

PROFESSIONAL DESIGN SERVICES

SOUTH COUNTY ANNEX REPLACEMENT

CHARLOTTE COUNTY



LICENSE #AR0013140

OCTOBER 17, 2025

Senior Division Manager - Purchasing
Charlotte County Administration Complex
18500 Murdock Circle, Suite 344
Port Charlotte, FL 33948

RE: DESIGN - SOUTH COUNTY ANNEX REPLACEMENT PROJECT, RFP NO. 20250587

Dear Members of the Selection Committee,

On behalf of PBK, I am pleased to submit our qualifications to provide architectural and planning services for the Charlotte County South County Annex. This project represents a defining opportunity to strengthen how County departments serve residents, bringing multiple public agencies together in a setting that is efficient, resilient, and welcoming to the community.

Our team understands that the South County Annex is more than a replacement facility; it is an organizational and civic milestone. PBK's design philosophy begins with listening—translating operational needs and community aspirations into a built environment that performs for decades. Through a comprehensive master planning and programming process, our team will guide the County through two clearly defined paths: the potential replacement of the existing annex on its current site, and the evaluation of relocation options within Punta Gorda's city limits. This structured, data-driven approach ensures that decisions are based on measurable outcomes, balancing cost, functionality, and long-term value.

We bring a team uniquely qualified and deeply rooted in Charlotte County. Our team has successfully completed more than a dozen projects for the County, including libraries, public safety buildings, and community centers; and have proudly served Charlotte County Public Schools for several decades. These ongoing relationships reflect our familiarity with local permitting authorities, development standards, and review processes across the County, the City of Punta Gorda, and regional agencies such as SWFWMD, FDEP, and FEMA. Our local civil partner, Atwell, brings Charlotte County-based personnel with daily working relationships inside both County and City permitting departments, ensuring an efficient and well-coordinated path from concept through approval.

As Principal-in-Charge, I, Steve Padgett, bring over 25 years of architectural experience, including extensive work with Charlotte County and other Southwest Florida jurisdictions. Earlier in my career, I led multiple County projects—including a major government annex—that was completed nearly two months ahead of schedule and more than \$1 million under budget. Those lessons in disciplined planning, early collaboration, and precise cost management continue to inform how I lead projects today. I will provide direct leadership and client communication throughout this project, supported by Amy Weber Bradlow, Lead Designer; Chip Swider, Project Manager; and Tom Mayo, Project Architect. Together, this team offers a balance of creative vision, technical precision, and local insight.

PBK operates as a firm without walls, supported by more than 950 professionals across Florida and the nation. Yet, our approach remains personal and hands-on. The Sarasota-based team—with strong connections throughout Charlotte County—will lead this effort, drawing on specialized expertise from our broader organization as needed to maintain pace, quality, and responsiveness.

The following pages outline our design approach, planning methodology, and project execution strategy. You will find that our team combines the regional experience, collaborative spirit, and technical capability required to deliver this important civic project on time, within budget, and with the quality Charlotte County expects.

Thank you for the opportunity to continue contributing to the County's growth and to its tradition of civic excellence. We look forward to the privilege of partnering with you to create a South County Annex that reflects both the strength and the service values of Charlotte County.

Sincerely,

Steve Padgett, AIA, NCARB, LEED AP
Principal-in-Charge

**PART IV - SUBMITTAL FORMS
PROPOSAL SUBMITTAL SIGNATURE FORM**

1.	Project Team	Years experience	City of office individual will work out of for this project	City individual's office is normally located	City of individual's residence						
	Name and Title										
	Steve Padgett, AIA, NCARB, LEED AP; Principal	27	Sarasota	Sarasota	Bradenton						
	Harold "Chip" Swider, LEED AP BD+C; Project Manager	36	Sarasota	Sarasota	Sarasota						
	Amy Weber Bradlow, AIA, NCARB, LEED AP; Principal	18	St. Petersburg	St. Petersburg	St. Petersburg						
	Tom Mayo, AIA, LEED AP; Principal	42	Fort Myers	Fort Myers	Punta Gorda						
	Winola Davidson, IIDA, LEED AP; Interior Design Director	23	Sarasota	Sarasota	Venice						
2.	Magnitude of Company Operations										
	A) Total professional services fees received within last 24 months:			\$ 550,344,481.00							
	B) Number of similar projects started within last 24 months:			16 Government Projects							
	C) Largest single project to date:			\$ 500,000,000.00							
3.	Magnitude of Charlotte County Projects										
	A) Number of current or scheduled County Projects			4							
	B) Payments received from the County over the past 24 months (based upon executed contracts with the County).			\$ 1,183,238.61							
4.	Sub-Consultant(s) (if applicable)	Location	% of Work to be Provided	Services to be Provided							
	Atwell, LLC	Port Charlotte, FL		Civil Engineering							
	Bennett + Pless	Sarasota, FL		Structural Engineering							
	TLC Engineering Solutions	Sarasota, FL		MEPF, Technology Engineering							
	CBRE	Miami, FL		Workplace Planning							
5.	Disclosure of interest or involvement: List below all private sector clients with whom you have an active pending contract and who have an interest within the areas affected by this project. Also, include any properties or interests held by your firm, or officers of your firm, within the areas affected by this project.										
	Firm	Address									
	Phone #	Contact Name									
	Start Date	Ending Date									
	Project Name/Description										

NAME OF FIRM PBK Architects Florida, Inc.
(This form must be completed and returned)

6. Minority Business:	Yes _____ No <u>X</u>
The County will consider the firm's status as an MBE or a certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.	
Comments or Additional Information:	

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the proposer hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List, or is not participating in a boycott of Israel.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. 1 Dated 9/18 Addendum No. 2 Dated 9/30 Addendum No. _____ Dated _____
 Addendum No. _____ Dated _____ Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Type of Organization (please check one): INDIVIDUAL ☐ PARTNERSHIP ☐
 CORPORATION ☒ JOINT VENTURE ☐

PBK Architects Florida, Inc. 727.896.4611
 Firm Name Telephone

 Fictitious or d/b/a Name 59-2430579
 Federal Employer Identification Number (FEIN)

2714 Dr. MLK Jr. St. N
 Home Office Address

St. Petersburg, FL 33704 87
 City, State, Zip Number of Years in Business

101 Paramount Dr. Suite 250, Sarasota, FL 34232
 Address: Office Servicing Charlotte County, other than above

Steve Padgett, AIA, NCARB, LEED AP | Principal 941.491.4887
 Name/Title of your Charlotte County Rep. Telephone

Ward Friszolowski, AIA | Managing Senior Principal
 Name/Title of Individual Binding Firm (Please Print)
Ward J. Friszolowski 10/17/2025
 Signature of Individual Binding Firm Date

Marketing_East@pbk.com
 Email Address

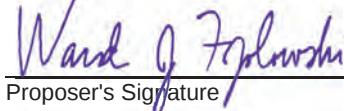
(This form must be completed & returned)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that PBK Architects Florida, Inc.
does: (name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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


Proposer's Signature

10/17/2025
Date

NAME OF FIRM PBK Architects Florida, Inc.
(This form must be completed and returned)

**HUMAN TRAFFICKING AFFIDAVIT
for Nongovernmental Entities Pursuant To FS. §787.06**

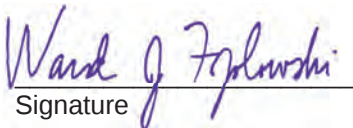
Charlotte County Contract #20250587

The undersigned on behalf of the entity listed below, (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I am an officer or representative of the Nongovernmental Entity and authorized to provide this affidavit on the Company's behalf.
3. Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.


Signature

Ward Friszolowski, AIA
Printed Name

Managing Senior Principal
Title

PBK Architects Florida, Inc.
Nongovernmental Entity

10/17/2025
Date

END OF PART IV

NAME OF FIRM PBK Architects Florida, Inc.
(This form must be completed and returned)

TABLE OF CONTENTS

TEAM PROPOSED FOR THIS PROJECT

I

PROPOSED MANAGEMENT PLAN

II

PREVIOUS EXPERIENCE OF TEAM
PROPOSED FOR THIS PROJECT

III

PROJECT CONTROL

IV

PRESENT PROPOSED DESIGN APPROACH
FOR THIS PROJECT

V

PRESENT EXAMPLES OF RECENTLY
ACCOMPLISHED SIMILAR PROJECTS

VI

DESCRIBE YOUR EXPERIENCE &
CAPABILITIES IN THE FOLLOWING AREAS

VII

VOLUME OF WORK

VIII

LOCATION

IX

LITIGATION

X

MINORITY BUSINESS

XI





MEET THE TEAM



STEVE PADGETT, AIA, NCARB, LEED AP
PRINCIPAL-IN-CHARGE



CHIP SWIDER, LEED AP BD+C
PROJECT MANAGER



AMY WEBER BRADLOW, AIA, LEED GA
LEAD DESIGNER



TOM MAYO, AIA, LEED AP
PROJECT ARCHITECT



WINOLA DAVIDSON, IIDA, LEED AP
INTERIOR DESIGNER

CONSULTANTS

Civil Engineer & Survey



Todd Rebol PE
Civil Engineer of Record

Clay Rebol PE
Civil Engineer Project Manager

Richard Ritz RLS
Surveyor

Additional services such as landscape architecture, environmental engineering, and coastal engineering will be subcontracted under Atwell if need is determined.

MEPF Engineer + Technology



Jeff Brown PE, LEED AP
MEPF Project Manager

Lawrin Ellis PE, LEED AP
Mechanical Engineer of Record

Brett Sands PE, LEED AP
Electrical Engineer of Record

Jeffrey Stash LEED AP
Plumbing & Fire Protection

Structural Engineer



Karl Hees PE, SE, SI, FASCE
Structural Engineer of Record

Tom Wilda PE
Structural Engineer

Workplace Planner



Eva Garza
Managing Director

A registered architect with 27 years of experience, Steve will lead the project team from kickoff through final punch lists and beyond. He brings deep expertise in designing cost-effective, scalable solutions for parks, recreation, and civic facilities—including restroom prototypes like those outlined in Charlotte County’s scope. From small restroom renovations to large event centers, Steve has managed a wide range of projects with a strong focus on constructibility, systems integration, and durable material selection. Respected for his collaborative leadership and commitment to client satisfaction, Steve ensures that designs are coordinated, budgets are met, and project goals are exceeded. **Steve will not be substituted without the express permission of the County.**



STEVE PADGETT, AIA, NCARB, LEED AP

PRINCIPAL-IN-CHARGE

Charlotte County

- Mac V. Horton West County Annex*
- Family Services Phase 1 & 2*
- Courtroom Expansion*
- Judicial Center Re-Roof*
- Placida Boat Ramp - Restroom Facility
- Parks & Recreation Restroom Prototype
- Recreation Center & Pool Facility
- District 1 Sheriff’s Office Headquarters*
- District 3 Sheriff’s Office Headquarters*
- District 5 Sheriff’s Office Headquarters*
- Sheriff Office Evidence Building*
- Babcock Ranch Fire Station 9 Interior*

City of Punta Gorda

- Herald Court Garage

Sarasota County

- Administration Center*
- Mid-County Tax Collector*
- Terrace Tax Collector*

Manatee County

- Administration Building Multi-Floor Renovation
- Property Appraiser’s Office Renovation
- Judicial Center

YEARS OF EXPERIENCE
Joined PBK in 2023
Years with Other Firms: 25

EDUCATION
Masters in Architecture
Bachelors in Architecture
Clemson University

REGISTRATIONS
Florida Registered Architect
#95286

**Previous firm experience from Fawley
Bryant Architecture*

With 42 years of architectural experience—28 of them in Southwest Florida—Tom brings extensive expertise in managing complex public-sector projects, including parks, education, and infrastructure developments with construction values up to \$300 million. He has led the design and delivery of 11 LEED-certified facilities, bringing a strong focus on sustainability, energy efficiency, and long-term performance—key elements in Charlotte County’s South County Annex. Tom’s public-sector insight is further supported by his nine-year tenure as Director of Facilities Planning at Florida Gulf Coast University, where he oversaw campus master planning, programming, permitting, budgeting, and capital project execution. His experience with permitting, life-cycle cost analysis, and sustainable design aligns directly with the County’s expectations for code compliance, CPTED principles, and efficient, repeatable prototypes across multiple sites.



AMY WEBER BRADLOW, AIA, LEED GA

LEAD DESIGNER

Charlotte County

- Emergency Operations Center (EOC) Expansion
- Cultural Center Master Plan
- South County Library
- Babcock Ranch Community Center

City of Dunedin

- City Hall

City of Clearwater

- City Hall
- South Osceola Parking Garage
- Firing Range

City of Zephyrhills

- City Hall Study & Master Plan
- Public Library

City of Sarasota

- City Hall Space Needs Study

City of Gulfport

- City Hall Annex Study
- Senior Community Center

City of Treasure Island

- Municipal Facilities Space Needs Analysis
- Community Center Space Needs Analysis

YEARS OF EXPERIENCE
Joined PBK in 2007
Years with Other Firms: 0

EDUCATION
University of Miami
Bachelor of Architecture

REGISTRATIONS
Florida Registered Architect
#96872

As Project Manager, Chip will serve as the County's primary point of contact throughout the design and permitting phases of the South County Annex. He will lead day-to-day coordination, ensuring that all deliverables—from schematic design through construction documents—align with Charlotte County's standards, including CPTED principles, ADA compliance, and sustainability goals. Chip will manage budgets, schedules, and consultant coordination, providing regular updates and maintaining continuity to ensure the successful delivery of the South County Annex. **Chip will not be substituted without the expressed permission of the County.**



CHIP SWIDER, LEED AP BD+C PROJECT MANAGER

Charlotte County

- Mac V. Horton West County Annex*
- Family Services Phase 1*
- Judicial Center Re-Roof & Envelope*
- Placida Boat Ramp - Restroom Facility
- Parks & Recreation Restroom Prototype
- Recreation Center & Pool Facility
- District 1 Sheriff's Office Headquarters*
- District 3 Sheriff's Office Headquarters*

City of Bradenton

- City Centre Garage & Chamber Office

Sarasota County

- Mid-County Tax Collector*
- Judicial Center Addition & Renovations
- Historic Courthouse Renovation

Manatee County

- Property Appraiser's Office Renovation

City of Venice

- Water Treatment Plant
- City Hall Entry Canopy

YEARS OF EXPERIENCE

Joined PBK in 2021
Years with Other Firms: 32

EDUCATION

BS, Architecture & Industrial
Engineering
Murray State University

**Previous firm experience from Fawley
Bryant Architecture*

With 42 years of architectural experience—28 of them in Southwest Florida—Tom brings extensive expertise in managing complex public-sector projects, including parks, education, and infrastructure developments with construction values up to \$300 million. He has led the design and delivery of 11 LEED-certified facilities, bringing a strong focus on sustainability, energy efficiency, and long-term performance—key elements in Charlotte County's South County Annex. Tom's public-sector insight is further supported by his nine-year tenure as Director of Facilities Planning at Florida Gulf Coast University, where he oversaw campus master planning, programming, permitting, budgeting, and capital project execution. His experience with permitting, life-cycle cost analysis, and sustainable design aligns directly with the County's expectations for code compliance, CPTED principles, and efficient, repeatable prototypes across multiple sites.



TOM MAYO, AIA, LEED AP PROJECT ARCHITECT

Charlotte County

- Emergency Operations Center (EOC) Expansion
- Cultural Center Master Plan

Charlotte County Port Authority

- Port Authority General Aviation Terminal Expansion
- Port Authority Central Administration Building

Charlotte County Public Schools

- School Board Charlotte Continuing Services
- District HR Office Remodel

- Liberty Elementary School Site & Utilities
- Murdock City Office Human Resources Renovation & Men's Restroom

Lee County

- Lee County Electric Cooperative (LCEC) Multi Operations Facility
- Lee County Accessibility Assessment Public Works Facility

YEARS OF EXPERIENCE

Joined PBK in 2021
Years with Other Firms: 38

EDUCATION

Master of Architecture
BS, Architectural Studies
Florida A&M University
Associate of Arts
Valencia Community College

REGISTRATIONS

Florida Registered Architect
#0015895

With over 20 years of experience serving clients across Florida, Winola leads interior design efforts for PBK with a focus on functionality, durability, and user-centered design. For Charlotte County's prototype restroom facilities, she brings expertise in programming, space planning, and material selection aligned with Community Services standards and Crime Prevention Through Environmental Design (CPTED) principles. Winola is skilled in developing color palettes, finish specifications, and furnishing selections that support high-use, low-maintenance environments—ensuring each facility reflects the County's goals for safety, accessibility, and long-term performance.



WINOLA DAVIDSON, IIDA, LEED AP

INTERIOR DESIGNER

Charlotte County

- Emergency Operations Center (EOC) Expansion
- Cultural Center Master Plan
- South County Library
- Babcock Ranch Community Center

City of Dunedin

- City Hall

City of Clearwater

- City Hall
- South Osceola Parking Garage
- Firing Range

City of Zephyrhills

- City Hall Study & Master Plan
- Public Library

City of Sarasota

- City Hall Space Needs Study

City of Gulfport

- City Hall Annex Study
- Senior Community Center

City of Treasure Island

- Municipal Facilities Space Needs Analysis
- Community Center Space Needs Analysis

YEARS OF EXPERIENCE

Joined PBK in 2002
Years with Other Firms: 0

EDUCATION

Bachelor of Design
University of Florida

REGISTRATIONS

Florida Registered Interior Designer
#5086

Todd is a Vice President with over 20 years of comprehensive experience in the design, permitting, management, and construction of an extensive range of projects for both the public and private sectors. He manages the Port Charlotte branch office, which services Charlotte County, DeSoto County, Sarasota County, and the City of North Port. As a manager, he is responsible for the office's everyday operations. He uses his experience to place individuals on a project that will draw upon the team's best engineering and/or surveying skills for each project.



TODD R. REBOL, PE

CIVIL ENGINEER

City of Punta Gorda

- Herald Court Garage

Charlotte County

- Mac V. Horton West County Annex
- Family Services Phase 1 & 2
- Recreation Center & Pool Facility
- District 1 Sheriff's Office Headquarters
- District 3 Sheriff's Office Headquarters
- Harbor Boulevard Improvements
- Sidewalks - Year Three Improvements
- Placida Boat Ramp - Restroom Facility

- Parks & Recreation Restroom Prototype

- Emergency Operations Center (EOC) Expansion

- Cultural Center Master Plan

Charlotte County Affiliations

- Charlotte County Industrial Development Authority
- Charlotte County Economic Development Partnership
- Charlotte County Chamber of Commerce
- Charlotte / DeSoto Building Industry Association

YEARS OF EXPERIENCE

Joined Atwell (formerly Banks) in 2002
Years with Other Firms: 0

EDUCATION

BS, Mechanical Engineering
University of South Florida

REGISTRATIONS

Florida Registered Professional Engineer #64040

As a Project Manager with Atwell, LLC., Mr. Rebol is responsible for managing the design, permitting and construction aspects for a larger variety of development projects. He has garnered considerable experience in the preparation of engineering construction plans and local, state, and federal permitting. Mr. Rebol has comprehensive experience in the design and analysis of a large range of civil engineering fields, including but not limited to, wastewater collection and conveyance systems, roadway improvements, sidewalk design and utility improvements. Additionally, he has valued experience in completing construction inspection, cost estimating and design modeling. Mr. Rebol has a strong knowledge in the permit requirements and current rules and regulations that will be critical for a successful project.



CLAYTON W. REBOL, PE

CIVIL ENGINEER

City of Punta Gorda

- Herald Court Garage

Charlotte County

- Mac V. Horton West County Annex
- Family Services Phase 1 & 2
- Recreation Center & Pool Facility
- District 1 Sheriff's Office Headquarters
- District 3 Sheriff's Office Headquarters
- Harbor Boulevard Improvements
- Sidewalks - Year Three Improvements
- Placida Boat Ramp - Restroom Facility

- Parks & Recreation Restroom Prototype
- Emergency Operations Center (EOC) Expansion
- Cultural Center Master Plan

Charlotte County Affiliations

- Charlotte / DeSoto Building Industry Association

YEARS OF EXPERIENCE
Joined Atwell (formerly Banks) in 2003
Years with Other Firms: 0

EDUCATION
BS, Civil Engineering
University of South Florida

REGISTRATIONS
Florida Registered Professional
Engineer #70173

Steven is a registered land surveyor with 27 years of experience in Southwest Florida. He has coordinated the field surveying and office mapping of design surveys for many large developments. Steven has extensive experience producing ALTA/ACSM land title surveys, condominium exhibits, record plats, topographic and jurisdictional surveys, utility route surveys and roadway improvement surveys. As Director of Surveying, Steven oversees the company's survey operations.



STEVEN R. SONBERG, PE, PSM

SURVEYOR

Charlotte County

- Sheriff's Administration & Forensics Lab
- Department of Health
- Fire Station #3
- Fire Station #17
- Transfer Station

YEARS OF EXPERIENCE
Joined Atwell in 2017
Years with Other Firms: 19

EDUCATION
University of Florida

REGISTRATIONS
Florida Registered Professional
Engineer #92103
Florida Registered Professional
Surveyor #6656

Jeff is an accomplished senior project engineer known for exemplary project management skills and a proven track record in developing energy efficient, sustainable designs for a wide range of new construction and renovation projects. Recognized for his expertise in smoke control systems and evacuation system life cycles cost analysis, he ensures optimal performance and safety standards.



JEFFREY L. BROWN, CXA

MEPF PROJECT MANAGER

Charlotte County

- South County Annex Renovation
- Mac V. Horton West County Annex
- District 3 Sheriff's Office Headquarters
- District 5 Sheriff's Office Headquarters Buildout & Babcock Ranch Fire Station 9
- Port Charlotte Beach Recreation Center and Pool Facility

Sarasota County

- Services for Planning and Development Services One Stop
- Administration Facility
- City of Venice Public Safety Facility
- Sheriff's Office Headquarters Addition and Renovation

City of Palmetto

- Palmetto Police Department

YEARS OF EXPERIENCE

Joined TLC in 2005
Years with Other Firms: 0

EDUCATION

BS, Mechanical Engineering
University of Central Florida

Lawrin is a dynamic and result-driven operations manager with a proven track record in engineering analysis and design of mechanical systems for various building types. Specializing in engineering acoustics, he brings extensive experience optimizing system performance while ensuring compliance with industry standards. He is known for driving efficiency, fostering cross-functional collaboration, and delivering high-quality solutions to complex challenges.



LAWRIN T. ELLIS, PE, LEED AP

MECHANICAL ENGINEER

Charlotte County

- Mac V. Horton West County Annex
- Design EOC Expansion and Renovation
- Sheriff's District 3 Headquarters
- Port Charlotte Beach Recreation Center and Pool Facility
- District 1 Sheriff Office Headquarters
- District 5 Sheriff's Office Headquarters Buildout & Babcock Ranch Fire Station 9

Sarasota County

- Administration Facility
- Services for Planning and Development

Services One Stop

- Sheriff's Office Headquarters Addition and Renovation
- Emergency Operations Center

Lee County

- Justice Center Annex 5th Floor Public Defender's Renovation
- EOC Expansion

City of Winter Haven

- Annex Renovation and Addition

YEARS OF EXPERIENCE

Joined TLC in 2005
Years with Other Firms: 16

EDUCATION

MS, Mechanical Engineering
University of Florida
BS, Mechanical Engineering
University of South Florida

REGISTRATIONS

Florida Registered Professional
Engineer #66383

Brett is an accomplished senior project engineer with a wealth of experience in electrical engineering. He has proven expertise in engineering projects to meet predefined energy budgets, frequently integrating alternative energy sources such as PV panels. Brett is always ready to drive success with a focus on excellence and sustainability.



BRETT L. SANDS, PE, LEED AP

ELECTRICAL ENGINEER

Charlotte County

- Emergency Operations Center (EOC) Expansion
- District 1 Sheriff Office Headquarters
- District 3 Sheriff's Office Headquarters
- District 5 Sheriff's Office Headquarters Buildout & Babcock Ranch Fire Station 9
- Port Charlotte Beach Recreation Center and Pool Facility
- The Fleet Building Charlotte County Public Works

City of Winter Haven

- Annex Renovation and Addition

Sarasota County

- Services for Planning and Development Services One Stop
- Administration Facility
- Sheriff's Office Headquarters Addition and Renovation

Lee County

- EOC Expansion
- Utilities Operations Center

YEARS OF EXPERIENCE

Joined TLC in 1994
Years with Other Firms: 12

EDUCATION

BS, Architectural Engineering
Pennsylvania State University

REGISTRATIONS

Florida Registered Professional
Engineer #48477

Jeff is a dynamic professional with extensive experience in project management and expertise in plumbing and fire protection systems. Adept at designing innovative solutions within predefined energy budgets, leveraging renewable energy sources, he is proficient in the International Building Code, Plumbing Code, Fire Prevention and NFPA (1-100). He is also skilled in utilizing AutoCAD-MEP and Revit to deliver solutions of the highest caliber.



JEFFREY J. STASH

PLUMBING/FIRE PROTECTION SPECIALIST

Charlotte County

- Punta Gorda City Hall Annex ADA IMP

Sarasota County

- Administration Facility
- Emergency Operations Center
- EMS Administration Facility
- Police Department Headquarters
- Services for Planning and Development Services One Stop
- Sheriff's Office Headquarters Addition and Renovation

Lee County

- Justice Center Annex 5th Floor Public Defender's Renovation
- Admin Building 1st and 4th Floor Renovations
- 4th Floor Tenant Fitout
- EOC Expansion

Collier County

- Emergency Services Center

City of Palmetto

- Palmetto Police Department

YEARS OF EXPERIENCE

Joined TLC in 2003
Years with Other Firms: 13

EDUCATION

Mechanical Drafting
Maryland Drafting Institute
Coursework
Engineering
Northern Virginia College Coursework

Karl has over 30 years experience providing structural engineering and project management services. As the founder of Hees & Associates in 2006, he continues to manage the Sarasota office for Bennett & Pless. His engineering and management experience includes a variety of projects including community, schools, residential, renovation, and historic preservation projects. His experience in analysis and design covers a wide range of structures, from single story residences to professional sports stadiums, and materials including steel, reinforced concrete, masonry, timber and aluminum.



KARL F. HEES, PE, SE, SI, F.ASCE

STRUCTURAL SPECIALIST

Charlotte County

- North Charlotte Regional Park
- Ann Dever Park
- Family Services Phase 1 & 2
- Port Charlotte Beach Recreation Center
- Charlotte County Fleet
- Justice Center

Sarasota County

- Urfer Park Pedestrian Bridge
- Sarasota County Fleet
- Sarasota County Fleet Bus Shelters

- Celery Fields Restroom Buildings
- Siesta Key Water Main Replacement
- Venice Landfill Material Recovery & Transfer Facility
- South County Bus Depot
- Solid Waste Endwall
- Health Department and History Center
- Shamrock Park Deck Replacement
- Miss Sarasota Softball
- BMX Ramp Structural Evaluation
- Potter Water Park Structural Evaluation

YEARS OF EXPERIENCE
Joined Bennett & Pless in 2006
Years with Other Firms: 11

EDUCATION
BS, Civil Engineering
University of South Florida,
Tampa Campus

REGISTRATIONS
Florida Registered
Professional Engineer
#PE59795

Tom has 24 years of experience as a structural engineer. He has served as lead engineer for numerous projects including education, healthcare facilities, public works projects, retail, commercial and office buildings. His technical responsibilities include structural design and analysis, preparation of technical specifications, coordination of design documents, review of contractor submittals, construction administration and field observations. Tom's is respected by local architects for completing projects on time, and on budget. Tom's responsiveness, collaborative approach and "can do" attitude allows for a seamless project delivery process.



THOMAS C. WILDA, PE

STRUCTURAL ENGINEER

Charlotte County

- North Charlotte Regional Park
- Ann Dever Park
- Family Services Phase 1 & 2
- Port Charlotte Beach Recreation Center
- Charlotte County Fleet
- Justice Center

Sarasota County

- Urfer Park Pedestrian Bridge
- Sarasota County Fleet
- Sarasota County Fleet Bus Shelters
- Celery Fields Audubon Building

- Celery Fields Restroom Buildings
- Siesta Key Water Main Replacement
- Venice Landfill Material Recovery & Transfer Facility
- South County Bus Depot
- Solid Waste Endwall
- Health Department and History Center
- Shamrock Park Deck Replacement
- Miss Sarasota Softball
- BMX Ramp Structural Evaluation

YEARS OF EXPERIENCE
Joined Bennett & Pless in 2001
Years with Other Firms: 0

EDUCATION
BS, Civil Engineering
Southern Illinois University

REGISTRATIONS
Florida Registered
Professional Engineer
#PE75658

Eva brings extensive experience in real estate strategy and consulting as part of CBRE's Americas Consulting leadership team. Known for her strategic insights and data-driven approach, she helps public and institutional clients optimize portfolios, enhance workplace performance, and drive sustainable growth. Her expertise spans master planning, architecture, workplace strategy, operational efficiency, and sustainability. Eva's collaborative leadership has positioned CBRE as a trusted partner for organizations navigating complex real estate challenges. Previously, she held leadership and consulting roles with Cushman & Wakefield, JLL, and HOK, and worked globally as an economic consultant and planner for both private and government entities.



EVA I. GARZA
WORKPLACE CONSULTANT

- Broward County Courthouse
- City of Miami Master Plan
- City of Louisiana TIFF
- City of Marathon Economic Plan
- City of Wixom Master Plan
- FBI Headquarters Master Plan
- Fort Lauderdale Airport Expansion
- GSA Space Standards
- Grenada Master Plan
- Jackson Memorial Hospital Master Plan
- MDX Transportation Plan
- Miami International Airport Expansion
- Miami Dade Parks & Recreation Department
- MITRE Design Standards
- Tulane University
- UPENN Economic Master Plan
- USDHS Headquarters Strategy

EDUCATION
MS, City and Regional Planning
Concentration in Economic
Development
The University of Pennsylvania
BS, Architecture
Universidad Autonoma de Nuevo Leon



REFERENCES

PBK

Roger Warner
 Retired Charlotte County Project Management
 Charlotte County
 941.456.0733

Projects performed included Atwell (formerly Banks Engineering, Bennett+Pless (formerly Hees & Associates), and TLC Engineering Solutions.

Jane Dreger
 Director, Construction Services
 Sarasota County Schools
 941.927.9000

Projects performed included Bennett+Pless (formerly Hees & Associates), and TLC Engineering Solutions.

Steve Botelho
 Deputy County Administrator & Chief Financial
 Management Officer
 Sarasota County
 941.861.5000

Projects performed included Bennett+Pless (formerly Hees & Associates), and TLC Engineering Solutions.

LEAD DESIGNER: Amy Weber Bradlow, AIA, LEED GA

Jennifer Bramley
 City Manager
 City of Dunedin
 727.298.3003

Shane LeBlanc
 Public Works Director
 City of Zephyrhills
 813.780.0022 x3561

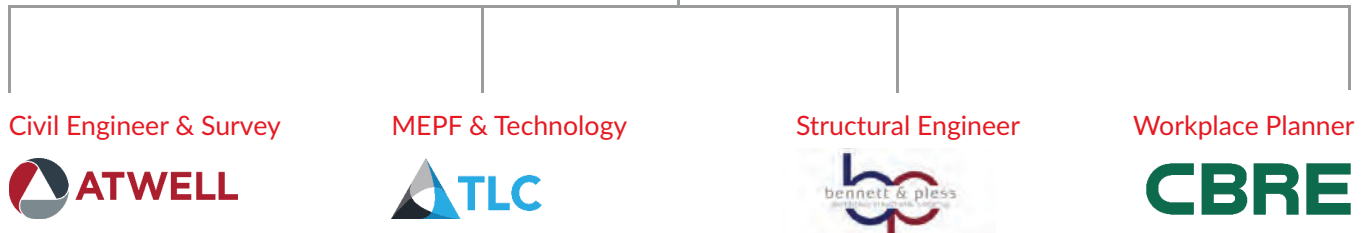
Chief Lisa Kiesel
 Administration Division Commander
 Sarasota County Sheriff's Office
 941.861.5800



PRK

TEAM ORGANIZATION

Architect of Record



At the forefront of civic architecture, PBK represents a powerful integration of design excellence, technical precision, and community-focused planning. With a legacy of leadership in educational, healthcare, government, and recreational design, PBK brings a data-driven, collaborative approach to complex public projects—an approach defined by responsiveness, accountability, and a deep respect for the communities we serve.

LEADERSHIP & LOCAL UNDERSTANDING

Steve Padgett, Principal-in-Charge, brings more than a decade of experience managing high-profile projects throughout Charlotte County. As a former Port Charlotte resident and graduate of Port Charlotte High School, Steve offers a uniquely personal understanding of the County's civic character and public service needs. His portfolio includes numerous county and municipal projects where PBK was entrusted to assume design leadership midstream—seamlessly reestablishing momentum, strengthening coordination, and ensuring alignment with client objectives. Steve's steady leadership and deep local insight will guide every phase of the South County Annex project, from master planning through construction.

DESIGN EXCELLENCE & VISION

Amy Weber Bradlow, Lead Designer, will direct the architectural vision and design character of the South County Annex. Drawing on extensive experience in civic and institutional design, Amy will translate the County's operational goals and community aspirations into a timeless architectural expression—one that is efficient, functional, and civically inspiring. Her focus on spatial clarity, natural light, and human experience will shape the Annex into a facility that reflects Charlotte County's commitment to accessible, high-performing public spaces.

PROJECT MANAGEMENT AND EXECUTION

Chip Swider, Project Manager, will oversee the day-to-day coordination of all project activities, ensuring adherence to scope, budget, and schedule. Chip's strength lies in managing complex, multi-disciplinary teams under CM@R delivery, facilitating collaboration among the County, construction manager, and subconsultants. His leadership ensures seamless communication and disciplined progress throughout programming, site planning, design, and construction.

PBK has carefully assembled a team of proven partners, each with a strong record of success in Charlotte County and a deep understanding of local conditions. Atwell will provide civil engineering and site development expertise, guiding the master planning and test-fit analysis across multiple potential sites within Punta Gorda. Bennett + Pless will lead structural design, continuing their legacy of technical excellence in Florida's coastal environments. TLC Engineering Solutions will oversee MEPF and technology systems integration, ensuring long-term efficiency and maintainability. CBRE will lead space programming, bringing data-driven workplace analytics to shape operational efficiency.

This consultant team—carefully selected for their local knowledge, technical expertise, and prior collaboration with PBK—ensures that every aspect of the South County Annex project will be executed with foresight and precision. Together, we will deliver a facility that not only meets Charlotte County's immediate operational needs but also serves as a long-term civic asset—resilient, efficient, and reflective of the County's identity.

MANAGEMENT PLAN

					
PROGRAMMING PHASE					
Confirm scope, schedule, & budget	●		○	○	○
Stakeholder interviews & needs assessment	●	○	○		○
Develop space program & adjacency diagrams	●	○			
Technology, security, & automation strategy	○				●
Code compliance confirmation	●	○	○		○
Preliminary cost estimate & VE targets	●	○	○	○	○
Occupancy continuity & phasing study	●	○			○
Deliver programming report & BEP	●	○			
SITE PLANNING PHASE					
Site selection & feasibility (existing vs new)	●	○	○		○
Survey, geotech, utilities, stormwater studies	○		●	○	
Conceptual site plan & circulation design	●	○	●		
Agency coordination (zoning, stormwater, utilities)	○		●		
Phasing & logistics planning	●	○	○		○
Cost & schedule updates	●			○	○
DESIGN PHASE					
Schematic Design (SD)	●		○	○	○
Design Development (DD)	●		○	○	○
Construction Documents (DD)	●		○	○	○
BIM Coordination	●		○	○	○
Cost Estimating & Value Engineering	○		○	○	○
Permit Submittals & Revisions	●		●		
CONSTRUCTION PHASE					
OAC Meetings & Site Observations	●		○	○	○
Shop Drawings / RFI Reviews	●		○	○	○
Field Reports & Non-Conformance Tracking	●		○	○	○
Substantial / Final Inspections & Punch Lists	●		○	○	○
As-BUILTs, O&M, and Project Close-Out	●		○	○	○

● Reflects **Lead Role** during the phase of work.

○ Reflects an **Assisting Role** during the phase of work.

MANAGEMENT PLAN

	Steve Padgett Principal-In-Charge	Amy Bradlow Lead Designer	Chip Swider Project Manager	Tom Mayo Project Architect	CBRE Programming	ATWELL Civil Engineer	BENNETT+PLESS Structural Engineer	TLC MEPF & Technology	Charlotte County County/CM@R/ Agencies
PROGRAMMING PHASE									
Master Planning & Programming	A	C	R	C	C	C	C	C	I
Stakeholder Interviews & Needs Assessment	A	R	R	C	R	I	I	I	C
Space Standards & Adjacency Development	A	R	C	C	R	I	I	I	C
Site Identification & Test Fits (If needed)	A	R	C	C	C	R	C	C	C
Feasibility Analysis & Cost Impacts	A	C	R	C	C	R	C	C	C
Master Plan Report (site, phasing, budget)	A	C	R	C	C	C	C	C	I
SITE PLANNING PHASE									
Site selection & feasibility (existing vs new)	A	C	R	C	I	R	C	C	C
Survey, geotech, utilities, stormwater studies	I	I	C	C	I	R	I	C	A
Conceptual Site Design & Access	A	R	C	C	I	C	I	C	C
Agency Coordination (zoning, stormwater, utilities)	I	I	C	C	I	R	I	C	C
Phasing & Logistics Planning	A	C	R	C	I	C	I	C	C
DESIGN PHASE									
Schematic Design (SD) & Renderings	A	R	C	C	I	C	C	C	C
Design Development (DD) & VE Coordination	A	R	R	C	I	C	C	C	C
Construction Documents (CD) & Technical Detailing	A	C	R	R	I	C	C	C	C
BIM Coordination	A	C	R	R	I	C	C	C	C
Cost Estimating & Value Engineering	A	C	R	C	I	C	C	C	R
Permit Submittals & Revisions	A	C	R	R	I	C	C	C	R
CONSTRUCTION PHASE									
OAC Meetings & Site Observations	A	I	R	R	I	C	C	C	C
Shop Drawings / RFI Reviews	A	I	R	R	I	C	C	C	C
Field Reports & Non-Conformance Tracking	A	I	R	R	I	C	C	C	C
Substantial / Final Inspections & Punch Lists	A	C	R	R	I	C	C	C	C
As-Builts, O&M, and Project Close-Out	A	C	R	R	I	C	C	C	I

Key

R Responsible

Meaning

The person(s) who do the work.

Description

They execute the task or produce the deliverable. There may be multiple Responsible roles.

A Accountable

The ultimate decision-maker or owner of the outcome.

This person ensures the work meets project standards and deadlines. Each task should have only one Accountable person.

C Consulted

Those whose input is sought before or during the work.

Typically subject matter experts, subconsultants, or key stakeholders who provide guidance or review.

I Informed

Those who need to be kept up to date on progress or decisions.

They don't directly contribute but must be aware of outcomes (e.g., client, agencies, or CM@R).

ROLES & RESPONSIBILITIES

The Charlotte County South County Annex project begins with a comprehensive master planning and programming effort — a deliberate and data-driven phase that precedes formal design. This front-end work establishes the foundation for all subsequent design and construction activities. Under the leadership of **Steve Padgett, Principal-in-Charge**, the team will align the County's operational goals, departmental needs, and long-range facility vision into a cohesive master plan framework. Steve will serve as the County's primary design advocate and decision-level liaison, ensuring that the planning outcomes reflect both strategic priorities and fiscal responsibility.

Chip Swider, Project Manager, will direct day-to-day coordination during this phase, managing schedules, communications, and milestone reviews in collaboration with the County's Facilities team and the CM@R. **Amy Weber Bradlow, Lead Designer**, will translate programming data and operational relationships into spatial concepts, establishing the architectural language, organization, and public character of the facility. **Tom Mayo, Project Architect**, will support this process through technical feasibility, documenting program data, adjacency diagrams, and code overlays to ensure each test fit aligns with Florida Building Code and local regulations. CBRE will lead the user engagement process, conducting interviews and developing space standards, metrics, and future growth projections that inform both the program and the facility master plan.

In parallel, Atwell will perform site feasibility studies for both the existing Taylor Street parcel and potential alternate sites within Punta Gorda city limits. These evaluations will include utility availability, stormwater management, floodplain considerations, and access conditions. Bennett + Pless and TLC Engineering Solutions will provide structural and MEPF systems input to assess modularity, resilience, and lifecycle performance during the test-fit and feasibility process. The outcome of this effort will be a Master Plan Report — complete with space programming, test-fit diagrams, site analyses, phasing recommendations, and order-of-magnitude cost data — serving as the foundation for the County's direction moving forward.

Following master planning, the site planning phase will advance the preferred location into a conceptual layout.

Atwell will lead detailed due diligence, including surveys, grading, and stormwater analysis, while Bradlow and Mayo refine building orientation, pedestrian circulation, and civic frontage to reinforce Charlotte County's identity. Swider will coordinate reviews with the City of Punta Gorda and permitting agencies to ensure all plans adhere to zoning and local design standards. During this phase, the team will also prepare phasing and temporary facilities strategies to maintain operational continuity for departments such as the DMV and Tax Collector.

The design phase will progress through Schematic Design, Design Development, and Construction Documents, maintaining County and CM@R involvement throughout. Padgett will oversee design integrity and client alignment, ensuring that the design carries forward the architectural intent defined in the master plan. Bradlow will lead the creative and compositional aspects — massing, materials, and the public experience — while Mayo manages document production, code compliance, and coordination with engineering disciplines. Swider will guide the flow of deliverables, cost estimating, and Value Engineering sessions in collaboration with the CM@R to maintain alignment with the established project budget. TLC, Bennett + Pless, and Atwell will continue developing coordinated systems models and documentation, with the design team maintaining an integrated BIM workflow throughout. The permit submittal process will be led by Swider and Mayo, ensuring all agency revisions are addressed promptly and efficiently.

During the construction phase, the design team's focus shifts to quality assurance and realization of the design intent. Swider and Mayo will lead OAC meetings, site observations, and submittal management, responding to RFIs and tracking field issues. They will maintain clear communication with the CM@R and County staff, issuing field reports and managing any non-conformance tracking to maintain project quality. Padgett will provide executive oversight and participate in milestone reviews and substantial and final inspections, ensuring the built work aligns with the County's expectations. Bradlow will assist with finish and materials review, protecting the architectural integrity through to completion. Atwell, Bennett + Pless, and TLC will provide discipline-specific site observations and participate in system commissioning. The project will conclude with comprehensive as-built documentation, O&M manuals, and a coordinated BIM record model delivered to the County.



Mac V. Horton West County Annex | Project performed by Steve Padgett & Chip Swider with Fawley Bryant Architecture.





PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECTS

RELEVANT WORK HISTORY WITH ELECTED OFFICIALS AND GOVERNMENT FACILITIES

PBK has cultivated a longstanding reputation for partnering effectively with elected officials, county commissions, and public agencies to deliver high-performance civic architecture. Our approach emphasizes transparency, communication, and public accountability — values that are central to Charlotte County’s mission and to every PBK engagement.

Principal-in-Charge Steve Padgett brings more than two decades of experience working with public entities throughout Florida and has personally managed design efforts for Charlotte County’s Mac V. Horton West County Annex, the Family Services Center, and multiple Charlotte County Sheriff’s Office facilities. In these roles, Steve regularly interfaced with the Board of County Commissioners (BOCC), County Administrator, and department leadership, guiding consensus-based decision making on scope, budget, and schedule. His leadership has earned the trust of County officials, building strong relationships founded on responsiveness and integrity.

Project Manager Chip Swider worked alongside Steve on many of these same County projects, managing daily coordination and communication among stakeholders, consultants, and County departments. Together, their shared history with Charlotte County provides a rare continuity of institutional knowledge that directly benefits the South County Annex effort.

MASTER PLANNING

PBK’s expertise in government facilities master planning is demonstrated through our ongoing work on the Charlotte County Cultural Center Replacement, a multi-use civic campus that includes a library, history center, and cultural hub (Charlotte County, FL). PBK’s role spans programming, long-range planning, site evaluation, phasing, and budget modeling — ensuring that each decision aligns with operational efficiency and long-term community impact.

This project typifies PBK’s process: we begin every civic effort with data-driven analysis, extensive stakeholder engagement, and careful evaluation of operational adjacencies. Our planning team develops space metrics and departmental standards that anticipate future growth and technology integration. For the South County Annex, PBK will apply this same rigor — combining strategic programming with county-wide annex standards to guide facility investment over the coming decades. The goal is to create a plan that not only meets current departmental needs but positions Charlotte County for sustainable, phased expansion.

SITE PLAN DESIGN

PBK’s site planning expertise is rooted in understanding how public facilities interact with their surroundings — balancing civic presence, accessibility, and technical infrastructure.

Our experience with the Charlotte County Emergency Operations Center (EOC) Expansion demonstrates this strength. Working closely with County staff and the CM@R team, PBK evaluated multiple site reconfiguration and addition options to integrate new program elements while maintaining full operations during construction. We coordinated circulation, stormwater, and security design to ensure resilience under 24/7 operational demands.

Likewise, the Port Charlotte Beach Recreation Center exemplifies PBK’s ability to transform constrained waterfront parcels into dynamic civic amenities. That project integrated coastal resiliency, ADA-compliant access, and community-driven recreational programming into a cohesive site design that maximized both public access and environmental stewardship.

These experiences directly inform our approach to the South County Annex, where PBK will perform comparative site test-fits for the existing Taylor Street site and alternative parcels within Punta Gorda. Each option will be analyzed for visibility, circulation, utility access, parking, and stormwater feasibility — enabling the County to make an informed selection grounded in cost, constructibility, and long-term flexibility.

PERMITTING EXPERIENCE

PBK's team possesses a deep working knowledge of the City of Punta Gorda and Charlotte County permitting processes, including zoning, concurrency, stormwater, and building review. Our recent collaboration with the County on the Cultural Center Replacement and Port Charlotte Beach Recreation Center has provided direct, current experience navigating local submittal protocols and coordinating with County reviewers.

Project Architect Tom Mayo and Civil Engineer Atwell will manage all permitting for the South County Annex, ensuring compliance with both County and City standards while minimizing delays. PBK's proactive approach to permitting — conducting pre-application meetings, early utility coordination, and continuous communication with reviewers — reduces risk and maintains project momentum through every approval phase.

EXPERIENCE WITH CM@R DELIVERY PROJECTS

PBK has extensive experience executing complex civic projects under the Construction Manager at Risk (CM@R) delivery method. Our collaboration with Charlotte County on the EOC Expansion serves as a clear example: PBK worked hand-in-hand with the CM@R team to align cost models, implement value-engineering strategies, and coordinate phased construction within an occupied facility. This cooperative relationship fostered transparency, efficiency, and budget adherence — hallmarks of PBK's delivery model. Both Steve Padgett and Chip Swider have successfully managed numerous CM@R projects, ensuring that design intent, constructibility, and cost remain aligned throughout the process. Their proven ability to facilitate communication between the County, CM@R, and design consultants ensures accountability and efficiency from concept through completion.

For the South County Annex, PBK will continue this collaborative approach, integrating the CM@R partner early in master planning and site development to establish realistic cost frameworks, maintain schedule discipline, and uphold the County's expectations for quality and value.

	Elected Officials As Stakeholders/Users	Government Facilities	Master Planning	Site Plan Design	Permitting: Charlotte County	Permitting: City of Punta Gorda	Charlotte County Project	CM@R Delivery Method
PROJECT EXAMPLES								
Charlotte County Cultural Center Replacement	●	●	●	●	●		●	
Charlotte County Emergency Operations Center Expansion	●	●	●	●	●	●	●	●
Punta Gorda Library	●	●		●	●	●	●	●
Charlotte Harbor Event & Conference Center	●	●	●	●	●	●	●	●
Port Charlotte Beach Recreation Center & Pool Facility		●	●	●	●		●	●
Mac V. Horton West County Annex*	●	●		●	●		●	●
Charlotte County Family Services Center*	●	●	●	●	●		●	●
Charlotte County District 1 Sheriff's Headquarters*		●		●	●		●	●
Charlotte County District 3 Sheriff's Headquarters & Evidence Storage Building*		●	●	●	●		●	●
Charlotte County District 5 Sheriff's Headquarters*		●		●	●		●	●
City of Dunedin City Hall	●	●	●	●				
City of Zephyrhills City Hall	●	●	●	●				●
City of Pinellas Park Park Station	●	●		●				
Babcock Ranch Town Hall			●	●	●			
Sarasota County Sheriff's Headquarters Expansion	●	●	●	●				●
Herald Court Parking Garage*		●		●		●		●

*Represents projects led by Steve Padgett, while managing partner of Fawley Bryant Architecture





SCHEDULE CONTROL & MANAGEMENT APPROACH

Delivering the Charlotte County South County Annex on time requires an approach that is disciplined, proactive, and transparent. PBK's team—led by Chip Swider, Project Manager, under the direction of Steve Padgett, Principal-in-Charge—will implement a structured schedule control process built around milestone tracking, collaborative coordination, and adaptive management. This is the same process and partnership that was utilized for Mac V. Horton West County Annex, Family Services, multiple District Sheriff Headquarters, and most recently, Port Charlotte Beach Recreation Center.

PROJECT SCHEDULE FRAMEWORK

At project initiation, PBK will develop a comprehensive master schedule that encompasses every phase of the project—from master planning and site feasibility through construction administration. This schedule will define key milestones and critical-path activities such as stakeholder workshops, programming completion, design submittals, agency reviews, permitting, GMP development, and phased construction delivery.

The schedule will be developed in collaboration with the County's Facilities team and the Construction Manager at Risk (CM@R), ensuring it aligns precisely with the 270-day design schedule and 420-day construction schedule established in the RFP.

To maintain momentum, PBK will organize the work into phased deliverables that allow for concurrent progress across disciplines. For example, while programming conclusions are being finalized, Atwell will begin site analysis, and Bennett + Pless and TLC Engineering will begin structural and systems coordination. This parallel workflow ensures there is no lag between planning and design development, protecting the project's overall timeline.

SCHEDULE MANAGEMENT TECHNIQUES

Our approach to schedule management is rooted in accountability and real-time responsiveness:

- **Milestone-Based Tracking:** Each design phase—Master Planning, Site Planning, Schematic Design, Design Development, and Construction Documents—will include clear deliverables and fixed review dates. These milestones will be monitored weekly to confirm completion targets are met.

- **Weekly Coordination Meetings:** Regular meetings with Charlotte County, the CM@R, and all subconsultants will allow the team to track progress, identify potential risks early, and implement immediate corrective measures
- **Building Information Modeling (BIM) Integration:** By leveraging PBK's integrated BIM process, we will visualize design progress and coordination issues in real time, reducing redesign lag and maintaining an accurate digital representation of schedule progress.
- **Phased Delivery and Early Packages:** Where appropriate, PBK will issue early site or foundation packages to allow the CM@R to initiate procurement or early construction activities without waiting for full document completion.
- **Project Management Software:** PBK utilizes project scheduling and management platforms such as MS Project and Newforma to track tasks, monitor deliverables, and distribute updated timelines to all stakeholders.

TEAM ACCOUNTABILITY

- **Chip Swider, Project Manager,** will be the primary authority responsible for maintaining the project schedule. He will manage all consultant timelines, coordinate with the CM@R's construction schedule, and issue weekly schedule updates.
- **Steve Padgett, Principal-in-Charge,** will provide executive oversight and ensure the schedule remains aligned with the County's expectations and the overall project delivery strategy.
- **Tom Mayo, Project Architect,** will monitor internal production progress, ensuring that design documentation meets each phase milestone.
- **Subconsultants—Atwell, Bennett + Pless, TLC, and CBRE—**will provide progress reports tied to their deliverables, allowing PBK to maintain comprehensive visibility across all disciplines.

Through this integrated approach, PBK ensures that the South County Annex project will meet every milestone defined by Charlotte County's procurement schedule, design timeline, and construction window.



COST CONTROL & MANAGEMENT APPROACH

PBK's philosophy on cost control is grounded in proactive management rather than reactive correction. Our team employs a structured process that begins at project inception—long before drawings are complete—and continues through construction closeout. This process, proven across numerous Florida public-sector projects, ensures the County's investment remains protected while preserving design quality and functionality.

COST MANAGEMENT STRATEGY

Our cost control process begins during the Programming and Master Planning Phase, when the County and design team have the greatest influence over cost outcomes. As early program decisions are made, PBK—supported by the CM@R and our cost estimating consultants—will assign budget allocations to every department and functional area. These budgets will be updated at each design milestone, providing a transparent, continuous cost check.

- **Early Budget Definition:** Working closely with Charlotte County and CBRE, PBK will establish a baseline cost model tied to the approved space program and site selection outcomes.
- **Continuous Cost Monitoring:** Throughout design development, PBK and the CM@R will conduct cost reconciliation reviews at each major phase (SD, DD, CD) to track alignment with the established budget.
- **Value Design vs. Value Engineering:** Rather than waiting for cost overruns to trigger design reductions, PBK practices “value design”—an iterative process that balances aesthetics, functionality, and constructibility from the start. This ensures that the design remains both cost-effective and aligned with County objectives.
- **Constructibility and Life-Cycle Reviews:** At each phase, PBK will conduct constructibility and materials reviews in coordination with the CM@R, evaluating long-term maintenance, durability, and performance against short-term cost impacts.
- **Real-Time Cost Feedback:** Our BIM-integrated design process allows for dynamic quantity extraction, enabling PBK and the CM@R to test cost implications immediately when evaluating alternative materials or systems.

COST CONTROL TECHNIQUES

To maintain tight fiscal control, PBK will implement the following techniques throughout the project:

- **Milestone-Based Estimating:** Establish budget checkpoints at 30%, 60%, and 100% completion of each design phase.
- **Integrated Budget Tracking:** Coordinate continuously with the CM@R's estimating team to verify material and labor market conditions.
- **Early VE Sessions:** Conduct joint value-engineering workshops immediately following each cost estimate, focusing on optimization—not reduction.
- **Change Management Protocol:** Implement a formal process to review any potential scope or design changes, assessing budget impacts before authorization.
- **Lifecycle Cost Evaluation:** Compare first-cost savings with long-term maintenance and energy performance to ensure responsible investment.

TEAM ACCOUNTABILITY

- Steve Padgett, as Principal-in-Charge, will oversee the overall project budget strategy and report directly to Charlotte County on fiscal alignment.
- Chip Swider, as Project Manager, will be responsible for implementing day-to-day cost controls, facilitating coordination between PBK, the CM@R, and subconsultants.
- Bennett + Pless and TLC will provide systems-level cost input, while Atwell will contribute site and infrastructure cost data to maintain budget integrity throughout design development.
- The CM@R will act as an integral partner in cost validation, ensuring early reconciliation between design intent and construction feasibility.

The primary objective of the team is to deliver a project that is within the County's budget and schedule requirements and meets your program goals.

RECENT, CURRENT, & PROJECTED WORKLOAD

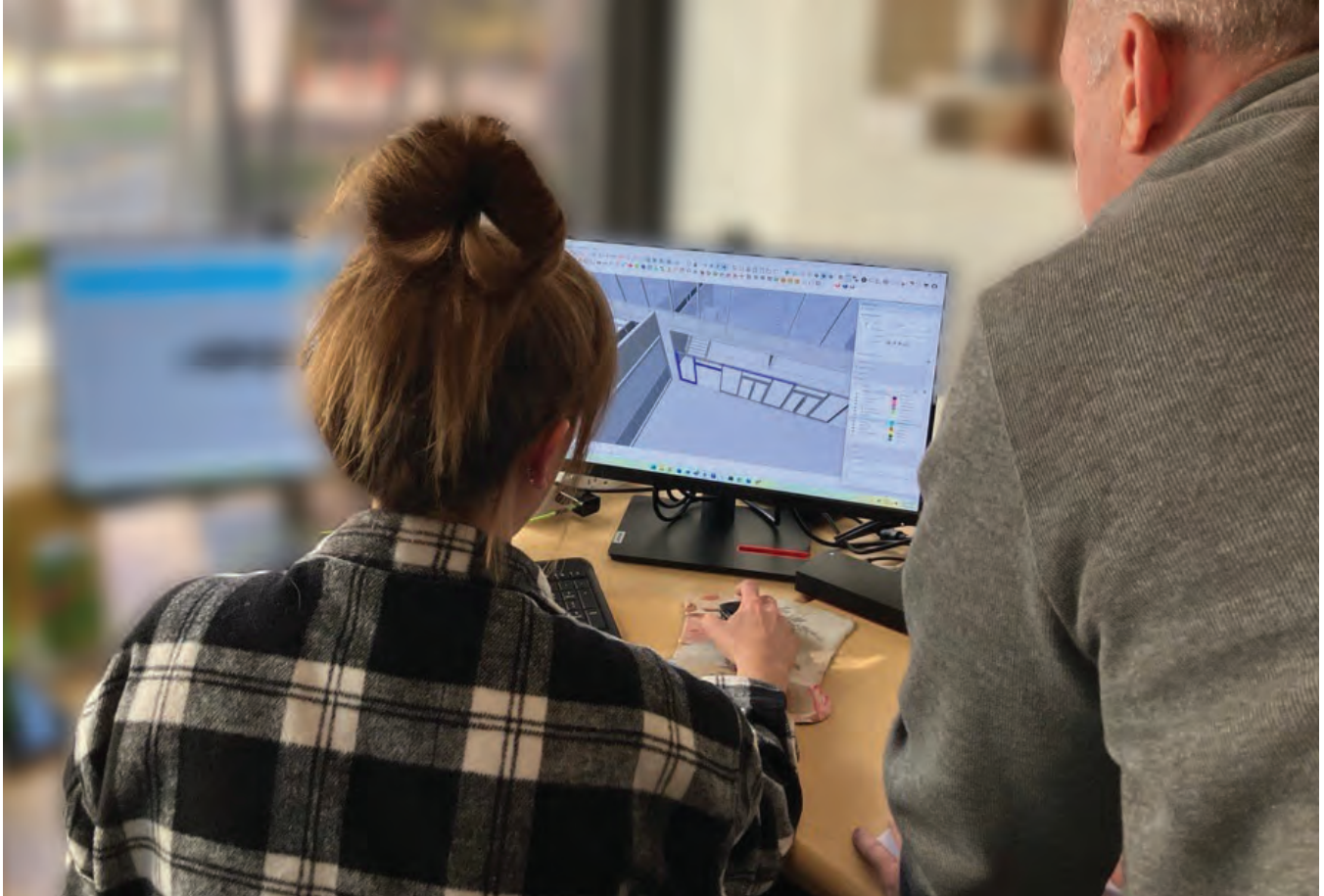
Our team would not pursue work with Charlotte County if we were not fully confident in our ability to deliver the high level of service and attention the County expects and deserves. PBK assures you that the schedule, scope, and program requirements of the South County Annex project will in no way compromise our commitment or capacity to provide exceptional architectural and project management services.

PBK is distinguished by its disciplined approach to staffing and workload management. We assign project teams strategically—selecting individuals whose expertise aligns directly with the project type and client expectations. For the South County Annex, the proposed team combines deep experience in civic and multi-agency government facilities, local permitting and construction coordination, and public-sector delivery methods. This team will remain with the project from master planning through construction completion, ensuring continuity, accountability, and clear communication throughout all phases.

Every PBK project is anchored by principal-level involvement. For this project, Steve Padgett, Principal-in-Charge, will oversee all major project milestones and maintain direct communication with Charlotte County leadership. Chip Swider, Project Manager, will manage daily coordination, schedule adherence, and deliverable integration, while Amy Weber Bradlow, Lead Designer, will guide the architectural vision and design process. Tom Mayo, Project Architect, will ensure technical accuracy, code compliance, and document quality. Each will be supported by dedicated architectural and engineering professionals across PBK's statewide network.

While the project will be managed by our Sarasota office, PBK operates as a “firm without walls,” meaning the full resources of our 950+ planning, design, and technical professionals are available to support Charlotte County as needed. This collaborative structure allows us to scale expertise dynamically, ensuring timely responses, depth of technical support, and unwavering design quality.

The PBK team assigned to the South County Annex is fully committed to providing Charlotte County with a responsive, engaged, and hands-on partnership—delivering a facility that embodies the County's values, meets its operational needs, and serves its community with pride.



PROJECT	KEY PERSONNEL	% COMPLETE
Sarasota County Jail Study	Amy Bradlow	61%
Lee County Libraries Noise Suppression	Tom Mayo	40%
Lee County Solid Waste Admin East	Tom Mayo	78%
Collier County Vanderbilt Beach Facilities Restrooms	Tom Mayo	90%
Mosquito Management Facility	Amy Bradlow, Tom Mayo	96%
Sarasota K-8 School	Winola Davidson	98%
Estero on the River Restroom Facility	Tom Mayo	95%
Collier County Senior Center Expansion & Hardening	Tom Mayo	77%
SDCC Elementary School L	Tom Mayo, Winola Davidson	97%
Lee County Property Appraiser	Tom Mayo	77%
Sarasota County Sheriff's HQ Expansion	Amy Bradlow, Winola Davidson	37%
Mason Academy Gymnasium Building	Tom Mayo	96%
FGCU Chick-Fil-A Refresh	Tom Mayo	90%
Mason Academy K-8	Tom Mayo	87%
Lee County Electric West Cape Coral Center	Tom Mayo	95%
Charlotte County EOC Expansion	Tom Mayo, Amy Bradlow, Winola Davidson	20%
City of Sarasota Health & Tennis ReRoof	Tom Mayo	87%
City of Sarasota Finance Department	Jack Meredith	59%
Port Charlotte Beach Recreation Center & Pool Facility	Steve Padgett, Chip Swider	87%
FSU Women's Lacrosse Facility	Steve Padgett	86%
Ft. Myers Library Youth/Staff Renovation	Tom Mayo, Amy Bradlow	11%
SCO Solid Waste Study	Jack Meredith	95%
Naples Christian Academy K-12 Master Plan	Tom Mayo	15%
Seattle Mariners Phase I Clubhouse Renovation	Steve Padgett	80%
Lee County Lavender's Landing Boat Ramp	Tom Mayo	97%
Lee County Facilities Building 4 Remodel	Tom Mayo, Winola Davidson	74%
Lee County Facilities Building 1 Remodel	Tom Mayo, Winola Davidson	72%
SDLC East Zone Portable Relocations	Tom Mayo	85%





DESIGN METHODOLOGY

PBK's design methodology for the South County Annex is built on a dual-path master planning process that allows Charlotte County to make a fully informed decision between replacing the existing facility on its current site or relocating to a new site within the City limits of Punta Gorda. Our planning-first approach ensures that each path—replacement or relocation—is studied with equal rigor, assessing not only immediate feasibility but also long-term operational, financial, and community benefits.

The process begins with an intensive programming and visioning phase, jointly led by PBK, CBRE, and the County's stakeholder departments. Through collaborative workshops, we will define spatial needs, departmental adjacencies, and shared service models to improve customer convenience and interdepartmental efficiency. The program will also identify technology, security, and resiliency requirements that are unique to the Annex's role as a multi-agency government facility.

Simultaneously, Atwell will conduct a comprehensive site analysis of both the existing Annex parcel and any new sites identified within Punta Gorda's municipal boundaries. Each site will be evaluated using an objective criteria matrix that considers access, flood zone classification, topography, utilities, zoning, traffic, and environmental conditions. This ensures the County can confidently weigh the benefits of continuing on the current AE9/AE10 site versus selecting a new, less constrained location that may offer improved access, reduced flood risk, or greater expansion flexibility.

For the on-site replacement path, PBK will develop a phased construction and operational continuity plan that minimizes disruption to ongoing public services. This includes analyzing where and how temporary relocations or modular offices could maintain County operations while

new construction occurs adjacent to or around the existing building. For the relocation path, we will prepare site test-fits, infrastructure layouts, and preliminary cost and schedule comparisons to evaluate the implications of acquiring or developing an alternate property within the city limits. Once the County selects its preferred direction, PBK will transition immediately into schematic design with a fully informed program, cost baseline, and site strategy. Amy Weber Bradlow, as Lead Designer, will guide the architectural expression and human experience of the Annex, ensuring that the new facility—regardless of location—embodies transparency, accessibility, and civic identity. The design will balance functionality and flexibility, providing adaptable departmental zones, shared service counters, and collaborative areas that enhance efficiency and public engagement.

Throughout design, PBK will employ Building Information Modeling (BIM) to integrate architectural, structural, civil, and MEP systems into a coordinated model. BIM will also serve as a cost and schedule management tool, allowing for real-time visualizations and early detection of potential design or constructibility conflicts. This technology-based workflow supports both the County's schedule requirements and its commitment to long-term facility data management.

Phasing and delivery will be tightly managed by Chip Swider, Project Manager, who will maintain alignment between County milestones, CM@R construction sequencing, and subconsultant deliverables. Regular OAC meetings and milestone reviews will ensure accountability, allowing the County to track progress, approve decisions, and maintain confidence in the project's pace and cost.

MASTER PLANNING

The master planning and programming phase will establish the strategic foundation for the South County Annex, enabling Charlotte County to make a fully informed decision between replacing the existing facility on its current site or relocating to a new site within the City limits of Punta Gorda. PBK's approach—anchored in collaboration, data, and design foresight—will bring together the full strength of our consultant team to analyze needs, evaluate options, and define a clear, actionable path forward.

At the outset, PBK and CBRE will initiate the process with a Request for Information (RFI) to collect operational data critical to understanding the County's current and projected requirements. This includes departmental staffing levels, space allocations, workflows, and special-use areas. Using this information, CBRE will conduct space utilization analyses and stakeholder interviews with key departments such as the Tax Collector, Property Appraiser, Building Services, Community Development, and Clerk of Court to uncover priorities, inefficiencies, and opportunities for improved service delivery. These discussions will also identify collaboration opportunities across departments and test the County's readiness for potential operational change.

Concurrently, Atwell will lead a comprehensive site analysis of both the existing Annex parcel and potential alternative sites within the City limits. Their evaluation will consider topography, zoning, flood zones, utility capacity, and access—all critical criteria that influence cost, constructibility, and resilience. This information will feed directly into PBK's early test-fit and site modeling studies, allowing the County to weigh the benefits and limitations of rebuilding on the current site versus developing on a new one.

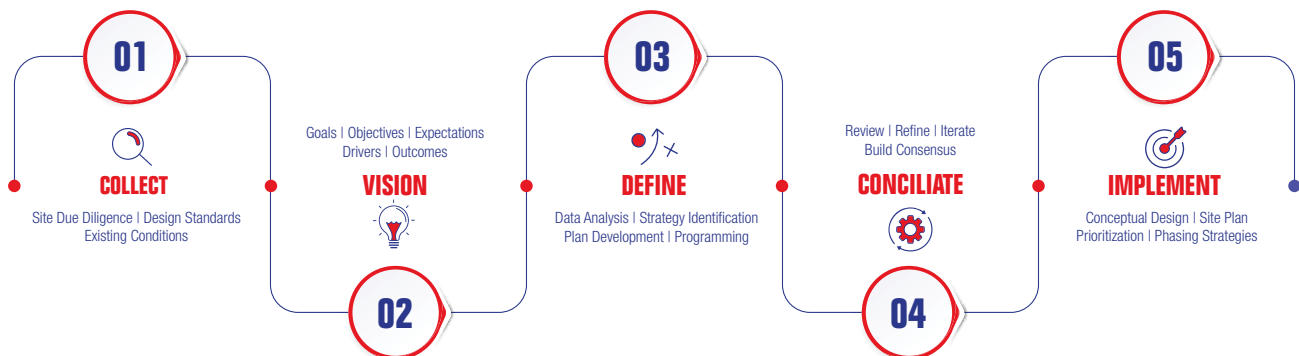
TLC Engineering Solutions, supported by Bennett + Pless, will assess infrastructure implications for each path—evaluating existing utility systems, site energy resilience, and opportunities for sustainable design integration. TLC will outline preliminary system strategies, including enhanced security networks, redundant power and communications infrastructure, and energy-efficient MEP systems that align with the County's long-term operational goals. These technical considerations will be incorporated early into PBK's planning process to ensure that the selected direction—replace or relocate—is grounded in both functionality and feasibility.

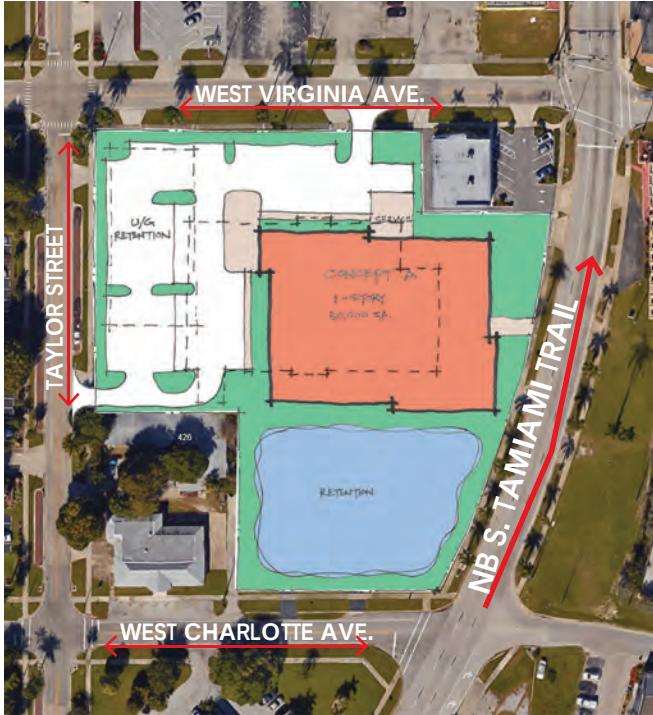
Throughout the master planning phase, PBK will facilitate workshops and alignment meetings with County leadership and key user groups. These sessions will validate goals, confirm priorities, and align decision-making across all departments. PBK will synthesize CBRE's program data, Atwell's site findings, and engineering assessments into a dual-path comparative framework—a matrix that outlines spatial efficiency, site performance, cost implications, and operational continuity for both options. This framework will allow the County to make a data-supported choice that balances short-term practicality with long-term flexibility.

Using this foundation, PBK will develop scenario models and adjacency diagrams that visualize how County departments interact within the proposed space. Each scenario will illustrate service flow, public access, and staff circulation, integrating CBRE's program metrics and Atwell's site constraints. BIM-based visualization will allow the County to see how each option functions operationally and how future growth can be accommodated.

The phase will conclude with a findings and recommendations presentation summarizing all analyses—programmatic, spatial, technical, and operational—culminating in a clear, consensus-driven direction for design. This collaborative process ensures that Charlotte County receives not only a refined building program, but a strategic, evidence-based roadmap that defines the best location, configuration, and long-term value for its new South County Annex.

As the culmination of the master planning effort, PBK will translate the programming data, site analysis, and stakeholder input into a series of illustrative site concepts. The following conceptual layouts serve as visual demonstrations of how the 30,000-square-foot facility could be configured within the existing site constraints. Each concept will explore different building orientations, access strategies, parking arrangements, and stormwater management solutions, reflecting varying balances between functionality, visibility, and phasing feasibility. While these diagrams do not represent final design solutions, they provide a clear, comparative framework for discussion—showing the County how factors such as flood zone limitations, site circulation, and construction phasing influence the ultimate replacement strategy. This exercise will empower County leadership to visualize trade-offs, refine priorities, and set a confident direction before entering schematic design.





SITE CONCEPT A

Accommodates a 1-story facility fronting Tamiami Trail. Site access is shown from West Virginia Avenue and Taylor Street. Existing site access from Tamiami Trail and West Charlotte Avenue are removed. This 1-story building concept has an advantage of access convenience for customers and potentially more direct interaction between occupant County departments. Cost economy also comes with a 1-story building. Vertical circulation such as stairs and an elevator are not required. Additionally, future renovations are typically less disruptive and less expensive in a single-story building. Alternately, a single-story facility has a larger footprint than a multistory building and requires more site area. This may be challenging on the proposed site due to the required amount of stormwater system retention and required number of parking spaces. Stormwater system retention is shown as a combination of above-ground and underground vault storage.

1-Story, 30,000 SF Building
100 Parking Spaces
2 Site Access Points
Partial Underground Storage Retention



SITE CONCEPT B

Accommodates a 2-story facility fronting Taylor Street and West Virginia Avenue. Site access is shown from West Virginia Avenue, Taylor Street, and optional from Tamiami Trail. An existing site access from Tamiami Trail and West Charlotte Avenue is removed. This 2-story building concept takes less site area and affords additional parking and additional surface stormwater retention than does Site Concept A. It also has more prominence than a shorter 1-story building. This may help new customers identify the facility for their first time visit.

2-Story, 30,000 SF Building
128 Parking Spaces
3 Site Access Points
Partial Underground Storage Retention



SITE CONCEPT C

Accommodates a 2-story facility fronting Tamiami Trail. Site access is shown from West Charlotte Avenue, Taylor Street, and optional from Tamiami Trail. An existing site access from Tamiami Trail and West Virginia Avenue is removed. Similarly, this 2-story building concept affords even more parking and additional surface stormwater retention. In this concept, the building is prominent while fronting Tamiami Trail and potentially accessible by pedestrians from Tamiami Trail. This helps new customers identify the facility and reinforces an urban street edge long Tamiami Trail.

2-Story, 30,000 SF Building
140 Parking Spaces
3 Site Access Points
Partial Underground Storage Retention



SITE CONCEPT D

Accommodates a 2-story facility fronting Tamiami Trail and West Charlotte Avenue. Site access is shown from West Charlotte Avenue, Taylor Street and West Virginia Avenue. An existing site access from Tamiami Trail is removed. The primary advantage of this site concept allows the existing facility building to remain in-place and operational during construction of the new facility building. This will save staff relocation costs and help minimize operational disruption. However, this would also require two construction phases and increase construction logistics, cost, and duration. This concept also locates the building on the most prominent street corner for the best visibility by those traveling northward by vehicle along Tamiami Trail.

2-Story, 30,000 SF Building
121 Parking Spaces
3 Site Access Points
Partial Underground Storage Retention
Allows Construction While Existing Building Remains



CHALLENGES & OPPORTUNITIES

DUAL PATH: REPLACEMENT VS RELOCATION

The central challenge and opportunity of this project is the County's ability to choose between rebuilding the Annex on its current site or relocating to a new site within the City of Punta Gorda. PBK's dual-path approach ensures that both options are thoroughly vetted for feasibility, cost, schedule, and long-term community impact.

On-site replacement allows the County to leverage existing infrastructure and maintain proximity to established civic assets. However, it introduces challenges related to phasing construction while keeping County operations active, managing limited laydown space, and coordinating utility relocation. PBK's approach mitigates these risks through carefully sequenced construction phasing, temporary facilities planning, and early coordination with the CM@R to stage work with minimal service interruption.

Relocation to a new site offers opportunities for improved flood resilience, enhanced access, and expanded site flexibility. Should the County pursue this path, PBK and Atwell will lead due diligence on potential sites, ensuring they meet all zoning, access, and floodplain management requirements. This option also enables more efficient construction sequencing and the potential for future expansion without operational interference.

FLOOD ZONE AE9 AND AE10

The existing site's position across Flood Zones AE9 and AE10 introduces elevation, drainage, and floodproofing considerations. PBK will collaborate with Atwell and TLC to develop an integrated resiliency strategy that raises the finished floor elevation above base flood level, employs dry-floodproofing for mechanical and electrical spaces, and reinforces the building envelope to withstand storm surge conditions. Site grading and stormwater design will be carefully coordinated to maintain ADA compliance while optimizing runoff and retention. Should a new site be selected, flood zone data will be a primary determinant in the feasibility matrix to ensure the County's long-term risk mitigation.

The same team has addressed similar issues on the Port Charlotte Beach Recreation Center and has established a strong rapport with building officials and permitting agencies to create a precedent of how to tackle these types of challenges going forward.

DEMOLITION, RELOCATION, & OPERATIONAL CONTINUITY

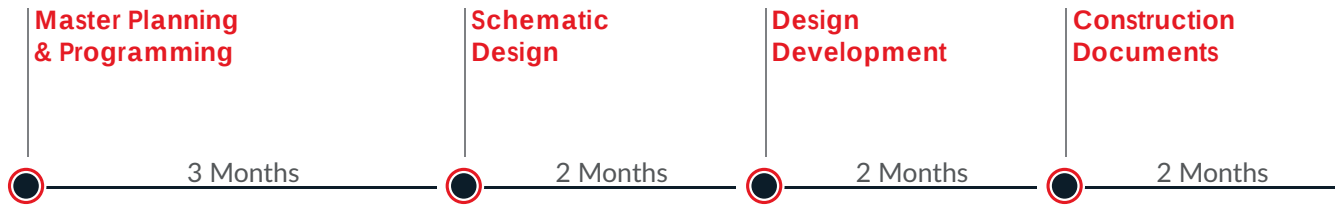
If the County proceeds with on-site replacement, demolition and new construction sequencing will be one of the most technically complex aspects of the project. PBK's prior experience in active campus environments—where essential operations must remain uninterrupted—will guide this process. We will work with the County to establish temporary relocation zones (either modular on-site units or short-term leased space) for departments most impacted during construction. A transition and move management plan will detail department sequencing, communication protocols, and move-in schedules to maintain seamless service to the public.

SYSTEM INTEGRATION AND RESILIENCY

The Annex will require infrastructure systems beyond those typical of a conventional office building. Based on TLC Engineering Solutions' expertise, the design will incorporate enhanced security infrastructure, redundant power and communications, and emergency preparedness systems to support continuous government operations. Hardened MEP systems will be integrated with generator-backed IT rooms, UPS-supported data closets, and secure card access networks tied to the County's existing technology infrastructure. Advanced HVAC controls, demand ventilation, and sub-metering will ensure the facility meets sustainability goals and provides measurable performance over time.

These system requirements represent both a challenge and an opportunity. By integrating them early in the design process, PBK and TLC can ensure that all disciplines—architecture, structure, mechanical, electrical, plumbing, and technology—are coordinated around shared resiliency and efficiency objectives. This proactive integration will yield a facility that is not only compliant but also operationally robust, scalable, and future-ready.

PROPOSED SCHEDULE



PBK's proposed design schedule for the South County Annex is structured to meet Charlotte County's required 270-day design duration, while providing the time and flexibility necessary for meaningful stakeholder engagement and informed decision-making. The schedule is intentionally front-loaded with a robust master planning and programming phase to ensure that early decisions are data-driven and that subsequent design phases progress efficiently and confidently.

MASTER PLANNING & PROGRAMMING - 3 MONTHS MIN.

The master planning and programming phase will serve as the foundation of the project, lasting approximately three months. This timeframe allows for comprehensive engagement with County leadership, departmental stakeholders, and the project's core team—including CBRE, Atwell, TLC, and Bennett + Pless.

During this period, PBK and CBRE will lead a structured series of workshops, interviews, and data analyses to define programmatic requirements, space standards, and service adjacencies for all County departments. Concurrently, Atwell will conduct a detailed site analysis of both the existing Annex parcel and potential alternate sites within the City limits of Punta Gorda. Each site will be evaluated using a comparative matrix addressing access, flood zone conditions, zoning compliance, infrastructure availability, and cost implications.

This dual-path process—Replace vs. Relocate—will culminate in a comprehensive findings report and presentation that allows County leadership to make an informed decision based on operational, financial, and long-term planning criteria. Should the County request deeper engagement, additional departmental coordination, or public outreach, PBK can readily extend this phase to ensure that every stakeholder's perspective is incorporated before moving into design.

SCHEMATIC DESIGN (SD) - 2 MONTHS

Upon completion of the master planning and programming phase, PBK will begin the Schematic Design phase, lasting approximately two months. At this stage, PBK will translate the approved program and site direction into conceptual building layouts, massing studies, and site configurations.

For the replacement-on-site option, PBK will develop phased concept plans illustrating how the new Annex can be constructed while maintaining continuous operation of the existing facility. This will include preliminary sequencing of construction zones, temporary access points, parking configurations, and utility transitions. The design team will work closely with the CM@R to confirm constructibility, logistics, and any temporary facilities required.

For a potential relocation site, schematic design will focus on site orientation, vehicular and pedestrian circulation, and integration of security and resiliency infrastructure as outlined by TLC. PBK will provide early 3D renderings and BIM models to facilitate stakeholder review and County decision-making.

DESIGN DEVELOPMENT (DD) - 2 MONTHS

The Design Development phase will continue for approximately two months, refining the architectural design and integrating detailed systems coordination. PBK will work collaboratively with TLC Engineering Solutions, Bennett + Pless, and Atwell to finalize structural systems, MEP layouts, site grading, and stormwater management strategies that align with SWFWMD, FEMA, and County standards.

For the replacement scenario, this phase will include development of a phased construction plan—defining the sequence in which new facilities are built, existing operations transition, and the current building is decommissioned. The team will work closely with the CM@R to prepare preliminary phasing diagrams, confirming staging areas, temporary service routes, and the duration of each construction segment. PBK's BIM model will incorporate these logistics to visualize construction sequencing and mitigate operational disruptions.

During DD, the County will also receive updated cost estimates, life-cycle cost comparisons, and schedule validation, ensuring the project remains on budget and aligned with the critical path.

CONSTRUCTION DOCUMENTS (CD) - 2 MONTHS

The Construction Documents phase will span approximately two months, during which PBK and our consultant team will produce the detailed technical drawings, specifications, and permit-ready documentation required for bidding and construction. This phase will also include final phasing integration, detailing the physical separation between new and existing facilities, protective barriers, utility connections, and any temporary modifications needed to maintain services during construction.

PBK will coordinate weekly with the CM@R and County staff to confirm document completeness, permitting requirements, and constructibility. All documents will be prepared in accordance with Charlotte County's electronic submittal standards and the City of Punta Gorda's permitting requirements. Early coordination meetings will be held with both jurisdictions to streamline review and minimize turnaround time.



DELIVERING A QUALITY PROJECT WITHIN BUDGET & ON SCHEDULE

PBK's commitment to delivering Charlotte County's South County Annex on time and within budget is founded on discipline, proactive coordination, and a culture of accountability. Our approach is not reactive; waiting for challenges to arise, but strategic and preventative. Through clear leadership, robust technology integration, and close partnership with the County and the CM@R, we will ensure that the project's quality, schedule, and cost objectives are met with precision and confidence..

COMPREHENSIVE PROGRAM VERIFICATION

The foundation of a well-controlled project begins with absolute clarity of scope. PBK will begin by conducting a comprehensive program verification process with Charlotte County to validate all space requirements, departmental adjacencies, and operational priorities. This process ensures that every element of the design reflects County expectations and functional needs before design development begins. Early verification prevents costly downstream changes, eliminates assumptions, and ensures alignment among County staff, the CM@R, and all design disciplines.

Working in partnership with CBRE, we will reconcile the program against available square footage and budget thresholds, producing a space allocation matrix that becomes the County's baseline reference throughout design. This disciplined start minimizes rework, accelerates approvals, and protects the project from scope creep.

COORDINATION WITH THE CM@R & EARLY COST CONTROL

PBK has a proven record of success collaborating with CM@R partners on complex civic and community projects across Florida. That partnership model—transparent, proactive, and data-driven—will guide our coordination with the County's selected CM@R for the South County Annex.

From day one, the CM@R will be engaged in the design process to provide cost estimating, constructibility feedback, and phasing validation. This early integration allows our team to adjust design elements in real time, maintaining alignment between County expectations, the approved budget, and the construction schedule.

At each major design milestone: Programming, Schematic Design, Design Development, and Construction Documents;

PBK and the CM@R will conduct cost reconciliation reviews, ensuring that the evolving design remains within financial parameters. If adjustments are required, PBK will lead structured value design sessions—a forward-thinking alternative to traditional “value engineering.” These sessions focus on optimizing materials, systems, and constructibility without compromising function or aesthetics.

This process is the same collaborative framework that delivered PBK's previous Charlotte County Annex project \$1 million under budget and nearly two months ahead of schedule under the leadership of Principal-in-Charge Steve Padgett and Project Manager Chip Swider. Their tested management strategy—early engagement, rigorous monitoring, and direct communication—will drive similar results for this project.

REAL-TIME DESIGN ADJUSTMENTS WITH BIM

PBK will employ Building Information Modeling (BIM) as the central tool for design integration, coordination, and cost management. BIM allows for real-time visualization of building systems and facilitates seamless collaboration among architecture, structure, MEPF, and civil disciplines.

During design development, PBK will use BIM to:

- Conduct clash detection between disciplines, preventing costly field coordination issues.
- Provide real-time cost feedback by linking model quantities to CM@R estimates.
- Enable constructibility simulation to ensure that design details are practical, code-compliant, and efficient to build.

TLC Engineering Solutions, Bennett + Pless, and Atwell will integrate their respective systems models into PBK's federated BIM environment, ensuring full visibility of all design decisions. This process also allows the CM@R to offer ongoing input, bridging the traditional gap between design and construction and maintaining schedule alignment.

SCHEDULE MANAGEMENT AND PHASED DELIVERY

Maintaining the County's mandated 270-day design and 420-day construction timeline requires both discipline and adaptability. Under Chip Swider's management, PBK will develop a Critical Path Method (CPM) master schedule detailing every deliverable, review period, and decision point from initiation to occupancy.

Our schedule management plan includes:

- Weekly OAC meetings with County representatives, the CM@R, and subconsultants to review progress, identify obstacles, and implement immediate corrective actions.
- Milestone-based progress reviews at 30%, 60%, and 90% completion of each design phase to track deliverables and verify schedule compliance.
- Parallel task management, allowing site analysis, systems coordination, and permitting preparation to occur concurrently—eliminating downtime between disciplines.

PBK's workflow flexibility allows us to absorb additional scope or schedule compression without sacrificing quality. We maintain in-house resource redundancy across disciplines to ensure that milestones are met even under accelerated deadlines. Our firm's internal project delivery system, combined with proactive communication, gives the County complete visibility into schedule status at all times.

QUALITY ASSURANCE AND CONSTRUCTIBILITY REVIEWS

Delivering a quality project requires consistency, peer review, and accountability. PBK maintains a structured Quality Assurance / Quality Control (QA/QC) process that includes formal document reviews at critical milestones. Tom Mayo, Project Architect, will oversee technical document integrity, ensuring that each phase complies with Charlotte County design standards and the Florida Building Code.

The CM@R will participate in constructibility reviews at each milestone to identify field issues before they occur, saving both time and cost during construction. This collaboration ensures that design decisions translate cleanly into the built environment with minimal Requests for Information (RFIs) or change orders during the field phase.

LEADERSHIP AND PROVEN RESULTS

Working alongside Chip Swider, whose systematic project management approach ensures that milestones, costs, and quality standards are met, this leadership team will provide stability, responsiveness, and accountability throughout every phase of design and construction. Together, they will safeguard the County's investment—balancing performance, quality, and value while maintaining unwavering adherence to the project's budget and timeline.



COLLABORATIVE DESIGN PROCESS

Use an integrated approach that involves all stakeholders—architects, engineers, contractors, and clients—from the early stages to ensure alignment on project goals, timelines, and budgets.



BUILDING INFORMATION MODELING (BIM)

Leverage BIM and 3D modeling to enhance coordination, reduce design conflicts, and allow for real-time adjustments. This reduces errors and helps maintain schedule and budget integrity.



EARLY COST ESTIMATION & INTEGRATED VE

Engage CM to perform accurate cost estimates during early design phases and continuously throughout the project. Value engineering helps to identify cost-saving opportunities without sacrificing quality.



PHASED DELIVERABLES & REGULAR MILESTONES

Establish clear project phases with specific deliverables and deadlines. Regular milestones help keep the project on track and allow for adjustments if needed.



EFFICIENT DECISION-MAKING PROCESSES

Streamline decision-making with clear communication channels and designated decision-makers to avoid delays. Quick resolution of design changes is essential for maintaining momentum.



CONSTRUCTIBILITY REVIEWS

Collaborate with the construction manager to perform constructibility reviews during the design phase. This helps identify potential issues that could lead to delays or increased costs during construction.



DETAILED SCHEDULING & COORDINATION

Develop a detailed, realistic project schedule that incorporates time for reviews, approvals, and unforeseen challenges. Close coordination with consultants, and the CM, helps ensure that timelines are achievable.



CONTINGENCY PLANNING

Include contingency plans for both budget and schedule to address unforeseen issues, such as material shortages or design modifications, while minimizing disruptions.



POST-OCCUPANCY FEEDBACK LOOP

Incorporate lessons learned from previous projects through post-occupancy evaluations and feedback mechanisms. This allows continuous improvement in design processes and avoids repeating costly mistakes.



TRENDS IN ANNEX DESIGN

Across Florida and the nation, county annexes are evolving from simple administrative extensions into multi-service civic hubs—spaces that combine efficiency, accessibility, and resilience. Based on PBK's research and experience, several emerging trends will guide our design approach for Charlotte County's South County Annex:

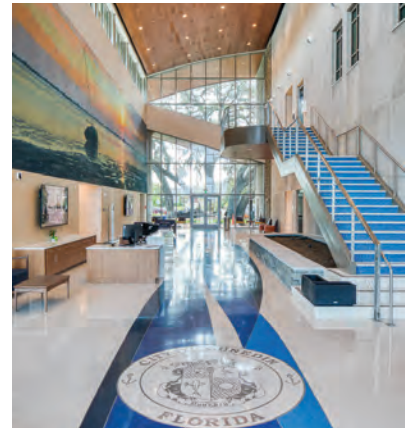
- **Integrated Public Service Counters:** Modern annexes are consolidating customer service functions into shared lobby and queuing areas, reducing duplication among departments and improving user experience
- **Flexible Interior Planning:** Departments are adopting modular layouts with movable partitions, raised access floors, and flexible MEP zoning—allowing quick reconfiguration as service delivery models evolve.
- **Technology-Enabled Operations:** Self-service kiosks, online queue systems, and integrated security and access control enhance operational efficiency while reducing public wait times.
- **Resiliency and Continuity of Operations:** Annexes are being designed with hardened systems, redundant power, and communication infrastructure to support limited emergency operations during storms—ensuring County continuity of service.
- **Community-Oriented Design:** As public-facing facilities, annexes now serve as civic landmarks that reflect community values through sustainable materials, natural light, and transparent design language that reinforces accessibility and trust.

For Charlotte County, these trends will translate into an adaptable, resilient, and welcoming facility—one that supports efficient service delivery today while providing the flexibility to evolve with future County growth and operational demands.



Charlotte County Family Services Phase I Building | Project performed by Steve Padgett & Chip Swider with Fawley Bryant Architecture.





CITY OF DUNEDIN - CITY HALL

DUNEDIN, FL

The new Dunedin City Hall consolidates three former municipal buildings: City Hall, Technical Services and Engineering, and Municipal Services. The new facility provides greater efficiency for staff and improved service to the public through a centralized “One Stop Shop” that provides access to Development Services, Engineering, and Utility Billing. The building is divided into two wings connected by a lobby: the Commission Chambers wing and the two-story office building. The architectural design is based off of ocean waves, referencing both Dunedin’s coastal location and the City’s own branding which features nautical flags.

The project was certified through Green Globes, receiving Three Globes. Sustainable attributes include a solar array, bird-friendly glazing, and plants selected to provide food sources and habitats for wildlife. The design features highly efficient systems resulting in 47% energy savings. It also includes health features such as HEPA air filtration and ultraviolet lights and bipolar ionization inside air handlers.

The project was successfully delivered on time and within the owner’s budget expectations.

OWNER
City of Dunedin

SIZE
39,000 SF

COST
\$20M

COMPLETION DATE
2023



CITY OF ZEPHYRHILLS - CITY HALL & MASTER PLAN

ZEPHYRHILLS, FL

PBK created a master plan for the City of Zephyrhills's municipal complex, and then subsequently designed their new City Hall. The City Hall houses their City Administration and City Council, as well as the Public Works, Engineering, Utilities, Building and Planning, CRA, Finance and Human Resource departments.

The project began with a space needs analysis. Next, PBK studied several options for locating the new building on the existing site. In order to maintain a proximity with the existing library which PBK designed a few years prior, and work best with the existing site grading and drainage, we confirmed that the building would be best sited in the same location as the existing building. PBK designed a plaza to enhance the connection between the City Hall and library, and to create a civic complex that incorporates the City Hall, library and fire station.

The City Hall building was designed with an L-shaped configuration that semi-encloses the plaza and simultaneously addresses the main street and provides a civic entrance at the plaza / parking lot side. The two-story portion houses all of the City's offices, and the one-story portion is a multi-purpose Council Chambers that along with the plaza, can also be used for City events or rented out to generate revenue. The building is designed so that the Chambers, lobby and public restrooms can be accessed outside of regular business hours, while the offices can be closed and secure.

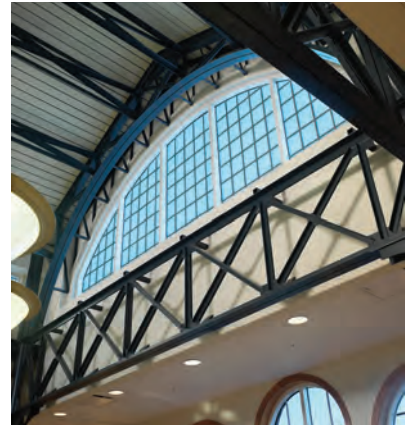
The project was successfully delivered on time and within the owner's budget expectations.

OWNER
City of Zephyrhills

SIZE
21,430 SF

COST
\$6.45M

COMPLETION DATE
2023



CITY OF PINELLAS PARK - PARK STATION/CITY HALL ANNEX

PINELLAS PARK, FL

The City of Pinellas Park received grant funding for the hardening of the Park Station building our firm designed approximately twenty years ago. Between the federal funding and the City's share, there was a total of \$825,000 available for total project cost including design and construction. The purpose of the grant was to provide protection against 158-mph winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are issued. Wind mitigation enhancements included improvements as necessary to the roofing system, openings, and installation of a 250 kW generator.

PBK's role was to work with Pennoni to analyze the roofing system to determine whether it meets wind speed requirements. We also reviewed all of the building's openings including glazing systems, louvers, and doors for compliance with wind speed requirements. We worked with another engineer to coordinate the placement and enclosure of a generator with a fuel tank to serve the building.

After a thorough field visit and careful review of record documentation, we were able to determine the existing roofing system met the more stringent requirements, but the windows would need to be replaced with more robust, impact-resistant systems. Some of the exterior walls will also need additional structural reinforcement.

PBK and our consultants are currently in the process of composing the Construction Documents for the implementation of the improvements determined by our hardening analysis.

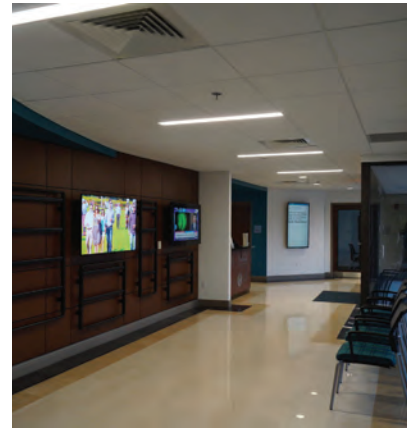
The project was successfully delivered on time and within the owner's budget expectations.

OWNER
City of Pinellas Park

SIZE
16,790 SF

COST
\$3.3M

COMPLETION DATE
2004



AIRPORT CENTER 2 PBSO/TOURIST DEVELOPMENT COUNCIL

PALM BEACH GARDENS, FL

Airport Center Building 2 is a 5 story, 61,000 sf building that was renovated to house PBSO Civilian Administrative Departments along with the Tourist Development Council offices. Extensive space plan/programming was completed in order to facilitate both end users' needs. Maintaining separation of uses, even within PBSO Departments, such as records, and security concerns were a specific concern through the design process for departments such as Central Records, Media Relations, Human Resources, Personnel Services, Risk Management and the Labor Division. PBK is currently working with Palm Beach County on an adjacent new building, Airport Center 3. The current project includes associated renovations to Airport Center 2.

OWNER
Palm Beach County

SIZE
61,000 SF

COST
\$11M

COMPLETION DATE
2017/2028

The project was successfully delivered on time and within the owner's budget expectations.



CHARLOTTE HARBOR EVENT & CONFERENCE CENTER PUNTA GORDA, FL

PBK master planned this 10 acre waterfront complex and provided architectural and engineering design for the implementation of the first two phases.

The master plan included creative solutions to provide a visible and physical link from the downtown to the site. In addition to providing a 20,000 net square foot multi-purpose Event Hall and multiple break-out spaces, the design also included providing a beautiful outdoor civic space for a variety of outdoor activities to engage the Center with the adjacent Harborwalk.

Located on the shore of the Peace River in Punta Gorda, the Charlotte Harbor Event and Conference Center is the county-wide focal point for arts and entertainment. The facility fits seamlessly into the city's existing architectural style and is a key piece of the makeover and revitalization of Charlotte County after the area was devastated by Hurricane Charley.

The Event and Conference Center provides 44,000 square feet of flexible space for various types of events including consumer expos and trade shows, theatrical performances, sports tournaments, regional/national conventions, and weddings. While featuring a seating capacity of up to 2,100, smaller meetings can be accommodated by four breakout rooms. A park surrounding the building showcases the waterfront and provides space for outdoor events.

Future phases include a structured parking garage and enhancements along the Harborwalk.

The project was successfully delivered on time and within the owner's budget expectations.

OWNER
Charlotte County Government

SIZE
44,000 SF

COST
\$19.3M

COMPLETION DATE
2010
Miscellaneous improvements since 2011



BABCOCK RANCH TOWN HALL, CITY HALL FORT MYERS, FL

Babcock Ranch is a planned community development of more than 17,000-acres, located within both Charlotte and Lee counties in southwest Florida. The Town Center is approximately 11-acres and consists of five buildings; a 10,000 SF Town/Woodlea Hall, a 12,000 SF Market/Café, a 12,000 SF Education Center, 24,450 SF Health and Wellness Center, and a 3,500 SF Table 7 Tap Restaurant.

The Town Hall is one of the most important components of the project, as it will be one of the first architectural components visitors and residents will see as they approach the Town Center. Initially, the facility will be used as a community center that will include sales offices for the various residential builders and a retail outfitter shop that will supply gear to future residents and outdoor enthusiasts for walking, biking, hiking and canoeing. Once the new town is more established, this building will become their permanent Town Hall.

The project was successfully delivered on time and within the owner's budget expectations.

OWNER
Kitson & Partners

SIZE
10,000 SF

COST
\$3.2M

COMPLETION DATE
2017



LEE COUNTY MEDICAL EXAMINER'S OFFICE

FORT MYERS, FL

PBK provided architectural design services for the renovation and expansion of the Lee County Medical Examiner's Office, improving functionality and efficiency while maintaining daily operations. The project was delivered in two phases. Phase 1 transformed the former library into modern office space, adding administrative capacity with new workstations, technology upgrades, and improved lighting and ventilation. Phase 2 expanded the cooler and freezer areas to increase storage capacity, incorporating advanced temperature controls, enhanced insulation, and streamlined workflow access. Together, these improvements created a modernized, efficient, and sustainable facility that strengthens the Medical Examiner's ability to serve Lee County.

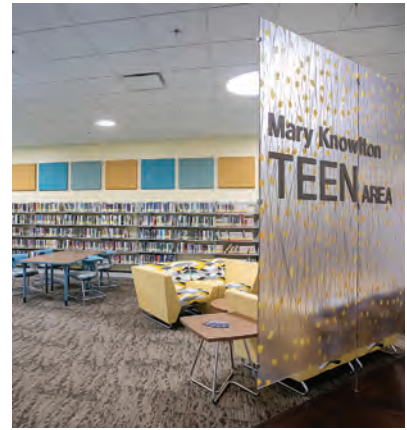
OWNER
Lee County

SIZE
17,857 SF

COST
\$450,000

COMPLETION DATE
2020

The project was successfully delivered on time and within the owner's budget expectations.



PUNTA GORDA CHARLOTTE LIBRARY

PUNTA GORDA, FL

The Punta Gorda Charlotte Library was built to replace a small, aging facility serving local residents. The 20,000 SF library is located in a quaint neighborhood surrounded by a history park, dog park, and bicycle paths. It includes traditional stacks, a computer center, archives, youth and teen areas, a dividable meeting room, Maker's Space, and a bookstore.

Its proximity to the Life Care Center and local trail system created a unique opportunity to improve access for seniors and nearby residents. PBK provided dual entrances from both the parking lot and the trail.

The design of the facility took the age of the user population into account with features such as:

- Planning of areas where visitors can wait to be picked up if they do not drive
- Basing stacks counts on assuming the bottom shelf would be empty, to avoid users having to bend down
- Locating reading areas near windows for high-quality natural lighting
- Selecting seating with arms so that sitting down and standing up is easier
- Delineating circulation paths vs. seating or activity areas with subtle changes in carpet pattern, rather than color, as sharp contrast in floor color can be disorienting for people with low vision
- Consideration in lighting design to ensure adequate, evenly-distributed illumination over stack areas
- Multiple service points throughout library

In Addition to typical library functions, this library offers community activities in the meeting rooms such as chess, writing workshops, crafts, and photography classes.

The project was successfully delivered on time and within the owner's budget expectations.

OWNER
Charlotte County Government

SIZE
20,000 SF

COST
\$5.4M

COMPLETION DATE
2019



SARASOTA SHERIFF'S OFFICE HEADQUARTERS EXPANSION

SARASOTA, FL

PBK is currently designing the Sarasota Sheriff's Office Headquarters Expansion. The project includes approximately 91,500 square feet of new three-story building construction and the renovation of about 16,500 square feet of office space. The Sheriff's Office includes diverse spaces to support administrative, operational, and community needs. It features Class-A offices for law enforcement, special operations, administration, and civil units, as well as specialized areas for training, forensic labs, and evidence storage. Public-facing spaces include lobbies, meeting rooms, and secure front desks, while support areas handle operations like shipping and maintenance. Designed for resilience, the facility will withstand Category 5 hurricanes, include an at-grade helipad with future rooftop expansion, and plan for a parking garage. The LEED-certified design reflects Sarasota County's standards for safety, efficiency, and accessibility, emphasizing dignity and permanence.

The project was successfully delivered on time and within the owner's budget expectations.

OWNER
Sarasota County Sheriff's Office

SIZE
108,000 SF

COST
\$69.5M

COMPLETION DATE
2028



CULTURAL CENTER REPLACEMENT & MASTER PLAN

PORT CHARLOTTE, FL

PBK is currently engaged by Charlotte County to lead the master planning, programming and feasibility phases for the new Charlotte County Cultural Center & Library complex, to be sited at 2280 Aaron Street, Port Charlotte, FL. The scope encompasses stakeholder visioning and public engagement, demographic and market demand studies, multi-scenario program development, site master planning, conceptual massing studies, traffic/circulation and landscape integration, as well as financial feasibility modeling, risk assessment, and implementation planning. Our deliverables will establish a clear and defensible planning framework to serve as the “roadmap” for subsequent design phases and ultimately guide construction of a state-of-the-art, resilient cultural campus that integrates performance, visual arts, heritage, library, and community functions under a unifying civic identity.

OWNER
Charlotte County

SIZE
Apprx. 68,000 SF

COST
\$59M

COMPLETION DATE
Est. 2029





EXPERIENCE & CAPABILITIES

PBK stands ready to deliver for Charlotte County a facility shaped by deep public-sector expertise, cost discipline, technical integration, and local permitting fluency. Our leadership has guided many complex civic projects with multiple stakeholder groups, and we bring that same collaborative strength and rigor to the South County Annex.

GOVERNMENT FACILITIES WITH MULTIPLE ORGANIZATIONS & STAKEHOLDERS

Over decades, PBK has led design efforts for government complexes where multiple agencies share space, resources, and infrastructure—such as combined administrative centers, justice facilities, and multi-departmental service hubs. We understand the challenge of aligning divergent departmental workflows, security protocols, and customer interactions into one coherent, efficient, and secure design. A critical starting point for this coordination will occur during the master planning and programming phase, as outlined in Tab V, where PBK will engage each department through structured workshops and interviews to define their operational needs, adjacencies, and shared service requirements. Through this process, we ensure that all agencies—whether public-facing or back-of-house—are represented in a collaborative framework that informs spatial planning and long-term flexibility. PBK's stakeholder engagement process (workshops, steering committees, and leadership interviews) guarantees that each agency's priorities are translated into architectural solutions—spatial adjacencies, shared service zones, and clear access hierarchies. Our experience in multi-stakeholder environments helps avoid interdepartmental conflicts, ensures operational efficiency, and fosters ownership and consensus from all participants well before design is finalized.

LIFE CYCLE COST ANALYSIS & VALUE ENGINEERING AS CORE DESIGN STRATEGY

PBK's approach treats value engineering not as a late-stage cost-cutting exercise, but as an ongoing design tool embedded from day one. Beginning in the programming phase, we perform life-cycle cost analysis that considers not just first costs but long-term maintenance, energy burdens, replacement cycles, and durability under Florida's climate. As design progresses, we continuously benchmark design options against life-cycle models—choosing glazing systems, mechanical efficiencies, and structural schemes that reduce total cost of ownership over 30–50 years. At each design milestone, the PBK team works with the CM@R's estimator to cross-validate cost models and

evaluate alternatives (e.g. insulated wall assemblies, alternative HVAC strategies, materials substitution) before final selection. Because these decisions are made early, the design remains robust and performance-driven without last-minute scope cuts or degraded quality.

CRITICAL PATH METHOD (CPM) SCHEDULING

PBK relies on Critical Path Method (CPM) scheduling as the backbone of project control. From the moment we begin master planning, we map all major deliverables, decision points, and dependencies—identifying the true critical path through programming, design, permitting, procurement, and construction. This schedule is live: we run weekly updates, monitor float, flag slippages, and adjust resource allocations dynamically to protect key milestones. In past projects, this method has allowed us to anticipate bottlenecks (e.g. long-lead equipment, structural coordination, permit review sequences) and re-sequence tasks proactively to maintain pace rather than recover after delays.

PRE-CONSTRUCTION SERVICES: MINIMIZING COST & MAXIMIZING SCOPE

PBK's pre-construction philosophy begins as soon as the contract is signed. In partnership with the CM@R, we engage in early cost estimating, constructibility reviews, and system optimization before finalizing design. Key pre-construction activities we lead include:

- **Design for Constructibility Workshops** — engaging structural, MEP, and site disciplines early to resolve buildability conflicts before documents are locked.
- **Value-driven option studies** — identifying trade-offs between cost, performance, and scope.
- **Early procurement planning** — flagging long-lead items (generators, security infrastructure, specialty equipment) and issuing procurement packages in advance of full CD.
- **Phasing logistics planning** — evaluating how to phase construction to keep County operations active with minimal disruption. This front-loaded strategy ensures that the final design is optimized for budget and schedule while preserving the intended scope and quality.

BIM EXECUTION PLAN & MODEL COORDINATION

PBK implements a robust BIM Execution Plan (BEP) on every major civic project, including annex-type facilities. The BEP outlines modeling standards, version control, discipline responsibilities, clash-detection protocols, and data exchange requirements. From programming through CD, the federated BIM model enables real-time coordination among architectural, structural, civil, mechanical, electrical, plumbing, security, and technology systems. We run scheduled clash detection cycles, cost-quantification passes, and model-based simulations. During construction, the BIM model is shared with the CM@R and subcontractors for clash resolution, shop drawing alignment, and field coordination. This continuous integration accelerates decision-making, reduces errors, and protects against schedule overruns caused by coordination gaps.

PERMITTING IN SOUTHWEST FLORIDA, CHARLOTTE COUNTY & PUNTA GORDA

PBK brings extensive, proven experience navigating the permitting landscape across Southwest Florida, with particular depth in Charlotte County and the City of Punta Gorda. Our team's long-standing working relationships with local agencies, paired with the direct regional expertise of our consultants, ensure a smooth and efficient permitting process for the South County Annex.

Over the past several decades, our team members have successfully completed more than a dozen projects for Charlotte County, including government, recreation, and public safety facilities. Beyond County government work, we have also maintained a decades-long partnership with Charlotte County Public Schools, providing architectural services for multiple campuses, additions, and district-wide improvements. This continuous collaboration has built a foundation of trust with County staff, the Building Construction Services Department, and the Community Development Division—resulting in a deep understanding of local procedures, expectations, and review timelines.

Our permitting experience encompasses coordination with Charlotte County Community Development, City of Punta Gorda Urban Design and Building Divisions, and regional oversight agencies such as the Southwest Florida Water Management District (SWFWMD), Florida Department of Environmental Protection (FDEP), and Federal Emergency Management Agency (FEMA). PBK has navigated these agencies on multiple projects requiring Environmental Resource Permits (ERP), stormwater and floodplain compliance, and coastal high-hazard development reviews, ensuring timely approvals through proactive engagement and clear documentation. The most recent example has been the permitting process of the Port Charlotte Beach Recreation Center, which required similar review processes as this project should the annex be replaced on the existing site.

Supporting this effort, our civil engineering partner, Atwell, brings exceptional local permitting experience, with Charlotte County-based personnel who maintain daily working relationships with both County and City of Punta Gorda reviewers. Their familiarity with local ordinances, zoning overlays, concurrency requirements, and infrastructure standards allows our team to anticipate submittal expectations, minimize review cycles, and coordinate efficiently with utility providers and public works staff. Atwell's local insight, combined with PBK's architectural and regulatory experience, ensures that stormwater, access management, and utility designs align with both County and City requirements from the start.

Together, we offer a team that understands not only what to submit—but how, when, and to whom. We will lead early pre-application meetings with County and City officials, engage SWFWMD for environmental coordination, and manage submittals through Charlotte County's online Citizen Access Portal. By leveraging our deep institutional knowledge and long-standing professional relationships, we can expedite reviews, resolve comments quickly, and maintain momentum from design through approval.



Herald Court Center was led by Steve Padgett, while managing partner of Fawley Bryant Architecture



PROJECT EXPERIENCE

	Government Facilities with Multiple Stakeholders	Life Cycle Cost Analysis	Critical Path Method	Conducted Pre-Construction Services	Permitting in Southwest Florida & Charlotte County
PROJECT EXAMPLES					
Charlotte County Cultural Center Replacement	●	●	●		●
Charlotte County Emergency Operations Center Expansion	●	●	●	●	●
Punta Gorda Library	●	●	●	●	●
Charlotte Harbor Event & Conference Center	●	●	●	●	●
Port Charlotte Beach Recreation Center & Pool Facility	●	●	●	●	●
Mac V. Horton West County Annex*	●	●	●	●	●
Charlotte County Family Services Center*	●	●	●	●	●
Charlotte County District 1 Sheriff's Headquarters*	●	●	●	●	●
Charlotte County District 3 Sheriff's Headquarters & Evidence Storage Building*	●	●	●	●	●
Charlotte County District 5 Sheriff's Headquarters*	●	●	●	●	●
City of Dunedin City Hall	●	●	●	●	
City of Zephyrhills City Hall	●	●	●	●	
City of Pinellas Park Park Station	●	●	●	●	
Babcock Ranch Town Hall	●	●	●	●	●
Sarasota County Sheriff's Headquarters Expansion	●	●	●	●	●
Herald Court Parking Garage*	●	●	●	●	●

*Represents projects led by Steve Padgett, while managing partner of Fawley Bryant Architecture



VOLUME OF WORK

Total payments received from County within the past 24 months.

Within the past 24 months, PBK has received \$500,000+ from Charlotte County.





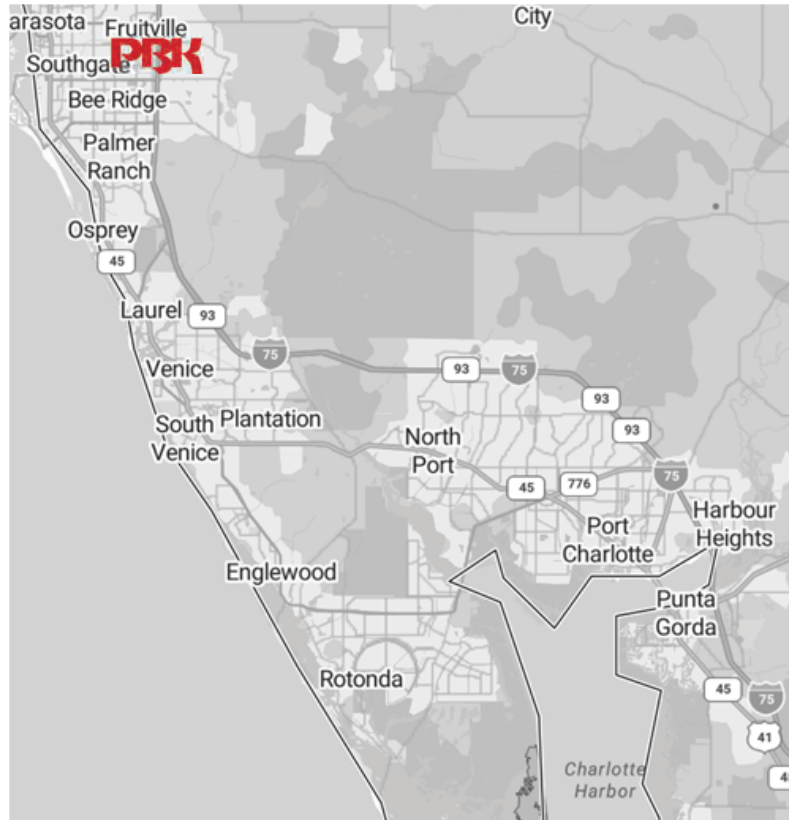
PRK

LOCATION

Describe the Prime and Sub-Consultants responsiveness as it relates to the firm's location to the project

Services for this Charlotte County project will be performed from our primary office location in Sarasota. PBK's Sarasota office is roughly 46 miles from the project site at 410 Taylor Street in Punta Gorda, 36 miles from Port Charlotte, and 27 miles from Englewood.

This close proximity is a critical advantage for on-call services, where responsiveness and accessibility are essential. Being located within a short drive allows our team to be readily available for site visits, meetings, and immediate support whenever needed, ensuring that we can quickly mobilize and address the County's priorities with minimal delay.



LOCAL OFFICE

Sarasota, FL

101 Paramount Drive, Suite 250

Sarasota, FL 34232

T. 941.954.7632

pbk.com

PRIME CONTACT

Steve Padgett, AIA, NCARB, LEED AP

Principal-in-Charge

marketing_east@pbk.com



LITIGATION

Have you been named as a defendant or co-defendant in the last five years? If so, describe circumstances and outcome, including case number, case name and court.

Please note that the following Litigation cases are a reflection of Harvard Jolly Inc., now operating as PBK. PBK has provided a high-level of service and dedication to our clients for the past 87 years. We have a proven track-record of handling disputes, so they are quickly resolved and to the satisfaction of our clients.

Name of Opposing Party: Pinellas County
Date Litigation Initiated: June 1, 2018
Current Status: Resolved

In December 2017, Harvard Jolly was notified by Pinellas County that there were some construction issues at the Pinellas County Public Safety Campus of which Harvard Jolly was the architect of record. This building experienced several construction problems. Harvard Jolly was proactive in helping counsel for the County to conduct discovery in this matter and was able to come to a resolution with the County in December of 2019. Harvard Jolly continues to enjoy a well-established, working relationship with Pinellas County and has for over 80 years.

Name of Opposing Party:
The Official Committee of Unsecured
Creditors of Miami International Medical
Center, LLC d/b/a The Miami Medical
Center (MIMC)
Date Arbitration Initiated: Nov. 21, 2018
Current Status: Resolved

On or about April 16, 2014, Harvard Jolly and Miami International Medical Center ("MIMC") entered into a contract wherein Harvard Jolly agreed to provide professional architectural services in connection with the renovation and expansion of the MIMC. MIMC directed Harvard Jolly to retain The RC Group as its electrical subconsultant. After construction was complete, MIMC filed for bankruptcy and became a debtor to its Liquidating Trustee. The Liquidating Trustee ("LT") filed a Demand for Arbitration in November 2018 relating to the electrical design services provided through Harvard Jolly as it related to the RC Group and Ray Cruz, P.E (collectively "RC"). At around the same time, the LT brought a separate adversary action against RC in the Bankruptcy court. The Arbitration action against Harvard Jolly was stayed throughout the pendency of the LT's adversary action against RC in the Bankruptcy court until those claims were resolved in October 2022. The LT soon thereafter resolved its claim against Harvard Jolly in November 2022.

Name of Opposing Party:
Montville Center Associates
Date Litigation Initiated: June 12, 2014
Current Status: Resolved

In 2017, Montville Center Associates filed suit against Harvard Jolly for breach of contract stemming from the work of a structural subconsultant on a project that started in March 2014. Montville requested several extensions to this matter, postponing its resolution. The case proceeded to trial in December 2023 and a jury found in favor of Harvard Jolly on all issues but one. The only issue Montville Center Associates prevailed in resulted in a jury award of \$42,000 of its \$4.1M claim.

As to all the above referenced matters, Harvard Jolly Inc.'s attorney is:

Jon D. Derrevere, Esq
Derrevere Stevens Black & Cozad
2005 Vista Parkway, Suite 210
West Palm Beach, Florida 33411
T: (561) 684-3222
E: jdd@derreverelaw.com

Please feel free to contact Mr. Derrevere with any additional questions or concerns relating to the foregoing.



MINORITY BUSINESS

Certified MBE, Sub-Consultants Certified MBE, and/or Non-Certified MBE.

PBK is not a Certified Minority Business Enterprise. However, we strongly support initiatives to include diverse vendors and consultants on our project teams. Selection of certified diverse sub-consultants is customary on PBK awarded projects and we are committed to continuing Certified Business Participation. PBK is so supportive of minority participation that we not only include minority sub-consultants on our projects, but we have also incorporated this practice in the daily operation of our firm.

PBK recognizes the importance of working with minority, small and diverse business enterprises (MBE, SBE and DBE). As a company, both on the corporate level as well as branch offices, we strive to reflect the makeup of the diverse world within which we conduct business. We reach out to diverse businesses for printing, office and drafting supplies, software and computer hardware, maintenance services for copiers, printers, phones, catering for business meetings and events, company vehicle service, building maintenance, project photography, courier and delivery services, professional services, as well as a host of others.



