



Grace
Design Studios

Design that Defines

26-054, Architectural & Engineering Services
For Polk County
Fire Rescue Administration Headquarters

12.17.2025 | 2:00 pm
Grace Design Studios, LLC



December 17, 2025

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830

Re: 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

Dear Selection Committee,

Recognizing the significant impact a new Fire Rescue Administration Headquarters will have on Polk County, Grace Design Studios, LLC (Grace) has assembled a team uniquely qualified to deliver an exceptional project. We have extensive experience designing for municipalities across Florida, with particular expertise in administrative spaces. By partnering with us, you gain a dedicated team committed to creating functional, forward-thinking, and community-centered solutions. We look forward to collaborating with you on this meaningful and impactful project.

What sets Grace Design Studios apart?

We are leaders in Civic Design

Our team, locally and nationally, brings deep experience in designing spaces that serve and strengthen communities. We apply best practices and collective insights gained from a wide range of community-focused projects. Our team has delivered impactful designs throughout Florida, with a strong commitment to creating places that reflect and support the people they serve.

We live here. We work here.

Located in Polk County, Grace has deep knowledge of local codes, permitting requirements, and design practices that will be a tremendous asset to your project. In addition to our strong local presence, we prioritize open, productive communication throughout every phase of the project. With many of our team members living in Polk County, we are here to support you from project kickoff through completion and beyond.

We are committed to the success of your project

Our team has the resources and capacity to meet your project goals and deadlines. Grace is committed to maintaining project continuity by retaining the same team members from conception through construction. This approach ensures consistent support throughout your project.

We look forward to your favorable consideration.

For the Team


Jonathan Kirk, AIA, NCARB, LEED AP
Principal, Architect



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Executive Summary



Tab 1: Executive Summary

Name, Company Name, Address, Number, Email

Grace Design Studios, LLC
 2005 E Edgewood Drive
 Lakeland, FL 33803
 P: 863.665.6205
 E: jkirk@grace-design.com

Years in Business

58 years

Number of Full Time Employees

469 employees



Executive Summary

Grace Design Studios, centrally located in Lakeland, Florida, has proudly provided professional services for 58 years. The talented architects and design professionals have long been dedicated to shaping the built environment of their community, region, and country with expertise, creativity, and an unwavering commitment to clients—a commitment that remains stronger than ever.

Situated in the fastest-growing county within the nation's top state for incoming migration, the region is experiencing unprecedented development. This growth allows the firm to continue serving long-standing clients as they expand.

Clients can continue to expect the same high-quality design expertise, responsiveness, and dedication from the team they know and trust. At the same time, Grace Design Studios is excited to offer broader capabilities across project types and deliver even greater value to clients.

In 2025, Grace Design Studios acquired Straughn Trout Architects, a Lakeland-based firm that had provided professional services since 1956. This strategic acquisition has expanded Grace Design Studios' resources, strengthened capabilities, and positioned the firm for even greater success in the years ahead. The unification positioned Grace Design Studios to best serve long-standing clients as they expand while also welcoming new markets, collaborators, and industry partners into their community.

The project team's relationship with the Polk County Board of County Commissioners dates back to 1976. Over the years, our team has completed projects of all scales, from space studies and courtroom renovations to the most recent work, the Northeast Polk County Government Center. We bring a deep understanding of County and regulatory requirements, as well as the architectural and design standards upheld by Polk County, uniquely positions our firm as the best choice for the design of the new Fire Headquarters Administration Building.



STRAUGHN TROUT
 ARCHITECTS
 1956 - 2025
 69 Years

58
 Years in Business

469+
 Employees

LOCAL
 Lakeland - Based
 Office

300+
 Civic Projects

State of Florida Department of State

I certify from the records of this office that GRACE DESIGN STUDIOS, LLC is a Louisiana limited liability company authorized to transact business in the State of Florida, qualified on September 29, 2022.

The document number of this limited liability company is M22000015130.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on February 25, 2025, 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 Second day of July, 2025



[Signature]
 Secretary of State

Tracking Number: 7814339198CU

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

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

Secretary of State



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Foreign Limited Liability Company
 GRACE DESIGN STUDIOS, LLC

Filing Information

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FEI/EIN Number 88-3891126
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Last Event LC NAME CHANGE
Event Date Filed 06/12/2025
Event Effective Date NONE

Principal Address

31 W Garden St Ste 200
 Pensacola, FL 32502

Changed: 02/25/2025

Mailing Address

31 W Garden St Ste 200
 Pensacola, FL 32502

Changed: 02/25/2025

Registered Agent Name & Address

REGISTERED AGENTS INC
 7901 44TH ST N
 STE 300
 ST. PETERSBURG, FL 33702

Name Changed: 02/16/2024

Address Changed: 02/16/2024

Authorized Person(s) Detail

Name & Address

Title Manager

Firm's Certification from the State of Florida

2

Approach to Project



JASON AND
DEPUTY SHERIFF
PERSISTENCE | CHARA

Provide a short narrative project approach outlining how you propose to respond to and manage this project.

Project Approach

Grace Design Studios will deliver the Polk County Fire Rescue Headquarters Building through a comprehensive, collaborative, and value-driven approach aligned with Polk County's long-term goals. Drawing on extensive local experience, proven project execution and delivery, and specialized planning expertise, Grace Design will guide the project from Master Planning through construction with a focus on functionality, resilience, and fiscal responsibility.

Master Planning + Vision Alignment

Grace Design Studio will lead the process of updating the existing comprehensive Master Plan leveraging our experience in campus and administration facility planning to ensure alignment with the County's long-term objectives. The process will begin with a highly collaborative effort involving County leadership, Fire Rescue Staff & Administration, Facilities Management, and other key stakeholders.

The existing Polk County Safety Complex Master Plan draft report establishes a framework for the planning of a Fire Rescue Headquarters within the southwest area of the Safety Complex campus. Building upon the findings of the draft report, Grace Design Studio will craft a design solution that demonstrates the proposed headquarters will dovetail into the 189-acre Polk County Safety Complex while confirming long-term flexibility and operational efficiency.

Design services will begin with **facility programming and existing site evaluation**, verifying space needs, programmatic adjacencies, security requirements, along with infrastructure demands for the new Fire Headquarters. This effort will evaluate the selected project site in relation to existing campus facilities, environmental constraints, and specific site features that help identify development corridors for utilities, stormwater systems, vehicular, pedestrian access, and public safety operations.

Based on programming and existing site evaluation, the project team will develop a **conceptual master site plan** that illustrates the proposed building, supporting site improvements, parking, access, and utility connections. The conceptual plan will clearly demonstrate that the proposed headquarters can **accommodate future expansion that aligns with** the long-range vision for the Safety Complex. Expansion zones, phasing opportunities, and infrastructure capacity will be identified to avoid costly redesign or environmental impacts in later phases.

Together, these services will ensure that the new facility is thoughtfully programmed, appropriately sited, and fully integrated into the broader Safety Complex campus, providing Polk County with a clear, implementable path from concept through construction while preserving the ability to support future growth.

Collaborative, Workshop-Based Process

Grace employs a team-oriented, workshop-based design process that encourages broad participation and shared ownership. County leadership, operations and maintenance staff, consultants, and potential third-party partners are engaged as integral members of the project team. Design workshops and working sessions create an open forum for idea-sharing, consensus-building, and early issue resolution, ensuring all stakeholders understand project goals, processes, expectations, and decision timelines.

Prior to each workshop, Grace and our consultants will review existing documentation and prepare targeted questions and recommendations to streamline decision-making. This collaborative approach accelerates early planning, uncovers opportunities that may not have been previously identified, and builds strong project buy-in early in the process that continues through detailed design and construction.

Holistic Project Management Framework

Grace Design Studios approach to managing complex projects is grounded in four core principles: Team Selection, Client Involvement, Quality Design and Documentation, and Project Execution.

- **Team Selection:** A multidisciplinary team of experienced architects, engineers, planners, and specialty consultants selected for their expertise in similar facilities.
- **Client Involvement:** Ongoing engagement with County leadership and staff to ensure evolving needs and priorities are fully integrated.
- **Quality Assurance:** Rigorous internal and third-party reviews at key milestones to ensure accuracy, coordination, and compliance.
- **Project Execution:** Proven methodologies that coordinate planning, design, documentation, and construction for seamless transitions and timely delivery.

Total Project Planning + Operational Integration

Grace approaches planning and preliminary design with a "total project" mindset, integrating site planning, building design, circulation, logistics, and operational workflows. Interior and exterior functions are planned together to minimize development and operating costs while maximizing functionality and flexibility.

Phased Design + Delivery

Following Master Planning and Pre-Design approval, the project will advance through a structured, County-aligned design and delivery process with defined deliverables and frequent review milestones:

- **Schematic Design (30%):** Development of conceptual layouts and alternative options, supported by 3D visualizations and models.
- **Design Development (60%):** Refinement of approved concepts, incorporation of value engineering, coordination with estimators and construction managers, and detailed code and regulatory compliance.
- **Construction Documents (90%):** Preparation of complete, coordinated documents suitable for permitting and bidding, including in-depth reviews with Authorities Having Jurisdiction.

Construction Administration

Grace will actively support the construction phase through regular site observations, submittal and shop drawing reviews, responses to RFIs, certification of pay applications, and closeout services. These efforts help protect the County's interests, reduce defects and deficiencies, and ensure construction progresses in accordance with the Contract Documents.

Cost Control + Value Management

Cost control begins at project inception and continues throughout all phases. Grace will work closely with CMI and other cost professionals to provide real-time cost feedback, explore "what-if" scenarios, and maintain budget alignment. Market trends will be monitored, and design adjustments will be made proactively to avoid scope creep, ensure competitive bidding, and maintain financial feasibility.

Briefly describe firm's quality assurance/quality control program.

Quality Embedded into Every Phase

Grace's QA/QC program includes milestone-based internal peer reviews, cross-disciplinary coordination, and BIM-enabled clash detection using Revit and BIM360. QA/QC continues through construction administration to ensure design intent, code compliance, and performance standards are fully realized, minimizing RFIs and change orders.

Advanced Technology, Security, + Resilient Design

The facility will incorporate modular and flexible layouts, and consider durable tilt-wall construction, or CMU walls for security and hurricane resistance. Mechanical and electrical systems will include redundant HVAC, emergency power, UPS systems, and surge protection to support uninterrupted operations. Integrated technology and security systems—access control, surveillance, communications, and AV—will enhance safety, efficiency, and situational awareness.

Contractor Procurement

The County has not yet selected a project construction delivery method. A separate solicitation will be initiated once the delivery method has been determined. The County's two most frequently utilized delivery methods are Construction Manager at Risk (CMAR) and competitive lump-sum bidding (Design-Bid-Build). Accordingly, Grace Design Studios is capable of coordinating and interfacing effectively with either a CMAR firm or a competitive lump-sum bid contractor.

Under a CMAR delivery method, Grace will collaborate closely with the Construction Manager during the design and preconstruction phases. This collaboration will include design reviews, constructability analyses, cost estimating, value engineering, scheduling, and support in the development of a Guaranteed Maximum Price (GMP). The CMAR approach offers advantages such as early contractor involvement, improved

cost and schedule control, enhanced constructability, and a reduced likelihood of change orders. Potential limitations of this method include reduced price competition at the outset and the need for a high level of coordination, transparency, and collaboration among all project stakeholders.

If the competitive lump-sum bidding method is selected, Grace will be responsible for producing construction documents suitable for competitive bidding. This delivery method provides the benefit of maximum price competition and a clearly defined scope and cost at award. However, it limits contractor input during design, may extend the overall project schedule, and can increase the potential for change orders if unforeseen conditions or design gaps arise.

Coordination under either delivery method may include, but is not limited to, design review, preconstruction services, bidding support, and construction-phase services. With either selection, Grace understands the respective advantages, challenges, risks, and coordination requirements associated with both CMAR and competitive lump-sum bidding delivery methods and is well versed in adapting services to support either approach in the County's best interest.

Outcome: A secure, resilient, operationally efficient, and financially responsible facility delivered through a collaborative Master Planning and design process that aligns with Polk County's long-term Safety Complex vision and delivers lasting value.



Quality Control Checkpoints

Independent peer reviews at key project milestones

Multi-layered internal and third-party assessments for design validation and regulatory compliance

Regular cross-team check-ins and resource meetings to monitor workload and maintain design consistency

Documentation of all reviews, lessons learned, and benchmarking data for continuous improvement

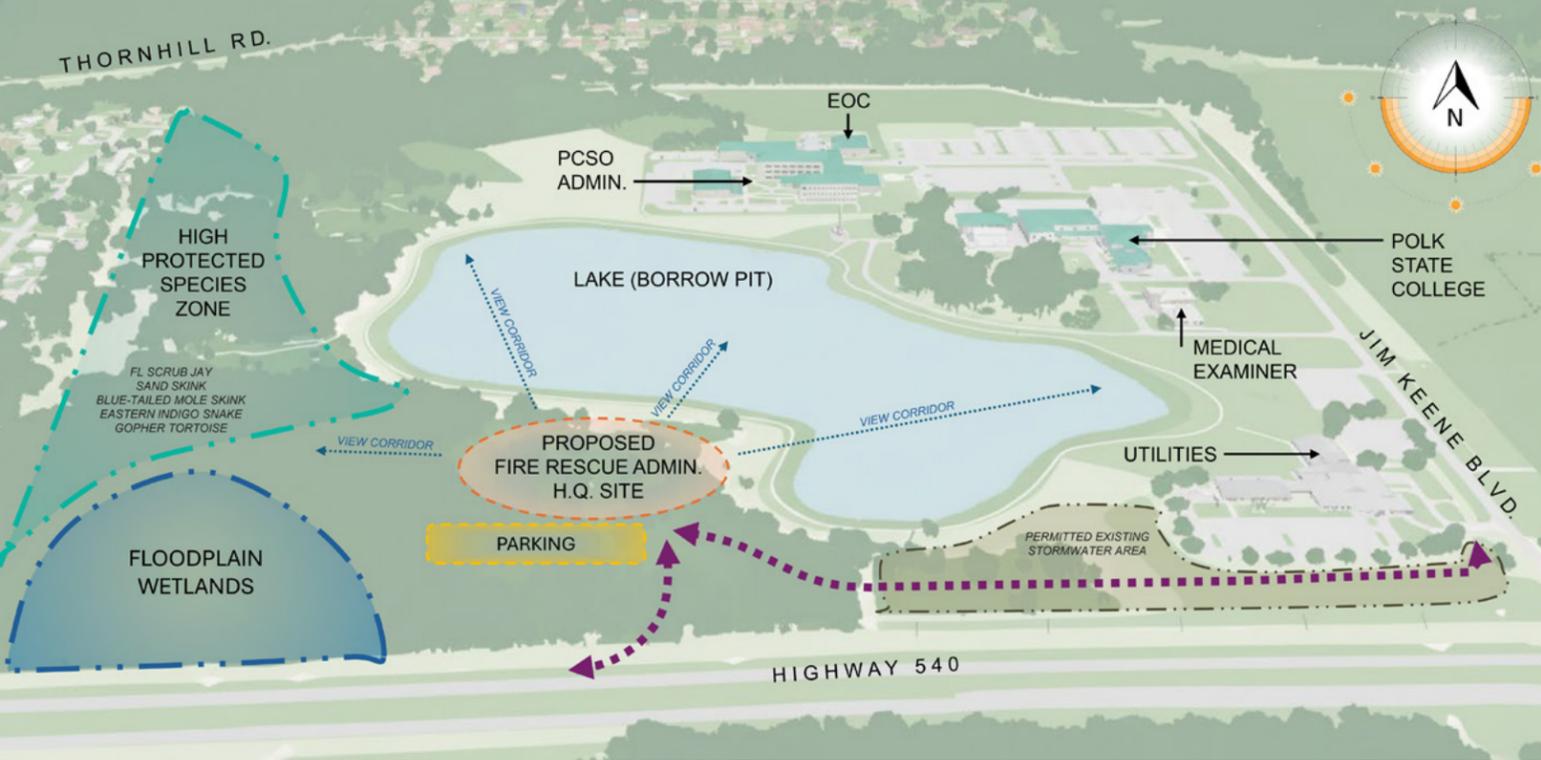


Jonathan Kirk
AIA, NCARB, LEED AP
Principal-in-Charge



Gerald "Jerry" Trout
AIA
Project Manager

Principal-in-Charge, Jon Kirk, will be integrally involved from start to finish on all phases of the project. Project Manager, Jerry Trout, will serve as the central point of contact, providing a streamlined, efficient team structure and ensuring conformity to the overall project schedule.



The Polk County Safety Complex Master Plan report evaluates future development and expansion opportunities for a **189± acre County-owned property** located along **Jim Keene Boulevard and SR 540 (Winter Lake Road)** in Polk County, Florida. The study establishes a baseline master plan that identifies **buildable land**, minimizes environmental and regulatory impacts, and supports long-term growth of County public safety facilities.

Approximately **70% of the property remains undeveloped**, with significant constraints including **wetlands, floodplains, stormwater facilities, a large borrow pit lake, and protected species habitats**. These features heavily influence where future development can occur. The draft report emphasizes **avoidance and minimization** of impacts to reduce permitting complexity and mitigation costs, which can be substantial for wetland and species impacts. Modifications to existing stormwater permits and coordination with multiple regulatory agencies will be required as the various master plan projects advance.

Detailed traffic analysis determined that:

- A **median opening on SR 540 is not recommended** due to safety, access management spacing, and drainage constraints.
- Access should rely on **right-in/right-out driveways**, existing U-turn opportunities, Jim Keene Boulevard connections, and potential future links to **Thornhill Road**.
- Any future signalization would require a separate traffic study.

Planning Framework and Development Zones

The campus is organized into functional zones that guide expansion while avoiding high-cost environmental impacts:

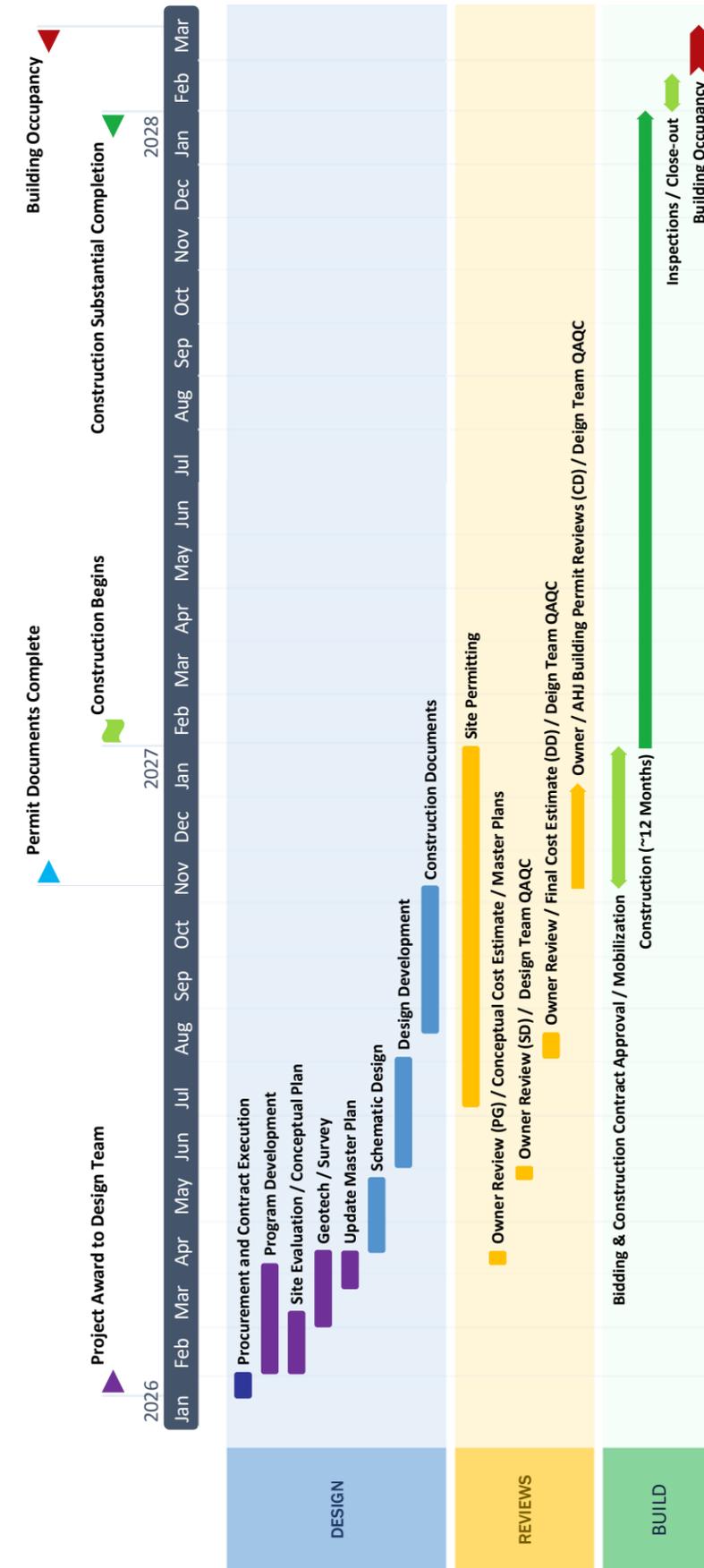
- **Southern SR 540 Zone:** Undeveloped area identified for Fire Rescue Headquarters
- **Southern SR 540 Complex: Fire Rescue Headquarters (~40,300 SF)** supported by approximately **155 surface parking spaces**, with new access, utilities, and stormwater improvements.

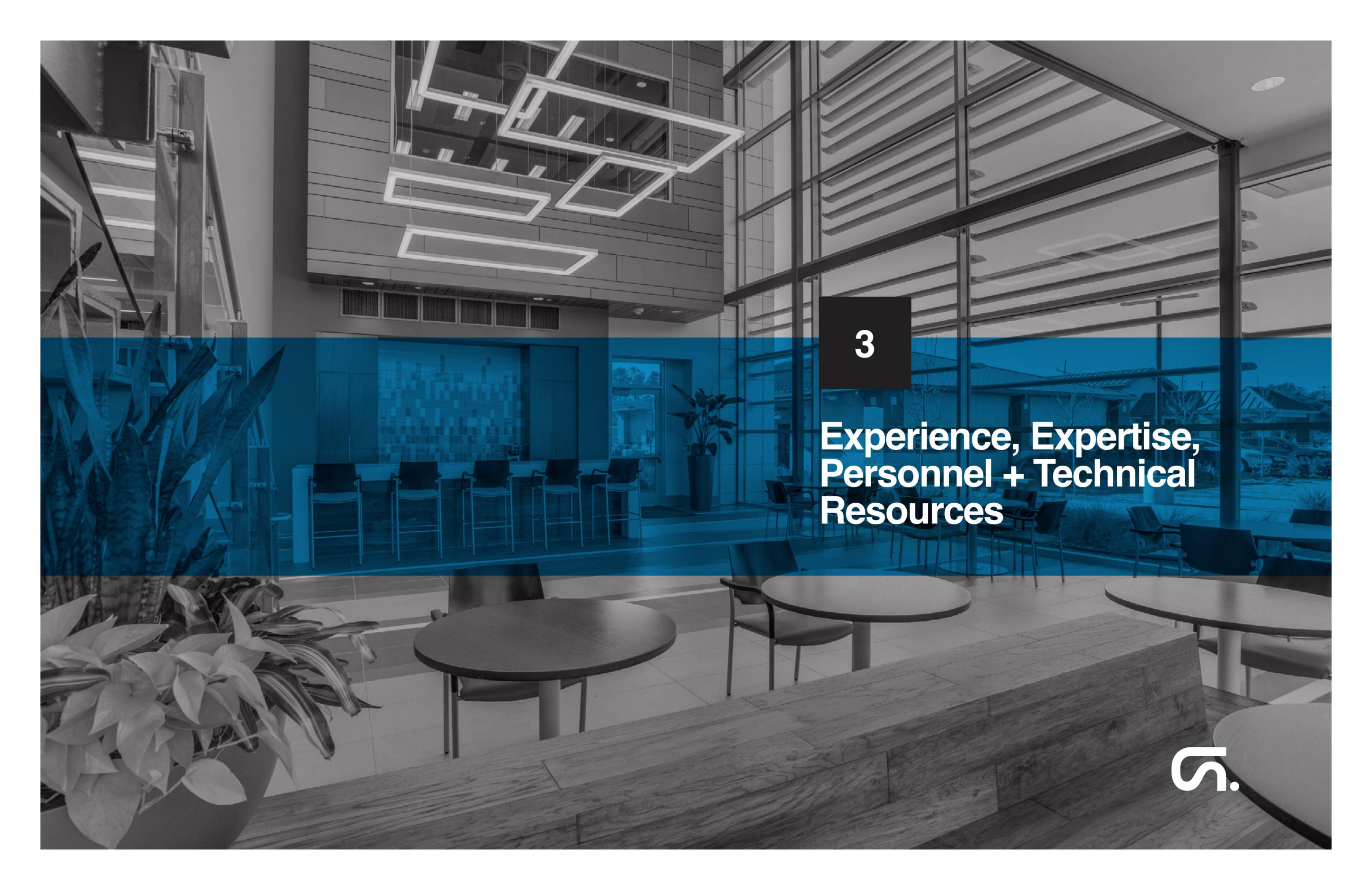
Summary

Polk County desires to design and construct a new Fire Rescue administration headquarters presenting an opportunity to replace outdated facilities and create a modern, efficient, and secure headquarters that supports the vital work of Polk County Fire Rescue. Grace Design Studios has successfully worked within existing master development plans to create thoughtful, well crafted, strategic facility layouts that have served community institutions for decades and can do the same for the Polk County Safety Complex Site.

Please include a project schedule.

Please find our project schedule below:



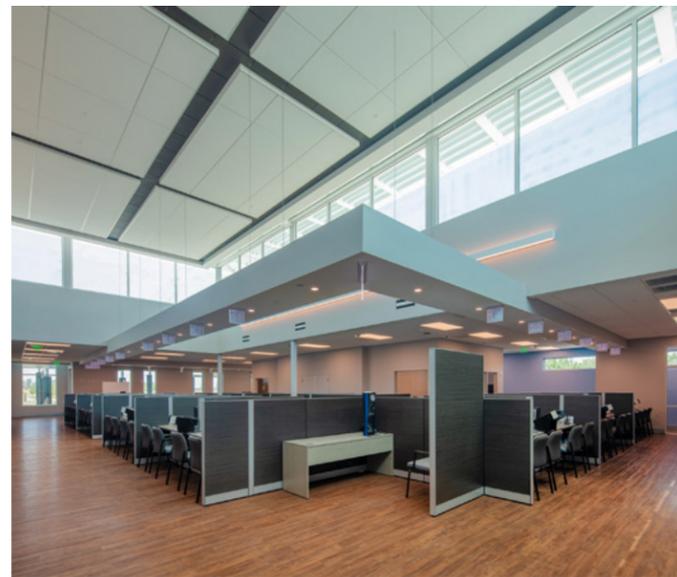


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**Experience, Expertise,
Personnel + Technical
Resources**



Polk County
Northeast Government Center



The center is organized along a central corridor that links two levels of security and distinct county divisions, departments, and offices for various constitutional officers. From the courtrooms and legal offices of the 10th Judicial Circuit to a full-service Tax Collector's center with a drive-thru service option and an enclosed, on-site drivers license test course. The design prioritizes functionality, visitor convenience, and safety. Natural daylight filters through a continuous clerestory, fostering a welcoming and energy-efficient atmosphere. Strategic views of the landscape create a seamless connection between civic life and Central Florida's natural environment.

Location
Lake Alfred, FL

Size
73,700 SF

Cost
\$22,789,949

Representative
Mark Kithcart
330 W. Church Street
Bartow, FL 33830
P: 863.534.5511
E: markkithchart@polk-county.net

Date
04/2023 (orig./actual)

Firm Responsibility
Architectural Services, Interior Design

Key Staff
PM / PA: Gerald Trout
ID: Laura Frazier-Sever

Working Relationship
Civil: WSP USA, Inc.
MEP / Structural: TLC Engineering Solutions

Budget
\$22,789,949 (orig.) | \$22,789,949 (final)

Time Extensions
N/A

City of Haines
New City Hall Annex



The new four-story Andrew R. Reilly City Hall Annex will provide Haines City with a modern, efficient, and flexible government workspace designed for both current operations and future growth, featuring a secure reception lobby with controlled access, a blend of open office areas and private offices, numerous workrooms and conference spaces, employee relieve areas, ample storage, and highly adaptable upper floors that can expand with evolving departmental and staffing needs, ultimately centralizing multiple service divisions to improve accessibility, strengthen connectivity, and enhance the delivery of civic services for the community.

Location
Haines City, Florida

Size
31,512 SF

Cost
Est. \$19,000,000

Representative
Lloyd Stewart
620 E Main Street
Haines City, FL 33844
P: 863.421.5560
E: lloyd.stewart@hainescity.com

Date
Est. 08/2026

Firm Responsibility
Architectural Services, Interior Design

Key Staff
PM: Gerald Trout
PA: Regina Gilfanova
ID: Laura Frazier-Sever

Working Relationship
Civil/Geotech: WSP USA, Inc.
MEP/Structural: TLC Engineering Solutions

Budget
\$19,000,000 (orig.) | \$TBD (final)

Time Extensions
TBD

**St. Johns River Water Management District
Apopka Service Center**



The Apopka Service Center for the St. Johns River Water Management District features executive and flex offices, open workstations, conference rooms, and collaborative spaces oriented to capture views of Lake Apopka, with resilient, low-maintenance materials and extensive natural light throughout. Designed around mature oak trees and integrated stormwater gardens, the facility includes over 45 staff workspaces, multiple meeting rooms, a lobby, breakroom, and support areas.

Delivered in two phases—from planning, engineering, and permitting through final design, construction, and commissioning—the project achieved Florida Green Building Coalition Gold Certification for its sustainable, climate-responsive design.

Location

Apopka, FL

Size

17,160 SF

Cost

\$6,500,000

Representative

Scott Tilton
7775 Baymeadows Way, Ste 102
Jacksonville, FL 32256
P: 386.937.1378
E: stilton@sjrwmd.com

Date

09/2022 (orig./actual)

Firm Responsibility

Architectural Services, Interior Design

Key Staff

PIC / PM: Jonathan Kirk

Working Relationship

Civil: WSP USA, Inc
MEP / Structural: TLC Engineering Solutions

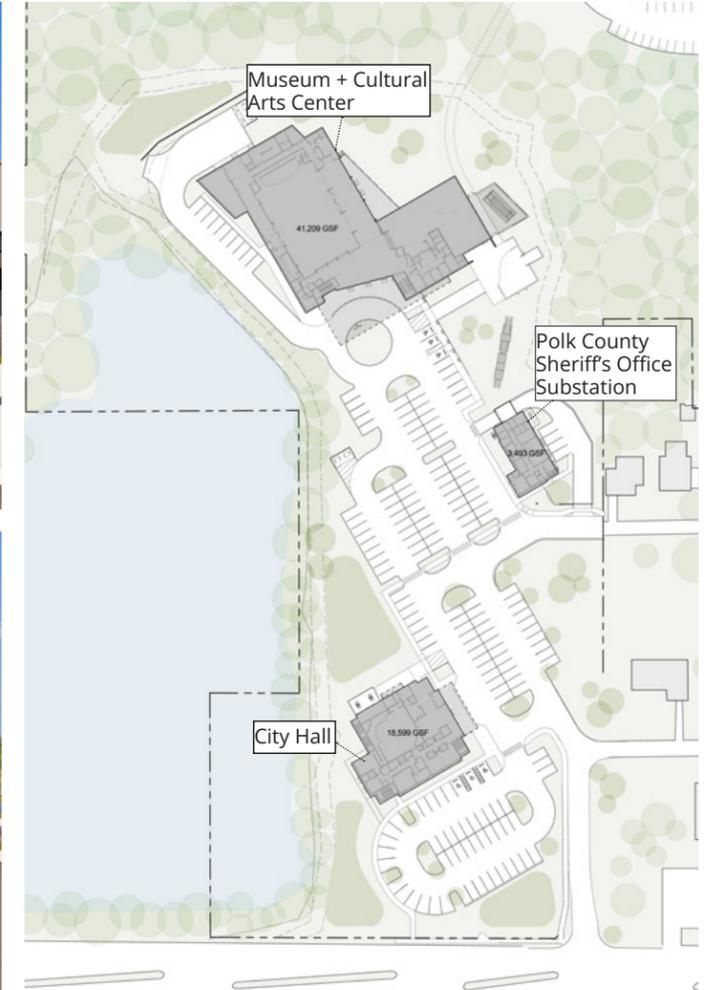
Budget

\$6,500,000 (orig.) | \$6,500,000 (final)

Time Extensions

None

**City of Mulberry
Mulberry Government Complex**



The City of Mulberry is set to transform a 10.32-acre site adjacent to the Mulberry Civic Center, Public Library, and Centennial Park into a comprehensive municipal complex. The substation will be strategically located to provide efficient access for law enforcement while fostering a sense of security within the complex. The new City Hall will serve as the administrative hub, offering modern facilities for municipal operations.

The Civic Center is envisioned as a versatile space for community events and gatherings, promoting civic participation.

The Museum & Cultural Center aims to celebrate Mulberry's rich history and cultural heritage, providing educational and cultural enrichment opportunities. The project underscores Mulberry's commitment to creating a cohesive and vibrant civic space that meets the diverse needs of its residents, with a strong emphasis on safety, culture, and community engagement.

Location

Mulberry, FL

Size

68,000 SF

Cost

\$31,500,000

Representative

Rick Johnson
104 S. Church Ave
Mulberry, FL 33860
P: 863.425.1125
E: rjohnson@cityofmulberryfl.com

Date

Est. 2027

Firm Responsibility

Architectural Services, Interior Design

Key Staff

PM: Gerald Trout
PA: Regina Gilfanova
ID: Laura Frazier-Server

Working Relationship

Civil: Gadd & Associates, LLC
MEP / Structural: TLC Engineering Solutions

Budget

\$31,500,000 (orig.) | TBD (final)

Time Extensions

TBD

City of Lakeland
Water Administration Building



Phase II: New Construction - On Hold



Phase I: Demolition, Renovations and Additions - Completed 2021

On the site of a vacated former administration building, our team designed a new campus for the City of Lakeland’s Water Department to be completed in two phases. The first phase of the campus, completed in 2021, spans 15,274 SF and includes a meter and radio shop, telecommunications, and distribution office building. Additional covered parking areas for the Department’s service trucks are also included in the overall site improvements. The future second phase will include a new 18,496 SF administration building. The proposed administration facility emphasizes and celebrates the overarching theme of water. Collecting rainwater, the roof will drain all precipitation to a waterspout at the entrance of the building. The water from this spout will then fall into a French drain that will then filter the rainwater before re-entering the ground. Surrounding the drain will be a rain garden that will collect water off of the pavement as well as any overflow from the French drain. It is the hope of Grace and the City of

Lakeland to inform the public and promote a more sustainable lifestyle through the use of multiple water-conscious elements in this project.

Location
 Lakeland, FL

Size
 15,274 SF (Phase I)
 26,650 SF (Phase II)

Cost
 \$6,099,125 (Phase I)
 TBD (Phase II)

Representative
 Richard Baker
 228 S. Massachusetts Ave
 Lakeland, FL 33801
 P: 863.864.2380
 E: richard.baker@lakelandgov.net

Date
 10/01/2021 (Phase I)
 TBD (Phase II)

Firm Responsibility
 Architectural Services, Interior Design

Key Staff
 PIC / PM: Gerald Trout
 PA: Regina Gilfanova

Working Relationship
 Civil: Amec Foster Wheeler
 Structural: Robert T. Haug, P.E.
 Mechanical / Plumbing: Pyramid Engineering
 Electrical: New Power Consulting, Inc.

Budget
 \$6,099,125 (orig.) | \$6,099,125 (final) (Phase I)
 TBD (Phase II)

Time Extensions
 N/A

Provide an organizational chart of the team highlighting the key individuals who will work on this contract as identified above.



Jonathan Kirk
 AIA, NCARB, LEED AP
 Principal-in-Charge

Gerald “Jerry” Trout
 AIA
 Project Manager



Regina Gilfanova
 AIA, NCARB, LEED AP, CDT
 Project Architect



Laura Frazier-Sever
 RID, NCIDQ
 Interior Designer

Consultants

Civil Engineering
Gadd & Associates, LLC

Structural Engineering
Bowen Engineering Corporation

MEP / IT
TLC Engineering Solutions, Inc.

Landscape Architect
Landscape Pros, Inc.

Geotechnical Engineering
Madrid Engineering Group, Inc.

Surveying and Mapping
Hyatt Survey Services, Inc.

Cost Estimating
Cost Management, Inc.



Jonathan Kirk

AIA, NCARB, LEED AP

Principal, Architect

Jon began his career 27 years ago and has a range of experience covers campus master planning, higher education, nature centers, hospitality establishments, and a wide array of public spaces. He leverages his passion for historic preservation/adaptation and the evolution of modern materiality by developing a design language that unifies context and program. He is a former member of the City of Lakeland's Historic Preservation Board, where he served as Design Review Committee Chairman. He also previously volunteered on the Platform Art Board of Directors.

Firm Grace Design Studios, LLC	License Registered Architect FL #92116	Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
Project Assignment Principal-in-Charge	Certification American Institute of Architects (AIA)	Years of Experience 27
Education Master, Architecture, University of Florida Bachelor of Design, Architecture, University of Florida	National Council of Architectural Registration Boards (NCARB)	Years with Firm 6

Relevant Experience

St. Johns River Water Management District: Apopka Service Center *Apopka, FL*

Size: \$6,000,000
Role: Principal-in-Charge

Southeastern University Welcome Center & Executive Office Building *Lakeland, FL*

Size: \$9,000,000
Role: Principal-in-Charge

City of Mulberry Multi-Building Government Center *Mulberry, FL*

Size: \$29,000,000
Role: Quality Control

Lakeland Fire Department Fire Services Support Building *Lakeland, FL*

Size: \$800,000
Role: Principal-in-Charge

Lakeland Fire Department Fire Station No. 2 Prototype Development *Lakeland, FL*

Size: \$1,000,000
Role: Project Architect

Lakeland Fire Department Fire Station No. 6 Prototype Re-use *Lakeland, FL*

Size: \$2,100,000
Role: Project Architect

Lake Cargo Outdoor Recreation Center *Lakeland, FL*

Size: \$7,000,000
Role: Principal-in-Charge

Chain of Lakes Park Phase 2- Baseball Support Facilities *Winter Haven, FL*

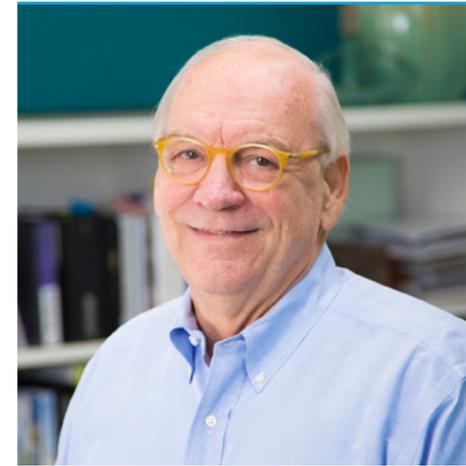
Size: \$20,000,000
Role: Principal-in-Charge

Se7en Wetlands Welcome and Educational Center *Lakeland, FL*

Size: \$2,000,000
Role: Principal-in-Charge

Southwest Middle School Campus Replacement *Lakeland, FL*

Size: \$42,000,000
Role: Principal-in-Charge



Gerald "Jerry" Trout

AIA

Project Manager

Jerry's design experience involves countless higher education and fine arts projects throughout the State. His well thought-out construction means and methods, in addition to his ability to work closely with construction managers, produce projects that are consistently on time and under budget.

Firm Grace Design Studios, LLC	License Registered Architect FL #0013665	Years of Experience 50
Project Assignment Project Manager	Certification American Institute of Architects (AIA)	Years with Firm 46
Education Bachelor, Architecture, Auburn University		

Relevant Experience

Polk County Northeast Government Center *Lake Alfred, FL*

Size: \$22,789,949
Role: Project Manager / Studio Leader / Quality Control Reviews

Polk State College Northeast Ridge Campus Phase I *Lake Alfred, FL*

Size: \$22,800,000
Role: Project Manager / Studio Leader / Quality Control Reviews

Tax Collector of Polk County - Lakeland Service Center *Lakeland, FL*

Size: \$3,832,159
Role: Project Manager / Studio Leader / Quality Control Reviews

Hernando Westside Tax Collector Service Center *Brooksville, FL*

Size: \$13,600,000
Role: Project Manager / Studio Leader / Quality Control Reviews

Mulberry Government Complex *Mulberry, FL*

Size: \$30,000,000
Role: Project Manager / Studio Leader / Quality Control Reviews

City of Haines City New City Hall Annex *Haines City, FL*

Size: \$13,600,000
Role: Project Manager / Studio Leader / Quality Control Reviews

Ashley Gibson Barnett Museum of Art at Florida Southern College Expansion *Lakeland, FL*

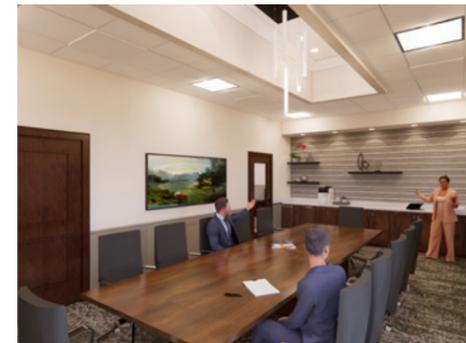
Size: \$8,000,000
Role: Project Manager / Studio Leader / Quality Control Reviews

City of Winter Haven AdventHealth Field House and Conference Center *Winter Haven, FL*

Size: \$24,333,789
Role: Project Manager / Studio Leader / Quality Control Reviews

Citizens Bank & Trust Plant City Branch *Plant City, FL*

Size: \$2,000,000
Role: Project Manager / Studio Leader / Quality Control Reviews





Regina Gilfanova

AIA, NCARB, LEED AP, CDT

Project Architect

Regina Gilfanova brings 20 years of practicing architecture, interior design, urban design and sustainable construction at the highest level of professionalism. Regina consolidates visual and spatial design criteria with strong skills of site planning, architecture, interior design and business skills to achieve a straightforward expression of each project's program requirements. Regina applies diverse expertise to successful project delivery, managing complex project requirements, schedules and budget constraints, whilst focusing on the design excellence.

Firm Grace Design Studios, LLC	Bachelor, Architecture, UFA State Petroleum Technical University	Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
Project Assignment Project Architect	License Registered Architect FL #102474	Construction Document Technologist (CDT)
Education Bachelor of Science, Architectural and Environmental Design, Morgan State University	Certification American Institute of Architects (AIA) National Council of Architectural Registration Boards (NCARB)	Years of Experience 20 Years with Firm 2

Relevant Experience

Hernando Westside Tax Collector Service Center *Brooksville, FL*

Size: \$13,600,000
Role: Project Architect

City of Haines City New City Hall Annex *Haines City, FL*

Size: \$19,800,000
Role: Project Architect

Polk State College Northeast Ridge Campus Phase I *Lake Alfred, FL*

Size: \$37,000,000
Role: Project Architect

City of Winter Haven Recreational + Cultural Center *Winter Haven, FL*

Size: \$19,900,000
Role: Project Architect

Bartow Community Redevelopment Agency Innovation Center *Bartow, FL*

Size: \$3,000,000
Role: Project Architect

City of Lakeland RP Funding Center Renovations *Lakeland, FL*

Size: \$12,000,000
Role: Project Architect

Mulberry Government Complex *Lakeland, FL*

Size: \$30,000,000
Role: Project Architect



Laura Frazier-Sever

RID, NCIDQ

Interior Designer

Laura began her career as an interior designer 18 years ago and recently joined Grace Design Studios as a Senior Interior Designer. She is a Registered Interior Designer in the State of Florida and maintains a credential from the National Council for Interior Design Qualifications (NCIDQ). She is a goal-oriented professional with knowledge in interior design, project management, and client relations. She is accomplished in delivering projects that meet brand standards + code compliances, which are on-specification, on-budget, and on-time. She is articulate in communicating with clients and plans projects meticulously, regardless of scale.

Firm Grace Design Studios, LLC	Bachelor of Arts, English Literature, Florida State University	Certification National Council for Interior Design Qualification (NCIDQ)
Project Assignment Interior Designer	License Registered Interior Designer FL #5288	Years of Experience 23 Years with Firm 3
Education Mater of Science, Interior Design, Florida State University		

Relevant Experience

Hernando Westside Tax Collector Service Center *Brooksville, FL*

Size: \$13,600,000
Role: Interior Designer

Mulberry Government Complex *Mulberry, FL*

Size: \$30,000,000
Role: Interior Designer

City of Haines City New City Hall Annex *Haines City, FL*

Size: \$19,800,000
Role: Interior Designer

Polk County Northeast Government Center *Lake Alfred, FL*

Size: \$22,800,000
Role: Interior Designer

Ashley Gibson Barnett Museum of Art at Florida Southern College Expansion *Lakeland, FL*

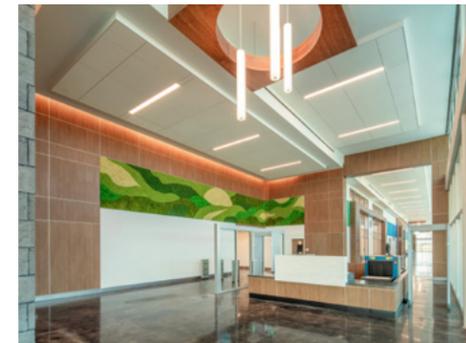
Size: \$8,000,000
Role: Interior Designer

City of Winter Haven Recreational + Cultural Center *Winter Haven, FL*

Size: \$19,900,000
Role: Interior Designer

Polk State College Northeast Ridge Campus Phase I *Lake Alfred, FL*

Size: \$22,800,000
Role: Interior Designer



Demonstrate each key staff's availability and office and home location to respond to the needs of the project

Personnel Availability

With several current projects nearing completion, our team has the availability and capacity to fully support the needs of this project. We have dedicated staff ready to respond quickly, and we are well-resourced to meet your goals and schedule. The chart below outlines each key team member's availability. Our team is also local to Polk County, and the office and home addresses of key staff are provided for your reference.

We are prepared to commence services as soon as the project demands and will dedicate the necessary time and resources to achieve your goals and exceed expectations. Throughout the project, we will continuously evaluate and align with the project's objectives for schedule, budget, design, and quality, ensuring that every aspect reflects your vision.

Jon Kirk

Lakeland Office

Lakeland, FL

Jerry Trout

Lakeland Office

Lakeland, FL

Regina Gilfanova

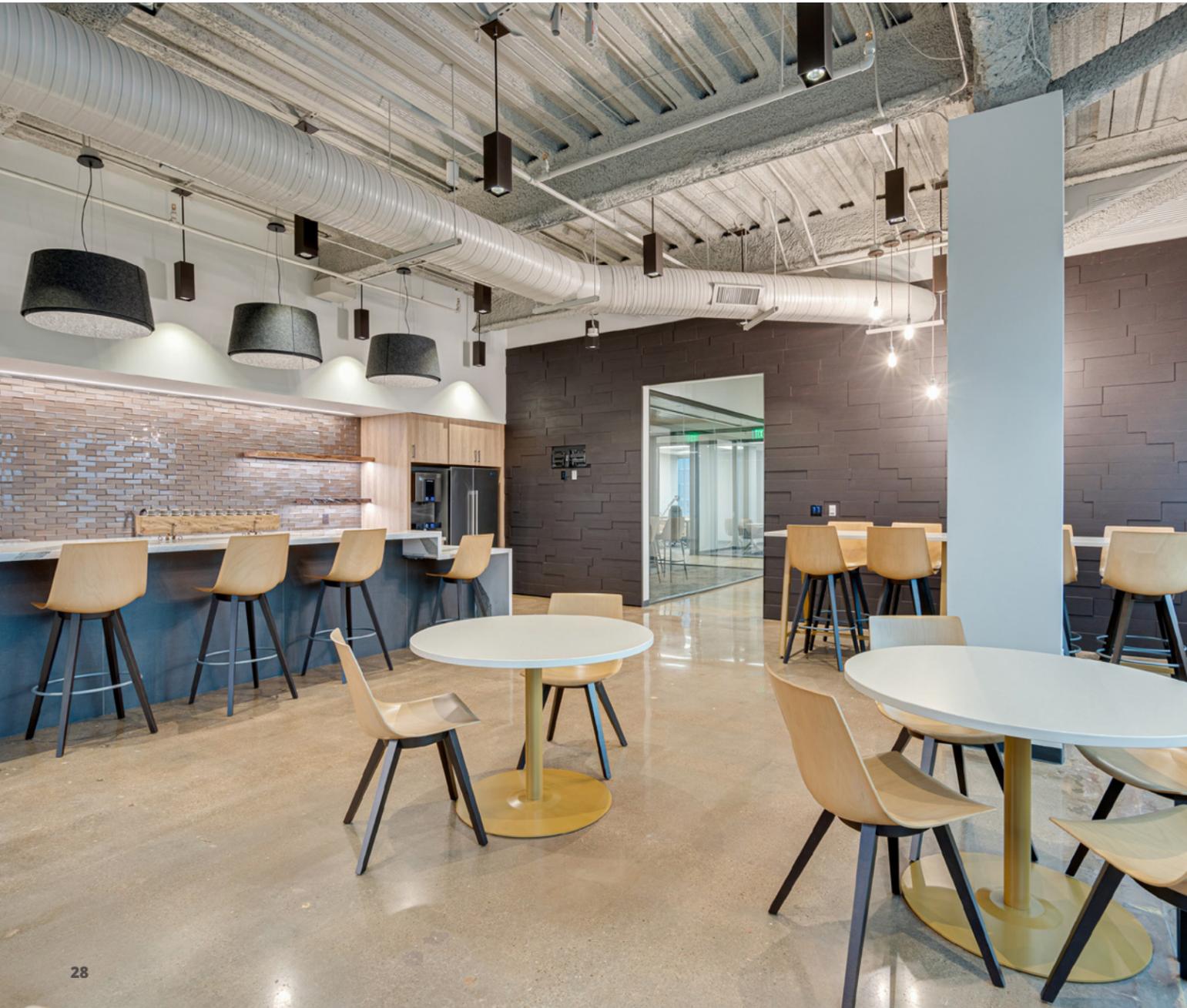
Lakeland Office

Wesley Chapel, FL

Laura Frazier-Sever

Lakeland Office

Lakeland, FL



Projected Workload

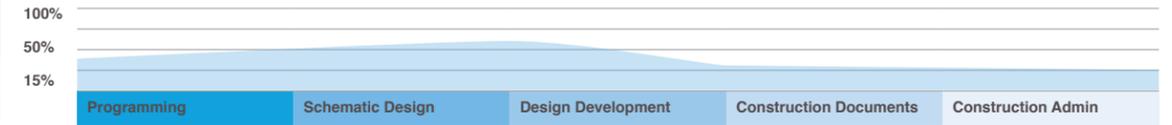


Jon Kirk

Principal-in-Charge

Available time: Jon's current workload includes 3 projects in design and 2 projects in construction.

Jon's Anticipated Involvement by Phase:



Jerry Trout

Project Manager

Available time: Jerry's current workload includes 2 projects in design and 3 projects in construction.

Jerry's Anticipated Involvement by Phase:

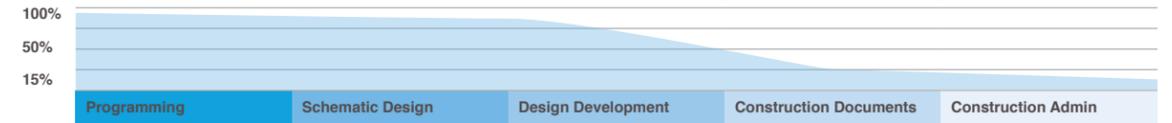


Regina Gilfanova

Project Architect

Available time: Regina's current workload includes 2 projects in design and 3 projects in construction.

Regina's Anticipated Involvement by Phase:



Laura Frazier-Sever

Interior Designer

Available time: Laura's current workload includes 5 projects in design and 6 projects in construction.

Laura's Anticipated Involvement by Phase:



Gadd & Associates, LLC

Civil Engineering

Gadd & Associates was founded February 2013, 12 years ago, in Lakeland, Florida to merge talent and expertise in the civil engineering and land planning disciplines. Our staff of qualified professionals bring a wealth of knowledge to each project to produce deliverables based on experience and understanding of our Client/Developer’s needs. By always being available and willing to spend the extra time for research, review, and value engineering, Gadd & Associates has proven to be a valuable asset to Owner/Development teams.

Gadd & Associates is a local, approachable, available, and transparent “turn-key” Civil Engineering firm who excels at expediting and streamlining municipal, educational, commercial, and residential/community projects from inception, through design/permitting, construction administration, and closeout for a successful, economic, and sustainable project.

Location:

4685 East County Road 540A
Lakeland, FL 33813

Role: Gadd & Associates is a local, approachable, available, and transparent “turn-key” Civil Engineering firm who excels at expediting and streamlining municipal, educational, commercial, and residential/community projects from inception, through design/ permitting, construction administration, and closeout for a successful, economic, and sustainable project.

Rodney Gadd

PE

Civil Engineer
Gadd & Associates, LLC

As a founding Principal of Gadd & Associates since its inception, Rodney is responsible for direction and supervision of all design projects for the company. During his years of experience with private sector civil engineering firms, Rodney has become proficient with the design and permitting requirements of Polk County, surrounding municipalities, and local water management districts. Utilizing design and construction experience, his specific role with each project includes project management, scope adherence, drainage design, stormwater hydrology, roadway design, access management design, water / sewer utility design, accessibility requirements, value engineering, and construction engineering inspection activities.

Firm	Education	Years of Experience
Gadd & Associates, LLC	Master, Civil Engineering, University of South Florida	20
Responsibility	License	
Civil Engineer	Bachelor, Civil Engineering, University of South Florida	Professional Engineer FL #70875

Relevant Experience

Mulberry Government Complex

Mulberry, FL

Polk State College Northeast Ridge

Haines City, FL

Polk County School Board Citrus Ridge Academy

Davenport, FL

Polk Count Sheriff Office Burnham McCall K-9 Training Center

Bartow, FL

Polk County Lawrence Crow DEMO/Sally Port Construction

Bartow, FL

City of Apopka Fire Station #5

Apopka, FL

Bowen Engineering Corporation

Structural Engineering

Bowen Engineering Corporation is an Orlando based engineering firm, located in the College Park neighborhood of Orlando. Bowen Engineering has successfully served our community for over 37 years. Bowen Engineering Corporation is located at 1528 Vassar Street, Orlando, Florida 32804.

Bowen Engineering has hundreds of successful projects of Structural Design in Educational, Commercial, Industrial, Institutional, Recreational and Residential projects. Bowen Engineering Corporation, was founded in 1988, has consistently placed the project owner’s needs for their project’s success, structural integrity, budget, safety and serviceability as our primary focus. We have considerable experience in the design of Governmental/Institutional, Fire Rescue Stations, Recreational Centers, Schools, Churches, Hospitals, Court Houses, Post Offices, Commercial Office Buildings, Prisons, Retail Centers, Automobile dealerships, Airplane Hangars and Airport Facilities. Our experience also includes civil type structures such as: box/pipe culverts, support and containment walls, and fluid containment tanks.

Bowen Engineering’s policy is to maintain a responsive, tight knit firm with principals involved directly in the design and production of each project. This practice ensures that our clients receive the expertise of our most experienced and talented engineers. Bowen Engineering Corporation is committed to project team approach based on the owners’ needs and expectations. As project team members we work diligently with the owners and team to fine tune the structure with the unique aspects and goals of the owner’s project.

Location:

1528 Vassar Street
Orlando, FL 32804

Role: Bowen Engineering Corporation will design and analyze the building’s framework to ensure it meets safety, stability, and code requirements. They will work closely with the architectural team to integrate structural systems that support the project’s design intent and functionality.

Frederico Bowen

PE

Structural Engineer
Bowen Engineering Corporation

Federico is well verse in all facets of analysis and design of all modern structures. He has over 42 years of experience in responsible charge of design and is the principal in charge of design and production for the firm. This experience, in addition to his advanced educational background, enables Federico to accurately evaluate problems and implement design solutions that are practical and economical for our clients.

Firm	Education	Licenses
Bowen Engineering Corporation	Master of Science, Structural Engineering, University of Illinois	Professional Engineer FL #38153
Responsibility	Years of Experience	
Structural Engineer	42	

Relevant Experience

Minneola Police and Fire Station

Minneola, FL

Gainesville Fire Station

Gainesville, FL

ARFF Fire Station

Titusville, FL

Orange County Fire Station 51

Orange County, FL

Fire and Rescue Headquarters 911 Center

Orange County, FL

Space Coast Airport Building

Titusville, FL

TLC Engineering Solutions, Inc.

MEP / IT Engineering

At TLC Engineering Solutions, Inc. we are continuously learning and growing. Our mission to THINK boldly, LISTEN attentively, and CREATE passionately serves as the blueprint that guides our promise of extreme service to our clients. TLC Engineering Solutions provides high-performance engineering design, consulting, and energy services.

Founded in 1955 and consistently ranked among the largest MEP and structural engineering firms in the country, we offer expertise in diverse markets, from education to healthcare to aviation. We have offices across the nation with headquarters in Orlando, Florida.

Location:

7370 Cabot Court, Ste 103
Melbourne, FL 32940

Role: Our highly qualified team of 600 professionals includes licensed MEP engineers, technology and IT systems specialists, LEED-accredited professionals, and ACG-registered commissioning authorities. We bring deep expertise in building systems design, including mechanical, electrical, plumbing, low-voltage infrastructure, communications, and integrated technology solutions.

Mike Angell

PE

Mechanical Engineer

TLC Engineering Solutions, Inc.

Mike is experienced in both modeling and design work and specializes in energy-efficient mechanical systems. With extensive engineering design skills in HVAC, plumbing, and fire protection, Mike creates cost-effective, energy-efficient, innovative design solutions that contribute to the overall building functionality. He is well-versed in design analysis, code study, load calculations, performing energy analysis, identifying energy savings, and presenting design alternatives to the customer. Mike's expertise in REVIT and IES VE allows him to apply technical knowledge to sustainable building design including daylight harvesting, advanced shading constructs, airflow analysis, HVAC and building controls, advanced HVAC system design and simulation, and envelope suitability analysis.

Firm	Education	License
TLC Engineering Solutions, Inc.	Bachelor of Science, Mechanical Engineering, University of Central Florida	Professional Engineer FL #83232
Responsibility	Years of Experience	
Mechanical Engineer	15	

Relevant Experience

City of West Palm Beach Fire Station 5 and Emergency Operations Center

West Palm Beach, FL

City of Cocoa Fire Station 1 and Headquarters Facility Design Criteria

Cocoa, FL

City of DeLand Fire Station 81 and Evidence Storage Building

DeLand, FL

City of Melbourne Joseph Pellicano Law Enforcement Center & Emergency Operations Center

Cocoa Beach, FL

City of Mulberry Government Center

Mulberry, FL

Brevard County Emergency Operations Center

Rockledge, FL

City of Gainesville Police Department Headquarters

Gainesville, FL

Moncef Hadiji

PE, RCDD, LEED AP BD+C

Electrical Engineer

TLC Engineering Solutions, Inc.

Moncef serves as a Principal at TLC and Senior Electrical Engineer responsible for coordinating and implementing the electrical design with other design disciplines, supervising the electrical design team, as well as Quality Control and Quality Assurance for electrical drawings. Moncef has over 30 years of experience in designing specialty lighting, power distribution systems, emergency generators, uninterrupted power supplies, automatic transfer switches, lightning suppression, surge arresters, and communications-technology systems for fire alarms, paging and public address, voice-data, audio-visual, and security/access control.

Firm	Education	Certifications
TLC Engineering Solutions, Inc.	Bachelor of Science, Electrical Engineering, Wichita State University	Registered Communications Distribution Designer (RCDD)
Responsibility	Years of Experience	Leed Accredited Professional in Building Design and Construction (LEED AP BD+C)
Electrical Engineer	35	
Education	License	
Master of Science, Electrical Engineering, Wichita State University	Professional Engineer FL #48022	

William Nance

RCDD, OSP, PSP

Technology and Communication Specialist

TLC Engineering Solutions, Inc.

Bill has over 28 years of experience and knowledge in technology design, consulting, and project management. Specializing in communication technology, he holds the Registered Communications Distribution Designer (RCDD) credential and BICSI specialty credential of Outside Plant Designer (OSP). His project experience involves a range of client types designing Structured Cabling Systems, Data Networking, Voice Systems, Audio / Visual, Intrusion Detection, Access Control, and Surveillance systems. Bill has the skills and experience to plan, develop, and oversee outside plant projects including modifications of existing facilities.

Firm	Education	Certifications
TLC Engineering Solutions, Inc.	Associate, Electrical and Electronics Engineering, Marion Technical College	Registered Communications Distribution Designer (RCDD)
Responsibility	Years of Experience	Outside Plant (OSP) Designer
Technology and Communication Specialist	28	Physical Security Professional (PSP)

Relevant Experience

City of West Palm Beach Fire Station 5 and Emergency Operations Center

West Palm Beach, FL

City of Cocoa Fire Station 1 and Headquarters Facility Design Criteria

Cocoa, FL

City of Melbourne Joseph Pellicano Law Enforcement Center and Emergency Operations Center

Cocoa Beach, FL

City of Deland Utilities Administration Facility

DeLand, FL

Brevard County Emergency Operations Center

Rockledge, FL

Indian River County Administrative Complex and Emergency Operations Center

Vero Beach, FL

Relevant Experience

City of DeLand Fire Station 81 and Evidence Storage Building

DeLand, FL

City of Melbourne Fire Station Design Criteria

Melbourne, FL

Brevard County Emergency Operations Center

Rockledge, FL

City of Deland Utilities Administration Facility

DeLand, FL

Brevard County Traffic Management Center

Melbourne, FL

City of Melbourne Joseph Pellicano Law Enforcement Center & Emergency Operations Center

Cocoa Beach, FL

City of Cocoa Beach Police Headquarters

Cocoa Beach, FL

Landscape Pros. Inc.

Landscape Architecture

Landscape Pros is a full-service landscape contractor, specializing in commercial and large residential properties. We have served Hillsborough, Pasco and Polk counties with a commitment to service and value. We appreciate your interest in our company and look forward to earning your business.

Established in 1978, Landscape Pros has the experience and expertise to get the job done right the first time. Our skilled professionals use only the finest tools and materials to landscape your property.

Landscape Pros is an insured, licensed, and bonded contractor that provides personalized service and affordable rates. We offer free estimates and warranties. We'll take care of the job from start to finish, and if there's anything else we can do to make your experience a little easier, just ask. We appreciate the opportunity to serve you.

Location:

11711 Knights Griffin Road
Thonotosassa, FL 33592

Role: Landscape Pros is a trusted landscape and irrigation contractor serving commercial, school, and residential properties in Tampa, Florida, and surrounding areas. With over 45 years of experience since 1978, our team delivers exceptional quality, reliability, and customer satisfaction.

Salvatore Chillura

FCHP, BMP CERTIFIED, CPCO

Landscape Architect
Landscape Pros., Inc.

Salvatore Chillura is the President of Landscape Pros, a trusted name in the landscaping industry since 1978. With decades of experience, Salvatore leads a team of skilled professionals dedicated to delivering comprehensive landscape solutions. Under his leadership, Landscape Pros offers a wide range of services including landscape maintenance, irrigation installation and repairs, fertilization, mulch, sod and soil installation, landscape boulder placement, drainage solutions, and property clean-outs with front-end loader work. His commitment to quality and client satisfaction has solidified Landscape Pros' reputation as a leader in the field.

Firm	Years of Experience	Business and Irrigation Specialty Contractor with Florida State License
Landscape Pros., Inc.	30	
Responsibility	Certifications	Florida Green Industries Best Management Practices (BMP Certified)
Landscape Architect	Florida Nursery Growers and Landscapers Association	
Education	Certified Horticulture Professional (FCHP)	Certified Pest Control Operator (CPCO)
Bachelor of Science, Finance, Florida State University	Certified Specialty Contractor for Construction	

Relevant Experience

BTB Zep Yard

Zephyrhills, FL

West Park Village

Tampa, FL

Brandon Booster Pumping Station

Brandon, FL

Collins PK-8 School

Brandon, FL

CSX Causeway Docks

Tampa, FL

Convington Amenity

Apollo Beach, FL

Madrid Engineering Group, Inc.

Geotechnical Engineering

Madrid CFTL has been providing Geotechnical Engineering and Construction Materials Testing services to various clients and owners throughout Florida since 1971. They include various state and local agencies (FDOT, CFX, THEA, Turnpike), counties and municipalities (Polk, Pinellas, Pasco, Hillsborough, Manatee, Sarasota, Charlotte, Lee, Collier, Hernando, Hardee, Orange, Manatee), prime consultants, contractors, and private owners. We have also served various water management districts and agencies including SFWMD, SWFWMD, Polk County Utilities etc. since our inception.

Our staff is experienced in water-wastewater, transportation, commercial, institutional, and residential market sectors. We have been involved in alternative/collaborative delivery as well as the conventional design-bid-build delivery mechanisms. Our team of 70+ technical staff includes Professional Engineers, Professional Geologists, CTQP, and ACI certified field and laboratory inspectors. Madrid CFTL's technical team is supported by two CMEC accredited and FDOT qualified laboratories in District 1 and District 7. We are a certified DBE by the State of Florida (Woman-owned) with other small, minority and/or disadvantaged business certifications from entities such as the FDOT, Federal SBA, as well as several County and City governments.

Location:

2030 State Road 60 East
Bartow, FL 33830

Role: Madrid Engineering currently holds the geotechnical continuing services contracts for both Polk County and the City of Bartow; and we have very extensive experience working with both entities and maintain an excellent working relationship with both the County and City personnel.

John Delashaw

PE

Geotechnical Engineer
Madrid Engineering Group, Inc.

John currently serves as the Bartow office Principal of the GeoSciences Group for Madrid Engineering Group, Inc. (Madrid), which includes four Divisions within the firm and is the project principal and/or technical lead for most of the company's geotechnical projects. Much of his over 35 years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; specialty soil sampling; sinkhole investigation, evaluation and stabilization, and roadway soil.

Firm	Education	Licenses
Madrid Engineering Group, Inc.	Bachelor of Science, Civil Engineering, San Diego State University	Professional Engineer FL #48154 + MS
Responsibility	Years of Experience	
Geotechnical Engineer	35	

Relevant Experience

Polk County, Roads and Drainage New Annex

Winter Haven, FL

CRUSA Water Protection Facility, Warehouse Building and Other Infrastructure Projects

Bartow, FL

Deeson Road Pump Station and Force Main

Lakeland, FL

Polk County Sheriff's Office Training Center

Bartow, FL

Polk Regional Water Cooperative Southeast Wellfield Water Production Facility, Booster Station 1 and 2 and Multiple Pipeline Segments

Lake Wales, FL

Hyatt Survey Services, Inc.

Surveying and Mapping

Hyatt Survey is a full-service woman-owned surveying and mapping company with a professional staff possessing extensive multi-faceted surveying experience. Our work history also includes clients such as the US Army Corps of Engineers, the Florida Department of Transportation, and South Florida Water Management District in addition to Hillsborough, Manatee, Sarasota and Pinellas Counties. Hyatt Survey Services is a certified WBE/MBE with the State of Florida Office of Supplier Diversity as well as a certified DBE with the Florida Department of Transportation.

Hyatt Survey has a strong resume in regulatory project experience, these include Airport (Tampa International, SRQ, St. Petersburg-Clearwater International Airport), Seaports (Port of Tampa), Water and Wastewater facilities (Peace River), and Bridges, Roads and Highways (FDOT) to name just a few. We have provided professional surveying services throughout the state of Florida for more than 23 years for municipal, commercial, and private sector clientele.

Location:

2012 Lena Road
Bradenton, FL 34211

Role: Hyatt Survey is an experienced and fully equipped team comprised of seasoned professionals able to provide your every surveying need as outlined in this solicitation. We have provided professional surveying services throughout the state of Florida for more than 22 years for municipal, commercial, and private sector clientele.

Russell Hyatt

PSM

Surveyor / Mapping

Hyatt Survey Services, Inc.

As Vice President of Hyatt Survey Services, Inc., Russell's duties include local, state and federal contract administration and overall quality control. In addition to his administrative duties, Russell is also responsible for the production of boundary, hydrographic and topographic surveys. He couples over 37 years of surveying experience with a four-year degree in Surveying and Mapping. His project experience has included commercial / municipal development surveys and geodetic surveys and beach/channel/port hydrographic surveys. Russell has extensive experience providing survey services to local, state and federal agencies such as the Pinellas, Hillsborough, Manatee, Sarasota, and Charlotte Counties, Florida Department of Transportation, Florida Department of Environmental Protection and the U.S. Army Corps of Engineers-Jacksonville District.

Firm

Hyatt Survey Services, Inc.

Responsibility

Surveyor / Mapping

Education

Bachelor of Science, Survey and Mapping, University of Florida

Years of Experience

37

Licenses

Professional Surveyor and Mapper FL LS#5303

Relevant Experience

Navum Valley Farms 36 LLC WRE

Desoto County, FL

Bluebill Ave. Bridge Canal Crossing: Topographic - Bathymetric Survey

Collier County, FL

Naples Airport - Taxiway A and B Safety Improvement

Collier County, FL

22-2790 Lee County Landfill, Phase III

Lee County, FL

Naples Airport Runway 5-23 Interior Perimeter Road

Collier County, FL

Lindawoods St. & Beth Ct.: ROW and Topographic Survey

Hillsborough County, FL

Cost Management, Inc.

Cost Estimating

CMI is a small to medium-sized firm that has been in business since 1995. We have knowledge of the local market, having provided cost estimating and/or scheduling services on approximately 1,200 projects whose total construction value exceeded \$8 Billion. This broad experience allows CMI to work on almost any project.

CMI specializes in large scale complex estimating and scheduling for new construction and analysis for existing facilities. Our expertise includes conceptual budgets, cash flow projections, value engineering, life cycle cost analysis, cost benefit analysis, bid evaluation and analysis, measuring accurate scope and quantities for change orders, project management and contract administration, etc.

Location:

158 Terra Mango Loop, Ste B
Orlando, FL 32835

Role: CMI approaches cost estimating as a strategic decision-making tool rather than a formality, using a blend of cost modeling and conceptual budgeting to establish realistic design-to-cost targets from the project's inception. As an independent estimator with no financial stake in construction outcomes, CMI provides unbiased guidance to help the design team shape or validate budgets that align with the Owner's expectations and project requirements.

Ganesh Jiawon

CGC, LEED AP

Cost Estimator

Cost Management, Inc.

Ganesh has over 40 years of experience in providing all aspects of construction cost and schedule related services on private and public projects. He has applied the principles of Construction Management and Chartered Quantity Surveying towards the success of a long list of public projects and satisfied Owners. With the Chartered Quantity Surveying method of cost estimating, Ganesh can effectively evaluate schemes and strategies before the standard material take-off strategy of estimating would be possible. This will help the design team understand the cost implications of major design decisions made early in the process.

Firm

Cost Management, Inc.

Responsibility

Cost Estimator

Education

Bachelor of Science, Construction Management, Pratt Institute

Years of Experience

46

Certifications

Certified General Contractor FL#1505217

Leed Accredited

Professional (LEED AP)

Relevant Experience

Facility Condition Assessment for Multiple Fire Stations

Seminole County, FL

Polk County Government Center

Polk County, FL

Polk State College, Northeast Ridge Academic Building

Haines City, FL

Lake County Fire Station #90

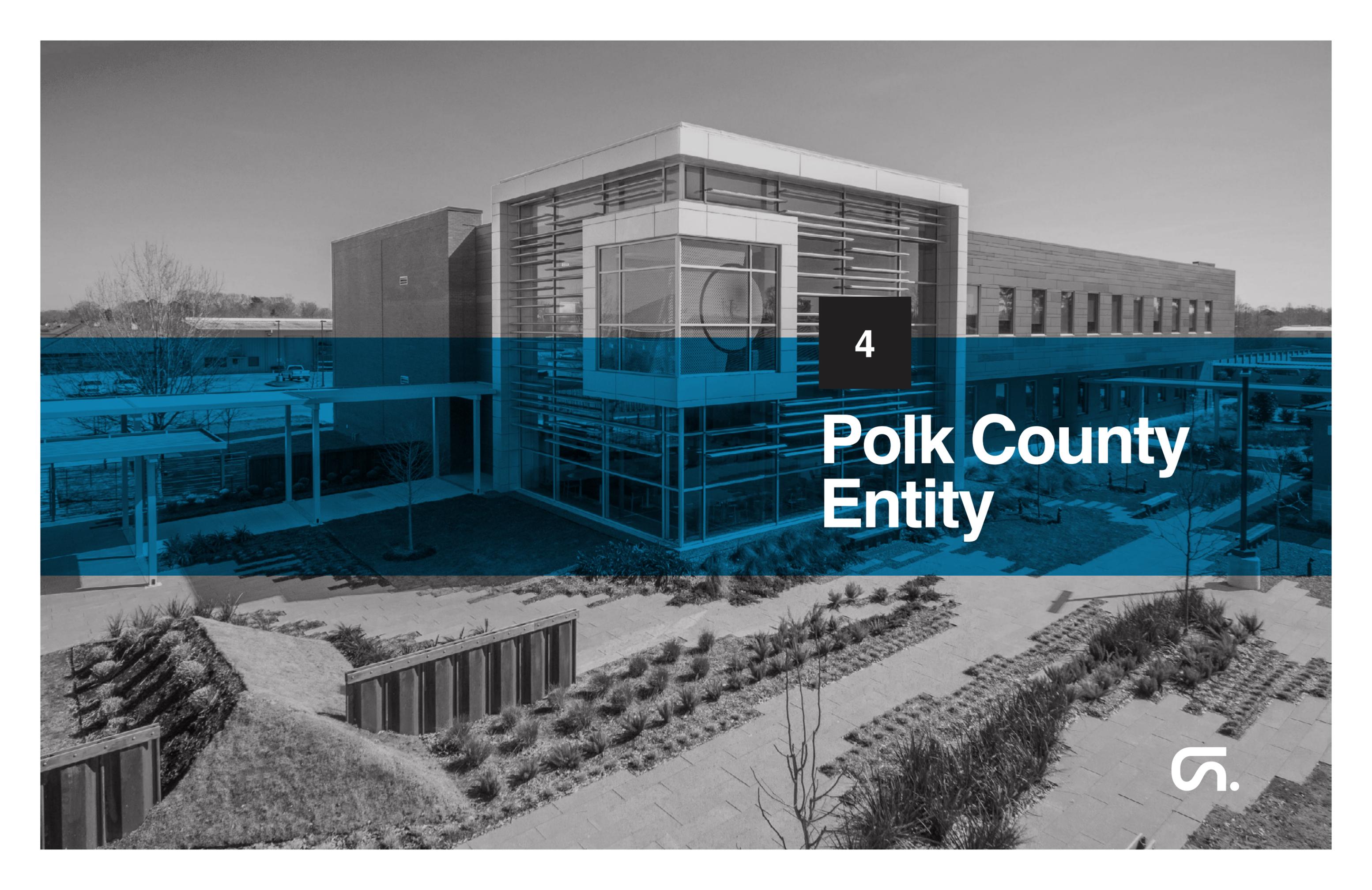
Tavares, FL

Lake County Fire Station Prototype

Tavares, FL

Oviedo Fire Station #48 and Administration Building

Oviedo, FL

A photograph of a modern building with a glass facade and a courtyard area. The image is overlaid with a semi-transparent blue filter. The building has a prominent glass section with a circular pattern. The courtyard features a paved walkway, some landscaping, and a small structure. The overall scene is captured in a wide-angle shot.

4

Polk County Entity





Provide documentation of the Proposers' headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.

Grace Design Studios' Lakeland office stands as a true local anchor in Central Florida. More than an address on East Edgewood Drive, it is a long established part of the community's fabric. For decades, the team has cultivated meaningful partnerships and delivered projects that reflect the region's character, values, and ambitions. Because they live and work in the same neighborhoods they design for, the Lakeland team brings an intimate understanding of local codes, permitting processes, construction markets, and, most importantly, the people who call Central Florida home. This is not just professional knowledge. It is personal investment.

Our Lakeland office has been a part of our firm for over 67 years through acquisition, and it is home to 18 dedicated team members.

Grace Design Studios acquired Straughn Trout Architects earlier this year. We are currently in the process of receiving an updated tax receipt reflecting our new name, Grace Design Studios; however, attached is our previous tax receipt.

POLK COUNTY LOCAL BUSINESS TAX RECEIPT	
ACCOUNT NO. 77	CLASS: B+
EXPIRES: 09/30/2025	
OWNER NAME	LOCATION
TIMOTHY JOHN HOEFT	2005 E EDGEWOOD DR LAKELAND
BUSINESS NAME AND MAILING ADDRESS	CODE ACTIVITY TYPE
STRAUGHN TROUT ARCHITECTS LLC STRAUGHN TROUT ARCHITECTS, LLC 2005 E EDGEWOOD DR LAKELAND, FL 338033601	540010 ARCHITECT
	PROFESSIONAL LICENSE (IF APPLICABLE)
	DBPR-AR96576
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR	THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION
PAID - 2518312 07/25/2024 OPY	OLP 57.75 STRAUGHN TROUT ARCHITECTS LLC

Provide documentation of the sub-consultant's headquarters and local offices, if any, and the amount of time the sub-consultant has been located at each such local office. Please also indicate the number of employees at the local office.

Gadd & Associates, LLC

Civil Engineering
4685 East County Road 540A
Lakeland, Florida 33813
Years: 12
Employees: 4

TLC Engineering Solutions, Inc.

MEP Engineering
7370 Cabot Court, Ste 103
Melbourne, FL 32940
Years: 34
Employees: 57

Madrid Engineering Group, Inc.

Geotechnical Engineering
2030 State Road 60 East
Bartow, FL 33830
Years: 33
Employees: 48

Cost Management, Inc.

Cost Estimating
158 Terra Mango Loop, Ste B
Orlando, FL 32835
Years: 13
Employees: 37

Bowen Engineering Corporation

Structural Engineering
1528 Vassar Street
Orlando, FL 32804
Years: 33 years
Employees: 6

Landscape Pros, Inc.

Landscape Architect
11711 Knights Griffin Road,
Thonotosassa, FL 33592
Years: 25
Employees: 20

Hyatt Survey Services, Inc.

Surveying + Mapping
2012 Lena Road
Bradenton, FL 34211
Years: 23
Employees: 32

Project History Within Polk County

Our Lakeland office has proudly served Polk County for more than 69 years, developing a deep understanding of the County's processes, standards, and project delivery requirements. This long-standing presence has allowed our team to build strong relationships with local stakeholders and navigate county-specific procedures efficiently and effectively.

Over the decades, we have completed hundreds of projects throughout Polk County across a wide range of facility types. This extensive experience enables us to bring proven insight, consistency, and local knowledge to every project, ensuring a smooth process from planning through completion.



CITY PARK

5

Certified
MWBE

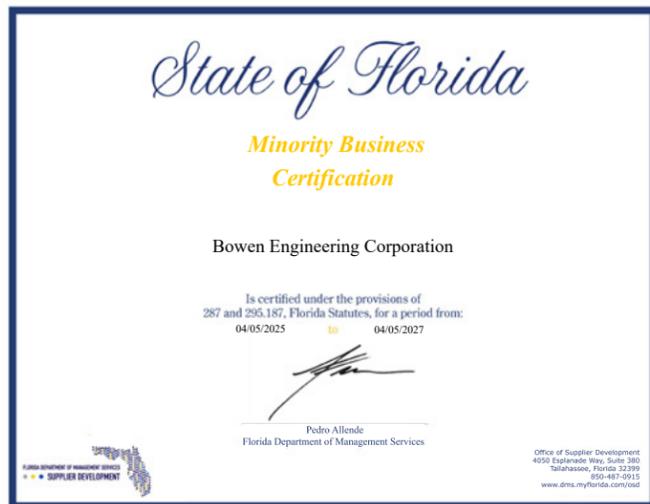


If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County's certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.

Although not a MWBE firm, Grace Design Studios always strives to meet or exceed any MWBE goal. We are committed to increasing diversity in the workforce and in our contracting practices. We will continue to seek opportunities throughout the project to enhance diversity.

Grace Design Studios actively partners with MWBE sub consultants across various project phases and disciplines. The firm maintains a comprehensive database of diverse business enterprises that have been previously identified and vetted for past projects, including small business enterprises (SBE), women-owned business enterprises (WBE), service-disabled veteran-owned business enterprises (SDVBE), and ethnic minority-owned business enterprises (MBE). These partnerships provide maximum practical opportunity to participate in the performance of government and commercial consulting services.

Please find our consultants MWBE certifications below:



Bowen Engineering Corporation



Landscape Pros, Inc.



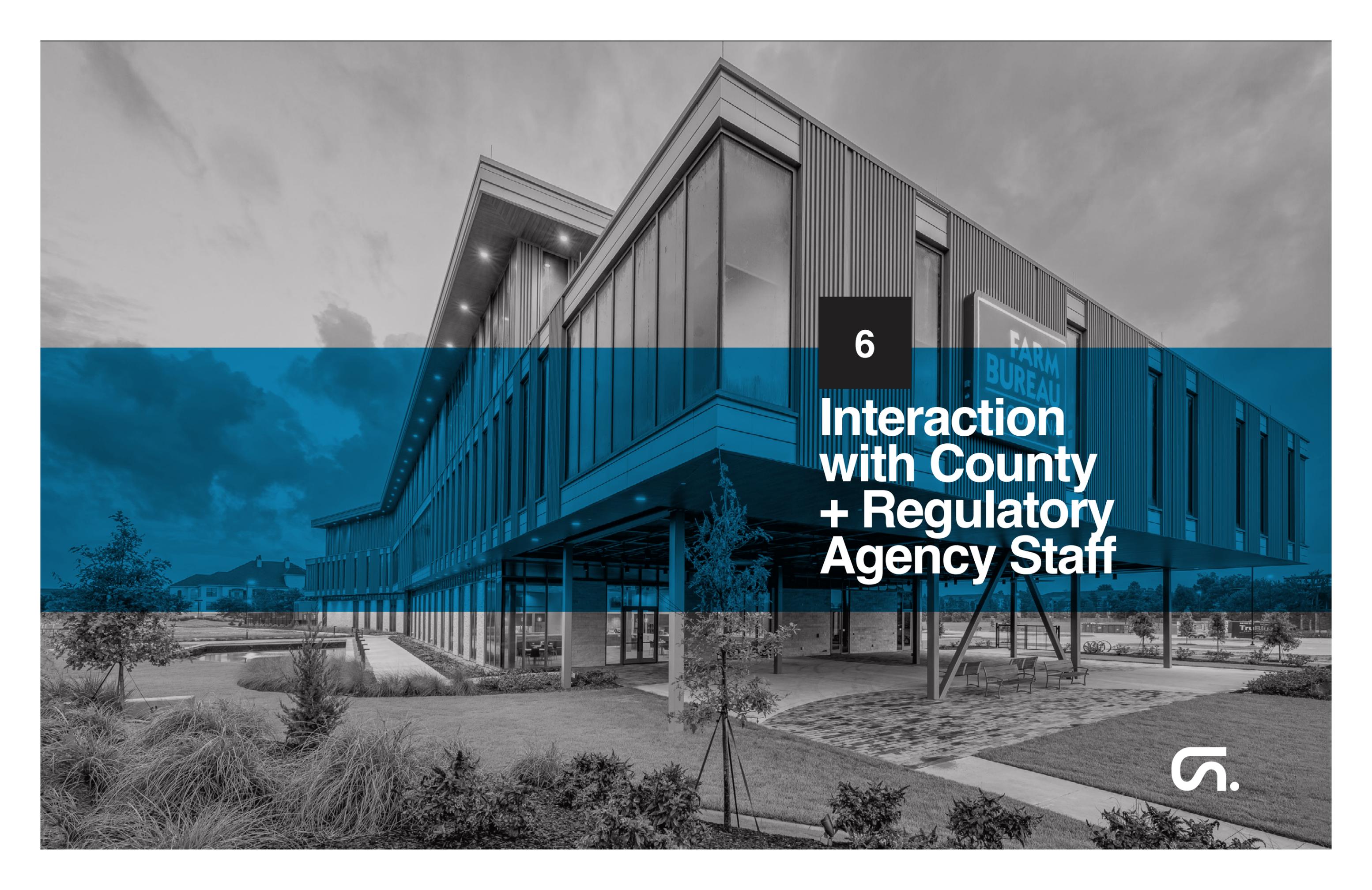
Madrid Engineering Group, Inc.



Hyatt Survey Services, Inc.



Cost Management, Inc.



6

Interaction with County + Regulatory Agency Staff



Tab 6: Interaction with County and Regulatory Agency Staff

Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with 11 regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, stormwater management permitting, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the County's Fire Rescue Division, Facilities Management, Procurement Division, Building Division, Codes Division, and County Attorney's Office staff in order to successfully fulfill the scope of service.

Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD and FDEP.

Overview

Grace Design Studios and our proposed team of consultants have a proven track record of successful collaboration with Polk County and other governing authorities, ensuring seamless coordination throughout all phases of design and construction. Our team members maintain strong relationships with regulatory agencies and consistently communicate with Authorities Having Jurisdiction (AHJs) to facilitate smooth project progression. Our established practice involves engaging AHJs during both the initial design and construction document phases. This proactive approach familiarizes agencies with project goals early in the process and ensures that code compliance is addressed efficiently. This method has consistently resulted in timely approvals and successful project execution.

Polk County Specific Experience

Grace has extensive experience collaborating with Polk County agencies and authorities having jurisdiction (AHJs), supported by long-standing relationships with County Facilities Management, County Administration, the Sheriff's Department, and local Planning and Building Departments. This familiarity with Polk County's procedures, standards, and review processes allows our team to efficiently coordinate site development, navigate agency reviews, and proactively address regulatory requirements—resulting in a smoother, more predictable design and approval process.

Our Polk County portfolio includes the successful completion of multiple Tax Collector Service Centers, new offices for the Supervisor of Elections, and the Polk County Parking Garage, demonstrating our ability to deliver a wide range of civic and public-service facilities. Grace also holds a continuing services contract with Polk County, providing ongoing, trusted support across evolving County needs. Most recently, our work on the new Inspections and Testing Laboratory has advanced through design and has been sent to bid, further reinforcing our depth of experience and proven track record delivering projects for Polk County from planning through procurement.

Comprehensive Agency Coordination

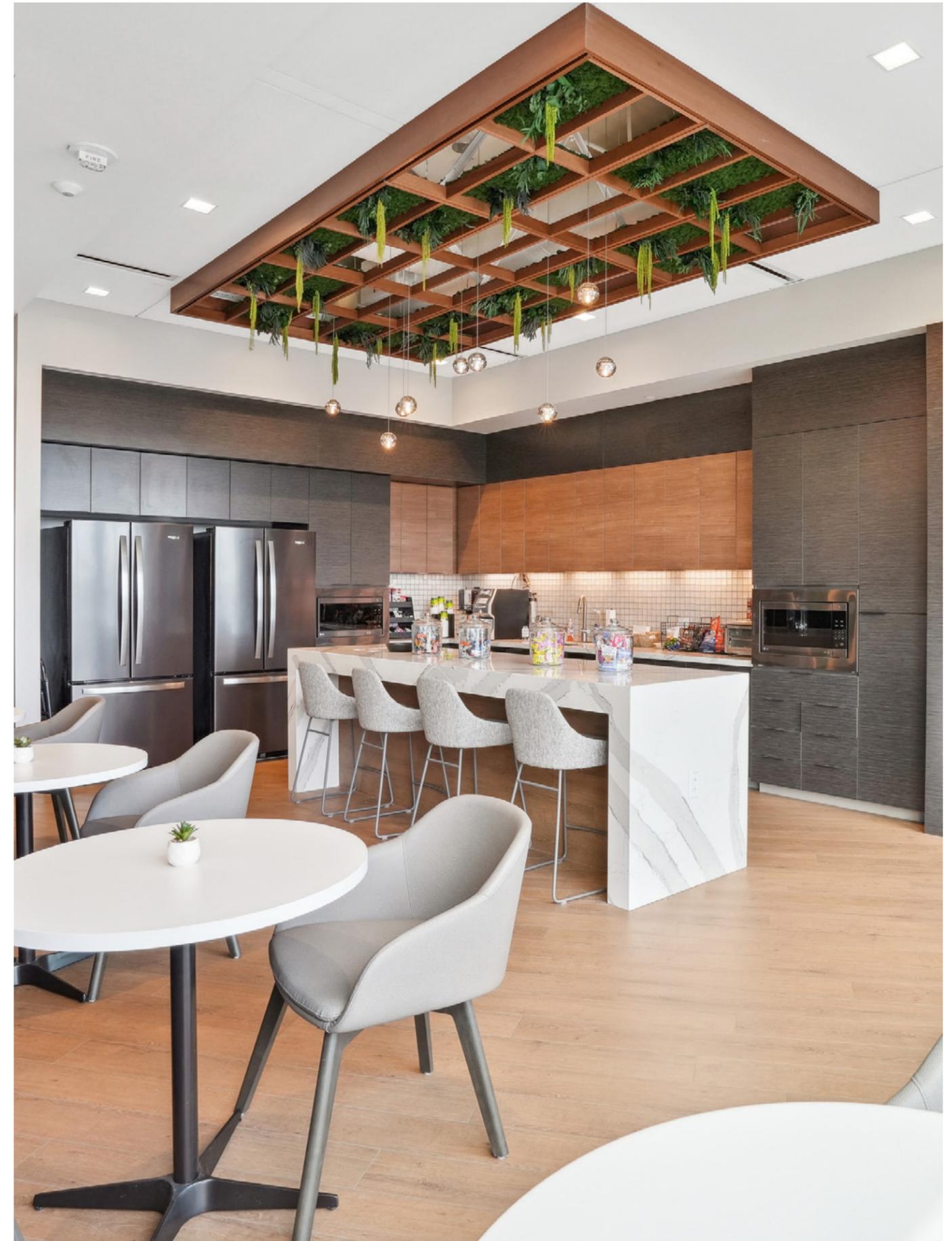
Our proposed team includes consultants with valuable project experience across multiple municipalities in Polk County, ensuring familiarity with permitting and regulatory processes at both the county and city levels. We have worked extensively with local agencies, including:

- Southwest Florida Water Management District (SWFWMD)
- Florida Department of Environmental Protection (FDEP)
- Florida Department of Transportation (FDOT)
- Polk County Health Department (PCHD)
- Florida State Fire Marshall's office
(Required permitting for our state DMS projects)

Proactive Solutions to Improve Permitting Processes

In addition to the new Polk County Building Division space in the Northeast Government Center, our firm is currently working with the cities of Lakeland, Haines City, and Bartow to redesign their City Hall Permitting Center spaces. This exemplifies our understanding of the permitting processes and our ability to design environments that streamline interactions between customers and code officials.

This insight enhances our ability to interact with these officials and anticipate and address permitting challenges effectively. Our consistent track record of successful collaboration with Polk County officials positions Grace as an ideal partner for Polk County. We are confident in our ability to deliver the new Joint-Use Warehouse and Administration Building efficiently, ensuring full regulatory compliance and maintaining open, effective communication with all stakeholders.





7

Timely Completion of Projects



Describe the firms' current and future projected workload. Describe specifically the firms' daily ability to handle each aspect of the scope of services described herein.

Current + Projected Workload

Our team currently has six projects in design and seven projects in construction. As many of our projects near the completion of construction documents, our design team is ready and available to take on new opportunities.

We are prepared to commence services as soon as the project demands and will dedicate the necessary time and resources to achieve your goals and exceed expectations. Throughout the project, our team will continuously evaluate and align with the project's objectives for schedule, budget, design, and quality, ensuring that every aspect reflects your vision.

Firms Ability To Handle Each Aspect Of The Scope

Our team is fully equipped to manage all aspects of the scope of services for both phases of the project. With extensive experience designing high-functioning administrative headquarters, we bring a strong understanding of workplace planning, operational efficiency, and strategic space utilization. We specialize in translating complex organizational needs into functional layouts, producing precise technical documentation, and fostering collaborative engagement to ensure each decision supports the organization's mission and long-term objectives.

As noted in our organizational chart, Grace Design is proposing Principal Architect Jon Kirk to lead the project and serve as the single point of contact for Polk County. Jon will oversee all aspects of the scope of services outlined in the County's RFP. As detailed in the draft schedule in Tab 2, the first approximately three months of the project will focus on site surveying and investigations of ecological, environmental, and geotechnical conditions. Our consultant team has the capacity to begin this work immediately upon award, including our consultants.

In parallel with site investigations, Jon Kirk and the Grace Design team will lead stakeholder engagement, programming, and master planning efforts. Key project staff identified in Tab 3 will dedicate up to 50% of their time to this project during both the Master Planning and Design phases. Supporting these efforts, Grace Design Studios employs more than 465 professionals nationwide across 24 offices, providing the depth of resources necessary to deliver this project successfully.

Demonstrated Responsiveness + Capacity

Our current workload includes minor projects under continuing contracts with municipalities and educational institutions, which require only a small portion of our workforce. Construction administration, for instance, typically occupies no more than 10% of a Principal's time.

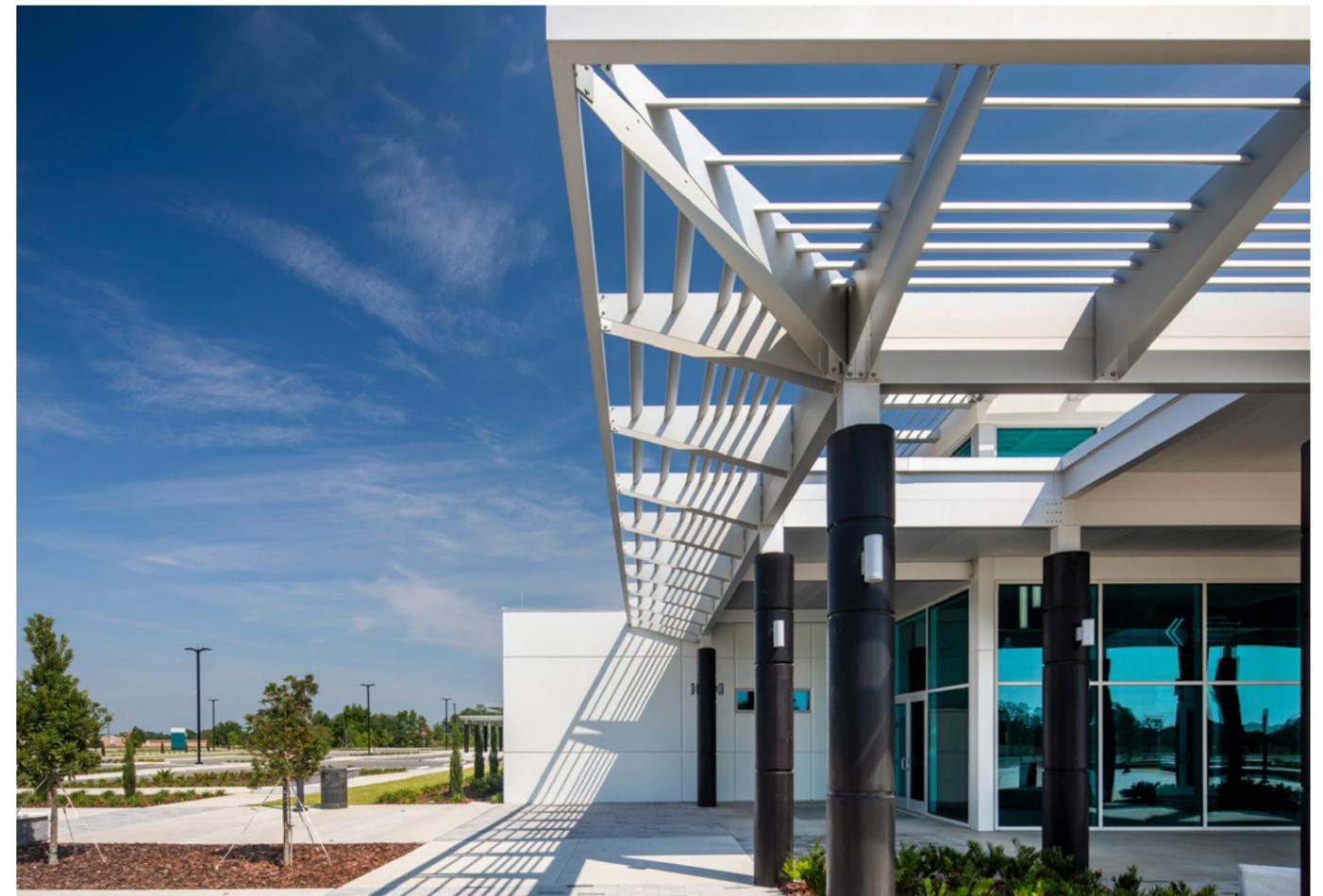
This capacity allows us to immediately commence work on new projects with Polk County without delay. Notable examples of our responsiveness include:

- **Supervisor of Elections Due Diligence Survey:** Completed a 62-page document of investigations and findings in less than two weeks.
- **Florida Polytechnic University Admissions and Wellness Centers:** Delivered construction documents for each facility in under 30 days.

Commitment To Polk County Projects

Our longstanding relationship with Polk County ensures that its projects remain a top priority in our office. This commitment extends to our consultants, who share our dedication to delivering exceptional service. Once selected, the core project team will remain engaged throughout the project lifecycle, ensuring continuity and streamlined communication between all parties.

With the expertise, resources, and proven efficiency of our team, we are confident in our ability to meet and exceed Polk County's scheduling expectations. Our team stands ready to begin work immediately upon contract award and to deliver timely, world-class results through a collaborative and cohesive process.



8

Surveys of Past Performance



Survey Questionnaire – Polk County

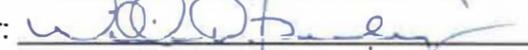
RFP 25-377, Architectural and Engineering Services for a Joint-Use Fire Rescue Station

To: Bill Beasley (Name of Person completing survey)
Polk County (Name of Client Company/Contractor)
 Phone Number: _____ Email: BillBeasley@polk-county.net
 Total Annual Budget of Entity _____
 Subject: Past Performance Survey of Similar work:
 Project name: New Northeast Government Center
 Name of Vendor being surveyed: Grace Design Studios, LLC
 Contract Start Date: April 2019 Contract End Date: May 2023

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)	9
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)	9

Printed Name of Evaluator WILLIAM D. BEASLEY

Signature of Evaluator: 

Please fax or email the completed survey to: candice@straughntrout.com / tim@straughntrout.com

Survey Questionnaire – Polk County

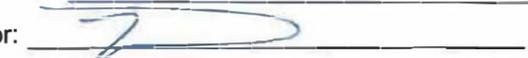
RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

To: Loyd Stewart (Name of Person completing survey)
City of Haines City (Name of Client Company/Consultant)
 Phone Number: 863.421.5560 Email: loyd.stewart@hainescity.com
 Total Annual Budget of Entity _____
 Subject: Past Performance Survey of Similar work:
 Project name: New City Hall Annex
 Name of Vendor being surveyed: Grace Design Studios, LLC (formerly Straughn Trout Architects)
 Cost of Services: Original Cost: N/A Ending Cost: TBD
 Contract Start Date: 10/05/2020 Contract End Date: Est. 08/01/2026

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)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	N/A
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)	9

Printed Name of Evaluator Loyd Stewart

Signature of Evaluator: 

Please fax or email the completed survey to: thoeft@grace-design.com

Survey Questionnaire – Polk County

RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

To: Keith Kolakowski (Name of Person completing survey)
The Collage Companies (Name of Client Company/Consultant)
 Phone Number: 407-551-9959 Email: kkolakowski@collage-usa.com
 Total Annual Budget of Entity _____
 Subject: Past Performance Survey of Similar work:
 Project name: St. John River Water Management District: Apopka Service Center
 Name of Vendor being surveyed: Grace Design Studios, LLC
 Cost of Services: Original Cost: 6,500,000 Ending Cost: 6,500,000
 Contract Start Date: 04/01/2020 Contract End Date: 09/01/2022

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)	8
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)	9
6	Ability to communicate with Client's staff	(1-10)	9
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)	9
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 Keith Kolakowski

Signature of Evaluator: 

Please fax or email the completed survey to: _____

Survey Questionnaire – Polk County

RFP 24-643 Architectural and Engineering Services for Sheriff's Office – Polk County Joint-use Warehouse & Facilities Management Administration Building Architectural and Engineering Design

To: Rick Johnson (Name of Person completing survey)
City of Mulberry (Name of Client Company/Contractor)
 Phone Number: 863-425-1125 Email: rjohnson@cityofmulberryfl.com
 Total Annual Budget of Entity _____
 Subject: Past Performance Survey of Similar work:
 Project name: Mulberry Government Complex
 Name of Vendor being surveyed: Grace Design Studios, LLC
 Contract Start Date: June 2024 Contract End Date: Est. Spring 2026

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 Rick Johnson, City Manager

Signature of Evaluator: 

Please fax or email the completed survey to: candice@straughntrout.com / tim@straughntrout.com



Survey Questionnaire – Polk County

RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

To: Richard Baker (Name of Person completing survey)
 City of Lakeland (Name of Client Company/Consultant)
 Phone Number: (863) 834-2380 Email: richard.baker@lakelandgov.net

Total Annual Budget of Entity _____

Subject: Past Performance Survey of Similar work:

Project name: Water Department Administration Complex - Renovations & New Construction

Name of Vendor being surveyed: Grace Design Studios, LLC (formerly Straughn Trout Architects, LLC)

Cost of Services: Original Cost: N/A Ending Cost: N/A

Contract Start Date: 11/2016 Contract End Date: 11/2021

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 Richard Baker

Signature of Evaluator: *Richard Baker* 12/17/25

Please fax or email the completed survey to: _____




Grace
Design Studios



POINT OF CONTACT
Jonathan Kirk

863.665.6205
jkirk@grace-design.com

2005 East Edgewood Drive
Lakeland, FL 33803
grace-design.com

Proposers Incorporation Information

(Submittal Page)

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

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

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

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

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: _____

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

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: RFP 26-054, A&E Services for Polk County Fire Rescue Administration Headquarters

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 _____ day of _____, 20__.

ATTEST:

By: _____
PRINTED NAME: _____
Its: _____

CONTRACTOR:

By: Jonathan A. Kirk
PRINTED NAME: _____
Its: _____

Affidavit Certification Immigration Laws

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 OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

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

Company Name: Grace Design Studios, LLC

Signature: *Jonathan Kirk*

Title: Principal, Architect

Date: 12/16/2025

State of: Florida

County of: Polk

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 16th day of December, 2025, by Jonathan Kirk (name) as Principal, Architect (title of officer) of Grace Design Studios, LLC (entity name), on behalf of the company, who is personally known to me or has produced

_____ as identification.

Notary Public Signature: *Candice Hyatt*

Printed Name of Notary Public: Candice Hyatt

Notary Commission Number and Expiration: HH494995 2/20/2028

(AFFIX NOTARY SEAL)



CANDICE HYATT
Notary Public
State of Florida
Comm# HH494995
Expires 2/20/2028

December 12, 2025

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

**RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue
Administration Headquarters**

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
Sr. Procurement Analyst
Procurement Division

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

Signature: Jonathan A. Kirk
Printed Name: _____
Title: _____
Company: _____

RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

Addendum #1

Question 1: Can the County allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's?

Answer 1: 1) Yes, surveys from prior RFP submittals may be used if they meet the following criteria.

- i. The survey questions are the same
- ii. The scope of work of the prior RFP survey you are submitting is similar to the scope of the work of this RFP.
- iii. The survey submitted is for one of the projects identified under Tab 3.
- iv. If submitting a survey from a prior RFP, please manually strike through the RFP number and name on the top of the survey and write in the appropriate RFP number and name that matches the RFP you are submitting a proposal for.

Question 2: Is there an anticipated design and construction start/end goal?

Answer 2: This will be determined in coordination with the awarded firm once the agreement is in place.

Question 3: Please confirm if local preference is applied per discipline or per consultant; if one consultant performs multiple disciplines, are we limited to 1 point?

Answer 3: As outlined in the RFP Package (Tab 4 – Page 9), one (1) point is awarded per sub-consultant.