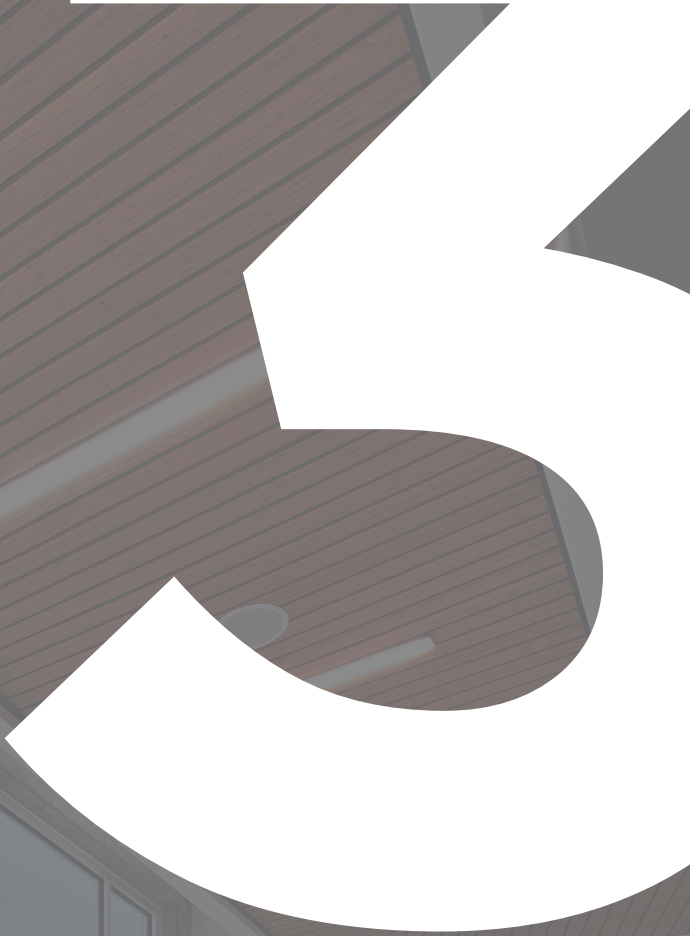


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TAB 3

PROPOSED SOLUTION

The proposed design team has an outstanding reputation for curating every project to meet the client's unique scheduling requirements. Our top priority in time management is thorough planning and detail-focused efforts. We organize tasks in a systematic, well-coordinated manner to minimize conflicts and unnecessary delays. A key component to establishing the baseline schedule is starting with the scope and identifying critical milestones. In the next step, we separately list each activity in a logical sequence and assign reasonable durations to start and complete each task. In doing so, we plan for efficiency and allot time to spend on tasks proportional to their value and levels of complexity. Project schedules should be a dynamic and fluid tool that are monitored & adjusted throughout the entire design process to document actual progress, identify challenges, and reflect upon updated information. Maximum efficiency is achieved when all team members are working in parallel (not series). Regular communication prevents the "hurry up and wait" routine. Steps in managing and controlling the schedule will include communication the expectations with all participants; conduction regularly scheduled progress meetings, reviews, and updates; using short-term interval schedules; monitoring & tracking manpower, material, and productivity; and vigilantly enforcing the contract requirements. Using technology (cloud-based BIM360 for real-time collaborative design and Revit modeling, as achieving demanding deliverables is the outcome from a properly clarified scope and a well-designed, well-coordinated set of documents) and linking schedules, phasing (if appropriate), and detailed demolition/construction sequencing during design will provide efficiencies in material procurement and other areas of each project. Additionally, codes and standards reviews are established early (and continuously) in each project. **By continually employing these analyses, we ensure our design drawings and specifications fully document and comply with Lake County's code requirements and standards, as well as the various degrees of security measures as outlined by the Florida Supervisors of Elections, the Federal Election Commission, Department of Homeland Security Advisors, and FBI Elections Security Personnel.**

STA has **never** missed a deadline for deliverables and has always sustained the necessary qualified professional staff required to service all clients and projects. Our firm's current workload is well-suited to begin working with Lake County immediately upon project award. Our team has previewed the Exhibits provided by Lake County in the RQS for the Supervisor of Elections Building, as well as the anticipated schedule described in the Scope of Services, with a target Certificate of Occupancy date of May 2023. **A detailed approximate schedule (containing design, permitting, bidding, and construction phase estimates) is provided in our Project Approach.**

To fulfill the Contract awarded by Lake County, STA would first set benchmarks with the County representatives to further understand their needs for this project. We would then evaluate our staffing leverage to maximize our "hands-on" involvement to execute the project. The majority of STA's current workload of projects would allow the workload for this project to fit seamlessly into our combined total workload. All of our projects to date are at various phases, with one major project in the design development stage and two major projects in their respective Construction Administration phases. Construction Administration requires, on average, only 10% of each Principal's available time. Other current work is limited to minor projects under continuing contracts with local municipalities and county governments. These projects are anticipated to require only a small amount of the firm's workforce at any given time. Our ongoing experience is considered an asset and will, in no way, impede the firm's ability to meet deadlines for the Supervisor of Elections Building project. STA is well-staffed with personnel of varying expertise and the experience to expedite this project type. **All Principals and staff have current and projected capacity for the additional workload required by this project.**

Straughn Trout Architects and our design partners have consistently proven our ability to respond quickly to accommodate the County when a project must be fast-tracked. One such project was the due diligence survey for the Supervisor of Elections. All investigations and composition of the 62-page document were completed in less than two weeks. An additional project example was the completion of construction documents in less than 30 days for both the Admissions Center and Wellness Phase I at Florida Polytechnic University. Straughn Trout Architects has the workforce and technology to allocate all the resources required for this project. We are committed to assigning the team necessary to successfully deliver professional design services in a timely manner by working together in a cohesive and collaborative process structured to deliver world class projects. Once selected, the core project team will remain on the project from inception to completion, facilitating communication between our firm, subconsultants and County staff. Our experience working with other municipalities will provide responsiveness that cannot be matched by any other firm. **Key Staff of STA would be available to commence work immediately upon award of contract.**

Straughn Trout Architects is a full-service planning, architecture, interiors, and landscape design firm. With our strategically selected consulting specialists, our team brings every professional discipline required to provide Lake County with a strong, technically competent and experienced partner. We will provide all the services needed to assure the success of this project. **The organization of our team has been formed to provide clearly defined roles, clear leadership responsibilities, and organized reporting structures to efficiently accomplish the goals and outcomes of the project.**

PROJECT MANAGEMENT

Successful project management cannot simply be described as a series of tasks and checklists of quality control procedures. It also can't be defined with the overused cliché: "plan the work and work the plan." Our philosophy of managing complex design projects is grounded in four basic tenants: **Team Selection, Client Involvement, Quality Design and Documentation, and Project Execution.** Like cornerstones of a foundation, these serve to establish the planning and organization for the process of design and construction. Getting these four rudiments right is our best chance to ensure a successful project. The project experience featured in this proposal give ample credence to our ability to employ these fundamentals to coordinate major projects for county, government, and institutional clients. Our work for these clients has made us acutely aware of the relationship between design and construction, project management, facilitates maintenance personnel, procurement, building users, agencies having jurisdiction, planning and zoning requirements, community groups, and the general public. All these stakeholders have an impact on public facility architecture and building construction. All parties must succeed for the project to be truly successful. Our commitment to Lake County is that through employing these four principles, we can reconcile the various (and sometimes conflicting) goals, objectives and agendas and deliver a successful and rewarding project with maximum value to all stakeholders.

PROJECT DELIVERY METHODS

STA will actively participate and coordinate with the to-be-determined General Contractor (GC) from the GC selection process throughout all design phases for the new Supervisor of Elections Building. This approach creates an "open book" opportunity for the owner (Lake County + the SoE) and in most cases will reduce overall project time because the Contractor will be familiar with the project details before the design documents are complete. We will work closely with the GC to develop feasibility and cost scenarios that will assist County staff with estimates throughout the design process. In most cases, the GC will also provide the design time with current local market trends in labor availability and material costs, assisting the design team in making decision that will facilitate construction and cater to the Contractor's strengths. **This approach has proven to be greatly beneficial to our clients.**

DESIGN PROCESS + METHODOLOGY

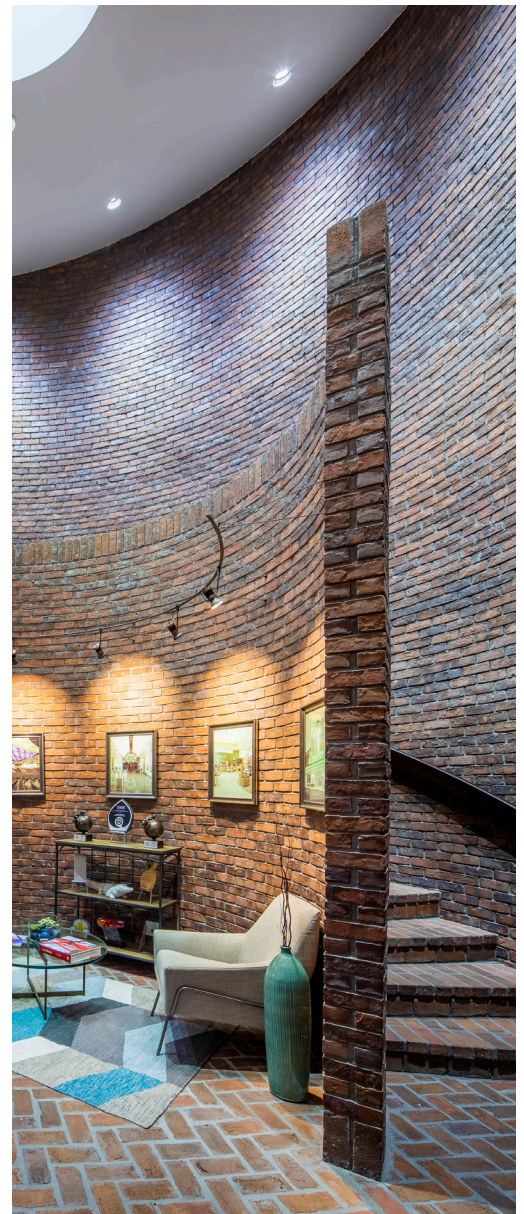
STA offers the proposed approach based on our similar project experience. This framework has proven to be a successful approach and is implemented in almost every project designed by STA. We are confident that it will deliver the best possible outcomes for this project.

Design Process Outline for Typical Project

The work effort for this project be divided into (3) distinct phases, with the result of each phase reviewed and approved by County staff and applicable stakeholders prior to proceeding with the following phases:

- PHASE I PRE-DESIGN SERVICES
- PHASE II DESIGN SERVICES
- PHASE III CONSTRUCTION ADMINISTRATION

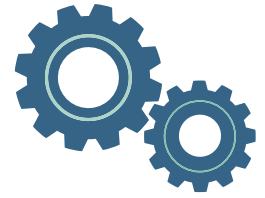
The work effort for each of the three (3) phases of the project are described as "Tasks", which are listed in chronological sequence. The basic methodology and approach developed for the project is to create a series of design options with each decision used as a base for subsequent design options and subsequent design decisions. During each phase, a projected cost will be established. The "Tasks" required for the successful completion of each phase of work are further specified on the following pages.



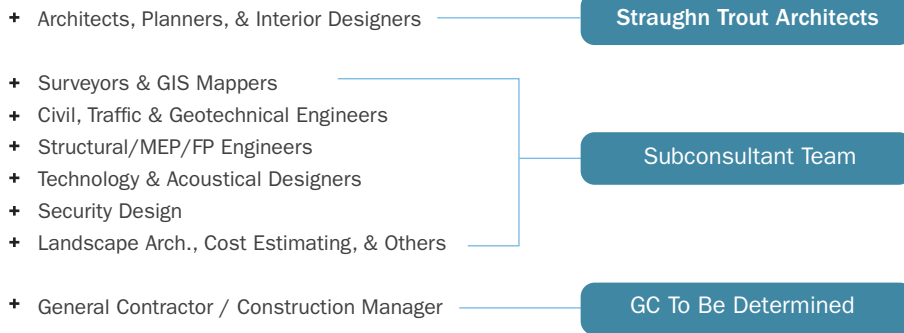
PHASE 1: PRE-DESIGN SERVICES

Task 1 - Management Services

The first step in a successful performance of a project is to develop an organizational structure which clearly identifies the project delivery method and shows the responsibility and relationships of STA, the Client, and other project stakeholders, consultants and contractors. The design process requires a collaborative approach by all members of the Project Team.



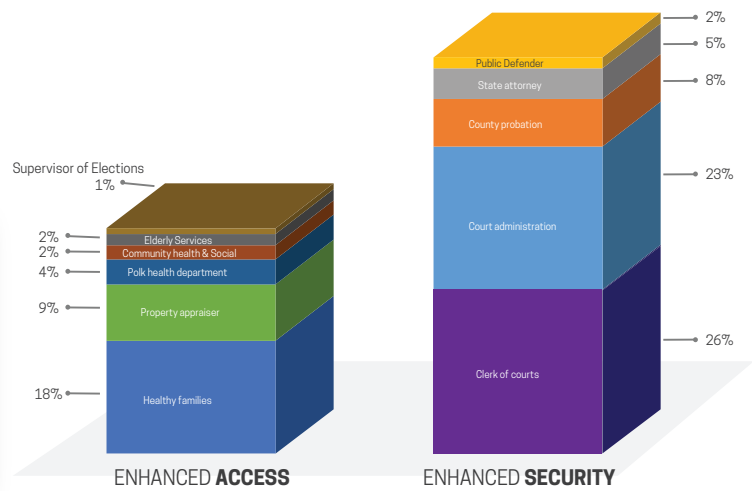
The Project Team generally consists of:



The responsible individuals for each group and the procedures for information distribution, document reviews, presentations, and approvals will be established at the start of the project. A successful project requires systematic input, analysis, and comment and approval from all parties at the completion of each phase of the work. STA will take the lead in facilitating organized and thorough communication between County and Facilities staff, consulting engineers, and constructors for the entire project from concept through completion.

Task 2 - Program Analysis

STA will work with the County to review and confirm the detailed space and operational program for both present and future needs. This program will identify any adjustments or changes in the current program overview (Scope of Services) provided by the County within the RSQ. We will also work with the Client to identify requirements for the immediate use and future needs of the facility based on population growth and other various factors that can impact design.



RECENT SPACE PROGRAM ANALYSIS PERFORMED BY STRAUGHN TROUT ARCHITECTS

Task 3 - Preparation of Project Concept Plan

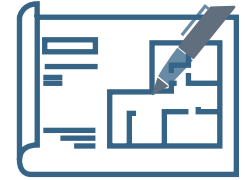
STA will provide a concept plan, **taking into consideration the present and future needs of the Supervisor of Elections Building**. The efficiency, relevance, value and design strategies outlined in the Scope of Services will be evaluated, verified and modified by STA with direction and input from the County and other facility stakeholders. We will also evaluate and plan for any needs created by the potential future two-story Sheriff's Building near the Supervisor of Elections Building site.



PHASE 2: DOCUMENT PREPARATION

Task 4 - Schematic Design (30%)

STA will develop schematic design drawings relative to the space program developed. We will use various tools, such as 3-D computer visualization, physical models and renderings to convey ideas and receive feedback early in the design process.

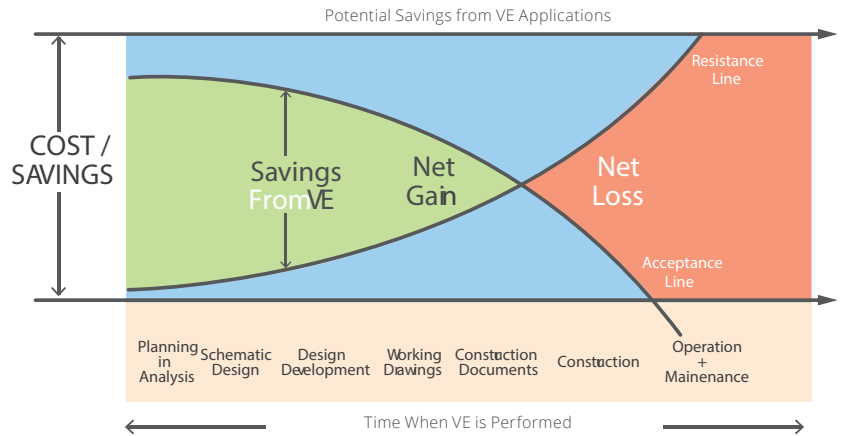


Task 5 - Perform Value Engineering

STA in conduction with our schematic design drawings will establish a detailed “Value Engineering Analysis” (or “VE”) of the schematic design concept documents with participation by the County and the selected General Contractor. The purpose of this exercise is to select the most beneficial materials and systems for the project. It is imperative that this happens early in the process as we have found that VE performed too late in a project does not have the same benefit to the owner as feedback early in the design process.

Task 6 - Prepare Schematic Design Budget

If requested, STA will prepare a schematic design cost budget to reflect all value engineering considerations, building systems, building materials and building square foot floor areas. Project costs, such as architectural/engineering fees, permits, etc., will be provided to give the County the total project cost budget.



Task 7 - Design Development (60%) / Construction Document Preparation (90%)

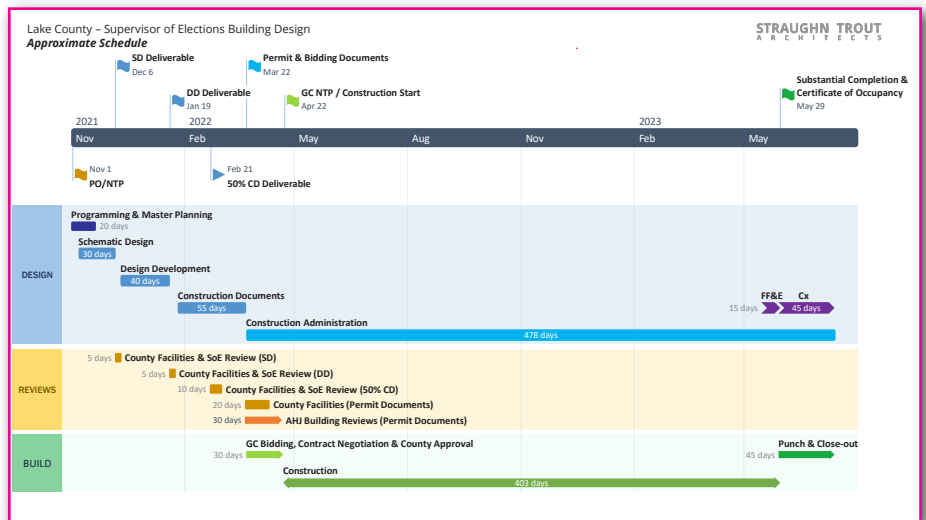
STA will prepare design development and contract documents for the project working closely with County and any applicable Sheriff’s Office Representatives. This process will include numerous document reviews with the appointed Client Representatives. During this phase our team will also review documents with Code Authorities having jurisdiction, as well as review for compliance with the most current applicable laws, rules and regulations including the Florida Building Code (Current Version), Florida Accessibility Code (Current Version), the Florida Fire Prevention Code (Current Version), FS 6A-2 and 287.055, and other State Requirements for Facilities, including those applicable to Supervisor of Elections facilities.

Task 8 - Quality Assurance

STA will provide a detailed “Value Engineering Analysis” and “Quality Assurance” at both the design development phase and the construction documents phase. A member of the design team who is not the Project Manager will perform this internal “third party” measure. Such cross-checks are a standard best practice for our firm. Years of “lessons learned” and prior experience will provide this heightened level of Quality Assurance.

Task 9 - Cost/Schedule Projection

STA will prepare a detailed cost projection and schedule for the project based upon the final construction documents for the project. The cost projections and project schedules will be reviewed in detail with the County and any appointed committee/designated staff members, at various points throughout the project.



APPROXIMATE SCHEDULE FOR THE SUPERVISOR OF ELECTIONS BUILDING

Approach to the Project (cont.)

PHASE 3: CONSTRUCTION ADMINISTRATION

Task 10 - Management Services

The STA design team and Lake County will obtain, review and award bids from subcontractors for the project.

Task 11 - Project Construction

STA will administer the contract for construction during the crucial phase of the project when the design is brought to realization. STA is committed to the efficient and effective management of project quality and time requirements during this critical phase. This is achieved by actively promoting an atmosphere of mutual respect on two fundamental components:

- + STA's thorough knowledge and control of the contract requirements.
- + The direct active involvement of key STA staff members who designed the project throughout the project delivery process.



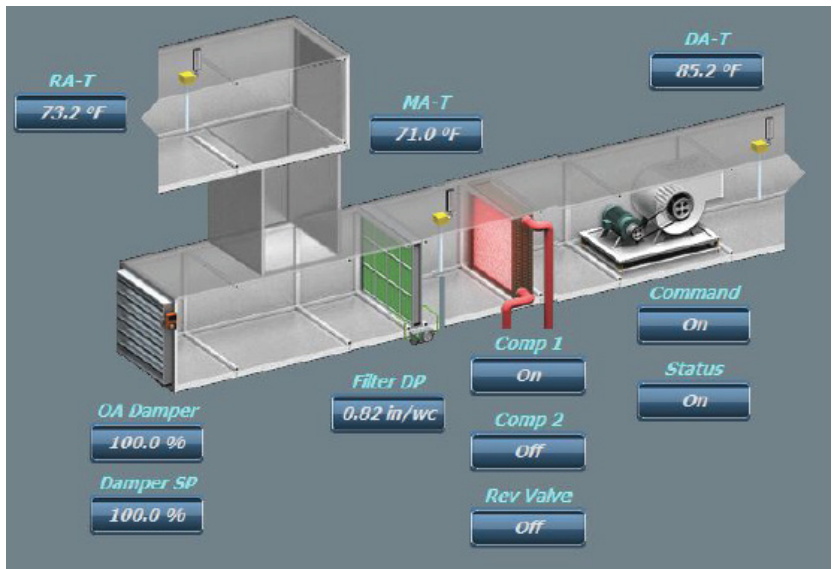
Administration of the project during the construction phase will include the following components:

- + Review shop drawings & submittals
- + Production of color and finish board for owner approval
- + Timely responses to RFI & CCR
- + Monitoring project schedule and project cost
- + Certify payment application according to the schedule of values
- + Observe construction for conformance with contract documents
- + Prepare punch-list
- + Administration of closeout process
- + As-built drawings (if included in contract).



Task 12 - Project Close-out, Commissioning, Certification, and FF&E Coordination

STA will review and observe the completeness of the project and issue certificates of Substantial and Final Completion. The Design Team will also be available for one warranty walk-through within one year of completion. Additionally, if the project scope contains services such as commissioning, furniture installation coordination, or green building certifications (which we understand to be a goal of LEED Silver for the Supervisor of Elections Building), our team (including engineering consultants) will continue to perform complete services beyond the occupancy of the project until our commitments are complete to the owner's satisfaction and as outlined in our contractual agreement or task order authorization.



BOTTOM RIGHT IMAGE: EXAMPLE OF A MECHANICAL SYSTEMS DIAGRAM FROM A BUILDING COMMISSIONING REPORT, DOCUMENTING THE FUNCTIONALITY OF VARIOUS CONTROL SOFTWARE.



TLC has designed MEP, Fire Protection, Structural, and Technology systems for over 200 public safety projects within the last 10 years including city halls, police stations, fire stations, emergency operation centers, data centers, courthouses, and county government buildings. We will utilize our extensive experience to design an energy-efficient, hurricane-hardened, and full integrated communications and technology system to protect personnel and property 24 hours a day, seven days a week.

TLC's design approach focuses on an integrated design process by incorporating a sustainable and energy-efficient design effort early in design development. All engineering design disciplines are included in the initial design charrette or project kick-off to establish primary design considerations and preferred design strategies for accomplishing sustainable and energy use goals.

With sustainable design in mind, TLC will focus on the structural integrity of building including the enhanced area for hurricane hardened design, efficiency of HVAC systems, electrical systems and lighting plans, plumbing, fire protection, acoustics, communications, security systems, and energy conservation issues. TLC's approach will also include integrating all building systems to allow for a 24-hour operation during emergency events. We will perform a comprehensive evaluation of anticipated needs including enhanced structural capacity, emergency or redundant power supply, redundant communication, data distribution, backup HVAC, as well as potable water and sanitary conveyance to support the facility occupants for extended periods. It is also important to not only address the present use of a building during design, but also discuss and address its possible future uses

Mechanical. Our approach will include the analysis of energy design options utilizing VE Pro energy modeling programs to comprehensively evaluate building envelope, lighting, and HVAC energy loads and consumption allowing the design team to effectively evaluate unlimited "what if" scenarios to explore potential energy savings. Effective strategies may include the incorporation of a sophisticated controls system to accommodate reduced system operation for facility unoccupied modes as well as the evaluation of enhanced efficiency and energy recovery systems. Equally important is the ability to calculate anticipated payback periods or rates of return on premium costs associated with advanced energy systems. High efficiency HVAC equipment and air distribution concepts including underfloor air, ventilation heat recovery, and CO2 optimization of ventilation air will all be considered.

Electrical. The lighting and lighting control within the facility will be carefully reviewed and analyzed. Our electrical design team utilizes sophisticated lighting modeling software and techniques to effectively predict lighting atmosphere and address lighting challenges or concerns. In addition to using LED fixtures, we design control systems, such as occupancy sensors and dimming zones, for the lighting installation to improve energy efficiency and increase capabilities of LED lighting.

Plumbing. Sustainable design considerations for the plumbing design approach will be to minimize domestic potable water consumption through innovative design practices and incorporation of modern and proven systems and products. Fixtures may include metered faucets, low flow fixtures, and use of reclaimed water. With the heightened interest for potential health concerns, TLC designs will incorporate several design features including hands free sensors to avoid spread of infectious diseases.

Structural. With extensive experience with similar facilities, our team understands the importance and critical use nature of public service facilities due to their fundamental mission to support the community during weather events or deteriorated service conditions. Our structural team will utilize the latest in structural engineering software and modeling and will explore all possible framing systems and options to provide the most economical design to maximize construction cost as well as safety/serviceability while meeting design requirements for a hurricane hardened facility.

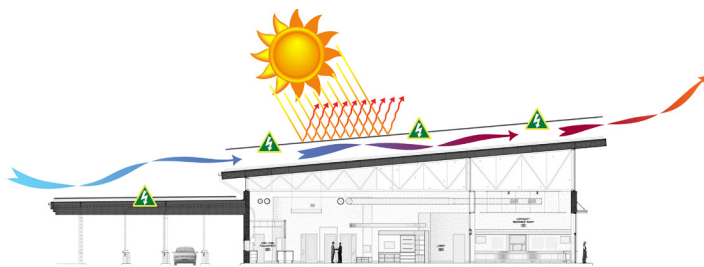
Communications-Technology. TLC incorporates technology into our building designs to enhance functionality and protect building users and property. Using the latest Revit and testing tools, we will produce leading-edge designs that support your operations. TLC brings a seasoned design staff comprised with technology credentials of Registered Communications Distribution Designer (RCDD), BICSI specialty credential; Certified Technology Specialist (CTS); CTS-D audio-visual designers; Electrical Engineering specialists in the technology field; along with Crime Prevention Through Environmental Design (CPTED), and Physical Security Professionals (PSP).

We understand **high-security facilities** require distinct interior circulation systems for employees and the public; intrusion detection devices; and secured entrances, exits, parking, and perimeter. In addition to working with Lake County and the architects on the facility design, TLC will coordinate with civil and landscape designers to develop the best system for the site and building entry; conduct vulnerability assessments; and evaluate the impact of construction and design changes to ensure the integrity of the overall system.

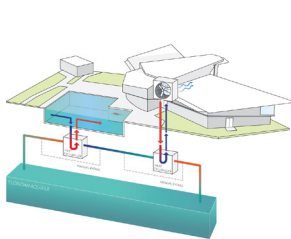
TLC's diverse experience in the design and implementation of security systems for many clients has included Video Surveillance Systems (VSS) manufactured by Avigilon and Access Control Systems (ACS) manufactured by RBH. Our design team is fully aware of their capabilities including body temperature scanning, occupancy counting, or social distancing recognition, as well as next-generation analytics, including facial recognition. Being familiar with their features in HD cameras, we can design the system to maximize effectiveness by arranging them to cover more area, which leads to lower installation and maintenance costs. TLC is also knowledgeable of their "smart card reader" and the proximity card reader line and will design the ACS reader and door controls to suit your needs for the facility. Our ACS design will provide Lake County with the ability to control the doors needed for the Supervisor of Elections building to limit the access to secure areas to only the credentialed individuals, while keeping others and the general public out of those secure areas.

As world citizens, we are cognizant of our actions and efforts that affect our global environment. As architects and designers, we understand that **sustainability is both an area of opportunity and responsibility** embedded into our profession. While sustainable design practices and guidelines have gained unparalleled momentum, we have valued the importance of these practices throughout the life of our firm. We strive to incorporate responsible design elements into every project, even when it may not offer a point or credit towards a particular rating system. Our design team shares Lake County's enthusiasm for and commitment to sustainability. As global citizens, it is our duty to be cognizant of our actions and efforts that affect our environment.

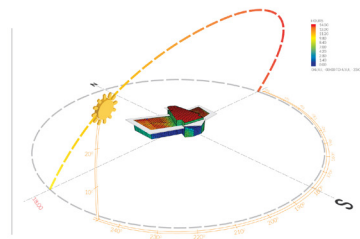
Straughn Trout Architects has continuously acted as a pioneer in sustainable design. In 2010, Straughn Trout Architects was recognized locally, regionally, and nationally for its LEED Gold Certified project, Magnify Credit Union in Lakeland, Florida- designed by members of our project team, Tim Hoeft and Jerry Trout (on project team for the Lake County Supervisor of Elections Building). **This project was the first LEED Gold building in Polk County as well as Florida's first "Zero Energy" commercial building.** The 4,151 square-foot South Lakeland building received two separate LEEDership Awards. The Florida Gulf Coast Chapter of the USGBC awarded the project "Building of the Year" honors in the small building class. The Central Florida Chapter later recognized the project with the same distinction. STA also accepted a "2nd Place" award from the Sustainable Building Industry Council (part of the National Institute of Building Sciences) during their "Beyond Green" High Performance Buildings Awards. The project was shared with audiences on Capitol Hill and at the Catholic University of America's School of Architecture.



Magnify Credit Union, shepherded sustainable design in our local community. Two notable features of this project include rain-water harvesting and on-site renewable energy. Three (3) 3,500-gallon cisterns supply the site's high-efficiency drip irrigation system of the landscaping. Since 2009, the roof-mounted photovoltaic (PV) system produces 116% of the facility's annual energy requirement, qualifying the design as "Net Zero". The "blankets" of PV modules are significantly elevated above the solar reflective roof membrane. This creates a double roof condition that dissipates direct solar heat gain as well as the operating heat of the PV modules through natural convection between two roof layers.



Joint-use Open-loop Geothermal Heat Pump System



Shading and Solar Orientation Analysis

Energy efficiency is an area of opportunity as a sustainability initiative. Not only does energy play a direct role in human welfare and economic development, but finding ways to preserve it can be a long-term solution to common issues, especially on for public-facing facilities. We have found campus buildings to consume much of the energy on college campuses; therefore, designing them to conserve energy can drastically reduce costs over the life of a building. Highly-function, efficient designs can also measurably enhance public environments. **We have found designing for energy efficiency to be a rewarding sustainability initiative throughout many of both our larger and smaller projects.**

Though the projects did not pursue LEED certification, both the Student Development Center at Florida Polytechnic University and the AdventHealth Fieldhouse and Conference Center utilize **state-of-the-art joint-use open-loop geothermal heat pump (GSHP) systems** that support both the building' and lap pools' health + cooling demands, which were each determined specifically through **comprehensive energy modeling**. The Fieldhouse and Conference Center + Renovations at the Chain O' Lakes Complex also required we replaced more than 54,000 SF of 1970's era fixtures with new, energy-efficient LED lighting. Straughn Trout Architects is a member of the U.S. Green Building Council (USGBC) and has consistently employed LEED Accredited Personnel on staff since 2007. Sustainable design is not an "add-on" to our design process. **It is a fundamental value at the core of the decision-making and design processes.**

Since engineering the **first LEED-certified project in Florida** in 2003, our design partner TLC Engineering Solutions has provided sustainable design and consulting services for more than 500 projects around the world. 20% of their staff hold LEED AP credentials with several as ACG registered Commissioning Authorities (CxA). Our project team includes those professionals, along with those credentialed in energy modeling, energy management and additional specialties. Their portfolio includes 461 LEED certified projects (70+ million square feet of sustainable space) - 12 Platinum, 158 Gold, 181 Silver and 110 Certified. TLC staff members serve on numerous local, state and national USGBC committees, ASHRAE work groups focused on sustainable design and other organizations and faculties to advance the engineering of sustainable facilities and the education of design and construction professionals. TLC staff members regularly present on sustainable design at a variety of industry conferences, seminars, and symposiums. **Our project team's combined history of innovation and commitment to sustainable design practices positions us as the best choice to support Lake County + the Supervisor of Elections in their sustainability goals for this project.**