



## **SOUTH BROWARD DRAINAGE DISTRICT**

**Letter of Interest**

**Design Professional Architectural Services**

**Due: October 10, 2016**

**ACAI Associates Inc.**

2937 W. Cypress Creek Road, Suite 200

Fort Lauderdale, FL 33309

T: 954-484-4000 • F: 954-484-5588

**ACAI**  
architecture • engineering  
www.acaiworld.com



1. **Name, address, phone number, and e-mail address of the firm; and indicate the location of the office where the work will be performed.**

**ACAI Associates Inc.**  
2937 W. Cypress Creek Road, Suite 200  
Fort Lauderdale, FL 33309  
adolfo@aecmworld.com

**Location:** Fort Lauderdale, FL

2. **Certificate of Authorization to provide architectural services in accordance with 481.219, F.S.**



RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF ARCHITECTURE & INTERIOR DESIGN**

LICENSE NUMBER
AAC001323

The ARCHITECT CORPORATION  
Named below IS CERTIFIED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2017

ACAI ASSOCIATES INC  
2937 W. CYPRESS CREEK RD STE 200  
FORT LAUDERDALE FL 33309



ISSUED: 01/11/2015 DISPLAY AS REQUIRED BY LAW SEQ # L1501110001346

3. **Size and organizational structure of the firm.**

**Size:** 32 employees

**Organizational Structure:** S-Corp

4. **Statement that the firm has no Conflicts of Interest with regard to any other work performed by the firm for SBDD.**

ACAI Associates Inc. has no Conflicts of Interest with regard to any other work performed for SBDD.



**5. List any sub consultants for this project.**

ACAI's sub-consultants are both knowledgeable in their fields and have a track record of familiarity with our firm.

**Craven Thompson & Associates** – Civil Engineering  
**S & F Engineers** – Structural Engineering  
**JALRW Engineering Group** – MEP

**6. Prior experience with SBDD and understanding of SBDD criteria. This includes working directly for SBDD or working within SBDD's jurisdictional boundaries.**

ACAI Associates Inc. has not previously worked directly with SBDD, but we have worked within the jurisdiction and have a lot of experience with the design and development of maintenance facilities some of which are identified in other sections of this RFP.

ACAI is highly qualified to deliver Architecture/Engineering Professional Services and has extensive experience with governmental clients at the municipal, county, state and federal levels. As shown throughout our response package, we have a clear understanding of the scope of services to be provided and are committed to providing SBDD with high quality, responsive architectural and engineering services to successfully complete your project to meet the Districts budget and time frame.

**7. Prior experience working for other governmental agencies.**

ACAI has over 30 years of experience managing multiple projects concurrently, and has successfully managed Continuing Services as well as Single Service Contracts: A key component of any government project is the understanding of current guidelines, working parameters and compliance with the latest Building Codes.

Our state government experience includes multiple contracts for both the Florida Department of Management (DMS), the Florida Department of Agriculture and Consumer Services (FDACS) and South Florida Water Management (SFWMD). Under our current continuing contract with DMS, we successfully completed the design, bidding and construction administration services for the reroofing of the Dimick office building and are currently managing the contracts and construction of three small projects with that agency in Ft Pierce and Davie. Other previous related DMS, FDACS and SFWMD experience includes the South Florida State Hospital, DCF Belle Glade Service Center, A.G. Holley State Hospital, the rebuild & expansion of the 400,000 sq. ft. State Farmers' Market in Florida City after it was devastated by Hurricane Andrew and Environmental Services Laboratory in W. Palm Beach. We were brought back to Florida City State Farmers' Market by FDACS after Hurricane Wilma in 2005, where we provided damage assessment services for two of the structures and recently completed a feasibility report of the existing Pompano Farmers Market for that agency.

Our Federal experience includes work for GSA, Department of Defense and U.S. Marshals. Our work for municipalities includes experience for the following entities: Broward County, Miami-Dade County, Palm Beach County, Hallandale Beach, Tamarac, Fort Lauderdale, Miramar, Miami, Miami Lakes and Miami Gardens



8. Provide list of 3 — 5 comparable projects to include the following information:



**Name of Project:**

SFWMD Okeechobee Field Station

**Location of Project and name of Owner/ Client:**

Okeechobee, Florida

South Florida Water Management District

**Brief description of project:**

ACAI provided programming and architectural design services for this new facility.

**Project budget vs. actual cost:**

Approx. 2.25 M (not built)

**Contract Time vs. actual time:**

Approx. 12 months (not built). However, design and construction documents were delivered as scheduled.

**Change Order History:**

None

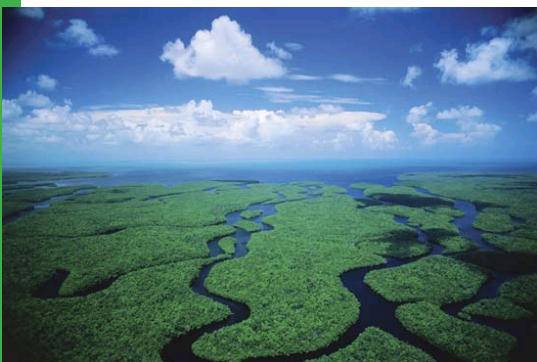
**Name and contact information for Client reference:**

Joe Albers, P.E.

Director, Project Management Division

Everglades Restoration & Capital Projects

56-242-5520 Ext. 4064





**Name of Project:**

Broward County Ravenswood Maintenance Bus Facility  
Dania Beach, Florida

**Location of Project and name of Owner/ Client:**

Dania Beach, Florida  
Broward County, Florida

**Brief description of project:**

ACAI Associates Inc. provided programming, design, phasing and construction oversight for the replacement of the Ravenswood Bus Maintenance Facility in Dania Beach, Florida. This is a replacement of a live bus maintenance facility while in operation in its nine acre site.

**Project budget vs. actual cost:**

\$36,000,000 vs. \$32,486,000

**Contract Time vs. actual time:**

1,165 days

**Change Order History:**

Approx. 5.1% - Owner induced.

**Name and contact information for Client reference:**

Jamil Jalloul, Project Manager  
954-357-5641



**Name of Project:**

SBBC Southwest Bus Maintenance Facility

**Location of Project and name of Owner/ Client:**

Pembroke Pines, Florida

The School Board of Broward County

**Brief description of project:**

ACAI provided programming, architecture, engineering and construction oversight services for this project. The project was comprised of multiple phases in sync with budget funding over a period of 10 years.

**Project budget vs. actual cost:**

SBBC To track this information

**Contract Time vs. actual time:**

SBBC To track this information

**Change Order History:** SBBC To track this information

**Name and contact information for Client reference:**

Shelley Meloni, Director of Pre-Construction Services SBBC

754-321-1515





**Name of Project:**

SBBC West Central Bus Facility

**Location of Project and name of Owner/ Client:**

Fort Lauderdale, Florida

The School Board of Broward County

**Brief description of project:**

ACAI provided programming, architecture, engineering and construction oversight services for this project. The project was comprised of multiple phases in sync with budget funding over a period of five years.

**Project budget vs. actual cost:**

SBBC To track this information

**Contract Time vs. actual time:**

SBBC To track this information

**Change Order History:** SBBC To track this information

**Name and contact information for Client reference:**

Shelley Meloni, Director of Pre-Construction Services SBBC

754-321-1515





## 9. Knowledge and understanding of SBDD's proposed Project and required work.

### • Brief description of Project approach.

ACAI is very familiar with SBDD needs, goals and objectives for its Maintenance Garage Building Expansion Project and understands that resourcefulness, innovative design, fiscal and environmental responsibility plus consistent communication and collaboration amongst owner, building users and the design team ensures a winning project.

We examine the Clients' goals, budget and projected schedule at Project Start-up in order to ascertain how to best fulfill these requirements. Once the project is underway, ACAI's Project Manager reviews progress on a weekly basis and ensures that each project is receiving the quality service it deserves. ACAI believes that proactive management is critical to each project's successful completion.

**ACAI's Overall Approach and Methodology follows three key principles to ensure good design:**

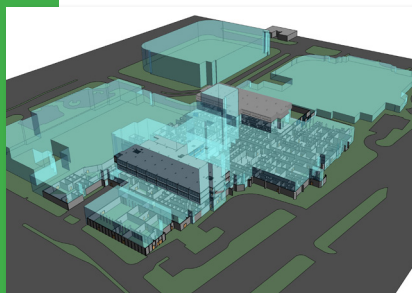
#### *First, the project must be designed to meet the User's needs.*

Understanding the occupant's needs and how these needs affect physical design is critical in the design process. As Architects it is our responsibility to balance user needs with programming flexibility to allow for changes in use over time.

#### *Secondly, good design incorporates and responds to context and imagery.*

It positively impacts the project and users. We believe good design will energize support for the project and gives visitors and staff a place of which they can be proud. ACAI's QA/QC Program is part of the Firm's Total Quality Management approach to its projects and entails the review of documents at pre-established phases of development to ensure that all plans and documents conform to Client Standards and Criteria, and are void of errors and omissions, within the bounds of Standard of Care established for the industry.

#### *ACAI's Building Information Modeling (BIM) experience is extensive as we are leaders in the industry.*



Broward Health Chris Evert Children's Hospital  
Fort Lauderdale, Florida

ACAI is Broward County's On-Call Architect in charge of BIM and VDC Services and we use BIM during design to explore and **help coordinate** a project's key physical and functional characteristics digitally before it's built, greatly reducing conflicts and streamlining the design and construction process. Our experienced staff members are all trained in the latest software and hold bachelor's degrees or licenses in the design and construction industry. With teams including architects, engineers, general contractors and VDC modelers in-house we create more sophisticated, professional models and work together to **identify clashes, conflicts and design problems virtually** in pre-design and construction before they become problems



Ravenswood Bus Maintenance Facility  
Dania Beach, Florida



Ravenswood Bus Maintenance Facility  
Dania Beach, Florida



Ravenswood Bus Maintenance Facility  
Dania Beach, Florida





and costs in the field. We also work with Clients to develop and implement BIM Standards which enables Owners to leverage the benefits of BIM for Facilities Management through Construction Operations Building Information Exchange (COBie).

***Lastly, the project must be built to last.***

As members of the US Green Building Council and a LEED certified team, ACAI is committed to “green design”, also referred to as Leadership in Environmental & Energy Design.

**• Names and brief resumes of staff to be assigned to this Project; and their roles in this project.**

**Donald Wilkin, RA**

Senior Architect

Donald Wilkin has over 35 years of diverse experience in the field of architectural design, including Broward County’s Ravenswood Maintenance Bus Facility, commercial, medical, recreational, office and industrial facilities. He is a Florida Registered Architect (License number 11619).

**Galen VonGleich**

Primary Production Architect

Galen Von Gleich has over 15 years of diverse experience in the architectural design, of governmental, educational, commercial, medical, office and residential facilities. Galen is responsible for many architectural projects, including planning, working drawing production and design and he reviews the design budget on a bi-weekly basis to verify that the progress is consistent with the schedule and milestones. Galen is a Florida Registered Architect (License number 97234) and certified as a LEED AP.

**W. Randy Scott**

Project Manager

W. Randy Scott has over 25 years of experience in all facets of architecture and building construction, including planning, design, production, project coordination and construction administration. He has extensive knowledge and experience in construction, building code enforcement, and project management.

**• Ability to meet the project schedule.**

We have reviewed our current workload and have the ability to meet the project schedule



**Ravenswood Bus Maintenance Facility**  
*Dania Beach, Florida*



**Plantation Pointe Parking Garage**  
*Plantation, Florida*



4 WEST ELEVATION  
SCALE: NTS





- **Participation of certified minority business enterprises (as defined by the Florida Small and Minority Business Assistance Act), if applicable.**

ACAI Associates Inc. is the prime and the company is Minority Owned and a Disadvantaged Business Enterprise. Joining our team are **JALRW** and **S&F Engineers** and both firms are Minority Owned.



**10. Firm History**

- **List any prior business ethics or professional ethics disciplinary actions in the past 10 years.**

None

- **Has your firm resigned or been removed from a project in the past 5 years?**

No

- **List any lawsuits filed against the firm in the past 5 years?**


None



**ANTI-KICKBACK AFFIDAVIT**

STATE OF )  
 ) SS:  
COUNTY OF )

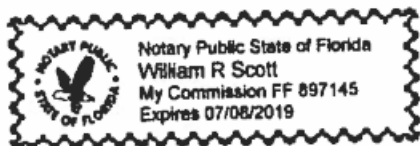
I, the undersigned hereby duly sworn, depose and say that no portion of the sum to be paid for providing architectural services will be paid to any employees of the South Broward Drainage District or its elected officials, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.


By:   
President  
\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this 5<sup>th</sup> day of OCTOBER 2016.

STATE OF FLORIDA )  
 ) §  
COUNTY OF BROWARD )

The foregoing instrument was acknowledged before me this 5<sup>th</sup> day of OCTOBER, 2016, by ADOLFO J. COTILLA, JR., as, who is personally known to me or who has produced \_\_\_\_\_ as identification.



  
Print Name: WILLIAM R. SCOTT  
Notary Public, State of Florida at Large  
Commission No. FF 897145

My Commission Expires: 07.08.2019



**NON-COLLUSION AFFIDAVIT**

STATE OF FLORIDA            )  
  ) §  
COUNTY OF BROWARD        )

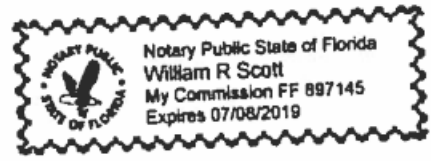
Adolfo J. Cotilla, Jr, AIA, being first duly sworn, deposes and says that he or she is the President of ACAI Associates Inc., the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or a sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal or the negotiated price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the negotiated price, or that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal or any portion thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signed:  Date: 10/5/2016

By: Adolfo J. Cotilla, Jr. AIA

STATE OF FLORIDA            )  
  ) §  
COUNTY OF BROWARD        )

The foregoing instrument was acknowledged before me this 5<sup>th</sup> day of OCTOBER, 2016, by ADOLFO J. COTILLA, JR., as, who is personally known to me or who has produced \_\_\_\_\_ as identification.



Print Name: WILLIAM R. SCOTT  
Notary Public, State of Florida at Large  
Commission No. FF 897145

My Commission Expires: 07.08.2019



**DRUG FREE WORKPLACE AFFIDAVIT**  
**FLORIDA STATE STATUTE 287.087**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, proposals or replies that are equal with respect to price, quality, and service are received by the State or any political subdivision for the procurement of commodities or contractual service, a bid, proposal or reply that certifies that it or has implemented a drug-free workplace program shall be given preference in the award process. In the event that proposals are received by two or more firms that have a drug-free workplace program or, if none of the firms have a drug-free workplace program, the District will determine who is the most qualified firm based on the qualification criteria provided; or in the alternative, the District reserves the option to solicit new Letters of Interest for this project.

In order to have a drug-free workplace program, a business shall:

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



WITNESSES:

[Handwritten Signature]

Witness Signature

[Handwritten Name]

Witness Print Name

[Handwritten Signature]

Witness Signature

Nancy Andrews

Witness Print Name

Adolfo J. Cotilla, Jr. AIA

Name of Architect

By: [Handwritten Signature]

Adolfo J. Cotilla, Jr. AIA, President

Print Name & Title

October 5, 2016

Date

NOTARY CERTIFICATE

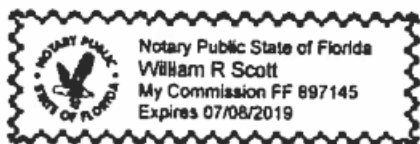
State of FLORIDA }

} ss.:

County of BROWARD }

I HEREBY CERTIFY that on this 5<sup>th</sup> day of OCTOBER, 2016, before me personally appeared ADOLFO J. COTILLA, JR. as PRESIDENT of ACAI ASSOCIATES, INC., to me known to be the person who signed the foregoing instrument, as such officer, and whom acknowledged the execution thereof to be his/her free act and deed as such officer for the uses and purposes therein mentioned, and that the said instrument is the act and deed of said company He (she) is personally known to me or has produced \_\_\_\_\_ as identification.

WITNESS my signature and official seal at said County and State, the Day and Year last aforesaid.



[Handwritten Signature]  
Notary Public – State of FLORIDA

My Commission Expires: 07.08.2019



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
10/4/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Corporate Insurance Advisors 1401 E Broward Blvd Suite 103 Ft. Lauderdale FL 33301	<b>CONTACT NAME:</b> Judy Pinkney <b>PHONE (A/C, No. Ext):</b> (954) 315-5000 <b>FAX (A/C, No.):</b> (954) 315-5050 <b>E-MAIL ADDRESS:</b> jpinkney@ciafl.net
<b>INSURED</b> Acai Associates, Inc., 2937 West Cypress Creek Road Suite #200 Ft. Lauderdale FL 33309	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Transportation Insurance Co. NAIC # 20494 INSURER B: Continental Casualty Co. 20443 INSURER C: Atlantic Specialty Insurance Co. INSURER D: INSURER E: INSURER F:

**COVERAGES** CERTIFICATE NUMBER: CL1692218309 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5084967977	9/18/2016	9/18/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			5088541457	9/18/2016	9/18/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			5088541474	9/18/2016	9/18/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Architect & Engineers Professional Liability			DPL854716 Claims Made	9/22/2016	9/22/2017	Per Claim \$5,000,000 Policy Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Informational/Proposal purposes**

<b>CERTIFICATE HOLDER</b>  Acai Associates, Inc. 2937 West Cypress Creek Road Suite 200 Ft. Lauderdale, FL 33309	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Mark Schwartz/JUDY <i>Mark R. Schwartz</i>
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INS025 (2014/01)

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