

**Whitehead Construction submission
RFP#25-544
Construction Manager
at Risk
Continuing Services**



ORIGINAL

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TAB 1 Executive Summary

- a) E. Ryan Whitehead
Everett Whitehead & Son Inc dba Whitehead Construction
601 6th St SW Winter Haven, FL 33880
863-287-5985
ryan@whiteheadconstruction.com
- b) 70+ years in business
- c) 39 full-time employees
- d) Documentation showing proper incorporation by the Secretary of State:

State of Florida Department of State

I certify from the records of this office that EVERETT WHITEHEAD & SON, INC. is a corporation organized under the laws of the State of Florida, filed on December 28, 1966.

The document number of this corporation is 312218.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on March 17, 2020, 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 Fourth day of May, 2020*



Raunel R. Bu
Secretary of State

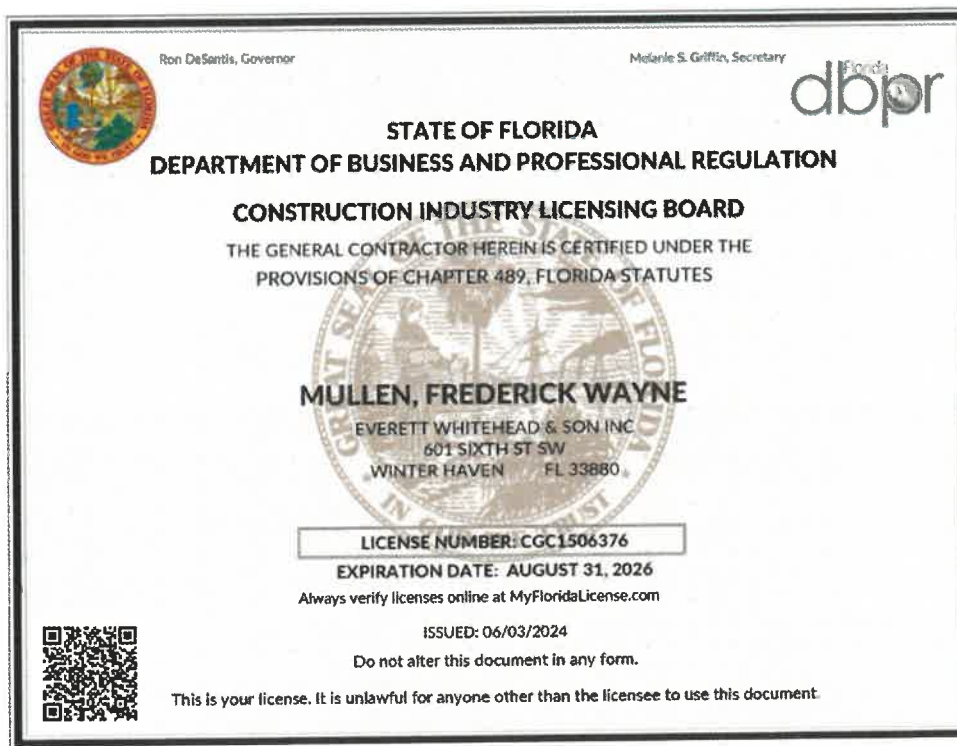
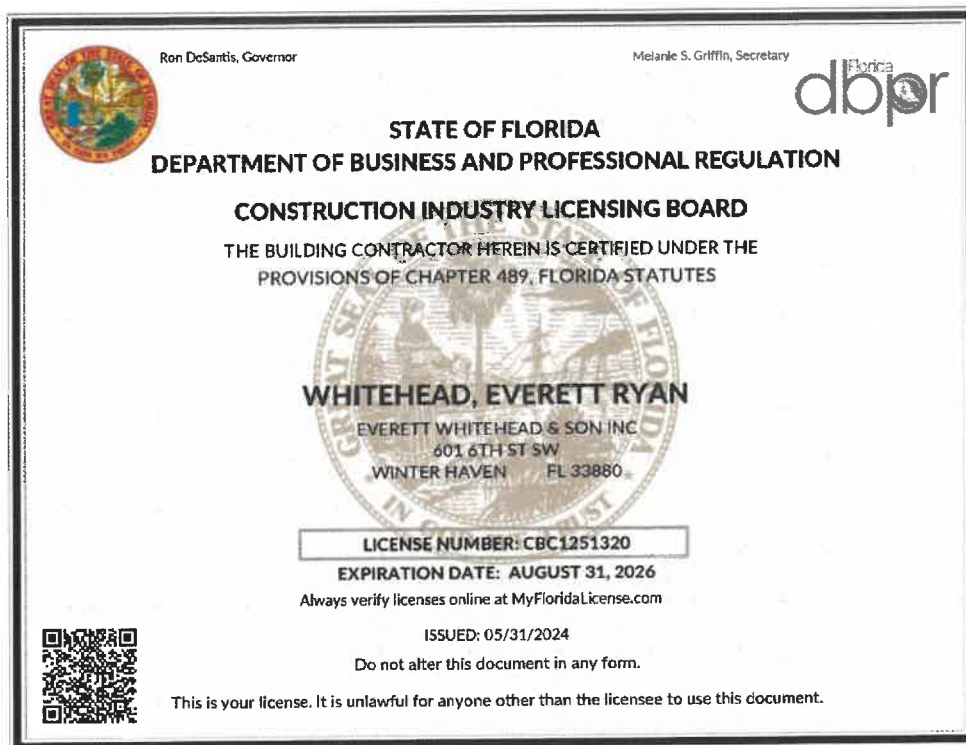
Tracking Number: 8742900851CU

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

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

TAB 1 Executive Summary (continued)

e) Current State of Florida Certified General Contractor



f) Our firm has *not* been involved in any litigation, major disputes, contract defaults, or liens in the last ten years.

TAB 2 Approach to the Project

a) Components of job-specific pre-construction services and responsibilities of the Construction Manager:

Budget Estimating – Whitehead Construction will use detailed and progressively refined cost estimates throughout the design process, beginning with conceptual estimates and evolving to detailed line-item budgets.

- Reviewing design documents at each stage (concept, schematic, design development, and construction documents) to prepare accurate cost estimates.
- Identifying potential cost risks and maintaining alignment with the owner's financial goals.
- Providing cost comparisons for design alternatives.
- Tracking budget changes and maintaining a running cost log to ensure transparency.

Value Engineering (VE) – Whitehead Construction will use a process of reviewing design elements to identify opportunities to reduce costs, improve functionality, or enhance quality without sacrificing the project's goals.

- Collaborating with the design team to evaluate materials and systems.
- Recommending alternative solutions that meet performance requirements while lowering costs or improving efficiency.
- Assessing life-cycle costs to ensure long-term value for the owner.
- Documenting VE suggestions and working with the team to implement approved changes.

Constructability Recommendations – Whitehead Construction will review design documents and project requirements to identify potential challenges in construction.

- Evaluating drawings and specifications for clarity, feasibility, and efficiency of construction.
- Identifying potential conflicts, sequencing issues, and access limitations before construction begins.
- Recommending modifications that can reduce delays, rework, and costs during construction.
- Providing insight into local material availability and subcontractor capabilities.

Master Project Schedule – Whitehead Construction will develop a comprehensive schedule (Primavera P6) that outlines all major project phases, milestones, and critical path activities from pre-construction through project completion.

- Developing an initial schedule incorporating design, permitting, procurement, and construction phases.
- Identifying critical path activities and ensuring adequate time allowances for each stage.
- Updating and refining the schedule as the design progresses and decisions are made.
- Coordinating with the owner, design team, and subcontractors to maintain realistic timelines and minimize delays.

TAB 2 Approach to the Project (continued)

b) Detailed approach to:

Competitive Bidding for Subcontracts:

- Develop a comprehensive bid package for each trade, including detailed scopes of work, drawings, specifications, and required bid forms.
- Prequalify subcontractors to ensure they have the financial stability, safety record, relevant experience, and capacity to perform the work.
- Solicit bids from a minimum of three qualified subcontractors per trade to ensure market competition.
- Conduct pre-bid meetings to clarify scope, schedule, and expectations.
- Review and analyze bids for completeness, scope coverage, qualifications, and pricing accuracy.
- Recommend award of subcontracts to the most responsive and responsible bidders, balancing cost, quality, and schedule performance.

Other Cost of the Work:

- Identify and budget for non-subcontract direct project costs such as temporary facilities, utilities, equipment rentals, testing/inspection services, and site security.
- Obtain multiple quotes for these items to ensure cost competitiveness.
- Track and reconcile these costs continuously during the project to maintain transparency and budget control.

General Conditions Cost Summary:

- Prepare a detailed breakdown of anticipated general conditions costs, including temporary facilities, safety measures, project management software, site logistics, and other overhead necessary to manage the work.
- Clearly differentiate between reimbursable direct project costs and CM overhead.
- Update the general conditions budget as the project schedule is refined and confirmed.

CM Fee Negotiations:

- Present a clear explanation of the proposed CM fee, outlining what is included and excluded.
- Benchmark fees against similar projects to ensure competitiveness.
- Offer options for structuring the fee (e.g., percentage of cost of the work or lump sum) to align with the owner's preferred risk allocation.
- Ensure fee negotiations are transparent, with all assumptions and conditions documented.

Guaranteed Maximum Price (GMP) Compilation:

- Combine the accepted subcontractor bids, other direct costs, general conditions budget and negotiated CM fee into a comprehensive GMP proposal.
- Include allowances, contingencies, and unit pricing for items not yet fully defined.
- Clearly state inclusions, exclusions, and assumptions.
- Provide a complete backup of subcontractor bids and vendor quotes for owner review.
- Once the GMP is accepted, execute a GMP Amendment to the contract, locking in the maximum project cost while preserving savings incentives for the owner.

TAB 2 Approach to the Project (continued)

c) Owner Direct Purchase and sales tax savings approach:

Whitehead Construction would play a critical role in facilitating the Owner Direct Purchase (ODP) process to ensure the successful execution of tax-exempt material purchases by the County.

- At the outset of a project, Whitehead will meet with the County to discuss potential items for ODP, along with any minimum dollar limits the County would like to set on purchases.
- At this time, Whitehead will also request the County's tax-exempt certificates to provide to the various vendors.
- After potential ODP material is identified and material submittals have been approved, Whitehead will obtain the material quotes and coordinate the purchasing schedule as part of the overall construction plan. Whitehead would then submit a purchase order request for each item to the County with all necessary supplier information and W-9s.
- The County would then issue a purchase order directly to the vendor. While the County would be issuing the PO directly to the vendor, Whitehead would remain responsible for receiving, inspecting, storing (if necessary), and installing the materials per the contract specifications. Whitehead Construction also manages supplier communication and ensures timely delivery to avoid project delays.

The ODP process requires detailed coordination and documentation.

- As purchase order requests are submitted to the County, Whitehead will generate a Purchase Order Log to track each PO.
- As purchase orders are issued by the County, a deductive change order will be issued to Whitehead for the cost of the material (including tax).
- As material invoices are received throughout the project, they will be forwarded to the responsible subcontractor for approval.
- Once the invoices are approved by the subcontractor, they will be forwarded to the County for payment.
- A log of all invoices will also be maintained throughout the project for reconciliation at final completion of the project.

d) Approach to the management and construction of the project:

Assigning a knowledgeable operations team to manage this project is important.

- Various software programs will be implemented to assist the staff in managing the project, including Procore, which is a document control software used to track submittals, shop drawings and RFI's, aid with cost control, and prepare meeting minutes.
- Several other tools are also used by our operations team, such as material expediting and submittal schedules, which track material submittals, approval, fabrication, and delivery to ensure critical items are delivered when they are needed and don't impact the construction schedule.
- Purchasing schedules are also used to track buy-out of the project and ensure the critical subcontractors, such as site, civil, and MEP, are contracted in a timely manner.

TAB 2 Approach to the Project (continued)

e) Approach to quality workmanship and contract compliance control:

Whitehead Construction's quality control policy is built on over 70+ years of experience in the construction industry. Our approach to quality control begins during the development of the project and specifications, at which time we establish a proactive, job-specific Quality Control Program intended to catch problems with non-conforming work before they begin.

The key elements of this program are:

- Careful review of the shop drawings & submittals to ensure full compliance with plans & specs.
- Review of the project specifications, codes and standards, instructions to bidders, and the Quality Control Program with the subcontractor's key personnel before starting work. This allows the project team to discuss the critical elements of construction, review the required codes and standards, and clarify the requirements and expectations for quality, safety & schedule.
- Early procurement and installation of mock-ups and samples to ensure compliance with specifications and design intent and to allow modifications if required.
- Quality control testing of materials is conducted and monitored to ensure compliance with the design specification requirements.
- Daily field inspections by our project superintendent to ensure the work is being performed in accordance with the specifications. The project manager also walks the project daily to review the progress, observe the quality of the work, and make corrections as needed.
- Weekly safety meetings and composite jobsite cleanup crews contribute to a safe and clean site, which results in a higher overall quality.
- Establish weekly quality meetings and tours of the project with key participants to review and approve the first installed samples of work or mock-ups.
- Inspection and acceptance testing of key systems for compliance with the specified codes and standards.
- Notation, correction, and sign-off on conditions that do not meet established standards before the next inspection and while the subcontractor is still on site.
- Start-up and commissioning of all equipment and systems conducted by qualified firms or individuals in the presence of the Owner, users, designers, and construction manager.

TAB 3 Experience, Expertise, Personnel and Technical Resources

City of Winter Haven Lake Conine Recreation Elements Construction Phase GMP 2545 Lucerne Parke Road, Winter Haven, FL 33881

Design-build renovation transforming the park into a dynamic recreational destination, featuring a mile-long trail loop along the perimeter with inviting interior loops, a shaded picnic pavilion, a state-of-the-art playground, clean and accessible restrooms, convenient pet waste stations, a wildlife-friendly bat house, charming pedestrian bridges, and serene docks for enjoying the water.

Project Owner Representative: Andy Palmer

Project completion: May 16, 2025

- 863-291-5656, ext. 5014
- apalmer@mywinterhaven.com
- Nora Mayo Hall, 500 Third Street NW
Winter Haven, FL 33881

Change Order:

- CO#1 \$44,116.43

Cost: \$2,726,633.43

Project Manager: Caleb Brosey

Superintendent: Wade Hagemaster



TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)

City of Winter Haven Fire Station #4 1334 Fairfax Street NE, Winter Haven, FL 33881

Design-build of 13,092-square-foot fire station tailored to meet the needs of modern emergency response and public safety services. The facility features integrated office and workspaces, private sleeping quarters, commercial-grade kitchen, day-room/lounge area, fitness center, three pull-through vehicle bays, landscaping and ample parking.

Project Owner Representative: Charlie Bird

- 863-287-8212
- cbird@mywinterhaven.com
- 490 Third Street NW,
Winter Haven, FL 33881

Cost: \$6,522,065.00

Project completion: March 26, 2025

Change Orders

- CO#1 (\$44,661.13)
- CO#2 (\$1,123,145.79)
- CO#3 \$21,220.27
- CO#4 (\$15,000.00)
- CO#5 \$8,856.00
- CO#6 \$121,819.89
- CO#7 (\$26,115.85)

Project Manager: Wayne Mullen

Superintendent: Jim Flemming



TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)

Polk State College Lakeland Campus, LTB Roof Restoration 3425 Winter Lake Road, Lakeland, FL 33803

Complete Construction Management at Risk services that revitalized and protected the existing roof through premium silicone restoration process. This included implementing all necessary safety measures, expertly preparing the surface, repairing blisters and defects, applying high-performance primer, and installing a high-solids silicone roof coating that meets or exceeds ASTM D6694 standards, achieving a 32-mil dry film thickness. All work performed was in accordance with manufacturer specifications, culminating in a GAF "No Dollar Limit" 15-year warranty.

Project Owner Representative: Robbie Manikis

- 863-669-2925
- rmanikis@polk.edu
- Polk State College 999 Ave H
NE Winter Haven, FL 33881

Project completion: February 2024

Change Orders:

- CO#1 \$34,776.00
- CO#2 \$ 8,640.00

Cost: \$408,788.00

Project Manager: Terry Pittman

Superintendent: Terry Pittman



TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)

City of Winter Haven Sertoma Park Baseball Complex 1650 Lake Shipp Dr, Winter Haven, FL 33880

Design-build renovation project to revitalize 6-acre Sertoma Park Baseball Complex enhancing functionality and longevity for the Winter Haven community. This included comprehensive renovations to five existing baseball fields, the replacement of all field sod, dugouts, bullpens, and perimeter fencing, installation of new LED lighting, and upgraded scoreboards to improve visibility and game-day experiences. Whitehead also addressed the site's stormwater and drainage challenges, ensuring long-term durability and playability and incorporated a trail system that seamlessly connects to Lake Shipp Park, enhancing accessibility and recreational opportunities.

Project Owner Representative: Andy Palmer

- 863-291-5656, ext. 5014
- apalmer@mywinterhaven.com
- Nora Mayo Hall, 500 Third Street NW
Winter Haven, FL 33881

Cost: \$3,125,462.00

Project completion: March 4, 2022

Change Orders:

- CO#1 \$21,754.44
- CO#2 \$85,830.03
- CO#3 \$32,737.83
- CO#4 \$14,796.00
- CO#5 \$ 4,882.50

Project Manager: John King

Superintendent: Terry Pittman



**TAB 3 Experience, Expertise, Personnel and Technical Resources
(continued)**



President

**RYAN WHITEHEAD
CBC**



**VP of Construction
Operations**

WAYNE MULLEN, CGC



**VP of Pre-Construction
Services**

CHRIS SZUCS



Project Manager

TERRY PITTMAN

TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)



RYAN WHITEHEAD

Principal

Ryan is a Winter Haven Native with over 30 years of experience in the construction industry. As the third-generation Whitehead to manage the Company, he has been at the helm as President of Whitehead Construction for over 15 years. His day-to-day responsibilities include the following: Develop and execute the company's vision, strategy, and goals. Direct overall business operations and growth initiatives. Oversee budgeting, financial planning, and profitability analysis. Manage financial risks and ensure fiscal responsibility. Cultivate and maintain relationships with clients, stakeholders, and partners. Provide high-level guidance and decision-making throughout the project lifecycle. Lead and motivate senior management and staff, fostering a positive work environment. Streamline operations and implement efficient processes and procedures. Identify and pursue new business opportunities and market expansion. Assess and mitigate risks related to projects, contracts, and business operations.

Project Role:

Principal

Certifications:

Certified General Contractor
CBC1251320

% to This Project

20%

Location:

601 6th Street SW,
Winter Haven, FL 33880

Experience:

30+ Years

Years w/Firm

30+ Years

Contact:

863-293-6473

Relevant Experience:

- **City of Winter Haven Sertoma Park Baseball Complex** Design-build project renovated the 5 existing baseball fields in the 6-acre park. Improvements consisted of the replacement of all field sod, dugouts, bullpens, scoreboards, fencing, LED lighting, stormwater and drainage corrections, and a trail system that connects to Lake Shipp Park. This project benefits the community for many generations to come.
- **Polk City Hall Complex** Construction of a new 8,519 sf 2.2 M City Hall Complex. The complex housed offices for the Town Manager, Town Clerk, Building Department, Finance Director and Police Department with holding cells. The project also included a Town Meeting Hall and conference rooms.
- **City of Winter Haven Skate Park/Amphitheater** Managed construction of a \$1.9 M design-build project, which included a new 17,000 sf skate park and adjacent amphitheater. The skate park included a large flow bowl and a long, linear street course with two levels, along with a new parking lot. The amphitheater included selective demolition of the existing Lake Silver Amphitheater, installation of a new cantilevered shade structure, terraced lawn seating, and handicap-accessible walks.
- **City of Winter Haven Parking Garage** Design-build, Managed construction of an 86,000 sf, \$3.2 M, 3-story design-build pre-cast parking garage structure for the City of Winter Haven.
- **City of Winter Haven Fire Station #3** New 11,700 sf \$3.4 M design-build fire station and pocket park. The project includes three apparatus bays, bunk rooms, living space, gym, offices and training room. A neighborhood pocket park will also be constructed as part of this project, adjacent to the new fire station.
- **City of Winter Haven Chain of Lakes Fieldhouse** New \$26 M field house addition/renovation to the existing Chain of Lakes Complex. The project included a new 58,400 sf multi-use gymnasium space with a second-floor observation area and track, meeting rooms, training and locker rooms, laundry, and storage spaces, concession area, new public fitness/ exercise area, new recreational offices, restroom facilities, and renovated portions of the existing Complex facility.
- **City of Winter Haven Tennis Complex** New \$2.7 M design-build tennis center for the City of Winter Haven - including new pro shop/clubhouse with second-floor viewing area, (8) new clay tennis courts, (4) pickleball courts, (1) 10 and under asphalt court and pre-engineered shade structure.
- **20 on 2nd Apartments** Construction of a \$3.1 M 20-unit apartment building. The apartment complex consisted of two separate 2-story buildings and a previous concrete parking lot.
- **Bond Clinic Urgent Care** Managed a new \$5.8 M design-build 35,800 sf 3-story medical office building.
- **Bok North Campus** Construction of a \$7.9 M 2-story 20 state-of-the-art classroom building and adjacent Kitchen & Cafeteria building with adjoining culinary classroom encompassing a total of over 37,500 sf.
- **CSX Intermodal Rail Facility** Managed the design phase and construction of a \$2.5 M Intermodal Rail Facility project for CSX in Winter Haven. The design-build project included the construction of new Administration, Crew, Operations and Maintenance buildings. Each building was individually certified as a LEED Silver project.
- **Rain Garden Apartments** Managed the Construction of a \$2.2 M 9-unit apartment building. The apartment units consist of approximately 1,600 sf of living space, with a private courtyard and enclosed two-car garage.

TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)



WAYNE MULLEN LEED AP

VP of Construction Operations

Wayne is a Winter Haven native and has been involved in the construction industry throughout Florida, Georgia and Alabama for over 30 years. He is experienced in all aspects of the construction process, including estimating, value engineering, constructability review, contract administration, development and maintenance of project schedule, submittal review and management, Owner direct purchase, cost control and billing, change order preparation and management, coordination of Owner, Architect and local Municipalities and project closeout. He is also familiar with different project delivery methods, including Construction Management, Construction Management at Risk, Design-Build, and Hard Bid. He will be involved on a day-to-day basis, providing hands-on leadership and assistance to the onsite team as needed.

Project Role:

VP of Construction
Operations

Education:

University of Florida
School of Building
Construction Graduated
with Honors

Certifications:

Certified General
Contractor

Florida
CGC1506376

Alabama
BC 50674

Georgia
GCCO006528

LEED AP

30-hour OSHA
certified

Eagle Scout

Asst Scout Master
Troop 515

Location:

601 6th Street SW,
Winter Haven, FL
33880

% to This Project

20%

Years w/Firm

15 Years

Years w/Another Firm

10 Years

Experience:

30+ Years

Relevant Experience:

- **City of Winter Haven Fire Station #4**, New 13,092 sf and 5,450 sf \$ 6.5 M fire station and maintenance buildings. The project includes three apparatus bays, bunk rooms, living space, gym, offices and training room. A maintenance/storage building was constructed as part of this project, adjacent to the new fire station.
- **City of Winter Haven Fire Station #3** Managed construction of a new 11,700 sf \$3.4 M design-build fire station and pocket park. The project includes three apparatus bays, bunk rooms, living space, gym, offices and training room. A neighborhood pocket park will also be constructed as part of this project, adjacent to the new fire station.
- **City of Winter Haven Skate Park/Amphitheater** Managed construction of a \$1.9 M design-build project, which included a new 17,000 sf skate park and adjacent amphitheater. The skate park included a large flow bowl and a long, linear street course with two levels, along with a new parking lot. The amphitheater included selective demolition of the existing Lake Silver Amphitheater, installation of a new cantilevered shade structure, terraced lawn seating, and handicap-accessible walks.
- **City of Winter Haven Chain of Lakes Fieldhouse** Assisted with construction management of a new \$26 M field house addition/renovation to the existing Chain of Lakes Complex. The project included a new 58,400 sf multi-use gymnasium space with a second-floor observation area and track, meeting rooms, training and locker rooms, laundry, and storage spaces, concession area, new public fitness/ exercise area, new recreational offices, restroom facilities, and renovated portions of the existing Complex facility.
- **City of Winter Haven Tennis Complex** Managed construction of a new \$2.7 M design-build tennis center for the City of Winter Haven - including new pro shop/clubhouse with second-floor viewing area, (8) new clay tennis courts, (4) pickle ball courts, (1) 10 and under asphalt court and pre-engineered shade structure
- **City of Winter Haven Parking Garage Design-Build**, managed construction of an 86,000 sf \$3.2 M 3-story pre-cast parking garage structure for the City of Winter Haven.
- **20 on 2nd Apartments** Managed construction of a \$3.1 M 20-unit apartment building. The apartment complex consisted of two separate 2-story buildings and a previous concrete parking lot.
- **Rain Garden Apartments** Managed construction of a \$2.2 M 9-unit apartment building. The apartment units consist of approximately 1,600 S.F. of living space, with a private courtyard and enclosed two-car garage.
- **Bond Clinic Urgent Care** Managed construction of a new \$5.8 M design-build 35,800 sf 3-story medical office building.
- **CSX Intermodal Rail Facility** Involved with the design phase and managed the construction of a \$2.5 M Intermodal Rail Facility project for CSX in Winter Haven. The design-build project included the construction of new Administration, Crew, Operations and Maintenance buildings. Each building was individually certified as a LEED Silver project.
- **Lost Lake Elementary School** Managed construction of a 21,000 sf \$3.5 M 2-story classroom addition for Lake County School Board
- **Pine Ridge Elementary School** Managed construction of a 21,000 sf, \$3.5 M 2 2-story classroom addition for Lake County School Board
- **Roosevelt Elementary School** Managed construction of a 150,000 sf \$17 M phased replacement of an existing and occupied elementary school for the Palm Beach County School Board
- **Rock Island Elementary & Arthur Ashe Middle School** Managed new construction of a 250,000 sf \$30 M elementary and middle school for Broward County School Board

TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)



CHRIS SZUCS

VP of Pre-Construction Services

Project Role:

VP of Pre-Construction Services

Location:

601 6th Street SW,
Winter Haven, FL 33880

% to This Project

20%

Years w/Firm

26+ Years

Experience:

26+ Years

Chris has lived in the Winter Haven area since 1986 and has spent the past 26 years with Whitehead Construction. Over the course of his career, he has gained extensive experience across many facets of the construction industry, including roles as a concrete crew member, concrete foreman, superintendent, project coordinator, project manager, and estimator. He also has significant experience with design-build projects, collaborating closely with clients and design teams to deliver efficient, cost-effective solutions. His diverse background and decades of hands-on involvement in every stage of a project give him a comprehensive and masterful understanding of the construction process.

Relevant Experience:

- **Eye Specialists of Mid Florida, P.A.** Managed construction of a new 9,770 sf, \$1.3 M medical and retail office complex. Complete medical office buildout of 4,092 sf and (4) future tenant spaces.
- **Veterinary Healthcare Associates Specialty & Emergency Hospital** Estimated and managed construction of a new 20,157 sf \$8.2 M Veterinary Hospital. The building included emergency treatment, ICU, surgical, Imaging, ultrasound, CT, and MRI rooms.
- **Huston Chevrolet Design- Build**, estimated, and managed the construction of a new 17,054 sf \$4.1 M automotive dealership. Building included new car sales, offices, service and service bays.
- **Tucker Paving** Estimated and managed the construction of a new 19,235 sf office and 9,000 sf warehouse 3.6 M facility. The building included offices, training, and conference rooms. The warehouse accommodates indoor storage of material and equipment.
- **Newman Tractor** Estimated and managed the construction of a new 28,730 sf \$2.9 M office and service facility. Building included offices, conference, service, parts, (12) service bays, and (1) paint booth.
- **City of Winter Haven Fire Station #4**, New 13,092 sf and 5,450 sf \$ 6.5 M fire station and maintenance buildings. The project includes three apparatus bays, bunk rooms, living space, gym, offices and training room. A maintenance/storage building was constructed as part of this project, adjacent to the new fire station.
- **City of Winter Haven Tennis Complex** New \$ 2.7 M design-build tennis center for the City of Winter Haven - including new pro shop/clubhouse with second-floor viewing area, (8) new clay tennis courts, (4) pickleball courts, (1) 10 and under asphalt court and pre-engineered shade structure.
- **City of Winter Haven Tennis Complex** new \$2.7 M design-build tennis center for the City of Winter Haven - including new pro shop/clubhouse with second-floor viewing area, (8) new clay tennis courts, (4) pickle ball courts, (1) 10 and under asphalt court and pre-engineered shade structure.
- **Bond Clinic Urgent Care** Managed a new \$5.8 M design-build 35,800 sf 3-story medical office building.
- **City of Winter Haven Chain of Lakes Fieldhouse** New \$26 M field house addition/renovation to the existing Chain of Lakes Complex. The project included a new 58,400 sf multi-use gymnasium space with a second-floor observation area and track, meeting rooms, training and locker rooms, laundry, and storage spaces, concession area, new public fitness/ exercise area, new recreational offices, restroom facilities, and renovated portions of the existing Complex facility.

TAB 3 Experience, Expertise, Personnel and Technical Resources (continued)



TERRY PITTMAN

Project Manager

With 45 years of construction experience, including 15 years in the local government sector, Terry has directed, managed, and constructed over \$150 million worth of capital improvement projects. His extensive experience encompasses grant-funded and multi-year budgeted projects, and he is proficient in various construction delivery methods, including Construction Management at Risk. As a strong collaborator, Terry has an emphasis on Stakeholder Team Development. He holds a PhD in Management with a specialization in leadership and is a Certified Public Manager and Certified Building Contractor. Additionally, Terry has served as a City Commissioner for the City of Eagle Lake, where he is a third-generation resident and a second-generation city employee.

Primary Project Function:

- Direct, manage, and oversee all aspects of the on-site construction activities as a Total Asset Management project
- Management of construction budget, overall project schedule, and project phasing
- Review submittals and shop drawings
- Provide weekly project Summary Reports and monthly Project Status Reports to City Manager
- Attend City Commission Meetings as needed
- Manage and direct assigned Project Superintendent
- Serve as on-site liaison for guided construction progress tours

Relevant Experience:

- City of Winter Haven Sertoma Park Baseball Complex Design-build project renovated the 5 existing baseball fields in the 6-acre park. Improvements consisted of the replacement of all field sod, dugouts, bullpens, scoreboards, fencing, LED lighting, stormwater and drainage corrections, and a trail system that connects to Lake Shipp Park. This project benefits the community for many generations to come.
- City of Winter Haven Tennis Complex Supervised construction of a new \$2.7 M design-build tennis center for the City of Winter Haven - including new pro shop/clubhouse with second-floor viewing area, (8) new clay tennis courts, (4) pickleball courts, (1) 10 and under asphalt court and pre-engineered shade structure
- City of Winter Haven Fire Station #3 Supervised construction of a new 11,700 sf \$3.4 M design-build fire station and pocket park. The project includes three apparatus bays, bunk rooms, living space, gym, offices and training room. A neighborhood pocket park will also be constructed as part of this project, adjacent to the new fire station.
- CSX Intermodal Rail Facility Supervised construction of a \$2.5 M Intermodal Rail Facility project for CSX in Winter Haven. The design-build project included the construction of new Administration, Crew, Operations and Maintenance buildings. Each building was individually certified as a LEED Silver project.

Project Role:

Project Manager

Education:

Bachelors of Public Administration;
Masters of Business Administration; PhD, Organizational Management

Certifications:

Certified Building Contractor
CBC1268034

Certified Public Manager

Certified NPDES Inspector

% to This Project

100%

Years w/Firm

10+ Years

Experience:

45+ Years

TAB 4 Scheduling and Cost Control

a) *Description of computer-generated schedules for the management of construction:*

- All schedules are prepared "in-house" by Whitehead Construction's own project staff.
- Outside consultants are never required or used for scheduling.
- Whitehead Construction uses and provides computer-generated schedules on all its projects.
- These schedules include all phases of the project from preconstruction & design through construction, project closeout, and warranty phases.
- The latest version of *Primavera P6 Project Manager* is utilized to develop, maintain and update project schedules at all stages of construction. *SureTrak* Software is used to schedule and track progress in the field daily.
- Utilize subcontractor input throughout the project to ensure the accuracy of scheduled durations and logic for various components of the work. During the bidding and pre-construction phase, pre-bid meetings are held to determine project durations, particularly on items that may be long-lead procurement.

b) *Description of methods for managing the processing of drawings, means and methods for managing and responding to requests for information (RFI's) and Architect's Supplemental Instructions (ASI's):*

- Various software programs will be implemented to assist the staff in managing the project, including Procore, which is a document control software used to track submittals, shop drawings and RFI's, aid with cost control, and prepare meeting minutes.
- Several other tools are also used by our operations team, such as material expediting and submittal schedules, which track material submittals, approval, fabrication, and delivery to ensure critical items are delivered when they are needed and don't impact the construction schedule.
- Purchasing schedules are also used to track buy-out of the project and ensure the critical subcontractors, such as site, civil, and MEP, are contracted in a timely manner.

c) *Approach to project scheduling and coordination of subcontractors:*

- Focus on creating a realistic, detailed plan for the entire project and actively managing it to ensure that all parties work in alignment with the project's goals.
- Preparing a comprehensive master project schedule during pre-construction, incorporating design milestones, permitting timelines, procurement activities, and construction phases.
- Use of pre-mobilization meetings with subcontractors to clarify scope, schedule expectations, and site logistics for each trade.
- Maintaining a daily presence on site to oversee work.
- Provide timely resolution of design clarifications and field changes to prevent schedule disruption.

d) *Method for holding projects within budget:*

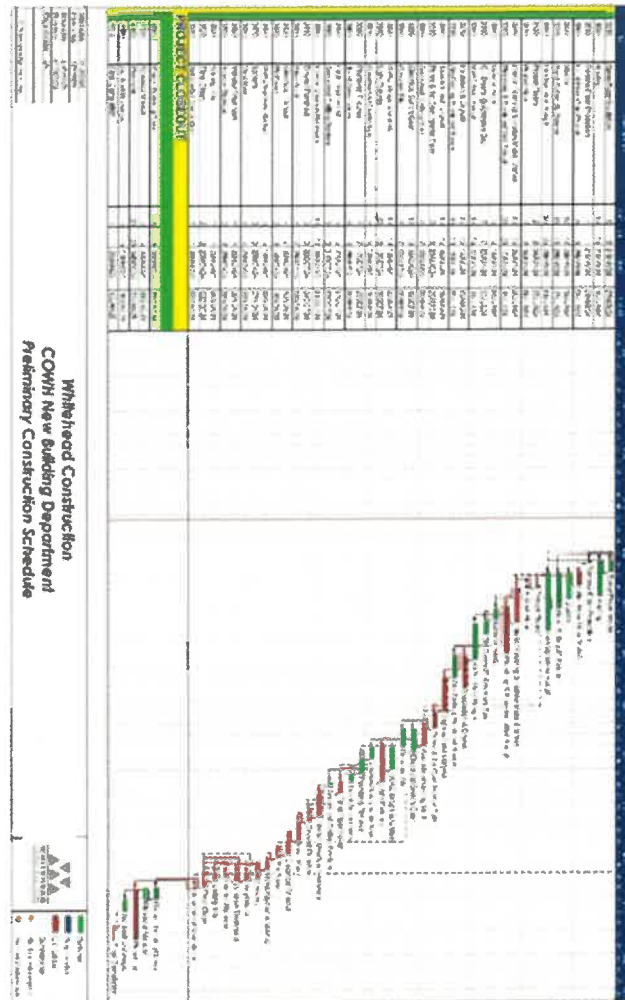
- Application of a combination of accurate early budgeting, continuous cost monitoring, and strategic decision-making to protect the owner's financial objectives.
- Establishing a detailed initial budget during pre-construction.
- Maintain a detailed cost log that tracks committed costs, actual expenditures, pending changes, and remaining budget.
- Review change requests for necessity, cost reasonableness, and impact on other scopes.
- Continuously evaluate materials, systems, and construction methods for opportunities to achieve the same or better performance at lower cost.
- Use competitive bidding for all trades and major purchases to ensure best pricing.

TAB 4 Scheduling and Cost Control (continued)

Sample cost control

		Original Estimate	Approved Changes	Total Estimate	Total Committed	Remaining To Commit	JTD Costs	Budget Variance
GENERAL CONDITIONS								
01-0020	INSURANCE	125,000		125,000		125,000		125,000
01-0045	CIVIL ENGINEER	5,000	37,600	42,600	36,600	6,000	33,225	9,375
01-0116	CONTINGENCY	228,972		228,972		228,972		228,972
01-3100	PROJECT MANAGER	104,000	6,000	110,000		110,000	27,915	82,085
01-3105	ESTIMATING	10,000		10,000		10,000		10,000
01-3120	JOB SITE SUPERINTENDENT	130,000		130,000		130,000	22,618	107,382
01-3130	SELF PERFORM LABOR	3,840	720	4,560		4,560	653	3,907
01-3201	COMPUTERS & SOFTWARE	5,000		5,000		5,000		5,000
01-3303	BLUEPRINTS	2,500		2,500		2,500		2,500
01-4100	LEGAL FEES	5,000		5,000		5,000		5,000
01-4326	CONCRETE TESTING	32,000		32,000	26,208	5,792	684	31,317
01-5100	TEMP WATER INSTALL & MONT	6,000		6,000		6,000	1,996	4,004
01-5113	TEMP POWER INSTALL & MON	7,800		7,800		7,800	361	7,439
01-5133	TELEPHONE CHARGES	3,600		3,600		3,600		3,600
01-5213	TRAILER RENTALS	24,600		24,600	1,161	23,439	6,199	18,401
01-5216	SAFETY & FIRST AID	1,000		1,000		1,000		1,000
01-5219	TEMP TOILETS	5,400		5,400	353	5,047	912	4,498
01-5400	EQUIPMENT RENTAL	20,000		20,000		20,000		20,000
01-5510	TRAVEL & LODGING & FUEL	30,000		30,000		30,000		30,000
01-5813	JOB SIGN	2,000		2,000		2,000	201	1,799
01-7400	DUMPSTER CHARGES	11,700		11,700	375	11,325	200	11,500
01-7413	CLEAN UP GENERAL	5,000		5,000		5,000		5,000
01-7423	FINAL CLEAN	8,000		8,000		8,000		8,000

TAB 4 Scheduling and Cost Control (continued)



f) Approach to project as it relates to cost control for items outside of the “cost of work” (preconstruction phase services, general conditions, CM fee and bond, fee percentages):

Zeroing in on transparency, accuracy, and proactive management to ensure the owner receives maximum value for every dollar spent, including:

- Detailed proposal outlining scope, deliverables, and associated costs for preconstruction services prior to beginning work.
- Maximizing efficiency during this phase by leveraging technology (Procore, Primavera, Bluebeam) to reduce time and cost.
- Developing a detailed general conditions budget based on the approved construction schedule, staffing requirements, and project logistics plan.
- Clearly defining the CM fee structure during contract negotiations to avoid misunderstandings.
- Tracking bond costs separately for accurate reporting and potential refunds if contract amounts are reduced
- Pre-construction 1-1.5%, General Conditions 6-6.5%, CM fee 5-7%, Bond 1-1.5%

TAB 5 We are a "Polk County Entity"

- Documentation of the Proposer's headquarters:

POLK COUNTY LOCAL BUSINESS TAX RECEIPT		
ACCOUNT NO. 13035	CLASS: B+	EXPIRES: 09/30/2026
OWNER NAME	LOCATION	
EVERETT R WHITEHEAD	601 6TH ST SW WINTER HAVEN	
BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE
EVERETT WHITEHEAD & SON INC EVERETT WHITEHEAD & SON INC 601 6TH ST SW WINTER HAVEN, FL 338803326	230080 236150	CONTRACTOR BUILDING CONTRACTOR GENERAL
		PROFESSIONAL LICENSE (IF APPLICABLE) -
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR		THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION
PAID - 3395418 07/03/2025 OPY OLP 57.75 EVERETT WHITEHEAD & SON INC		

WINTER HAVEN The Chain of Lakes City		BUSINESS TAX RECEIPT	
LOCATION	601 6TH ST SW	DATE ISSUED:	07/22/2024
		EXPIRES ON:	10/01/2025
		CLASS ID#:	Construction
WHITEHEAD & SON INC, EVERETT 601 6TH ST SW WINTER HAVEN, FL 338803326		34733 RECEIPT NO.	
		2024-25	
490 3rd STREET NW • WINTER HAVEN, FL 33881 • (863) 291-5695 MUST BE DISPLAYED IN A CONSPICUOUS PLACE			

- Amount of time the firm has been located at the local office: 30+ years
- Number of employees at the local office: 39

TAB 6 We are *not* a "Certified Woman or Minority Business Enterprise"

WMBE Solicitation Process

As part of our commitment to supplier diversity and inclusion, we actively seek participation from Women and Minority Business Enterprises (WMBEs) in all phases of our procurement process. Our approach to soliciting bids from WMBE firms includes the following key practices:

1. Outreach and Engagement:

We proactively identify and engage WMBE firms through directories, business development agencies, and community networks.

2. Inclusive Bid Lists:

WMBE firms are included in our bidder lists for all relevant scopes of work. We make a concerted effort to include a diverse pool of vendors and subcontractors at the earliest stages of the procurement process.

3. Technical Assistance:

We offer guidance and clarification to WMBE firms to help navigate bid requirements and submission procedures, ensuring they have a fair opportunity to compete.

4. Good Faith Efforts:

When direct WMBE participation is not feasible, we document and demonstrate good faith efforts to solicit and negotiate with WMBE firms, in accordance with applicable regulations and best practices.

We make a concerted effort to include a diverse pool of vendors and subcontractors at the earliest stages of the procurement process.

TAB 7 Surveys of Past Performance

Survey Questionnaire – Polk County

RFP 25-544, Construction Manager at Risk Continuing Services

Andy Palmer, CPRE, CPM, DBIA
 To: Parks Planning & Strategic Initiatives Manager (Name of Person completing survey)
City of Winter Haven (Name of Client Company/Consultant)
 Phone Number: 863-291-5656 Email: apalmer@mywinterhaven.com

Subject: Past Performance Survey of Similar work:

Project name: City of Winter Haven Lake Conine Recreation Elements Construction Phase GMP

Name of Vendor being surveyed: Everett Whitehead & Son, Inc. dba Whitehead Construction

Cost of Services: Original Cost: \$2,682,517 Ending Cost: \$2,726,633.43

Contract Start Date: June 21, 2024 Contract End Date: May 16, 2025

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Andy Palmer

Signature of Evaluator: 

Please fax or email the completed survey to: whitney@whiteheadconstruction.com

TAB 7 Surveys of Past Performance (continued)

Survey Questionnaire – Polk County

RFP 25-544, Construction Manager at Risk Continuing Services

To: Charlie Bird (Name of Person completing survey)
 City of Winter Haven (Name of Client Company/Consultant)
 Phone Number: 863-287-8212 Email: cbird@mywinterhaven.com

Subject: Past Performance Survey of Similar work:

Project name: City of Winter Haven Fire Station #4

Name of Vendor being surveyed: Everett Whitehead & Son, Inc. dba Whitehead Construction

Cost of Services: Original Cost: \$6,835,006 Ending Cost: \$5,777,979

Contract Start Date: January 24, 2024 Contract End Date: March 26, 2025

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /Individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /Individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	8
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	8
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator Charlie Bird

Signature of Evaluator: 

Please fax or email the completed survey to: whitney@whiteheadconstruction.com

TAB 7 Surveys of Past Performance (continued)

Survey Questionnaire – Polk County

RFP 25-544, Construction Manager at Risk Continuing Services

To: Robbie Manikis, Planning and Construction Manager (Name of Person completing survey)
Polk State College (Name of Client Company/Consultant)
 Phone Number: 863-669-2925 Email: manikis@polk.edu

Subject: Past Performance Survey of Similar work:

Project name: Polk State College Lakeland Campus, LTB Roof Restoration

Name of Vendor being surveyed: Everett Whitehead & Son, Inc. dba Whitehead Construction

Cost of Services: Original Cost: \$388,981 Ending Cost: \$408,788

Contract Start Date: November 2023 Contract End Date: February 2024

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /Individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /Individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Robbie Manikis

Signature of Evaluator: 

Please fax or email the completed survey to: whitney@whiteheadconstruction.com

TAB 7 Surveys of Past Performance (continued)

Survey Questionnaire – Polk County

RFP 25-544, Construction Manager at Risk Continuing Services

Andy Palmer, CPRE, CPM, DBIA

To: Parks Planning & Strategic Initiatives Manager (Name of Person completing survey)

City of Winter Haven (Name of Client Company/Consultant)

Phone Number: 863-291-5656

Email: apalmer@mywinterhaven.com

Subject: Past Performance Survey of Similar work:

Project name: City of Winter Haven Sertoma Park Baseball Field Renovations

Name of Vendor being surveyed: Everett Whitehead & Son, Inc. dba Whitehead Construction

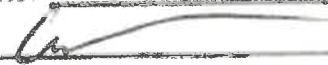
Cost of Services: Original Cost: \$2,861,373 Ending Cost: \$3,125,462

Contract Start Date: March 8, 2021 Contract End Date: March 4, 2022

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	9
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Andy Palmer

Signature of Evaluator: 

Please fax or email the completed survey to: whitney@whiteheadconstruction.com

TAB 8 Required Forms

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: Everett Whitehead & Son, Inc.

DBA/Fictitious Name (if applicable): Whitehead Construction

TIN #: 59-1394761

Address: 601 6th ST SW

City: Winter Haven

State: Florida

Zip Code: 33880

County: Polk

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Ryan Whitehead

Phone Number: 863-293-6473

Cell Phone Number: 863-287-5985

Email Address: ryan@whiteheadconstruction.com

Type of Organization (select one type)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-Profit
- ☐ Sub Chapter
- ☐ Joint Venture
- ☒ **Corporation**
- ☐ LLC
- ☐ LLP
- ☐ Publicly Traded
- ☐ Employee Owned

State of Incorporation: S - corporation

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

TAB 8 Required Forms (continued)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

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

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

EVERETT WHITEHEAD & SON, INC

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

DBA WHITEHEAD CONSTRUCTION

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

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

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

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

☐ Other (see instructions)

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

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

Exempt payee code (if any) _____

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

(Applies to accounts maintained outside the United States.)

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

601 6TH ST SW

6 City, state, and ZIP code

WINTER HAVEN, FL 33880

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

____ - ____ - ____

OR

Employer identification number

5 9 ~ 1 3 9 4 7 6 1

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person

Date

5/7/25

General Instructions

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

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

What's New

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

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

Purpose of Form

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

TAB 8 Required Forms (continued)

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-544, Construction Manager at Risk Continuing Services

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) (SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Everett Whitehead & Son, Inc. dba Whitehead Construction

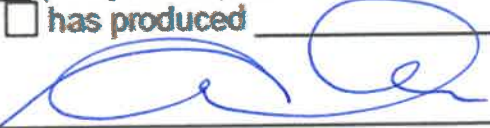
Signature:  E. Ryan Whitehead

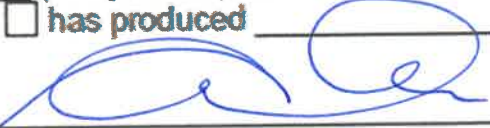
Title: President

Date: 08/13/2025

State of: Florida

County of: Polk

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 13 day of August, 2025, by E. Ryan Whitehead (name) as President (title of officer) of Everett Whitehead & Son, Inc. dba Whitehead Construction (entity name), on behalf of the company, who ☒ is personally known to me or ☐ has produced  as identification.

Notary Public Signature: 

Printed Name of Notary Public: Natasha Michele Parker

Notary Commission Number and Expiration: HH-398947 08/21/2027

(AFFIX NOTARY SEAL)



TAB 8 Required Forms (continued)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: 25-544, Construction Manager at Risk Continuing Services

The undersigned, as an authorized officer of the contractor identified below (the "Contractor"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 13 day of August, 2025.

ATTEST:

CONTRACTOR: Everett Whitehead & Son, Inc.
dba Whitehead Construction

By: Whitney Palmer

By: E. Ryan Whitehead

PRINTED NAME: Whitney Palmer

PRINTED NAME: E. Ryan Whitehead

Its: Estimating Assistant

Its: President

TAB 8 Required Forms (continued)

July 24, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA ADDENDUM #1

RFP 25-544, Construction Manager at Risk (CMAR) Continuing Services

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions/answers and documents uploaded to FTP Site.

To obtain a copy of requested documents please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "RFP 25-544, RFP Attachments", select "Open" or "Save As" to download the proposal documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Tabatha Shirah

Tabatha Shirah

Procurement Analyst

Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: 

Printed Name: E. Ryan Whitehead

Title: President

Company: Everett Whitehead & Son, Inc. dba Whitehead Construction

TAB 8 Required Forms (continued)

July 24, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA ADDENDUM #2

RFP 25-544, Construction Manager at Risk (CMAR) Continuing Services

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions and answers.

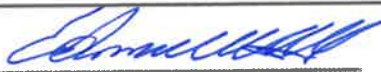
Tabatha Shirah

Tabatha Shirah

Procurement Analyst

Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: 

Printed Name: E. Ryan Whitehead

Title: President

Company: Everett Whitehead & Son, Inc. dba Whitehead Construction