



**City of Riviera Beach  
RFQ 995-20-2  
Owner's Representative  
Construction Management Services**

Submitted on:  
August 18, 2020  
**ORIGINAL**

Prepared For:  
City of Riviera Beach Office of the City Clerk  
600 W. Blue Heron Blvd., Suite 140  
Riviera Beach, FL 33404

Prepared By:  
**Gaudet Associates, Inc.**  
3021 Jupiter Park Circle, Suite 101  
Jupiter, FL 33458



**Gaudet Associates, Inc.**  
Construction & Environmental Services

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| <b>RFQ No.:</b>       | #995-20-2   |
| <b>Due Date/Time:</b> | Tuesday, August 18, 2020 at 11:00 a.m. EST              |

| Description  |
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**Section 1**  
**Request for Qualification,**  
**General Terms and Conditions**

**SECTION 1**

**SUBMIT BID TO:**

City of Riviera Beach Office of the City Clerk  
600 W. Blue Heron Blvd., Suite 140  
Riviera Beach, FL 33404  
(561) 845-4180

CITY OF RIVIERA BEACH  
PALM BEACH COUNTY, FLORIDA

***Request for Qualifications***

Proposer Acknowledgment

**GENERAL CONDITIONS**

THESE INSTRUCTIONS ARE STANDARD FOR ALL CONTRACTS FOR COMMODITIES/SERVICES ISSUED BY THE CITY OF RIVIERA BEACH. THE CITY OF RIVIERA BEACH MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN THE SPECIAL INSTRUCTIONS TO PROPOSERS OR IN THE BID SHEETS. BY ACCEPTANCE OF A PURCHASE ORDER ISSUED BY THE CITY, PROPOSER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE PROPOSER REGARDLESS OF ANY LANGUAGE IN PROPOSER'S CONTRACT TO THE CONTRARY.

**BIDDER ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH YOUR BID**

**SEALED BIDS:** This form must be executed and submitted with all bid sheets in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE). The face of the envelope shall contain the above address, the date and the time of bid opening, and bid number. Bids not submitted on attached bid form may be rejected. All bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

**1. EXECUTION OF BID:** Bid must contain an original signature of an individual authorized to bind the proposer. Bid must be typed or printed in ink. All corrections made by proposer to his bid must also be initialed. The proposer's name should also appear on each page of the bid sheet if required. Bids will not be accepted from firms in arrears to the City of Riviera Beach upon debt or contract nor from a defaulter upon obligations to the City of Riviera Beach. Proposer certifies by signing the bid that no principals or corporate officers of the firm were principals or corporate officers in any other firm which may have been suspended or debarred from doing business with the City within the last three years, unless so noted in the bid documents.

**2. TIE BIDS:** In case of tie bids, the award will be made in the following preference:

**PROPOSER WITHIN CITY LIMITS OF RIVIERA BEACH.  
PROPOSER WITHIN PALM BEACH COUNTY.  
PROPOSER WITHIN THE STATE OF FLORIDA.**

**3. NO BID:** If not submitting a bid, respond by returning this Proposer Acknowledgement form, marking it "NO BID", no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without justification may be cause for removal of the proposer's name from the bid mailing list.

**4. BID WITHDRAWAL:** No proposer may withdraw their bid before the expiration of ninety (90) calendar days from the date of bid opening.

**5. BID OPENING:** Shall be public, on date, location and time specified on the bid form. The official time is the time clock located in the City Clerk's Office and will be accepted by all parties without reservation. It is the proposer's responsibility to assure that the bid is delivered on date, location and time specified on the bid form. Bids, which for any reason are not so delivered, will not be considered. Bid files and any bids after they are opened are exempt from public examination until an intended decision is announced or until 30 days from the opening, whichever is earlier (Florida Statutes Section 119.071) may be examined during normal working hours by appointment. Bid tabulations are available for inspection upon request.

NOTE: Except as required by Florida statues, bids are exempt from release for certain periods of time after bid opening.

BID WILL BE OPENED and may not be withdrawn within 90 calendar days after such date and time. N/A

**RFQ TITLE: Owner's Representative for Construction Management Services**

**RFQ NO. 995-20-2**

**POC: Althea Pemsel, MA, CPSM, Procurement Director**

**DELIVERY DATE: August 18, 2020 at 11:00AM  
SEE SPECIAL INSTRUCTION:**

**CASH DISCOUNT TERMS:**

**IF BID EXCEEDS \$100,000,  
PROPOSER MUST PROVIDE  
BID BOND OR CASHIERS (BONDING IS REQUIRED FOR THIS ITB)  
CHECK IN THE AMOUNT  
OF 5% OF BID OR BID N/A  
WILL BE REJECTED**

**TOTAL BID AMOUNT: N/A**

**FEDERAL EMPLOYER I.D. or SOCIAL SECURITY NUMBER  
65-0609872**

**DUN & BRADSTREET NUMBER: 119962413**

**PROPOSER NAME: Gaudet Associates, Inc.**

**PROPOSER MAILING ADDRESS/CITY/STATE/ZIP**

3021 Jupiter Park Circle, Suite 102  
Jupiter, FL 33458

**AREA CODE TELEPHONE NO.  
( 561)748-3040**

**CONTACT PERSON:  
Joseph Gaudet**

**FAX NO.  
561-748-6085**

**INTERNET ADDRESS / EMAIL  
jgaudet@gaudetassociates.com**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same items/services, and is in all respects fair and without collusion or fraud, I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. Further by signature of this form, pages 1 through 4 are acknowledged and accepted as well as any special instruction sheet(s) if applicable.



AUTHORIZED SIGNATURE (original in ink)

Joseph Gaudet

President

TYPED NAME OF SIGNER

TITLE

6. **ADDENDA TO BID:** The City reserves the right to amend this Bid prior to the Bid opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the Purchasing Department immediately, prior to Bid opening date, to allow for review and subsequent clarification on the part of the City. The vendor is required to submit with its Bid or Bid a signed "Acknowledgement of Addenda" form, when any addenda have been issued.

7. **ACCEPTANCE / REJECTION OF BIDS** The City of Riviera Beach reserves the right to accept or to reject any or all bids and to make the award to that proposer, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City of Riviera Beach also reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award to delivery on time contracts of a similar nature or who is not in the position to perform properly under this award.

The Contract will be awarded to the lowest, responsible and responsive proposer. The Purchasing Manager reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the City.

In determining responsibility, the following qualifications, in addition to price, will be considered in the evaluation of the bid:

- (a) The ability, capacity, and skill of the proposer to perform the service required.
- (b) Whether the proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- (c) The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- (d) The quality of performance of previous contracts or services.
- (e) The previous and existing compliance by the proposer with the laws and ordinances relating to the contract or service.
- (f) The sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service.
- (g) The quality, availability, and adaptability of the supplies or services to the particular use required.
- (h) The ability of the proposer to provide future maintenance and service for the use of the subject of the contract.
- (i) Whether the proposer is in arrears to the City on a debt or contract or is a defaulter on surety to the City, or whether the proposer's taxes or assessments are delinquent.
- (j) Such other information as may be required or obtained.

8. **LEGAL REQUIREMENTS:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the proposer shall in no way be a cause for relief from responsibility.

The City of Riviera Beach is committed to assuring equal opportunity in

the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability and marital status.

Minority Business Enterprise (MBE) indicates a business entity which is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Blacks, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others as outlined in Procurement Ordinance Sec. 10-301. Minority owned businesses wishing to participate in the City procurement process may contact the Purchasing Department for information and assistance.

In compliance with Florida Public Entity Crime Statute (Section 287.132, 133), the attached Public Entity crime Form should be fully executed, notarized and submitted with bid response once per calendar year. No award will be executed with any person or affiliate identified on the State of Florida Department of General Services "convicted vendor" list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 without receipt of the statement.

In compliance with Florida Statute (Section 287.087) attached form "Drug Free Workplace Certification" should be fully executed and submitted with bid response in order to be considered for a preference whenever two (2) or more bids/proposals which are equal with respect to price, quality and service are received by the City.

The obligations of the City under this award are subject to the availability of funds lawfully appropriated for its purpose.

9. **PRICES, TERMS & PAYMENTS:** Firm prices shall be bid and include all handling, set up, shipping and inside delivery charges to the destination shown herein unless otherwise indicated.

(a) **The Proposer:** in submitting this bid certifies that the prices quoted herein are not higher than the prices at which the same commodity(s) or service(s) is sold in approximately similar quantities under similar terms and conditions to any purchaser whomsoever.

(b) **F.O.B. -** as specified in Special Instructions to proposer.

(c) **TIE BIDS:** The award on tie bids will be in accordance with the provisions of the Procurement Code.

(d) **TAXES:** City of Riviera Beach is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption numbers appear on purchase order. The Contractor shall pay all applicable sales, consumer, land use, or other similar taxes required by law. The Contractor is responsible for reviewing the pertinent State Statutes involving the sales tax and complying with all requirements.

(e) **DISCOUNTS:** Proposers may offer a cash discount for prompt Payment. However, such discounts will not be considered in determining the lowest bid cost for bid evaluation purposes. Proposers should reflect any discounts to be considered in the bid evaluation in the unit prices bid.

(f) **MISTAKES:** Proposers are cautioned to examine all specifications, drawings, delivery instructions, unit prices, extensions and all other



**Section 2**  
**Letter of Interest**



**Gaudet Associates, Inc.**  
**Construction & Environmental Services**

August 12, 2020

City of Riviera Beach  
Office of the City Clerk  
600 W. Blue Heron Blvd., Suite 140  
Riviera Beach, FL 33404

**RE: Request for Proposal – City of Riviera Beach**

Dear Evaluation Committee:

Please accept this proposal to provide Owners Representative Construction Management Consulting Services for the City of Riviera Beach. We have reviewed the information provided and are committed to complete the services as set forth.

Gaudet Associates, Inc. is a professional engineering, construction management and environmental consulting organization dedicated to providing specialized services in the construction field. Founded in 1971, Gaudet Associates is a Palm Beach County Certified Small Business Entity as well as Certified with School District of Palm Beach County and the City of West Palm Beach. This project will be 100% SBE participation, we have been representing Owners to ensure successful project completion for over forty-five (45) years and is licensed in the State of Florida as a professional engineer and general contractor. We will utilize sparcdesign as an Architectural subconsultant. Sparcdesign is also an SBE.

As your Owner's Representative, we manage all entities of the capital project team. We oversee project progression and quality, protect project timelines and make sure the project stays within budget. With inspections and status report updates, the project team is managed to ensure that all decisions are made on behalf of the Client while keeping the flow of information timely and accurate. The overall success of your project is our goal.

What makes us unique to this project is that construction/project management is the main focus of our business. Gaudet Associates, Inc. has developed a program which embodies all the fundamentals that make for a successful project. We have assembled a team with extensive construction management experience and expertise for each stage of your capital project from inception through close-out. In other words, our services allow the City of Riviera Beach to conduct "business as usual" while being kept informed of the project's status via detailed documentation and inspections.

Request for Proposal  
City of Riviera Beach  
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In the last several years, we have been commissioned to provide these Owner's Representative services to some of the most prestigious projects in Palm Beach County. These include:

- Sinai Residences – Boca Raton
- Max Planck Research Institute - Jupiter
- La Posada Retirement Community - Palm Beach Gardens
- Community Clubhouse - Village of North Palm Beach
- Addison Reserve Country Club - Delray Beach
- The Polo Club of Boca Raton - Boca Raton
- Tiara Condominium - City Riviera Beach
- Admirals Cove – Jupiter

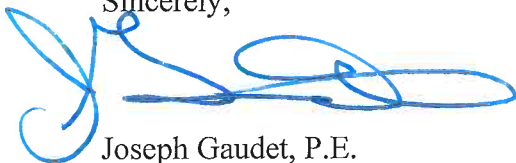
**What separates us from other Owner's Representatives is that we are a diversified firm with a team that includes Architects, Engineers, Accountants, Interior specialists and a full Administrative staff. We don't just manage your project; we participate in the successful completion of each project phase by utilizing our team's diversified experience in all areas to anticipate problems and solve them before they become problematic.**

Gaudet Associates, Inc. and our team members feel confident that we can provide the utmost professional services to the City of Riviera Beach and are willing to enter into an agreement under the terms and conditions provided.

If selected by the the City of Riviera Beach, Gaudet Associates, Inc. understands the work to be completed, commits to perform the work within the time period, is able to and will comply with all applicable laws, rules, regulations and ordinances of the City, the State of Florida and the United States.

Thank you for your time, and please do not hesitate to call with any questions you might have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joseph Gaudet', with a stylized flourish at the end.

Joseph Gaudet, P.E.  
President





### **Section 3**

## **Firm Qualifications and Experience**

## **Small Business Enterprise**

Gaudet Associates, Inc. is a Small Business Enterprise. Currently certified by Palm Beach County, School District of Palm Beach County and City of West Palm Beach. Although, certified as a small business we have provided owners representative services for projects exceeding \$200,000,000. A Corporate makeup of professional engineers, Architects and General Contractors make us a unique organization that can handle any situation in a specialized professional manner.

This program will be 100% SBE participation.

## **Scope of Services**

### **Owner's Representative – Construction Management Services**

#### **Pre-Construction Services**

- a) Provide a full constructability review of all contract documents and advise City and Architect/Engineer regarding constructability, errors, omissions, conflicts, scheduling and anticipated construction duration.
- b) Prepare reports listing City-approved design changes and documenting cost and schedule impacts.
- c) Analyze the cost estimate prepared by the Architect/Engineer and report recommendations to the City.
- d) Conduct design progress meetings.
- e) Assist City in pre-qualifying contractors and evaluating responses.

#### **Bidding and Award Services**

- a) Attend pre-bid meetings.
- b) Review addenda
- c) When applicable, assist City evaluating responses to the proposals for responsiveness, price and alternate prices.
- d) Assist the City in crafting contract language and/or documents City of Riviera Beach Purchasing Department Page 22 RFQ # 995-20-2.

#### **Construction Services**

- a) Provide coordination between the City, the design consultant(s), and the contractor.
- b) Conduct and prepare minutes for kickoff meeting prior to the start of construction.
- c) Assist City with direct purchase of items (if required).
- d) Close supervision of the contractor's work and review of all inspection reports to ensure that work is performed in accordance with the contract documents.
- e) Conduct regular construction progress meetings; prepare an agenda, arrange, conduct and provide minutes for all project meetings.
- f) Review construction progress against established milestones to ensure the successful and timely completion of projects, providing feedback to both the City and the contractor.
  - 1. Track quantities
  - 2. Take progress photos
  - 3. Maintain daily field diaries containing records of weather, work, accomplished on site, number of workers, problems, and other relevant data.
  - 4. Track delays due to weather or other causes.

- g) Provide written weekly status reports to the City.
- h) Prepare and manage the project schedule.
- i) Establish and maintain a tracking system for all project construction records.
- j) Serve as the City's representative during the construction phase.
- k) Ensure that design consultants visit the project at appropriate intervals to observe and document the progress and quality of work.
- l) Notify the City and the contractor in writing of any work not in conformity with the Construction Documents.
- m) Make recommendations as to the correction of deficiencies or defects.
- n) Maintain copies of all required permits and monitor compliance with permit requirements.
- o) Certify contractor's applications for payment in the appropriate amount.
- p) Review construction materials testing.
- q) Manage, Review and take action on contractor's submittals including shop drawings and samples.
- r) Respond to contractor's inquiries and provide information as appropriate
- s) Review testing requirements and ensure tests are completed on schedule
- t) Clarify and interpret the intent and scope of the contract documents.
- u) Monitor and enforce construction noticing requirements.
- v) Review change order requests from the contractor, respond to requests, and prepare change orders for the City's approval and execution; maintain change order log.
- w) Review contract document changes and permits.
- x) Review and respond to claims related to the project.
- y) Conduct and participate in field visits, observations and demonstrations.
- z) Prepare, assemble and distribute the official substantial completion punch list and final punch list.
- aa) Review the contractor's guarantees and warranties

### Close-Out Services

- a) In conjunction with Architect/Engineer, assist City in determining substantial completion criteria.
- b) Assist the City in administering and coordinating final inspections.
- c) Assist the City in reviewing as-built drawings.
- d) Assist City in processing final pay requests, release of retention, and certificates of insurance.
- e) In conjunction with Architect/Engineer, assist City with filing Notice of Completion City of Riviera Beach Purchasing Department Page 23 RFQ # 995-20-2.
- f) Provide Construction Management
- g) Review contractor's record drawings, operations and maintenance (O&M) instructions and all other close-out documentation.
- h) Coordinate any startup requirements.
- i) Advise City on warranty items, secure warranties and guarantees, inspect warranty work, and participate in one-year warranty review.
- j) Compile an Operations and Maintenance Manual including operation instructions, maintenance requirements, warranties, and other relevant information; and provide 3 bound copies and one PDF file (300 dpi) to the City upon completion of the project.

Analysis and evaluation of existing landscape conditions at various sites and make recommendations for improvements, solutions, or modifications to existing conditions.



**Gaudet Associates, Inc.**

Construction & Environmental Services

## Sample Methodology/Work Plan

### A. ORGANIZATIONAL STAGE

#### 1. Work Completed Review

Review all work completed to date including schematic design, contractor cost estimates, plans and contracts.

#### 2. Establish "Needs"

Develop a list of required contractor contracts, engineers, owner items and ancillary services required.

#### 3. Prioritize "Needs"

Develop scope and schedule for procuring all needs.

#### 4. Execute "Needs"

- Prepare Scope
- Solicit Vendors
- Answer Questions
- Accept Proposals
- Clarify Scope
- Negotiate contracts
- Execute contracts

NEEDS include but are not limited to Architect, Engineer(s), Plumbing, Electrical, Structural, Civil, Land Planner, Landscape Architect, Interior Designer, Kitchen Consultant, Permit Expeditor, temporary facilities, etc.

### B. PRE-CONSTRUCTION PHASE

#### 1. Design Review

Design coordination and review is a key project management task of the design phase.

#### 2. Progress Review

The progress review for design is a contract administration function, which monitors the design professionals' adherence to the contract requirements and budget.

### **3. Constructability Review**

During the design phase, the Team will review designs not only from a value engineering perspective, but also from a different point of view. Constructability and coordination is a method of management which helps to avoid contractor claims.

### **4. Value Engineering**

Value engineering and life cycle analysis forms a part of our cost management approach. We will provide continuing value engineering in the form of technical consultation regarding system usage, materials, products and construction technique.

### **5. Schedule**

We will use network scheduling to establish a master time schedule project start. The master schedule will be a broad overview of the project depicting the greatest breadth of factors influencing the design and construction process.

### **6. Specifications**

Through the management of the past complex construction projects, our team members have reviewed general and special conditions on numerous projects. During the design phase of projects, the development review and coordination of general and special provisions are an integral part of our constructability review. Of particular concern:

- Lack of set arbitration or appeal procedures.
- Use of hold-harmless agreements, which transfer owner responsibility.
- Lack of an owner's position on the risk of force majeure (weather, war, riots)
- Guarantees from the contractor which exceed those normally provided by the manufacturer.
- Use of clauses requiring the contractor to warrant the design.
- Use of restrictive sole source specifications.
- The reference to standard specifications which have, in fact, been altered by the designer.

### **7. Bid Packaging**

Establishment of procurement packages (including long lead items) will be part of the design phase management.

### **8. Pre-Bid and Pre-Construction**

Early-on communication and coordination between Owner, Designer, Contractors and Consultants are basic keys to the successful start and completion of any major project.

It is our intent to develop and conduct pre-construction conferences with the selected prime contractor(s) to ensure complete and detailed briefing.

### **9. Review of Bid and Award Recommendations**

The bid review will be the last opportunity the owner has to determine who will conduct the actual construction work. Gaudet will assist in determining the bidder's responsiveness and responsibility. Responsiveness includes not only confirming that all prescribed items are completed on the bid forms, but also identifying unbalanced bid conditions or reservations included in contractor response and other items of ambiguity. Generally, this service is performed in close association with an owner's legal counsel or procurement group.

In addition to responsiveness, a bidder must demonstrate responsibility. This concept goes beyond this simple indicator of bonding capabilities, and includes checks on adequacy of financial resources; ability to meet production or performance schedule, considering the contractor's other

work; satisfactory performance record on other contracts; satisfactory record of integrity. Conformance to applicable laws; ability to mobilize the necessary organization, experience, operational control and technical skills, and accessibility to appropriate equipment or facilities. Our Team, through reference checks with prior clients, can greatly aid in the responsibility checks and make recommendations to the owner.

## **C. CONSTRUCTION PHASE**

### **1. Project Management**

It is the experience of Gaudet that it is essential that an effective project oversight program be initiated immediately upon authorization to proceed. Starting with the pre-construction meeting, it is necessary to establish procedures for monitoring and oversight at all times. This will be accomplished through an effective network of personal contact, progress meetings, and reporting systems, on a daily, weekly, monthly and quarterly basis.

As construction administrators on the project, we will provide construction inspection of the separate contractors. The inspection of construction will be conducted with close attention being paid to the plans and specifications as well as quality assurance/quality control program.

As the owner deems necessary, we will establish a construction inspection staff at the project site, and perform site inspection. The duties of the inspection team will be coordinated with the owner's staff to ensure compliance.

**Coordinate:** Construction dictates that project managers coordinate and monitor the work with other authorities and agencies, to assure that the total project is properly constructed.

**Final Inspection:** Before the contractor leaves the job site, and before final payment, we will schedule a joint inspection with the owner, the designers and our personnel. A "punch list" report will detail outstanding items to be accomplished.

### **2. Construction Schedules**

Although, we will prepare the master schedule milestones, it is essential, at the start of construction, to obtain the contractor's: comments, proposed schedule, manpower and proposed work sequence. The contractor will have a more detailed approach in performing the work.

After contract award, Gaudet's approach to initial construction schedules will be to act as reviewer, checking the contractors' schedules for conformance with milestone and contract requirements. This arms length approach to initial construction schedule allows the contractor complete flexibility in selecting methods and means of construction. One item to be wary of, however, is a "short" schedule considered by a contractor. This may be the groundwork for a contractor's delay claim. We generally advise owners to reject such schedules. This approach in no way prevents the contractor from finishing early; it does, however, protect the owners from an unwarranted delay claim.

Monthly during construction, we will monitor and review of updates of the CPM schedule, using input from all contractors. When needed, we will analyze valid schedule "work-arounds" to pull the project back on schedule when impacted by changes and delays.

We will identify critical areas and ensure that the contractor, the owner, the designers or whichever part is flagged on the critical path is made aware of its responsibility to meet a schedule date.



### 3. Cost Control

The basis of successful construction management is the establishment of an accurate cost and financial package from which the owner can both project and track costs. Cost data must be represented in such a manner that the allocation of the owner's resources of people, money and facilities can be adjusted as problems develop.

The cost reporting system forms the basis for a systems approach to resource control, and provides an opportunity for the design of evaluation of contingency plans, should deviation from the original plan prove necessary.

Cost management is a basic part of our approach to construction management. We subdivide cost control and reporting into two major modules, which will be adjusted to meet the needs of the owner. The two modules are:

- a. **Cost Estimating Control:** an initial element of the planning process involves budgeting based on historical estimates for the respective type of construction. The initial budgeting phase, preliminary, intermediate and detailed bid estimates are developed with increasing accuracy as the project matures. Based on the cost estimates developed by the designers, the estimates and related cost data are summarized in several reports which provide project participants with the project's current cost/estimate status versus the budget.
- b. **Financial Accounting Control:** financial accounting tells us where we are, how we got there, and where we are going. It is the part of the management function, which measures, evaluates, and allows for corrections in the original cost objective set by the project budget and estimates. The accounting data helps with contractor payment approval; maintaining current comparisons of funds available, funds committed, and funds required to complete the project; contract commitments; and related areas. The system will monitor the contractors earned value and the incurred cost of each project, and compares these costs to the budget. Variances from the budget will be pinpointed, and the system will provide trend reports to show potential overruns or underruns on each construction contract.

As an analytical tool, the cost system tracks construction costs and compares these to conceptual estimates, definitive estimates, engineering estimates and budgets. Cost variance in construction will show changes of quantities, scope changes and resulting change orders. The system will monitor change orders and issue reports showing cost increases in work produced by the change orders.

### 4. Progress Meetings

Two essential components of any project are communication and reporting systems. The owner's Construction Program places a greater emphasis on these activities because of its magnitude and the number of people and organizations involved.

To best ensure the development and implementation of good reporting and communication, we intend, early-on, to establish specific progress meetings that will detail status of work. A sample of some other specific strategies, which we will employ are:

- a. Pre-Bid Conference – As described in Section One, this key meeting will set the pattern for all future meetings in that all concerned will become aware of the need and requirement to comply with attendance at project job meetings and the responsibilities for providing adequate data.
- b. Weekly Meetings – Once a week we will conduct a status meeting for all contractors to review work actually accomplished the prior week versus prior projection. The meeting will also delineate work proposed for the week ahead. Additionally, the weekly meeting will be an open forum to discuss problems. Delays and any other pertinent problems.

Minutes of the weekly meeting will be provided and should be distributed within three days after the meeting to all in attendance and the owner's office.

- c. Monthly Meetings – Once a month, on a pre-scheduled basis, the Gaudet Team will conduct a summary meeting. Attendance by all contractors and owner's personnel will be mandatory. These meetings will elaborate on specific problems and key progress to date.

A monthly progress report will be generated which will include completed work to date for each separate design/build contract, the progress of the work and also outstanding delays and resulting impacts.

As a subset to the major milestone items, the monthly Construction Executive report will include information on long lead procurement; general work conditions, safety programs, project staging, labor status and other pertinent data.

## **5. Field and Change Orders**

It is a rare project that has no change orders during construction. Changes can arise from an unforeseen conditions or because of a change in a pre-established design requirement. Gaudet has an established system for controlling and managing change orders as they occur and is organized as follows:

- a. Coordination – It will be our responsibility to ensure that all extra work items requested by the contractor are properly analyzed and reviewed. Gaudet will coordinate the request for change with the designers, who analyze such extra-work or change-order requests in light of the specific design or contract requirements.
- b. Evaluation – Gaudet will then review and evaluate the requests, considering actual field conditions, and will estimate the value in time of the required work. We will provide studies or sketches to define change analysis. We will evaluate the impact of the proposed change on the project cost and schedule, whether caused by field conditions, owner revisions or the designer.
- c. Recommendation – Gaudet will then recommend either approval or disapproval of the change order. If the approval to proceed is given by the owner, Gaudet will negotiate the change; a change order authorization will be submitted to the owner for approval; and the contract amount (and/or time) is revised.

- d. Reporting – We will manage a change order and reporting system. This system is sub-divided into two major elements. The first element tracks proposed change orders (PCO's) and their sources (i.e., owner, designer, CA or contractor), the amounts of the PCO and Gaudet's estimate (not necessarily the same) are maintained in the system.

When a PCO has become a change order, the second element tracks the modification in a separate change order file. This file carries forward the PCO reference, the date of submittal, the date work started, amount, the proposed amount if not settled, the dates of settlement, signing and processing. A separate change order file will be established for each contract, and a complete summary report will be provided for the related total contract cost.

## **6. Invoice Approval**

Gaudet will be responsible for verifying and reviewing periodic requisition for contractor payment. It is essential that an orderly procedure for payment to the contractors be established to ensure that all contractors receive payment for work accomplished without delay.

In the normal course of business, individual prime contractors submit requisitions monthly. These are measured against the Schedule of Values. We will check and verify that all work for which requisition is being made has been properly accomplished. Based upon our recommendation, the owner can make payment to the contractor.

The cash flow for the contractor (and as a consequence to its subcontractors and material suppliers) is highly important. Even though only approved amounts are requisitioned, establishing a speedy review and payment procedure enables the contractor to receive payment for completed and approved work.

## **7. Shop Drawings**

Gaudet will review a shop drawing log developed by A/E. We will use this system to monitor approval time frame and highlight critical drawings.

As the system is set up, the contractor will submit the manufacturer's cut or shop drawing which meets the specification and offers the best competitive price. Therefore, the designer must make a comprehensive review to ensure conformance with design criteria. We will monitor the time of submission and processing of shop drawings, samples and other contractor submittals. If submittals are not being received, we will ascertain the reason and take appropriate action to eliminate lags and delays in the submittal processing.

## **8. Safety Programs**

This area is essential. It's well established that a well-run and well-maintained project is a safe project. Therefore, it is vital not only that good housekeeping rules are mandated and observed, but that any violations, however minor, are immediately identified and rectified.

We will review the safety plans developed by each of the separate contractors, and prepare and submit recommendations for inclusion into the safety program.

## **9. Project Records**

Gaudet will collect and index all project records electronically to assure retrievability.

The records shall include the results of reviews, inspections, tests, audits, monitoring of work performance, materials analyzed, shop drawings, samples, insurance documents for all contractors, purchases, materials, equipment, applicable handbooks, all applicable codes, regulations and technical standards and specifications, maintenance, instruction and technical standards and specifications maintenance, instruction and operating manuals. Inspection and test records shall, as a minimum, identify the date of inspection or test, the inspection or data recorder, the type of observation, the results, the acceptability, and action taken in connection with any deficiencies noted, required records shall be legible, identifiable and retrievable.

All project records shall be transferred to the owner in accordance with project contract documents. Records may be transferred during the project and at the end of the project. The project manager shall obtain the specific consent of the owner prior to the destruction of any project records. If no such consent or denial is received, an applied consent will be assumed and the records will be destroyed.

## **10. Close-Out**

Gaudet will assist contractor in the preparation of the closeout material providing O&M manuals, operating instructions, parts lists, trouble shooting, service contracts, spare parts, inventory, proper guidance in systems' operations to not void manufacturers' guarantees and warranties as well as the effort that is required to ensure that manufacturers and suppliers properly fulfill the contract-required function required after acceptance.

## **11. Punchlist Inspections**

Occupancy and acceptance is the final part of our construction management approach. We provide this service on all of our construction management projects, and believe it to be vital to assure smooth transition from construction to beneficial occupancy. The process must start many months before estimated construction completion in order to coordinate the needs of the facility's users, owner, law enforcement agencies and other public and private agencies involved in the project.

## **12. As-Builts/Final Payment**

During construction, we will ensure that the contractors maintain current as-built drawings. The contractor will provide contractor as-built information to the record set of drawings. Before final recommendation of project acceptance and close-out, we will receive, review and process required releases of claims before any final payments to the contractors are made.



**Gaudet Associates, Inc.**

3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

## *Village of North Palm Beach*



**Size:** 40,000 SF

**Architect:** Peacock & Lewis

**Value:** \$18 million

**Contact:** Andy Lukasik  
Village Manager  
[alukasik@village-npb.org](mailto:alukasik@village-npb.org)  
(561) 262-7726

The Village of North Palm Beach commissioned a New Clubhouse for the Villages. Jack Nicklaus signature designed golf course.

The Clubhouse includes a multi-function banquet room, 19th Hole indoor/outdoor Dining, Pro Shop, Cart Storage and Lockers. The project includes an interactive children's water feature, pool renovation, activity buildings and new site work. One of the finest public facilities in the southeast.





3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

## *Palm Beach Atlantic University*



**Size:** 163,000 s.f.

**Architect:** Stantec

**Contractor:** Hedrick Brothers

**Value:** \$30,200,000

**Project:** New Student Residence Hall

Gaudet Associates, Inc. was commissioned to provide Owner's Representation and Project Management for Palm Beach Atlantic University located in West Palm Beach, FL.

This new 163,000 square foot Student Residence Hall project will consist of 154 one and two-bedroom units with kitchen accommodations. Common areas and lobby are designed for interaction and student collaboration.





**Gaudet Associates, Inc.**

3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

**Max Planck Research Institute, Jupiter, FL**



**Size:** 110,000 SF

**Architect:** ZGF Architects

**Value:** \$66 million

Gaudet Associates, Inc. teamed with Jones Lang LaSalle to manage the construction of this 110,000 square foot facility which resides on FAU's MacArthur Campus.

The building features an open atrium, conference rooms, social spaces for staff and visiting research interaction, a 100-seat auditorium and administrative offices.

The building is designed to reduce energy consumption and meet the requirements of the US Green Building



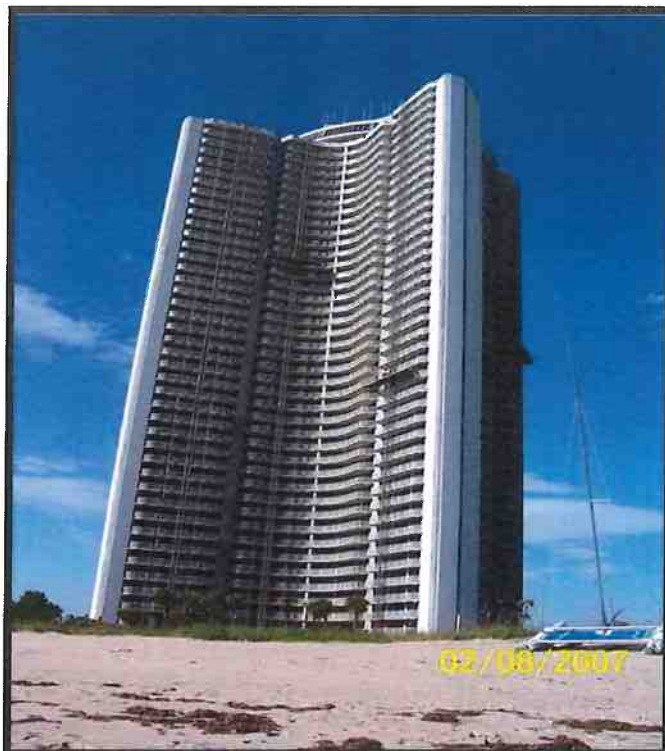
**Gaudet Associates, Inc.**

3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

**Tiara Condominium – Singer Island, FL**



Size: 44-Story – 380 Units  
Contractor: Straticon Construction  
Value: \$ 24 million  
Contact: No contact available

The Tiara, a 44-story condominium, devastated by the 2007 hurricanes was in the forefront of the media as so many residents were displaced. The Board sought help after unsuccessfully working with several contractors. Gaudet Associates, Inc. was retained by the Board to represent them and coordinate the successful completion of the \$24 million dollar project.



**Addison Reserve Country Club**



**Size:** 32,000 SF

**Architect:** Leo A Daly

**Value:** \$25 million

**Contact:** Michael McCarthy  
General Manager/CEO  
michaelm@addisonreserve.cc  
(561) 455-1205

The crown jewel of the new Lifestyle Complex is the magnificent free form pool, which is surrounded by The Grill Casual Dining Restaurant And Bar, The Spa, the Fitness and Tennis Center, the Children's Activity Center and whirlpool under a sky lit gazebo. Amidst the lush landscaping are waterfalls, green spaces and fire pit.



### **Boca Grove Golf & Tennis Club**



**Size:** 19,500 s.f.

**Architect:** AW Architects

**Value:** \$2.6 million

**Contact:** Michael J. Gibson, CCM  
[mgibson@bocagrove.org](mailto:mgibson@bocagrove.org)  
(561) 366-6300

Owner's Representative to Boca Grove Tennis Club located in Boca Raton, FL. This 19,500 s.f. project included the construction of a new Tennis Operations Center, Pro Shop and Bathroom Facilities. Renovations included a New Ladies Card Room, Wine Bar, Dining Rooms, Board Room, Multi-Purpose Room, New Sports Bar/Dining Room and Kitchen, Entrance Foyer/Hallways, Locker Rooms and Golf Pro Shop.





## Gaudet Associates, Inc.

3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

### Frenchman's Reserve County Club



**Size:** 15,600 SF

**Architect:** Garcia Stromberg | GS4 Studios

**Value:** \$10 million

**Contact:** Paul Mroz  
General Manager/COO  
[pmroz@frenchmansreservecc.com](mailto:pmroz@frenchmansreservecc.com)  
(561) 630-0333

New Free Standing 3,300 s.f.  
standalone Tennis Facility.

9,300 s.f. Parc Restaurant featuring  
indoor/outdoor Bar & Dining.

Total Renovation of Two-Story  
Fitness Facility tripling the size.

3,000 s.f. Kids Club with indoor games  
and outdoor playground.





**Gaudet Associates, Inc.**

3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

**Gleneagles Country Club**  
**Fitness Center**



**Size:** 16,000 SF  
**Architect:** Leo A Daly  
**Value:** \$ 10 million  
**Project:** Lifestyle Center

Gaudet Associates, Inc. was commissioned as Owner's Representative for Gleneagles Country Club located in Delray Beach, FL for a New Fitness/Spa 2 Story addition to the Existing Clubhouse & New Resort Style Pool. The center was completed in March 2018 and has transformed the way members hangout by the pool and enjoy the Grille Room and Glen Bar.





**Gaudet Associates, Inc.**

3021 Jupiter Park Circle

Construction & Environmental Services

Jupiter, FL 33458

## **Woodfield Country Club**



**Architect:** Leo A Daly

**Value:** \$25 million

**Project:** Phase 1 - Fitness Center,  
Salon and Café

Phase 2 - Clubhouse  
Renovation Project

Phase one consists of the Fitness Center, Salon and Café. The work was completed on schedule. Phase one also includes a pool area with three swimming pools, three buildings and pool side seating for over 200 members. Phase two consists of renovation work at the existing, 2 stories, 87,000 SF clubhouse.





## **Section 4**

# **Organizational Profile & Project Team Qualifications**



**Gaudet Associates, Inc.**

PROJECT MANAGEMENT



**Joseph E. Gaudet, P.E.**  
Principal-in-Charge

**Henry Sklaver**  
Cost Scheduling  
Project Manager

**Jesse Suhku**  
Design Permitting  
Project Manager

**Christina Gaudet**  
Accounting/DPO/Budgets

**Robert Gaudet**  
Construction  
Project Manager

**Joseph Gaudet IV**  
General Contractor

**Sean Sukhu**  
Architect  
sparcdesign



**CREDENTIALS**

- Professional Engineer-Florida, Pennsylvania, New Jersey
- Florida Institute of Consulting Engineers
- Florida Licensed General Contractor
- Small Business Person of the Year, West Palm Beach Chamber of Commerce
- Up and Comers, South Florida Business Journal
- Florida Licensed Asbestos Consultant
- Florida Licensed Mold Assessor
- Florida Engineering Society
- Florida Institute of Consulting Engineers
- Indoor Air Quality Association
- Construction Management Association of America

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 Jupiter, FL 33458  
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 Fax: (561) 748-6085  
 www.gaudetassociates.com  
 Email: info@gaudetassociates.com



**Gaudet Associates, Inc.**

**Construction & Environmental Services**

**President  
Professional Engineer**

**Responsibilities**

Mr. Gaudet is a Professional Engineer and President/Owner of Gaudet Associates, Inc., a 47 year-old Consulting firm which specializes in Owner's Representation, Project Management and Environmental Consulting. Mr. Gaudet oversees all construction and environmental consulting for Florida and the Caribbean region, as Principle-in-Charge of project management, program management, claims analysis and business development.

**Education**

Drexel University-Bachelor of Science Commerce & Engineering Sciences; Philadelphia, PA

**Experience**

**Assisted Living Facilities**

- Sinai Residence
- Moorings Park
- La Posada

**Municipal**

- Miami International Airport
- Florida Department of Management Services
- Palm Beach County Capital Improvements
- Max Planck Research Institute

**School Facilities**

- School Board of Broward County
- Palm Beach County Schools
- Martin County Schools
- Miami-Dade County schools

**Hospitality**

- The Breakers Hotel, Palm Beach, FL
- El Conquistador, Puerto Rico
- Sands Hotel, Puerto Rico

**Correctional**

- Pahokee Correctional Institute
- South Bay Correctional Institute
- Glades Correctional Institute
- Moorehaven Correctional Institute

**Golf & Country Clubs**

- Addison Reserve Country Club
- The Club at Admirals Cove
- Jonathan's Landing
- Mariner Sands Country Club
- Polo Club of Boca Raton
- Bocaire Country Club
- Woodfield Country Club
- Sailfish Point





**CREDENTIALS**

- EPA Accreditation-Asbestos Worker/Supervisor
- EPA Accreditation-Asbestos Building Inspector
- EPA Accreditation-Asbestos Management Planner
- EPA Accreditation-NIOSH 582-Cert. #1215
- Certified Environmental Inspector (CEI)
- Certified Environmental Manager (CEM)
- Certified Remediation Specialist (CRS)
- Certified Mold Remediator (IAQA)
- Certified Operator-X-Ray Fluorescence Lead in Paint Analyzers & Radioactive Materials Training
- State of Florida Radon Measurement Technician-Cert. #R1360
- United States Coast Guard Captain

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Email: info@gaudetassociates.com

**Project Manager**



**Gaudet Associates, Inc.**  
Construction & Environmental Services

**Current Responsibilities**

Mr. Gaudet has over 20 years of project management experience. He served as Project Manager at the \$66 million Max Planck Research Institute (MPRI). MPRI is part of a Palm Beach County initiative to attract leading biotech corporations to the County. His responsibilities include Inspections, schedule management, SBE goal management, RFI, submittal review and project documentation.

**Previous Experience**

Serving as environmental and construction consultant, Mr. Gaudet was responsible for renovation and new construction projects for Miami International Airport. These included environmental audits, asbestos and lead surveys, building code inspections, cost estimating and claims analysis. His duties also included field management, scheduling, document review, equipment maintenance, CAD services and building systems analyses. He also acted as Owner's Representative for a number of projects for the Simon Property Group. In this capacity, he was responsible for scheduling of field personnel, approval of contractor draws and documentation, overall adherence to applicable regulations and safety issues as they related to occupied healthcare facilities. Mr. Gaudet has also performed in the same capacity for proposals and projects for Palm Beach County, Broward County and the City of West Palm Beach. For private clients, he provided environmental training to employees at various facilities concerning asbestos, lead and safety issues. He conducted on-site monitoring and project observation for asbestos, lead, vanadium peroxide and other hazardous materials at facilities throughout Florida and accompanied OSHA during on-site inspections and compliance issues.

**Education and Professional Societies**

Mr. Gaudet holds a BBA (Bachelor of Business Administration) with a major in Marketing and a minor in Management from Stetson University. His professional societies include Environmental Information Association, National Asbestos Council, Environmental Assessment Association, and the American Industrial Hygiene Association.



**CREDENTIALS**

- National Council of Architectural Registration Boards (NCARB)
- American Institute of Architects Associate Member
- State of Florida Licenses Registration Status in Progress Associated Member



**Project Manager**

**Gaudet Associates, Inc.**  
Construction & Environmental Services

**Responsibilities**

Mr. Sukhu over his 18 year of experience in the design and construction industry and has been involved with a wide variety projects ranging from architectural services, management and owners representation. He currently specializes on High-End Private Golf and Country Clubs & Residential Estate Homes. Responsibilities include site plan approvals, design team management, value cost analysis, scheduling logistics, and construction feasibility studies. Jesse lives, works and plays in Jupiter, Florida.

**Education**

Florida Atlantic University—Bachelor of Architecture, NAAB-Accredited Program

**Experience**

**Golf and Country Clubs**

- Addison Reserve Country Club, Delray Beach FL  
*New Bistro Restaurant*  
*New Fitness/Spa Complex*  
*New Pool Facility*
- Frenchman's Creek Clubhouse, Jupiter FL  
*Clubhouse Renovation*
- Gleneagles Country Clubhouse, Delray Beach FL  
*Clubhouse Renovation & Additions*  
*New Main Guard House*  
*New Wellness Center and Pool Complex*
- Ballenises Country Clubhouse, Palm Beach Gardens FL  
*Clubhouse Renovation and Additions*  
*New POA Administration Bldg.*
- Sailfish Point Country Club, Stuart FL  
*New Outdoor Bistro*  
*New Fitness/Spa Complex*  
*Clubhouse Renovation*

**Municipal**

- Village of North Palm Beach Country Clubhouse, FL  
*New Clubhouse*  
*New Pool Complex*

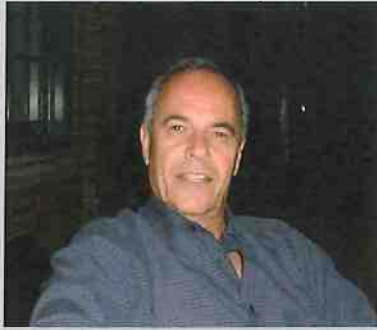
**Assisted Living Facilities**

- La Possada (Kisco Community), Palm Beach Gardens FL  
*New 4 story, 50 Unit Bldg.*

**Animal Care Facilities**

- Furry Friends, Jupiter FL  
*New 2 Story Adoption/Clinic Facility*

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www.gaudetassociates.com  
Email: info@gaudetassociates.com



**CREDENTIALS**

- Construction Management, Estimating, Project control Certifications
- Rutgers University
- Temple University/Technical Institute
- Architectural & Mechanical Engineering Technology

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Email: info@gaudetassociates.com

**Project Manager**



**Current Responsibilities**

Mr. Sklaver responsible for the overall management, control, coordination and execution of construction, repair and alteration through all phases of a project's life cycle including; planning, structural and architectural phases design development of construction plans, specifications, and estimates. Project experience consists of ground up site improvements, vertical construction, new construction, design/build, rehabilitation and historical restorations. Multi-family residential, luxury residential, high rise condominiums, office mid-rise buildings, medical/dental professional suites, banks, restaurants, retail specialty & shopping centers, senior housing, skilled nursing homes, industrial, manufacturing and country clubs.

**Experience**

Condominiums

- CAMCO Management
- Barclay Condominium Assoc.
- Kent Mills
- Bridgeman's View Tower
- 101 SKY Condominiums

Assisted Living Facilities

- Heritage Green Assisted Living
- Burlington Woods
- Middlesex Residential Complex
- University Center Continuing Care
- Hammocks Center
- Laurel Lakes

Hospitality

- Victoria Station
- TGI Fridays
- International Multifoods
- Bennisans
- Stone Harbor Beach Club
- Spring Lake Club

Commercial

- First Peoples
- Interboro Saving & Loan
- Beneficial Saving
- Commerce Banks
- Echelon Urban Center
- Keystone Insurance
- Med Now
- HIP of New Jersey
- Collingswood Medical Center
- Underwood Memorial Hospital
- Marlton Professional Center



Sean Patrick Sukhu, AIA  
President, Project Manager  
sparcdesign

Florida Registered Architect  
AR94788

**Education**

Florida Agricultural and Mechanical University, Bachelors of Architecture 2006

**Professional Affiliations**

**Past and Present**

American Institute of Architects

U. S. Green Build Council

Emerging Architects

National Council of Architectural Registration Boards

Harbour Ridge Yacht and Country Club -  
Architectural Review Board

Sean Patrick Sukhu, AIA, is a registered Architect with 15 years of experience managing commercial and residential projects in Florida and Texas. He graduated from Florida Agricultural and Mechanical University in 2006 with a Bachelors in Architecture. He serves as president of sparcdesign and manages a wide range of project types. He is responsible for programming and the initial master-planning for new construction projects. His passion for design has lead him to pursuing a diverse career background in his Architectural practice ranging from small scale commercial Interior Architecture, to large complex clubhouse facilities and campuses. The unifying theme across his practice has been pursuing and servicing clientele who have a shared passion for design and creating functional and meaningful projects that have a long lasting affect on the communities they serve. He enjoys working on a variety of challenging project types and being involved from design through construction.

Sean has been a member and/or involved with a number of professional and civic organizations including, AIA, USGBC, NCARB, Emerging Green Builders, GBCI and Emerging Architects. He has also volunteered his time and design expertise for several causes including CANstruction and Box City.

Related Project Experience

**Freehold Communities**

**Arden Agrihood community**

Amenity Clubhouse  
Agrihood Event Barn  
Tennis Maintenance  
Restroom Building  
Gatehouse  
Bus Shelter  
Wedding Pavilion  
Lake Pavilion

**First Presbyterian Church**

**North Palm Beach**

Sanctuary remodel  
Narthex addition  
Handicap restroom addition

**Sawgrass Country Club**

New Member Clubhouse

**Holland & Knight**

**West Palm Beach**

Full floor law firm  
Interior Architecture/Design

**Harbour Ridge Yacht and Country Club**

Activity Center Master Plan  
Activity Center Phase I Pickle  
Ball and site development  
Replacement Gatehouse master-plan

**Treetop Academy**

Campus expansion master-plan  
Classroom/ Art / Training and  
Administration Buildings



**Section 5**  
**Acknowledge of Addenda**

**SECTION 5  
ACKNOWLEDGEMENT OF ADDENDA  
RFQ NO. 995-20-2**

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

**PART I:**

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated July 30, 2020

Addendum #2, Dated AUGUST 11, 2020

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

Addendum #9, Dated \_\_\_\_\_

Addendum #10, Dated \_\_\_\_\_

**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS QUALIFICATION

Gaudet Associates, Inc.

Firm Name

Signature

Joseph Gaudet, President

Name and Title (Print or Type)

Date

8-17-2020

# NOTICE

ADDENDUM NO. ONE (1)

JULY 30, 2020

**CITY OF RIVIERA BEACH  
RFQ NO. 995-20-2  
OWNERS REPRESENTATIVE – CONSTRUCTION MANAGEMENT**

**TO ALL PROPOSERS ON THE ABOVE PROJECT: PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO PROPOSAL DOCUMENTS YOU HAVE ON HAND.**

The following statements supersede and supplant corresponding items in the above subject proposal as follows:

**GENERAL INFORMATION:**

**SPECIFICATION:**

**PLANSHEETS:**

- I. NOTICE: PLEASE SEE ATTACHED REQUEST FOR INFORMATION (RFI) RESPONSES AND REVISED EVALUATION CRITERIA, UNDER SECTION 4.**

It will be required that Addendum No. 1 be signed in acknowledgment of receipt and that it be attached to the proposal when same is submitted at **11:00 a.m., Tuesday, August 18, 2020** at the office of the City Clerk, 600 W. Blue Heron Boulevard, Suite 140, Riviera Beach, Florida. For information on this BID, please contact:

Althea Pemsel, Director of Procurement  
2051 MLK Blvd., Suite #310  
Riviera Beach, FL 33404  
[purchasing@rivierabeach.org](mailto:purchasing@rivierabeach.org)

Gaudet Associates, Inc.

NAME OF COMPANY

DATE: 7-30-2020

  
PROPOSER'S SIGNATURE

# NOTICE

**ADDENDUM NO. TWO (2)**

**August 11, 2020**

**CITY OF RIVIERA BEACH  
RFQ NO. 995-20-2  
OWNERS REPRESENTATIVE – CONSTRUCTION MANAGEMENT**

**TO ALL PROPOSERS ON THE ABOVE PROJECT: PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO PROPOSAL DOCUMENTS YOU HAVE ON HAND.**

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**SPECIFICATION:**

**PLANSHEETS:**

**I. NOTICE: PLEASE SEE ATTACHED REQUEST FOR INFORMATION (RFI) RESPONSES.**

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Althea Pemsel, Director of Procurement  
2051 MLK Blvd., Suite #310  
Riviera Beach, FL 33404  
[purchasing@rivierabeach.org](mailto:purchasing@rivierabeach.org)

Gaudet Assoc. Inc  
NAME OF COMPANY

  
PROPOSER'S SIGNATURE

DATE: 8.17.2020





**Section 6**  
**Qualification Submittal Signature Page**

**SECTION 6**  
**QUALIFICATION SUBMITTAL SIGNATURE PAGE**  
**RFQ NO. 995-20-2**

By signing this qualification the Proposer certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

Gaudet Associates, Inc.

Street Address:

3021 Jupiter Park Circle, Suite 102 Jupiter, FL 33458

Mailing Address (if different than Street Address):

Telephone Number(s): 561-748-3040

Fax Number(s): 561-748-6085

Email Address: jgaudet@gaudetassociates.com

Federal Employer Identification Number: 65-0609872

Prompt Payment Terms: N/A % N/A days' net N/A days

Signature:



(Signature of authorized agent)

Print Name: Joseph Gaudet

Title: President

By signing this document, the Proposer agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS REQUEST FOR QUALIFICATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RFQ's THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**



**Section 7**  
**Affidavits, References and COI**

**CONFLICT OF INTEREST DISCLOSURE FORM**

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Proposer's must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the City of Riviera Beach.

Furthermore, all Proposer's must disclose the name of any City employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.


Please check one of the following statements and attach additional documentation if necessary:

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Qualification.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Qualification.

Acknowledged by:

Gaudet Associates, Inc.  
Firm Name

  
Signature

Joseph Gaudet, President  
Name and Title (Print or Type)

8-12-2020  
Date

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Gaudet Associates, Inc.

Firm Name

Signature

Joseph Gaudet, President  
Name and Title (Print or Type)

Date



8-12-2020

**Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, *Florida Statutes***

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Riviera Beach in order to perform the service. Upon request from the City of Riviera Beach' custodian of public records, contract shall provide the City of Riviera Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract. If the Contractor does not transfer the records to the City of Riviera Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Riviera Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Riviera Beach in order to perform the service. If the Contractor transfers all public records to the City of Riviera Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Riviera Beach, upon request from the City of Riviera Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Riviera Beach.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT MR. RICKEY LITTLE, THE CUSTODIAN OF PUBLIC RECORDS AT OFFICE OF CITY CLERK LOCATED AT 600 WEST HERON BLVD, 310 RIVIERA BEACH, FL 33404 PHONE NUMBER (561) 845-4180, EMAIL ADDRESS: [RLITTLE@RIVIERABCH.COM](mailto:RLITTLE@RIVIERABCH.COM) .

**Acknowledged:**

Gaudet Associates, Inc.

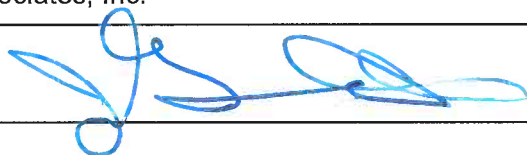
Firm Name

Signature

Joseph Gaudet, President

Name and Title (Print or Type)

Date



8-12-2020

**DRUG FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied Proposers have a drug-free workplace program. 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 five (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.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by Joseph Gaudet the  
(INDIVIDUAL'S NAME)

of President  
(TITLE/POSITION WITH COMPANY/PROPOSER)

Gaudet Associates, Inc.  
(NAME OF COMPANY/PROPOSER)

who does hereby certify that said Company/Proposer has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

  
SIGNATURE

8-12-2020  
DATE

NON-COLLUSION AFFIDAVIT

STATE OF Florida  
COUNTY OF Palm Beach

Before me, the undersigned authority, personally appeared Joseph Gaudet, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

a. He/She is President of Gaudet Associates, Inc., the Proposer that has submitted a Bid to perform work for the following:

ITB No.: 995-20-2 Title: Owner's Representative Construction Management Services

b. He/She is fully informed respecting the preparation and contents of the attached Request for Bids, and of all pertinent circumstances respecting such Solicitation.

Such Bid is genuine and is not a collusive or sham Bid.

c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Bid in connection with the Solicitation and contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Bid or any other Proposer, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.

d. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

[Handwritten Signature]  
Signature

Subscribed and sworn to (or affirmed) before me this 12<sup>th</sup> day of August 2020 by Joseph Gaudet, who is personally known to me or who has produced \_\_\_\_\_ as identification.

SEAL

Notary Signature Judy Wengatz Beaupre  
Notary Name: Judy Wengatz Beaupre  
Notary Public (State): Florida  
My Commission No: GG 968621  
Expires on: 03/12/2024





**REFERENCES**

Proposer shall submit as a part of the proposal package four (4) business references with the name of the business, address, contact person, and telephone number. At least two (2) references should be a Local, County, State or Federal Entity.

**Additionally, contractors should submit a copy of their professional license as required by paragraph 37 of the General Terms and Conditions of the RFQ.**

Name: Village of North Palm Beach Name: Gleneagles Country Club

Address: 501 US Highway 1 N.P.B, FL 33408 Address: 7667 Victory Lane Delray Beach, FL 33446

Tel. No.: (561) 904-2122 Tel. No.: (561) 637-1214

Fax No (561) 848-3344 Fax No.: \_\_\_\_\_

Email: alukasik@village-npb.org Email: kspina@gleneagles.cc

Contact: Andy Ludasik Contact: Kraig Spina

Name: Village of North Palm Beach Name: Turtle Creek Country Club

Address: 501 US Highway 1 N.P.B, FL 33408 Address: 2 Club Circle Tequesta, FL 33469

Tel. No.: (561) 841-3359 Tel. No.: (772) 418-1581

Fax No (561) 848-3344 Fax No.: \_\_\_\_\_

Email: chuff@village-npb.com Email: gm-coo@turtlecreekclub.com

Contact: Chuck Huff Contact: Doug Anderson

**FAILURE TO SUBMIT WITH RFQ PACKAGE MAY MAKE PROPOSER NON RESPONSIVE**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/04/2020

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 have ADDITIONAL INSURED provisions or 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).

|  |   |                               |
|--|---|-------------------------------|
| PRODUCER<br><br>FrankCrum Insurance Agency, Inc.<br>100 South Missouri Avenue<br>Clearwater, FL 33756      | CONTACT NAME:                                   |                               |
|  | PHONE (A/C, No, Ext): (800) 277-1620 X 4800     | FAX (A/C, No): (727) 797-0704 |
| INSURED<br><br>FrankCrum L/C/F Gaudet Associates, Inc<br>100 South Missouri Avenue<br>Clearwater, FL 33756 | E-MAIL ADDRESS:                                 |                               |
|  | INSURER(S) AFFORDING COVERAGE                   |                               |
|  | INSURER A: Frank Winston Crum Insurance Company | NAIC# 11600                   |
|  | INSURER B:                                      |                               |
|  | INSURER C:                                      |                               |
|  | INSURER E:                                      |                               |

COVERAGES CERTIFICATE NUMBER: 671316 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 INSRD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                              |             |
|----------|--|------------|----------|---------------|-------------------------|-------------------------|-------------------------------------|-------------|
|          | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |            |          |               |                         |                         | EACH OCCURRENCE                     | \$          |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY               |            |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) | \$          |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$  |            |          |               |                         |                         | EACH OCCURRENCE                     | \$          |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |            |          | WC202000000   | 01/01/2020              | 01/01/2021              | X PER STATUTE                       | OTH-ER      |
|          |  |            |          |               |                         |                         | E.L. EACH ACCIDENT                  | \$1,000,000 |
|          |  |            |          |               |                         |                         | E.L. DISEASE-EA EMPLOYEE            | \$1,000,000 |
|          |  |            |          |               |                         |                         | E.L. DISEASE-POLICY LIMIT           | \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Effective 05/18/2020, coverage is for 100% of the employees of FrankCrum leased to Gaudet Associates, Inc (Client) for whom the client is reporting hours to FrankCrum. Coverage is not extended to statutory employees.

## CERTIFICATE HOLDER

## CANCELLATION

|  |  |
|--|--|
| City of Riviera Beach<br>600 W Blue Heron Blvd<br>Suite 140<br>Riviera Beach, FL 33404 | 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<br>  |



## **Section 8 Exhibits**

**Exhibits**

*Not Applicable*



**Section 9**  
**SBE/Licenses**

**Palm Beach County  
Office of Equal Business Opportunity**

Certifies That  
**Gaudet Associates, Inc.**  
Vendor # **VC0000006927**

*is a Small Business Enterprise (SBE) as prescribed by section 2-80.21 - 2.80.30 of  
the Palm Beach County Code for a three year period from  
August 01, 2020 to July 31, 2023*

The following services and/or products are covered under this certification:

**Administration of Contracts; Summary of Work, Quality Control; Asbestos Consulting; Construction Consulting; Environmental Consulting; Environmental Engineering; General Construction Management, Scheduling, Cost Estimation Engineering; Lead and Asbestos Inspection Services; Mold Assessment Services (Not Consulting); Risk Assessor; Value Engineering and Value Analysis Services, Professional**

  
Allen Gray, Manager  
07/01/2020



Palm Beach County Board of County Commissioners  
Dave Kerner, Mayor  
Robert S. Weinroth, Vice Mayor  
Gregg K. Weiss  
Mary Lou Berger  
Melissa McKinlay  
Mack Bernard  
County Administrator  
Verdenia C. Baker

# SMALL BUSINESS CERTIFICATION

The City of West Palm Beach's Small Business Program

Certifies that

## **GAUDET ASSOCIATES, INC.**

Has met the necessary requirements for certification as a Small Business under the Small Business Program as prescribed by the City of West Palm Beach's Ordinance Number 33666-00.

The following List of Services and/or Product are covered under this certification:

\*\*\*\*\*

- Computer Software For Mini and Mainframe Computers (Preprogrammed) – Project Management
- Consulting Services: Environmental Consulting
  - Engineering Services, Professional
- Management Services: Construction Management Services

\*\*\*\*\*

Issued by the City of West Palm Beach for a three-year period August 8, 2019 to August 7, 2022

Certificate Vendor Number: 55973



Frank Hayden  
Procurement Official



# The School District of Palm Beach County, FL

## Office of Diversity In Business Practices

CERTIFIES your firm:

**Gaudet Associates, Inc.**

as a(n):

**Small Business Enterprise (SBE)**

34505; 88551; 90610; 90740; 91036; 91046; 91268; 91819; 91831; 91843; 92500;

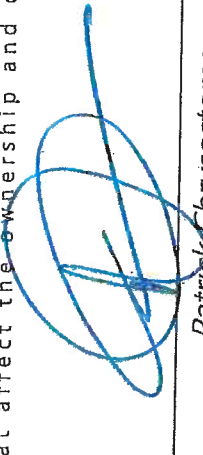
This certificate is valid from

**Jan. 19, 2019 - Jan. 18, 2022**

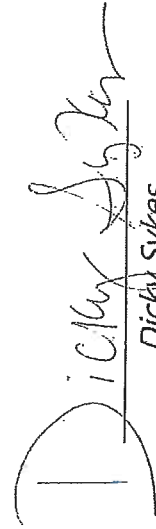
The following areas that your firm has been certified:

ENGINEERING SERVICES, PROFESSIONAL; Environmental Consulting; Construction Consulting; Buildings; Structures and Components Consulting; Monitoring Services, Structural; Lead Poisoning Control and Reduction; Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services; Engineering Services, Non-Licensed (Not Otherwise Classified), Including Consulting; Buildings, Architectural Design Services; Disinfectants, Wastewater, Asbestos Abatement, Equipment and Supplies;

Certification is not a guarantee that your firm will receive work. Please ensure that your company is registered with [www.bidsync.com](http://www.bidsync.com) to receive notification of upcoming opportunities. Any change to your certification requires you to submit proof of expertise, licensure and a business history (at minimum) to justify the additional certification. You are required to submit a copy of your certification letter with each bid, or proposal that you submit to the School District. You must notify this office if the status of your firm changes. Failure to report changes that affect the ownership and control of your firm may result in decertification.



Patrick Chrysostome,  
Manager



Dicky Sykes  
Director

# *State of Florida*

## *Department of State*

I certify from the records of this office that GAUDET ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on September 28, 1995.

The document number of this corporation is P95000075001.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 3, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the First day of June, 2020*



*Samuel R. ...*  
**Secretary of State**

Tracking Number: 3228857456CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**GAUDET, JOSEPH EDWARD III**

GAUDET CONSTRUCTION INC  
3021 JUPITER PARK CIRCLE

#101

JUPITER FL 33458

**LICENSE NUMBER: CGC049765**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor



## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

#### GAUDET ASSOCIATES, INC.

3021 JUPITER PARK CIRCLE

#101

JUPITER

FL 33458

LICENSE NUMBER: CA4754

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**GAUDET, JOSEPH E.**

3021 JUPITER PARK CIRCEE  
JUPITER FL 33458

LICENSE NUMBER: PE66051

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor

Halsey Beshears, Secretary



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

THE ARCHITECT HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

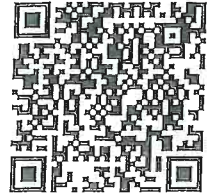
**SUKHU, SEAN**

18283 OAK LEAF DRIVE  
JUPITER FL 33458

LICENSE NUMBER: AR97488

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

# SMALL BUSINESS CERTIFICATION

The City of West Palm Beach's Small Business Program

Certifies that

## SUN PATRICK ARCHITECTURE, INC.

Has met the necessary requirements for certification as a Small Business under the Small Business Program as prescribed by the City of West Palm Beach's Ordinance Number 3366-00.

The following List of Services and/or Product are covered under this certification:

\*\*\*\*

- Architectural Professional Design Services
- Interior Design, Space Planning, and Exhibits/Displays

\*\*\*\*

Issued by the City of West Palm Beach for a three year period July 30, 2020 to July 29, 2023

Certificate Vendor Number: 1065331



Frank Hayden  
Procurement Official

**Palm Beach County**  
**Office of Equal Business Opportunity**

Certifies That

**Sun Patrick Architecture, Inc. d/b/a SPARC DESIGN**

**Vendor #VS0000015018**

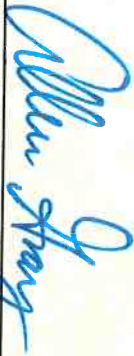
*is a Small Business Enterprise as prescribed by section 2-80.20 – 2-80.40 of the Palm Beach County Code for a three year period from*

**March 27, 2020 to March 26, 2023**

The following Services and/or Products are covered under this certification:

**Architect Services, Professional, (Not Otherwise Classified), Including Consulting  
Architect Services, Professional  
Designing Services  
Architectural Consulting**

Palm Beach County Board of County Commissioners



**Allen F. Gray, Manager**

March 27, 2020



Dave Kerner, Mayor  
Robert S. Weinroth, Vice Mayor  
Hal Valeche  
Gregg K. Weiss  
Mary Lou Berger  
Melissa McKinlay  
Mack Bernard  
County Administrator  
Verdenia C. Baker





THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL DIRECTOR  
DICKY SYKES, M.Psy.

WANDA F. PAUL, M.Ed., MBA  
CHIEF OPERATING OFFICER

OFFICE OF DIVERSITY IN BUSINESS PRACTICES

3300 SUMMIT BOULEVARD  
WEST PALM BEACH, FL 33406

PHONE: 561-681-2403 / FAX: 561-434-7405

[WWW.PALMBEACHSCHOOLS.ORG/DIVERSITYINBUSINESS](http://WWW.PALMBEACHSCHOOLS.ORG/DIVERSITYINBUSINESS)

July 9, 2020

SUN PATRICK ARCHITECTURE INC  
3021 Jupiter Park Circle, Suite 102  
Jupiter, FL 33458

**Attention:** Joseph Gaudett & Sean Sudku

RE: Temporary SBE Congratulations Letter & Certificate

**Congratulations!** Please find enclosed is your School District of Palm Beach County, **Small Business Enterprise (SBE)** Certificate.

Your firm is certified as a **Small Business Enterprise (SBE)** between July 7, 2020 - March 26, 2023 under the following Codes.

NIGP CODES: 90735, 91815

DESCRIPTION: Design Services, Architectural Consulting (Inactive, please see commodity code 906-07 effective January 1, 2016)

Permanent Certificates will be automatically updated and emailed to applicants upon return to our SDFBC Offices. If we can be further assistance to your firm, please feel free to contact the ODBP at (561) 681-2410.

Sincerely,

Heidi Galloway - Intentionally left without Signature Temp Certificate  
Analyst Business Compliance & Outreach  
Office of Diversity in Business Practices School District of Palm Beach County  
Ph: (561)681-2410 Fax: (561) 434-7405  
E-Mail: [Heidi.Galloway@palmbeachschoools.org](mailto:Heidi.Galloway@palmbeachschoools.org)