

EXHIBIT A – SUPERVISOR OF ELECTIONS BUILDING DESIGN SERVICES 21-0914

1. PURPOSE & OVERVIEW

Lake County requests proposals for the design and applicable construction administration of a Supervisor of Elections Administrative Office and Warehouse Facility (“SOE Facility”).

It is estimated that the SOE Facility will be approximately 50,000 sq. ft. (25,000 sq. ft. of administrative space and 25,000 sq. ft. of warehouse space) (“Project”).

The estimated total Project budget is \$9,375,000.00. The budget includes, but not limited to; site development costs, construction, furniture, fixtures, equipment, professional fees, soft costs, appropriately sized parking lots, site lighting, landscaping, signage, security measures, and other building costs. Budget does not include land acquisition costs.

The Certificate of Occupancy target date is May 2023. This Project is estimated at 12 months from bidding through Design Notice to Proceed and an additional 14 months from issuance of a Notice to Proceed to the General Contractor (GC) to final completion of construction.

The building design can be a previously designed facility modified for this purpose.

This solicitation is made in accordance with the provisions of Chapter 287.055, Florida Statutes, known as the Consultants’ Competitive Negotiation Act (CCNA).

2. GENERAL SCOPE OF SERVICE

The services to be provided for this Project requires various degrees of security measures as outline by the Florida Supervisors of Elections, the Federal Election Commission, Department of Homeland Security Advisors, and FBI Elections Security Personnel. All such required measures shall be incorporated into the building and site design. The design professionals' knowledge of such requirements is essential in the planning and design of this project.

2.1. Construction of a new SOE Facility and related site improvements at a real property site, to be determined from site selection process, located in Tavares, Florida. The site shall be laid out as a secure building with public parking, staff parking, law enforcement parking, secure vehicle access, and two loading docks.

2.2. The SOE Facility shall comply with the Florida Supervisors of Elections and the Federal Election Commission inspection and accreditation checklist, the Florida Building Code, National Fire Protection Association (NFPA), National Electric Code (NEC), FBC Accessibility Code, applicable development and building codes and standards. The facility shall accommodate future growth.

2.3. The SOE Facility shall include offices, reception, lobby, break room, restrooms, locker rooms, meeting rooms, and warehouse space. The Facility shall also include secure separation of public areas, election staff areas, intake, staging, transport and storage. The Facility shall include covered loading dock, surface parking, razor wire fencing and electronic sliding secure vehicle gates. The Facility may include a logistics room, debriefing room, classroom, and news media room.

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- 2.3.1. The SOE Facility shall be provided with security surveillance and access control with Avigion and RBH as the preferred systems. Access control systems shall limit access to authorized SOE personnel exclusively.
- 2.3.2. A portion of the SOE Facility shall be a hardened design for resistance to winds up to 140 MPH. Integration of mechanical, electrical, plumbing, fire protection, fire alarm, security surveillance, access control and communications systems for 24-hour operation during an emergency event is essential.
- 2.3.3. It is preferred the SOE Facility be designed and constructed for LEED (Leadership in Energy and Environmental Design) Certification by the US Green Building Council with a goal of LEED Silver.
- 2.3.4. The Project is to be constructed by a General Contractor (GC) firm under separate contract to the County.
- 2.3.5. Programming and master planning.
- 2.3.6. Schematic Design through construction administration of the SOE Facility.
- 2.3.7. Work closely with the GC, under separate contract with the County, in developing feasibility and cost scenarios to assist County staff with a capital improvement estimate recommendation to the Board of County Commissioners for the SOE Facility project.
- 2.3.8. Professional services shall include architectural services, structural engineering, civil engineering, landscape architecture, environmental and land survey, geotechnical, mechanical, plumbing, fire protections, security surveillance and access control and electrical engineering.

3. BUILDING REQUIREMENTS

The uniqueness of the elections business dictates several considerations not usually found in the typical office building.

- 3.1. Security of voter ballots and the instruments are paramount.
- 3.2. Security of personnel is important.
- 3.3. Ability to execute a complete election during or immediately after a hurricane is imperative.
- 3.4. A standby generator large enough to supply the entire building for several days. The current generator may be inspected for reuse.
- 3.5. A waterless fire suppression system capable of retarding any fire threat without damaging documents shall be in the safe room, ballot storage areas, vote-by-mail room, tabulation room, and the IT equipment room.
- 3.6. Extensive routing of cables for computers as well as phones.

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- 3.7. Return mail ballots must be kept completely secure during custody; therefore, processing of ballots must flow sequentially from one stage to another and pathway must be smooth and orderly. Ballots must be secured in one room until moved to be opened and then tabulated. Upon completion of the tabulation, ballots must remain segregated from early voting ballots and election day ballots. In current warehouse, the smooth flow of work is essential to make sure each precinct voting location is properly and completely supplied with equipment and consumables.

HVAC

- 3.8. Each of the listed work areas should have separate zone-controlled HVAC system.
- 3.9. To the extent possible, each individual office space needs should have separate temperature controls.

SAFE ROOMS

- 3.10. If possible, a hardened safe room in which to securely store ballots and other sensitive materials. Room should be of cement wall construction and have a waterless fire suppression system.
- 3.11. A second safe room shall be located in the Administrative Area. It can a multi-purpose room (phone bank use, etc).

SECURITY SYSTEM

- 3.12. Multiple cameras must be installed as well as some areas being isolated by multi-factor authentication for admission. Cameras need to be installed for coverage of all external doors as well as parking areas.
- 3.13. At least three cameras installed outside to monitor the drop-box deployed during elections. Two shall be aimed and focused to capture license tags of vehicles going either direction or the third can be a wide angle to capture the make of vehicle. One additional wide angle would be best.
- 3.14. Multiple glass breaks and motion detectors are required.
- 3.15. Access systems shall record each entry through any door.
- 3.16. Each external door shall have a doorbell, intercom, and a camera for visual confirmation.
- 3.17. Main public entrance shall have quality audio/visual system interlock.

INFORMATION TECHNOLOGY REQUIREMENTS

- 3.18. There shall be two wireless networks, one secured for SOE use only and one for public access.
- 3.19. Make sure all locations have (4) Cat6 drops and all drops go to patch panels.

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3.20. It is preferred the Data/Phone Room be on an outside wall with its own service entrance and interior access without going through offices.

3.20.1. Room shall be large enough for:

3.20.1.1. Three server racks side by side – all 4 post racks (phone, patch panels, data) with access space front and rear;

3.20.1.2. Camera DVR system, and a small workspace for technicians; and

3.20.1.3. Enough wall space for the RBH door controls and any other security equipment.

3.20.1.4. Ceiling shall prevent any water intrusion.

ADMINISTRATIVE AREA

3.21. Tabulation Room must have windows for public viewing. The tabulation room must have space to store the boxes of ballots that have been tabulated. It must be large enough to accommodate eight high-speed tabulation machines and give adequate room for operation of the machine including tables to supplement each machine. These machines will need floor outlets for computer and electric access. As a part of the tabulation suite, there must be an office for the IT director and three assistants. A hardened room will be needed to house the computer servers and our security system central controls. This room must have extra cooling and protection from overhead water intrusion. A separate room near or adjacent to the tabulation room is preferred for audit/recount functions.

3.22. Vote by Mail Room (VBM) must have windows for public viewing. VBM room must have external access through which staff can import the mail each day. There must be an area for initial processing of the mail plus this room must have spaces for at least eight desks. It must have space to store the 30 or 40 carts used to store the ballots from their time of entry until the time of tabulation which may be two to three weeks. The room also will have to house two machines to verify signatures and three letter opening machines in addition to cabinets to house large quantities of consumable supplies. Need space and outlets for ballot printing devices.

3.23. A mail room with a separate room for opening the returned envelopes. This room must allow free and easy movement of the ballot carts from the VBM room, through the opening room and into the tabulation room. . Mail room shall have strong exhaust fan system to remove any substances mailed.

3.24. The Mail, Opening, and Tabulation rooms must have video surveillance and public viewing access.

3.25. Canvassing Board Room must be at least 24 feet wide and 20 or 30 feet long. It must allow ingress/egress without public interaction but does not need accessibility to the outside. Room shall have floor outlets for the table. Windows and sound system for public viewing are required. Wall outlets(electric, cable TV, internet) and floor outlets are required. The sound and tv signals will be also sent to a public viewing area in another part of the building to be identified as overflow public viewing.

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- 3.26. Clerk Phone Bank Room-Seating Capacity of 25 (can serve dual purpose with other space need i.e. VBM ballot opening).
- 3.27. Tech Phone Bank Room-Seating Capacity of 15 (can serve dual purpose with other space needs i.e. Recounting or Manual Audit work or ballot duplication).
- 3.28. Two Training Rooms-Seating Capacity of 50 each. Both rooms to have full sound and video capabilities with wall-mounted video screens on each side wall about ½-¾ back. Need projection screen on front wall or very large video screens.
- 3.29. Training Rooms have separate entrance from Main Entrance.
- 3.30. Training room area shall have men and women’s restrooms (four to six stalls each and exhaust fans).
- 3.31. Office Space allowing for staff growth (administrative support, scheduler, trainers, timesheet/payroll) Spaces for six people.
- 3.32. Small meeting room for candidate services or meeting with election workers (or others in semi-private setting) This room is to be near main entrance close to Voter Registration area. Fully equipped with internet and phone.
- 3.33. Storage room for training materials, and election worker documentation.
- 3.34. Community Outreach Storage area. Preferably with built-in shelving to allow for all items to be displayed in order to easily see what needs to be reordered and what is on-hand. Space should allow for drawers or bins to slide out so staff can label them and ensure everything is put back in its place. Clip board, totes, (etc. items used at high school registration drives) should have space. Tent, chairs and other large items take up floor space. Hooks for things banners, etc., to hang in their cases and keep things off the floor.
- 3.35. Office space for the outreach/communications department to grow as the community grows. For future staffing in the department, would like to have room to grow so SOE does not outgrow the facility.
- 3.36. Tech Call Center/ Meeting Room/ Breakroom fully enclosed (12 phone drops/ CATV/ Network)

Registration Area

- 3.37. Large waiting area for tables and seats.
- 3.38. Platform/standing desk for customers to be at eye level of clerks.
- 3.39. Need ADA counter compliance where required.
- 3.40. Numbering/lighting system.
- 3.41. 2 separate phone banks. Mainline behind front desk. Separated by Window.

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- 3.42. Security guard station.
- 3.43. Office for meetings (vendors, Candidates, voters in protection program).
- 3.44. In office Voting area.
- 3.45. Mailboxes for all departments.
- 3.46. Awning/Outside covering for possible overflow (Portico over main entrance).
- 3.47. Public Restroom.
- 3.48. Filing room.

Executive Suite

- 3.49. Office spaces for SOE, Assistant SOE, Executive Assistant, Comptroller,
- 3.50. Conference room
- 3.51. Restrooms

Break Room

- 3.52. Ice maker, full size refrigerator, range with hood, outlets for vending machines, space for tables and chairs.

WAREHOUSE

- 3.53. Warehouse needs are for active storage.
- 3.54. Equipment must be kept in a climate-controlled environment due to the sensitive electronics. Equipment must be serviced every 90 days with battery charging and each individual piece of equipment must be tested and programed before each election. There must be enough space to safely walk around the machines and sufficient switched electrical outlets/drops to perform the necessary tasks.
- 3.55. A dedicated forklift area (parking and charging).
- 3.56. Two Freight Rollers Docks 10 ft X 9 ft with drawbridge Ramps and Rolling Doors.
- 3.57. Two ground level doors with openings with roller doors and 14 ft X 10 ft opening for Trucks to Ingress and Egress.
- 3.58. At least a 25 ft ceiling, clear to bottom of trusses.
- 3.59. Low E glass Windows under eaves around Warehouse (high up on walls for security).
- 3.60. Led Lighting throughout Warehouse, Offices and Exterior (including Porticos).
 - 3.60.1. Office lighting shall be dimmable LEDs.

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- 3.61. Utility Room with a deep sink, and other accommodations for janitorial needs including mop buckets filling/emptying. A floor drain in room is required.
- 3.62. 4 offices 12 ft X 10 ft fully enclosed with phone and network drops in each.
- 3.63. 4 way cubical for temps open to warehouse.
- 3.64. Restrooms Men and Women's (two stalls each) (exhaust fans for Restrooms).
- 3.65. 8 additional Pallet Racks 12 ft (double deep) wide with sliders (Pallet Flow Rack).
- 3.66. Pallet Racks 4 ft for Supply Room.
- 3.67. 2 Porticos 15 ft high 30 ft by 30 ft above the 2 ground level Rollup Doors.
- 3.68. Fenced Rear of building with gates (automated) to secure generator, Power panels, Trucks and Vehicles.
- 3.69. All personnel doors entering Warehouse from office and from outside should be Double Doors 72 in X 9 ft
- 3.70. 2 new Mezzanines 100 ft X 50 ft and 40 ft X 40 ft. One 20'x50' mezzanine is currently in use and may be moved to the new facility. Multiple pallet racks are currently in use and may also be moved.
- 3.71. 3 Cages under existing Mezzanine (50 ft X 20 ft) with mag code sliding gates and waterless fire suppression.
- 3.72. Showers and dressing area in the restrooms.
- 3.73. Power Drops throughout Warehouse.
- 3.74. Outside water spigots and Electrical Outlets at each Portico. Portico shall have switched pole lights sufficient to flood the area with light.
- 3.75. Workshop/ tool area adjacent to Utility Room. This area needs to be enclosed if feasible.
- 3.76. OPTIONS:
 - 3.76.1. Power rollup doors with airwall system above doors.
 - 3.76.2. If adjacent office space is a 2 - story building install 2nd story double door with landing for moving materials to 2nd floor with forklift in warehouse.
 - 3.76.3. Storage area for 22 month ballot storage along with archive storage of documents, all needing waterless fire suppression.

ENTRANCE REQUIREMENTS

- 3.77 SR 19 is classified as a Minor Arterial Urban with an Arterial Access Classification of

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Class 4. This arterial class has driveway connection spacing set for 55MPH roads at 660' from the Lane Park Rd intersection. The future 4 lane of SR 19 will consist of a median that will prohibit any left turn movements into or out of the site.

The trail planned along SR 19 will be 14-ft wide and is called Central Lake Trail.

The project will require at the driveway off Lane Park to have a right turn lane.

A sidewalk would be required along the Lane Park Rd frontage.

A southbound right turn lane on SR 19 would be something that maybe required but the existing right-of-way and signal pole may limit the ability to constructing one at this time.

4. QUALIFICATIONS/CERTIFICATIONS:

4.1. Provide copies of the required qualifications and/or Certifications, for both the prime and all sub-consultants, indicated below:

4.1.1. Consultant's certificate of authorization from the State of Florida Department of Business and Professional Regulation required to provide professional architectural services.

4.1.2. Sub-consultant's certificate of authorization from the State of Florida Department of Business and Professional Regulation required to provide the professional services proposed.

4.1.3. The Consultant shall include an in-house United States Green Building Council Leadership in Energy and Environmental Design: Accredited Professional (USGBC: LEED AP) architect.

4.1.4. A USGBC: LEED AP Mechanical Engineer and a USGBC: LEED AP Electrical Engineer.

4.1.5. Consultant's Project Manager's State of Florida registered architect certificate.

4.1.5.1. If in addition to professional architectural services, Consultant proposes to provide other in-house professional services such as professional engineering services, provide a copy of the certificate of authorization from the State of Florida Department of Business and Professional Regulation required to provide the professional services.

4.2. The selected firm will help coordinate and move this project forward from the design through final construction. The selected firm shall provide detailed construction plans and specifications to comply with the state and local building codes and when complete provide "as built" drawings in hard copy and electronic formats; both pdf and AutoCad/Revit file formats.

4.3. Minimum work tasks to be provided by the selected firm:

4.3.1. Needs Assessment & Programming

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Work with County Staff on the needs and uses of the building. Conduct meetings to discuss and develop user program elements, conceptual design, and agreement regarding modification of a Firm's previous design or design features a newly created design.

4.3.2. Design Services

The Design Services is all architectural and engineering services excluding civil engineering services to provide site and building design for the successful construction of the building. These services include but are not limited to architectural design, structural engineering, mechanical engineering, electrical engineering, landscape architecture, interior design, signage design, permitting, and any other services necessary for agency approval of a design.

4.3.3. Construction Administration

Evaluate and process all submittals, RFIs, change orders, pay applications and all other necessary document necessary for the construction of the building.

4.3.4. Post Construction Design Services

Review and approve as-built drawings, Operations & Maintenance Manuals, and warranties submitted by the Contractor.

5. EVALUATION CRITERIA:

The following criteria will be used in the evaluation of the proposals:

5.1. Building Type Experience

Firms shall present examples of experience with designing government buildings similar in nature with a minimum cost of \$5 million and describe their design approach to this project, describing any unique issues and how they would be addressed. Provide floor plans and exterior elevations (or photos) of the previously built designs.

5.2. Experience with Required Security Measures

Firms shall present their knowledge of the security measures associated with functions to be performed in the proposed building. Previous experience of projects with such measures should be outlined by the design professional.

5.3. Project Scheduling

The firm shall provide a schedule that includes 100% design, permitting, bidding and construction phases for this proposed project. Additionally, the firms shall provide a list of outstanding projects, client names, status of completion, dollars committed on open projects, and overall workload.

5.4. Team Quality and Composition

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The firm shall describe related past experience of both the firm and its team members and the work that the team will be assigned.

5.4.1. Qualification Data

Overall Qualifications of the Consultant, Sub-Consultants and Team Member Resumes to provide the Architectural/Engineering Services for the SOE Facility project.

5.4.2. Project Team

5.4.2.1. Consultant's Project Team Organization, Leadership, Role of Each Team Member, and Resumes.

5.4.2.2. Consultant shall be an architectural firm or architectural/ engineering firm licensed by the State of Florida Department of Business and Profession Regulation to provide architectural services.

5.4.2.3. Consultant's Project Manager assigned to lead the day to day project management of the SOE Facility project, shall be a Florida Licensed Architect.

5.4.2.4. Consultant shall include an in-house USGBC: LEED AP Architect.

5.4.2.5. Project team shall also include a USGBC: LEED AP Mechanical Engineer and a USGBC: LEED AP Electrical Engineer.

5.4.2.6. Project team shall include a team member experienced in the design and construction of Facilities that are accredited or seeking accreditation.

5.4.2.7. Project team shall accept input and approval from the FBI and Department of Homeland Security related specifically to elections security measures.

5.4.2.8. Number of years that Consultant and sub-consultants have worked together.

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