



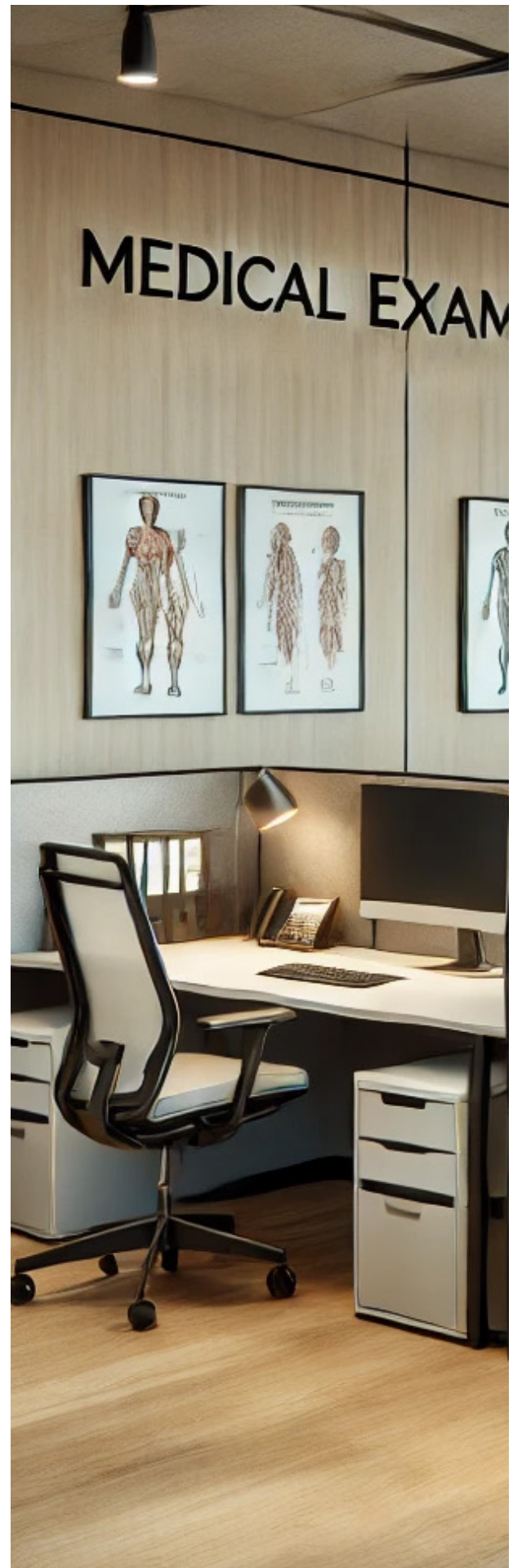
ARCHITECTURAL AND ENGINEERING SERVICES

MEDICAL EXAMINER'S OFFICE EXPANSION

POLK COUNTY

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LICENSE #AR0013140

ATTN: Fran McAskill
Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830

RE: ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE POLK COUNTY AGRICULTURAL CENTER COMPLEX
BUILDING - RFQ # 24-642

Dear Selection Committee,

Harvard Jolly | PBK is pleased to submit our letter of interest for the expansion, addition, and modification of the Polk County Medical Examiner's Office. As a firm with a longstanding commitment to serving Florida's growing communities, we fully recognize the vital role the District 10 Medical Examiner's Office plays in supporting Polk, Hardee, and Highlands Counties, and we are eager to continue our partnership in shaping this essential facility's future.

Our team is uniquely qualified and ideally positioned to lead this project. Harvard Jolly | PBK designed the existing Medical Examiner's Office for Polk County over 20 years ago, and more recently conducted the Expansion Study, giving us an unmatched depth of understanding of the facility's current operations, anticipated growth, and long-term vision. This familiarity ensures a seamless transition from planning to design, enabling us to deliver thoughtful, cost-effective, and efficient solutions tailored to the needs identified in the study.

As Polk County remains one of the fastest-growing regions in the country, the demand on the Medical Examiner's Office will continue to increase. Our team brings extensive expertise in designing specialized government and medical facilities that balance functionality, safety, and future scalability. Our collaborative approach will prioritize maximizing value while maintaining quality and operational excellence. We will also support Polk County's efforts to secure additional funding through legislative priorities and other entities, providing accurate cost analysis and adaptable design solutions.

Harvard Jolly | PBK has a proven track record of delivering projects that align with our clients' goals, schedules, and budgets. Our deep-rooted presence in Florida and our ability to foster strong relationships with stakeholders allow us to address community needs with both insight and innovation. We are confident that our knowledge of the Polk County Medical Examiner's Office, combined with our expertise and collaborative approach, makes us the ideal partner for this critical expansion.

We appreciate the opportunity to be considered for this important project and welcome the chance to discuss how Harvard Jolly | PBK can bring exceptional value and vision to the Medical Examiner's Office expansion.

Sincerely,



Phil Trezza, AIA, LEED AP
Managing Principal

EXECUTIVE SUMMARY

a. Name, company name, address, telephone number, and email address.

Harvard Jolly, Inc., dba Harvard Jolly | PBK

Tampa Office

5201 W. Kennedy Blvd. Suite 515, Tampa, FL 33609

T: 813.286.8206

marketing@harvardjolly.com

b. Number of years in business, as the same company/firm.

Harvard Jolly was founded in 1938 and has been providing clients with architecture and interior design services for **86 years**.

Harvard Jolly | PBK 2023-present;

Harvard Jolly, Inc. 2004-2023;

Harvard Jolly Clees Toppe Architects, PA 1992-2004;

Harvard, Jolly Marcet and Associates, Architects, PA 1977-1992;

Harvard, Jolly and Associates Architects, PA 1961-1977;

William B. Harvard, Sr., Architect 1938-1961.

c. Number of full time employees

Harvard Jolly | PBK has 120+ full-time staff located in eight offices around Florida and is a corporation organized under the laws of the State of Florida since March 15, 1972.

e. Qualifying Architect



LICENSES

d.

State of Florida

Department of State

I certify from the records of this office that HARVARD JOLLY, INC. is a corporation organized under the laws of the State of Florida, filed on March 15, 1972.

The document number of this corporation is 603450.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 3, 2025, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Third day of January, 2025*




Secretary of State

Tracking Number: 8850323342CC

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

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

LICENSES

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G23000056193

Fictitious Name to be Registered: HARVARD JOLLY PBK

Mailing Address of Business: 2714 DR MLK JR ST N
ST. PETERSBURG, FL 33704

Florida County of Principal Place of Business: MULTIPLE

FEI Number: 59-1430579

FILED
May 03, 2023
Secretary of State

Owner(s) of Fictitious Name:

HARVARD JOLLY, INC.
2714 DR MLK JR ST N
ST. PETERSBURG, FL 33704
Florida Document Number: 603450
FEI Number: 59-1430579

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

WARD J FRISZOLOWSKI

Electronic Signature(s)

05/03/2023

Date

Certificate of Status Requested ()

Certified Copy Requested ()



PROJECT APPROACH

Harvard Jolly | PBK is honored to have this opportunity to serve Polk County to deliver an expansion and renovation of the Medical Examiner's Office. With 86+ years of experience in architectural planning and design throughout Florida, our team is uniquely positioned to expand and update the existing MEO, and better position Polk County to handle the unprecedented growth it is seeing now and into the future.

MANAGEMENT PLAN AND TEAM EXPERTISE

Our team brings a collaborative and strategic approach to managing this project, ensuring clear communication, accountability, and innovation at every phase. Key members of our team include:

- **Principal-in-Charge - Phil Trezza:** Provides overall leadership, aligning project outcomes with County and Medical Examiner's objectives, and ensuring quality.
- **Project Manager - Eric Rainbeau:** Involved in the recent needs assessment and expansion study, Eric will implement the design with skill and precision.
- **Project Architect - Luis Hernandez:** Coordinates with consultants to deliver complete construction documents.
- **Multidisciplinary Experts:** Specialists in structural, mechanical, electrical, plumbing, and technology systems, ensuring seamless engineering integration.

This team will remain consistent throughout the project to maintain continuity and ensure a unified vision from schematic design to construction administration.

PROPOSED APPROACH

1. Design and Documentation Phase

Once the requirements of the Needs Assessment study are translated into Schematic Design (SD) plans, reviewed and approved by stakeholders and the Chief Medical Examiner, our team will progress the project through Design Development (DD) and develop Construction Documents (CD) to bring the vision to life. Our team will employ advanced tools, including Building Information Modeling (BIM), to ensure accuracy, enhance visualization, and streamline decision-making.

2. Construction Administration Phase

We will actively monitor construction progress to ensure adherence to design intent, budget, and timeline. This includes site visits, milestone reviews, and addressing any unforeseen challenges promptly.



FIRM'S ABILITIES

INNOVATIVE APPROACHES

Technology Integration: Leveraging BIM, virtual walkthroughs, and real-time collaboration platforms to improve communication and efficiency throughout the design and construction phases.

Sustainability Focus: Integrating sustainable design principles, such as energy-efficient systems, water conservation strategies, and resilient materials, to minimize environmental impact and operational costs.

CLIENT ENGAGEMENT

Engaging the Chief Medical Examiner, Dr. Stephen Nelson, and key professionals within his staff, is central to our approach. Through the County's Project Manager, we will schedule input and review meetings with Dr. Nelson and his staff to ensure his office's needs and requirements are met. We will patiently review our documents with all stakeholders during the various stages of development to ensure all parties are clear and understand exactly what is designed and included in the project.

WHY HARVARD JOLLY | PBK?

Harvard Jolly | PBK offers unmatched expertise for this particular project, supported by:

- **Proven Experience:** Completion of numerous Medical Examiner's Offices and similar facilities.
- **Local Knowledge:** A deep understanding of Florida's building codes, environmental conditions, and community dynamics.
- **Scalable Resources:** A network of 300+ professionals, ensuring adequate staffing and expertise to meet project deadlines.

COMMITMENT TO SUCCESS

Harvard Jolly | PBK is committed to delivering an expanded, updated, efficient, and highly-functional MEO that will meet the current and future needs of Polk, Hardee, and Highlands Counties.



QUALITY ASSURANCE/QUALITY CONTROL

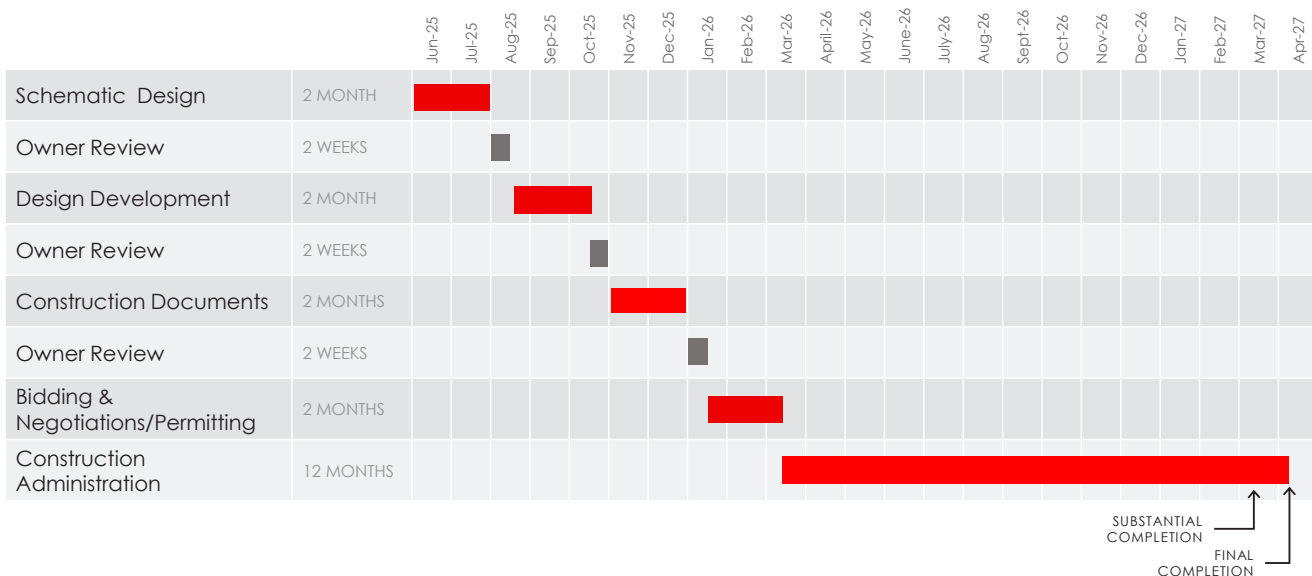
The mainstay of our mission statement since the inception of the firm in 1938 has been service to our clients. With the development of technology, the complex requirements of sophisticated projects, the greater expectations of the user, and the need to constantly strive to provide the best service possible, our efforts in Quality Management have evolved throughout the history of the firm. JOur Quality Management program achieves client satisfaction through an integrated system of techniques, training and culture that results in the creation and execution of a quality project.

THE KEY COMPONENTS BELOW EMBODY OUR QUALITY MANAGEMENT PROGRAM:

1. An Office Practices Committee meets monthly to maintain and develop firm-wide standards for Technology, Design, Human Resource Policy, Communications, Insurance and Quality Requirements.
2. A Technical Standard Committee meets weekly to direct the constant development and evolution of our CADD system, our standard details, material research, as well as specifications and contract requirements. We feel this Committee is important for the complete, concise communication and delivery of the project requirements.
3. A Design Methodology is established to ensure proper and correct identification of program requirements and client needs. In-house design reviews are required early in the project to not only substantiate that the design meets the program but that the design meets the firm requirements.
4. Construction Documents are systematically organized to assure compliance with codes. Construction details are time-tested and reviewed by our Technical Standards Committee.
5. Construction Document Review processes are enacted that include a series of checklists and a team coordination meeting when the documents are 75% complete. Imperative to the quality of the Construction Documents is our final review policy prior to issuing the documents.
6. An aggressive Construction Administration program is mandatory to ensure a successful project. Our detailed progress reports, change order tracking procedures and enforcement of the contract documents are the key tools.
7. A Post-Construction Evaluation and Post-Occupancy Survey with the Contractor and Owner completes the quality circle by allowing us to incorporate and reinforce the ideas and details that work and drop those that do not.

The quality management tools that our firm brings to this project, in addition to our high level of commitment to client satisfaction, will be our confident ability to meet and exceed your expectations. This culture and ability to work within a partnering structure of the design team, construction team, and Polk County representatives will provide the environment that will assure the highest quality project.

PROJECT SCHEDULE







POLK COUNTY MEDICAL EXAMINER'S OFFICE

WINTER HAVEN, FL

The Polk Medical Examiner facility was designed as a state-of-the-art prototype, focused on the separation and containment of three main functional areas: Administration, Autopsy and Decomposition Autopsy, and Service Areas. This approach enhances light quality, security, and odor control.

The Administration Building includes offices, public spaces, and security-focused design elements, creating a warm and welcoming atmosphere. The Autopsy Area features four well-lit bays, specialized equipment, and durable, easy-to-clean finishes, while the adjacent Decomposition Autopsy Area is designed for odor containment.

The facility's layout promotes efficiency, with connected buildings separated by an open-air corridor and covered breezeway, ensuring both functionality and privacy.

In 2024, Harvard Jolly | PBK was selected to conduct a needs assessment for the MEO.

OWNER

Polk County
Dr. Stephen Nelson
1021 Jim Keene Blvd
Winter Haven, FL 33880
863-298-4600

SIZE

11,000 SF

ORIGINAL | FINAL

COMPLETION DATE

2002 | 2002

Study - 2024

FIRM'S RESPONSIBILITY

Full Architectural Services

KEY STAFF | ROLE

Phil Trezza - Principal
Eric Rainbeau - Project Architect
CC&A

ORIGINAL | FINAL BUDGET

(explain difference if any)

\$1.8M | \$1.8M



COLLIER COUNTY MEDICAL EXAMINER'S OFFICE NAPLES, FL

Harvard Jolly | PBK's design for the Collier County Medical Examiner facility emphasizes efficiency, security, and environmental control through the strategic separation of its three primary areas: Administration, Autopsy and Decomposition Autopsy, and Service Spaces. This layout helps address critical issues like natural light distribution, safety, and odor management.

The Administration section houses private offices, public-facing spaces, and security-enhanced features, including visual monitoring capabilities, all designed to create a more welcoming and comfortable atmosphere. The Autopsy Area includes multiple procedure bays equipped with specialized, durable materials and advanced technology, arranged to streamline workflow and maintain cleanliness. A separate Decomposition Autopsy Area ensures proper containment and isolation for specialized cases.

These distinct zones are connected by open-air corridors and covered walkways, creating a cohesive yet compartmentalized environment. Thoughtfully designed and highly efficient, this facility sets a new standard for modern medical examiner buildings.

OWNER

Collier County
Tony Barone
Principal Project Manager
Facilities Management Division
3335 Tamiami Trail East, Naples, FL
34112
(239) 252 - 7453
Tony.Barone@colliercountyfl.gov

SIZE

13,243 SF

ORIGINAL | FINAL

COMPLETION DATE

2000 | 2000

FIRM'S RESPONSIBILITY

Full Architectural Services

KEY STAFF | ROLE

Phil Trezza
David Sobel

ORIGINAL | FINAL BUDGET

(explain difference if any)

\$1.44M | \$1.44M



LEE COUNTY MEDICAL EXAMINER'S OFFICE NAPLES, FL

Harvard Jolly | PBK provided architectural design services for the renovation and expansion of the Lee County Medical Examiner's Office, ensuring enhanced functionality and operational efficiency for the facility. The project was executed in two distinct phases to minimize disruption to ongoing operations.

Phase 1 – Office Expansion

The first phase of the project involved the conversion of the existing library area into new office spaces, providing additional administrative capacity for staff. The renovation included reconfiguring the space to accommodate individual and shared workstations, integrating modern technology infrastructure, and improving lighting and ventilation for a more productive work environment.

Phase 2 – Cooler and Freezer Expansion

In response to the facility's growing needs, the second phase focused on the expansion of the existing cooler and freezer rooms. This upgrade significantly increased the storage capacity for forensic investigations, enhancing the office's ability to efficiently handle casework. The design incorporated advanced temperature control systems, improved insulation, and optimized workflow access to support the department's critical operations.

Throughout both phases, careful planning and execution ensured that renovations were completed with minimal impact on daily activities. The improvements provide modernized, efficient, and sustainable upgrades that support the Medical Examiner's mission in serving Lee County.

OWNER

Lee County
Ehab Guirguis
Director, Facilities Construction and
Management

1500 Monroe St. Fort Myers, FL 33901

239-533-8838

EGuirguis@leegov.com

SIZE

17,857 SF

ORIGINAL | FINAL
COMPLETION DATE

2020 | 2020

FIRM'S RESPONSIBILITY
Full Architectural Services

KEY STAFF | ROLE

Phil Trezza
Blayne Rose

ORIGINAL | FINAL BUDGET
(explain difference if any)
\$450,000 | \$450,000



CLEVELAND CLINIC HISTOLOGY MORGUE RENOVATION

NAPLES, FL

Harvard Jolly | PBK provided architectural design services for the renovation of the Pathology and Laboratory Medicine areas on the first floor of Cleveland Clinic Weston Hospital, successfully enhancing workflow efficiency and functionality. The 1,800-square-foot renovation involved removing a portion of the existing holding refrigerator to allow for expansion, reconfiguring the autopsy lab by removing an autopsy table to create space for two new grossing stations, and modifying the staff toilet and locker room to accommodate additional block and slide storage. Additionally, the cutting, staining, and embedding stations were reconfigured to establish a cleaner and more efficient workflow within the lab.

Given that these spaces operate 24/7 and could not be relocated during construction, Harvard Jolly | PBK carefully planned and phased the project to minimize disruptions while maintaining full operational capacity. A study of the existing processes was conducted to verify programmatic needs, ensuring the final design met the operational requirements of both the end users and the administration. The completed renovations successfully improved efficiency, organization, and overall laboratory functionality, reinforcing Cleveland Clinic's commitment to cutting-edge medical diagnostics and patient care.

OWNER

Cleveland Clinic
Elizabeth Aurelia
Interior Design, Buildings + Design
1155 35th Lane, Suite 204A
Vero Beach, FL 32960
772.205.5096
aurelie@ccf.org

SIZE

1,800 SF

ORIGINAL | FINAL

COMPLETION DATE

2015 | 2015

FIRM'S RESPONSIBILITY

Full Architectural Services

KEY STAFF | ROLE

Rene Tercilla

ORIGINAL | FINAL BUDGET

(explain difference if any)

\$300,000 | \$300,000



HILLSBOROUGH MEDICAL EXAMINER COMPLEX RENOVATION

NAPLES, FL

Hillsborough County has seen tremendous growth and will continue to see more as the eastern part of the county continues to be developed. With this growth comes a need for more capacity within the Medical Examiner Complex to store toxicology specimens. This project consisted of the expansion of the existing toxicology specimen storage room. This meant specific existing partitions had to be removed and new partitions had to be constructed, while maintaining the operations of the facility. Careful attention was paid to maintain existing systems, safety, and security during both the design and construction phases.

OWNER
Hillsborough County
David Ray
Project Manager
601 E Kennedy Blvd
Tampa, FL 33602
813.597.8100
RayD@HillsboroughCounty.org

SIZE
13,243 SF

ORIGINAL | FINAL
COMPLETION DATE
2023 | 2023

FIRM'S RESPONSIBILITY
Full Architectural Services

KEY STAFF | ROLE
Phil Trezza

ORIGINAL | FINAL BUDGET
(explain difference if any)
\$1.44M | \$1.44M

Harvard Jolly | PBK brings decades of experience and specialized expertise in the design of medical examiner facilities. While we are proud to present projects completed within the requested time range, it's important to emphasize that the nature of medical examiner offices — highly specialized and infrequently constructed — requires a depth of knowledge and a history of proven designs that transcend any single timeframe. Our firm has built a legacy of creating state-of-the-art facilities tailored to the unique operational and environmental needs of these critical institutions.

Our experience in this sector is exemplified by our work on several distinguished projects across Florida, forming the foundation for our understanding of medical examiner facility design. These include the Monroe County Medical Examiner's Facility, completed in 2009, a 9,282 square foot, hurricane-resistant structure designed to serve the needs of Monroe County. This facility, along with the Polk County Medical Examiner's Office and the Collier County Medical Examiner's Facility represent a highly successful prototype that Harvard Jolly | PBK developed and refined. This prototype was inspired in part by the renowned Dade County Medical Examiner Facility and adapted to meet the specific needs of growing Florida counties.

The strength of this prototype lies in the careful separation and containment of the three primary functional areas of the facility: Administration, Autopsy and Decomposition Autopsy, and Service Areas. This design approach addresses critical operational challenges such as security, quality of light, and odor control. The Administration Building houses medical personnel offices, a large lobby, a family viewing room with closed-circuit TV, a conference room, public toilets, and a file viewing room — all designed to create a welcoming, non-clinical environment. Visual control and security are prioritized, with a receptionist maintaining clear sightlines to public areas.

These facilities stand as a testament to Harvard Jolly | PBK's ability to deliver thoughtfully designed, cost-effective, and efficient medical examiner offices. Our extensive experience, combined with our understanding of the evolving needs of these institutions, makes us uniquely qualified to design the new Polk County Medical Examiner Office. With a commitment to innovation and excellence, we look forward to creating a facility that serves the county's needs well into the future.



MEET YOUR TEAM



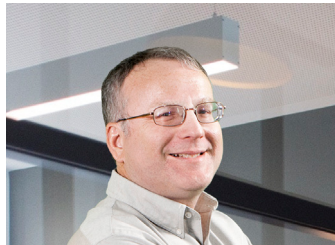
PHIL TREZZA, AIA, LEED AP
PRINCIPAL-IN-CHARGE



ERIC RAINBEAU, AIA
PROJECT MANAGER/ARCHITECT



BLAYNE ROSE, NCDIQ
PRODUCTION



DAVE SOBEL, CCCA, LEED AP
CONSTRUCTION ADMIN



WINOLA H. DAVIDSON, IIDA, LEED AP
INTERIOR DESIGNER

CONSULTANTS



MECHANICAL/
ELECTRICAL/
PLUMBING



CIVIL
ENGINEERING &
LANDSCAPE



STRUCTURAL
ENGINEERING



COST
ESTIMATOR

Phil has been with Harvard Jolly | PBK for 25 years and specializes in municipal facility design. He is one of Harvard Jolly | PBK's most creative architectural designers. He is adept at taking a strong design concept and weaving its elements throughout the project details in a way that is complementary to the overall design of the project.

Phil will function as the Principal-in-Charge under this contract which makes him directly accountable to the owner throughout the entire project duration. Phil has a true understanding of the level of detail and oversight that is required to produce a successful project that meets both the client's expectations and the budget constraints.



PHIL TREZZA, AIA, LEED AP

PRINCIPAL-IN-CHARGE

- Sumter Supervisor of Elections PH II; \$7.4M; Principal
- Hillsborough County Brandon Library Replacement; \$16.8M; PM
- Zephyrhills Public Library; \$2.2M; PM
- Town 'N Country Commons Regional Community Center; \$10.8M; PM
- Leesburg Public Library; \$7.5M; Project Architect
- Dali Museum Facility Management Study; \$N/A; PM
- Hillsborough University Area Community Library; \$3.9M; PM
- Gulfport Senior Center; \$13.2M; Project Manager for Study
- Babcock Ranch Town Masterplan; \$N/A; Project Manager
- Sumter Cty Courthouse Parking Facility; \$6.6M; PM
- Marine Exploration Center & Aquarium, Project Manager | N/A; PM

YEARS OF EXPERIENCE
Joined Harvard Jolly | PBK in 2005
Years with Other Firms: 5

EDUCATION
Master of Architecture
University of Florida

Bachelor of Design
in Architecture
University of Florida

REGISTRATIONS
Florida Registered Architect
##0017760

With 27 years of architectural experience, Eric brings expertise in everything from initial scoping reports and code review to construction administration. His leadership and ability to coordinate teams have been instrumental in delivering successful projects of varying complexity and type, including municipal, government, federal, educational, commercial, religious, restoration, and historic developments. Eric is committed to meeting client needs on schedule and within budget while ensuring all technical and design objectives are achieved.



ERIC RAINBEAU, AIA

PROJECT MANAGER/PROJECT ARCHITECT

- SPC CHS Master Plans Study Downtown Campus; \$N/A; PA/PM
- SPC Castaldi Analysis; \$1.75M; PA/PM
- HCC FinTech Renovations, PA/PM | \$600K
- PHSC Continuing Services Contract; <\$4M; PA/PM
- Eastside Elementary Classroom and Cafeteria Additions; \$25M; PM
- Polk County Medical Examiners Study; \$15M; PA/PM
- Regional Fuels Lab Conversion, NAVFAC Southeast; \$6.5M; PA*
- Sarasota Bradenton International Airport - Terminal Renovations; \$22M; PA*
- Terminal Building, LaBelle Airport; \$3.2M; PA*
- NAVFAC Southeast - New P454 Hangar & Aircraft Apron; \$40M; PA*

YEARS OF EXPERIENCE
Joined Harvard Jolly in 2024
Years with Other Firms: 27

EDUCATION
Bachelor of Architecture
Syracuse University, School of Architecture

Registered Architect/
Florida #AR95459

*previous firm experience

In the role of Project Production, Blayne will work closely alongside Eric and aid in the successful design and execution of public use building projects from overall project conception through design development, construction document production, submittal, and construction administration. Additionally, he will take part in everything from code research, drafting, site visits, coordination of consultants, and client interaction.



BLAYNE ROSE, NCIDQ PRODUCTION

- Collier County Sheriff's Entry Remodel; \$2.1M; Production
- Collier County EOC - 3-story Redesign; Production
- Collier County Emergency Services Complex; \$56M; Production
- Charlotte County Chamber of Commerce - Renovations & Additions; \$413,000; Production
- Lee County School District - The Sanibel School; Varsity Lakes Middle School Caloosa Elementary/Middle School - Addition and Renovation; costs vary by project; Production
- Florida Gulf Coast University Continuing Services Contract; <\$4M; Project Support
- Charlotte County School Board Continuing Services Contract; <\$4M; Production
- Port Charlotte High School Additions and Renovations; \$25M; Production
- School District of Manatee County Continuing Services Contract; <\$4M; Project Support
- Orange County Public Schools Continuing Services Contract; <\$4M; Production

YEARS OF EXPERIENCE
Joined HJ | PBK in 2014
Years at Other Firms: 5

EDUCATION
Bachelor of Architecture
Bachelor of Environmental Design
Auburn University

Manual and CADD Drafting
Huntsville Center for Technology

David has 21 years of experience providing construction administration services for Harvard Jolly | PBK. He has performed construction administration on a variety of projects located throughout Florida ranging from minor additions and renovations to multi-story, multi-phased new construction projects. David will work closely with the design team and will be involved throughout the life of the project.



DAVE SOBEL, CCCA, LEED AP QUALITY CONTROL & ASSURANCE/CONSTRUCTION ADMINISTRATION

- Pinellas County Public Safety Facilities & Centralized Communications Center; \$68.5M ; CA
- Hillsborough County Brandon Library Replacement; \$16.8 ; CA
- Hillsborough County - 6 Public Libraries Renovation; \$4.5M; CA
- Belleair Beach City Hall and Community Center; \$3.6M ; CA
- Sumter County Supervisor of Elections Office; \$7.4M; CA
- Loretta Ingraham Community Center; \$3M; CA
- Hillsborough University Area Community Center; \$6M; CA
- Hillsborough Community College - Collaboration Studio; \$2.5M; CA

YEARS OF EXPERIENCE
Joined Harvard Jolly | PBK in:
2020
Years with Other Firms: 16

EDUCATION
Bachelor of Fine Arts in Interior Design
Ringling College of Art and Design

AVAILABILITY & LOCATION

Staff	Availability	Office Location	City of Residence
Phil Trezza, AIA, LEED AP	20%	5201 W Kennedy Blvd # 515, Tampa, FL 33609	Odessa, FL
Eric Rainbeau, AIA	40%	5201 W Kennedy Blvd # 515, Tampa, FL 33609	Tampa, FL
Blayne Rose, NCDIQ	30%	5201 W Kennedy Blvd # 515, Tampa, FL 33609	Tampa, FL
Dave Sobel, CCCA, LEED AP	25%	5201 W Kennedy Blvd # 515, Tampa, FL 33609	Tampa, FL



SUB-CONSULTANTS



2714 Dr M.L.K. Jr St N
St. Petersburg, FL 33704



109 S Kentucky Ave
Lakeland, FL 33801



5523 W Cypress St.
Tampa, FL 33607



4942 Sandy Brook Circle
Wimauma, FL 33598

MEP CONSULTANTS - IN HOUSE

LEAF Engineers specializes in providing innovative engineering solutions for civic projects involving new or replacement MEP and Technology systems. Most of their services are performed almost exclusively on public institutions, giving them unique insight onto the construction and operational challenges of the industry. With a focus on cost-effective, sustainable designs, LEAF delivers tailored solutions to meet the unique demands of each project and your community.

CIVIL ENGINEERING CONSULTANTS

Kimley-Horn is a full-service, employee-owned consulting firm specializing in engineering, planning, landscape architecture, and environmental services for public and private clients. With 7,500 employees across 130 offices nationwide, including 1,400 in Florida, they are leaders in land development and site planning. This multidisciplinary team integrates seamlessly into projects, combining innovation with practical, constructible solutions to deliver high-quality results on time and within budget. Kimley-Horn's expertise, collaborative approach, and proven track record ensure the success of complex developments while building strong client partnerships.

STRUCTURAL ENGINEERING CONSULTANT

Established in 1999, MCE is a certified WMBE firm with offices in Tampa, Orlando, and Ft. Lauderdale, Florida. Their team of 25 professionals, including seven licensed engineers, brings over 150 years of collective experience in structural design, threshold inspections, forensic engineering, wind load analysis, peer reviews, and construction administration. MCE has successfully completed projects ranging from \$500,000 to \$1 billion, including large-scale design-build ventures, renovations, additions, and minor repairs. Equipped with cutting-edge technology and expertise in Revit, AutoCAD, and MicroStation, MCE prioritizes efficiency and precision in every project. With a commitment to excellence and integrity, their skilled Structural Engineers, CAD specialists, and Project Managers consistently deliver practical, timely solutions for even the most complex construction challenges.

COST ESTIMATING CONSULTANT

CC&A specializes in construction services across commercial, institutional, and retail sectors, including various renovation projects. With over 45 years of experience, the company focuses on providing detailed cost estimates, construction sequencing, constructability analysis, quality control through drawing reviews, on-site inspections, and value engineering.

Daniel, with over 25 years of experience in architectural consulting engineering. His extensive background covers a broad range of project types, including residential, commercial, industrial, institutional, and government sectors. Daniel is committed to providing top-tier engineering design and exceptional client service. He functions as Lead Electrical Engineer and Electrical Engineer of Record (EOR), managing MEP systems such as HVAC, lighting, controls, and fire alarm upgrades. Daniel is known for his collaborative approach with project architects, ensuring effective design, seamless coordination, and successful project outcomes. He also performs campus-wide system assessments and oversees repairs and modernizations, maintaining strong partnerships throughout each project's lifecycle.



DANIEL ROGERS PE

DIRECTOR | ELECTRICAL ENGINEER

– Polk County - Medical Examiner's Office Expansion Study; Engineering Lead

Lee County

– Lavender's Landing Boat Ramp & Service Building ; Engineering Lead
– Sheriff's Office Generator Replacement; Engineering Lead
– Sheriff's Vehicle Storage Facility; Engineering Lead

Sumter County

– Fire Station #21 - Weight Room Addition; Engineering Lead

– Fire Station #31 - Weight Room Addition; Engineering Lead

– Sheriff's Investigative Unit Building; Engineering Lead

– City of Palm Beach - North Fire Rescue Station Renovation; Engineering Lead

– City of Palm Beach Gardens - Police Department Expansion; Engineering Lead

– City of Highland Beach - Town Council Chamber Renovation; Engineering Lead

YEARS OF EXPERIENCE

Joined LEAF in 2024
Years with Other Firms: 25

EDUCATION

B.S. Electrical and Electronics Engineering
Vanderbilt University

REGISTRATIONS

Florida Professional Engineer
#67915

Craig is an accomplished Engineering Director at LEAF Engineers, with over 25 years of expertise in mechanical engineering, energy performance, and project management. Craig is renowned for driving innovation in building systems design, particularly in energy optimization, HVAC systems, and sustainability and is and is a LEED Accredited Professional.

In his role at LEAF Engineers, Craig oversees the entire project lifecycle, from initial design through construction and completion. He leads mechanical engineering efforts, manages project teams, designs HVAC systems, conducts site assessments, performs energy audits, and prepares comprehensive reports. Craig is dedicated to ensuring projects adhere to industry standards and technical requirements, focusing on enhancing building performance and operational efficiency through advanced technology and innovative design strategies.



CRAIG MACMENOMAY PE, CEM, LEED

DIRECTOR | MECHANICAL ENGINEER

– North Fort Myers Fire District - Fire Station #1; Mechanical Engineer

Lee County

– Tax Collector's Office (Satellite Office); Mechanical Engineer
– Tax Collector's Office (New Branch Office); Mechanical Engineer
– Sheriff's Office and Administrative Center; Mechanical Engineer
– Estero Fire Control & Rescue District - Administration and Emergency Operations Buildings; Mechanical Engineer

– Lehigh Acres Fire Control and Rescue District - Fire Station #5; Mechanical Engineer

– Iona-McGregor Fire Protection and Rescue Service District - Fire Station #5; Mechanical Engineer

– Bonita Springs Fire Control and Rescue District - Fire Station #1; Mechanical Engineer

– Southwest Florida Addiction Services at Fort Myers - New Recovery Center; Mechanical Engineer

– Manatee Technical Institute - Health Studies Building; Mechanical Engineer

YEARS OF EXPERIENCE

Joined LEAF in 2024
Years with Other Firms: 26

EDUCATION

B.S. Architectural Engineering
University of Colorado at Boulder

REGISTRATIONS

Florida Professional Engineer
59403

PROFESSIONAL AFFILIATIONS
Certified Energy Manager (C.E.M.)
Leadership in Energy & Environmental Design (LEED AP)

With 36 years of experience in land development and civil engineering, Mark is well-versed in the entire site development process, from due diligence to final inspections. His work spans institutional, civic, commercial, and residential projects across Florida, including stormwater improvements, utility extensions, sewer pump stations, roadway enhancements, and master plans for mixed-use developments.



MARK WILSON, PE

CIVIL ENGINEERING PRINCIPAL-IN-CHARGE

- Polk State College Center for Public Safety, Winter Haven, FL; \$30M; Project Engineer
- Polk County Sheriff's Training Facility, Polk County, FL; \$20M; Project Engineer
- Polk City Government Center, Polk City, FL; \$7.5M; Project Engineer
- Florida Southern College (FSC), Carol Jenkins Barnett Center for Early Learning & Health and the Lamar Louise Curry Education Building, Lakeland, FL; \$7M;

Project Engineer

- Streamsong Resort, Bowling Green, FL; \$160M; PIC
- North Fire Station, Lake Wales, FL; \$N/A - not constructed; PIC
- Polk County Charter School, Polk County, FL; N/A - not constructed; PIC
- Bonnet Springs Park, Lakeland, FL; \$110M; PIC

YEARS OF EXPERIENCE
Joined Kimley Horn in 2003
Years with Other Firms: 14

EDUCATION
BS Civil Engineering
University of Central
Florida

REGISTRATIONS
Florida Registered
PE 47615

Richard has seven years of experience in all aspects of project management, design, and permitting for both private and public-sector land development projects in Central Florida. His project experience includes institutional, industrial, civic, and commercial retail. Richard's design experience includes site layout, grading, drainage/stormwater, utilities, wastewater pump stations, horizontal directional drilling, and construction phase services. Richard has extensive knowledge of permitting through various review agencies in Central Florida, including Southwest Florida Water Management District (SWFWMD), the Florida Department of Environmental Protection (FDEP), the Florida Department of Transportation (FDOT), Polk County, and various other municipalities.



RICHARD MILLS, PE

PROJECT ENGINEER

- Florida Southern College (FSC), Roberts Academy Middle School Building; \$7M; Project Engineer
- Florida Southern College, School of Physical Therapy; \$6M; Project Engineer
- Florida Southern College (FSC), Carol Jenkins Barnett Center for Early Learning & Health and the Lamar Louise Curry Education Building, Lakeland, FL; \$7M; Project Engineer
- FSC, Roberts Academy Middle School Building, Lakeland, FL; \$8M; Project Engineer

- FSC Weinstein Computer Sciences Center, Lakeland, FL; \$7M; Project Engineer
- Streamsong Resort (includes Streamsong WTP and WWTP, flood study and FEMA map revisions) Project Engineer
- Florida Southern College Barnett Athletic Complex, Project Analyst; \$6M; Project Engineer
- Victor Posner City Center DRI, Project Analyst; \$80M; Project Engineer
- Crossroads Commerce Park, Project Analyst; \$75M; Project Engineer

YEARS OF EXPERIENCE
Joined Kimley-Horn in: 2017
Years with Other Firms: 0

EDUCATION
Bachelors, Civil Engineering,
University of Florida

REGISTRATIONS
Florida Registered
#PE93017

As President of MCE, Armando has designed and successfully overseen many technically challenging projects. His diverse knowledge of state-of-the art computer applications enables MCE to increase its service capabilities and creates a progressive impact in the engineering industry. He focuses on timely and satisfactory completion of projects and providing creative solutions to the many challenges projects can often have.



ARMANDO CASTELLON, PE

SENIOR PRINCIPAL - STRUCTURAL ENGINEERING

- Hillsborough County Sheriff's Office Crime Lab, Tampa, FL; \$2.5M; PIC
- HCC Allied Health, Tampa, FL; \$20M; PIC
- Broward Health Home Health Materials Management Relocation, Ft. Lauderdale, FL; \$1.8M; PIC

- Lee County Sheriff's Office Forensic Evidence Facility, Ft. Myers, FL; \$9.3M; PIC
- LabCorp Cooler Enclosure, Tampa, FL; \$1.1M; PIC
- East Pasco Medical Office Building, Zephyrhills, FL; \$7.7M; PIC

YEARS OF EXPERIENCE
Joined MCE in: 2001
Years with Other Firms: 19

EDUCATION
Master of Science in Civil & Structural Engineering,
University of Miami

REGISTRATIONS
Florida Registered
#PE43453

Stevie is involved with using the latest structural technologies and has success implementing this in a multitude of buildings. His understanding of the importance of planning, design, and its effect makes him an integral part of MCE. Stevie utilizes a broad range of collaborative and technical skills to assist team members and produce effective solutions to complex problems.



STEVIE LOCKHART, PE

PROJECT MANAGER

- UT Graduate and Health Building, Tampa, FL; \$23M; Project Manager
- USF Research Foundation Spec Laboratory, Tampa, FL; \$ 31.9M, Project Manager
- Apopka Medical Office Building, Apopka, FL; \$1.7M; PIC
- Lucerne Medical Office Building, Orlando,

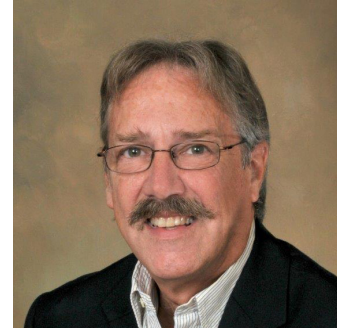
- FL; \$2.4M; Project Manager
- Surgery Center at the Gateway, Dunedin, FL; \$2.1M; Project Manager
- COT Evidence Storage & Impound Lot Structural Evaluation, Tampa, FL; \$7.1M; Project Manager

YEARS OF EXPERIENCE
Joined MCE in 2016
Years with Other Firms: 0

EDUCATION
Master of Science in
Structural Engineering,
University of South Florida

REGISTRATIONS
Florida Registered
#PE86482

Bob has over 40 years of diversified construction experience. Projects range from Commercial, Institutional, Retail to many types of Renovation projects. He has served as Vice President, Chief Estimator and Project Manager for a number of Florida's contractors. Duties included conceptual estimating, hard bid estimates, value engineering analysis, project scheduling and on-site project management. As President of C C & A he is currently providing cost estimates, construction sequence phasing schedules, constructability analysis, drawing review/quality control, value engineering analysis and LEED facilitator services to various Owners and Architects.



ROBERT KAUPP, LEED AP

COST ESTIMATOR

- Polk County Medical Examiners Study; \$15M; CE
- Hernando Co. Public Works; CE
- City of Tampa Public Works; \$7.6 M; CE
- Vehicle Maintenance Facility; CE
- Pasco Co Nottingham Public Works Facility; \$81M ;CE
- Pinellas Co Operations Building Addition; \$5.4 M; CE
- St Johns Fire/Sheriff Facility; \$8.1M; CE
- Pinellas Park Public Safety Facility; \$5.4M; CE

YEARS OF EXPERIENCE
Joined CC&A in: 1991
Years with Other Firms: 7

EDUCATION
Syracuse University,
Syracuse, New York





POLK COUNTY ENTITY

Harvard Jolly | PBK has 8 offices across Florida to serve our clients. The Harvard Jolly PBK office closest to this project is our Tampa office, from which all work will be conducted. While we do not have an office within Polk County boundaries, we have teamed up with the local office for Kimley-Horn to provide civil engineering services.

Harvard Jolly | PBK

5201 W. Kennedy Blvd., Suite 515
Tampa, FL 33609

Kimley Horn - Civil Engineering

Headquarters: 421 Fayetteville St STE 600
Raleigh, NC 27601

Local Office: 109 S Kentucky Ave
Lakeland, FL 33801

50

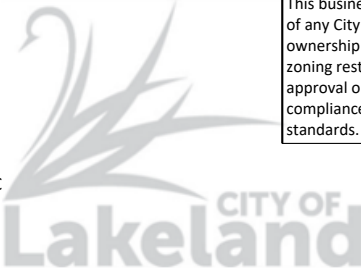

Employees
at Local Office

22

Years in Business
of Local Office

POLK COUNTY LOCAL BUSINESS TAX RECEIPT ACCOUNT NO. 2100		CLASS: B		EXPIRES: 9/30/2020	
OWNER NAME MARK WILSON		LOCATION 116 S KENTUCKY AVE LAKELAND			
BUSINESS NAME AND MAILING ADDRESS KIMLEY-HORN AND ASSOCIATES, INC ATT: MINDY ZENI 421 FAYETTEVILLE ST STE 600 RALEIGH, NC 27601		CODE 540190	ACTIVITY TYPE PROFESSIONAL ENGINEER		
		PROFESSIONAL LICENSE (IF APPLICABLE) 696			
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR			THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION		
PAID-1526261-0001-0001 09/26/2019 09/26/2019 LMM 159 57.75 MINDY ZENI					

TC301F-16

BUSINESS TAX RECEIPT		Expires on: 9/30/2025
<i>Business Tax Office, 228 S Massachusetts Ave., Lakeland, FL 33801</i>		
Account Number: 1392456 Workers: 17 Square Footage: 5,300 Fee: \$482.25 Location Address 109 KENTUCKY AVE S, LAKELAND, FL 33801 Business Name & Mailing Address KIMLEY-HORN AND ASSOCIATES INC 421 FAYETTEVILLE ST STE 600 RALEIGH NC 27601	This business tax receipt does not permit the holder to operate in violation of any City law, ordinance or regulation. Any change in location or ownership must be approved by the City Business Tax Section, subject to zoning restrictions. This Receipt does not constitute an endorsement, approval or disapproval of the holder's skill or competence or of the compliance or noncompliance of the holder with other laws, regulations or standards.	
		
RECEIPT MUST BE CONSPICUOUSLY DISPLAYED IN YOUR PLACE OF BUSINESS		VALID ONLY WHEN SIGNED

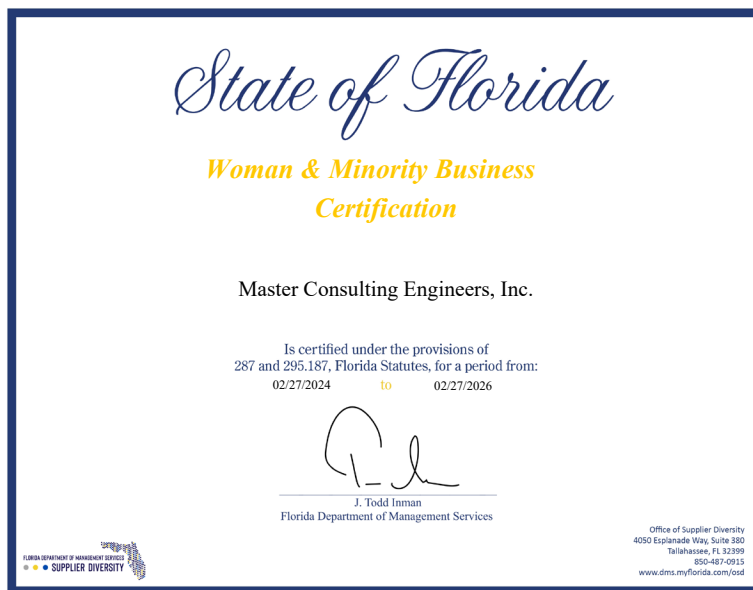


W/MBE

Harvard Jolly | PBK is not a Certified Minority Business Enterprise. However, we strongly support initiatives to include diverse vendors and consultants on our project teams. Selection of certified diverse sub-consultants is customary on Harvard Jolly awarded projects and we are committed to continuing Certified Business Participation. Harvard Jolly | PBK is so supportive of minority participation that we not only include minority sub-consultants on our projects, but we have also incorporated this practice in the daily operation of our firm.

Harvard Jolly | PBK recognizes the importance of working with minority, small and diverse business enterprises (MBEs, SBE and DBE). As a company, both on the corporate level as well as branch offices, we strive to reflect the makeup of the diverse world within which we conduct business. For this project, we have included Master Consulting Engineers, Inc., a Certified Minority Business, for our Structural Engineering services. We also reach out to diverse businesses to provide competitive quotes or to establish bases of corporate accounts for services such as: printing, office and drafting supplies, software and computer hardware, maintenance services for copiers, printers, phones, catering for business meetings and events, company vehicle service, building maintenance, project photography, courier and delivery services, professional services, as well as a host of others.

When Harvard Jolly | PBK is considering engaging in business with a supplier, we must first and foremost make sure the supplier can execute the job we are asking them to perform. We work towards bringing more women, minority and service-disabled veteran-owned business enterprises into our supply chain. We work with MBEs that provide products and services in many areas.





INTERACTION WITH COUNTY & REGULATORY AGENCY STAFF

Harvard Jolly | PBK has extensive experience collaborating with county staff and regulatory agencies to deliver complex projects like the Polk County Medical Examiner's Office. We excel at navigating permitting processes and regulatory compliance to ensure timely, cost-effective, and high-quality project delivery.

Our team has successfully engaged with a variety of regulatory entities, including local building departments, the Florida Department of Environmental Protection (DEP), and the Federal Emergency Management Agency (FEMA). This experience has equipped us to address permitting, zoning, environmental, and safety requirements seamlessly.

COLLABORATION WITH COUNTY STAFF

Having worked on numerous public projects across Florida, including those in Polk County, we are familiar with the County's processes and stakeholders. Our approach emphasizes early and continuous engagement with County staff, ensuring alignment with project goals and regulatory requirements. Key points of interaction include:

- County Facilities Management: Regular coordination meetings will address operational needs, phasing plans, and facility requirements.
- Procurement Office: We will ensure all documentation and bidding processes comply with County standards.
- Building Department: Our team will engage early in the design phase to clarify permitting requirements and address any potential challenges proactively.
- County Attorney's Office: We will coordinate on legal and contractual matters, ensuring all projects documents align with County guidelines.

ENGAGEMENT WITH REGULATORY AGENCIES

We understand that regulatory approvals are a critical component of the project timeline. Our team will:

- Proactively consult with agencies such as the Florida DEP to address environmental permitting and land use requirements.
- Ensure compliance with life safety codes, ADA standards, and Florida Building Code requirements in all design phases.
- Coordinate with FEMA if the site includes any flood-prone areas, ensuring resilient design solutions.
- Our experience navigating similar projects ensures that all regulatory processes are handled efficiently, minimizing delays and mitigating risks.

COLLABORATIVE APPROACH

Our team fosters a collaborative environment with County and agency staff by:

- Hosting design charrettes and workshops to gather input and refine the project vision.
- Conducting regular progress meetings to ensure transparency and alignment.
- Providing detailed documentation and prompt responses to inquiries.

We welcome feedback from County staff and regulatory agencies and prioritize open communication throughout the project to ensure a smooth process.

PROVEN TRACK RECORD

Harvard Jolly | PBK has a strong history of delivering projects that meet or exceed expectations, on time and within budget. By engaging with County and regulatory agency staff early and often, we ensure that the expanded Medical Examiner's Office will be an updated, efficient, and highly-functional facility. Our proactive and collaborative approach positions us as a trusted partner for Polk County.



CURRENT & PROJECTED WORKLOAD

Our firm is dedicated to delivering projects on time and within budget by leveraging our structured project management processes and experienced team. Our current and projected workload is carefully managed to ensure adequate resources are allocated to every project, allowing us to meet the requirements of the scope of services efficiently.

We maintain a balanced workload by continuously monitoring project timelines, staffing capacities, and milestones to avoid overcommitment. Each project is supported by a dedicated team of professionals with specialized expertise, ensuring that critical tasks, such as permitting, design development, and construction administration, are handled daily with precision and focus. This proactive approach enables us to meet or exceed client expectations for quality and timeliness.

Below is an overview of our current and projected workload, illustrating our capacity to successfully take on new projects while maintaining our commitment to excellence:

Project Name	Project Owner	Percent Complete	Remaining Fee
Phoenix House / HCSO Office Interior Renovation	Hillsborough County Sheriff's Office	70%	\$11,175
Hillsborough County - Cross Creek Park	Hillsborough County	78%	\$108,680
Community Based Step-Down Facility	Hillsborough County	87%	\$26,995
Hillsborough County Balm Park Pickleball	Hillsborough County	76%	\$12,058
Westwood Lakes Park Pickleball Courts	Hillsborough County	80%	\$11,496
Kings Forest Park Splashpad	Hillsborough County	70%	\$9,109
Northlakes Sports Complex Pickleball Courts	Hillsborough County	84%	\$3,881
Northlakes Park Sewer Connection	Hillsborough County	82%	\$2,200
Hillsborough County Brandon Library	Hillsborough County	44%	\$529,048



CAN WE HANDLE IT?

Harvard Jolly | PBK is uniquely equipped to handle every aspect of the scope of services for the Polk County Medical Examiner's Office. Our comprehensive approach, combined with extensive resources and decades of experience, ensures seamless management of daily project requirements, from master planning to construction administration.

DAILY OPERATIONS AND CAPABILITIES

1. Schematic Design (SD), Design Development (DD), and Construction Documents (CD)

With robust in-house teams specializing in architectural and engineering disciplines, we can efficiently develop and refine detailed design documents on a daily basis. Our use of Building Information Modeling (BIM) enables real-time collaboration and ensures that all aspects of the design, from structural layouts to MEP systems, are cohesive and coordinated.

2. Cost Estimating and Value Engineering

Daily review sessions are held with our cost estimation experts to monitor budgets, identify cost-saving opportunities, and ensure that designs remain financially feasible. Our team integrates value engineering as an ongoing process, assessing materials, methods, and systems to maximize efficiency without compromising quality.

3. Permitting and Regulatory Coordination

Our team maintains direct contact with regulatory agencies, ensuring daily progress on permitting requirements. Through established relationships with local, state, and federal agencies such as the Florida DEP and local building departments, we address issues proactively to avoid delays.

4. Construction Administration and Oversight

During construction phases, our team will conduct daily site inspections, monitor contractor progress, and ensure compliance with design documents. Real-time reporting and photo documentation are shared with County stakeholders to maintain transparency and keep the project on schedule.

5. Collaboration and Communication

Daily communication with Polk County staff is a cornerstone of our approach. We utilize web-based collaboration platforms, email, and scheduled calls to provide updates, address questions, and maintain alignment with project goals. This consistent communication ensures clear lines of accountability and responsiveness throughout the project.

KEY RESOURCES TO SUPPORT DAILY OPERATIONS

- **Dedicated Project Team:** Each project is staffed with a Principal-in-Charge, Project Manager, and technical leads in architecture, civil, mechanical, electrical, plumbing, and structural engineering. These team members remain fully engaged daily, ensuring consistency and attention to detail.
- **Advanced Technology:** Tools such as BIM, digital dashboards, and cloud-based file-sharing systems allow our team to work collaboratively and efficiently on all project tasks.
- **Scalable Workforce:** With over 300 professionals across multiple disciplines, Harvard Jolly | PBK has the capacity to allocate additional resources as needed to meet project demands.

Harvard Jolly | PBK's daily ability to handle each aspect of the scope of services is backed by our comprehensive resources, experienced personnel, and proven processes. We are confident in our capacity to deliver a successful Medical Examiner's Office that exceeds Polk County's expectations. Through proactive planning, efficient design practices, and seamless communication, we ensure that every project phase is executed with precision and excellence.



Survey Questionnaire – Polk County

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

To: David Ray (Name of Person completing survey)

Hisllborough County (Name of Client Company/Consultant)

Phone Number: 813.597.8100 Email: Rayd@HCFL.gov

Total Annual Budget of Entity N/A

Subject: Past Performance Survey of Similar work:

Project name: Medical Examiner Compex Renovation

Name of Vendor being surveyed: Harvard Jolly | PBK

Cost of Services: Original Cost: \$1.44M Ending Cost: \$1.44M

Contract Start Date: 2022 Contract End Date: 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)	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)	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)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator David Ray

Signature of Evaluator: David Ray

Please fax or email the completed survey to: Harvard Jolly | PBK

Survey Questionnaire – Polk County

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

To: Brian Mondgock (Name of Person completing survey)
Collier County (Name of Client Company/Consultant)
 Phone Number: 239 252 7294 Email: Brian.Mondgock@CollierCountyFL.gov
 Total Annual Budget of Entity ~\$2.6

Subject: Past Performance Survey of Similar work:

Project name: Collier County - Career Technical Training Center

Name of Vendor being surveyed: Harvard Jolly | PBK

Cost of Services: Original Cost: \$398,716.00 Ending Cost: \$174,965.00

Contract Start Date: 5/15/2023 Contract End Date: 12/21/2023

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)	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

Brian Mondgock, PMP

Signature of Evaluator:

[Signature]

Please fax or email the completed survey to: Harvard Jolly | PBK

Survey Questionnaire – Polk County

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office

Expansion

To: William Dodding (Name of Person completing survey)

Lee County (Name of Client Company/Consultant)

Phone Number: 239 699 1399 Email: wdodding@largo.gov.com

Total Annual Budget of Entity 2.8 Billion

Subject: Past Performance Survey of Similar work:

Project name: Lee County - Various Projects

Name of Vendor being surveyed: Harvard Jolly | PBK

Cost of Services: Original Cost: Varies Ending Cost: Varies

Contract Start Date: Varies Contract End Date: Varies

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

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	9
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)	9
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 William Dodding

Signature of Evaluator: [Signature]

Please fax or email the completed survey to: Harvard Jolly | PBK

Survey Questionnaire – Polk County

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

To: Elizabeth L. Aurelia (Name of Person completing survey)
Cleveland Clinic (Name of Client Company/Consultant)
 Phone Number: 772-205-5096 Email: AureliE@ccf.org

Total Annual Budget of Entity > 100m

Subject: Past Performance Survey of Similar work:

Project name: Cleveland Clinic - Various Projects

Name of Vendor being surveyed: Harvard Jolly | PBK

Cost of Services: Original Cost: Varies Ending Cost: Varies

Contract Start Date: Varies Contract End Date: Varies

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 Elizabeth L. Aurelia

Signature of Evaluator: Elizabeth L. Aurelia, March 5, 2025

Please fax or email the completed survey to: Harvard Jolly | PBK

February 14, 2025

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

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion


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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

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

Signature: 
Printed Name: Phil Trezza
Title: Managing Principal
Company: Harvard Jolly | PBK

February 17, 2025

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

**RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office
Expansion**


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: Question and answer.

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

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

Signature: 
Printed Name: Phil Trezza
Title: Managing Principal
Company: Harvard Jolly | PBK

February 24, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #3

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

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: Clarification

Clarification

The Prime Consultant **can not** use the sub-consultants references in Tab 3 – Experience, Expertise, Personnel & Technical Resources, unless the two consulting firms create a joint-venture in accordance with Florida Statue 489.119. If the two consulting firms do create a joint-venture, they must submit their proposal on behalf of the joint-venture.

Link for Statue:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0489/Sections/0489.119.html

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

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

Signature: 

Printed Name: _____ Phil Trezza

Title: _____ Managing Principal

Company: _____ Harvard Jolly | PBK

March 7, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #4

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

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: question/answer and revision.

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

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

Signature: 

Printed Name: Phil Trezza

Title: Managing Principal

Company: Harvard Jolly | PBK

Question 1: Medical Examiner projects are often few and far between. Many facilities are not built nor expanded for decades. Due to this fact, will the county respectfully consider increasing projects from within the past 10 years to 25 years?

March 10, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #5

RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion

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: Receiving date extension.

The Proposal Receiving Date has been extended one (1) week. The revised Proposal Receiving Date is Wednesday, March 19, 2025, prior to 2:00 p.m.

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

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

Signature: 

Printed Name: Phil Trezza

Title: Managing Principal

Company: Harvard Jolly | PBK

Proposers Incorporation Information

(Submittal Page)

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

Company Name: Harvard Jolly, Inc.

DBA/Fictitious Name (if applicable): Harvard Jolly | PBK

TIN #: EIN - 59-1430579

Address: 5201 W. Kennedy Blvd., Suite 515

City: Tampa

State: Florida

Zip Code: 33609

County: Hillsborough

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

Contact Person: Phil Trezza

Phone Number: 813.286.8206

Cell Phone Number: 727.692.2412

Email Address: p.trezza@harvardjolly.com

Type of Organization (select one type)

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

State of Incorporation: Florida

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

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: Harvard Jolly | PBK

Signature: _____

Title: Managing Principal

Date: January, 8, 2025

State of: Florida

County of: Hillsborough

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by Phil Trezza (name) as Managing Principal (title of officer) of Harvard Jolly | PBK (entity name), on behalf of the company, who ☒ is personally known to me or ☐ has produced 8th January as identification.

Notary Public Signature: _____

Printed Name of Notary Public: Susan Malusky x

Notary Commission Number and Expiration: HH 422607 | 08/11/27

(AFFIX NOTARY SEAL)



Affidavit Regarding the Use of Coercion for Labor or Services

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Phil Trezza (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

Harvard Jolly | PBK

NONGOVERNMENTAL AGENCY

SIGNATURE

Phil Trezza

PRINT NAME

Managing Principal

TITLE

January , 8th, 2025

DATE

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: **RFP 25-186, Architectural and Engineering Services for Medical Examiner's Office Expansion**

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.

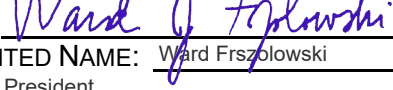
3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all 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 24 day of March, 2025.

ATTEST:

By: 
PRINTED NAME: Rene Tercilla
Its: Secretary

CONTRACTOR:

By: 
PRINTED NAME: Ward Frszolowski
Its: President

