



Agenda Item # C - 7

VILLAGE OF ROYAL PALM BEACH

Agenda Item Summary

AGENDA ITEM:

Approval and authorization for the Village Manager to enter into a Professional Services Agreement for Electrical Engineering Services with Cape Design Engineering Co. for various projects in the Village of Royal Palm Beach.

ISSUE:

On April 17, 2025, a Request for Qualifications ("RFQ") for Electrical Engineering Services was advertised in the Palm Beach Post. Sealed Proposals were opened on May 20, 2025 and received from the following company: Cape Design Engineering Co.

A four person selection committee independently evaluated the proposals and ranked them at a public meeting on 05/20/2025 as follows:

1. Cape Design Engineering Co.

RECOMMENDED ACTION:

Staff recommends a motion to authorize the Manager to enter into an agreement with Cape Design Engineering Co. for Electrical Engineering Services.

Initiator:	Village Manager	Agenda	Village Council
	Approval:	Date:	Action:
Village Engineer		06/05/2025	

The Village of Royal Palm Beach

Village Mayor and Council

Jeff Hmara, Mayor,

Richard Valuntas, Vice Mayor

Jan Rodusky, Councilwoman

Adam Miller, Councilman

Sylvia Sharps, Councilwoman

Village Manager

Raymond C. Liggins, Jr., P.E.

Village Engineer

Christopher Marsh, P.E.

Request for Qualification For Electrical Engineering Services



1050 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411
(561) 790-5100 ☎ 790-5174 📧 clerk@royalpalmbeachfl.gov ✉

TABLE OF CONTENTS

Title	Number of Pages
Cover	1
Table of Contents	1
Request For Qualifications Advertisement	1
Instructions	5
Agreement for Professional Services	12
Exhibit A Statement of Work	1
Exhibit B Sworn Statement	2
Exhibit C Truth in Negotiation Certificate	1
Exhibit D E-Verify Affidavit	1
Exhibit E Certification Statute 215.4725	1
Exhibit F Scoring Criteria Guidelines	4
Exhibit G Presentation Scoring Criteria	4
Total	30

INDEX OF DRAWINGS

Project: **Electrical Engineering Services**

Project No.:

Index of Sheets	
<u>Sheet No.</u>	<u>Description</u>

REQUEST FOR QUALIFICATION

Sealed proposals will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project 3:00 p.m. local time Thursday, May 15 2025, then opened publicly at that time.

Electrical Engineering Services

Project Description:

Royal Palm Beach's Engineering Department is soliciting proposals from qualified Proposers having experience in Electrical Engineering Services

The Contract Documents will be open to inspection at the Clerk's office. Contract documents may be purchased after noon on Friday, April 18, 2025 from the Village of Royal Palm Beach, ATTN: Village Clerk, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida, 33411 at the following prices, which are non-refundable:

Complete Set: \$200.00	Packaging & Mailing Charges / Set: \$100.00
(Drawings & Project Manual)	

Project plans and documents may be requested free of charge at:

www.royalpalmbeach.com/rfps

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with, or perform work (as a DESIGN-BUILDER, supplier, subcontractor or consultant) with any public entity (i.e. Village of Royal Palm Beach) in excess of Thirty-Five Thousand Dollars (or such other amount as may be hereafter established by the Florida Department of Management Services in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The OWNER reserves the right to reject any or all Bids, to waive informalities, and to re-advertise.

Publish: Palm Beach Post: Thursday, April 17, 2025

INSTRUCTIONS

REQUEST FOR STATEMENT OF QUALIFICATIONS

1. Purpose and Services

- a. The Village of Royal Palm Beach ("Village") has published a Request for Statement of Qualifications ("RFQ") to establish contracts for professional services ("Services") to be rendered by qualified professionals (Professional(s)) which term, for the purposes of these Instructions, may refer to an individual or an entity as the context may require) as described in the RFQ. These Instructions and the addenda and exhibits attached hereto are a part of the RFQ. Professionals have been asked to respond to the RFQ submitting Statements of Qualifications ("Qualifications") in accordance with the RFQ.
- b. The Services are to be rendered with regard to the following "projects":

Royal Palm Beach's Engineering Department is soliciting proposals from qualified Proposers having experience in Electrical Engineering Services
- c. A description of the Services is set forth in the "Statement of Work" attached hereto as Exhibit A.

2. Procedure for Submitting Proposals

- a. Each Professional who wishes to respond to the RFQ is required to submit six (6) complete copies of his Qualifications. Envelopes, packets or packages containing the Qualifications shall be sealed, postage paid, if mailed, and shall reflect on their face the information required by the RFQ, the name and address of the Professional and the date and hour of the deadline for receipt of Qualifications.
- b. Any Qualifications received after the time and date specified will not be considered. The failure of a Professional to comply with any of the specifications, terms and conditions of the RFQ shall be valid reason for rejection of the Qualifications.
- c. Any Qualifications may be withdrawn up until the time scheduled for receipt of the Qualifications.
- d. Due to irregularity of mail delivery, each Professional is cautioned to assure actual delivery of his Qualifications to the Village Clerk prior to the deadline in order to be considered.

3. Qualifications Format: Qualifications must be concise, include the items designated below and be presented in the following order.

- a. Cover Sheet - Indicating corporate name and address of Professional and marked:

“Electrical Engineering Services”

- b. Letter of Transmittal - A brief statement of the Professional's understanding of the Services and a commitment to perform the Services in a timely fashion. If a partnership, this statement should contain the names of the individuals who will be authorized to make representations for the Professional, their titles, addresses and telephone numbers, and must be signed by the officer authorized and designated to negotiate for the professional. The letter should also indicate the reasons the Professional feels their approach would be the most cost effective for the Village.
- c. Standard Form 330 - (Current within past 6 months)
- d. Exhibit A – Statement of Work
- e. Exhibit B - Sworn Statements - Public Entity Crimes Statement
- f. Exhibit C – Truth in Negotiations Certificate
- g. Exhibit D – E-Verify Affidavit
- h. Exhibit E - Certification Pursuant to Florida Statute
- i. Exhibit F – Scoring Criteria Guidelines for Scoring Committee Recommendations
- j. Licensing and Insurance - Proof of licensing as required to perform this work and proof of professional liability insurance coverage. A minimum of \$1,000,000 professional liability insurance coverage is required. (see details in ARTICLE 4). Professionals who do not currently maintain this coverage shall submit a statement of insurability from a properly licensed carrier and a statement of commitment to secure the coverage prior to execution of a contract.

4. Selection Process:

Evaluation of the proposals will be conducted by a Selection Committee. The Selection Committee has not yet been formed and is not expected to be formed until after the proposals are received. Upon creation, the Selection Committee shall have a minimum of three (3) members. All meetings of the selection committee shall be conducted in a manner consistent with the Sunshine Law, except for components of the selection process conducted pursuant to Sec. 286.0113, Florida Statutes. Applicants shall receive notice by

mail, fax, email or posting to the Village's Bids & RFPs website (<https://www.royalpalmbeachfl.gov/rfps>) of Selection Committee meeting dates. A quorum shall be a majority of committee members present except that if there are only three (3) members, then all three (3) must be present for quorum purposes. To participate at a public meeting for quorum purposes, the members of the Selection Committee must be physically present.

Upon creation of the Selection Committee, the Selection Committee shall meet in public session as necessary to score each proposal by reviewing each proposal against the evaluation criteria listed in Exhibit F. The Selection Committee may conduct interviews and/or presentations with the proposers. Whether the Selection Committee will conduct such interviews and/or presentations shall be at the sole discretion of the Selection Committee. If interviews and/or presentations are to occur, your company will be contacted to schedule the interview or presentation.

In accordance with Sec. 286.0113, Florida Statutes, any interviews, presentations and evaluation committee meetings will be exempt from the public meeting requirement (Sec. 286.011, F.S.) as follows:

1. Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution;
2. Any portion of a team meeting at which negotiation strategies are discussed is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution;
3. A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record; and
4. The recording of, and any records presented at, the exempt meeting are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies, whichever occurs earlier.

Upon completion of the Selection Committee's review and discussion of all the responsive proposals submitted, each Selection Committee Member shall score each proposal and total the scores for each proposal. The proposals shall be assigned a ranking based upon the totals of each Selection Committee Member's score for each proposal.

After the Selection Committee has developed an overall ranking for each proposer, the committee will then review, discuss, and declare the proposer ranked the highest as its "finalist" and make its recommendations to the Village Council for award of the contract.

In the alternative to the process outlined above, the selection committee or the Village Council may reject all proposals.

5. Competency of Professionals

- a. No qualifications will be accepted from, nor will any contract be entered into with, any Professional which is in default on any obligation to a public or private entity or which has failed to perform faithfully any previous contract with said entity.
- b. Qualifications will be considered only from Professionals who are regularly engaged in the business of providing services similar to the Services, which produce evidence that they have established a satisfactory record of performance for a reasonable period of time and which have sufficient financial support, equipment and organization to insure that they can satisfactorily execute the Services if awarded a contract.

6. Contracts

- a. The Qualifications of the successful Professional shall become a legal obligation only if a contract is duly authorized and adopted by the Village Council. Any contract resulting from this RFQ will be on a fixed price basis and may contain a renewal option if deemed appropriate by the Village Council. Exercise of any renewal option would be contingent on additional funding approved by the Village Council.
- b. Any contract resulting from the RFQ will be governed by the laws of the State of Florida and will contain provisions or conditions deemed by the Village to be necessary to define a sound and complete agreement, including fair, competitive and reasonable compensation.
- c. The selected Professional will be required to execute the "Truth in Negotiation Certificate" attached hereto as Exhibit C contemporaneously with the execution of the contract.

7. Reservation of Rights

- a. The Village reserves the right to reject qualifications which contain any alternation, addition, condition, limitation, unauthorized alternatives or which show irregularities, technicalities or informalities in any Qualifications or to reject any or all Qualifications.
- b. Neither the Village nor its representatives will be liable for any expenses incurred in connection with the preparation of any Qualifications.

- c. The Village reserves the right to delay any scheduled dates or times for performance, in which event the Village will bring such information to the attention of those professionals which have demonstrated an interest by responding to the RFQ.
- d. *The Village anticipates awarding one contract for the Services.* However, the Village reserves the right to award more contracts if it is deemed in its best interest.
- e. A response to this RFQ does not constitute a bid, therefore the Village retains the right to contact any/all proposers after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

Agreement for Professional [type] Services

This Agreement for Professional _____ Services (Agreement), between the Village of Royal Palm Beach, (hereinafter referred to as VILLAGE) and _____ (hereinafter referred to as CONSULTANT), a _____ Corporation, whose Federal Identification Number is: _____.

Whereas, VILLAGE owns and operates lands throughout the Village; and

Whereas, VILLAGE requires certain professional services in connection with [type of] services; and

Whereas, CONSULTANT represents it is capable and prepared to provide such Services.

Now, therefore, in consideration of the promises contained herein, the parties hereto agree as follows:

ARTICLE 1 - EFFECTIVE DATE; TERM

Effective date of this agreement shall be _____. Term of Agreement shall be for one (1) two-year period, unless otherwise terminated as provided herein. The Village shall have the option of extending the Agreement for two (2) additional two-year periods on the same terms and conditions as provided herein. Such extension shall be in the form of a written Amendment or Addendum to the Agreement executed by both parties.

ARTICLE 2 - SERVICES TO BE PERFORMED BY CONSULTANT

CONSULTANT shall perform such of the services as specifically stated in the Statement of Work and other related services as may be specifically designated and authorized by the VILLAGE. Such authorizations will be referred to as Consultant Services Authorizations (CSA) and each CSA will be numbered consecutively. Each CSA form will set forth a specific Scope of Services, total amount of compensation and completion date. An individual CSA must be approved by the VILLAGE prior to commencement by CONSULTANT on each task or tasks.

ARTICLE 3 - COMPENSATION

3.1 GENERAL

VILLAGE shall pay CONSULTANT in accordance with each CSA. Such CSA shall be by mutual consent of both parties and shall include at a minimum the Scope of Services, length of time to complete project, any work or information required of the VILLAGE, list of deliverables and cost. Compensation will be negotiated on a per-project basis, on each individual CSA as set forth in Article 2 herein above.

Invoices must reference the current contract number and CSA number (if any) and will be submitted to the VILLAGE within thirty (30) days from the billing period. Each individual invoice shall be due and payable within thirty (30) days after receipt of correct, fully documented, invoice by the VILLAGE. All invoices shall be delivered to:

Village of Royal Palm Beach
1050 Royal Palm Beach Boulevard
Royal Palm Beach, Florida 33411
Attention: Village Engineer

In order for both parties herein to close their books and records, the CONSULTANT will clearly state "Final Invoice" on the CONSULTANT'S final/last billing to the VILLAGE for each CSA. This certifies that all services have been properly performed and all charges and costs have been invoiced to the VILLAGE. Since this account will thereupon be closed, any further charges if not properly included on this final invoice are waived by the CONSULTANT.

3.2 REIMBURSABLES

All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Agreement shall include copies of paid receipts, invoices or other documentation acceptable to the VILLAGE'S Engineering Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement.

Reimbursable Expenses mean the actual, pre-approved, expenses incurred directly or indirectly in connection with the applicable CSA, and include:

Overnight Deliveries
Reproduction
Subconsultants
Long Distance Telephone Calls

Reimbursable Expenses, including sub-consultants, shall be reimbursed at cost.

Pre-approved travel costs shall be reimbursed in accordance with Sec. 112.061, *Florida Statutes*.

All work product(s) shall become the property of the VILLAGE upon completion of the work for which the asset was utilized in accordance with Article 26.

ARTICLE 4 - INSURANCE

During the performance of the Services under this Agreement, CONSULTANT shall maintain the following insurance policies, and be written by an insurance company authorized to do business in Florida.

1. **General Liability** Insurance with bodily injury limits of not less than \$1,000,000 for each

occurrence, and with property damage limits of not less than \$1,000,000 for each occurrence.

2. **Automobile Liability** Insurance with bodily injury limits of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident and with property damage limits of not less than \$1,000,000 for each accident.
3. **Workers' Compensation** Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each accident, \$100,000 for each disease, and \$500,000 aggregate.
4. **Professional Liability** Insurance with limits of not less than \$1,000,000 annual aggregate.

CONSULTANT shall endorse all involved policies so that thirty (30) days written notification of cancellation for any reason other than non-payment of premium, and any material change(s) in coverage shall be provided to the VILLAGE. CONSULTANT also shall endorse all involved policies so that ten (10) days written notice of cancellation for non-payment of premium shall be provided to the VILLAGE.

CONSULTANT shall include VILLAGE as an additional insured on the General Liability and Automobile Liability insurance policy required by the Agreement. All of CONSULTANT'S sub-contractors shall be required to include VILLAGE and CONSULTANT as additional insured on their General Liability insurance policies.

The CONSULTANT shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the VILLAGE.

ARTICLE 5 - STANDARD OF CARE

CONSULTANT shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily provided by a comparable professional under similar circumstances and CONSULTANT shall, at no additional cost to VILLAGE, re-perform services which fail to satisfy the foregoing standard of care.

The CONSULTANT warrants that all services shall be performed to comparable professional standards in the field by skilled and competent personnel.

ARTICLE 6 - INDEMNIFICATION

6.1 GENERAL

Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, VILLAGE and CONSULTANT agree to allocate such liabilities in accordance with this Article 6.

6.2 INDEMNIFICATION

CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the VILLAGE, its employees and officers, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, for which the VILLAGE, its employees and officers can or may be held liable, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of Services under this Agreement in conformance with Sec. 725.08, *Florida Statutes*. The CONSULTANT shall not be required to indemnify the VILLAGE or its agents, employees or representatives, when an occurrence results from the negligence, wrongful acts or omissions of the VILLAGE, or its agents, employees or representatives.

6.3 SURVIVAL

Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.

ARTICLE 7 - INDEPENDENT CONTRACTOR

CONSULTANT undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. VILLAGE shall have no right to supervise the methods used, but VILLAGE shall have the right to observe such performance. The VILLAGE as well as the Value Engineer shall have the right to review and make comments/recommendations relating to the Scope of Services. CONSULTANT shall work closely with VILLAGE in performing Services under this Agreement.

The CONSULTANT shall not pledge the VILLAGE'S credit or make it a guarantor of payment of surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 8 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

ARTICLE 9 - COMPLIANCE WITH LAWS

In performance of the Services, CONSULTANT shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards.

ARTICLE 10 - SUBCONTRACTING

The VILLAGE reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor to ensure that the selected

subcontractor will be able to perform properly under this Agreement.

If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the VILLAGE.

ARTICLE 11 - FEDERAL AND STATE TAXES

The VILLAGE is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the VILLAGE will provide an exemption certificate to CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the VILLAGE, nor shall the CONSULTANT be authorized to use the VILLAGE'S Tax Exemption Number in securing such materials.

ARTICLE 12 - AVAILABILITY OF FUNDS

The obligations of the VILLAGE under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the Council of the Village of Royal Palm Beach.

ARTICLE 13 - VILLAGE'S RESPONSIBILITIES

VILLAGE shall be responsible for providing access to all project sites and providing information on hand required by CONSULTANT, including: existing reports, existing design plans and drawings, studies, financial information and other required data that are available in the files of the VILLAGE.

ARTICLE 14 - TERMINATION OF AGREEMENT

This Agreement may be terminated by the CONSULTANT upon thirty (30) days prior written notice to the VILLAGE in the event of substantial failure by the VILLAGE to perform in accordance with the terms of the Agreement through no fault of the CONSULTANT. It may also be terminated by the VILLAGE with or without cause immediately upon written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Agreement, the CONSULTANT shall be paid for services rendered to the VILLAGE'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the VILLAGE, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the VILLAGE.
- D. Continue and complete all parts of the work that have not been terminated.

The CONSULTANT shall be paid for services actually rendered to the date of termination unless

CONSULTANT is in breach of contract as set forth earlier in this Article.

ARTICLE 15 - UNCONTROLLABLE FORCES

Neither the VILLAGE nor CONSULTANT shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

ARTICLE 16 - GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County and the Agreement will be interpreted according to the laws of Florida.

ARTICLE 17 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court cost (including, without limitation, all such fees, costs and expenses incidental to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 18 - NON-DISCRIMINATION

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, gender, age, sexual orientation or national origin.

ARTICLE 19 - WAIVER

A waiver by either VILLAGE or CONSULTANT of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

ARTICLE 20 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

ARTICLE 21 – INSPECTOR GENERAL

Pursuant to Sec. 2-421–2-432 of the Palm Beach County Code of Ordinances, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews or investigations. All parties doing business with the VILLAGE shall fully cooperate with the Inspector General in the exercise of the inspector general’s functions, authority and power. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, monitor, investigate and inspect the activities of the VILLAGE as well as contractors and lobbyists of the VILLAGE in order to ensure compliance with this Agreement, and to detect waste, corruption and fraud.

ARTICLE 22 – PUBLIC RECORDS

In accordance with Sec. 119.0701, *Florida Statutes*, CONTRACTOR must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the work described in the Proposal or Bid. Upon request from the Village’s custodian of public records, CONTRACTOR must provide the Village with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A CONTRACTOR who fails to provide the public records to the Village, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney’s fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties pursuant to Sec. 119.10, *Florida Statutes*. Further, CONTRACTOR shall ensure that any exempt or confidential records associated with this Agreement or associated with the performance of the work described in the Proposal or Bid are not disclosed except as authorized by law for the duration of the Agreement term, and following completion of the Agreement if the CONTRACTOR does not transfer the records to the Village. Finally, upon completion of the Agreement, CONTRACTOR shall transfer, at no cost to the Village, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the Village. If the

CONTRACTOR transfers all public records to the Village upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the VILLAGE, upon request from the Village's custodian of public records, in a format that is compatible with the Village's information technology systems.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE VILLAGE CLERK, RECORDS CUSTODIAN FOR THE VILLAGE, AT (561) 790-5100, OR AT Ddisanto@RoyalPalmBeachfl.gov, OR AT 1050 ROYAL PALM BEACH BLVD., ROYAL PALM BEACH, FLORIDA 33411.

ARTICLE 23 - PUBLIC ENTITIES CRIMES ACT

As provided in Secs. 287.132-133, *Florida Statutes*, by entering into this Agreement or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within thirty-six (36) months immediately preceding the date hereof. This notice is required by Sec. 287.133(3)(a), *Florida Statutes*.

ARTICLE 24 – SCRUTINIZED COMPANIES

For Contracts under \$1M, the CONSULTANT certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Sec. 215.4725, *Florida Statutes*, and that it is not engaged in a boycott of Israel. The VILLAGE may terminate this Agreement at the VILLAGE'S option if the CONSULTANT is found to have submitted a false certification as provided under Sec. 287.135(5), *Florida Statutes*, if the CONSULTANT has been placed on the Scrutinized Companies that Boycott Israel List created pursuant to Sec. 215.4725, *Florida Statutes*, or if CONSULTANT is engaged in a boycott of Israel.

For Contracts over \$1M, the CONSULTANT certifies that it is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sec. 215.4725, *Florida Statutes*. The CONSULTANT further certifies that it is not engaged in a boycott of Israel, and that it does not have business operations in Cuba or Syria, as similarly provided in Sec. 287.135, *Florida Statutes*. The VILLAGE may terminate this Agreement at the VILLAGE'S option if the CONSULTANT is found to have submitted a false certification as provided under Sec. 287.135(5), *Florida Statutes* or if the CONSULTANT has been placed on one of the aforementioned lists created pursuant to Sec. 215.4725, *Florida Statutes*. Additionally, the VILLAGE may terminate this Agreement at the VILLAGE'S option if the CONSULTANT is engaged in a boycott of Israel or

has been engaged in business operations in Cuba or Syria, as defined in Sec. 287.135, *Florida Statutes*.

ARTICLE 25 – E-VERIFY EMPLOYMENT ELIGIBILITY

CONSULTANT warrants and represents that it is in compliance with Sec. 448.095, *Florida Statutes*. No later than January 1, 2021, CONSULTANT shall: (1) register with and use the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of all newly hired workers; and (2) verify that all of the CONSULTANT’S subconsultants performing the duties and obligations of this Agreement are registered with and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in Sec. 448.095(1)(k), *Florida Statutes*, as may be amended. CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Agreement which requires a longer retention period.

The VILLAGE shall terminate this Agreement if it has a good faith belief that CONSULTANT has knowingly violated Sec. 448.09(1), *Florida Statutes*, as may be amended.

If VILLAGE has a good faith belief that CONSULTANT’S subconsultant has knowingly violated Sec. 448.09(1), *Florida Statutes*, as may be amended, VILLAGE shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant.

In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by the VILLAGE as a result of the termination.

ARTICLE 26 - MODIFICATION

The Agreement may not be modified unless such modifications are evidenced in writing signed by both VILLAGE and CONSULTANT. Such modifications shall be in the form of a written Amendment or Addendum executed by both parties.

ARTICLE 27 - SUCCESSORS AND ASSIGNS

VILLAGE and CONSULTANT each binds itself and its partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives. CONSULTANT shall not assign this Agreement without the express written approval of the VILLAGE via executed Amendment or Addendum.

ARTICLE 28 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other

than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 29 - OWNERSHIP OF DOCUMENTS

CONSULTANT shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the VILLAGE for its use and/or distribution as may be deemed appropriate by the VILLAGE. However, any re-use of such documents by the VILLAGE, for other than the specific purpose intended, without written verification and adaptation by the CONSULTANT for such specific purpose will be at the sole risk of the VILLAGE and without liability or legal exposure to the CONSULTANT.

ARTICLE 30 - ACCESS AND AUDITS

CONSULTANT shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The VILLAGE shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at the CONSULTANT'S place of business.

ARTICLE 31 - NOTICE

Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

As To VILLAGE:

Village of Royal Palm Beach
1050 Royal Palm Beach Boulevard
Royal Palm Beach, Florida 33411
Attention: Christopher Marsh, P.E., Village Engineer
Phone: (561) 790-5161
Facsimile: (561) 790-5174
Email: cmarsh@royalpalmbeachfl.gov

As To CONSULTANT:

Name: _____

Address: _____

Attention: _____

Phone: _____

Facsimile: _____

Email: _____

Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e., printed) after 5:00 p.m. or on weekends or holidays, will be deemed received on the next business day. The original notice must additionally be mailed as required herein.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CONSULTANT and VILLAGE.

ARTICLE 32 - AUTHORIZED REPRESENTATIVE

The parties agree that in order to facilitate the orderly and efficient implementation of the Project and the work contemplated by this Agreement, each party shall appoint an authorized representative (or representatives) for such party. The VILLAGE'S representative shall have the authority to transmit instructions, receive information, and interpret and define the VILLAGE'S policies and decisions pertinent to the work covered by this Agreement. The parties understand and agree that the VILLAGE Manager has the authority under the VILLAGE'S purchasing guidelines to issue individual Consultant Service Authorizations that do not exceed Fifty Thousand Dollars (\$50,000.00) in value. The parties understand and agree that only the VILLAGE Council has the authority to issue individual Consultant Service Authorizations that exceed Fifty Thousand Dollars (\$50,000.00) in value, or approve changes or modifications to this Agreement on behalf of the VILLAGE. The CONSULTANT'S representative shall be authorized to act on behalf of CONSULTANT regarding all matters involving the conduct of its performance under this Agreement. The initial representatives shall be Raymond C. Liggins, P.E., Village Manager, for the VILLAGE; and _____, for CONSULTANT. Either party shall have the right to change its authorized representative or representatives, or to add additional representatives, from time to time, throughout the term hereof, by giving written notice to the other party hereto in accordance with the notice provisions of this Agreement and by mutual consent of both parties.

ARTICLE 33 - ENTIRETY OF AGREEMENT

The VILLAGE and the CONSULTANT agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein.

This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the VILLAGE and CONSULTANT pertaining to the Services described herein, whether written or oral. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

In Witness Whereof, the parties have hereunto set their hands the day and year first above written.

Village of Royal Palm Beach

WITNESSES:

1. _____

By: _____
Signature

2. _____

Name: Raymond C. Liggins, P.E.

Title: Village Manager

Approved as to Form and Legal Sufficiency

By: _____
Village Attorney

Company Name

WITNESSES:

1. _____

By: _____
Signature

2. _____

Name: _____

Title: _____

Approved by Village Council on _____

Item No. _____

EXHIBIT A

Statement of Work

The objective of this Request for Qualifications (RFQ) is to select a Professional Electrical Engineering Engineering Engineer Consultant under a continuing services agreement to provide the Village with General Electrical Engineering Engineering Engineering Services.

Scope of Work:

Design Services - within the scope of the practice of Electrical Engineering Engineering Engineering Engineering and in coordination with all pertinent Electrical Engineering Engineering Engineering utility providers, provide design, construction documents (including specifications), cost estimates, and bidding assistance.

- a. In building and site power distribution
- b. Lighting and control systems, including:
 - 1. Building internal
 - ii. Building external
 - iii. Site
 - iv. Sports fields
- c. Electrical Engineering Engineering Engineering grounding systems to facilitate power quality and lightning protection
- d. Alternate power systems for emergency and standby uses
- e. Renewable power systems
- f. Telecommunications systems
- g. Fire Alarm and Voice Evacuation systems
- h. Security and access control systems
 - 1. Surveillance camera systems
- J. Low Energy systems in support of the facility usage - Public Address, Clock, Intercom
- k. In-house Photometric design

2. Permitting Services - assist with acquiring necessary approvals required by all local, regional, state, and federal jurisdictional agencies as needed throughout the entire design, construction, and close-out phases.

3. Construction Administration Services - Create progress meeting agendas, run meetings, and generate meeting minutes. Provide on-site observations to ensure that the facilities are constructed in compliance with approved plans and specifications. Review contractor submittals, payment certifications, and project closeout documentation. Generate progress reports as needed for grant and/or permit requirements.

EXHIBIT B

Bid or Contract No. **RPB Village Hall Construction Services**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to _____
[print name of the public entity]
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
(If the entity has no FEIN, include the Social Security Number of the individual signing
this sworn statement: _____.)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding or guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)_____ (Date)_____

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ of _____, 2021, by _____
[name]

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Notary's Signature and Seal

Print Notary Name and Commission No.

EXHIBIT C

Truth – In – Negotiation Certificate

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreement and (ii) that it has not paid or agreed to pay any person, company, corporation, individual or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determined the compensation provided for in the Agreement are accurate, complete and current as of the date of the Agreement. This document must be executed by a Corporate Officer.

By: _____

Title: _____

Date: _____

EXHIBIT D

E-verify Affidavit

Bid/Proposal Number: _____

Project Description: _____

In accordance with Section 448.095, F.S., Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by the Contractor to perform employment duties within Florida during the term of the contract; and
2. All persons (including SUBCONTRACTORS) assigned by the Contractor to perform work pursuant to the contract. The Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Village of Royal Palm Beach.

Contractor further agrees to retain sufficient evidence of their enrollment in the E-Verify System and provide such evidence to the Village of Royal Palm Beach upon request. Sufficient evidence shall consist of a printed copy of the completed E-Verify Company Profile page, obtained from <https://www.e-verify.gov>.

Contractor also agrees to obtain from each of its subcontractors/subconsultants an affidavit stating that the subcontractor/subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in Section 448.095(1)(k), F.S. Contractor further agrees to maintain a copy of any such affidavit from a subcontractor/subconsultant for, at a minimum, the duration of the subcontract and any extension thereof.

By affixing your signature below, you hereby affirm that you will comply with all E-Verify requirements.

Company name

Federal Employer Identification No.

Signature

Date

Print Name

Title

STATE OF FLORIDA

PALM BEACH COUNTY

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization on this _____ day of _____, 2021, by _____, who is personally known to me or has produced _____ as identification and who did/did not take an oath, in the state and county first mentioned above.

Notary Public

(affix seal)

My Commission Expires: _____

«Project_»

EXHIBIT E

CERTIFICATION PURSUANT TO FLORIDA STATUTE § 215.4725

I, _____, on behalf of _____,
Print Name Company Name

certifies that _____ does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

Signature

Title

Date

EXHIBIT F

SCORING CRITERIA GUIDELINES FOR SELECTION COMMITTEE RECOMMENDATIONS

Electrical Engineering

Experience/Ability of Professional Personnel

Intent: To select a firm with top quality professionals

Indicators: The number of years key personnel with a firm have successfully practiced their profession.

A reasonable variety of facility types that the firm has designed over the years and/or extensive experience in the design of municipal projects.

Point Award: 6 – 30 points

Suggested scoring strategy:

Years Experience

1 to 3 years:	5 to 7 points
4 to 7 years:	8 to 10 points
8 to 10 years:	11 to 13 points
11+ years:	15 points

Types of Facilities

Limited variety:	1 to 4 points
Substantial variety:	5 to 9 points
Municipal Projects:	10 to 15 points

Firm Name						
Years Experience						
Types of Facilities						
Subtotals						

Comments:

Past Performance

Intent: To select a firm that has demonstrated the ability to clearly understand municipal needs.

Point Award: 0 – 10 Points

Suggested scoring strategy:

The members of the Selection Committee will evaluate information presented by the firm during the process. In determining the point award, each member will make a judgment as to the perceived ability of the firm to perform satisfactorily.

Firm Name						
Subtotals						

Comments:

Understands Project

Intent: To select a firm that truly understands the needs of the Village and the limits that may be placed upon the Village with respect to the design of the facility.

Indicators: The firm should give clear evidence that it knows what they are talking about when they discuss municipal needs.

Point Award: 0 - 30 points

Suggested scoring strategy:

In determining the point award, each member will make a judgment as to the perceived degree of true understanding possessed by the firm with respect to the needs, as it impacts the Village, and expected outcomes for this specific project. Maximum points should be awarded to only those firm(s) that display an exceptional degree of understanding.

30 Points – Outstanding

20 Points – Good

10 Points – Satisfactory

0 Points – Poor

Firm Name						
Subtotals						

Comments:

Approach/Methods

Intent: To select a firm that is government oriented, willing to involve others, listens to people, and tries to satisfy the needs of the Village; a firm that is knowledgeable of local rules and regulations and a firm that is task oriented.

Indicators: Committee members should watch for negative indications during the firm's presentation that "they know what is best for us" instead of expressing a "willingness to work with us".

Point Award: 0 - 20 Points

Suggested scoring strategy:

In determining the point award, each member will make a judgment based upon their perception of the firm's willingness to be client oriented and the firm's planning and scheduling skills.

20 Points – Outstanding

10 Points – Good

5 Points – Satisfactory

0 Points – Poor

Firm Name						
Subtotals						

Comments:

Workload

Intent: To select a firm that will be able to give our needs full attention.

Point Award: 0 – 10 points

Suggested scoring strategy:

In determining the point award, each member of the Committee will make a judgment as to the perceived "readiness" of the firm to take on a new project. The most desirable situation would be a firm that is nearing completion on one (1) or more current projects and is already set up for another project. The least desirable situation would be a firm that currently has a maximum workload

Firm Name						
Subtotals						

Comments:

SCORING CRITERIA POINT SUMMARY FOR Electrical Engineering

Firm Name						
Experience						
Past Performance						
Understands Project						
Approach						
Workload						
Total Points						
Individual Rank Score*						

*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.

Committee Member Signature

Date

Committee Member Name (printed)

Electrical Engineering Services

RFP-25-0415

ORIGINAL

Presented To:



Thursday May 15th, 2025, due by 3:00 p.m. local time



2725 Center Place
Melbourne, FL 32940

Phone: 321-799-2970
Fax: 321-799-0375

www.cdeco.com

RFP-25-0415 – Electrical Engineering Services

Table of Contents

TAB A –	CDE LETTER OF TRANSMITTAL.....	1
1.	LETTER OF TRANSMITTAL	1
TAB B –	STANDARD FORM 330.....	3
1.	STANDARD FORM 330 PART I - CONTRACT-SPECIFIC QUALIFICATIONS.....	3
a.	<i>Resumes of Key Personnel Proposed for This Contract.....</i>	<i>4</i>
b.	<i>Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.....</i>	<i>10</i>
c.	<i>Key Personnel Participation In Example Projects.....</i>	<i>20</i>
d.	<i>Additional Information</i>	<i>21</i>
2.	STANDARD FORM 330 PART II - GENERAL QUALIFICATIONS.....	22
TAB C –	EXHIBIT A – STATEMENT OF WORK.....	23
1.	EXHIBIT A – STATEMENT OF WORK	23
TAB D –	EXHIBIT B - SWORN STATEMENTS - PUBLIC ENTITY CRIMES STATEMENT	24
1.	EXHIBIT B - SWORN STATEMENTS - PUBLIC ENTITY CRIMES STATEMENT	24
TAB E –	EXHIBIT C – TRUTH IN NEGOTIATIONS CERTIFICATE	26
1.	EXHIBIT C – TRUTH IN NEGOTIATIONS CERTIFICATE	26
TAB F –	EXHIBIT D – E-VERIFY AFFIDAVIT	27
1.	EXHIBIT D – E-VERIFY AFFIDAVIT	27
TAB G –	EXHIBIT E - CERTIFICATION PURSUANT TO FLORIDA STATUTE	28
1.	EXHIBIT E - CERTIFICATION PURSUANT TO FLORIDA STATUTE.....	28
TAB H –	EXHIBIT F – SCORING CRITERIA GUIDELINES FOR SCORING COMMITTEE RECOMMENDATIONS. 29	
1.	EXHIBIT F – SCORING CRITERIA GUIDELINES FOR SCORING COMMITTEE RECOMMENDATIONS	29
TAB I –	LICENSING & INSURANCE.....	33
1.	LICENSING & INSURANCE	33
a.	<i>Cape Design Engineering Professional License.....</i>	<i>33</i>
b.	<i>CDE Engineers' Professional License(s).....</i>	<i>33</i>
2.	PROOF OF INSURANCE	34
3.	BONDING CAPACITY	35

Tab A – CDE Letter of Transmittal





Cape Design Engineering Co.

2725 Center Place Melbourne, FL 32940 | P: (321) 799-2970 | F: (321) 799-0375 | www.cdco.com

CDE LETTER: RFQ-25-0415

May 15th, 2025

1. Letter of Transmittal

TO: Christopher Marsh, P.E.
Village Engineer
Office of the Village Clerk
1050 Royal Palm Beach Boulevard
Royal Palm Beach, Florida 33411

SUBJECT: RFP-25-0415 Electrical Engineering Services

Dear Mr. Marsh,

Cape Design Engineering (CDE) is pleased to present our qualifications within the scope of the practice of Electrical Engineering. Besides electrical, we offer complete design, mechanical, plumbing, fire protection, and structural engineering services. CDE is renowned for our LEED Platinum facility design, in-house cost estimation, and in-house photometric design. We are a nimble, multidisciplinary firm with an extensive history of tackling unique challenges in the areas of alternate power systems, renewable power systems, UPS, security, and telecom systems satisfying a diverse customer demographic.

Part of our clientele whom we've done electrical design work for include the U.S. Air Force, U.S. Navy, NASA, and various municipalities. The work we've performed and the reputation we've built has helped us grow a vibrant engineering company that is financially stable and looking forward to continued growth.

Whatever you need, CDE can deliver with finesse, professionalism, and thoughtfulness towards your end goal and vision. We are a seasoned firm with the wisdom and creativity to guide your design into being, and at every stage we are careful to include you, the customer, to ensure that what you desire is what we create. Our end-to-end customer support means that when the job is finished, you can still call on us to provide followup information, adjustments, etc. on an ongoing basis.

Spearheading our commitment to perform, Matt Charmbury will serve as the project manager and chief liaison with the Village of Royal Palm Beach. It is our policy to assign staff to a project and keep them on the project from start to finish to provide continuity with the project team and client, and assist in successful project completion. This provides the Village of Royal Palm Beach with confidence that the staff assigned to a project at the beginning will be the same staff who will finish the project. It is not our policy to hire and fire employees as our workload fluctuates, as some firms do. When we make a hire, we intend it to be for as long as that individual wants to work for CDE. To handle surges, we offer overtime pay to our employees. In the extremely rare event of a project schedule that needs to be expedited, CDE can call for additional assistance from a talented pool of consultants with whom we have previously worked.

QUICK SUMMARY

Firm Qualifications

- ✓ MEP design experts with over 27 years of experience.
- ✓ Renovation & new construction electrical specialists.
- ✓ Available capacity to take on work.

Staff Qualifications

- ✓ Engineers with higher education and additional discipline certifications.
- ✓ Fully capable to support on-site activities.
- ✓ In-house cost estimator and architect on staff.

Prior Experience

- ✓ CDE has a long history of customer satisfaction and tailor-made solutions.
- ✓ Multiple letters of recommendation.

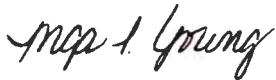
Project Approach

- ✓ CDE has established multiple proven design approach procedures to consistently generate success.
- ✓ Extensive QA/QC program.
- ✓ Documentation expertise for specifications, reports, and associated documentation.
- ✓ We are committed to providing you with unparalleled service.

Our goal is to provide you with the highest quality services delivered in a seamless manner that makes your jobs easier. CDE has assembled a top-notch team of professionals who are ready to perform any task. Members of your team will always have direct access to our management team and engineering staff. The following are key individuals and their e-mail addresses:

CDE President	Inga Young	iyoung@cdeco.com
Project Manager	Matt Charmbury	mcharmbury@cdeco.com
Lead Structural/Civil Engineer	Kyle Findlater, P.E.	kfindlater@cdeco.com
Lead Architect	Heidi Carhide, R.A.	carhideh@cdeco.com
Lead Mechanical Engineer	Li Li, P.E.	lli@cdeco.com
Lead Electrical Engineer	Craig Marshall, P.E.	cmarshall@cdeco.com
Lead Fire Protection Engineer	Fadi Ghumrawi, P.E.	fghumrawi@cdeco.com
Project Coordinator	Rebecca Weitz	frontdesk@cdeco.com
Lead CAD/BIM Designer	Lance Beck	lbeck@cdeco.com

Our approach to tasks is to innovate with frugality and quality in mind. If we can find a solution that costs less and performs better, we will always go out of our way to implement it. You can rest assured that CDE will never cut corners, nor will we inflate costs when better alternatives exist. Our honesty and transparency is a point of pride for CDE, and we relish finding and utilizing the best, most practical methods to meet our clients' goals. We sincerely look forward to establishing our relationship with the Village of Royal Palm Beach and thank you for your consideration of CDE.



Inga Young
 President and Owner, Cape Design Engineering & 8-koi.
 2725 Center Place
 Melbourne, FL 32940
 Office: (321) 799-2970
 Fax: (321) 799-0375
iyoung@cdeco.com

Tab B – Standard Form 330



1. Standard Form 330 Part I - Contract-specific Qualifications

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

The Village of Roval Palm Beach, FL

2. PUBLIC NOTICE DATE

04/17/2025

3. SOLICITATION OR PROJECT NUMBER

RFP-25-0415 Electrical Engineering Services

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Matt Charmbury - Project Manager

5. NAME OF FIRM

Cape Design Engineering Co. (CDE)

6. TELEPHONE NUMBER

321-799-2970 Ext:107

7. FAX NUMBER

(321) 802-6769

8. E-MAIL ADDRESS

mcharmbury@8-koi.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>				Cape Design Engineering Co. (CDE) <input type="checkbox"/> CHECK IF BRANCH OFFICE	2725 Center Place Melbourne, FL 32940	Project management, electrical engineering, Certified Cost Estimation & Construction support.
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330 (REV. 7/2021)

a. Resumes of Key Personnel Proposed for This Contract

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
12. NAME:		13. ROLE IN THIS CONTRACT	
Matthew Charmbury		Sr. Project Manager	
15. FIRM NAME AND LOCATION (City and State):		14. YEARS EXPERIENCE:	
Cape Design Engineering Co. - Melbourne, FL		a. TOTAL	b. WITH CURRENT FIRM
		36	9
16. EDUCATION (Degree and Specialization):		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline):	
B.S. – Civil Engineering		None	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.):			
OHSA 10 & 30; IAQ Certification; USACE CQM-C;			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Indian River State College – STEM Building lighting Upgrade		PROFESSIONAL SERVICES:	CONSTRUCTION (If Applicable)
Port St. Lucie, FL		Feb 2025	In process
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Sr. Project Manager – CDE Sr. Project Manager provided Electrical Design engineering services to replace all lighting and lighting controls in the Indian River State College STEM building (3 floors and approx. 60,000 sf). Provided calculations to show ROI in number of years. Provided Construction Cost Estimates at the 50%, 90%, and 100% Deliverables. Provided Construction Administration (CA) services, including submittal review, attending OAC meetings during construction, inspections during construction, responding to RFIs, final punch list, and production of as-built drawings.			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Install Feed to Tap Box		PROFESSIONAL SERVICES:	CONSTRUCTION (If Applicable)
Kennedy Space Center, FL		May 2024	In process
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Sr. Project Manager – Responsible for planning, executing, organizing, and directing a complete design package (drawings and specifications), signed, and sealed by the appropriate engineering disciplines. Design followed requirements specified in 81K07732 Rev A (SOW for Engineering/Design Services). This project requires formalized design reviews and was formally documented in meeting minutes. All meetings/design reviews shall be organized by the A/E in collaboration with the stakeholders.			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Butts Park Pump		PROFESSIONAL SERVICES:	CONSTRUCTION (If Applicable)
City of Daytona Beach, FL		Feb 2024	In process
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Sr. Project Manager – To facilitate Responsible for the design/bidding for the electrical improvements associated with the pump at Butts Park with the City of Daytona. Raise the electrical panels to an elevation (to be provided) above the flood elevation. Provide structural engineering services to accommodate the raising of the electrical panels as necessary. Provide elevated walkway and/or ramps to said panels and/or adjacent panel facility area as required. Size generator for City's requirements. To facilitate the design to add an additional pump, power for the pump, and mechanical interlock (MTS) between the existing pump and the new pump.			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Install UPS VAB High Bay 3, Room 3F1		PROFESSIONAL SERVICES:	CONSTRUCTION (If Applicable)
Kennedy Space Center, FL		Aug 2023	In process
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Sr. Project Manager – CDE provided a new 130kVa UPS system inside the KSC VAB High Bay #3, Tower F, Room 3F1. This work order includes the complete electrical design for the new UPS system as well as the HVAC system in the facility. CDE's electrical and mechanical team worked in tandem to produce a complete, self-contained design to meet stringent requirements for electrical capacity, runtime requirements, ventilation, and cooling required. The electrical design consisted of a single-feed 480v, 3-phase input with 3-phase output, and the UPS system with associated battery array. The selected and designed system will provide, at minimum, 15 minutes of run-time off-grid power. Further electrical design considerations included the modelling and placement of Cam-Lok load boxes/taps to be used for powering via cable to various GSE or other equipment. The electrical design complied with NFPA 72 and 855.			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
VCSB Cont. Services - Brewster Generator- ATS Design		PROFESSIONAL SERVICES:	CONSTRUCTION (If Applicable)
Deland, FL		Oct 2024	In process
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Sr. Project Manager – Project Manager overseeing responsible for (Electrical) - Replace existing generator at Brewster Center. Provide new 100 kW standby generator w/400A MCB, 72-hour day tank and impact-rated enclosure. Provide new ATS and new feeder to the ATS. Provide shunt trip and onboard battery charger. Provide new ground counterpoise around the existing concrete pad. Provide delta-configured ground rods. Construction administration to include review of product submittals, (3-4) site visits during construction, final visit for punch list, review of pay applications if requested.			

STANDARD FORM 330 (REV. 7/2021)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
12. NAME: Craig Marshall, P.E.		13. ROLE IN THIS CONTRACT Lead Electrical Engineer	
		14. YEARS EXPERIENCE: a. TOTAL: 26 b. WITH CURRENT FIRM: 2	
15. FIRM NAME AND LOCATION (City and State): Cape Design Engineering Co. - Melbourne, FL			
16. EDUCATION (Degree and Specialization): B.S. – Electrical Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline): Florida P.E. # 96473; Virginia P.E. # 0402038928	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.): NFPA 70E; SKM Powertools Training; USGBC LEED NC			
19. RELEVANT PROJECTS:			
(1) TITLE AND LOCATION (City and State): Indian River State College – STEM Building lighting Upgrade Port St. Lucie, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Feb 2025 CONSTRUCTION (If Applicable): In Process	
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead Electrical Engineer – Lead Electrical Engineer evaluated existing lighting system for efficiency upgrades. Provided detailed site lighting design including post installation photometric test requirement.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State): Install UPS – VAB High Bay 3, Room 3F1 Kennedy Space Center, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Aug 2023 CONSTRUCTION (If Applicable): In process	
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead Electrical Engineer – The electrical design consisted of a single-feed 480v, 3-phase input with 3-phase output, and the UPS system with associated battery array. The UPS system will provide uninterrupted power for critical cooling and process piping for ML-1 and the SLS Rocket. CDE additionally performed arc flash studies to determine any required safety factors of the equipment.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State): New Lift Station #7 City of Daytona Beach, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Jan 2024 CONSTRUCTION (If Applicable): In process	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead Electrical Engineer – Designed a permanent standby generator to power the lift station when utility power is out. This included design of the generator footprint (coordinating with civil engineer-Prime), automatic transfer switch (ATS), and interface to the lift station pump control panel.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State): Butts Park Pump City of Daytona Beach, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Feb 2024 CONSTRUCTION (If Applicable): In process	
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead Electrical Engineer – A new redundant pump for the existing lift station at Butts Park was installed by the city. Designed new circuitry for the new pump, as well as a permanent standby generator and automatic transfer switch (ATS) to provide power for the pumping station when utility power is out.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State): VCSB Cont. Services - Brewster Generator- ATS Design Deland, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Oct 2024 CONSTRUCTION (If Applicable): In process	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead Electrical Engineer – Lead electrical engineer evaluating existing conditions. Provided design and construction phasing for generator replacement.		<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
12. NAME:		13. ROLE IN THIS CONTRACT	
Mohammad Chowdhury, P.E.		Senior Electrical Engineer	
14. YEARS EXPERIENCE:		14. YEARS EXPERIENCE:	
a. TOTAL		b. WITH CURRENT FIRM	
15		2	
15. FIRM NAME AND LOCATION (City and State):			
Cape Design Engineering Co. - Melbourne, FL			
16. EDUCATION (Degree and Specialization):		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline):	
M.S. – Electrical Engineering		New Jersey P.E.: 24GE05310500	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.):			
NFPA 70E Training			
19. RELEVANT PROJECTS:			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Install UPS – VAB High Bay 3, Room 3F1		PROFESSIONAL SERVICES: CONSTRUCTION (If Applicable)	
Kennedy Space Center, FL		Aug 2023 In process	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
a.	Senior Electrical Engineer – The electrical design consisted of a single-feed 480v, 3-phase input with 3-phase output, and the UPS system with associated battery array. The UPS system will provide uninterrupted power for critical cooling and process piping for ML-1 and the SLS Rocket. CDE additionally performed arc flash studies to determine any required safety factors of the equipment.		
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Switchgear ML1 park-NASA		PROFESSIONAL SERVICES: CONSTRUCTION (If Applicable)	
Kennedy Space Center, FL		Jun 2024 Nov 2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	Senior Electrical Engineer – Provided bid documents for a R&R (repair and replace) of a panelboard that was destroyed by fire at the Mobile Launcher (ML-1) Park Site. The replacement panelboard was GFE. The tasks included proving new circuitry to feed the replacement panelboard and interface with all existing surrounding equipment.		
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
Install Feed to Tap Box		PROFESSIONAL SERVICES: CONSTRUCTION (If Applicable)	
Kennedy Space Center, FL		May 2024 In Process	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	Senior Electrical Engineer – Provide a complete design package (drawings and specifications), signed, and sealed by the appropriate engineering disciplines. Design followed requirements specified in 81K07732 Rev A (SOW for Engineering/Design Services). This project requires formalized design reviews and was formally documented in meeting minutes. All meetings/design reviews shall be organized by the A/E in collaboration with the stakeholders.		
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
		PROFESSIONAL SERVICES: CONSTRUCTION (If Applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
d.			
(1) TITLE AND LOCATION (City and State):		(2) YEAR COMPLETED:	
		PROFESSIONAL SERVICES: CONSTRUCTION (If Applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
e.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME: Fadi Ghumrawi, P.E.	13. ROLE IN THIS CONTRACT Lead Fire Protection Engineer	14. YEARS EXPERIENCE: a. TOTAL 21		b. WITH CURRENT FIRM 10
15. FIRM NAME AND LOCATION (City and State): Cape Design Engineering Co. – Melbourne, FL				
16. EDUCATION (Degree and Specialization): B.S. – Mechanical Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline): Florida PE #674330; Georgia PE #035338; Alabama PE #31777		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.): Member NFPA; South Carolina PE #28967, Tennessee PE #115683; Virginia PE #0407006108				
19. RELEVANT PROJECTS:				
(1) TITLE AND LOCATION (City and State): Cocoa High School Building 34 Cocoa, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: 2017-2018 CONSTRUCTION (If Applicable) 2018-2019		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Fire Protection Engineer: Senior Fire Protection Engineer: For the revitalization of an aging Cocoa High School. This project consisted of a new classroom building of approximately 18,500 square feet. Scope of work included the design of a new fire sprinkler system. This project was performed as a consultant to CDE.		<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): SMA FC Central Receiving Flagler County, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Dec 2024 CONSTRUCTION (If Applicable)		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Fire Protection Engineer: Scope of work. professional engineering of the design of the Mechanical, Electrical, Fire Alarm, Comm, Plumbing, Fire Suppression, and Structural engineering. Senior Fire Protection Engineer: For the Institutional one-story Building. Total area of fire protection work included approximately 22,000 square feet. Scope of work included the design of a new fire sprinkler system.		<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): Repurpose of Central Supply East Wing Kennedy Space Center, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: March 2025 CONSTRUCTION (If Applicable)		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Fire Protection Engineer: CDE provided a complete signed and sealed design for and construction of a fire-rated enclosure for fire pump rooms and related equipment in the Vehicle Assembly Building (VAB) at the 10th and 20th floor locations. Scope includes lighting, power, fire sprinkling, fire alarm, public area warning system, telecommunication, and ventilation systems for the enclosed spaces. Fire Protection Engineer: Scope of work included the design and install of a new wet pipe fire suppression system(s) in new Level 10 and Level 20 fire pump and electrical rooms..		<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): Remove Wall and Install Mezzanine Cape Canaveral Space Force Station (CCSFS), FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: Apr 2024 CONSTRUCTION (If Applicable) In process		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Fire Protection Engineer: Remove fire alarm system from suspended ceiling and replace with new fire alarm system from high bay ceiling while maintain existing controls. Should existing controls require upgrades for any reason, perform necessary upgrades using the same manufacture and any applicable software to maintain the fire alarm system..		<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): UCF Wayne Densch Expansion Orlando, FL		(2) YEAR COMPLETED: PROFESSIONAL SERVICES: 2016-Present CONSTRUCTION (If Applicable) N/A		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Fire Protection Engineer: For the new Wayne Densch Sports Complex Addition. This building was designed in two phases with Phase 1 being a shell design, while Phase 2 was for an interior buildout design. Total area of fire protection work included approximately 40,000 square feet. Scope of work included the design of a new fire sprinkler system. This project was performed as a consultant to CDE.		<input checked="" type="checkbox"/> Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME: Li Li, PE		13. ROLE IN THIS CONTRACT Lead Mechanical Engineer		14. YEARS EXPERIENCE: a. TOTAL 25		b. WITH CURRENT FIRM 23	
15. FIRM NAME AND LOCATION (City and State): Cape Design Engineering Co. - Melbourne, FL							
16. EDUCATION (Degree and Specialization): B.S. - Mechanical Engineering; M.S. - Mechanical Engineering				17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline): Florida PE #65631			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.): Member ASHRAE; LEED AP							
19. RELEVANT PROJECTS:							
a.	(1) TITLE AND LOCATION (City and State): Install UPS VAB High Bay 3, Room 3F1 Kennedy Space Center, FL			(2) YEAR COMPLETED:			
				PROFESSIONAL SERVICES:		CONSTRUCTION (If Applicable)	
				2023-2024		2023-2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Mechanical Engineer: CDE provided a new 130kVa UPS system inside the KSC VAB High Bay #3, Tower F, Room 3F1. This work order includes the complete electrical design for the new UPS system as well as the HVAC system in the facility. CDE's electrical and mechanical team worked in tandem to produce a complete, self-contained design to meet stringent requirements for electrical capacity, runtime requirements, ventilation, and cooling required. The electrical design consisted of a single-feed 480v, 3-phase input with 3-phase output, and the UPS system with associated battery array. The selected and designed system will provide, at minimum, 15 minutes of run-time off-grid power. Further electrical design considerations included the modelling and placement of Cam-Lok load boxes/taps to be used for powering via cable to various GSE or other equipment. The electrical design complied with NFPA 72 and 855.							
b.	(1) TITLE AND LOCATION (City and State): Parking Lot Lighting Upgrades for Flagler Public Schools Bunnell, FL			(2) YEAR COMPLETED:			
				PROFESSIONAL SERVICES:		CONSTRUCTION (If Applicable)	
				2022		N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Mechanical Engineer: The existing parking lot poles were evaluated and the existing electrical service was identified, which were then utilized to evaluate an existing condition photometric study. This existing photometric study identified areas that either had below 0.2 foot-candle (fc) minimum required coverage or no coverage at all. A second photometric study was then performed to provide complete/adequate coverage of the whole parking site. This second photometric study was the basis used as the SOW for the design work. The second study was run with three added new poles; this provides complete and adequate coverage of the whole parking site. CDE design incorporated other parking lot improvements that were outside the electrical services as well. These designs were coordinated at design milestones to eliminate conflicts and submitted as complete through the lead engineers, Zev Cohen.							
c.	(1) TITLE AND LOCATION (City and State): Tactical Operations Building - Daytona Beach, FL			(2) YEAR COMPLETED:			
				PROFESSIONAL SERVICES:		CONSTRUCTION (If Applicable)	
				2022		N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Mechanical Engineer: Cape Design Engineering (CDE) was tasked by DJ Design Services to provide Structural and MEP designs for The Volusia County Tactical Operations Training Building. The objective was for CDE to provide engineering designs to support the DJ Architecture design for a training building that creates a learning environment adequate for law enforcement use.							
d.	(1) TITLE AND LOCATION (City and State): Energy Conservation Measures (ECM) for Eastern Florida State College Campuses			(2) YEAR COMPLETED:			
				PROFESSIONAL SERVICES:		CONSTRUCTION (If Applicable)	
				2019		2021	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Mechanical Engineer: CDE provided mechanical and electrical engineering services for FPL Energy Services on this 2-year long contract to model energy usage and provide energy conservation measure at selected building across all four (4) campuses of Eastern Florida State College in Brevard County.							
e.	(1) TITLE AND LOCATION (City and State): Eastern Florida State College Health Science Building Melbourne, FL			(2) YEAR COMPLETED:			
				PROFESSIONAL SERVICES:		CONSTRUCTION (If Applicable)	
				2017		N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Mechanical Engineer: tasked to design the entire mechanical, electrical, and plumbing systems design for this new 2-story, 60,000 sq. ft. teaching facility. The new building design was integrated into available space of the existing Melbourne campus and tapped into the existing campus cooling loop. The building is unique in that it incorporates hospital equipment and services for hands on training programs such as an actual ambulance entrance to working critical care stations. The facility incorporates medical gases such as oxygen, nitrogen, and carbon dioxide, as well as a vacuum system into its infrastructure for teaching purposes. Alarms connected to a central nursing station can provide failure response training. Operating room and x-ray tech room with operating x-ray machine were also included. This facility can serve as a real medical center during emergencies.							

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME: Lance Beck	13. ROLE IN THIS CONTRACT BIM/CAD Manager	14. YEARS EXPERIENCE: a. TOTAL 17 b. WITH CURRENT FIRM 17	
15. FIRM NAME AND LOCATION (City and State): Cape Design Engineering Co. – Melbourne, FL			
16. EDUCATION (Degree and Specialization): AA – CAD Design		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline): N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.):			
19. RELEVANT PROJECTS:			
(1) TITLE AND LOCATION (City and State): Indian River State College – STEM Building Lighting Upgrade Port St. Lucie, FL	(2) YEAR COMPLETED:		
	PROFESSIONAL SERVICES: Feb 2025	CONSTRUCTION (If Applicable) In process	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE PROJECT SCOPE: CDE provided Electrical Design engineering services to replace all lighting and lighting controls in the Indian River State College STEM building (3 floors and approx. 60,000 sf). Provided calculations to show ROI in number of years. Provided Construction Cost Estimates at the 50%, 90%, and 100% Deliverables. Provided Construction Administration (CA) services, including submittal review, attending OAC meetings during construction, inspections during construction, responding to RFIs, final punch list, and production of as-built drawings. BIM/CAD Manager coordinated design drawings and as-built drawings.	<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): Install Feed to Tap Box Kennedy Space Center, FL	(2) YEAR COMPLETED:		
	PROFESSIONAL SERVICES: May 2024	CONSTRUCTION (If Applicable) In process	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE PROJECT SCOPE: – Responsible for planning, executing, organizing, and directing a complete design package (drawings and specifications), signed, and sealed by the appropriate engineering disciplines. Design followed requirements specified in 81K07732 Rev A (SOW for Engineering/Design Services). This project requires formalized design reviews and was formally documented in meeting minutes. All meetings/design reviews shall be organized by the A/E in collaboration with the stakeholders. BIM/CAD Manager coordinated design drawings and as-built drawings.	<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): Replace FA Panels and Existing Field Devices at Logistics (NASA Kennedy Space Center, FL)	(2) YEAR COMPLETED:		
	PROFESSIONAL SERVICES: 2022	CONSTRUCTION (If Applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE PROJECT SCOPE: Project consisted of a comprehensive renovation of the fire alarm system. The outdated Main Fire Alarm Control Panel and non-functional devices across the first to third floors, including the mezzanine, were efficiently replaced. This restoration ensured the fire alarm system's full operation, with minimal disruption to occupants and strict adherence to all relevant codes and requirements. SPECIFIC ROLE: As CAD Manager, precision and coordination were paramount. All CAD designs for the fire alarm renovation were created, managed, and refined to reflect the actual layout of the Logistics Facility. Through collaboration with the design team, the CAD visuals were vital in achieving the project's objectives while ensuring minimal disruption.	<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): Construct Trident Access Control Facility (Cape Canaveral, FL)	(2) YEAR COMPLETED:		
	PROFESSIONAL SERVICES: 2022	CONSTRUCTION (If Applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE PROJECT SCOPE: A new facility was constructed for the 45 Security Forces Squadron (SFS) Marine Patrol to replace the Sentry House. This structure included a kitchenette, desk areas for police officers, a NOTU camera console area, pre-wiring for communication equipment, tinted windows for Trident area visibility, air conditioning, storage for marine patrol equipment, an outdoor storage area, and restroom facilities. SPECIFIC ROLE: Pivotal role in developing comprehensive drawings and schematics, focusing on Mechanical, Plumbing, Electrical, and Structural components. The design process was facilitated through cloud-based coordination, enabling effective collaboration with architectural and civil firms. Continuous engagement with these teams ensured the designs were accurate and met the required standards and construction protocols.	<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State): Butts Park Pump City of Daytona Beach, FL	(2) YEAR COMPLETED:		
	PROFESSIONAL SERVICES: Feb 2024	CONSTRUCTION (If Applicable) In process	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE PROJECT SCOPE: To facilitate Responsible for the design/bidding for the electrical improvements associated with the pump at Butts Park with the City of Daytona. Raise the electrical panels to an elevation (to be provided) above the flood elevation. Provide structural engineering services to accommodate the raising of the electrical panels as necessary. Provide elevated walkway and/or ramps to said panels and/or adjacent panel facility area as required. Size generator for City's requirements. To facilitate the design to add an additional pump, power for the pump, and mechanical interlock (MTS) between the existing pump and the new pump. BIM/CAD Manager coordinated design drawings and as-built drawings.	<input checked="" type="checkbox"/> Check if project performed with current firm		

b. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

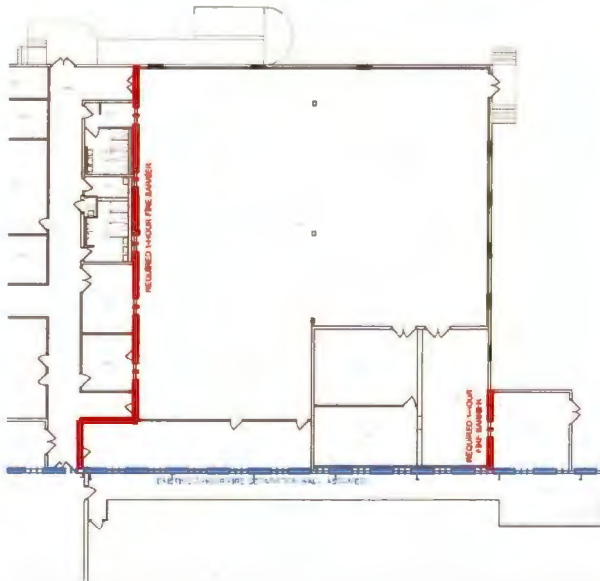
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): SoFi Center Site Lighting – Palm Beach State College, Palm Beach Gardens, FL			22. YEAR COMPLETED: PROFESSIONAL SERVICES Oct 2024 – April 2025 CONSTRUCTION (if applicable) Oct 2024 – April 2025
23. PROJECT OWNER'S INFORMATION:			
a. PROJECT OWNER Palm Beach State College	b. POINT OF CONTACT NAME: Joan Rumsey	c. POINT OF CONTACT TELEPHONE NUMBER: (561) 868-3459	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost):			
<p>Cape Design Engineering Co. (CDE) was contracted to provide electrical design and installation support for exterior lighting at Palm Beach State College (PBSC), in preparation for the opening of the SoFi Center—host venue for the Tomorrow's Golf League (TGL). CDE designed and installed Edge Series LED lighting for VIP parking areas and pedestrian footpaths leading to the SoFi Center's virtual golf greens.</p> <p>The project included complete electrical drawings, photometric analysis, and technical specifications for the relocation of utility services and the installation of energy-efficient traffic and site lighting fixtures for the SoFi Center's VIP areas. The lighting was designed to enhance safety, visibility, and support the immersive branding experience tied to TGL's launch.</p> <p>CDE coordinated closely with PBSC to ensure the design aligned with the unique requirements of a data-rich, technology-forward event space aimed at enhancing fan engagement. CDE also supported testing and construction phases of the lighting systems.</p>			
			
KEY SERVICES PROVIDED: <ul style="list-style-type: none"> ✓ Electrical Engineering RELEVANT FEATURES: <ul style="list-style-type: none"> ✓ Lighting Design ✓ Photometric Analysis ✓ Construction Support Contract & Cost Data <ul style="list-style-type: none"> ✓ Design = \$194K ✓ Construction = \$664K ✓ Method = Design / Build 			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
a. (1) FIRM NAME: Cape Design Engineering Co.	(2) FIRM LOCATION (City and State): Melbourne, FL	(3) ROLE: Electrical Engineering	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): Parking Lot Lighting Upgrades for Flagler Public Schools – Palm Coast, FL			2 22. YEAR COMPLETED: CONSTRUCTION (if applicable) 2022 2025
23. PROJECT OWNER'S INFORMATION: a. PROJECT OWNER Flagler County Public Schools		b. POINT OF CONTACT NAME: Sam Hamilton, R.A., Zev Cohen	c. POINT OF CONTACT TELEPHONE NUMBER: (386) 677-2482
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost):			
<p>Cape Design Engineering Co. was selected to conduct a field survey of the existing lighting conditions at the parking lot of Flagler Palm Coast High School and to provide subsequent design to address known deficiencies. Security camera coverage needs were also assessed. The high school site includes 21 concrete lighting poles (by Dura-Stress) in the main parking area, each approximately 25 feet high, and 5 additional poles on the south perimeter at approximately 32 feet high. Existing fixtures were a mix of high-pressure sodium and metal halide, many of which were burned out or underperforming.</p> <p>CDE evaluated the existing poles and electrical service to perform a baseline photometric study. The study revealed areas with either substandard illumination below 0.2 foot-candles (fc) or no coverage at all. A second photometric study was conducted and used as the design basis, which proposed the addition of three new poles to achieve full, compliant coverage across the parking area.</p> <p>Designs also accounted for site elements outside the electrical scope and were coordinated with the lead firm, Zev Cohen, at key milestones to avoid conflicts. Plans were delivered complete and on time.</p>		 	<p>KEY SERVICES PROVIDED:</p> <ul style="list-style-type: none"> ✓ Electrical Engineering ✓ Structural Engineering <p>RELEVANT FEATURES:</p> <ul style="list-style-type: none"> ✓ Public K-12 Campus ✓ Photometric Study ✓ LED Lighting Upgrade ✓ Security Lighting Design ✓ Electrical Evaluation <p>Contract & Cost Data</p> <ul style="list-style-type: none"> ✓ Design = 25k ✓ Construction = N/A ✓ Completed within client budget
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
a.	(1) FIRM NAME: Cape Design Engineering Co.	(2) FIRM LOCATION (City and State): Melbourne, FL	(3) ROLE: Electrical & Structural Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): Install UPS – VAB High Bay 3, Room 3F1 – Kennedy Space Center, FL			3
22. YEAR COMPLETED: PROFESSIONAL SERVICES 2023		CONSTRUCTION (If applicable) In Process	
23. PROJECT OWNER'S INFORMATION:			
a. PROJECT OWNER Wright Brothers Construction		b. POINT OF CONTACT NAME: Scott Shaw	
		c. POINT OF CONTACT TELEPHONE NUMBER: (334) 504-8349	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost):			
<p>Cape Design Engineering Co. (CDE) provided a new 130kVA UPS system inside the KSC VAB High Bay #3, Tower F, Room 3F1 for this M/E/S project. This work order included the complete electrical design for the new UPS system as well as the HVAC system in the facility.</p> <p>CDE's electrical and mechanical team worked in tandem to produce a complete, self-contained design to meet stringent requirements for electrical capacity, runtime requirements, ventilation, and cooling required.</p> <p>The electrical design consisted of a single-feed 480v, 3-phase input with 3-phase output, and the UPS system with associated battery array. The selected and designed system will provide, at minimum, 15 minutes of run-time off-grid power. The system ties into the existing KSC equipment monitoring system (KCCS) to monitor performance and temperature. The UPS system will provide uninterrupted power for critical cooling and process piping for ML-1 and the SLS Rocket. CDE additionally performed arc flash studies to determine any required safety factors of the equipment. Our designs incorporated significant provisions for installation and maintenance. Finally, CDE refitted the whole design with NASA KSC-STD-E-001 (Rev G.) compliant facility grounding and lightning protection as needed. Further electrical design considerations included the modelling and placement of Cam-Lok load boxes/taps to be used for powering via cable to various GSE or other equipment. The electrical design complied with NFPA 72 and 855.</p> <p>The HVAC design for the room is specific – sized based on expected heat loads of the UPS equipment. Furthermore, appropriate levels of ventilation and air changes had to be calculated to prevent buildup of potentially harmful gases from the Lithium Ion or Valve Regulated Lead Acid (VRLA) batteries within the facility. This design also integrated all startup and control sequences for the new system. CDE also provided fire suppression system, smoke and gas detectors per NFPA 72, and KSC specs.</p> <p>CDE provided construction support for this project.</p>			<p>KEY SERVICES PROVIDED:</p> <ul style="list-style-type: none"> ✓ Electrical Engineering ✓ Mechanical Engineering ✓ Structural Engineering ✓ Construction Support <p>RELEVANT FEATURES:</p> <ul style="list-style-type: none"> ✓ NASA KSC ✓ UPS Power System ✓ HVAC & Ventilation Design ✓ NFPA 72 / 855 Compliant ✓ Critical Infrastructure <p>Contract & Cost Data</p> <ul style="list-style-type: none"> ✓ Design and Construction Support = \$1.2M ✓ Completed within client budget
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
(1) FIRM NAME:		(2) FIRM LOCATION (City and State):	
a. Cape Design Engineering Co.	Melbourne, FL		(3) ROLE: M/E/S Engineering Design; Construction Support

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			28. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): PBSC Chiller 2 Replacement – Palm Beach Gardens, FL		22. YEAR COMPLETED: PROFESSIONAL SERVICES 2023-2024	4 CONSTRUCTION (if applicable) 2024
23. PROJECT OWNER'S INFORMATION: a. PROJECT OWNER Palm Beach State College		b. POINT OF CONTACT NAME: David Olerich, Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER: (561) 868-3489
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost):			
<p>Cape Design Engineering Co. (CDE) was contracted by PBSC to design the replacement of Chiller #2 in the main Central Energy Plant at the Palm Beach Gardens campus. CDE had previously designed the replacement of Chiller #1 in the same plant. The college also noted that debris and eroded pieces of steel pipe were collecting in the hot basins of the cooling towers serving the chillers. To remedy this, the design included replacement of all above-ground condenser water piping in the plant with PVC.</p> <p>CDE specified magnetic bearing chillers to maximize energy efficiency for the campus. The new chiller is integrated into the existing DDC control system for the plant. The selected chiller model was chosen to minimize piping modifications, simplify installation, and maintain maintenance access around the equipment.</p> <p>The college now has a new, more efficient chiller plant with flexible operating points to maximize energy efficiency under any load condition. The new PVC condenser piping eliminates the accumulation of eroded steel pipe debris in the cooling towers and eases maintenance due to being significantly lighter than the steel piping it replaced. CDE established a design schedule in consultation with the client to ensure timely delivery and avoid delays in ordering long lead-time equipment.</p>			
		KEY SERVICES PROVIDED: <ul style="list-style-type: none"> ✓ MEP Engineering ✓ HVAC Design ✓ Construction Support 	
		RELEVANT FEATURES: <ul style="list-style-type: none"> ✓ Higher Education Campus ✓ Central Energy Plant ✓ Magnetic Bearing Chiller ✓ PVC Piping Conversion ✓ DDC System Integration 	
		Contract & Cost Data <ul style="list-style-type: none"> ✓ Design = \$35K ✓ Construction = N/A 	
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
a.	(1) FIRM NAME: Cape Design Engineering Co.	(2) FIRM LOCATION (City and State): Melbourne, FL	(3) ROLE: M/E/P Engineering; Construction Support

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:		20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): NASA Central Supply Renovation - Kennedy Space Center, Cape Canaveral, FL		5
22. YEAR COMPLETED: PROFESSIONAL SERVICES 2025		CONSTRUCTION (if applicable) 2025 (in progress)
23. PROJECT OWNER'S INFORMATION:		
a. PROJECT OWNER National Aeronautics and Space Administration (NASA)	b. POINT OF CONTACT NAME: Scott Shaw, Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER: (334) 504-8349
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost): The Central Supply Facility at Kennedy Space Center in Cape Canaveral, FL is a 93,000 SF facility serving as both office space and storage areas. The National Aeronautics and Space Administration contracted with Shaw Construction and the Cape Design Engineering team to perform a fire protection design analysis of the building for review of life safety systems. In addition, an 8,200 SF office space was to be renovated into storage area.		
<p>Challenges:</p> <p>Existing occupancy separation requirements between office and storage areas were not in compliance with the International Building Code and the Life Safety Code. In addition, asbestos-containing materials were discovered on site. Recommendations for remediation of both conditions were necessary.</p> <p>Facility Repair/Renovation:</p> <p>The fire protection design analysis revealed that a fire rated separation would be required between the existing office and storage spaces. Fire alarm and automatic fire sprinkler systems would need to be revised to protect the new storage space. Multiple fire protection details would be required due to existing partition types, penetrations, and structural supports.</p> <p>NASA used the findings of this project's code analysis as a precedent for future renovations of other buildings on the campus. Construction documents are currently in progress.</p>		
<p>KEY SERVICES PROVIDED:</p> <ul style="list-style-type: none"> ✓ Architectural Renovation ✓ Fire Protection Design ✓ Code Compliance Review ✓ Construction Support <p>RELEVANT FEATURES:</p> <ul style="list-style-type: none"> ✓ NASA Facility ✓ Life Safety Compliance ✓ Occupancy Separation ✓ Fire Rated Design ✓ Asbestos Remediation <p>Contract & Cost Data</p> <ul style="list-style-type: none"> ✓ Design and Construction Support = 500k 		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:		
(1) FIRM NAME: Cape Design Engineering Co.	(2) FIRM LOCATION (City and State): Melbourne, FL	(3) ROLE: Architectural Renovation; Fire Protection



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:
20. EXAMPLE PROJECT KEY NUMBER:

6

21. TITLE AND LOCATION (City and State):
PBSC Palm Beach Gardens AHU 2-1 Fan Array – Palm Beach Gardens, FL
PROFESSIONAL SERVICES
2021-2025

22. YEAR COMPLETED:
CONSTRUCTION (if applicable)
2025

23. PROJECT OWNER'S INFORMATION:
a. PROJECT OWNER

Palm Beach State College

b. POINT OF CONTACT NAME:

David Olerich, Project Manager

c. POINT OF CONTACT TELEPHONE NUMBER:

(561) 868-3489

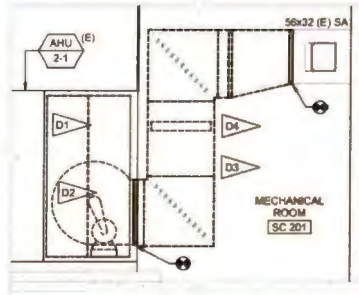
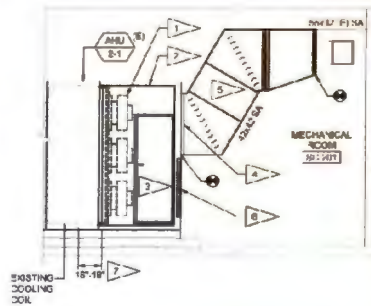
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost):

The fan and motor in AHU-2-1 had reached their end of life and the College reached out to CDE to design a solution. Part of the solution was to keep the air handler in service and maintain the performance of the lab spaces served by AHU-2-1. The duct heater associated with the air handler was also in disrepair and not functional.

CDE had previously designed a similar solution for an air handler on another Palm Beach State College campus. Following the same methodology, a 6-fan array was specified to replace the single existing fan. Modifications to the existing air handler casing and doors were also designed to accommodate the new fan system. Finally, the ductwork in the mechanical room was reconfigured to remove the non-functional duct heater and connect to the new fan section of the air handler.

This project is in the construction bid cycle as of late 2023. However, the modified air handler is expected to exhibit improved performance in temperature control and lab pressure control.

CDE's longstanding relationship with PBSC and intimate knowledge of the campus's systems enabled CDE to deliver the design documents in just a few weeks


1 HVAC SECTION VIEW - DEMO
1/4" = 1'-0"

2 HVAC SECTION VIEW - NEW
1/4" = 1'-0"

KEY SERVICES PROVIDED:

- ✓ MEP Engineering
- ✓ HVAC Redesign
- ✓ Construction Support

RELEVANT FEATURES:

- ✓ Higher Education Campus
- ✓ Fan Array Retrofit
- ✓ Lab Environment Support
- ✓ Air Handler Modifications
- ✓ Fast-Tracked Delivery

Contract & Cost Data

- ✓ Design = \$15k
- ✓ Construction = \$123k

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:
(1) FIRM NAME:

Cape Design Engineering Co.


(2) FIRM LOCATION (City and State):

Melbourne, FL

(3) ROLE:

MEP Engineering; Construction Support

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): Upgrade Eastern Florida State College Melbourne Campus Central Energy Plant – Melbourne, FL			7
22. YEAR COMPLETED: 2014		23. CONSTRUCTION (If applicable) 2014	
24. PROJECT OWNER'S INFORMATION:			
a. PROJECT OWNER Eastern Florida State College	b. POINT OF CONTACT NAME: Dr. Richard Paradise	c. POINT OF CONTACT TELEPHONE NUMBER: 321-433-7202	
25. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost):			
<p>Scope: Eastern Florida State College recently completed a new addition to their Melbourne campus: a Public Safety Training Building. CDE was tasked to review the existing chiller plant capacity and provide additional chilled water and hot water system required for this new 60,000 sq.ft. building. Earlier, in 2010, CDE designed a 500-ton chiller addition and completed upgrades to chilled water thermal energy storage system as well as designed a new hot water heating system for this campus.</p> <p>CDE developed a new heat recovery chiller design so that both the campus hot water needs for reheat/heat as well as chilled water needs could be met from the central plant for the new building addition. CDE hydraulically modeled the entire chilled water and hot water systems for the Melbourne campus so that we could analyze the impacts of any future building addition or modifications to the central chiller plant.</p> <p>As a part of the heat recovery chiller project, CDE designed a complete underground CHW & HW distribution piping system from the plant to the new building, as well as secondary pumps for serving the new building, hot water pumps to interconnect to the hot water system from the new chiller, and controls upgrades. CDE developed a complete sequence of operations and commissioned this complex plant. The potable hot water system along with heat exchanger was replaced/upgraded. CDE also performed the structural supports design for all the new piping and designed the electrical for powering this new chiller and several pumps.</p> <p>Benefits: Ever since this new heat recovery chiller came on line the campus does not use any natural gas for heating there by provides significant savings to the campus. The new equipment installation cost is typically paid back within 3 years based on our cost/benefit analysis.</p> <p>The Eastern Florida State College Cocoa campus has been saving over \$125,000 per year in energy savings just from a similar project CDE performed 3 years prior. The Melbourne campus project also will benefit from similar energy costs savings.</p>			
26. KEY SERVICES PROVIDED:		27. RELEVANT FEATURES:	
<ul style="list-style-type: none"> ✓ Project Management ✓ Mechanical Engineering ✓ Electrical Engineering ✓ Plumbing Engineering ✓ Structural Engineering ✓ Civil Engineering ✓ Construction Support ✓ Cost Estimation 		<ul style="list-style-type: none"> ✓ New Construction / Upgrades ✓ 3-D Modeling / BIM ✓ Controls ✓ Commissioning ✓ Energy Conservation ✓ Hydraulic Model ✓ Site underground Piping ✓ Water Treatment ✓ Cost Analysis 	
28. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
(1) FIRM NAME:	(2) FIRM LOCATION (City and State):	(3) ROLE:	
a. Cape Design Engineering Co.	Melbourne, FL	Mechanical, Electrical, and Plumbing Engineering. Structural and Civil Engineering. Commissioning. Construction Support.	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): Department of Veterans' Affairs Laundry Storage & Processing Upgrades West Palm Beach, FL			8
22. YEAR COMPLETED: PROFESSIONAL SERVICES 2010		CONSTRUCTION (If applicable) 2010	
23. PROJECT OWNER'S INFORMATION:			
a. PROJECT OWNER Dept. of Veterans Affairs	b. POINT OF CONTACT NAME: Jon Roberts	c. POINT OF CONTACT TELEPHONE NUMBER: (561) 422-6664	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost): CDE provided architectural, structural, mechanical, and electrical engineering to design a new chemical storage building for the VA laundry facility at the West Palm Beach Medical Center. CDE was challenged to design a facility that would fit in very limited space that required raising the floor elevation to match the existing laundry floor elevation. All design goals were achieved. The room was equipped with various chemicals used in the laundry process of medical articles. The room was equipped with air conditioning and a proper ventilation system. CDE also provided lighting and power to the new facility. The new structure was designed to stringent wind speeds of 140 MPH.			
CDE provided construction support services such as submittal reviews, respond to RFIs, field observations and as-built of plans.			
			
KEY SERVICES PROVIDED: <ul style="list-style-type: none"> ✓ Mechanical Engineering ✓ Plumbing Engineering ✓ Electrical Engineering ✓ Structural Engineering ✓ Energy Conservation 			
RELEVANT FEATURES: <ul style="list-style-type: none"> ✓ US Department of Veterans Affairs ✓ Energy Conservation ✓ Retrofit/Renovation design ✓ Pumps ✓ Critical Function Facility 			
Contract & Cost Data <ul style="list-style-type: none"> ✓ Design = \$150k ✓ Method = Design-Bid-Build 			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
a. (1) FIRM NAME: Cape Design Engineering Co.	(2) FIRM LOCATION (City and State): Melbourne, FL	(3) ROLE: M/E/P Engineering; Structural Engineering	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): Volusia County Sheriffs Office Tactical Operations Building - Daytona Beach, FL			9
22. YEAR COMPLETED: PROFESSIONAL SERVICES 2023-2024		CONSTRUCTION (if applicable) 2024	
23. PROJECT OWNER'S INFORMATION:			
a. PROJECT OWNER DJ Design, Inc.	b. POINT OF CONTACT NAME: Jim Wachtel, RA	c. POINT OF CONTACT TELEPHONE NUMBER: (386) 255-6987	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost): Cape Design Engineering (CDE) was tasked by DJ Design Services to provide Structural and MEP designs for The Volusia County Tactical Operations Training Building. The objective was for CDE to provide engineering designs to support the DJ Architecture design for a training building that creates a learning environment adequate for law enforcement use. Special features include the design of a target practice room, IT closet, and a formal classroom.			
CDE provided complete structural, mechanical, plumbing, electrical and fire protection engineering services. Relevance to proposed project is the renovation and repurposing of existing space to suit new use/purpose.			
		KEY SERVICES PROVIDED: <ul style="list-style-type: none"> ✓ Electrical Engineering ✓ Mechanical Engineering ✓ Structural Engineering ✓ Fire Protection Engineering 	
		RELEVANT FEATURES: <ul style="list-style-type: none"> ✓ US Department of Veterans Affairs ✓ Expansion ✓ Hurricane Rated ✓ Platform ✓ Life Safety 	
		Contract & Cost Data <ul style="list-style-type: none"> ✓ Design = \$38K ✓ Construction = \$1M ✓ Method = Design-Bid-Build 	
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
a.	(1) FIRM NAME: Cape Design Engineering Co.	(2) FIRM LOCATION (City and State): Melbourne, FL	(3) ROLE: M/E/P Engineering; Structural Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT:			20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (City and State): Design REEF Boutique Hotel and Resort Anguilla, British West Indies			10
22. YEAR COMPLETED: PROFESSIONAL SERVICES 2015-2018		CONSTRUCTION (If applicable) 2015-2018	
23. PROJECT OWNER'S INFORMATION:			
a. PROJECT OWNER CuisinArt/Anguilla Development Corp.	b. POINT OF CONTACT NAME: Stephene Zaharia	c. POINT OF CONTACT TELEPHONE NUMBER: 264-498-2000	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost):			
<p>SCOPE: CDE has worked with CuisinArt since 2009 on many projects. In 2014, CDE was hired to design the entire MEP system for a new 7-story, 60,000-sq. ft. boutique hotel complex. CDE was also retained to design a complete utility system including RO water, potable water, chilled water, hot water, waste, propane gas, and back-up power generation.</p> <p>GOALS: The goals for The Reef resort are manifold. Major goals were: 1.) Design reliable and effective MEP systems. 2.) Design systems for ease of maintenance given the complex's physical location and access to parts and service in mind. 3.) Design redundant backups systems 4.) Reduce costs through energy efficient designs and integration of renewable energy sources 5.) Design for longevity due to physical location 6.) Entire project not to exceed the \$40M USD construction budget.</p> <p>EXECUTION: CDE's MEP team went to work on completing a design that would meet all six of CuisinArt's major goals. Our team first designed a water-cooled chiller plant with heat recovery options on one of the chillers. This was done to help meet the resort's hot water requirements. Our design used potable water to chiller heat recovery water heat exchanger to pre-heat potable hot water. The design incorporated CPVC and HDPE piping for all hot water and chilled water distribution. Each of the independent Villas utilized Variable Refrigerant Flow (VRF) systems for heating and cooling. CDE also provided complete DDC controls and automation, which included integration of occupancy sensors, door sensors, and temperature reset controls. Our electrical team provided all designs for the resort, including the introduction of a new photovoltaic (PV) system, backup power generation, and utility power. All these utilities were integrated into smart-controls that required extensive modeling and commissioning. Our team overcame several unique challenges with this project such as 1.) Existing site elevations and some of the inverts posed challenges for the waste piping. To resolve, CDE engineers carefully studied the issue and devised a new routing for the piping. 2.) Another challenge was resort's location – situated in the middle of the Caribbean Sea in an area known for high hurricane activity. To overcome this obstacle our designs incorporated all safety tie downs and anchoring required to withstand hurricane force winds.</p> <p>RESULT: The Reef resort is fully operational. The HVAC design provided proper ventilation and to the delight of guests is quiet while operating. The utilization of a dedicated Outside Air (OA) treating units ensured that buildings are positively pressurized at all times for humidity control and comfort. The building's energy costs stayed within the predicted values of our computer simulations and analysis. Because we always exceed CuisinArt's expectations, they continue to call on CDE for all their MEP needs.</p>			
 <p>Photo: The Reef resort by CuisinArt in Anguilla. Main hotel in the middle with villas surrounding.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT:			
(1) FIRM NAME:	(2) FIRM LOCATION (City and State):	(3) ROLE:	
a. Cape Design Engineering Co.	Melbourne, FL	Project Management. Mechanical, Electrical, Plumbing, and Fire Protection. Associated Structural engineering. Construction Administration.	

KEY SERVICES PROVIDED:

- ✓ Project Management
- ✓ Mechanical Engineering
- ✓ Plumbing Engineering
- ✓ Electrical Engineering
- ✓ Structural Engineering
- ✓ Construction Support
- ✓ Cost Estimation

RELEVANT FEATURES:

- ✓ Large, Complex Project
- ✓ Campus-Style Project
- ✓ Hot & Humid Climate
- ✓ Multi-Phase
- ✓ Multi-Discipline
- ✓ New Construction
- ✓ Water Distribution
- ✓ Waste Water Collection
- ✓ HVAC
- ✓ Power Distribution
- ✓ Lighting
- ✓ Utilities
- ✓ Piping Systems
- ✓ Central Energy Plant
- ✓ Redundant Systems
- ✓ Energy Conservation
- ✓ Alternative Energy
- ✓ Backup Power Generation
- ✓ Automation / Controls
- ✓ Complex Mechanical Sys.
- ✓ Studies & Reports
- ✓ 3-D Modeling/BIM

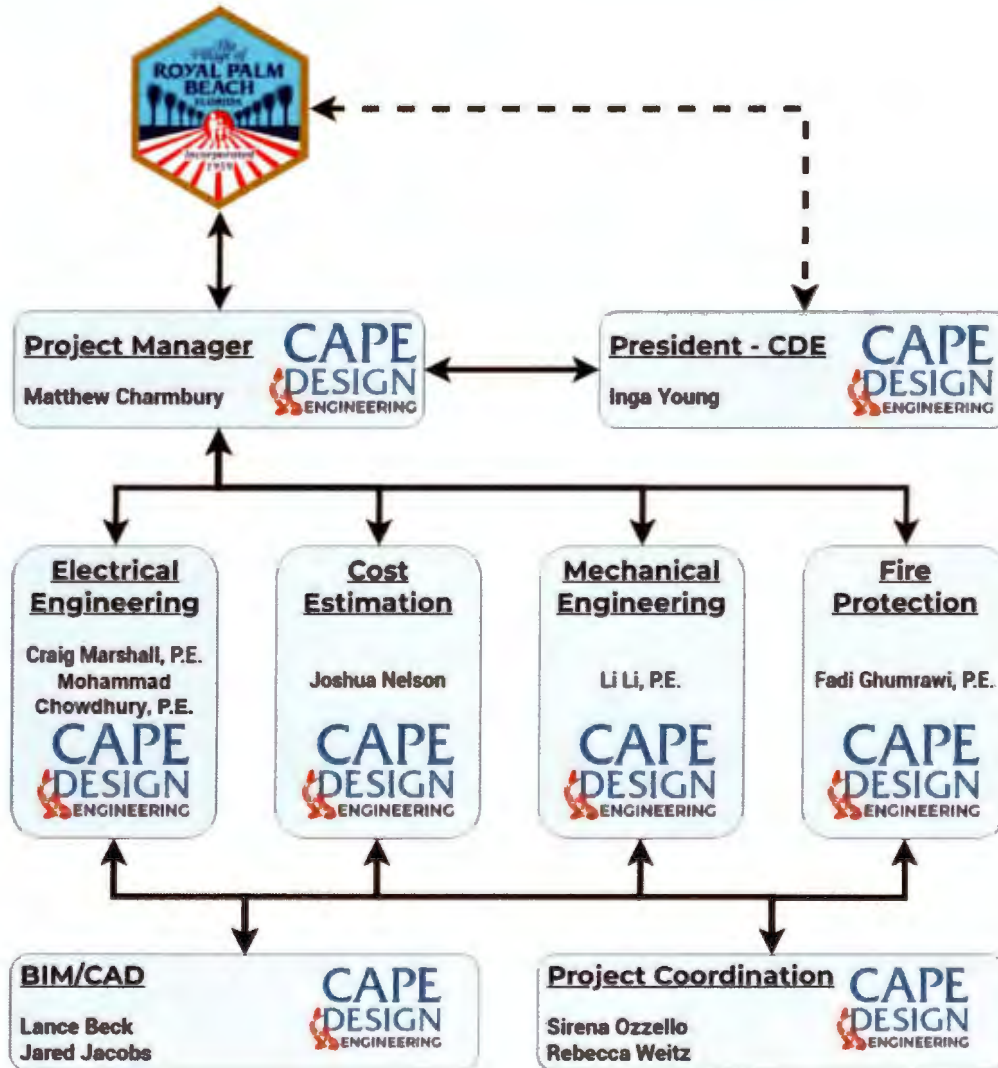
Contract & Cost Data

- ✓ Design = \$215k
- ✓ Construction = \$40M
- ✓ Method = Firm Fixed Price

d. Additional Information

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.



I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

Inga Young

32. DATE

5/15/2025

33. NAME AND TITLE

Inga Young - President/CEO

Tab C – Exhibit A – Statement of Work



1. Exhibit A – Statement of Work

In accordance with the format dictated in this RFQ, Exhibit A is included below. CDE is confident in our ability to meet the Village of Royal Palm Beach's criteria.

EXHIBIT A

Statement of Work

The objective of this Request for Qualifications (RFQ) is to select a Professional Electrical Engineering Engineering Engineering Engineer Consultant under a continuing services agreement to provide the Village with General Electrical Engineering Engineering Engineering Engineering Services.

Scope of Work:

Design Services - within the scope of the practice of Electrical Engineering Engineering Engineering Engineering and in coordination with all pertinent Electrical Engineering Engineering Engineering utility providers, provide design, construction documents (including specifications), cost estimates, and bidding assistance.

- a. In building and site power distribution
- b. Lighting and control systems, including:
 - i. Building internal
 - ii. Building external
 - iii. Site
 - iv. Sports fields
- c. Electrical Engineering Engineering Engineering grounding systems to facilitate power quality and lightning protection
- d. Alternate power systems for emergency and standby uses
- e. Renewable power systems
- f. Telecommunications systems
- g. Fire Alarm and Voice Evacuation systems
- h. Security and access control systems
 - i. Surveillance camera systems
- J. Low Energy systems in support of the facility usage - Public Address, Clock, Intercom
- k. In-house Photometric design

2. Permitting Services - assist with acquiring necessary approvals required by all local, regional, state, and federal jurisdictional agencies as needed throughout the entire design, construction, and close-out phases.

3. Construction Administration Services - Create progress meeting agendas, run meetings, and generate meeting minutes. Provide on-site observations to ensure that the facilities are constructed in compliance with approved plans and specifications. Review contractor submittals, payment certifications, and project closeout documentation. Generate progress reports as needed for grant and/or permit requirements.

«Project_»

**Tab D – Exhibit B - Sworn Statements -
Public Entity Crimes Statement**



1. Exhibit B - Sworn Statements - Public Entity Crimes Statement

EXHIBIT B

Bid or Contract No. **RPB Village Hall Construction Services**

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
 THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
 PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to The Village of Royal Palm Beach
 [print name of the public entity]
 by Inga I. Young
 [print individual's name and title]
 for Cape Design Engineering Co. (CDE)
 [print name of entity submitting sworn statement]
 whose business address is 2725 Center Place
Melbourne, FL 32940
 and (if applicable) its Federal Employer Identification Number (FEIN) is 59-3437691.
 (If the entity has no FEIN, include the Social Security Number of the individual signing
 this sworn statement: N/A; see above.)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding or guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

ORIGINAL

«Project _»

23

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature) Angela Young (Date) 5/1/2025

STATE OF FLORIDA
COUNTY OF PALM BEACH

ORIGINAL

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 1 of May, 2025, by Rebecca Weitz.
[name]

Personally Known ☒ OR Produced Identification ☐
Type of Identification Produced N/A



[Signature]
Notary's Signature and Seal

Print Notary Name and Commission No.

«Project_»

Tab E – Exhibit C – Truth in Negotiations Certificate



1. Exhibit C – Truth in Negotiations Certificate**EXHIBIT C****Truth – In – Negotiation Certificate**

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreement and (ii) that it has not paid or agreed to pay any person, company, corporation, individual or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determine the compensation provided for in the Agreement are accurate, complete and current as of the date of the Agreement. This document must be executed by a Corporate Officer.

By: Inga I. Young *Inga I. Young*

Title: President/CEO

Date: 05/15/2025

«Project_»
25

Tab F – Exhibit D – E-Verify Affidavit



ORIGINAL

EXHIBIT D
E-verify Affidavit

Bid/Proposal Number: RFQ-25-0415

Project Description: Electrical Engineering Services

In accordance with Section 448.095, F.S., Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by the Contractor to perform employment duties within Florida during the term of the contract; and
2. All persons (including SUBCONTRACTORS) assigned by the Contractor to perform work pursuant to the contract. The Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Village of Royal Palm Beach.

Contractor further agrees to retain sufficient evidence of their enrollment in the E-Verify System and provide such evidence to the Village of Royal Palm Beach upon request. Sufficient evidence shall consist of a printed copy of the completed E-Verify Company Profile page, obtained from <https://www.e-verify.gov>.

Contractor also agrees to obtain from each of its subcontractors/subconsultants an affidavit stating that the subcontractor/subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in Section 448.095(1)(k), F.S. Contractor further agrees to maintain a copy of any such affidavit from a subcontractor/subconsultant for, at a minimum, the duration of the subcontract and any extension thereof.

By affixing your signature below, you hereby affirm that you will comply with all E-Verify requirements.

Cape Design Engineering Co. (CDE)

59-3437691

Company name

Federal Employer Identification No.

Signature

Date

Inga I. Young

President/CEO

Print Name

Title

STATE OF FLORIDA

PALM BEACH COUNTY

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization on this 1 day of May, 2025, by Rebecca Weitz, who is personally known to me or has produced as identification and who did/did not take an oath, in the state and county first mentioned above.

Notary Public

(affix seal)

My Commission Expires:

«Project _»



Tab G – Exhibit E - Certification Pursuant to Florida Statute



**Tab H – Exhibit F – Scoring Criteria
Guidelines for Scoring Committee
Recommendations**



1. Exhibit F – Scoring Criteria Guidelines for Scoring Committee Recommendations

EXHIBIT F

SCORING CRITERIA GUIDELINES FOR SELECTION COMMITTEE RECOMMENDATIONS

Electrical Engineering

Experience/Ability of Professional Personnel

Intent: To select a firm with top quality professionals

Indicators: The number of years key personnel with a firm have successfully practiced their profession.

A reasonable variety of facility types that the firm has designed over the years and/or extensive experience in the design of municipal projects.

Point Award: 6 – 30 points

Suggested scoring strategy:

Years Experience

1 to 3 years:	5 to 7 points
4 to 7 years:	8 to 10 points
8 to 10 years:	11 to 13 points
11+ years:	15 points

Types of Facilities

Limited variety:	1 to 4 points
Substantial variety:	5 to 9 points
Municipal Projects:	10 to 15 points

Firm Name						
Years Experience						
Types of Facilities						
Subtotals						

Comments:

Past Performance

Intent: To select a firm that has demonstrated the ability to clearly understand municipal needs.

Point Award: 0 – 10 Points

Suggested scoring strategy:

The members of the Selection Committee will evaluate information presented by the firm during the process. In determining the point award, each member will make a judgment as to the perceived ability of the firm to perform satisfactorily.

Firm Name						
Subtotals						

Comments:

Understands Project

Intent: To select a firm that truly understands the needs of the Village and the limits that may be placed upon the Village with respect to the design of the facility.

Indicators: The firm should give clear evidence that it knows what they are talking about when they discuss municipal needs.

Point Award: 0 - 30 points

Suggested scoring strategy:

In determining the point award, each member will make a judgment as to the perceived degree of true understanding possessed by the firm with respect to the needs, as it impacts the Village, and expected outcomes for this specific project. Maximum points should be awarded to only those firm(s) that display an exceptional degree of understanding.

30 Points – Outstanding

20 Points – Good

10 Points – Satisfactory

0 Points – Poor

Firm Name						
Subtotals						

Comments:

Approach/Methods

Intent: To select a firm that is government oriented, willing to involve others, listens to people, and tries to satisfy the needs of the Village; a firm that is knowledgeable of local rules and regulations and a firm that is task oriented.

Indicators: Committee members should watch for negative indications during the firm's presentation that "they know what is best for us" instead of expressing a "willingness to work with us".

Point Award: 0 - 20 Points

Suggested scoring strategy:

In determining the point award, each member will make a judgment based upon their perception of the firm's willingness to be client oriented and the firm's planning and scheduling skills.

20 Points – Outstanding

10 Points – Good

5 Points – Satisfactory

0 Points – Poor

Firm Name						
Subtotals						

Comments:

Workload

Intent: To select a firm that will be able to give our needs full attention.

Point Award: 0 - 10 points

Suggested scoring strategy:

In determining the point award, each member of the Committee will make a judgment as to the perceived "readiness" of the firm to take on a new project. The most desirable situation would be a firm that is nearing completion on one (1) or more current projects and is already set up for another project. The least desirable situation would be a firm that currently has a maximum workload

Firm Name						
Subtotals						

Comments:

«Project_»

**SCORING CRITERIA POINT SUMMARY FOR
Electrical Engineering**

Firm Name						
Experience						
Past Performance						
Understands Project						
Approach						
Workload						
Total Points						
Individual Rank Score*						

*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.

Committee Member Signature

Date

Committee Member Name (printed)

«Project _»
31

Tab I – Licensing & Insurance



1. Licensing & Insurance

a. Cape Design Engineering Professional License



Florida Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

2/20/21 PM 1/30/2024

ONLINE SERVICES

- Apply for a License
- Verify a License
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

Licensee Information

Name: CAPE DESIGN ENGINEERING CO. (Primary Name)
Main Address: 2725 CENTER PLACE
MELBOURNE Florida 32940
County: BREVARD

License Information

License Type: Engineering Business Registry
Rank: Registry
License Number: 8872
Status: Current
Licensure Date: 11/23/1998
Expires:

Special Qualifications

Qualification Effective:

Alternate Names

View Related License Information
View License Complaint

b. CDE Engineers' Professional License(s)



2. Proof of Insurance



8-KO100-01

CRAWFORD

DATE (MM/DD/YYYY)
10/18/2024

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America 100 Galleria Parkway Suite 600 Atlanta, GA 30339	CONTACT Laura Crawford NAME PHONE (A/C, No, Ext): (770) 250-5377 FAX (A/C, No): (678) 919-1151 E-MAIL ADDRESS: Laura.Crawford@ioausa.com														
INSURED Cape Design Engineering Co. 2726 Center Place Melbourne, FL 32940	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Chubb National Insurance Company</td> <td>10062</td> </tr> <tr> <td>INSURER B: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER C: Everest National Insurance Company</td> <td>10120</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Chubb National Insurance Company	10062	INSURER B: Federal Insurance Company	20281	INSURER C: Everest National Insurance Company	10120	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Chubb National Insurance Company	10062														
INSURER B: Federal Insurance Company	20281														
INSURER C: Everest National Insurance Company	10120														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X	D02465681	10/19/2024	10/19/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		73646195	10/19/2024	10/19/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			56725374	10/19/2024	10/19/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	71840453	10/19/2024	10/19/2025	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab			AAEP000691-241	10/19/2024	10/19/2025	Aggregate \$ 3,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder is additional insured as respects to General Liability and Auto Liability when required by written contract. Waiver of Subrogation is issued in favor of certificate holder as respects to General Liability and Professional Liability when required by written contract. Umbrella Liability is follow form. CG 20 10 04 13 Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization CG 20 37 04 13 Additional Insured - Owners, Lessees or Contractors - Completed Operations CG 24 04 05 09 Waiver of Transfer of Rights of Recovery Against Others To Us SEE ATTACHED ACORD 101							

CERTIFICATE HOLDER	CANCELLATION
For Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Brian S. Smith</i>

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

3. Bonding Capacity



FLORIDA SURETY BONDS, INC.

620 N. Wymore Road, Suite 200
Maitland, FL 32751
407-786-7770
Fax 407-786-7766

888-786-BOND (2663)
Fax 888-718-BOND (2663)

www.FloridaSuretyBonds.com

08/21/2024

RE: Cape Design Engineering, Subsidiary of 8-KOI, INC.

To Whom It May Concern,

We are pleased to be the surety agents for Cape Design Engineering, Subsidiary of 8-KOI, INC.. Bonds are currently written through FCCI Insurance Company which is A.M. Best Rated A, XI and has a U.S. Treasury Listing of \$85,566,000.00.

We usually anticipate no difficulties in providing surety bonds for Cape Design Engineering, Subsidiary of 8-KOI, INC. in the \$3,000,000 single, \$10,000,000 aggregate range. As always, issuance of bid bonds, performance bonds, and payment bonds is contingent on the underwriting of the account at the time the bonds are required, including but not limited to review of current financials, the contract, bond forms, confirmation of project financing and the contractor's compliance with surety underwriting requirements. This letter is not a commitment to provide bonds and the surety reserves the absolute right to determine bond requests in its sole discretion. Neither our agency nor the surety is liable for any damages relating to or arising from this letter.

Should you have any questions, please do not hesitate to contact us. We think you will be pleased if you work with Cape Design Engineering, Subsidiary of 8-KOI, INC. and look forward to hearing great things about your experience with them.

Sincerely,

Robert P. O'Linn
Vice President

Scoring Criteria Meeting Minutes

Project Title: Electrical Engineering Services RFQ

Date: Tuesday, May 20, 2025

Time: 11:00am

The purpose of the meeting was to rank Electrical Engineering Services providers. The committee members individually reviewed proposals and scored the proposals based on the "Interview Guidelines" (Exhibit F). Scores were recorded on the "Scoring Summary Sheet" (Exhibit A) at the meeting. The firm with the lowest "Committee Ranking Score" was Cape Design Engineering Co. Therefore, the committee will recommend Cape Design Engineering Co. for Council approval.

The selection committee is comprised of Chris Marsh, Paul Webster, Adamo DiSisto and Tim DeLand. All committee members were present at the meeting.

Others persons in attendance:

Name	Company
------	---------



Village of Royal Palm Beach, Florida

Engineering Department

Electrical Engineering Services

Tuesday, May 20, 2025 at 11:00am

Ranking Meeting Sign-In Sheet

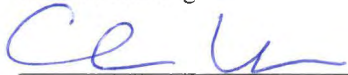
Name	Company	Phone Number	Email Address
Chris Marsh <i>CM</i>	Village of Royal Palm Beach	(561) 790-5103	cmarsh@royalpalmbeach.com
Adamo DiSisto <i>AD</i>	Village of Royal Palm Beach	(561) 790-5163	adisisto@royalpalmbeach.com
Paul Webster <i>PW</i>	VRPB	(561) 790-5122	pwebster@royalpalmbeach.com
Tim DeLand <i>TD</i>	VRPB	(561) 790-5124	tdeland@royalpalmbeachfl.gov
Hunner Gensbugel <i>HG</i>	VRPB	(561) 791-7092	hgensbugel@royalpalmbeachfl.gov

--- Please leave a copy of your business card with this sheet ---

SCORING CRITERIA POINT SUMMARY FOR Electrical Engineering

Firm Name	Cape Design					
Experience	28					
Past Performance	9					
Understands Project	28					
Approach	18					
Workload	8					
Total Points	91					
Individual Rank Score*	1					

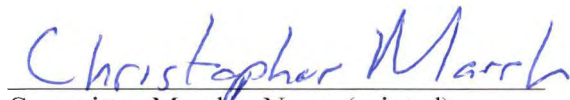
*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.



Committee Member Signature

5/20/25

Date

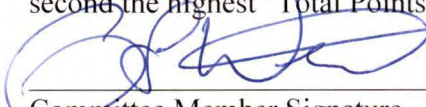


Committee Member Name (printed)

SCORING CRITERIA POINT SUMMARY FOR Electrical Engineering

Firm Name	Cape Design					
Experience	28					
Past Performance	9					
Understands Project	28					
Approach	19					
Workload	9					
Total Points	93					
Individual Rank Score*	1					

*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.



Committee Member Signature

5/20/2025

Date

Paul H. WEBSTER

Committee Member Name (printed)

SCORING CRITERIA POINT SUMMARY FOR Electrical Engineering

Firm Name	Cape Design					
Experience	25					
Past Performance	5					
Understands Project	20					
Approach	15					
Workload	5					
Total Points	70					
Individual Rank Score*	1					

*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.


Committee Member Signature

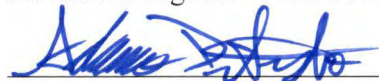
5.19.25
Date

Timothe Deland
Committee Member Name (printed)

SCORING CRITERIA POINT SUMMARY FOR Electrical Engineering

Firm Name	Cape Design					
Experience	28					
Past Performance	10					
Understands Project	27					
Approach	20					
Workload	5					
Total Points	90					
Individual Rank Score*	1					

*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest "Total Points" will receive an "Individual Rank Score" of 2, etc.



Committee Member Signature

5/20/2025

Date

Adamo DiSisto

Committee Member Name (printed)

Village of Royal Palm Beach Selection Committee Results - Exhibit A

Project Name: Electrical Engineering Services

Meeting Date: 05/20/25

Meeting Time: 11:00am

Firms / Indicators	Committee Members				Total Rank Score	Committee Ranking**
	Chris Marsh	Paul Webster	Tim Deland	Adamo DiSisto		
Cape Design Engineering						
Total Points (0-100)	91	93	70	90		
Individual Rank Score*	1	1	1	1	4	1


*The firm with the highest "Total Points" will receive an "Individual Rank Score" of 1, firm with second the highest

**the number 1 firm shall have the lowest "Total Rank Score"

In the event of a total rank score tie, committee members shall attempt to break the tie by way of vote.

Committee Member Signature / Date: 5/20/25 

Committee Member Name (Printed): Chris Marsh

Committee Member Signature / Date: 5/20/2025 

Committee Member Name (Printed): Paul Webster

Committee Member Signature / Date: 5.20.25 

Committee Member Name (Printed): Tim Deland

Committee Member Signature / Date: 5/20/2025 

Committee Member Name (Printed): Adamo DiSisto