FOREFRONT
ARCHITECTURE + ENGINEERING

Request for Statement of Qualifications

RSQ - 21-0933 ON-CALL ARCHITECTURAL SERVICES

Documents Prepared for

Lake County / FL

LAKE COUNTY, FL
REAL FLORIDA • REAL CLOSE

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SECTION 3
Proposed Solution

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APPROACH TO PROJECT

Project Understanding

Forefront understands that this RSQ does not have one specific scope of work, but we will be required to perform a wide range of tasks. We have a multi-faceted background and experience that we feel allows us to expertly approach any project that comes our way. Working and living in Lake County gives us an insight to the daily life that occurs in Lake County and this will assist in our approach and understanding of the County's needs. **We are proud to call Lake County home** and look forward to working to seeing our home grow and development with our help.

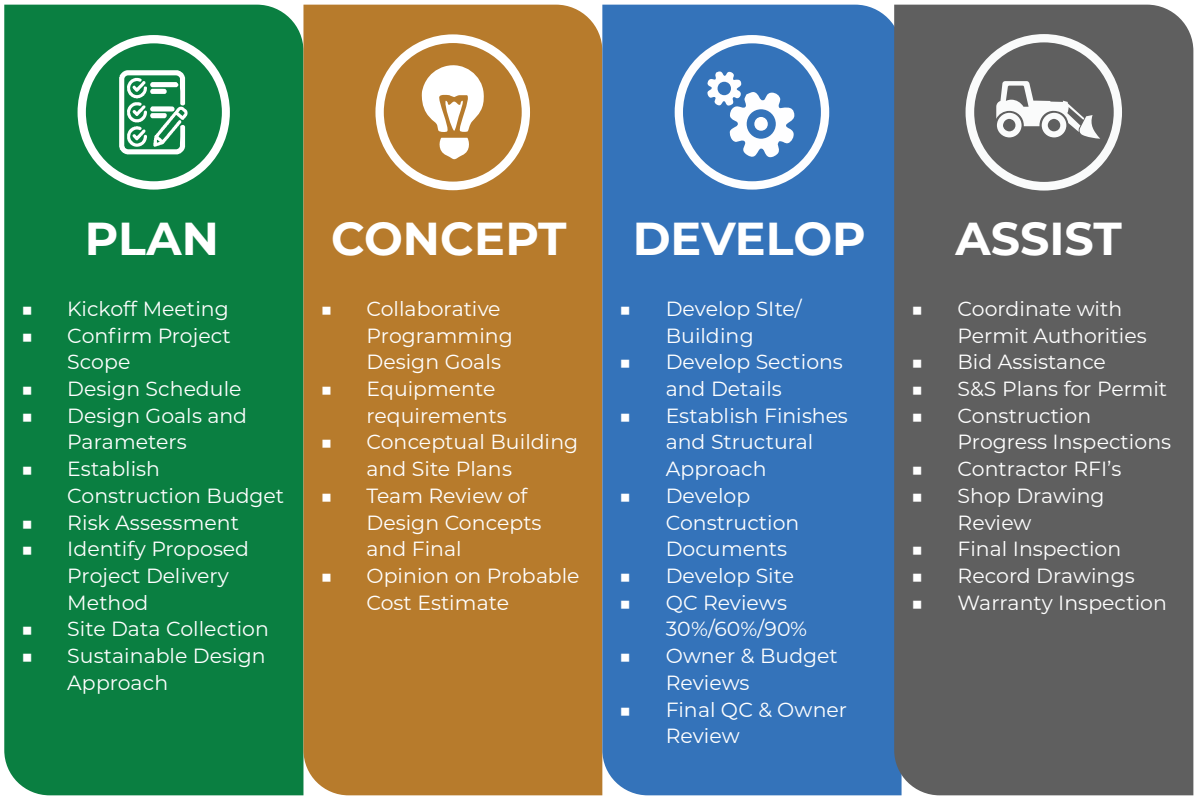
A/E Services Project Approach

Our design team begins each of our projects with a **Consensus Building Design Process to ensure we understand and address the vision of our clients, while seeking input from the user groups and stakeholders.** It is imperative to understand how each project operates and functions. We will design a facility that allows your team to be as efficient as possible.

Effective management of a multi-disciplinary project team requires effective, upfront planning and scheduling. Priorities and assignments will be set by our **Principal-In-Charge, Todd Drennan,** in coordination with the City's Project Manager. Located in our Clermont Office, Todd will also develop a detailed work plan that identifies assigned resources for each task, and preliminary schedules will be created in appropriate software. He will oversee design compliance, submissions, costs, drawing production, publishing schedule, and constructability analysis. While direct lines of communication are critical between all partners, he will serve as the day-to-day contact for design information, which will be routed to the rest of the team.

Kickoff Meeting

We will begin with a kick-off meeting to discuss Lake County's goals and objectives. This meeting will involve a core group of decision makers, including representatives of your facilities team, IT staff, and any other departments deemed necessary who will remain engaged throughout the entire process. At this partnering session, design and construction processes will be formed, along with a collaborative team to ensure a comprehensive project delivery with constant involvement in all phases by Lake County's design criteria representatives and end users. Forefront's approach to managing the communication among team members focuses first on **establishing regularly scheduled meetings with key stakeholders.** Project meetings will occur bi-weekly and each will have a **specific agenda** with clear and focused goals and objectives. The Forefront team recommends face-to-face workshops for primary meetings, with teleconferences to supplement further communication among the team. Prior to all meetings, both physical and virtual, Todd will issue an agenda to ensure all members are well prepared and productive.



Programming/Needs Assessment

The programming / needs assessment stage is critical to ensure a successful design for any upcoming projects. During this stage, we plan to tour other facilities with key stakeholders. This will provide our team with a better understanding of our project goals and the specific functions your building will need to support throughout its lifetime. In addition, it is important for our team to determine future expansion needs, current square footage, and other requirements. Once we have obtained initial information from the determined stakeholders, depending on the need of the facility, we will evaluate population growth of Lake County's sections that will be served in order to help calculate square footage requirements. We will then develop a proposed Space Needs Analysis to determine the gross building square footage, the average square footage per person, and projections for the next 5, 10, and 20 year requirements. The Space Needs Analysis will also provide an itemized list of the required spaces in the facility that meet Lake County's standards and needs.

Site Analysis / Master Planning

Forefront has been involved in the development of more than 50 master plans for clients all over the United States. Our subconsultant, **TFE Consultants**, will also play a large planning role in this stage of the project providing mechanical, electrical, and plumbing services. Their local experience and knowledge will be invaluable in assisting Lake County in determining the best outcome for the site. We will also study the potential site options and evaluate each for cost efficiency, effective operations, and their ability to service the County's residents. Proximity to available utilities, impacts on existing systems, and avoidance of conflicts with existing infrastructure will also be evaluated. We will begin with a master plan to develop secure and unsecure zones for public and private use. Facility entry, along with Crime Prevention Through Environmental Design solutions around the building, will bring the necessary site security together with the Space Needs Assessment square footages to develop the actual building area.

Facility, Site, and Building Security

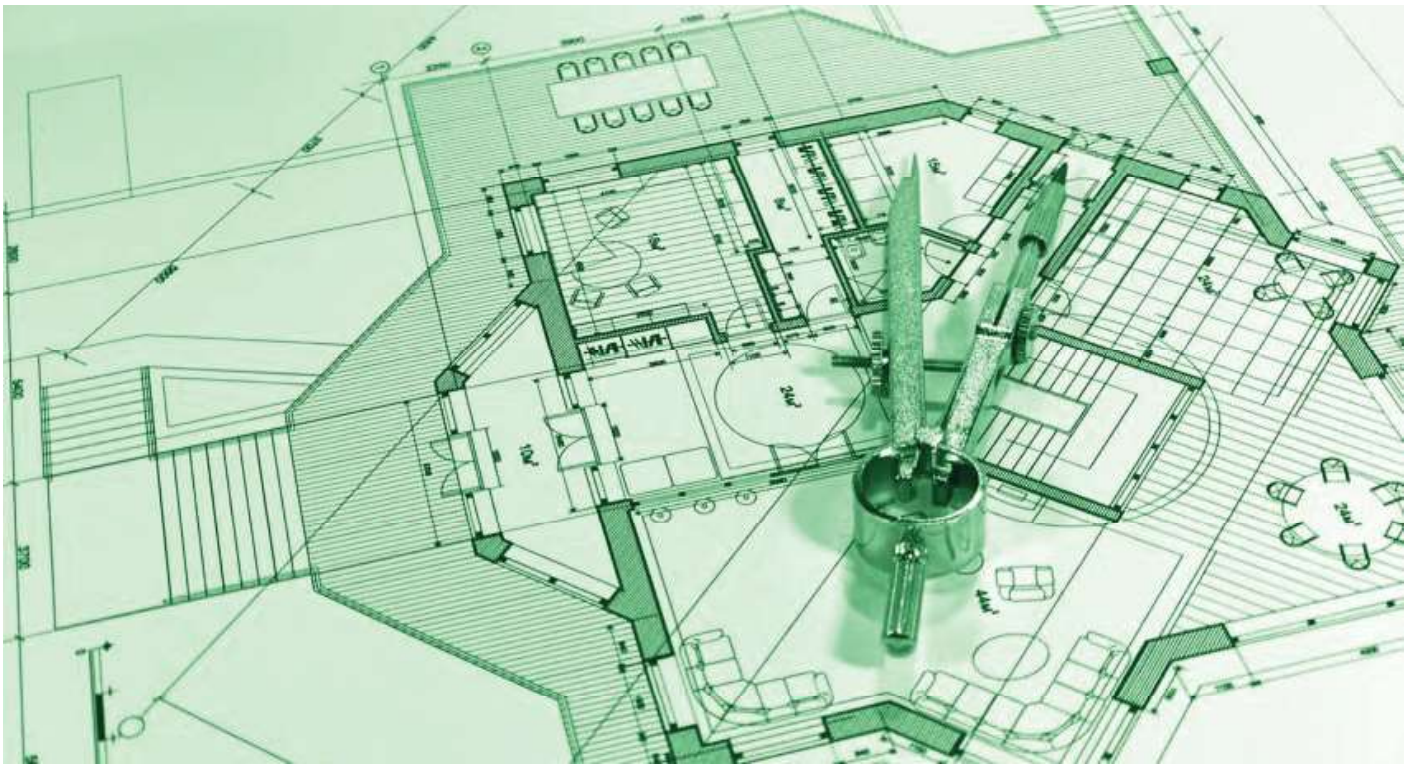
An act of terrorism directed toward a public facility can be multi-faced, including chemical, biological, or dynamic such as the use of explosions or traditionally benign “carriers” in unique applications (airplanes, vehicles, etc.). One of the major criteria for the creation of a facility security system is an integrated system that creates an envelope or perimeter supported by layers of systems. Singular systems can be overcome much easier than multi-faced and interconnected systems. It is critical to maintain a zone of “controlled approach” relative to vehicles or transported elements that can pose a threat. Video monitoring of the site at its perimeter, security fencing, and intrusion alarm systems are just a few ways to provide levels of security. All buildings that accommodate critical functions should utilize blast containment systems to defect the dynamic forces of an explosion. Typically all government buildings have limited points of access, generally a singular public entry and a separate point of staff access into the facility. Entry must be controlled with a variety of systems including CCTV monitoring, electronic looking devices at doors, and voice communication (push-to-call) capability. These systems are generally “discrete” in they are non-obtrusive, while providing the necessary security functions. Similarly, all items brought into the building by a visitor can be screened with state-of-the-art technology readily available.

Schematic Design

With the foundation established in the Programming / Needs Assessment Phase, we have a clear picture of the functional needs and square footage requirements. **For the Schematic Design Phase, we will work with the County to understand your expectations and goals.** We will conduct a series of workshops and gather the entire design team with key decision makers from Lake County. **The team will develop sketches, drawings, mass models, and computer generated 3-D images as visual representation of the design throughout the process.** We will help compile a detailed cost estimate based on the conceptual plans, initial engineering, and outline specifications. These detailed estimates will be performed at each project milestone to ensure the project stays on budget.

Design Development

Once the design concept is agreed upon and schematic drawings are produced, we will develop an analysis of the site plan, floor plans, elevations, and building volumes. The goal is to develop a more detailed set of drawings and information from which the building and site systems can be accurately designed. As we examine designs for each of the building and site systems, we will integrate civil, MEP, fire protection, and structural engineering with architectural volumes and interior spaces. In addition to drawings and other documents, we develop an outline specification that describes the methods and materials utilized in the project. The neighboring community is always an important part of the design process. Early knowledge or engagement with the community can help eliminate last minute concerns or surprises. We recommend community meetings and Forefront will assist the County in developing mailers, renderings, and presentation boards. **Depending on the potential site locations, we believe having the community involved early in the process will be invaluable in accomplishing the County’s goals.**



Design Phase

Communication between the design-build team and the County's Representative must be frequent and efficient within the established communication protocols. Upon Notice to Proceed, we will conduct a partnering session to develop design and construction processes and form a collaborative team to ensure a comprehensive project delivery with constant involvement in all phases by the County's design criteria representatives and end users. At this initial conference, our team and the County will establish a schedule for programming meetings corresponding to design package milestones. Our collaborative design approach utilizes design charrettes at the beginning of the project to ensure we fully understand the primary goals and objectives of the design documents provided to us. Additionally, we will validate the "wants" verses the "needs" to confirm the budgetary constraints will be met. **Our team will provide timely cost information to ensure the project team makes informed decisions as to design direction and the design direction remains consistent with the project budget.** Through this process, we will also develop, maintain and update the project master schedule, which will include all design, permitting, procurement activities, construction activities, punch list, and closeout activities, along with the County's move-in and transitional requirements.

Permitting Phase

Out team will identify all permits required to begin construction and receive the certificate of occupancy, including any required state grant funding submittals. As the County's design team, we will create a permit status report that will identify the permit, responsible party, date to be submitted, date it needs to be received, and current status. This report will be discussed at every design phase meeting to ensure the permits necessary to execute the work are received on the dates necessary to support both the design and construction schedule. **We will also use our previous experience to help the City meet its milestone submittals and all required coordination for any potential grant funding that is being sought.**

Procurement Phase

The success of any project is also related to the quality of the subcontractors onboard completing the work. We will subcontract with the MEP subcontractors in a design-assist delivery, requiring the subcontractors to participate in the design development and value engineering to provide a seamless approach to key design decisions. Through this design-assist delivery, we will mitigate the risk of costly changes through timely communication with subcontractors.

Construction Phase

As your design team, we would enforce the contract documents and ensure the quality and schedule objectives established at the onset are maintained through enforcement. We have very specific processes and procedures that we use every day to manage the entire construction process, including safety procedures, quality control procedures and inspection checklists, schedule monitoring and enforcement, Project Management Information Systems for RFI's, submittals, and project financial tracking. During construction, we will take a proactive approach by engaging our subcontractors every day in the field, constantly reinforcing our expectations and enforcing the contract documents. Our team will coordination with the required Building Inspectors and the County to answer their questions and assist in responding to their issues. Regular project meetings and project milestones are established with the County at the beginning of the project.

Construction Documents / Bidding

Based on our design foundation, cost analysis, and detailed schedule, we will develop construction documents within a short time frame. The final stage of construction document preparation includes another independent, in-house value analysis to ensure the most cost-effective judgments have been made by the entire planning/design group. The analysis is conducted concurrently with the preparation of detailed cost estimates. These activities are summarized with priority recommendations before being released for construction bidding. If final adjustments are required, they are made at this time in order to obtain Owner/User/Agency approval. Simultaneously, assistance is provided in the development and evaluation of bidding lists, advertising, clarification (addenda), and pre-bid conferences. **Forefront will actively participate throughout the bid process to ensure the final acceptable bids are consistent with the approved construction budget.**

Construction Administration

During the construction administration phase, Todd Drennan, our Principal-in-Charge, will stay involved throughout the process to ensure the County's vision remains and help establish a continuity from design into construction. A Construction Administrator and Todd will also utilize the rest of the team, and additional resources as needed, to complete the project. **Our local staff can be on site within minutes on an as needed basis to address any issues and verify the project is moving forward.** Responsibilities include: RFI and submittal reviews, construction progress meetings, project site visits on weekly basis, review payment applications, reducing change orders, and monitor closeout activities to provide a smooth transition from construction to occupancy.

Cost Strategies and Approaches

Our design process integrates with regular cost estimates to confirm we stay within the project budget. Early square footage cost estimates will be drawn from our computer database, and is organized by square foot cost by division, percentage cost per system, and whether delivery was by a construction manager, general bid, or negotiated. Forefront will bring Lake County and the selected general contractor a current budget data to facilitate the best return on the investment through historical perspective of similar project types. As the project develops to a higher level of detail, we will work at each project stage to develop interval cost estimates. In the final analysis, the project must be construction within the established budget. It is the responsibility of the design team, in collaboration with the contractor, to confirm this is accomplished while adhering to the County's vision.

RESOURCES

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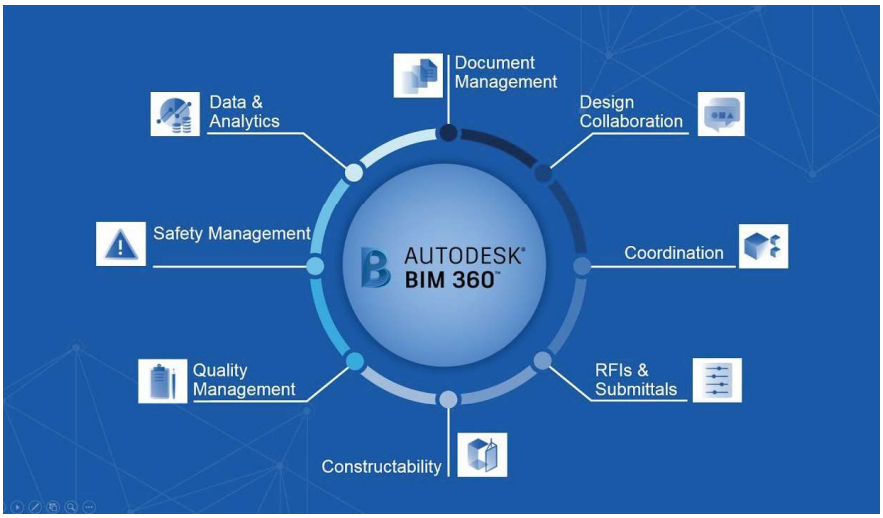
BIM

Building Information Modeling (BIM) is a powerful tool and we utilize all of its capabilities. From conflict analysis through 3D imaging, scheduling and estimating, the building information model is at the center of our coordination efforts and provides pivotal input for all our decisions. We have developed a stable and clear BIM project environment integrating all disciplines involved in the construction and design. Using the Revit suite of products, we build the architectural, structural and MEP models.

BIM 360

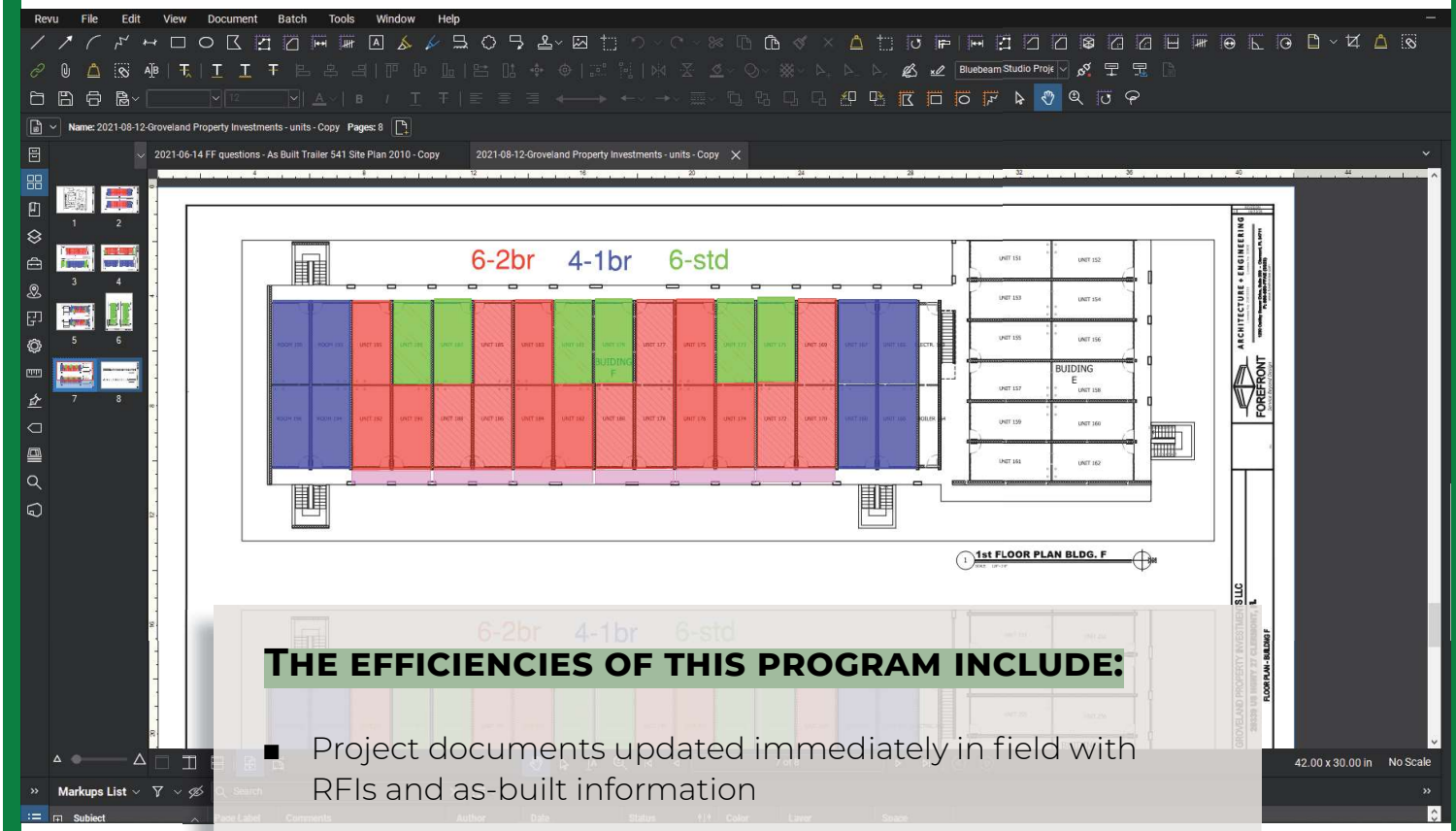
Our project management staff utilizes **Autodesk BIM360** software to immediately respond to questions, issues, changes and daily events. Project team members have instant and easy access to the latest, most accurate project information including drawings, answered RFIs, and approved changes. Placing all data into one, Autodesk BIM360 creates a central and secure database. The database enables the project team to group, analyze and compare project performance. This process facilitates team interaction and collaborative decision making. Our MEP coordination team has gained huge benefits through their ability to visualize and problem-solve the maze of piping, ductwork and electrical lines prior to construction. It's evident that their proficiency has given us a major advantage for confirmed cost savings and efficiency. **Autodesk BIM360 provides the entire team with accountability, change management, job cost control, and report management to ensure that our projects achieve successful completion on both time and budget.**



BLUE BEAM

Forefront utilizes Bluebeam on all of our projects for document control and management. **Bluebeam is a best in class technology to electronically manage and share drawing.** Bluebeam also offers capabilities to share other project related documents such as photos and schedules to facilitate collaborative review. A Collaborative Electronic Document Management tool is used to communicate the project record drawings in real time to the project team. This is also used to verify project document revisions.

BLUEBEAM® REVU® 20 STANDARD



THE EFFICIENCIES OF THIS PROGRAM INCLUDE:

- Project documents updated immediately in field with RFIs and as-built information
- Free access for entire team to the latest posted current set of drawings
- Detail icons linked from floorplans to detail plans making for easy navigation
- In-wall pictures directly from iPad onto drawings
- Full project document turnover to client electronically