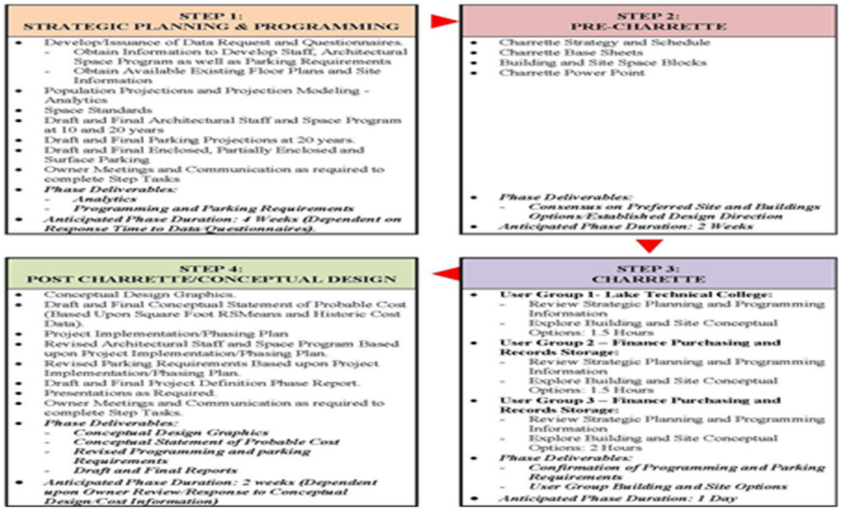
Project Approach and Methodology

PHASE 1: PROJECT DEFINITION



PHASE 2: SCHEMATIC DESIGN

- Review and Confirm conclusions of Phase 1: Project Definition
  - Conduct and document User/Stakeholder meetings to review, validate and modify as required conceptual design options.
- Conduct and document User/Stakeholder meetings as required to complete Schematic Design Phase products.
- Obtain any additional site information necessary including subsurface soils investigations, surveys
- Identify and document all regulatory and approval processes and measures required.
- Initiate early coordination with Regulatory Agencies and Utilities.
- Define value engineering and potential alternates to manage the project budget.
- Develop schematic design floor/roof plans, elevations and building and wall sections and anticipated major product/component information.
- Complete a code analysis and identify related design considerations.
- Define the anticipated systems and complete system narratives.
- Confirm/revise the Phase 1 Statement of Probable Cost including "Hard Construction" and "Soft" costs that define the total anticipated project budget.
- Complete Quality Control Review process.
- Develop, issue and present Schematic Design Phase to Users/Stakeholders and City officials for approval and request to proceed to the next phase.

Coordinate/conduct/document Design Team meetings.

PHASE 3: DESIGN DEVELOPMENT

- Revise the design based upon comments received on the Schematic Design Phase product.
- Conduct and document User/Stakeholder meetings as required to complete Design Development Phase products.
- Complete definition of site/design review process and early approval process.
- Finalize code compliance information.
- Further develop and refine the Schematic Design drawings including floor/roof plans, elevations, building and wall sections, as well as site/civil, structural and mechanical, plumbing/fire protection and electrical/IT drawings.
- Develop door/frame and room finish schedules, enlarged room plans and details necessary to communicate design details.
- Complete outline specifications defining the systems performance criteria and major systems
- Develop detailed line item Statement of Probable Cost and Anticipated Project Schedule.
- Identify any potential alternates to manage budget constraints.
- Complete Quality Control Review process.
- Develop, issue and present Design Development phase to Users/Stakeholders and City officials for approval and request to proceed to the next phase.
- Coordinate/conduct/document Design Team meetings.

PHASE 4: CONSTRUCTION DOCUMENTS

- Revise the design based upon comments received on the Design Development Phase product.
- Conduct and document User/Stakeholder meetings as required to develop the Construction Documents Phase product.
- Complete Utility and Regulatory Agency Approval coordination.
- Submit documentation for state and local developmental approvals.
- Complete all bid/construction drawings, details, schedules, etc. necessary for bidding and constructing the project.
- Complete all bid/construction specifications (CSI/UCI Format).
- Confirm detailed line item Statement of Probable Cost and anticipated project schedule.
- Complete Quality Control Review process.
- Coordinate/conduct/document Design Team meetings.
- Submit Construction Documents to City for approval to proceed with the bidding phase

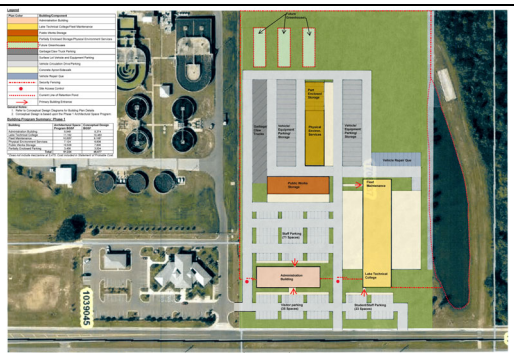
PHASE 5: BIDDING and AWARD

- Issue bid/construction documents to printer for printing/distribution.
- Develop list of potential bidders.
- Assist with required bidding advertisement/notification.
- Conduct and document Pre-Bid Conference.
- Respond to bidders' questions and prepare/issue written addendum as required to address questions (last addendum issued no later than 7 days prior to bid receipt).
- Conduct and document post bid review with low bidder(s) to confirm bids are complete, define the lowest, most responsive and responsible bidder and determine potential value engineering items for consideration.
- Summarize and present bid results to the City and award bid.
- Draft, issue and execution of Owner/Contractor Agreement.
- Complete conformed Contract Documents and issue to awarded bidder.

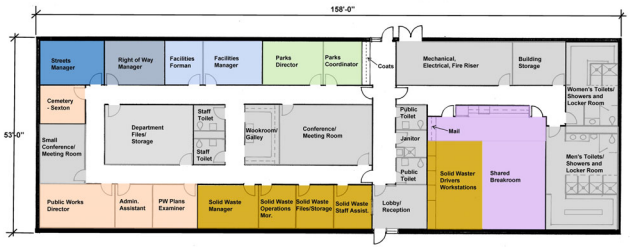
PHASE 6: CONSTRUCTION

- Conduct and document Pre-Construction meeting.
- Respond to Contractor questions (RFI's) within 2 days of request.
- Issue Proposal Requests (PR's) if required.
- Develop and issue Change Orders (CO's) if required.
- Review/take action on shop drawings.
- Make recommendations to City on all claims of the Contractor related to the Contract Documents.
- Conduct and document bi-weekly construction progress meetings.
- Conduct on-site inspections to confirm work is being done per the Contract Documents.
- Conduct and document punch-list inspections and re-inspections.
- Issue Occupancy Certificate.
- Obtain and review all project closeout documents.
- Assist with warrantee period issues and conduct One-Year Warranty Review.

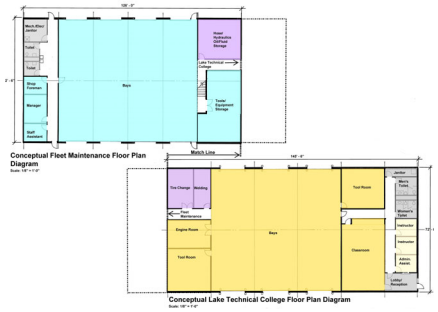
Site Location Diagram



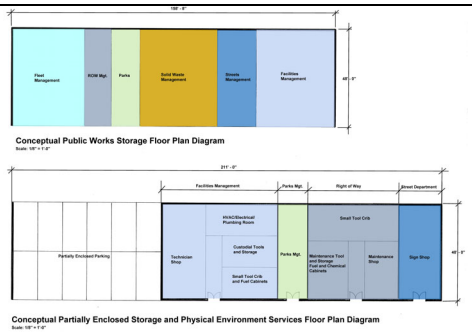
Conceptual Site Diagram



Conceptual Administration Building Diagram



Conceptual Fleet Maintenance and Lake Tech Building Diagram



Conceptual Public Works Storage and Partially Covered Environmental Services Buildings Diagram

Image of GatorSktch Facilitating Charrette

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GatorSKtch
ARCHITECTS & PLANNERS

Our Resources:

Software and Work Stations

Autodesk Design Suite 2013, 2015 and 2017
Includes AutoCAD, Architecture, MEP, Structural, Revit, 3D Max
Sketchup
Vray
Adobe Design Suite
Includes Photoshop, Illustrator, and In Design
Bluebeam Revu Ultimate and CAD versions

We update our work stations every 2 to 3 years.
Currently running Shuttle liquid cooled cases with I-7 processors, 32 meg to 64 meg of ram, 16 gig to 32 gig video cards with 2 to 3 monitors. All our work stations have the capability for our employees to remote desk top in from home and work. Work stations are on individual UPS's for power failure.

Servers and backups

We currently run 3 virtual servers and two 2 data servers. Our system are encrypted and back up every 15 minutes to an onsite backup with offsite copy's. Our work stations are backed up every 15 minutes with our servers.

We use FTP, Bluebeam studio, We Transfer, and Dropbox to transfer and collaborate with our clients and sub consultants.

Our Building is on a backup generator.

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