrooms, bathrooms, and an outdoor area with seating.

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Town of Dover – Community Center – Dover, MA</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2025</b>	CONSTRUCTION <i>(If applicable)</i> <b>2025</b>

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project management services for the feasibility study and schematic design of a new and/or renovated community center in the current location of the existing Caryl Community Center.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME Todd Maklary	13. ROLE IN THIS CONTRACT Senior Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 23	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION <i>(City and State)</i> Colliers International - Florida Development Services    Boca Raton, FL			
16. EDUCATION <i>(Degree and Specialization)</i> Rider University, Master in Business Administration, Management Concentration The Pennsylvania State University, Architectural Engineering, Construction Management Option		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida Building General Contractor's License	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> U.S. Green Building Council, LEED AP BD+C Accreditation, OSHA 30 Certified			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Premier Airport Park    Fort Myers, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float:right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> Owner's Representative Project Management services for 225 Acre industrial warehouse park, including all site work, multiple ground up buildings, and tenant buildouts.  Role: Project Management Director as authority and responsible agent acting on behalf of Colliers while directing, coordinating, administering the team members on all aspects of the services provided		
(1) TITLE AND LOCATION <i>(City and State)</i> Tampa Student Housing, Tampa, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float:right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> 256,000 square foot ground up construction of multifamily project in Tampa, FL totaling \$49M.  Role: Project Management Director as authority and responsible agent acting on behalf of Colliers while directing, coordinating, administering the team members on all aspects of the services provided.		
(1) TITLE AND LOCATION <i>(City and State)</i> Elizabeth High School, Tinton Falls, NJ	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2016
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float:right;"><input type="checkbox"/> Check if project performed with current firm</span> New construction of 185,000 square foot facility in Tinton Falls, NJ, totaling \$49.4M.  Role: Project Management Director overseeing the project manager team to ensure coordination exceeds standards and expectations.		
(1) TITLE AND LOCATION <i>(City and State)</i> Ocean City Justice Complex, Toms River, NJ	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i> 2015
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float:right;"><input type="checkbox"/> Check if project performed with current firm</span> 170,000 square foot jail addition construction  Role: Project Management Director overseeing the project manager team to ensure coordination exceeds standards and expectations.		
(1) TITLE AND LOCATION <i>(City and State)</i> Brightview Paramus/Warren, Parsippany, NJ	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> 2014
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float:right;"><input type="checkbox"/> Check if project performed with current firm</span> Multifamily ground up of 259,000 square feet totaling \$43.3M  Role: Project Management Director overseeing the project manager team to ensure coordination exceeds standards and expectations.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME Isabel Bello	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM 26
15. FIRM NAME AND LOCATION <i>(City and State)</i> Colliers International - Florida Development Services Boca Raton, FL			
16. EDUCATION <i>(Degree and Specialization)</i> Miami Dade College, Associates in Arts - Business Administration		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> State of FL Real Estate License	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> BOMA - RPA			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Microsoft LATAM Headquarters Miami, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i>
<b>a.</b> (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Microsoft LATAM engaged Colliers to manage the move of their headquarters from Fort Lauderdale to Miami. The project is a tenant buildout taking 3 floors and encompassing 35k square feet. Responsibilities included all pre-construction coordination. Role: Owner's representative as project manager, responsible for coordinating all professionals and contractors throughout the entirety of the project.		
(1) TITLE AND LOCATION <i>(City and State)</i> Buckingham Plaza, Royal Palm Beach, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i>
<b>b.</b> (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Total drainage and modernization of the Buckingham Plaza parking lot. Working with civil engineer to address all issues. Role: Owner's representative as project manager, responsible for coordinating all professionals and contractors throughout the entirety of the project.		
(1) TITLE AND LOCATION <i>(City and State)</i> 1111 Lincoln Common Area and Tenant Improvements, Miami Beach, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2023
<b>c.</b> (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Common areas and restrooms including plumbing and lighting for 3 floors. Lobby, closed off and opened ground floor lobby into an air conditioned and closed main lobby - 2 phase. Multiple tenant buildouts throughout the building for both office and retail tenants. Role: Owner's representative as project manager, responsible for coordinating all professionals and contractors throughout the entirety of the project.		
(1) TITLE AND LOCATION <i>(City and State)</i> MEI Condominium Common Area Renovations, Miami Beach, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2022
<b>d.</b> (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Total interior lobby and exterior terrace renovation including internal fountains, new lighting for both structural work on terrace, and plumbing for exterior terrace bar. Role: Owner's representative as project manager, responsible for coordinating all professionals and contractors throughout the entirety of the project.		
(1) TITLE AND LOCATION <i>(City and State)</i> Weston Road Facade Renovation, Weston, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i>
<b>e.</b> (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Four phase project including structural unforeseen conditions, consulted engineer during demo. Role: Owner's representative as project manager, responsible for coordinating all professionals and contractors throughout the entirety of the project.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME Bill Gaebel	13. ROLE IN THIS CONTRACT Assistant Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 20	b. WITH CURRENT FIRM >1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Colliers International - Florida Development Services      Boca Raton, FL			
16. EDUCATION <i>(Degree and Specialization)</i> North Dakota State University (Fargo, ND) Bachelor of Science in Facilities Management Minors in Interior Design and Business Administration		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Institutional Environmental Facilities Management Association, OSHA Certification Training, BOMA			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> American Express    Sunrise, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2010	CONSTRUCTION <i>(If applicable)</i> 2012
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Owner's Representative Project Management of new 600,000 SF ground-up campus site development initiative. Project Manager for Design Development, Site Development, Programming, Strategic Planning, and Security Management.		
(1) TITLE AND LOCATION <i>(City and State)</i> Gehr Development Group    Plantation, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2006	CONSTRUCTION <i>(If applicable)</i> 2007
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Owner's Representative Project Management of restoration, remediation, and repairs for 90,000 SF retail shopping plaza that sustained extensive damage from Hurricane Wilma. Conducted damage estimates, planning, design, and project oversight as project lead.		
(1) TITLE AND LOCATION <i>(City and State)</i> Kaplan, INC    Fort Lauderdale, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2005	CONSTRUCTION <i>(If applicable)</i> 2006
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Owner's Representative Project Management oversight for a new ground up 100K SF Class A Build for Kaplan University corporate headquarters, tilt wall parking garage, and cafeteria. Project lead for program management, project management for design and construction phases		
(1) TITLE AND LOCATION <i>(City and State)</i> Client United Health Group    Maitland, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2003	CONSTRUCTION <i>(If applicable)</i> 2003
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Owner's Representative Project Management for a 1st generation space TI buildout from preconstruction, programming and design through construction, commissioning, turnover and final financial closeout for a 50,000 SF call center		
(1) TITLE AND LOCATION <i>(City and State)</i> Child Development & Family Services    Fort Lauderdale, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008	CONSTRUCTION <i>(If applicable)</i> 2009
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Owner's Representative Project Manager for the Expansion of public/government DCF of 40k SF facility, including prec-onstruction, demolition, construction, and move in.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  <b>Jignesh Vyas, PE</b>	13. ROLE IN THIS CONTRACT  <b>Construction Representative</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>33</b>	b. WITH CURRENT FIRM <b>1.5</b>

15. FIRM NAME AND LOCATION *(City and State)*  
**Colliers Engineering & Design, Inc.; Boca Raton, FL**

16. EDUCATION <i>(Degree and Specialization)</i>  B.S. Civil/Structural Engineering, South Gujarat University, India 1990 M.S. Civil-Environmental Engineering, South Gujarat University, India 1994 M.B.A. University of Central Florida, 2005	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>  Professional Engineer (PE), Florida, Georgia, Virginia
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Construction Academy for PAs Value Engineering Training Roadway Design Training for Disabled; Design Training for SWPPP Devices Certification Training for Safe Driver; Webinar Training for Specification Changes; Self-Study Courses for Roadways & Structures; Multiline Program Training; Advanced MOT; MAC Training; Site Manager Training; QC Manager; Asphalt Paving Level I & II Earthwork Inspection Level I & II Final Estimate Level II; Concrete Lab Technician Grade I CPN – Nuclear Density Gauge Operation and RSO

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>  FDOT US 192 Widening and Reconstruction Including Bridge, St. Cloud, Osceola County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Senior Project Engineer - Though these projects were originally designed as regular bid item projects, played key role in identifying many unforeseen field conditions resulting in sixteen major plan revisions, making the project type close to Design-Build.

(1) TITLE AND LOCATION <i>(City and State)</i>  FDOT D1 SR 82 Widening and Reconstruction, Lehigh Acres, Between Lee and Collier C/L, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project Engineer - The project involved replacement of 1.2 miles of two lanes to new four lanes of SR 82 West in Lehigh Acres with drainage improvements, more than 1-mile-long concrete gravity wall, embankment, asphalt paving, roadway signing and signalization. Was instrumental in claim management, negotiations with contractors, quality control, environmental compliance, monthly project payments, project documentations and overall project administration.

(1) TITLE AND LOCATION <i>(City and State)</i>  City of Sanford - Riverwalk Project - Sanford, Seminole County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Project Manager - local area project (LAP) funded by the FDOT D-5 and administered by the City of Sanford in the downtown Sanford, Florida along the Lake Jessup and US 17-92 which included a roadway, a pedestrian boardwalk, sidewalk, steel pedestrian bridge, sheet pile, utilities and drainage structures. Provided full project support including design, construction and quality control services.

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Tammy M. Perry	13. ROLE IN THIS CONTRACT  Subject Matter Expert: Grants	14. YEARS EXPERIENCE	
		a. TOTAL 15	b. WITH CURRENT FIRM 1

15. FIRM NAME AND LOCATION *(City and State)*  
Colliers Engineering & Design, Inc. - Boca Raton, FL

16. EDUCATION <i>(Degree and Specialization)</i>  E.J.D., Purdue University M.A. Organizational Management, University of Phoenix B.S. Criminology & Corrections, Sam Houston State University	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Association of Fundraising Professionals/Tampa Bay Chapter; FEMA ICS-100; FEMA IS-230; FEMA IS-235; FEMA IS-662; FEMA IS-700; FEMA IS-860; West Law Legal Research

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
City of Bradenton Beach - Bradenton Beach, FL	2023	N/A
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Researched and reviewed grant prospects for future funding opportunities.	<input checked="" type="checkbox"/> Check if project performed with current firm	
City of Sarasota - Sarasota, FL	2023	N/A
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Participated in preparing for grant application submittal for a City-wide mapping project.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Town of Beulaville (22009612A) - Beulaville, NC	2023	N/A
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Participated in project planning and environmental review process in preparation for grant application submittal for a parks and recreations project.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Florida International University - Miami, FL	2021	N/A
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Collaborated with various federal entities to manage financial awards for emergency management and homeland security initiatives.	<input type="checkbox"/> Check if project performed with current firm	
Community Health Centers of Pinellas, Inc. - St. Petersburg, FL	2022	N/A
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Managed CDBG funds post-award compliance and reporting for renovation project.	<input type="checkbox"/> Check if project performed with current firm	



# Evidence of Successful Past Performance for Similar Projects

Colliers has a well-established reputation for providing owner’s representative services within the municipal marketplace and is well-versed in guiding our clients through the complex process of capital construction projects. As a result of our project experience throughout the East Coast, Colliers has developed a unique perspective and understanding of the very specialized needs of construction projects – allowing us to view the larger issues at hand and to develop strategies and tactics to successfully lead the Town of South Palm Beach through the process.

**Owner’s Representative Highlights**

- **150+** Public Contracts
- **9 Million** gsf Projects Managed
- **\$3 Billion** Construction Cost

Over the past two decades, we have provided project management services for numerous clients because of our reputation for quality service, client satisfaction, and unique expertise. In fact, we are proud to state that nearly all of our clients have gone on to request additional services. Listed below is a sampling of our municipal clients. Our completed **References Form (Exhibit H)** can be found on the following page. ***In addition, we have also provided descriptions that highlight projects of a similar nature on the following pages.***

Municipal Experience		
Clients		
Borough of Ridgefield	Town of Amherst	Town of North Haven
City of Beverly	Town of Ashby	Town of Northfield
City of Bristol	Town of Bloomfield	Town of Oxford
City of Chicopee	Town of Branford	Town of Rocky Hill
City of Fitchburg	Town of Cheshire	Town of Scituate
City of Lake Wales	Town of Dover	Town of South Hadley
City of Ocoee	Town of Dudley	Town of Stonington
City of Somerville	Town of Fairfield	Town of West Boylston
Connecticut Service Plazas	Town of Hadley	Town of West Springfield
County of Ocean	Town of Hampden	Town of Westminster
Franklin Regional Transit Authority	Town of Longmeadow	Town of Westwood
Massachusetts Dept. of Transportation	Town of Madison	Town of Williamstown
Pennsylvania Turnpike	Town of Mansfield	Town of Wilton
Rhode Island State Police	Town of Newington	Town of Windham

**EXHIBIT H**  
**REFERENCES**

List below or on an attached sheet similar past projects. Please provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided similar services. (THIS FORM MAY BE COPIED).

**#1 REFERENCE**

Name of Client: City of Fitchburg

Address: 166 Boulder Drive, Fitchburg, MA 01420

Phone No.: (978) 829-1850 Fax: ( ) N/A

Contact Person Name: Mary Delaney Title: Chief Procurement Officer

Description of services: Owner's representative services for the major \$23 Million, 52,916 gsf renovation of Fitchburg's historic City Hall Campus.

Completed on time: Yes  No  (explain: \_\_\_\_\_).

Completed within budget: Yes  No  (explain: \_\_\_\_\_).

**#2 REFERENCE**

Name of Client: City of Bristol

Address: 111 North Main Street, Bristol, CT 06010

Phone No.: (860) 584-6195 Fax: ( ) N/A

Contact Person Name: Roger D. Rousseau Title: Purchasing Agent

Description of services: Owner's representative services for the Bristol City Hall Renovations Project which included renovating the existing 61,513 gsf City Hall building, the 1,709 gsf facilities garage on site, and update the 573 gsf North Connector Bridge at the 3rd level.

Completed on time: Yes  No  (explain: \_\_\_\_\_).

Completed within budget: Yes  No  (explain: \_\_\_\_\_).

**#3 REFERENCE**

Name of Client: Town of South Hadley

Address: 45 Dayton Street, South Hadley, MA 01075

Phone No.: (413) 538-5030 ext. 6204 Fax: ( ) N/A

Contact Person Name: Leslie Hennessey Title: Executive Director, Council on Aging

Description of services: Owner's representative services during the design and construction of the new \$11.4 Million, 16,150 gsf South Hadley Council on Aging Senior Center Replacement.

Completed on time: Yes  No  (explain: \_\_\_\_\_).

Completed within budget: Yes  No  (explain: \_\_\_\_\_).

**#4 REFERENCE**

Name of Client: Principal Real Estate

Address: 801 Grand Avenue, Des Moines, IA 50392

Phone No.: (515) 235-1727 Fax: ( ) N/A

Contact Person Name: Kevin Stubbs Title: Director Architecture & Engineering

Description of services: Owner's Representative Project Management services for 225 Acre industrial warehouse park, including all site work, multiple ground up buildings, and tenant buildouts.

Completed on time: Yes  No  (explain: \_\_\_\_\_).

Completed within budget: Yes  No  (explain: \_\_\_\_\_).

**#5 REFERENCE**

Name of Client: One of One Stays, Key West, FL

Address: 506 Fleming Street, Key West, FL 33040

Phone No.: (305) 803-3378 Fax: ( ) N/A

Contact Person Name: Bradley Weiser Title: Principal

Description of services: Owner's Representative Project Management services for multiple projects including The Perry Hotel in Key West, which consisted of ground up development to build a boutique hotel in Key West, FL. The hotel consisted of 90 guest rooms, 288 slip state of the art marina, and two restaurants.

Completed on time: Yes  No  (explain: \_\_\_\_\_).

Completed within budget: Yes  No  (explain: \_\_\_\_\_).



Project Leaders



## City of Fitchburg

# City Hall Campus

Fitchburg, MA

### Project Overview

Colliers provided project management services for a major renovation of Fitchburg's historic City Hall Campus. The City Hall building was built in 1853 and is a local historic landmark. The exterior was fully restored, with the brownstone and terracotta details carefully repaired or replaced. The original entry was reestablished as the building's primary and fully accessible public entry. The interior was redesigned to accommodate 14 administrative departments including the Office of the Mayor.

In addition to the City Hall building, an adjacent mid-1980's building (formerly a bank), was converted into the legislative building, housing the city council chambers. Parking and outdoor areas all around the building were also upgraded. A main goal was to bring City Hall back to Main Street and create a modern work environment that could have the City's departments back together under one roof.

### Services Overview

As project manager, Colliers represented the City of Fitchburg and acted as the City's agent and project manager. Colliers' responsibilities included providing advice and consultation with respect to design, value engineering, scope of work, cost estimating, general contractor and subcontractor prequalification, scheduling, bidding, construction, move management, commissioning of building systems, and project closeout.

Colliers was also responsible for the selection, negotiation with, and oversight of, a designer and construction manager at risk for the project, ensuring the preparation of project schedules which served as control standards for monitoring the timely performance and execution of the project, and assisting in project evaluations including written evaluations of the design professional, contractors, and subcontractors.

### Completion

January 2021

### Project Size

52,916 gsf

### Project Budget

\$23 Million

### Services Provided

Project Management

### Architect

Icon Architecture

### Contractor

Bond International

[www.cplusa.com](http://www.cplusa.com)

### Client Contact

Mary Delaney

Chief Procurement Officer

978 829 1850



## City of Bristol

# City Hall Renovations

Bristol, CT

### Project Overview

Colliers was engaged to provide project management services for the Bristol City Hall Renovations Project.

The intent of the scope of this project is to fully renovate the existing 61,513 square foot City Hall building, the 1,709 square foot facilities garage on site, and update the 573 square foot North Connector Bridge at the 3<sup>rd</sup> level. The essential driver of need for this project is the necessary replacement of the nearly 60-year-old mechanical systems, as well the transformation to a fully accessible ADA compliant building. To help accomplish these goals, a new 7,158 square foot entrance atrium addition is being added on the North Main Street facing side of the structure.

### Services Overview

As project manager, Colliers is providing the following services:

- Review and advise the City on project planning, implementation strategies, and procedures
- Assist the City with high level project budget development, and review and advise the City on the design team and CM's schedule development and budget, providing recommendations to the City
- Attend all meetings between the City, design team and CM
- Assist the City with the bid evaluation and review process concerning all FF&E submissions
- Manage all construction closeout requirements with City, state and federal agencies as required
- Prepare and issue a final close-out report including a financial reconciliation

### Completion

November 2023

### Project Size

TBD

### Project Budget

\$31 Million

### Services Provided

Project Management

### Architect

QA+M Architecture

### Contractor

D'Amato+Downes

[www.cplusa.com](http://www.cplusa.com)

### Client Contact

Roger D. Rousseau

Purchasing Agent

860 584 6195

## City of Beverly

# City Hall Renovation

Beverly, MA

### Project Overview

Colliers has been engaged to provide project management services for the design, construction, and renovation of the Beverly City Hall. Originally constructed in 1785 as the Andrew Cabot Mansion, the City Hall was most recently remodeled in 1933-34. Beverly City Hall is physically connected to a recently vacated Police Station. The adjacent Police Station was originally built in 1938 and used as such until the summer of 2021.

The redesigned and renovated facility will serve as the City Hall for most offices necessary for city operations with the exception of public safety, schools and the Department of Public Works. Building design elements will be consistent with the City's efforts to reduce energy consumption and pursue clean renewable and alternative energy.

### Services Overview

As project manager, Colliers' responsibilities through the feasibility and study phase include but are not limited to:

- Manage and facilitate the designer selection process
- Develop, review and manage the design concept process
- Maintain a project financial status report and review monthly
- Develop a project schedule
- Manage the hiring and scope of services of the various Owner related consultants (environmental, geotechnical engineering, survey, etc.)
- Perform comprehensive design reviews of the drawings and specifications

### Completion

September 2025

### Project Size

22,000 gsf

### Project Budget

\$25 Million

### Services Provided

Project Management

### Architect

TBD

### Contractor

TBD

[www.cplusa.com](http://www.cplusa.com)

### Client Contact

David Gelineau

Purchasing Agent

978 921 6000

## City of Lake Wales

# Park Avenue / Market Plaza Streetscape

Lake Wales, FL

### Project Overview

Colliers was engaged to provide project management services for the construction of a complete streetscape consisting of the reconstruction of Park Avenue and Market Plaza. The scope includes the reconstruction of Park Avenue from Wetmore Street to SR 17, 1<sup>st</sup> Street from Park Avenue to Stuart Avenue, SR 17 from Stuart Avenue to Orange Avenue, Park Avenue from SR 17 to Cypress Garden Lane, and Market Plaza from Park Avenue to Stuart Avenue. The scope also includes the reconstruction of the sidewalks, street, parking with pavers/bricks, additional amenities including markings, lighting, landscaping, irrigation, signage, rain gardens, utility relocation, storm sewer system, curbing, fiber, signalization, and other miscellaneous items.

### Services Overview

As project manager, Colliers' responsibilities include, but are not limited to:

- Lead and document project-related meetings
- Develop a Master Program Schedule that identifies and includes all significant planning, design, and construction activities
- Develop, update, monitor and maintain the Master Program Budget
- Facilitate the maintenance of clear lines of communication between the Project Team and City of Lake Wales leadership
- Monitor the preparation and submittal of change orders for compliance with contract terms, and validity of proposed changes. Make recommendations regarding approval of all change orders
- Provide onsite oversight of day-to-day activities and serve as the intermediary between the City and other consultants

### Completion

Fall 2024

### Project Size

N/A

### Project Budget

\$12.4 Million

### Services Provided

Project Management

### Engineering

Chastain Skillman

### Contractor

Gomez Construction Co.

[www.cplusa.com](http://www.cplusa.com)

### Client Contact

James Slaton

City Manager

863 678 4182 ext. 1187





Project Leaders



**Town of South Hadley**

# Senior Center Replacement

South Hadley, MA

**Project Overview**

Colliers provided project management services during the design and construction of the new \$11.4 Million South Hadley Council on Aging.

The South Hadley Council on Aging was rebuilt at 45 Dayton Street, South Hadley, MA. The original building was demolished in its entirety as part of this project.

The new 16,150 gsf structure was designed and constructed to incorporate energy efficiencies. It has more rooms – for small and large groups of people – and a multi-purpose community room for dining, entertainment and town-wide events.

**Services Overview**

As project manager, Colliers provided project management services to coordinate and manage the design and building process and other aspects of the project (e.g., off site infrastructure) to assure that design, construction, and other related activities were implemented, monitored, maintained, and integrated consistent with the established budget and other objectives on behalf of the Town of South Hadley.

**Completion**

November 2021

**Project Size**

16,150 gsf

**Project Budget**

\$11.4 Million

**Services Provided**

- Project Management
- Commissioning

**Architect**

EDM Architecture

**Contractor**

Souliere & Zepka Construction

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[www.cplusa.com](http://www.cplusa.com)

**Client Contact**

Leslie Hennessey  
Executive Director, Council on Aging  
413 538 5030 ext. 6204



Project Leaders



**Town of Hadley**

# New Senior Center

Hadley, MA

### Project Overview

The Town of Hadley hired Colliers to provide owner's project management and commissioning services for the town's new Senior Center.

The new senior center is a single-story, energy-efficient building with a usable space of 10,350 square feet and an unfinished attic (for mechanical systems).

The new senior center is architecturally harmonious with existing municipal and other proposed nearby buildings. The functional spaces include a reception area, commercial grade kitchen, dining area to seat 150-200 people, administration offices, conference room, gathering area, exercise rooms, nurse's office with a bath and shower, classrooms, appropriate bathrooms, and an outdoor area with seating.

### Services Overview

As project manager, Colliers provided the following services:

- Develop the total project budget and schedule
- Manage the move out and move in phases
- Facilitate the contract between the Owner and the Architect, including negotiating terms
- Act as a resource to the Owner during construction on construction related issues
- Attend OAC meetings on behalf of the Owner
- Review and approve pay applications and change orders

### Completion

July 2020

### Project Size

10,350 gsf

### Project Budget

\$7 Million

### Services Provided

Project Management  
Commissioning

### Architect

EDM Architecture

### Contractor

Forish Construction Co. Inc.

[www.cplusa.com](http://www.cplusa.com)

### Client Contact

Jane Nevinsmith  
Hadley Select Board Clerk and  
Hadley Senior Center Building  
Committee Chair  
413 586 3772

# Project List

## Colliers Southeast Project Management & Development Services

- Premier Airport Park, Fort Myers, FL – 225-acre Class A Industrial Park, including all site work, ground up construction of multiple buildings, multiple tenant build outs.
- Broken Sound Country Club Renovations, Boca Raton, FL – Complete renovation of the country club including all main areas and rooms such as lobby entrance, atrium, entry corridors, card rooms, kitchen, ballroom, sports bar, billiard rooms, locker rooms, pro shop, exterior building, fountain, main entrance exterior, outdoor patios and surrounding areas, retaining wall, pavers, site work, landscape, valet station, children’s play area, and the golf cart staging area and path.
- Palm Aire Marketplace, Pompano Beach, FL – Multiple projects including façade, roof, BDA system, parking lot, big box split space, and tenant buildouts.
- The Lincoln, Miami Beach, FL – Exterior and interior renovations, and tenant build outs, including lobby renovation, elevator modernization, property management office renovation, corridor and restroom renovations, multiple tenant build outs.
- 1111 Lincoln, Miami Beach, FL – Common areas and restrooms including plumbing and lighting for 3 floors. Lobby closed off and opened ground floor lobby into an air conditioned and closed main lobby - 2 phase. Multiple tenant buildouts throughout the building for both office and retail tenants.
- Marina Grand – pool deck renovations, pickle ball courts, and tennis courts.

# Litigation and/or Terminations

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As a leading diversified professional services and investment management company, Colliers has had the type and scope of litigation of similarly situated global full-service providers. In addition, there have been no material legal or financial actions taken against the company or any of its officers/principals in the past five (5) years. Additionally, Colliers certifies that:

- Neither the firm nor any of its principals has ever been declared bankrupt, reorganized under Chapter 11, put into receivership, or had any criminal violations and/or convictions.
- No contracts have been terminated for default, non-performance, or delay in the past five (5) years.

# Proof of Licenses

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Colliers is pleased to provide on the following pages proof of the required licenses listed below as requested in the Town of South Palm Beach's Request for Proposals:

1. Florida Business Registration
2. Sample Insurance Certificates
3. Business Tax Receipt

# *State of Florida*

## *Department of State*

I certify from the records of this office that COLLIERS PROJECT LEADERS USA NE, LLC is a Connecticut limited liability company authorized to transact business in the State of Florida, qualified on June 26, 2019.


The document number of this limited liability company is M19000006241.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on April 27, 2022, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twelfth day of April, 2023*



  
*Secretary of State*

Tracking Number: 9606810131CU

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

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









# ANNE M. GANNON

## CONSTITUTIONAL TAX COLLECTOR

Serving Palm Beach County • Serving you.



**\$0.00**  
CHECK OUT

Return New Search Print Page

### Business Account Information

**LBTR Num:** 2017098586

**Business Name:** COLLIERS  
ENGINEERING AND DESIGN INC

**Status:** Active

Last updated: 11/13/2023 03:23:45 PM

### Business Detail

**Business Name:** COLLIERS  
ENGINEERING AND DESIGN INC

**Tax Year:** 2023  
**Business Type:** 56-0016

**Account Number:** 008071328  
**Certificate Issued:** 11/16/2022

**Trade Name:** MASER CONSULTING

**Business Type Description:** ENGINEER  
BUSINESS

**NAICS:** 56

**License Number:** 2017098586

**Number of Units:** 1200

**Certificate Number:**

**License Status:** Active

### Payment History

Bill Year	Bill Number	Paid By	Last Paid	Receipt Number	Amount Paid
2023	B40155129	Carol DeLucca	11/11/22	B23.143258	\$271.69

# Evidence of Minority Business Enterprise

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Colliers certifies that we are not a Minority Business Enterprise. While Colliers has assembled a multi-disciplined staff with the expertise and capability to provide fully comprehensive owner's representative services, we also recognize the importance of engaging Minority Business Enterprises to ensure the very highest level of service particularly with regard to projects of large scale and complexity. Colliers has an extensive history of partnering with businesses that promote diversity, equity, and inclusion while servicing our client's needs. Provided below is a sample of the firms Colliers has partnered with:

- Agarabi Engineering
- AKAL Engineering, Inc.
- City Point Partners
- Coast and Harbor Associates, Inc.
- CRC Commissioning Engineers
- Ellana Construction Consultants
- Engineering Design Group, Inc. (EDG)
- Enhanced Building Solutions
- Enovate Engineering, LLC
- Infinite Consulting Corp.
- Miyakoda Consulting
- Terva Corporation

**EXHIBIT I**

**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)

<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

Division Director

\_\_\_\_\_  
TITLE

Jonathan F. Winikur

\_\_\_\_\_  
PRINT NAME

November 21, 2023

\_\_\_\_\_  
DATE

# Additional Documents

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Colliers is pleased to provide on the following pages the required forms listed below as requested in the Town of South Palm Beach's Request for Proposals:

1. Conflict of Interest Form (Exhibit D)
2. Drug Free Workplace Form (Exhibit E)
3. Scrutinized Companies Certification (Exhibit F)
4. E-Verify Form (Exhibit G)

**EXHIBIT D**

**CONFLICT OF INTEREST STATEMENT**

This Request for Proposals is subject to the conflict of interest provisions of the policies and Code of Ordinances of the Town of South Palm Beach and the 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 RFP due to any other clients, contracts, or property interests.

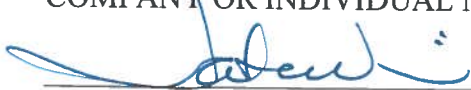
To the best of our knowledge, the undersigned business has **no** potential conflict of interest for this RFP as set forth in the policies and Code of Ordinances of the Town of South Palm Beach, as amended from time to time.

To the best of our knowledge, the undersigned business has **no** potential conflict of interest for this RFP 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.

Colliers Project Leaders USA NE, LLC  
COMPANY OR INDIVIDUAL NAME

  
AUTHORIZED SIGNATURE

Jonathan F. Winikur  
NAME (PRINT OR TYPE)

Division Director  
TITLE, IF A COMPANY

**EXHIBIT E**

**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 Colliers Project Leaders USA NE, LLC, I certify that Colliers Project Leaders USA NE, LLC complies fully with the above requirements.

  
\_\_\_\_\_  
Authorized Representative's Signature

November 21, 2023  
Date

Jonathan F. Winikur  
Name:

Division Director  
Position:

**EXHIBIT F**

**SCRUTINIZED COMPANIES CERTIFICATION**

By execution below, I, Jonathan F. Winikur, on behalf of Colliers Project Leaders USA NE, LLC (hereinafter, the "Firm"), hereby swear or affirm to the following certifications:

The following certifications apply to all procurements:

1. The Firm has reviewed section 215.4725, Florida Statutes, section 215.473, Florida Statutes and section 287.135, Florida Statutes, and understands the same.
2. The Firm is not on the Scrutinized Companies that Boycott Israel List nor is the Firm engaged in a boycott of Israel.
3. If awarded a contract, the Firm agrees to require these certifications for applicable subcontracts entered into for the performance of work/services under this procurement.
4. If awarded a contract, the Firm agrees that the certifications in this section shall be effective and relied upon by the Town for the entire term of the contract, including any and all renewals.

If the contract awarded hereunder is for one million dollars or more, the following additional certifications apply:


1. The Firm is not on the Scrutinized Companies with Activities in Sudan List.
2. The Firm is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
3. The Firm is not engaged in business operations in Cuba or Syria.
5. If awarded a contract, the Firm agrees to require these certifications for applicable subcontracts entered into for the performance of work/services under this procurement.
6. If awarded a contract, the Firm agrees that the certifications in this section shall be effective and relied upon by the Town for the entire term of the contract, including any and all renewals.

**FIRM:**

By:  Date: November 21, 2023

STATE OF ~~FLORIDA~~ CONNECTICUT  
COUNTY OF New Haven

The foregoing instrument was sworn to (or affirmed) and subscribed before this 21st day of November, 2023, by Jonathan F. Winikur, who is the Division Director of Colliers Project Leaders USA NE, LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY PUBLIC   
Printed Name of Notary Donna Burke  
My Commission expires: July 31, 2028

**DONNA K. BURKE**  
**NOTARY PUBLIC**  
**My Commission Expires July 31, 2028**

**EXHIBIT G**

**STATE OF FLORIDA  
E-VERIFY**

Contract No: RFP No. 10-10-2023-P  
Financial Project No(s) (if applicable) N/A  
Project Description: Town of South Palm Beach New Town Hall

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/Consultant during the term of the contract; and
2. Shall expressly require any subconsultants 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 during the contract term.

Company/Firm: Colliers Project Leaders USA NE, LLC

Authorized Signature:  \_\_\_\_\_

Title: Jonathan F. Winikur, Division Director Date: November 21, 2023



# Additional RFP Information

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## Contract Terms

This RFP does not contain express instructions stating that exceptions to contract terms must be taken at the proposal submittal stage. Therefore, Bidder reserves all rights to negotiate such terms upon receipt of an awarded contract.