



REQUEST FOR QUALIFICATIONS  
DESIGN CRITERIA PROFESSIONAL SERVICES  
COLLINS BUILDING RENOVATION  
RFQ NO. 18-04

STATEMENT OF QUALIFICATIONS DUE DATE  
AUGUST 29, 2018

**REQUEST FOR QUALIFICATIONS (“RFQ”)  
DESIGN CRITERIA PROFESSIONAL SERVICES  
August 7, 2018**

The Leon County Research and Development Authority (“LCRDA”) is requesting Statements of Qualification (“SOQ”) from qualified firms (Offerors) for the provision of Design Criteria Professional Services for the renovation of the Collins Building in Innovation Park (“Project”), 2051 E. Paul Dirac Drive, Tallahassee, FL 32310 (“Project Site”).

By submitting a SOQ, the Offeror represents that it has carefully read the terms and conditions of this RFQ and all Attachments and Addenda and agrees to be bound by them. The LCRDA intends to competitively negotiate a contract with the most qualified firms submitting a SOQ to the LCRDA for the Project in accordance with §287.055, Florida Statutes.

The LCRDA will receive all SOQs. The Board of Governors (“Board”) will establish an Evaluation Committee to evaluate all SOQs, conduct competitive negotiations, and make a final recommendation to the Board for award of the contract.

**Background:**

The Leon County Research and Development Authority was created by the Leon County Board of County Commissioners pursuant to County Ordinance No. 80-68 (Code Sec 2-56) in accordance with §159.703, Florida Statutes. LCRDA, a Dependent Special District of Leon County, was created for the purpose of promoting scientific research and development in affiliation with and related to the research and development activities of one or more state-based, accredited, public or private institutions of higher education; for the purpose of financing and refinancing capital projects related to the establishment of a research and development park in affiliation with one or more institutions of higher education, including facilities that complement or encourage the complete operation thereof, as defined by and in the manner provided by the Florida Industrial Development Financing Act; and for the purpose of fostering the economic development and broadening the economic base of a county in affiliation with one or more institutions of higher education.

LCRDA is governed by an 11-member Board of Governors (Board) with one member each appointed by the Presidents of Florida State University, Florida A&M University, and Tallahassee Community College, and the Mayor of Tallahassee. The Leon County Board of County Commissioners appoints one Commissioner and six private sector members to the Board. Additional information about LCRDA and the Park can be obtained at <http://innovation-park.com>.

For additional information and updates, see the Innovation Park website at: <http://innovation-park.com/opportunities/>. RFQ 18-04 details can be found at <http://innovation-park.com/rfq-18-04-design-criteria-professional-collins-building-renovation/>.

**A. Overview of Project**

**1. General**

LCRDA intends to solicit design-build proposals for the renovation of the Project Site in accordance with §287.055(9), Florida Statutes. The objective of this RFQ is to identify and seek a competitive proposal from a qualified Design Criteria Professional (“DCP”) to provide services creating the design criteria package and to provide other consultation services concerning the evaluation of the proposals submitted by the design-build firms for the Project, the supervision or approval by LCRDA of the detailed working drawings of the Project, and

for evaluation of the compliance of the Project construction with the design criteria package. The Offeror who is awarded a contract to prepare the design criteria package is not eligible to render services under a design-build contract executed pursuant to the design criteria package.

The Project Site consists of a 25,000 square foot building. 2,000 contiguous square feet in the southwest corner of the building are currently occupied and will continue to be occupied during the renovation project. The building contains predominantly office space, as well as approximately 2,500 square feet wet laboratory with two fume hoods.

The Project will help further LCRDA's mission by providing space for early stage companies to commercialize new technologies, and create jobs, as well provide customizable space to attract future tenants to the Park. The renovated space will also be used as LCRDA headquarter offices.

In April, 2017, LCRDA commissioned a feasibility study of the building to determine the feasibility of converting the building into its "Jump Start" business incubator. The study assessed the condition of the building, and proposed alternative schematic designs, space plans, and cost projections for recommended renovations (see Exhibit B). LCRDA determined that the cost of the proposed project was prohibitive and requested alternative schematic designs for more limited renovations. This study should be referenced for the building's existing conditions assessment.

In July, 2017, "Part Two" of the feasibility study was conducted and LCRDA received an alternative schematic design with cost projections (see Exhibit C). The "Concept 2" schematic design represents the desired renovations, although partitioning adjustments to the plan may be necessary. Additional consideration will be given to unbudgeted recommendations contained in the study. The total budget for the Project, including DCP Services, is approximately \$1.8 million as detailed in Exhibit C.

## **2. Scope of Services**

The successful Offeror shall be required to provide the following Design Criteria Professional Services-Collins Building Renovation ("Services"):

- a. Creation of the design criteria package for the Project. §287.055, Florida Statutes defines a "design criteria package" as concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to LCRDA's request for proposal, or to permit LCRDA to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Some of these elements may not be applicable to this Project.
- b. Assistance with the evaluation of the design-build contract proposals or bids, based on price, technical, and design aspects of the public construction project, weighted for the project.

- c. Consultation regarding the supervision or approval by LCRDA of the detailed working drawings of the project.
- d. Evaluation of the compliance of the project construction with the design criteria package.

**3. Minimum Qualifications of Offeror**

- a. The Offeror shall be a firm which holds a current certificate of registration under chapter 481, Florida Statutes to practice architecture or a firm which holds a current certificate as a registered engineer under chapter 471, Florida Statutes to practice engineering.
- b. The Offeror shall identify previous DCP Services offered to individuals, businesses and/or other organizations within Leon County, current DCP Services contracts being performed by Offeror, the length of time that this Offeror has been performing this service, the length of time employees who will execute the service have been employed by the Offeror, and any special qualifications those employees might have.
- c. The Offeror shall have a minimum of five (5) years previous experience in DCP Services (or comparable services) for projects of similar size prior to the date the SOQ is submitted.
- d. The Offeror must demonstrate financial capability and capacity, and is required to submit as a part of its SOQ the following items:
  - i. A letter from the Offeror's relationship bank or accountant stating the financial capability to handle this contract.
  - ii. Proof of insurance capacity by completion of the Insurance Certification form contained in this RFQ as Attachment 5.
- e. If any services are expected to be subcontracted, the Offeror shall also provide all of the above information for the subcontractor(s).

**4. References/Client List**

- a. The Offeror shall provide a list of five (5) client references for whom the same or similar type of services as those sought in this RFQ have been provided. The LCRDA reserves the right to contact clients for reference checks.
- b. For each reference, the Offeror shall provide the following:
  - i. Name and address of company.
  - ii. Site of work under contract (address and brief description of building including square footage).
  - iii. Person to contact, title, telephone number and electronic mail address, if available.
  - iv. Contract term, starting and ending dates.
  - v. A summary of the types of services provided under this contract.

- c. In the event the Offeror plans to subcontract any services, the above information shall be provided as it relates to the subcontractor(s) and the services that will be performed by such subcontractor.
- d. If incomplete reference information is provided, the SOQ may be determined to be non-responsive. Offerors not meeting the minimum experience requirements as set out herein will be determined to be non-responsive and the SOQ will not be considered.

**5. General Terms of Contract**

- a. Final terms of the contract will be negotiated with the selected Offeror but will be in substantially the same form as the sample provided in Exhibit "A" attached.
- b. The contract for the Design Criteria Professional Services will begin October 4, 2018 and terminate upon completion of the scope of work or as otherwise provided in the contract.
- c. The contract will be monitored for acceptable services rendered throughout the contract term. The LCRDA will have the option to cancel the contract in whole or in part during the contract term, for any reason or no reason, without penalty, upon 30 days notice. The Offeror will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.
- d. The contract will contain prohibitions against contingent fees as required by §287.055(6), Florida Statutes.
- e. For payment due for Services the Offeror shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Offeror's services as rendered. Payments shall be paid to the Offeror within thirty (30) days of receipt contingent upon the receipt by the LCRDA of properly documented invoices and on the condition that the Offeror has accomplished the services to the satisfaction of the LCRDA.
- f. Insurance - Attention is directed to the insurance requirements in the sample agreement in Exhibit A (Exhibit C to the Agreement in RFQ Exhibit A). Offerors should confer with their respective insurance carriers or brokers to determine in advance of SOQ submission the availability of insurance certificates and endorsements as prescribed and provided herein. Offerors who fail to comply strictly with the insurance requirements may be disqualified from award of the contract. Offerors must complete Attachment 5 Insurance Certification.

**B. RFQ Process**

**1. Process Overview**

- a. This procurement will follow the process outlined in §287.055(4) and (5), Florida Statutes. NO COMPENSATION INFORMATION WILL BE REQUESTED, NOR SHALL IT BE PROVIDED BY OFFERER UNTIL COMPETITIVE NEGOTIATION BEGINS FOLLOWING SELECTION OF THE MOST QUALIFIED FIRM. Short-listed Offerors must be prepared to submit compensation information on Attachment 9 and enter into negotiations immediately following the conclusion of presentations, and the

selection of the most qualified firm. Offerors not prepared to enter into negotiations may be eliminated from consideration.

- b. The LCRDA shall evaluate statements of qualifications and performance data submitted by firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.
- c. The LCRDA shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the LCRDA shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the LCRDA, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.
- d. The LCRDA shall negotiate a contract with the most qualified firm for professional services at compensation which the LCRDA determines is fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.
- e. Should the LCRDA be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at compensation the LCRDA determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The LCRDA shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the LCRDA must terminate negotiations. The LCRDA shall then undertake negotiations with the third most qualified firm.
- f. Should the LCRDA be unable to negotiate a satisfactory contract with any of the selected firms, the LCRDA shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until a contract is reached.

## **2. Mandatory Project Information Conference**

A mandatory Project Information Conference meeting and walk-through of the Project Site will be held at 2051 E. Paul Dirac Drive, Tallahassee, Florida, at 2:00 PM on August 15, 2018 with Ron Miller.

## **3. Contact Information**

- a. Each Offeror shall examine the RFQ documents carefully. Questions concerning the RFQ terms, conditions and technical specifications will be accepted in writing through 2:00 PM, August 22, 2018. Requests must be transmitted via email. No Offeror may rely upon any oral responses. Answers to such questions will be posted on the LCRDA's website. Such written questions and requests shall be directed to the following LCRDA Contact person:

LCRDA Contact:

Ron Miller, Executive Director  
Leon County R&D Authority  
rmiller@inn-park.com

- b. All registered Offerors will be sent any addenda or clarifications issued in response to this RFQ. It is the responsibility of the Offeror to register its name and contact information with Mr. Miller using RFQ Attachment 8, prior to August 29, 2018, in order to receive said addenda or clarifications.
- c. Only communications from the Offeror which are in writing and signed by a person(s) authorized to contractually bind such Offeror will be recognized by the Board as duly authorized expressions on behalf of the Offeror.
- d. From the time this RFQ is issued until a final decision is made by the Board as to the award of a contract to an Offeror, Offerors are instructed to:
  - i. Only contact the LCRDA Contact, identified hereinabove, regarding this RFQ, the Offeror's SOQ or another Offeror's SOQ in writing; provided any such contact shall be limited to questions regarding the process of this RFQ and shall not relate to the merits of the Offeror's SOQ or another Offeror's SOQ; and
  - ii. Other than discussions held during the MANDATORY Project Information Conference and public meetings of the Board, or of the Evaluation Committee, no contact or communication in person, by telephone, e-mail, through an intermediary, or otherwise with any member of the Board or any other representative of the LCRDA, other than LCRDA Contact, regarding this RFQ, the Offeror's SOQ or another Offeror's SOQ shall occur.
- e. Any contact or communication in violation of the provisions above shall be cause for rejection of the Offeror's SOQ.

**4. SOQ Deadline**

SOQs must be received to the LCRDA by 2:00 PM, August 29, 2018 ("Submission Deadline"). SOQs may be mailed or hand-delivered to the below address:

Mail or hand-deliver to:

Leon County R&D Authority  
Attn: Ron Miller  
1736 W. Paul Dirac Drive  
Tallahassee, FL 32310

**Mark on the outside of the envelope and on any carrier's envelope: "18-04 SOQ FOR DESIGN CRITERIA PROFESSIONAL SERVICES, August 29, 2018, 2:00PM".**

Due to unpredictable office hours, hand-delivered SOQs will only be accepted on the day of the Submission Deadline after 9:00am and before 2:00pm, or by appointment only if on days prior to the Submission Deadline. Please email [rmiller@inn-park.com](mailto:rmiller@inn-park.com) to make an appointment.

**5. Submission of SOQ**

- a. SOQs must arrive at the above address no later than Submission Deadline to be considered.
- b. It is the Offeror's responsibility to assure that their SOQ is delivered to the proper location no later than the Submission Deadline.
- c. The Opening of SOQs will take place in the LCRDA's offices located at the Knight Administrative Centre, located at Innovation Park, at 1736 W. Paul Dirac Drive, Tallahassee, Florida, 32310. The Opening of SOQs is open to the public, but attendance by Offerors is not required. Only the names of Offerors will be listed and disclosed until such time as a Notice of Intent to Award is posted.
- d. SOQs received prior to the Opening of SOQs will be secured unopened.
- e. The LCRDA Contact, whose duty it is to open the SOQs, will open the SOQs as soon as practicable after the established Submission Deadline.
- f. SOQs received later than the Submission Deadline will not be considered, will be marked "Too Late" and may be returned unopened to the Offeror.
- g. The LCRDA is not responsible for the premature opening of a SOQ not properly addressed and identified by the RFQ title and submission deadline on the outside of the envelope/package.
- h. The Offeror shall submit an ORIGINAL and three (3) copies of the SOQ, along with an electronic version in PDF format on a USB flash drive, on or before the Submission Deadline. The Original SOQ must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding Offeror; all other copies may be photocopies. SOQs will be retained as the property of the LCRDA. USB Flash drives will be returned upon request.
- i. Offeror Registration - Potential Offerors **MUST** officially register, prior to August 29, 2018, in order to be placed on the Registered Offerors list for the solicitation. This list is used for communications to prospective Offerors. The registration form is Attachment 8 and includes submission instructions. Also, Offerors should be aware that solicitation documents obtained from sources other than the LCRDA Contact may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Offeror may cause an Offeror's SOQ to be rejected as non-responsive. Earliest possible submission of the registration form is **HIGHLY RECOMMENDED**.
- j. Special Accommodation - Any person requiring a special accommodation at the Opening of SOQs because of a disability should inform the LCRDA Contact no less than three (3) workdays prior to the SOQ deadline.
- k. All expenses associated with the submittal of a SOQ will be borne solely by the Offerors.



**6. General Conditions**

- a. Offerors must be available for interviews by the Evaluation Committee, and/or the Board if required.
- b. The contents of the SOQ of the successful Offeror will become part of the contractual obligations except as may be modified by subsequent written agreement.
- c. SOQs must be typed or printed in ink. All corrections made by the Offeror to their SOQ prior to the Opening of SOQs must be initialed and dated by the Offeror. No corrections will be allowed to be made to SOQs after the Opening of SOQs.
- d. The LCRDA reserves the right to waive any minor irregularity, technicality or omission if the LCRDA determines that doing so will serve the LCRDA's interests. The LCRDA may reject any SOQ not submitted in the manner specified in the solicitation document.
- e. The LCRDA reserves the right to reject any or all SOQs, in whole or in part, when such rejection is in the best interest of the LCRDA. Further, the LCRDA reserves the right to withdraw this solicitation at any time prior to the final award of the contract.
- f. Equal Opportunity/Affirmative Action Requirements - The Offeror shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief. For federally funded projects, in addition to the above, the Offeror shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein. In addition to completing Attachment 2, the Equal Opportunity Statement, the Offeror shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.
- g. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - The Offeror must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency and meet all other responsibility matters as contained in the certification form attached as Attachment 3.
- h. Fictitious Name Registration - If the Offeror is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the SOQ.
- i. Unauthorized Alien(s) - The Offeror shall be responsible for assuring that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The LCRDA shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the contract entered into by the LCRDA as a result of this RFQ. As part of the response to this RFQ, please complete and submit Attachment 4 -- the "Affidavit Certification Immigration Laws."

- j. Addenda to Specifications - If any addenda are issued after the initial specifications are released, the LCRDA will post the addenda on the LCRDA’s website at <http://innovation-park.com/opportunities/>
- k. It is the responsibility of the Offeror prior to submission of any SOQ to check the above website or contact the LCRDA Contact [rmiller@inn-park.com](mailto:rmiller@inn-park.com) to verify any addenda. The receipt of all addenda must be acknowledged on the SOQ sheet.

**7. Schedule**

The following table lists the important dates/times and actions relative to this solicitation. If the Board finds it necessary to make changes to the actions, dates, and/or times, such changes will be accomplished by written addendum to this solicitation and posted on the LCRDA’s website. All times are local times in Tallahassee, Florida.

<u>Events</u>	<u>Date/Time</u>
Release/Issuance of RFQ	August 7, 2018
Mandatory Project Information Meeting	August 15, 2018 at 2:00PM
Questions for Clarification Deadline	August 22, 2018 at 2:00 PM
Offeror Registration PRIOR TO	August 29, 2018 ( <b>earlier recommended</b> )
Submission Deadline	August 29, 2018 at 2:00 PM
Evaluation Committee: short list meeting *	September 5, 2018 (date/time TBD)
Evaluation Committee: presentation meeting *	September 12, 2018 (date/time TBD)
Competitive Negotiation	September 12, 2018 (following presentations)
Authorization of contract by Board of Governors of LCRDA	October 4, 2018
* Notice of meetings of the Evaluation Committee will be posted on the LCRDA’s website at <a href="http://innovation-park.com/opportunities/">http://innovation-park.com/opportunities/</a> . Committee meeting dates subject to change. Depending on the number of responses received, the Evaluation Committee chair may elect to forego the short list meeting allowing all Offerors to present, as well as potentially holding the presentation meeting at the time scheduled for the short list meeting.	

**8. Evaluation**

a. Review of SOQs

The Evaluation Committee will use a point formula during the review process to score and rank SOQs. Each member of the Evaluation Committee will first determine responsiveness to the Request for Qualifications by making sure all terms of the Request for Qualifications were followed. Any SOQ determined not to be responsive by a majority of the committee will be eliminated from further consideration. For those SOQs determined to be responsive, each member of the Evaluation Committee will score each SOQ using the criteria described below. Firms will be ranked based on each member's scores. These rankings will be combined for all members to determine the recommended ranking of the top three firms. In the event of a tie for first, second, or third position, the affected ranking will be determined by a vote of the committee.

b. Preliminary and Final Evaluation

If more than three firms submit responsive SOQs, the Evaluation Committee may, in its sole discretion hold a meeting to score the SOQs before holding a final selection meeting for the purposes of hearing oral presentations and making final rankings. The Evaluation Committee may choose to limit the number of oral presentations to be heard in the final selection process based on the preliminary scoring. By vote of the Evaluation Committee, more than three firms may be chosen for oral presentations in the final selection meeting. Preliminary scoring of finalist firms may be adjusted during the final selection meeting based on information obtained in the final selection meeting.

c. SOQ Evaluation Criteria

The following factors will be evaluated for each SOQ and points awarded as indicated:

i. Service Plan-50 points maximum

The Offeror shall submit a Service Plan identifying its staffing and approach to providing the scope of services contained in this RFQ. Said plan shall provide the following:

- (1) Description of the firm's plan to perform the services required, including the systems, procedures, and quality control processes used.
- (2) Description of staffing and supervision assigned to complete the work. If the Offeror plans to subcontract any portion of the work, Offeror shall indicate in its plan the identity of the sub-contractor(s) and the role of said sub- contractor(s).
- (3) Schedule of events for the most expeditious completion of the design criteria package, and estimated time required for completion of each service requirement.
- (4) Description of, and assurances regarding, the firm's available capacity to timely complete the services.

ii. Qualifications & Experience of Offeror-50 points maximum

- (1) Length of time company has operated; length of time providing both Design Criteria Professional Services similar to those required in the SOQ; extent of Offeror current and prior similar contracts; location(s) of Offeror's office(s); and current and past project references.
- (2) Company has considerable and readily quantified experience in providing similar Design Criteria Professional Services, particularly design-build projects performed in compliance with §287.055, Florida Statutes.
- (3) Company has a proven ability to effectively manage multiple projects. Company shall provide relevant experience data and references.
- (4) Company's policy in recruitment, hiring, testing and assignment to ensure that only qualified persons are hired and that the appropriate skill sets are deployed to fit any project-specific needs.
- (5) Company has adequate organizational size, structure, and qualified key personnel to be assigned to this project. Provide an organization chart and resumes of key individuals including any industry related and professional designations held by key individuals.
- (6) If any services are expected to be subcontracted, the Offeror shall also provide all of the above information for the sub-contractor(s).

iii. Local Preference in Purchasing and Contracting

- (1) Preference in Requests for SOQs. In letting of contracts for procurement of contractual services for which a Request for Qualifications is developed with evaluation criteria, additional points shall be added to the total score for a local preference, as follows:
  - (a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five (5) points.
  - (b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three (3) points.
- (2) Local business definition. For purposes of this section, "local business" shall mean a business which:
  - (a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or Request for Qualifications by LCRDA; and
  - (b) Holds any business license required by Leon County and, if applicable, the City of Tallahassee; and
  - (c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- (3) Certification. Any vendor claiming to be a local business as defined shall so certify in writing to LCRDA. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed (Attachment 7). LCRDA shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

iv. Minority, Women and Small Business Enterprise (MWSBE) Preference

- (1) Preference in Requests for SOQs. In letting of contracts for procurement of contractual services for which a Request for Qualifications is developed with evaluation criteria, a preference of five (5) points shall be added to the total score for a certified MWSBE.
- (2) Certification. Any vendor claiming to be an MWSBE shall attach evidence of certification from the Tallahassee-Leon County Office of Economic Vitality, or the State of Florida.

d. Final Evaluation Interviews

Interviews - Following the evaluation of the items listed above, three or more Offerors with the highest rankings will be selected for interviews. The Offerors may present any information that the Offeror deems important to illustrate the merits of its SOQ, and to answer the questions of the Evaluation Committee subject to time limits imposed by the Evaluation Committee.

**9. SOQ Format**

**a. General Format for SOQs**

To facilitate evaluation, the Offeror shall follow the format outlined in this section. Failure of an Offeror to follow the required format may, at the sole discretion of the LCRDA, result in the rejection of the submittal. SOQs shall contain concise written material that enables a clear understanding and evaluation of the capabilities of the Offeror. Clarity and completeness are essential. The LCRDA, at its sole discretion, may reject any SOQ which is unclear in any way.

**b. SOQ Content**

This RFQ will be used as the instrument to solicit SOQs for Design Criteria Professional Services for the LCRDA. It defines the terms, conditions and specifications to be followed and met by the Offerors. In order to maintain comparability and simplify the review and evaluation process, all SOQs submitted are required to be organized in the following manner. Failure to comply with the prescribed organization may, at the discretion of the Evaluation Committee, result in the elimination of the SOQ from consideration. SOQs are to be submitted in three ring binders or bound by binder clips only. **No manner of plastic, comb or wire bindings or staples are acceptable.** Be sure to follow and clearly mark each section of your SOQ according to the sections below.

Tab 1 – Title Page – The Title Page should contain the following:

- The RFQ title
- The name of the proposing Offeror
- The name, address, telephone, e-mail address and fax number of the primary contact person

Tab 2 – Table of Contents – The table of contents should include a clear identification of the material included in the SOQ, by section and by page number.

Tab 3 – Service Plan

Tab 4 – Qualifications & Experience

Tab 5 – References/Client List

Tab 6 – Required Forms

- (1) Include the following completed forms:
  - Attachment 1 – SOQ Form
  - Attachment 2 – Equal Opportunity/Affirmative Action Statement;
  - Attachment 3 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;
  - Attachment 4 – Affidavit Certification Immigration Laws;
  - Attachment 5 – Insurance Certification Form; and
  - Attachment 6 – Drug-Free Work Place Form.

RFQ Number 18-04: Design Criteria Professional Services-Collins Building Renovation

Leon County R&D Authority

Submission Deadline: August 29, 2018, 2:00pm

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- Attachment 7 – Local Vendor Certification
- Attachment 8 –Offeror Registration Form (as submitted prior to August 29, 2018)
- Attachment 9 – Compensation Proposal Form (DO NOT SUBMIT UNTIL REQUESTED, BUT BE PREPARED TO SUBMIT AFTER SHORT LISTING AND ONLY WHEN REQUESTED)

(2) Copies of required licenses, registrations, and certifications, if any.

**ATTACHMENT 1**

**SOQ FORM**

Design Criteria Professional Services

Leon County R&D Authority

1736 W. Paul Dirac Drive

Tallahassee, FL 32310

SOQ Due Date: August 29, 2018 at 2:00 PM

SOQ of \_\_\_\_\_ hereinafter-called OFFEROR, a corporation organized and existing under the laws of the State of \_\_\_\_\_, or a partnership, a company, or an individual doing business as \_\_\_\_\_.

To the Leon County Research and Development Authority, hereinafter referred to as "LCRDA".

The OFFEROR, in compliance with the Request for Qualifications 18-04 for Design Criteria Professional Services (RFQ), having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions of the proposed work, including the availability of materials and labor, hereby proposes to furnish all labor, material and supplies and at the compensation to be negotiated if selected as a most qualified firm. The compensation to be negotiated will cover all expenses incurred in performing the work required under the SOQ documents, of which this SOQ is a part. The compensation will be firm and shall not be subject to adjustment provided this SOQ is accepted and compensation negotiated within ninety (90) days after the time set for receipt of SOQs.

OFFEROR hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" to be issued by the LCRDA.

Upon receipt of the Notice of Award, OFFEROR will execute the formal contract attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the SOQ as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this SOQ or in the contract to be entered into; that this SOQ is made without connection with any other person, company, or parties likewise submitting a SOQ; and that it is in all respects for and in good faith, without collusion or fraud.

DEVIATIONS FROM SPECIFICATIONS IF ANY:

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I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

RFQ Number 18-04: Design Criteria Professional Services-Collins Building Renovation

Leon County R&D Authority

Submission Deadline: August 29, 2018, 2:00pm

COMPANY: \_\_\_\_\_ AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Respectfully submitted,

Attest:

By: \_\_\_\_\_ By: \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_



**ATTACHMENT 2**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The Offeror hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Offeror agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Offeror: \_\_\_\_\_

Address: \_\_\_\_\_

**ATTACHMENT 3**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Offeror certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Offeror is unable to certify to any of the statements in this certification, such Offeror shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Offeror's name

\_\_\_\_\_  
Address

**ATTACHMENT 4**

**AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS**

The LCRDA will not intentionally award LCRDA contracts to any Offeror who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act).

The LCRDA may consider the employment by any Offeror of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Offeror of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the LCRDA.**

OFFEROR ATTESTS THAT IT IS FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally known \_\_\_\_\_  
NOTARY PUBLIC

OR Produced identification \_\_\_\_\_  
Notary Public - State of

\_\_\_\_\_  
(Type of identification) My commission expires:

Printed, typed, or stamped  
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

***THE LCRDA RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.***



**ATTACHMENT 6**

**DRUG FREE WORK PLACE FORM**

Drug-Free Work Place: Yes \_\_\_\_\_ N/A \_\_\_\_\_

If **Yes**, please complete the remainder of this form.

The undersigned Offeror hereby certifies that \_\_\_\_\_ (Name of Business) does:

Publish 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.

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.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

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 novo contender 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.

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.

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 firm complies fully with the above requirements.

\_\_\_\_\_  
Offeror's Signature

\_\_\_\_\_  
Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFQ*

**ATTACHMENT 7**  
**LOCAL VENDOR CERTIFICATION**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or Request for Qualifications by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone: Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_, of \_\_\_\_\_,  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me  
(State or place of incorporation)

or has produced \_\_\_\_\_ as identification.  
(type of identification)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, If Any

**Return Completed form with supporting documents to:**

**Leon County R&D Authority, Ron Miller  
1736 W. Paul Dirac Drive  
Tallahassee, Florida 32310**

**ATTACHMENT 8**

**OFFEROR REGISTRATION FORM**

Distribution of Solicitation Documents – Documents related to the subject RFQ are being distributed via the LCRDA’s website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before August 29, 2018, in order to be placed on the Offeror registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a Offeror, complete the following information in its entirety and email the completed registration form to Ron Miller at [rmiller@inn-park.com](mailto:rmiller@inn-park.com).
- Potential Offerors to the RFQ are responsible for reviewing the complete RFQ documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential Offerors are advised to check the LCRDA’s website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company:		
Company’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:
Primary Contact Person for the Company:		
Contact Person’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:

Questions & Answers - Questions concerning the RFQ, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Ron Miller. Such written questions and requests shall be: (1) received by Ron Miller no later than August 22, 2018 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Ron Miller by the company by e-mail. Answers to such questions will be posted on the LCRDA’s website <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective Offerors are cautioned not to contact any officials other than Ron Miller concerning this RFQ.

Contact Information for Ron Miller –

- E-mail: [rmiller@inn-park.com](mailto:rmiller@inn-park.com)

**Submit completed registration form to Ron Miller via email at [rmiller@inn-park.com](mailto:rmiller@inn-park.com).**





**Exhibit “A”**  
**Design Criteria Professional Services**  
**Professional Services Agreement**

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2018 (the "Effective Date") by and between the Leon County Research and Development Authority, a public Authority created pursuant to Chapter 159, Part V, Florida Statutes, having its principal place of business in Tallahassee, Florida (the "Authority"), and \_\_\_\_\_, a State of Florida corporation having its principal place of business in \_\_\_\_\_ (the "Contractor").

### Recitals

WHEREAS, the Authority issued RFQ Number 18-04 Design Criteria Professional Services on August 7, 2018, and;

WHEREAS, the Authority intends to renovate the Collins Building ("Project") located at 2051 E. Paul Dirac Drive, Tallahassee, FL 32310 ("Project Site"), and;

WHEREAS, the Authority intends to solicit design-build proposals for the renovation of the Project Site in accordance with §287.055(9), Florida Statutes, and requires independent assistance with the Project, and;

WHEREAS, the Authority wishes to allow for the Contractor to provide Design Criteria Professional Services related to the Project independent of the Authority, and the Contractor desires to provide such services;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Authority and the Contractor hereby agree as follows:

### Agreement

1. RECITALS. The foregoing recitals are true and correct and are incorporated into this Agreement.
2. SERVICES. During the Term (as hereafter defined), Contractor shall provide the services described in Exhibit "A" attached hereto and made a part hereof (the "Services"), upon the terms and subject to the conditions of this Agreement.
3. TERM. Authority hereby retains Contractor for a period commencing on the Effective Date and ending upon the earlier of completion of the Services or termination pursuant to Section 8 and 9 herein (the "Term").
4. COMPENSATION. The amount of compensation payable by the Authority to Contractor shall be lump sum fee set forth in Exhibit "B" attached hereto and made a part hereof. Unless otherwise specifically provided in Exhibit "B", payment shall be made within thirty (30) days after receipt of Contractor's invoice, which shall be accompanied by sufficient supporting

documentation and contain sufficient detail to allow a proper audit of expenditures should the Authority require one to be performed.

5. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. Contractor shall, in its performance of this Agreement, comply fully with all federal, state, county and other municipal laws and regulations, as they may be amended from time to time.

6. INDEMNIFICATION. Contractor shall indemnify, defend and hold harmless the Authority, its partners, officers, directors, shareholders, employees and agents (collectively referred to as "Indemnities") and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from or in connection with (i) the performance or non-performance of the Services contemplated by this Agreement which is or is alleged to be directly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Contractor or its employees, agents or subcontractors (collectively referred to as "Contractor") or (ii) the failure of the Contractor to comply with any of the paragraphs herein or the failure of the Contractor to conform to statutes, ordinances or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Contractor expressly agrees to indemnify and hold harmless the Indemnities, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Contractor, or any of its subcontractors, as provided above, for which the Contractor's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar laws. The indemnity set forth herein shall be in addition to those indemnities otherwise provided by law.

7. INSURANCE. Contractor shall, at all times during the term hereof, maintain the insurance coverages as set forth in Exhibit "C" attached hereto and made a part hereof.

8. CANCELLATION OR DEFAULT. In the event the Contractor's performance is deficient, the Authority shall notify the Contractor in writing of the deficiencies and the Contractor shall have ten (10) days to correct such deficiencies. Should the Contractor fail to take appropriate action (acceptable to the Authority in its sole discretion) to correct such deficiencies, the Authority, in addition to all remedies available to it by law, may immediately upon written notice to Contractor by U.S. Mail terminate this Agreement whereupon all payments, advances or other compensation paid by Authority to the Contractor while Contractor was in default shall be immediately returned to the Authority. Contractor understands and agrees that termination of this Agreement under this section shall not release Contractor from any obligation accruing prior to the effective date of termination.

9. AUTHORITY'S RIGHT TO TERMINATE. The Authority shall have the right to terminate this Agreement, in its sole discretion, at any time, by giving written notice to Contractor at least thirty (30) days prior to the effective date of such termination. In such event, the Authority shall pay to Contractor compensation for Services rendered and expenses incurred prior to the effective date of termination. In no event shall the Authority be liable to Contractor for any additional compensation, other than that provided herein, or for any consequential or incidental damages.

10. PROHIBITION AGAINST CONTINGENT FEES. In accordance with §287.055(6), the Contractor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. The Contractor acknowledges that for the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

11. LICENSES. The Contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license to operate, the Contractor shall be in default as of the date such license is lost.

12. AUDIT, RECORDS, AND RETENTION. The Contractor agree as follows:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement for a period of five (5) years after termination of the agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this agreement.
- c. Upon completion or termination of the agreement and at the request of the Authority, the Proposer will cooperate with the Authority to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
- d. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Authority.
- e. Persons duly authorized by the Authority and Federal auditors, pursuant to 45 CFR Part 92.36(I)(10), shall have full access to and right to examine any of provider's agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**IF THE 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 THE CUSTODIAN OF PUBLIC RECORDS AT**

**LEON COUNTY R&D AUTHORITY  
ATTN: RON MILLER  
1736 W. PAUL DIRAC DRIVE  
TALLAHASSEE, FL 32310  
PHONE: (850)575-0343 X101  
EMAIL: RMILLER@INN-PARK.COM**

13. STRIKES OR LOCKOUTS. In the event the Contractor should become involved in a labor dispute, strike or lockout, it shall be required to make whatever arrangements that may be necessary to ensure that the conditions of the Contract are met in their entirety. Should the Contractor be unable to fulfill the Contract requirements, the Authority reserves the right to make alternative arrangements to insure the satisfactory completion of work Contractor is unable to perform. Any costs, provided those costs would have been covered under this Agreement, incurred by the Authority as a result of such job action shall be the responsibility of the Contractor.

Under no circumstances, shall either party be liable for any loss, damage or delay due to any cause beyond either party's reasonable control, including but not limited to acts of government, strikes, lockouts, labor disputes, fires, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, malicious mischief or act of God. However, in connection with any causes, if the Contractor has a duty to take certain actions, it shall be responsible for the losses caused by the Contractor's negligent acts or omissions.

Under no circumstances, shall either party be liable for special, indirect or consequential damages of any kind including, but not limited to, loss of profits, loss of good will, loss of business opportunity, additional financing costs or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise, notwithstanding any indemnity provision to the contrary.

14. NOTICES. All notices or other communications required under this Agreement shall be in writing and shall be given by hand delivery, by U.S. Mail, or by recognized overnight courier at the address indicated herein or to such other address as a party may designate by notice given as herein provided. Notice shall be deemed given on the day on which personally delivered, or if by mail, on the fifth day after being posted or the date of actual delivery, whichever is earlier, or if by courier, on the date of receipt.

If to Contractor:

[CONTRACTOR INFO]

If to Authority:

Leon County Research and Development Authority  
1736 West Paul Dirac Drive  
Tallahassee, FL 32310  
Attention: Ron Miller, Executive Director  
Rmiller@inn-park.com

Nelson, Mullins, Broad and Cassell  
Attention: Melissa VanSickle  
215 South Monroe Street, Suite 400  
Tallahassee, FL 32301  
mvansickle@broadandcassesel.com

15. MISCELLANEOUS

- a. This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue for all purposes shall be Leon County, Florida.
- b. The captions in this Agreement are inserted for convenience of reference and in no way define, describe or limit the scope or intent of the provisions of this Agreement.
- c. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.
- d. Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.
- e. The filing of any petitions in bankruptcy whether voluntary or involuntary on the part of Contractor, shall give Authority the right to terminate this Agreement.
- f. No amendment, change or modification of this Agreement shall be valid or binding upon the parties unless same shall be in writing and signed by the parties.
- g. This agreement, including all attachments and exhibits thereto, constitutes the full agreement of the parties and there are no further or other agreements, statements or warranties, whether written or oral, relied upon or in between them relating to the subject matter hereof, except as expressly herein stated. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns.

- h. This Agreement shall not be assigned by Contractor, in whole or in part, without the prior written consent of the Authority, which may be withheld or conditioned, in the Authority's sole discretion, and any such purported assignment in breach of this Agreement shall be null and void. The Authority reserves the right to assign this Agreement without first obtaining the consent of Contractor.
- i. The prevailing party in any action or proceeding to enforce this Agreement or for damages or declaratory relief in connection herewith shall be entitled to recover its reasonable costs and expenses, including attorney's fees, and costs through litigation, all appeals and any bankruptcy proceedings. Authority's liability to pay such costs and expenses shall be limited to the extent provided in Section 768.28 Florida Statutes, as may be amended from time to time. Nothing herein shall be construed to be a waiver of Authority's sovereign immunity.
- j. Contractor shall be an independent contractor and not an employee, partner or joint venture of Authority under this Agreement. Contractor shall be responsible for all income taxes, social security taxes, self-employment taxes and any other taxes to which Contractor or Authority may be subject to as a result of this Agreement or Contractor's performance hereunder.
- k. Contractor shall comply with all Authority rules and regulations, as they may be amended from time to time, governing access to and conduct on the property.

[The remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

**THE CONTRACTOR**

[CONTRACTOR NAME]

a State of \_\_\_\_\_ corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**THE AUTHORITY**

Leon County Research and Development Authority,  
a public Authority created pursuant to Chapter 159, Part V, Florida Statutes

By: \_\_\_\_\_

Name: David B. Ramsay

Title: Chair

DRAFT



## **EXHIBIT A SCOPE OF SERVICES**

Provision of Design Criteria Professional Services for the renovation of the Collins Building in Innovation Park (“Project”), 2051 E. Paul Dirac Drive, Tallahassee, FL 32310 (“Project Site”).

- A. Creation of the design criteria package for the Project. §287.055, Florida Statutes defines a “design criteria package” as concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to Authority’s request for proposal, or to permit Authority to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Some of these elements may not be applicable to this Project.
- B. Assistance with the evaluation of the design-build contract proposals or bids, based on price, technical, and design aspects of the public construction project, weighted for the project.
- C. Consultation regarding the supervision or approval by Authority of the detailed working drawings of the project.
- D. Evaluation of the compliance of the project construction with the design criteria package.

**EXHIBIT B  
COMPENSATION**

**COMPENSATION SCHEDULE**

The Contractor shall be paid at the agreed lump sum price below. All payments are subject to performance of the scope of work outlined in Exhibit A, and other terms of the agreement specified herein.

DRAFT

## **EXHIBIT C INSURANCE**

- a. **CONTRACTOR'S INSURANCE.** Contractor shall, at its sole cost, maintain limits no less than the following throughout the Term:
- i. **General Liability.** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's insurance shall include Authority as an additional insured as provided herein below.
  - ii. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Contractor's insurance shall include Authority as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.
  - iii. **Worker's Compensation and Employers Liability:** Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming Authority as an additional insured, Contractor shall provide to Authority a waiver of all rights of subrogation against Authority with respect to losses payable under such workers' compensation policy(ies).
- b. **AMENDED INSURANCE REQUIREMENTS.** Authority reserves the right to reasonably amend the insurance requirements to standards reasonable and customary for the size and type of business being conducted by Contractor by the issuance of a notice in writing to Contractor. The Contractor shall provide any other insurance or security reasonably required by Authority.
- c. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions applicable to any of Contractor's policies required above shall be declared to and approved by Authority. Thereafter, at the request of Authority, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to Authority, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- d. **AUTHORITY AS ADDITIONAL INSURED.** Authority, its agents, officers, officials, employees, and volunteers are to be named and covered as additional insureds, with no limitations on the scope of protection afforded, in all of Contractor's insurance policies, other than workers' compensation policies, that include coverage for the following:
- i. liability arising from, or in connection with, activities performed by, or on behalf of, Contractor;
  - ii. products and completed operations of Contractor;
  - iii. premises owned, occupied, or used by Contractor; or

- iv. automobiles owned, leased, hired, or borrowed by Contractor.
- e. **CONTRACTOR'S INSURANCE AS PRIMARY.** With regard to claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by Contractor, its agents, representatives, employees, and/or subcontractors of the rights, duties and responsibilities pursuant to this Agreement, Contractor's insurance coverage shall be primary insurance with respect to Authority, its agents, officers, officials, employees, and volunteers. As such, any insurance or self-insurance maintained by Authority, its agents, officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it. In such instances when Contractor's insurance coverage is primary, Contractor hereby waives all rights of subrogation against Authority with respect to losses payable under such insurance coverage.
- f. **CERTIFICATES OF INSURANCE.** Contractor shall furnish Authority with certificates of insurance and with any original endorsements evidencing the coverages described above. Such certificates shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by Authority prior to the commencement of Contractor's services under this Agreement. Authority reserves the right to require complete, certified copies of all Contractor's required insurance policies at any time. Each of Contractor's required insurance policies shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Authority. All of Contractor's required insurance policies shall be placed with insurers with a Best's rating of no less than A:VII and which are licensed in the state of Florida.
- g. **OTHER ENDORSEMENTS REQUIREMENTS FOR CONTRACTOR'S INSURANCE.** Each of Contractor's required insurance policies shall contain endorsements for, or otherwise provide, the following:
  - i. that any failure to comply with the reporting provisions of the policies shall not affect coverage provided to Authority, its agents, officers, officials, employees, or volunteers;
  - ii. that, to the extent of insurer's limits of liability, Contractor's insurance coverage shall apply separately to each insured against whom claims are made or suit is brought; and
  - iii. that the companies issuing the insurance policy(ies) shall have no recourse against Authority for payment of premiums or assessments for any deductibles which are the sole responsibility and risk of Contractor.

**Exhibit “B”  
Feasibility Study**

Innovation Park  
**Jump Start Collins Building**



SCHEMATIC DESIGN STUDY | CO-WORKING/FAB LAB FACILITY FOR START-UP BUSINESSES | 5.25. 2017

## 1 Executive Summary

### **Purpose**

The Leon County R&D Authority/ Innovation Park commissioned Architects Lewis + Whitlock to complete a study of the Collins Building. This study consists of a building assessment and schematic design study to convert the Collins Building (at Innovation Park) into a co-working / fabrication lab facility for start-up businesses. The study explores the existing conditions of the building, with regard to layout, general systems condition, parking and accessibility. The study contains a space summary and conceptual plan developed in coordination with LCRDA representatives, as well as a cost projection for recommended renovations.

### **History and General Description**

The Collins Building was an office facility developed for the Department of Natural Resources, Mines Reclamation and Marketing Extension Service, which was designed by Clemons Rutherford Associates, Inc. in 1985-6. The building is a long span steel framed structure on a concrete foundation. The one story structure floor is accessible through various personnel entrances around the building. The building was retrofitted with an ancillary storage bay on the north façade of the building bringing the total gross area of the building to 25,800 square feet. The site has 107 parking spaces, which includes 4 accessible spaces.

## 2 Existing Conditions

### Existing Conditions

\*The following statements are derived from field observations

The building façade appears to have been maintained in fair condition with no apparent issues needing immediate attention. The building is wrapped in a painted masonry block and stucco finish in overall good condition. Some components of the roof are in fair condition (metal panels), while other components are in need of repair or replacement (flashing at penetrations and fasteners). There are reported current leaks, as well as signs of water infiltration in the past.

There is a ventilated open plenum space above the ceiling. This is contributing to poor insulation and high humidity within the occupied space.

Fenestrations consist of insulated aluminum windows and a combination of hollow metal and aluminum storefront entrance doors. Windows are in fair condition throughout the building and do not appear to be leaking or fogged. All fenestrations appear to be intact and useful in their current condition, though some oxidation was observed on both frames and panels.

The grounds are well maintained with large open spaces as well as mature trees and landscaping. Sidewalks are in good condition with generally level entrances to the building. Parking surfaces and markings are in fair condition.

#### Interiors:

Office space interiors consist of:

- Carpet throughout which is in fair to poor condition.
- Wood doors in hollow metal frames with knob hardware, in fair condition.
- 2'x4' Acoustic ceiling tiles in suspended metal track at 8' AFF. The tiles are generally in poor condition. Most of the track is in fair condition, some is rusted or damaged.
- Partitions of painted gypsum over metal studs and vinyl base. Paint is in poor condition, gypsum is in fair condition.

Restroom spaces consist of:

- Ceramic tile in good condition.
- Wood doors in hollow metal frames with knob hardware, in fair condition.
- Gypsum ceilings at 8' AFF. The ceilings are generally in good condition.
- Partitions of painted gypsum over metal studs and cove tile base. Paint is in poor condition, gypsum is in fair condition.
- Millwork and vanities are aged laminate, generally serviceable if not attractive.
- Toilet partitions and accessories are generally in good condition.

Laboratory spaces consist of:

- VCT in poor condition.
- Wood doors in hollow metal frames with knob hardware, in fair to poor condition.
- 2'x4' Acoustic ceiling tiles in suspended metal track at 9' AFF. The tiles are generally in poor condition. Most of the track is in fair condition, some is rusted or damaged.
- Partitions of painted gypsum over metal studs and vinyl base. Paint is in poor condition, gypsum is in fair condition.
- Millwork is oak boxes with epoxy resin counter tops, which are generally serviceable.
- There is assorted lab equipment including fume hoods. The fume hoods are not compliant with current code. Status of additional equipment is not known.



## 2 Existing Conditions

There are secondary spaces including janitor's closets and a break room. These spaces are in keeping with the rest of the building.

There is also a test kitchen in the southwest corner of the building which is leased by the Florida Department of Agriculture. This area has been renovated within the last few years and is in good condition. Further analysis of this area is not within the scope of the present survey.

The building appears to have adequate egress pathways in addition to no fare or life safety issues related to architectural features.

### Structural Investigation

The building is a conventional pre-engineered metal building system constructed of tapered rigid frames supporting light framed purlins, and a metal roof. The roof structure supports suspended acoustic tiles, mechanical batt insulation at the roof and ceiling level. The exterior walls are constructed of a single wythe of painted eight-inch-thick reinforced masonry. The construction documents show these exterior walls on a shallow strip footing independent of the building slab.

The site investigation was conducted on February 28, 2017. There were no major structural deficiencies observed. The only notable observed deficiencies were minor non-structural maintenance issues as follows:

1. Roof leaks were observed at random locations around the perimeter of the building which are resulting in damage to the ceiling finishes. It may be possible some of this moisture is coming through the walls as well. There were no signs that this moisture is doing substantial damage to the structure.
2. The building soffits are damaged in several locations consisting of light corrosion or missing/disconnected soffit panels and closure strips.
3. Oxidation of the exterior steel doors on the south side of the building.
4. Leaves clogging the gutters and downspouts.
5. Trees originally placed close to the building have matured and are growing into the building structure. This will result in wear on the exterior finishes.

A code review of the 2014 Florida Building Code - Existing Building Edition was conducted to determine the structural implications of a renovation. The renovation was assumed to be a level 2 alteration of over 50% of the interior space and possibly re-roofing the existing structure. Two conditions that could trigger a requirement to have the existing building evaluated certified to meet the wind provisions of the current code are as follows:

1. The change in occupancy increases the risk category of the structure. Occupancies that would increase the risk category would be assembly areas in typical church or lecture hall or a modification to emergency response facility.
2. Modifications to the exterior building that increase the wind profile resulting in more than a 5% stress increase in wind load resisting components. An increase in wind profile could be the result of adding additional height to parapets or additions to the building that are not structurally stable independent of support from the existing structure.

To complete the wind certification, the existing tapered building frames and other roof components would have to be field measured and evaluated by a structural engineer to determine if they have sufficient capacity to meet the current wind provisions. Typically, these pre-engineered tapered frame structures are cost effective for construction because they are designed to the minimum design standard leaving little additional capacity for supplementary loading. It is likely that the existing frame structure will require reinforcing to meet an increased risk category in the most current wind provisions.

## 2 Existing Conditions

A similar requirement is in place for adding additional weight to the roof structure. Section 807.4 of the FBC Existing Building Code requires any existing structural members supporting additional gravity loads must be evaluated to demonstrate that they have capacity to support the new loads unless the stress increase due to the additional loading is limited to 5%. For this building, it is estimated that an increase of approximately one pound per square foot (PSF) of additional roofing load would increase the stresses by 5% in the existing members. If the existing roof is to be re-roofed with a system that overlays the existing roof system and weighs more than 1 PSF, an engineering evaluation of the existing structure will be required.

In conclusion, if the new occupancy is similar to the current occupancy and the exterior facade is left unaltered the structure will likely not be required to the current wind load provisions of the building code. If a new roof is put on above the existing roof and/or additional weight is suspended from the roof structure that exceeds one pound per square foot the structure will have to be evaluated by a structural engineer.

See Appendix for Photo Essay.

### MEP Investigation

Methodology and Assumptions:

- Construction documents developed by Clemons, Rutherford & Associates, Inc. dated October 31, 1986, with renovations dated October 18, 1989 were provided to H2Engineering by the owner representative. These documents were used in conjunction with field observations to develop this existing conditions description.

HVAC:

- HVAC systems serving the facility consist of several split system heat pumps ranging in size from approximately two to 5 tons. The majority, if not all, of the systems were replaced in or about 2011 and appear to be in sound working order with at least half of their expected useful life remaining. Outdoor condensing units are located at ground level around the perimeter of the building. Indoor air handling units are suspended above the lay-in ceilings. A preliminary understanding of the HVAC zoning is attached as Exhibit A.
- The existing laboratory fume hoods do not meet current environmental health and safety standards and untreated make-up air is supplied at the face of the hood. This method tends to present containment difficulties and can often contribute to higher space relative humidity leading to poor indoor air quality. If the space use includes laboratory fume hood applications, we recommend new hoods and exhaust fans be provided and any make-up air introduced to the space be treated either by the HVAC systems or more likely a dedicated outdoor air system to ensure proper humidity control and improved indoor air quality. The approach will depend on demand and amount and size of desired hoods.
- One matter of concern somewhat related to HVAC is that the existing facility is designed with a ventilated space above the lay-in ceiling system. In the humid environment of Tallahassee, this scheme does little to prevent moisture migration from the ventilated space into the occupied space, contributing higher levels of relative humidity in the occupied space and chances of mold growth. Evidence of this condition was observed in the bowing of the ceiling tiles, a tell-tell sign of high levels of moisture within the ceiling system.

Plumbing:

- The plumbing systems capacities seem to be adequate to serve the facility, however ADA and cosmetic upgrades should be considered.

Electrical:

- The existing electrical service is 277/480 volt, 3 phase, 4 wire with a 600 amp main under one electric meter. The service size is adequate for the current business occupancy. There is no emergency generator or emergency distribution system serving the building.
- The lighting is mostly 2 x 4 fluorescent recessed troffers. Emergency lighting is powered with battery power at individual lighting units. All lighting controls are manual and do not meet current FBC energy code requirements.

## 2 Existing Conditions

ments for automatic controls.

### Low Voltage Systems:

- The data wiring is free-wired above the existing lay-in ceiling. Server rooms do not appear to meet the current server room shutdown code requirements.
- There is no central fire alarm system. If the occupancy remains under 300 a fire alarm system is not required however it may be desired. The existing air handling units have their required smoke detectors. Code required monitoring of these detectors appear to be provided.

### Accessibility Summary

By renovating the Collins Building, many systems, including handicap accessibility, need to be updated to meet current standards. The Florida Building Code Accessibility 202.4.2 states that in choosing which accessible elements to provide, priority should be given to those elements that will prove the greatest access in which the highest priority is an accessible route to the entrance. In addition FBC-A 206.2.1 states that buildings require an accessible route to public streets and sidewalks. This should not pose a problem to the Collins Building because of its location on the site. It is a relatively level site.

The existing bathrooms require modification to meet current accessibility standards. There are no bathroom stalls that are large enough to provide the required turning radius in addition to missing a handicap accessible sink. To alleviate the deficiency in accessible stalls it could require relocation of toilets, adding handicap accessible lavatories, and reconfiguring various stall partitions in addition to cropping a portion of exiting countertop. New finishes and fully accessible fixtures and accessories in addition to all new flooring in the restrooms should be replaced as part of the renovation.

New dual-level drinking fountains need to be included in the renovation of Collins to satisfy the fountain count as required by the Florida Building Code. Also the aging built-in cabinetry in the break rooms and the new break rooms need to meet accessibility standards for handicap access. In addition, most interior personnel doors lack ADA hardware.

### Analysis and Conclusion

Analysis of the information AL+W has gathered relative to the Collins Building has led to the following general recommendations for improvements to the Collins Building and space planning considerations for proposed business incubator occupancy.

The following items comprise the base cost estimate for renovations:

#### Site:

1. Provide accessible drive for deliveries to North entrance

#### Building:

1. Paint exterior.
2. Provide enlarged entrances at north and east for equipment and material access.
3. Install new roof. Cost saving option is to repair existing roof by replacing fasteners, flashings, etc.
4. Restroom renovation is necessary to meet accessibility standards
5. Renovate Wet Lab Facility. Include millwork, plumbing, fume hoods, and gas piping in addition to partitions lighting and controls, HVAC, and finishes.
6. Build-out for offices, meeting room, and collision space. Includes partitions lighting and controls, HVAC, and finishes.
7. Provide fire sprinkler system as required by building code.
8. The existing HVAC system will be retrofitted and supplemented as needed to provide for revised occupancy.
9. The existing electrical system will be retrofitted and supplemented as needed to provide for revised oc-

### 3 Schematic Design

#### **Schematic Design Summary**

The JumpStart program will be a mixed-use incubator (Stage 2 companies) occupying 23,000 SF of the Collins Building, located in Innovation Park. Also occupying this building is the Florida Kitchen, leased through 2022. JumpStart plans to create partnerships with both Innovation Park and the FAMU-FSU College of Engineering to share resources. Engineering students may also be utilized for space management/ equipment maintenance. Many start-ups will begin in wet lab and move into product development – assemblage/ office space. All finishes to be replaced. A professional look is to be achieved while designing the maker’s space around the concept of “garage/ tinkering” with an open lounge/ collaboration space. Leasable space is to be maximized.

The south entrance provides a professional atmosphere to greet visitors. It includes a reception area with seating. The space is flanked by the facility managers office and provides a view into the collision space at the heart of the facility. It provides direct access to the large meeting room at the west end of the building.

The north entrance will be enhanced to provide for materials and equipment to enter the building as well as being the primary entrance for tenants and staff.

There are +/-14 offices that may be leased or utilized by staff. Most are concentrated just west of the south entrance, some are situated in proximity to the wet lab.

The wet lab space is anchored near its current location on the north side of the building to minimize relocation of systems. It is divided into three large labs (500SF) and three smaller labs (150-200 SF). One of the large spaces will be fitted out for shared use. The remainder will be provided with the basic requirements for leased lab space.

The collision space occurs in the center of the facility at the intersection of the two main axis of circulation. This area is a dynamic space with a variety of microenvironments to facilitate interaction and sharing in relaxed and playful settings. There is table and bar and sofa seating, with a small kitchen and vending area. There is a display wall and marker boards to carry the theme of innovation into the space.

The eastern end of the building is dedicated to maker space, incubator bays and work area. The intent is to maintain an open connection while providing for necessary fire separations. The incubator bays will vary in size from 1,000 square feet to a few hundred square feet. They are grouped according to the intensity of manufacturing that is anticipated in the HVAC, electrical and plumbing designs. Large aisles are intended to provide circulation for a forklift to maneuver. They are separated by gypsum partitions

There is an open office area at the far east of the building to add to the usable work areas available. There is also a small conference room for impromptu meetings and presentations.

The innovation lab is within the incubator area. It is a collection of shared spaces with metal, wood, electronics and technology shops. It is located on the south side and will have views into the collision space. Alternately it may be located on the north side of the building to facilitate delivery of material and the management of exhaust and dust collection.

#### **MEP Schematic Narrative and Opinion of Probable Cost**

##### **Purpose and Objectives**

- Architects Lewis + Whitlock contracted H2Engineering to support its conditions assessment and concept development efforts related to the Collins Building located at 2051 East Paul Dirac Drive, Tallahassee Florida. H2Engineering’s focus is limited to the HVAC, plumbing and electrical systems within the building.
- The following commentary will outline our understanding of the programmatic needs and the demands on the existing MEP related infrastructure and will propose possible solutions or reasonable expectations of the MEP related requirements to support the desired program.

##### **Methodology and Assumptions**

- Construction documents developed by Clemons, Rutherford & Associates, Inc. dated October 31, 1986, with renovations dated October 18, 1989 were provided to H2Engineering by the owner representative. A site inspection was conducted on February 28, 2017 by Ryan Chewning, P.E. and Mike O’Neil. The following narrative considers the observed conditions and interpretations derived from available resource information.

### 3 Schematic Design

- Additionally, H2E has been provided with Space Planning Information developed by ALW dated April 17, 2017. Along with the Space Planning Information, H2E has been provided with three Schematic Concept Diagrams. Of which, concept A3 along with the above items and our developed understanding of the facility serve as the basis of the following commentary.

#### Fire Protection

- NFPA 45 is the standard that addresses the requirements for the protection of life and property through prevention and control of fires and explosions involving the use of chemicals in laboratory-scale operations. It is designed to control hazards and protect personnel from the toxic, corrosive, or other harmful effects of chemicals to which personnel might be exposed as a result of fire or explosion. Laboratory classifications are based on the quantities for flammable and combustibles present in the space. The applicability of NFPA 45 should be addressed early in the project concept development. We also understand that occupancies will include “general industrial occupancy” (F-1 in Florida Building Code) and potentially separated Business and Assembly occupancies. An automatic fire sprinkler system is proposed for this project.

#### HVAC

- Existing HVAC systems serving the facility consist of several split system heat pumps ranging in size from approximately two to 5 tons. The majority, if not all, of the systems were replaced in or about 2011 and appear to be in sound working order with at least half of their expected useful life remaining. Outdoor condensing units are located at ground level around the perimeter of the building. Indoor air handling units are suspended above the lay-in ceilings. A preliminary understanding of the HVAC zoning has been provided in previous documents.
- It is reasonable to expect that the existing HVAC systems could serve the general office areas and core circulation spaces with minor modifications.
- The existing laboratory fume hoods do not meet current environmental health and safety standards and untreated make-up air is supplied at the face of the hood. This method tends to present containment difficulties and can often contribute to higher space relative humidity leading to poor indoor air quality. We recommend that the existing fume hood exhaust and make-up air systems be removed in their entirety and a modern, industry accepted system be provided for the wet laboratory spaces indicated in the current Schematic Concept Diagrams. We recommend new hoods and laboratory fume hood exhaust fans be provided and any make-up air introduced to the space be treated either by the HVAC systems or preferably a dedicated outdoor air system (DOAS) to ensure proper humidity control and improved indoor air quality. The approach will depend on demand and amount and size of desired hoods. A likely scenario would entail providing a packaged or split system DOAS unit to service the wet lab spaces and will require either outdoor unit installation with exterior mounted ducts up and into the above ceiling space or an indoor air handling unit in a dedicated machine room near the laboratory spaces.
- Similar to the wet lab spaces addressed above, the HVAC systems serving the other labs, fabrication areas and shop type spaces will be highly dependent on the activities taking place in those areas. Often, these spaces require collection and exhaust of hazardous fumes (soldering, welding, solvent based cleaning, etc.) or particulates from machining or wood working activities. Dedicated collection and exhaust systems with articulating arms should be employed in these areas and conditioned make-up should replace the exhausted air volume. There is the potential to apply the DOAS system mentioned above to pretreat the entire building outside air and distribute to the respective spaces based on a demand control system referencing the space pressures relative to adjacent spaces and the outdoors. The goal would be to maintain a slightly negative environment in the laboratory and shop spaces and lightly positive pressures in the general use and circulation spaces.
- Transfer of odors and particulates from one space to another will also be a concern. In this case, room air from contaminant generating spaces should not be recirculated. This often demands a dedicated HVAC system for those spaces or those spaces must be 100% exhausted without recirculation.
- While temperature control may be accomplished by the existing small split system units above the ceiling, the potential for high and very variable exhaust rates is anticipated to demand a more sophisticated approach.
- One matter of concern somewhat related to HVAC is that the existing facility is designed with a ventilated space above the lay-in ceiling system. In the humid environment of Tallahassee, this scheme does little to prevent

### 3 Schematic Design

moisture migration from the ventilated space into the occupied space, contributing higher levels of relative humidity in the occupied space and chances of mold growth. Evidence of this condition was observed in the bowing of the ceiling tiles, a tell-tell sign of high levels of moisture within the ceiling system. Consideration should be given to improving the building envelop and closing the ventilated space above the ceiling.

#### Plumbing

- The building is served by a 2 ½" water service and a 4" sanitary main, both are fed from the north to utilities along E Paul Dirac Drive. The plumbing systems capacities seem to be adequate to serve the facility, however ADA and cosmetic upgrades should be considered.
- Caustic or corrosive drainage generated in the wet lab and other area should be captured and/or neutralized by point of use neutralization traps to reduce the need for large central acid waste drainage system and neutralization tanks.
- Natural gas is available from the local utility and can be extended for laboratory use as needed.
- Other piped systems including compressed air, vacuum and pure water can be generated at larger, shared central equipment and piped throughout the facility or smaller benchtop (or similar), loose equipment could be provided to generate these services only when and where needed.
- Emergency shower/eyewash safety stations should be located convenient to any activities that may present risk of contact hazard. In general, the ANSI standard provides that emergency equipment be installed within 10 seconds walking time from the location of a hazard (approximately 55 feet) and the path of travel from the hazard to the equipment should be free of obstructions and as straight as possible.

#### Low Voltage Systems

- The data wiring is free-wired above the existing lay-in ceiling. Server rooms do not appear to meet the current server room shutdown code requirements.
- There is no central fire alarm system. If the occupancy remains under 100 a fire alarm system is not required however it may be desired. The existing air handling units have their required smoke detectors. Code required monitoring of these detectors appears to be provided.

#### Electrical

- The existing electrical service is 277/480 volt, 3 phase, 4 wire with a 600 amp main under one electric meter. The service size is adequate for the current business occupancy however, since the building will become a general industrial occupancy with a significant increase of electrical equipment, the existing electrical service is anticipated to be inadequate. We propose a new free-standing exterior cubicle located near the existing pad mounted transformer on the south side of the building. This cubicle will have a meter, CTs, and two 600 amp main breakers. One breaker will sub-feed the existing main service and the other will serve a new 277/480 volt 600 amp panel to serve loads on the industrial side of the building.
- The new panel could feed the DOAS, fume hood exhaust fans and other large equipment loads in the manufacturing /assembly and innovation lab areas. A new 112.5 KVA transformer could feed two new 120/208 volt distribution panels to provide ample capacity and breaker spaces to serve the individual circuits in each of the leased spaces. The new 600 amp panel, step down transformer and distribution panels will be located in a new electrical room on the manufacturing side of the facility. The old meter will be removed and the building will remain under one service meter.
- There is no emergency generator or emergency distribution system serving the building nor is one recommended or proposed.
- Interior LED lighting is becoming industry standard and is recommended to increase energy efficiency and reduce the maintenance demands of lamp replacement. Industrial type light fixtures should be provided in the shop, manufacturing and assembly areas while architectural volumetric fixtures are proposed for the general office and circulation areas. Architectural feature lighting could be envisioned in the reception and gathering areas. Automatic lighting controls such as vacancy sensors will be required by code in areas where those controls would not pose a hazard. Emergency egress lighting could be provided with an emergency lighting battery in-



### 3 Schematic Design

verter to further reduce maintenance demands when compared to individual battery powered fixtures.

- Another code driven energy reduction feature that will be required is plug load controls. Current energy code requires 50% of wall plugs in offices and computer labs to have automatic on/off controls.
- Along with other life safety components, a new fire alarm system is anticipated.
- Cabling and conduit systems for telecommunications will be necessary and the existing telephone room should be enlarged to accommodate the facility's new demands. An area wireless network is also anticipated.

#### MEP Opinion of Probable Cost

Please review all notes carefully. These notes and the cost figures are our Opinion of Probable Construction Cost and reflect our understanding of the referenced project.

- This is an "Order of Magnitude Opinion". It is concept based and is made without a detailed design developed.
- This cost opinion assumes open, competitive bidding.
- This cost opinion does not include general conditions, general contractor's overhead and profit, construction manager fees or professional services design fees.
- This cost opinion does not include inspection fees, permitting fees, etc.
- This cost opinion does not include removal of any hazardous materials.
- This cost opinion does not include general demolition.

Trade or Division	Cost in Dollars US
HVAC	\$585,000
3-5 fume hoods and VAV lab exhaust system	
2 dust collection systems (wood and metal shops)	
DOAS for entire project area	
Repurpose existing DX systems as applicable	
Plumbing	\$230,000
Lab piping systems (gas, compressed air, vacuum, pure water, acid drainage and neutralization)	
Existing restroom renovations	
New ADA restroom	
Fire Sprinklers	\$115,000
New fire service, backflow, fire dept. connection	
Automatic wet pipe system throughout	
Electrical	\$750,000
New 1200 amp service and upgraded distribution system	
LED lighting and automatic controls	
Fire alarm system	
Telecom raceways and cabling	

### 3 Schematic Design **Opinion of Cost**

UNIT COST      SF      TOTAL

#### **General Conditions**

1 Demolition	8	22500	\$180,000
2 Re-roof	12	25800	\$309,600
3 Exterior Paint	2	7000	\$14,000

**Total** **\$503,600**

#### **Business Occupancy**

1 General Renovations	80	8000	\$640,000
2 Restroom Renovations	250	575	\$143,750

**Total** **\$783,750**

Includes: repartitioning, standard finishes, millwork at kitchen/ reception (MEP included below)

#### **Industrial Occupancy**

1 General Renovations	50	12500	\$625,000
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**Total** **\$625,000**

Includes: repartitioning, industrial finishes (MEP included below)

#### **Laboratory Space**

1 Laboratory Renovations	300	2200	\$660,000
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**Total** **\$660,000**

Includes: repartitioning, laboratory finishes, millwork (MEP and fume hoods included below)

#### **Mechanical, Electrical, Plumbing, Fire Protection**

1 HVAC			\$585,000
2 Electrical			\$750,000
3 Plumbing			\$230,000
4 Fire Sprinklers			\$115,000

**Total** **\$1,680,000**

Modified HVAC, new main electrical service, lighting, plumbing as req'd, fire sprinkler system, fire alarm (See engineers report for specifics)

#### **Total Construction Cost**

**\$4,252,350**

#### **Project Costs**

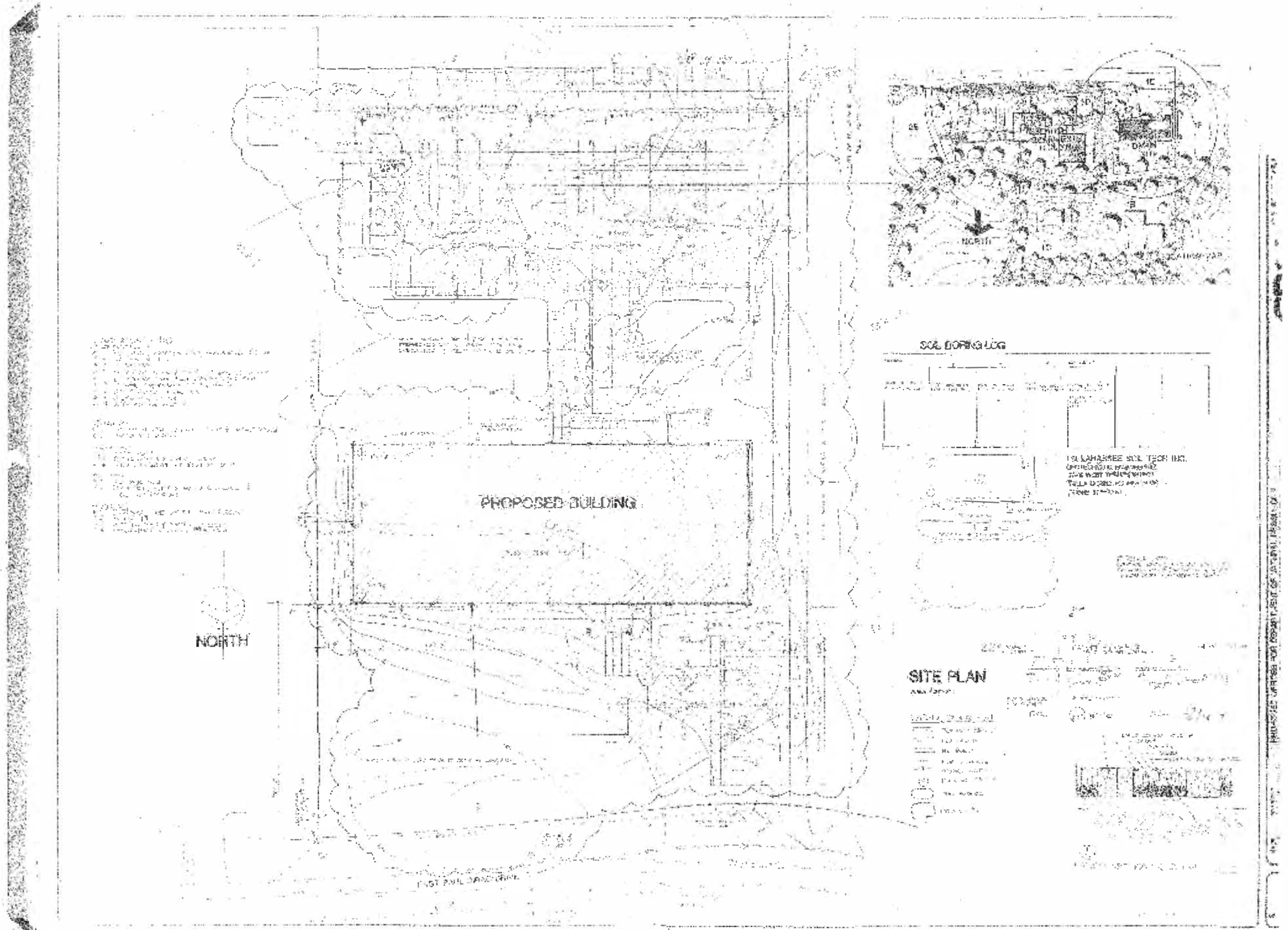
1 Professional Fees			\$297,665
2 Furnishings			\$300,000
3 Equipment			\$1,000,000
4 Contingency (10%)			\$425,235

#### **Total Project Cost**

**\$6,275,250**











# CONCEPT C



**LEGEND**

<span style="display:inline-block; width:15px; height:15px; background-color:lightblue; border:1px solid black;"></span> WET LAB 2400 SF	<span style="display:inline-block; width:15px; height:15px; background-color:yellowgreen; border:1px solid black;"></span> OFFICE 11 (9 LEASABLE)
<span style="display:inline-block; width:15px; height:15px; background-color:lightcoral; border:1px solid black;"></span> LIGHT ASSEMBLY 7900 SF	<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span> MEETING 1200 SF
<span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> INNOVATION LAB 2500 SF	<span style="display:inline-block; width:15px; height:15px; background-color:gray; border:1px solid black;"></span> STORAGE / RR

**Jump Start Schematic Concept Diagram**  
Architects Lewis + Whitlock



## 4 Appendix

### Building Code Summary

Occupancy Class Overall: Factory 1, "F-1"

Accessory uses Business "B", Assembly "A3" (Assembly, Offices, Laboratories, Testing and Research)

Total Building Area: +/- 25,800 GSF

Total Area of Renovation: +/- 25,800 GSF (Entire Building)

Construction Type: Type II-B (Non-Sprinklered Steel Structure with Steel Roof)

307.7 High-hazard Group H-5.

Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used and the aggregate quantity of materials is in excess of those listed in Tables 307.1(1) and 307.1(2) shall be classified as Group H-5. Such facilities and areas shall be designed and constructed in accordance with Section 415.10.

<b>FLORIDA BUILDING CODE - BUILDING Fifth Edition</b>	<b>Allowed/ Re- quired</b>	<b>Provided</b>
<b>Occupancy Class: Factory (F-1), Business (B)</b>		
single story building		
<b>Building Area</b>		
Ground Floor Area = +/- 25,800 sf		
Total Building Area on Lot = +/- <b>25,800 sf</b>		
<b>Occupant Loads</b>		
<i>Assumed Occupancy</i>		
Assembly - 1:7 * 1,280 SF	183	
Business and Industrial - 1:100 * 24,520 SF	246	
<b>TOTAL</b>	<b>429</b>	
<b>Construction Type: Type II B</b>		
<b>Unprotected / Unsprinklered</b>		
<b>Table 503</b>		
<b>Factory/Industrial (F-1)</b>		
Allowable Building Area / per floor	15,500SF	<i>*see most rest. req.</i>
Allowable No. of Stories	2	<i>*see most rest. req.</i>
Allowable Building Height	55'	<i>*see most rest. req.</i>

4 Appendix

<b>Business (B)</b>		
Allowable Building Area / per floor	19,000SF	<i>*see most rest. req.</i>
Allowable No. of Stories	3	<i>*see most rest. req.</i>
Allowable Building Height	55'	<i>*see most rest. req.</i>
<b>*Most Restrictive Requirements for F-1 and B</b>		
Allowable Building Area / per floor (F-1)	15,500SF	<i>**see area modification</i>
Allowable No. of Stories (F-1), not adjusted	2	1
Allowable Building Height (F-1), not adjusted	55'	22'
<b>**Area Modification Increase (S506.2) Factory frontage increases (15,500 x 150%)</b>		
	23,250 SF	
<b>**Area Modification Increase (S506.3) (Automatic sprinkler increase) (23,250 x 400%)</b>		
	93,000 SF	<93,000 SF
<b>**Area Modification Increase Allowed</b>		
<b>Table 508.4 Required Separation of Occupancies</b>		
Factory/Industrial (F-1) and Business (B) (unsprinklered)	No requirement	No requirement
Assembly (A-2) and Business (B) (unsprinklered)	2 hour	2 hour
*2-hr allowed when less than 3,000 sf per s415.6		
<b>Table 601: Fire Resistance Rating for Building Elements (Type II B unpro.)</b>		
Structural Frame	0hr	0hr.
Bearing Walls Exterior (see table 602) ("x" distance <= 5')	2hr	2hr.
Bearing Walls Exterior (see table 602) ("x" distance >= 30')	0hr	0hr.
Bearing Walls Interior	0hr	0hr.
Nonbearing Interior Walls and Partitions	0hr	0hr.
Floor Construction	0hr	0hr.
Roof Construction	0hr	0hr.
<b>Table 706.4</b>		
Fire Wall Fire-Resistance Rating (between buildings) F-1 / B		
3 hour wall allowed	3 hour	3 hour wall
<b>Table 803.9</b>		
<b>Factory / Industrial (F-1)</b>		
Classification of Finishes: Vertical Exits and Exit Passageways	B	B,A
Classification of Finishes: Exit Access Corridors and other Exit ways	C	C,B,A
Classification of Finishes: Rooms and enclosed Spaces	C	C,B,A
<b>Assembly (A-2)</b>		
Classification of Finishes: Vertical Exits and Exit Passageways	A	A
Classification of Finishes: Exit Access Corridors and other Exit ways	A	A
Classification of Finishes: Rooms and enclosed Spaces	B	B,A
<b>Business (B)</b>		
Classification of Finishes: Vertical Exits and Exit Passageways	*A	B,A
Classification of Finishes: Exit Access Corridors and other Exit ways	B	B,A



4 Appendix

Classification of Finishes: Rooms and enclosed Spaces	C	C,B,A
*Class B allowed when less than 3 stories in height and unsprinklered per exception 'b'		
<b>OCCUPANT LOAD CALCULATIONS:</b>		
<b>Table 1004.1.1 OCCUPANT LOAD</b>		
See Life Safety Building Information On Sheet LS1.1	<b>Total</b>	<b>286</b>
Common Path of Travel (S 1014.3) - Unsprinklered (B)	75'-0"	<75'-0"
Common Path of Travel (S 1014.3) - Unsprinklered (F)	75'-0"	<75'-0"
Common Path of Travel (S 1014.3) - Unsprinklered (A)	75'-0"	<20'-0"
Maximum Travel Distance (Table 1016.1) - Unsprinklered (F-1)	200'-0"	65'-0"
Maximum Travel Distance (Table 1016.1) - Unsprinklered (B,A)	200'-0"	65'-0"
Minimum Corridor Aisle Width (Section 1018.2, exception 4)	44"	≥44"
Provide smoke partitions at corridors in unsprinkled building >30 persons	n/a	n/a
Maximum Dead End Corridor (Sec. 1018.4) - Unsprinklered (M, B, F-2, A)	20'-0"	< 20'-0"
Minimum Number of Exits Required (Table 1021.1) - First Floor	n/a	n/a
<b>Table 1018.1 CORRIDOR FIRE RESISTANCE RATING</b>		
A,B,F corridor, occupant load >30 - Unsprinklered (no rating if sprinklered)	1hr	1hr
<b>Section 903 AUTOMATIC SPRINKLER SYSTEMS</b>		
Occupancy A-2, shall be provided with an automatic sprinkler system if the fire area exceeds 100 occupants or 5,000 sf		
Occupancy F-1, shall be provided with an automatic sprinkler system if the building contains a Group F-1 fire area that exceeds 12,000 sf	11,999	8,224 = <12,000
<b>Section 907 FIRE ALARM AND DETECTION SYSTEMS</b>		
Occupancy F (Factory), shall be provided if occupancy of building exceeds 500 persons above or below the level of exit discharge	499 persons	0 persons
Occupancy B (Business), shall be provided if occupancy of building exceeds 500 persons	499 persons	<499 persons
<b>Table 1015.1 SPACES WITH ONE EXIT</b>		
Occupancy A, B, E, F, M, U, R-2, R-3 with a maximum of 49 occupants	yes	yes
<b>Plumbing Fixture Requirements - Florida Plumbing Code 2014 - Table 403.1</b>		
WC - Assembly 1/125 * 183 occupants	2	
Lavatories - Assembly 1/200 * 183 occupants	1	
WC Industrial 1/100 * 245 occupants	3	
Lavatories Industrial 1/100 * 245 occupants	3	
<b>411.1 Emergency Showers and Eyewash (ISEA Z358.1)</b>		
Occupancy A, B, E, F, M, U, R-2, R-3 with a maximum of 49 occupants	yes	yes

4 Appendix

Florida Fire Prevention Code – 5th Edition

Florida Fire Prevention Code - 5th Edition	Required	Provided
Occupancy Classification: Mixed Occupancy (6.1.14.3): Assembly / Industrial / Business		
Multiple Tenant Building		
Hazard Classification (6.2.2.3): <b>Ordinary Hazard</b>		
<b>Building Area</b>		
Building Floor Area = +/- 25,800 sf		
Total Building Area = +/- <b>25,800 sf</b>		
<b>Separation of Occupancies (Table 6.1.14.4.1)</b>		
Assembly and Business	*1 hr	
Business and Industrial (Gen Purpose)	*2 hr	
Assembly and Industrial (Gen Purpose)	2 hr	2 hr
*6.1.14.1.3 incidental occupancy areas can be considered part of the predominant occupancy ( Business, Industrial and Storage).		
<b>Occupant Load Classification (Table 7.3.1.2)</b>		
See Occupancy Plan on drawings for breakdown on occupant load(s)		
<b>TOTAL OCCUPANT LOAD</b>	see drawings	<b>see drawings</b>
<b>Chapter 40 - Industrial Occupancies</b>		
40.1.2.1.1 General Industrial Occupancy	Class B	Class B
36.2.4.2 - A single means of egress is allowed for common path distances per 40.2.4.1.1		
36.2.4.3 - A single means of egress is allowed for Class C Mercantile, provided travel distance does not exceed 50'		
Maximum Common Path of Travel (S40.2.5.1)	50'	<50'
Maximum Dead End Corridor (S40.2.5.1)	50'	≤50'
Maximum Travel Distance to Exits (S40.2.6.1) (unsprinklered) (ordinary hazard)	200'	<200'
<b>40 - Interior Finishes</b>		
Wall and Ceiling finish	Class A or B or C	Class A or B or C
Floor finish	Class I or II	Class I or II
<b>Chapter 39 - Existing Business Occupancies</b>		
Classification of Hazards (S39.1.5)	ordinary hazard	n/a
Minimum corridor width (S39.2.3.2) (>50 Occupants)	≥44"	≥44"
Maximum dead end corridor (S39.2.5.2.1) (unsprinklered)	20'	≤20'
Maximum common path of travel (S39.2.5.3.1) unsprinklered)	75'	≤75'
Maximum travel distance (S39.2.6.3) (unsprinklered)	200'	86'



<b>39.3.3 - Interior Finishes</b>		
Exits and exit access corridors - wall and ceiling finish	Class A or B	Class A or B
all other wall and ceiling finishes	Class A, B or C	Class A, B or C
Exits and exit access corridors - floor finish	Class I or II	Class I or II
<b>Chapter 40 - Industrial Occupancies</b>		
40.1.3 Incidental high hazard operations protected in accordance with section 8.7 and 40.3.2 in occupancies containing low or ordinary hazard contents shall not be the basis for high hazard industrial occupancy classification.	General Industrial	General Industrial
<b>Table 40.2.5</b>		
Dead-end Corridor (General Industrial) (unsprinklered)	20' max	≤ 20'
Common Path of Travel (General Industrial) (unsprinklered)	50' max	≤ 50'
<b>Table 40.2.5.2.1 Equipment Access</b>		
Min. horizontal dimension of any walkway, landing or platform	22"	22" max.
Min. stair or ramp width	22"	22" max.
Min. tread depth	10"	10"
Max. riser height	9"	≤ 9"
Max. head room	6'-8"	≥ 6'-8"
<b>Table 40.2.6</b>		
Max. Travel Distance (General Industrial) (unsprinklered)	200'	≤ 200'
Classification of Hazards (S40.1.5)	ordinary hazard	ordinary hazard
<b>40.3.3 - Interior Finishes</b>		
Exits and exit access corridors - wall and ceiling finish	Class A or B	Class A or B
all other wall and ceiling finishes	Class A, B or C	Class A, B or C
Exits and exit access corridors - floor finish	Class I or II	Class I or II



4 Appendix

NFPA 45 – 2015

NFPA 45 - 2015 Standards for Laboratories using Chemicals	Required	Provided
Chapter 5		
<b>Fire Separation (Table 5.1.1)</b>		
Laboratory Unit A (high hazard)	*2 hr	
Laboratory Unit D (low hazard)	None Req'd	
<b>Chapter 6 Fire Protection</b>		
6.1.1 Automatic Fire Sprinklers shall be required for all new laboratories		
Laboratory Unit A (high hazard) NFPA 13 (Group 2)	Req'd	
Laboratory Unit D (low hazard) NFPA 13 (Group 1)	Req'd	
<b>Chapter 9 Flammable and Combustible Liquids</b>		
Laboratory Hazard Classification - Based on quantities of hazardous materials per Chapter 9		

4 Appendix

Existing Structural Conditions Photo Essay



Moisture damage on interior of building



Typical damage to soffits in southwest building corner



Tree overgrowth in the Southwest building corner



Trees growing into the exterior walls on southern elevation



Oxidation of exterior steel doors on the South elevation



Leaves filling gutters and downspouts



4 Appendix  
Site Photos



North Entrance



South Entrance



South Facade



North Facade



North Entrance



East Facade





Existing Roof Penetrations



Existing Lab Space



Existing Exit Door



Existing Restroom



Block Wall and Typical Fenestration



Existing Water Damage



**Exhibit “C”**  
**Feasibility Study, Part 2**

Innovation Park  
Collins Building Study - **Part Two**



SCHEMATIC DESIGN STUDY | LEASABLE OFFICE FACILITY FOR BUSINESSES | 7.27. 2017

## Part Two—Schematic Design

### Part Two—Purpose

- The Leon County R&D Authority/ Innovation Park commissioned Architects Lewis + Whitlock to supplement a study of the Collins Building. Part one of this study consisted of a building assessment and schematic design study to convert the Collins Building (at Innovation Park) into a facility for start-up businesses. Part Two considers a circumscribed approach to the design as well as a cost projection for recommended renovations. This portion of the study references and is supplemental to Part One as previously issued.

### Part Two—Analysis and Conclusion

Analysis of the information AL+W has gathered relative to the Collins Building has led to the following general recommendations for improvements to the Collins Building and space planning considerations for Part Two of this study. The following items comprise the base cost estimate for renovations:

#### Site:

1. None

#### Building:

1. Restroom renovation is necessary to meet accessibility standards
2. Minimal Renovations to Wet Lab Facility. Include fume hoods, and minor gas piping in addition to partitions, lighting reuse and repaired finishes.
3. Minor repartitioning for offices, meeting room, and kitchen. Includes partitions lighting and controls, and finishes.
4. Remainder of office space will receive new paint, flooring and ceiling tiles
5. The east end of the building will be renovated to gray space to be built-out by future effort.
6. Men's and women's restrooms with 2 fixtures each will be included for the east end tenant space.
7. Provide fire sprinkler system as required by building code.
8. The existing HVAC system will be utilized in its current condition.
9. The existing electrical system will be retrofitted and supplemented as needed to provide for revised occupancy.
10. Fire alarm system will be added
11. Data cabling will be provided for the west end of the building

### Part Two—Schematic Design Summary

The program will be a leasable office building occupying 23,000 SF of the Collins Building, located in Innovation Park. Also occupying this building is the Florida Kitchen, leased through 2022. All finishes to be replaced. A professional look is to be achieved. There will be an open lounge / kitchen. Leasable space is to be maximized.

The south entrance provides a professional atmosphere to greet visitors. It includes a small reception area. The space is flanked by offices. It provides direct access to the large meeting room at the west end of the building.

The north entrance will be maintained to provide for materials and equipment to enter the building as well as being the primary entrance for tenants and staff.

There are +/-20 offices that may be leased or utilized by staff.

The wet lab space remains in its current location on the north side of the building. It is divided into four labs and . One of the spaces should be fitted out for shared use. The remainder should be provided with the basic requirements for leased lab space.

The eastern end of the building is connected to the west by a corridor and will have new restroom facilities. The remainder of the space is open and unfinished.



### Fire Protection

- NFPA 45 is the standard that addresses the requirements for the protection of life and property through prevention and control of fires and explosions involving the use of chemicals in laboratory-scale operations. It is designed to control hazards and protect personnel from the toxic, corrosive, or other harmful effects of chemicals to which personnel might be exposed as a result of fire or explosion. Laboratory classifications are based on the quantities for flammable and combustibles present in the space. The applicability of NFPA 45 should be addressed early in the project concept development. An automatic fire sprinkler system is proposed for this project.

### HVAC

- Existing HVAC systems serving the facility consist of several split system heat pumps ranging in size from approximately two to 5 tons. The majority, if not all, of the systems were replaced in or about 2011 and appear to be in sound working order with at least half of their expected useful life remaining. Outdoor condensing units are located at ground level around the perimeter of the building. Indoor air handling units are suspended above the lay-in ceilings. A preliminary understanding of the HVAC zoning has been provided in previous documents.
- It is reasonable to expect that the existing HVAC systems could serve the general office areas and core circulation spaces with minor modifications.
- The existing laboratory fume hoods do not meet current environmental health and safety standards and should be replaced

### Plumbing

- The building is served by a 2 ½" water service and a 4" sanitary main, both are fed from the north to utilities along E Paul Dirac Drive. The plumbing systems capacities seem to be adequate to serve the facility, however ADA and cosmetic upgrades should be considered.
- Caustic or corrosive drainage generated in the wet lab and other area should be captured and/or neutralized by point of use neutralization traps to reduce the need for large central acid waste drainage system and neutralization tanks. This is not included in the cost estimate.
- Other piped systems including compressed air, vacuum and pure water can be generated at larger, shared central equipment and piped throughout the facility or smaller benchtop (or similar), loose equipment could be provided to generate these services only when and where needed. This is not included in the cost estimate.
- Emergency shower/eyewash safety stations should be located convenient to any activities that may present risk of contact hazard. These can be included within an equipment budget and is not included in the cost estimate.

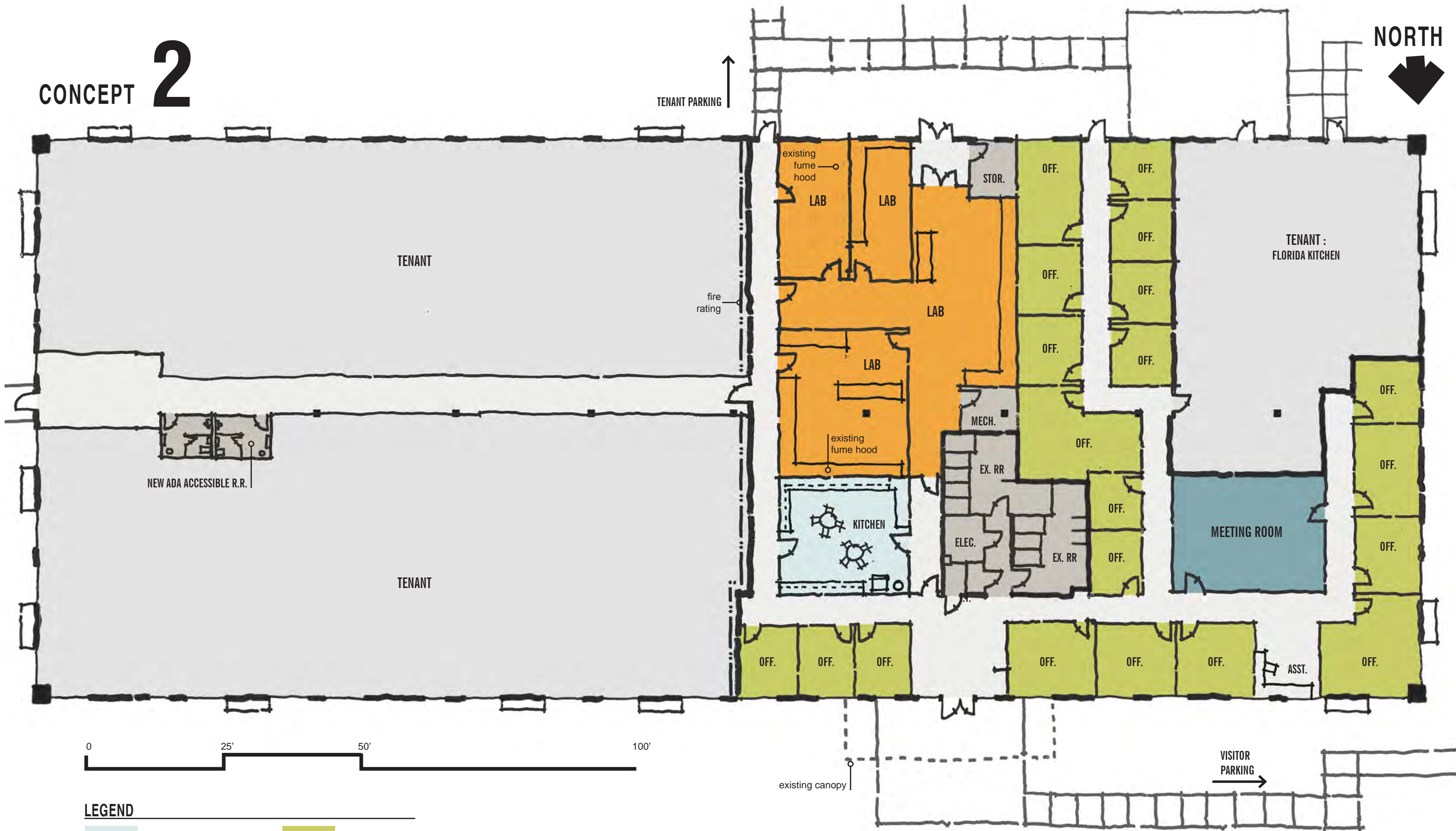
### Low Voltage Systems

- The data wiring is free-wired above the existing lay-in ceiling. Server rooms do not appear to meet the current server room shutdown code requirements. Repairs are not included in the cost estimate.
- There is no central fire alarm system. If the occupancy remains under 100 a fire alarm system is not required however it may be desired. The existing air handling units have their required smoke detectors. Code required monitoring of these detectors appears to be provided. This is not included in the cost estimate.

### Electrical

- The existing electrical service is 277/480 volt, 3 phase, 4 wire with a 600 amp main under one electric meter. The service size is adequate for the current business occupancy.
  - There is no emergency generator or emergency distribution system serving the building nor is one recommended or proposed.
  - Interior LED lighting is becoming industry standard and is recommended to increase energy efficiency and reduce the maintenance demands of lamp replacement. Industrial type light fixtures should be provided in the shop, manufacturing and assembly areas while architectural volumetric fixtures are proposed for the general office and circulation areas. Architectural feature lighting could be envisioned in the reception and gathering areas. Automatic lighting controls such as vacancy sensors will be required by code in areas where those controls would not pose a hazard. Emergency egress lighting could be provided with an emergency lighting battery inverter to further reduce maintenance demands when compared to individual battery powered fixtures.
  - Along with other life safety components, a new fire alarm system is anticipated.
  - Cabling and conduit systems for telecommunications will be necessary and the existing telephone room should be enlarged to accommodate the facility's new demands.
  - An area wireless network is not anticipated.
- 
-

# CONCEPT 2



## LEGEND

	KITCHEN 520 SF		OFFICE (20 EA.)
	MEETING ROOM 610 SF		TENANT
	LAB 2250 SF		STORAGE / RR / MECHANICAL

## Collins Building Schematic Concept Diagram

Architects Lewis + Whitlock

# COST PROJECTION

COLLINS BLDG. PLANNING STUDY PART TWO  
 Leon County Research and Development Authority  
 AL+W Project No. 17313

	UNIT COST	SF	TOTAL
<b>General Conditions</b>			
1 Demolition - Full east end demolition and selective demolition at west end of facility	8	14000	\$112,000
2 Seal attic space to limit moisture infiltration. (seal eave and gable vents, repair roof level insulation.)			\$40,000
<b>Total</b>			<b>\$152,000</b>
<b>West End</b>			
1 General Renovations	40	8000	\$320,000
2 Restroom Renovations	250	575	\$143,750
3 Kitchen	150	200	\$30,000
<b>Total</b>			<b>\$493,750</b>
Includes: selective repartioning, standard finishes, millwork at kitchen/ reception (MEP included below)			
<b>East End</b>			
1 General Renovations (gray space)	5	12500	\$62,500
2 New restrooms in tenant space	250	160	\$40,000
<b>Total</b>			<b>\$102,500</b>
Includes: restroom, repartioning and repairs to exterior walls			
<b>Laboratory Space</b>			
1 Laboratory Renovations	100	2200	\$220,000
2 Fume Hoods	30000	2	\$60,000
<b>Total</b>			<b>\$280,000</b>
Includes: repartioning, lighting relocation and finishes			
<b>Mechanical, Electrical, Plumbing, Fire Protection</b>			
1 HVAC - inspection and minimal reconfiguration			\$50,000
2 Electrical-inspection and minimal reconfiguration			\$125,000
3 Fire Sprinklers			\$115,000
4 Fire Alarm			\$50,000
<b>Total</b>			<b>\$340,000</b>
Minimal modifications to HVAC, electrical service, lighting. New fire sprinkler system. (Plumbing included in renovation items) Fire alarm, and limited data cabling is included in cost estimate.			
<b>Total Construction Cost</b>			<b>\$1,368,250</b>
<b>Project Costs</b>			
1 Professional Fees			\$95,778
2 Contingency (10%)			\$136,825
<b>Total Project Cost</b>			<b>\$1,600,853</b>

