

SUMMARY

Anthony's relationship with Gerrits began in 2002 when Anthony successfully completed the Lauderhill Police and Library. While Anthony has averaged over 100 million-dollar projects, his desire to work for a family run business drove him to Gerrits Construction. Anthony's experience ranges from healthcare, education, commercial to specialty amusement. With over 50 years of construction experience, Anthony's knowledge of taking projects from initial planning to close out documents, Anthony coordinates all activities of scheduling, safety and the variety of trades' people. Having worked in South Florida the last 27 years, Anthony understands the importance of coordinating and bringing in the correct subcontractors that not only have the expertise for your project, but also the manpower to make your project a success. His duties include establishing and maintaining effective and numerous working relationships with subcontractors, design teams, owners and to cooperate with and have direct involvement with the activities of the agencies having jurisdictions.



ANTHONY ALTOBELLI

SUPERINTENDENT

EDUCATION

Michigan State University
University of Georgia
BS Civil Engineering

ASSOCIATIONS

Member of the American Society of
Civil Engineers, Broward Chapter:
Member #415049

Member of the American Concrete
Institute 35 years: Member #00015530

OSHA 30 Hour Training Courses 2003
2009

LICENSES

State of Florida General Contractor's
License

State of Florida Roofing License

State of Michigan General Contractor's
License

PROJECT EXPERIENCE

Commercial

- Miami Police Benevolent Association: Museum/Pavilion 4.2M
- City of Lauderhill Municipal Complex: Library and Police Adm.
- Broward County Aviation: Terminal Four Extension
- Broward County Judicial Complex Hurricane Repairs 20M
- Archimedean High School 7.6M
- 110 Tower/Auto Nation Building 33 Story Retail Office Bldg.
- Broward County Courthouse Demo/Renovate 10 Story
- Disney World Epcot Center: Spaceship Earth/Public Facilities: German/Italian/U.S. Pavilions
- Ypsilanti Michigan Correctional Facility: 600 Bed Educational Detention Site
- Tampa Bay Stadium: Installation of VIP upper boxes
- YWCA: Miami, FL
- YMCA: Boynton Beach, FL
- YMCA: Boca Raton, FL

Healthcare

- Miami Children's Hospital Miami Lakes Outpatient Center
- Memorial Healthcare System: Rehab Center, Cancer Center, Emergency Room
- Miami Jewish Home and Hospital of the Aged, Miami
- Parkway Regional Hospital (Jackson Memorial Hospital North)
- Memorial Health Systems – Admin Offices
- Memorial Cancer Facility
- Boca Hospital VIP Project
- Dan Marino Children's Hospital, Weston
- Broward Health Imperial Point
- Memorial Health Systems – CEP
- North Broward Hospital, Pompano Beach
- Detroit General Hospital
- Providence Hospital, Detroit
- Cleveland Clinic – COBAS Replacement, Weston





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TOWN OF

Golden
BEACH

DESIGN-BUILD

FOR NEW
TOWN CIVIC CENTER

 **MARTIN**
ARCHITECTURAL
PHILADELPHIA · ANNAPOLIS · COCONUT CREEK

Gerrits
Construction
SINCE 1945

 **MASTER**
CONSULTING
ENGINEERS, INC.
STRUCTURAL CONSULTANTS

 **KEITH**

 **FORMICA &**
ASSOCIATES
Consulting Engineers

 **ANDRES MONTERO**
LANDSCAPE ARCHITECTURE

Section 10 Business Structure

- a. Brief Introduction narrative letter highlighting the legal nature of the organizations and number of years in existence and location.

Headquartered in Boca Raton, Gerrits Construction is a third-generation family owned construction company that was originally established in Florida in 1945 as Edward J. Gerrits Corporation. During the course of its 75-year history, the Company has successfully constructed more than \$3.5 billion of commercial and institutional facilities in 8 countries and 17 states in the United States.

We have been incorporated in the State of Florida under the name Gerrits Construction, Inc. since 2001 and operating from Boca Raton, FL.

Section 10 B. Corporations, JVs, Partnerships

State of Florida Department of State

I certify from the records of this office that GERRITS CONSTRUCTION, INC. is a corporation organized under the laws of the State of Florida, filed on August 14, 2001.

The document number of this corporation is P01000081428.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 24, 2018, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of August,
2018*



Ken Dietzen
Secretary of State

Tracking Number: CU2162278320

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

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

Section 10 C. Professional Licenses and Certificates



Section 10 D. Proof of Required Insurance

		CERTIFICATE OF LIABILITY INSURANCE		<div style="border: 1px solid black; padding: 2px;"> DATE (MM/DD/YYYY) 12/30/2019 </div>																																																	
<p>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.</p>																																																					
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).</p>																																																					
PRODUCER Bowen, Miclette & Britt of Florida, LLC 1020 N. Orlando Avenue Suite #200 Maitland FL 32751			CONTACT NAME: Christina Casanova PHONE (A/C, No, Ext): 407-647-1616 FAX (A/C, No): 407-628-1635 E-MAIL: ccasanova@bmbinc.com ADDRESS:																																																		
INSURED Gerrits Construction, Inc. 8177 West Glades Road #206 Boca Raton FL 33434			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Amerisure Insurance Company</td> <td>19488</td> </tr> <tr> <td>INSURER B : Amerisure Mutual Insurance Company</td> <td>23396</td> </tr> <tr> <td>INSURER C : AXIS Surplus Insurance Company</td> <td>26620</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> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Amerisure Insurance Company	19488	INSURER B : Amerisure Mutual Insurance Company	23396	INSURER C : AXIS Surplus Insurance Company	26620	INSURER D :		INSURER E :		INSURER F :																																			
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<p>COVERAGES CERTIFICATE NUMBER: 763322820 REVISION NUMBER:</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSR LTR</th> <th>TYPE OF INSURANCE</th> <th>ADDL INSD</th> <th>SUBR WVD</th> <th>POLICY NUMBER</th> <th>POLICY EFF (MM/DD/YYYY)</th> <th>POLICY EXP (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td>B</td> <td> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div style="margin-left: 20px;"> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR </div> <div style="margin-left: 20px;"> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: </div> </td> <td>Y</td> <td>Y</td> <td>GL209018906</td> <td>11/15/2019</td> <td>11/15/2020</td> <td> EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$ </td> </tr> <tr> <td>A</td> <td> <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS </div> <div style="margin-left: 20px;"> <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS </div> </td> <td>Y</td> <td>Y</td> <td>CA209018906</td> <td>11/15/2019</td> <td>11/15/2020</td> <td> COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ </td> </tr> <tr> <td>B</td> <td> <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 </div> </td> <td>Y</td> <td>Y</td> <td>CU209019006</td> <td>11/15/2019</td> <td>11/15/2020</td> <td> EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ </td> </tr> <tr> <td>B</td> <td> <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? 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<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The following policy provisions and/or endorsements form part of the policies of insurance represented by this certificate of insurance. The terms contained in the policies and/or endorsements supersede the representations made herein. Electronic copies of the policy provisions and/or endorsements listed below are available by emailing: certificates@bmbinc.com</p> <p>When required by written contract, those parties listed in said contract, including the Certificate Holder, are added as an Additional Insureds with respect to the General Liability, Auto Liability, Umbrella Liability, and Pollution Liability as afforded by the policy and/or endorsements.</p> <p>When required by written contract, a Waiver of Subrogation, with respect to the General Liability, Auto Liability, Worker's Compensation, Umbrella Liability and See Attached...</p>																																																					
CERTIFICATE HOLDER Town of Golden Beach Office of the Town Clerk Town Hall 1 Golden Beach Drive Golden Beach FL 33160			CANCELLATION 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 																																																		

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Section 10 D. Proof of Required Insurance

AGENCY CUSTOMER ID: GERRITSCON LOC #: _____	
ADDITIONAL REMARKS SCHEDULE Page <u>1</u> of <u>1</u>	
AGENCY Bowen, Miclette & Britt of Florida, LLC	NAMED INSURED Gerrits Construction, Inc. 8177 West Glades Road #206 Boca Raton FL 33434
POLICY NUMBER	EFFECTIVE DATE:
CARRIER	NAIC CODE
ADDITIONAL REMARKS THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM, FORM NUMBER: <u>25</u> FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE Pollution Liability is granted to those parties listed in said contract, including the Certificate Holder. The General Liability, Auto Liability, Umbrella Liability, and Pollution Liability certified herein is primary and non-contributory to other insurance available, but only to the extent required by written contract. REF: Design-Building for New Town Civic Center RFP #2019-01	

ACORD 101 (2008/01)
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Section 10 E. Proof of Performance & Payment Bond Capacity



NHC

NIELSON, ROSENHAUS & ASSOCIATES

A NIELSON HOOVER GROUP COMPANY

January 8, 2020

Town of Golden Beach
Office of the Town Clerk
1 Golden Beach Drive
Golden Beach, FL 33160

Re: Gerrits Construction, Inc.
Project: Town of Golden Beach Town Civic Center
Estimated Contract Amount: \$5,200,000.00

To Whom It May Concern:

This is to advise you that our office provides Bid, Performance, and Payment Bonds for Gerrits Construction, Inc. Their surety is North American Specialty Insurance Company which carries an A.M. Best Rating of A+ XV and is listed in the Department of the Treasury's Federal Register.

Based upon normal and standard underwriting criteria at the time of the request, we should be in a position to provide Performance and Payment Bonds up to \$25,000,000.00 for a single project and \$50,000,000.00 in the aggregate. We obviously reserve the right to review final contractual documents, bond forms and obtain satisfactory evidence of funding prior to final commitment to issue bonds. We cannot assume liability to any third party, including you, if we do not execute said bonds.

Gerrits Construction, Inc. is an excellent contractor and we hold them in the highest regard. We feel extremely confident in our contractor and encourage you to offer them an opportunity to execute any upcoming projects.

This letter is not an assumption of liability, nor is it a bid or performance and payment bond. It is issued only as a bonding reference requested by our respected client.

If you should have any questions, please do not hesitate to give me a call.

Sincerely,

Brett Rosenhaus
Florida Licensed Agent

220 Congress Park Drive
Suite 100
Delray Beach, FL 33445
Main: 561.454.8210
Fax: 561.455.4787
www.nielsonbonds.com

SMART, UNCOMPROMISING, TIMELY, EFFECTIVE. NIELSON, HOOVER & COMPANY, INC. SURETY SOLUTIONS THAT MAKE A DIFFERENCE.

Section 10 F. A statement certifying that the Firm & individual entities are financially stable and have the necessary resources, human and financial, to provide the Design-Build services required.

The design build team has completed over \$3 Billion dollars' worth of work over the years. Gerrits is bondable up to \$25 Million dollars for a single project and \$60 Million dollars for the aggregate and has good financial standings with all institutions.

Tab
ELEVEN

TOWN OF

Golden
BEACH

DESIGN-BUILD

FOR NEW
TOWN CIVIC CENTER

MARTIN
ARCHITECTURAL
PHILADELPHIA · ANNAPOLIS · COCONUT CREEK

Gerrits
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SINCE 1945

M MASTER
CONSULTING
ENGINEERS, INC.
STRUCTURAL CONSULTANTS

KEITH

FORMICA & ASSOCIATES
Consulting Engineers

M ANDRES MONTERO
LANDSCAPE ARCHITECTURE

Section 11 Methodology, Transition & Approach

PHILOSOPHY FOCUSED ON TEAMWORK

From design and preconstruction through construction close-out, it is our belief that the best executed projects are those where plans are developed early and well before a shovel hits the ground. As such, we promote **Team Collaboration** at every level and empower our professionals to provide leadership and take ownership in an effort to maximize results on your project.

As Design-Builder for The Town of Golden Beach Civic Center, our goal as your partner is to:

- **Communicate Frequently** with all stakeholders, keeping them informed
- **Facilitate Team Interaction** to ensure your complete program is achieved
- **Prioritize Key Components** so the team can make timely decisions
- Provide **Early Detection of Key Issues** – Come to the table with solutions
- Administer **Accurate Monthly Reports** validating both cost and schedule
- **Ensure Maximization** of LEED, Diversity, and Owner Direct Purchase programs

Ultimately, our team will:

- Act as your advocate
- Perform as an Extension of your Staff
- Focus on Delivering a Complete Program with No Surprises

HOW WE OPERATE MAKES US DIFFERENT

To accomplish these goals and commitments, we find it imperative to have **our Design and Operational Professionals provide leadership from the onset of program development through construction close-out.** This philosophy not only ensures reliable communication but also promotes accountability.

The organizational chart in Section 9 highlights our structure. As noted, our team is integrated with the Senior Project Manager from both the Design and Construction team leading all efforts.

Our Superintendent, Anthony, a 50 year construction industry veteran, will attend select meetings during the early phases of design and become even more involved during the later phases of preconstruction to ensure key constructability, sequencing, and logistical items are addressed and incorporated in the construction documents before bidding and work in the field commences. Anthony's involvement during preconstruction will ensure bids received are accurate and there are no changes in the field caused by constructability oversights.

This design and construction team will be supported by executives and company principals, David Gerrits and Dominick Ranieri, and a Preconstruction team that have focused the majority of their construction careers building healthcare facilities. As an added benefit, our team includes several LEED Accredited Professionals that will analyze and consult with sustainable initiatives and their viability into your program.

PROGRAMATIC AND DESIGN PHASE SERVICES

At The Martin Architectural Group, design is about creating aesthetically pleasing spaces that are functional, cost effective, and meet your schedule and quality requirements. In a **collaborative effort** with your user groups, we will **share ideas** and **make recommendations that best fit each situation**.

To assure a complete program, we will initiate meetings at key points during the design, most commonly programmatic, schematic, design development, and final approval phase.

Our design services will be comprehensive and include the following:

- Thorough review of your written program
- Incorporation of spatial, scope, and ADA code requirements
- Research of as-built drawings and existing facility documentation
- Field measurements to determine the accuracy of the as-built drawings
- Documentation of ADA issues identified during field analysis
- Summary of issues with solutions and recommendations for each situation

During the entire design process, we will provide order of magnitude pricing for each solution as a way to assist The Town of Golden Beach in making educated decisions about its program. Jurist compliance and peer reviews will be performed in each phase of the design process and into construction placement by our team to ensure all required codes are met.

The Martin Architectural Group will take a leadership role in coordinating documents at the point they are ready to submit to municipality for permitting. Our team will present opportunities during this process to expedite or fast track components of the project that may assist with sequencing work in the field. Our design team will also attend bi-weekly meetings, or more if required, and provide construction administration services as field work progresses.

CONSTRUCTION

With more than 75 years of construction industry experience, Gerrits has been building an unsurpassed knowledge-base of construction know-how, proven methods of delivery, and reliable results. To maximize success, collaboration starts early to integrate key members of The Town of Golden Beach, design professionals, and subcontractor crews.

For The Town of Golden Beach Civic Center, our expert builders will combine a unique combination of hands-on experience and state-of-the-art systems to solve the most complex challenges on your ADA projects. Our management team, headed by Ross Lumsden, and our Project Superintendent, Anthony, will implement time tested and proven processes to implement your program.

Prior to commencing any work in the field, meetings with each subcontractor will be held to review expectations, requirements, and to develop a comprehensive Project Plan for each specific ADA phase project. Site access, worker safety, parking, delivery coordination, material storage, manpower needs, and equipment use are among the items that will be discussed at length in these meetings.

When situations occur where more than one project is underway concurrently at different locations, Ross will visit each of the sites daily and hold roundtable meetings with the entire site crew to discuss and review daily events taking place, ensure all procedures are being followed, and The Town of Golden Beach's needs are being addressed to ensure The Town of Golden Beach residents are safe.

As added precaution, we will require all parties on the Gerrits-The Martin Architectural Group team, including its subcontractors and consultants, to wear company name badges so they can be quickly identified for security purposes. Basically, our team will **leave no stone unturned** during the planning and execution of your projects.

COMMUNICATION TOOLS AND STATUS REPORTS

The Gerrits-The Martin Architectural Group team will communicate regularly with The Town of Golden Beach in an "Open Book" format so that all team members are informed and can make educated and timely decisions about each project. To streamline the communication, we will utilize the most advanced tools, systems, and processes to manage, update, and distribute documentation and scheduling data with the goal of eliminating surprises.

Through Prolog Project Manager, a comprehensive software program that is linked via a secured internet connection, our team will provide instantaneous communication and real-time updates regarding all project items such as submittals, RFIs, schedules, and contracts, among others.

A Monthly Status Report will be used to summarize the financial, scheduling, and operational status of each project under construction on a monthly basis. Its sole purpose is to provide a snapshot of each project's progress during the past month. The report will flag any problem areas needing further review and attention by the project team.

ENSURING CONTINUITY WITH PROJECT ACTIVITIES (SCHEDULING)

Several key elements will typically impact a team's ability to successfully manage project schedules. These include having a thorough understanding of stakeholder requirements. Our team's ability to manage deliverables, communicate properly, and drive the process by holding team members accountable will be key.

During preconstruction, a Baseline Project Schedule will be developed and incorporate Design Deliverables, Owner Controlled Items, Construction Budget Deliverables, Procurement, Permits, and Construction Milestones. It will be updated regularly identifying variances between progress and scheduled completion dates. Our schedules will determine the adequacy of the trade contractor's personnel, equipment, and availability of materials to meet schedule requirements.

Critical activity sequences and accelerated planning efforts will also be identified to ensure the schedule is maintained. In the event of unanticipated changes, we will reschedule the balance of the project to assure completion within the original time period.

Schedule Accountability

As a way to hold all parties accountable, our schedules will include a Task Assignment Matrix that will clearly identify each team member's deliverable dates. By utilizing this matrix and making the schedule review process part of every progress meeting, our team will be able to monitor all team members and ensure deliverable dates are met.

As work begins in the field, Short Interval Schedules will be developed covering three (3) week time periods where the scheduling process begins to break the project down into more finite activities and shorter durations. It will be updated, distributed, and reviewed at regularly held subcontractor coordination meetings.

COST CONTROL AND VALUE ENGINEERING

The Gerrits-The Martin Architectural Group team finds the preconstruction phase to be one of the most critical components of a project's development. This is where our team will have the greatest opportunity to make a positive impact on your program's systems, cost, schedule, and quality requirements.

As a way to control costs, our team will **provide budgets early and frequently, updating them as design progresses**. As a way to uphold the accuracy of our early budgets, our construction professionals will interact closely with the design team and subcontractors, often expanding scope beyond preliminary drawings to ensure there are no gaps in scope.

Order of magnitude pricing will be used to validate costs for various design schemes. Our goal will always be to **eliminate the guesswork** by providing the most detailed and accurate information that will **assist you with making early informed decisions**. That said, we provide the below outline of services that will be implemented to control costs on your project.

Key Elements to Cost Control during Design and Preconstruction

- Chair **Regular Meetings** with The Town of Golden Beach's Staff
- **Budget Updates** at Design Milestones (Schematic, DD, 50% CD, GMP)
- Review Drawings at key intervals for constructability and completeness
- Distribution of **Variance Reports** noting changes in cost as design progresses
- **Value analysis** with focus on maximizing dollars spent without sacrificing design
- Material, Building, and Equipment **Life Cycle cost studies** and analysis
- **LEED certification management** including tracking and administration
- **Permit coordination** and expediting of early release packages
- Preparation of **Detailed Scope Packages** prior to bidding of work
- **Pre-bid Workshops** and Plan Flips with Subcontractors

Cost Control during Construction

Subcontractor Material Status Reports (SMSR) will be used to control cost providing the project team with a method of tracking purchase items, shop drawings, submittals, material delivery, and subcontractor installation. Through a Monthly Status Report, our team will be able to quickly flag any potential areas needing attention. Weekly meetings will also be held with both The Town of Golden Beach and subcontractors as a way to keep all parties informed and moving forward in unison.

QUALITY CONTROL

The Gerrits-The Martin Architectural Group team is committed to designing and building your project right the first time. Our program for The Town of Golden Beach Civic Center will begin at the onset of planning with a collaborative session to outline expectations and establish guidelines moving forward. As the program evolves, we will monitor and communicate expectations with consultants and subcontractors.

During the design phase, our team will:

- a. **Prepare “Scope of Work Checklists”:** These checklists will be used to identify all of the work and materials that would be needed if your facility was built at that point in time. If documents are incomplete, assumptions will be made and managed through a “Finish Schedule” until design documents are further developed.
- b. **Document Coordination and Constructability Reviews:** Both our Preconstruction and Operations personnel will inspect documents as design progresses, search for more efficient means and methods, and eliminate conflicts or overlaps in design.
- c. **Prequalification of Subcontractors:** We will spend significant time aligning the best suited subcontractors for each project assuring they have a positive history of delivering similar assignments and have the financial capability to carry out the work.
- d. **Prepare Detailed Scope and Trade Packages:** Clearly defining scopes of work and holding subcontractors accountable is a key component to managing quality.

During construction, we will:

As the project moves into the field, our team will pay close attention to material purchases, monitor delivery, and verify they meet contract requirements. Prior to placing work in the field and as a way to communicate quality expectations with subcontractors, our team will initiate the following:

- Thorough review of shop drawings
- Conduct pre-installation meetings
- Establish field mock-ups (interior and exterior)
- Maintain and facilitate a continuous “punch list” from the project’s onset